

## Sharing Your ePortfolio Presentations With Specific External Users

This guide will be covering how you can share a presentation from your ePortfolio with a specific external user and give them the ability to comment on and assess it.

**NOTE: Individual artefacts and reflections can only be shared internally. Only ePortfolio presentations can be shared with an external person.**

1

Once you are within your ePortfolio, you can share an item by clicking on the dropdown arrow next to the ePortfolio item you are wanting to share and selecting the *Share* option.

2

You can now click *Add Users and Groups* and scroll down past the usernames on your module until you see the option to add a *External User by Email Address*. Here, you can add the email of the specific viewers / commenters / assessors. You can click add and then input any additional emails if required.

3

Scroll down further and you should see *Assign Permissions*. Here you can set the permissions for the external user(s) you are sharing your presentation with. Once you have added your permissions for the specified user, click *Share*. Your external viewer will now receive an email informing them that you have shared your presentation with them.

To adjust viewer settings at any time, click on the drop-down arrow and select *Share*. Then using the pencil or the cross icon next to your list of viewers, update their permissions.