TIPS ON SHARING AND SUBMITTING BLACKBOARD PORTFOLIOS

TOP TIP: KEEP THIS IN MIND ABOUT THE SUBMIT/SHARE FUNCTION

Students can never submit or share a link to their live portfolio pages! Instead, Blackboard creates a snapshot of the portfolio. What students submit/share is a copy of their portfolio pages at a particular point in time.

If you make additional edits, you will need to resubmit or reshare a new portfolio snapshot after your portfolio contains the updated content.

SUBMIT YOUR PORTFOLIO

UF 100 and 200 students are asked to share portfolios with their instructors by submitting them to a Blackboard assignment.

To SUBMIT: Leave the My Portfolios section of blackboard and enter your Blackboard course to find the assignment your instructor has set up for e-portfolio submissions. Submit your portfolio so that your instructor can see and grade it.

STEP-BY-STEPS FOR SUBMITTING TO A BLACKBOARD ASSIGNMENT (DEFAULT SHARING METHOD FOR UF 100 and 200)

1. When you have completed your portfolio, click the Done Editing button (upper right)
2. Access the course that included the portfolio assignment
3. Find the portfolio submission assignment
4. Click the title of the Assignment
5. Click the Select Portfolio button
6. In the pop-up window, select the portfolio you completed
7. Click the Submit button
8. Verify that the portfolio is now selected (you will see its title listed) and enter any additional comments
9. Click the Submit button
SHARE YOUR PORTFOLIO

TO ACCESS SHARING OPTIONS

1. Access the *My Portfolios* page
2. Click the *More* link below the portfolio you wish to share
3. Click *Share* from the drop down menu
4. Click the *Share a Snapshot with* menu

STEP-BY-STEPS FOR SHARING WITH ANYONE VIA EMAIL

**TOP TIP**
Always use the *External Users* option to share by e-mail. *Avoid the Internal Users option*, because few Boise State users have opted into Blackboard’s general e-mail directory.

1. Select *External Users* from the *Share a Snapshot with* menu
2. Enter *email addresses* in the *Email Recipients* text box. Use commas to separate multiple addresses
3. Edit the email subject and message
4. Optional: Enter a *Password* that will be required to access your portfolio
5. Optional: Set an *expiration lifetime* for how long the recipient will be able to access your portfolio
6. Click the *Submit* button

STEP-BY-STEPS FOR SHARING WITH EVERYONE IN A BLACKBOARD COURSE

7. Select *Courses* from the *Share a Snapshot with* menu
8. Select *Browse*
9. Enter the Blackboard Course ID in the search field. (You can get this from the course instructors, who will see it under
10. Select *Course ID* under *Search Field*
11. Click *Search*
12. Your course should appear in the search results. Click on the checkbox next to the correct search result.
13. Click the *Submit* button, which will close the browse window
14. Click *Submit* again on the Choose Course page

Everyone in the course will now be able to see your portfolio.

**To access the shared snapshot from the My Portfolios section on Blackboard:**

1. Click the *Shared with Me* button (left side of screen)
2. Click on *Discover Portfolios* (upper right of screen)