How to View Other ePortfolios Shared With Me

A Guide for faculty

Who is this for? This guide is for faculty who are looking to access ePortfolios that are shared with them by someone else.

When another person shares an ePortfolio with you directly in order to give you access to view and/or edit it, you may not be able to see it on your dashboard immediately because, **initially, only the ePortfolios you created are visible by default**. This guide will show you how to change the dashboard settings to view the ePortfolios that are shared with (but not created by) you.

Step 1: Click the collapsed menu icon on your Dashboard in the "My ePortfolios" area to reveal the filtering options for this section. You can filter out which ePortfolios show based on "Type" and/or "Permission" level. (*See image 1*)
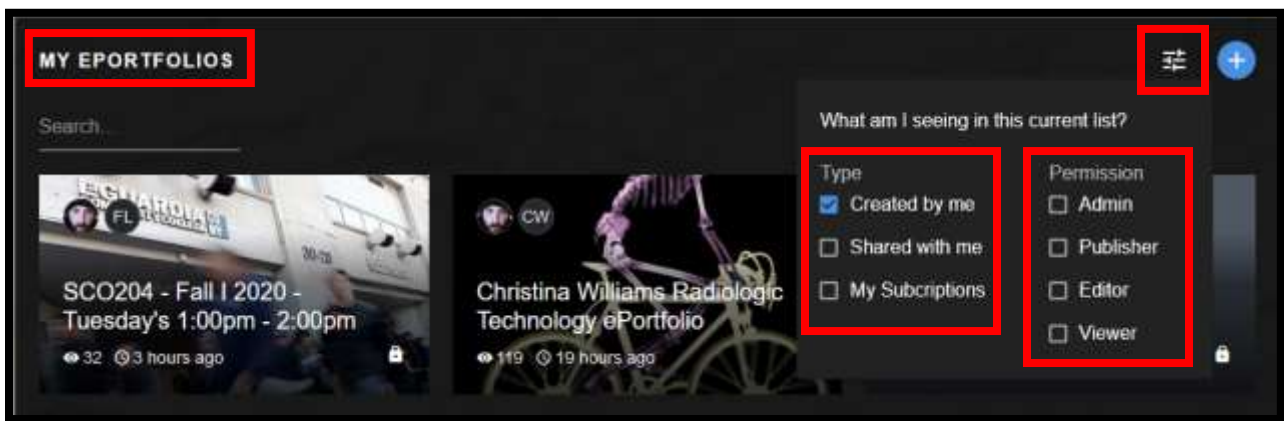

Image 1

Step 2: Check the appropriate options. As you check the different boxes, you will see different ePortfolios appear on your dashboard depending on how these have been shared with you by another user. (*See image 2*)
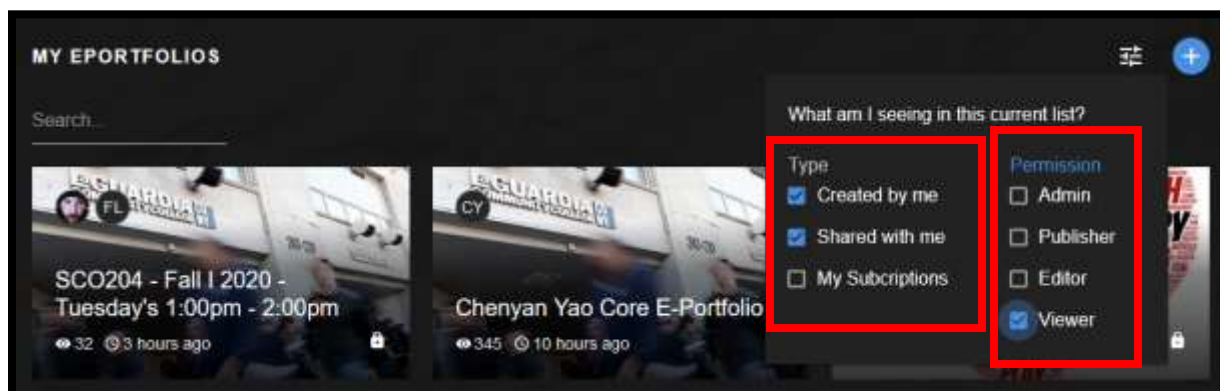

Image 2

This guide was created by the ePortfolio Program at LaGuardia Community College (CUNY). For more information, please visit www.laguardia.edu/eportfolio.

Step 3: You can also show more ePortfolios that you have access to by clicking the "Show more" button. (*See image 3*)
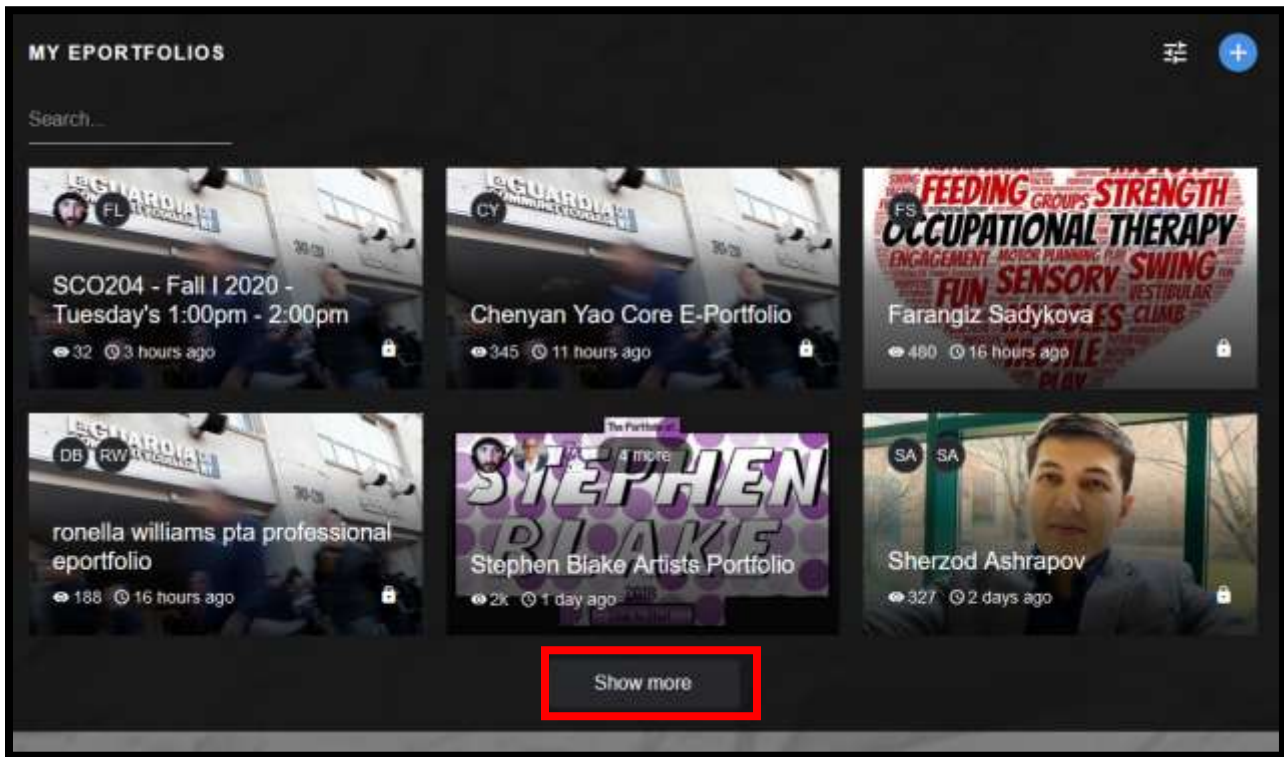

Image 3

That's it. If you have any questions, contact the ePortfolio team or visit the MB-57 office.