

Sharing ePortfolio with Courses

1. Log in to your ePortfolio (<https://intranet.laguardia.edu/eportfoliosso/>) using your GroupWise credentials; scroll down to My ePortfolios. Click on the link to the ePortfolio you want to share. (See image 1a)

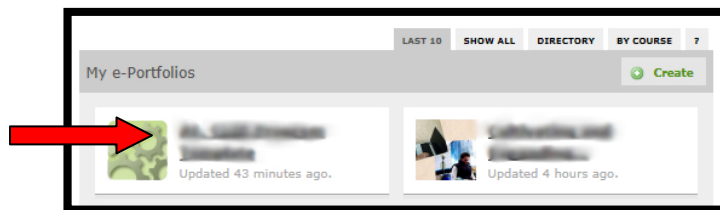


Image 1a

2. Click on the “ePortfolio Tools” tab from the dropdown menu and select “Settings.” (See image 2a)



Image 2a

3. Scroll down to the “Permissions” section; choose “Private to me” and select “Custom Permissions.” (See image 3a)



Image 3a

4. You can type in the name of the **User**, **Course** or **Group** you want to share with as long as the user has an account within the system, you are enrolled in the course or been added to the group. To choose a course, you can also click on the green button to the left of the text field. This will display all the courses you are currently enrolled in. Choose the one you want to share your ePortfolio with. (See image 4a)

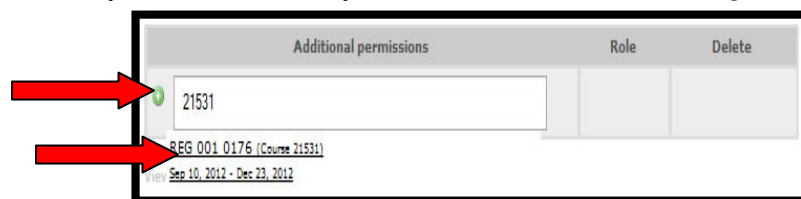


Image 4a

5. Assign the role you want the course faculty or students to have. By default, they will be assigned “Viewer.” To change their role, click the down arrow and select another option. (See image 5a)

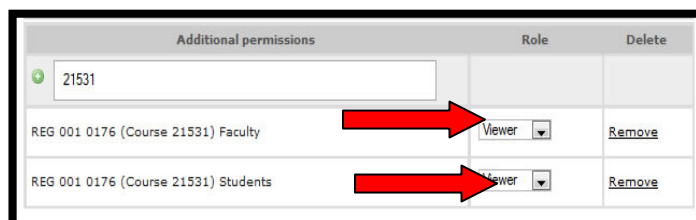


Image 5a

6. Click on “Save” when done.