

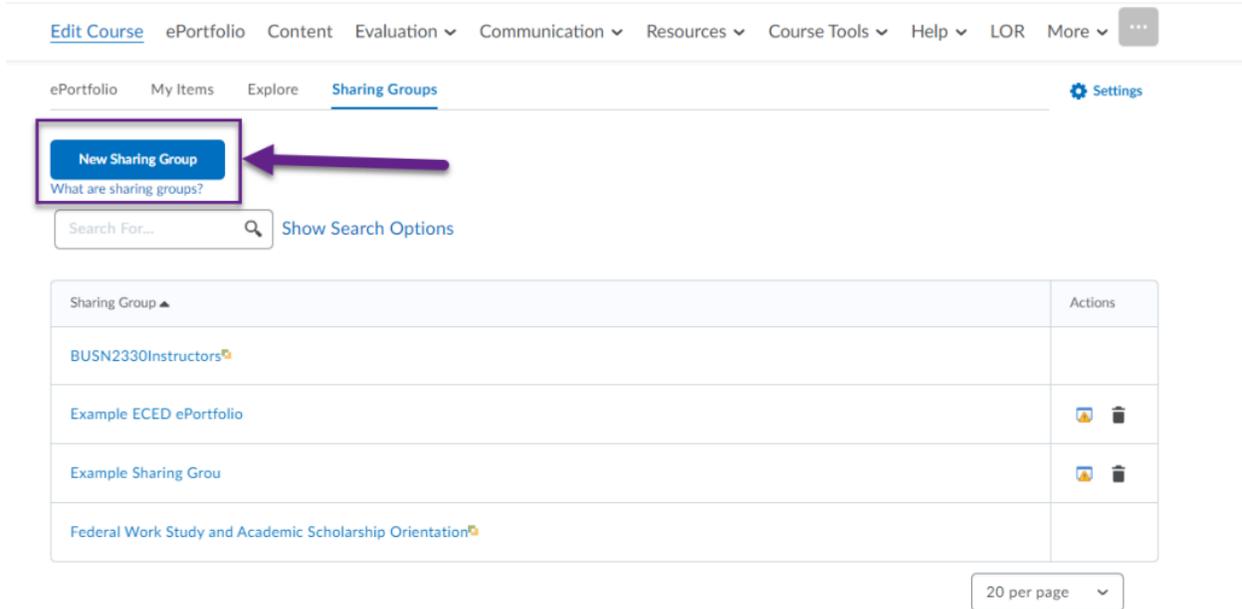
# How to Share Items in ePortfolio

The screenshot shows the user interface of an ePortfolio system. At the top, there is a header with the Nashville State Community College logo, the course name 'AnnaTestCourse', and user information for 'Anna Young'. A navigation menu includes 'Edit Course', 'ePortfolio', 'Content', 'Evaluation', 'Communication', 'Resources', 'Course Tools', 'Help', 'LOR', and 'More'. Below this, a secondary menu has 'ePortfolio', 'My Items', 'Explore', and 'Sharing Groups' (which is highlighted with a purple box and a purple arrow). A 'Settings' gear icon is also present. On the left, there is a blue 'New Sharing Group' button and a search bar with the text 'What are sharing groups?'. The main content area is a table with the following data:

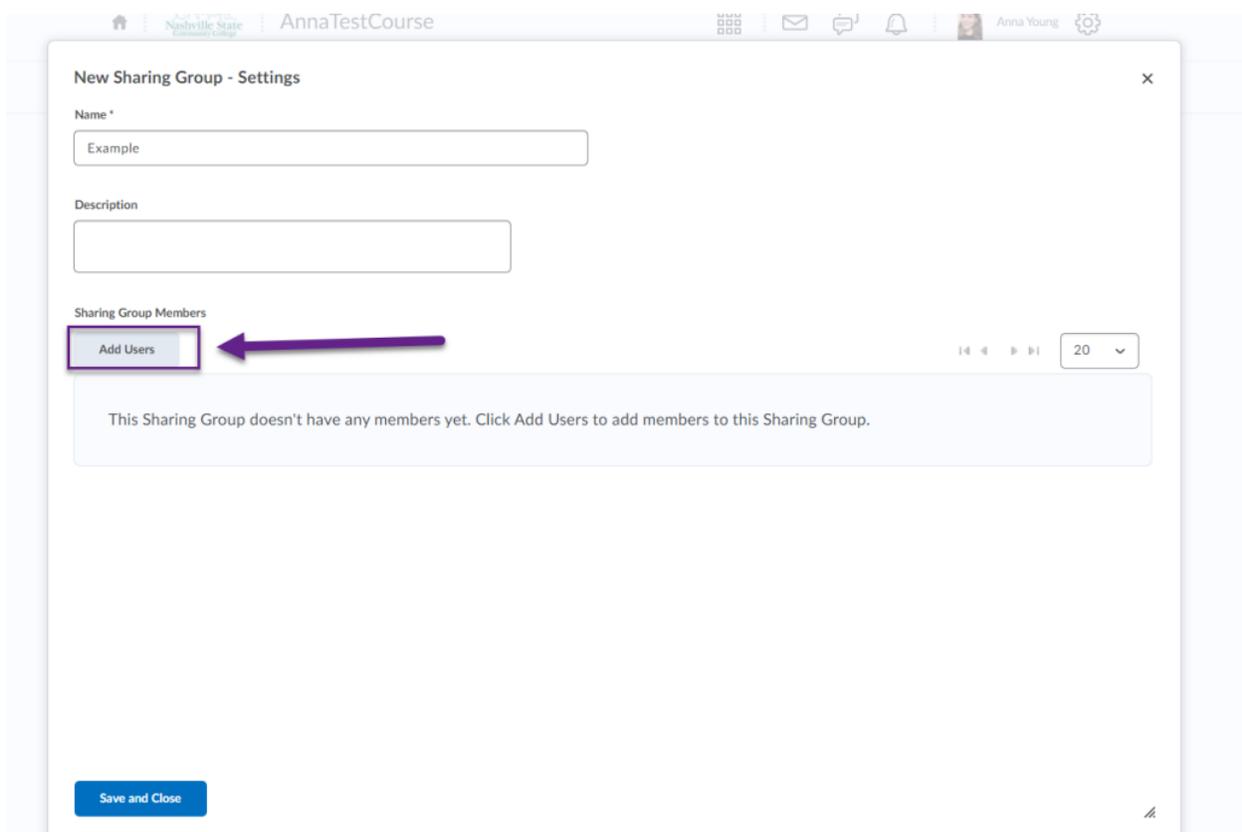
Sharing Group ▲	Actions
BUSN2330Instructors	
Example ECED ePortfolio	 
Federal Work Study and Academic Scholarship Orientation	

At the bottom right of the table area, there is a dropdown menu set to '20 per page'.

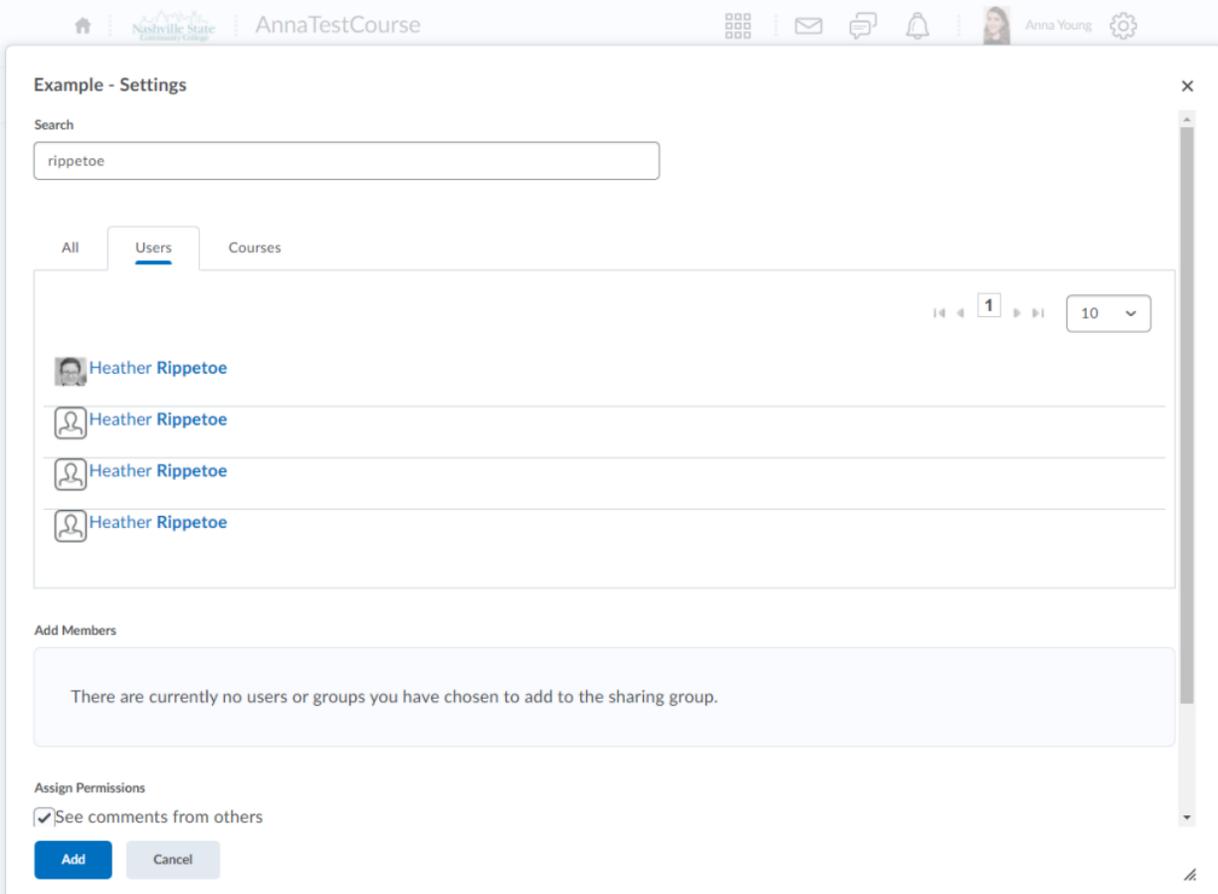
1. To share the contents of your ePortfolio with a course, department, or program, navigate to the tab "Sharing Groups" in ePortfolio. This page will display a list of existing sharing groups in your organization to select from. Sharing groups define a group of users that have the ability to see and review ePortfolio contents shared to the group.



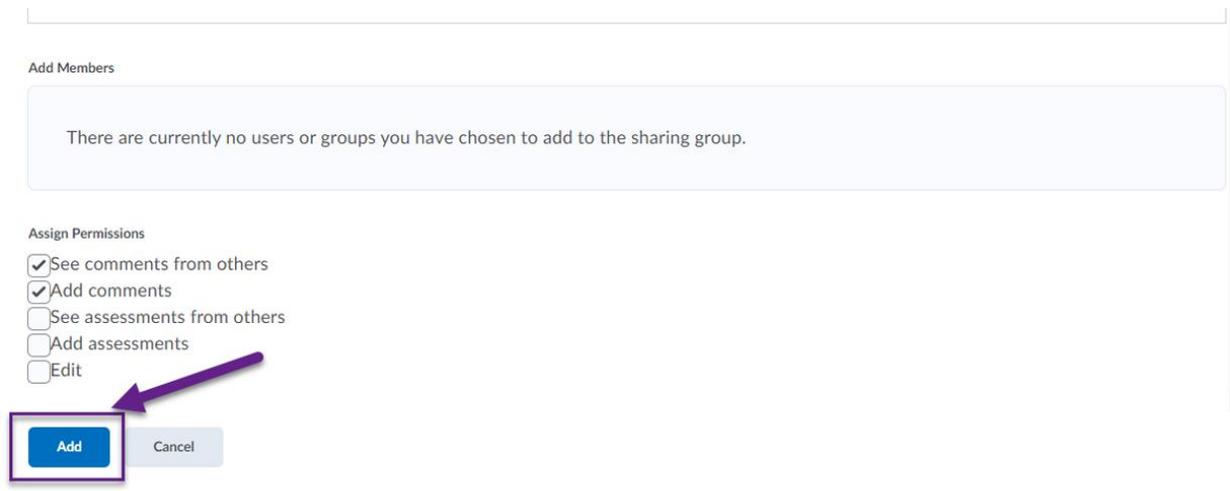
2. If your department, course, or program does not currently have a sharing group set up, you can create a new one by selecting "New Sharing Group" at the top.



3. In the window that appears, give your new Sharing Group a name and then you can add users to your group by selecting "Add Users."



4. In the window that appears, you can search the organization for individuals by name or A# to add to a group. When you find the person you wish to add, select their name and then scroll down to edit permissions.



5. Scroll down to edit permissions for the individual user you wish to add. You can determine whether each individual you add is able to add, edit, or comment on ePortfolio contents. Click Add.

New Sharing Group

What are sharing groups?

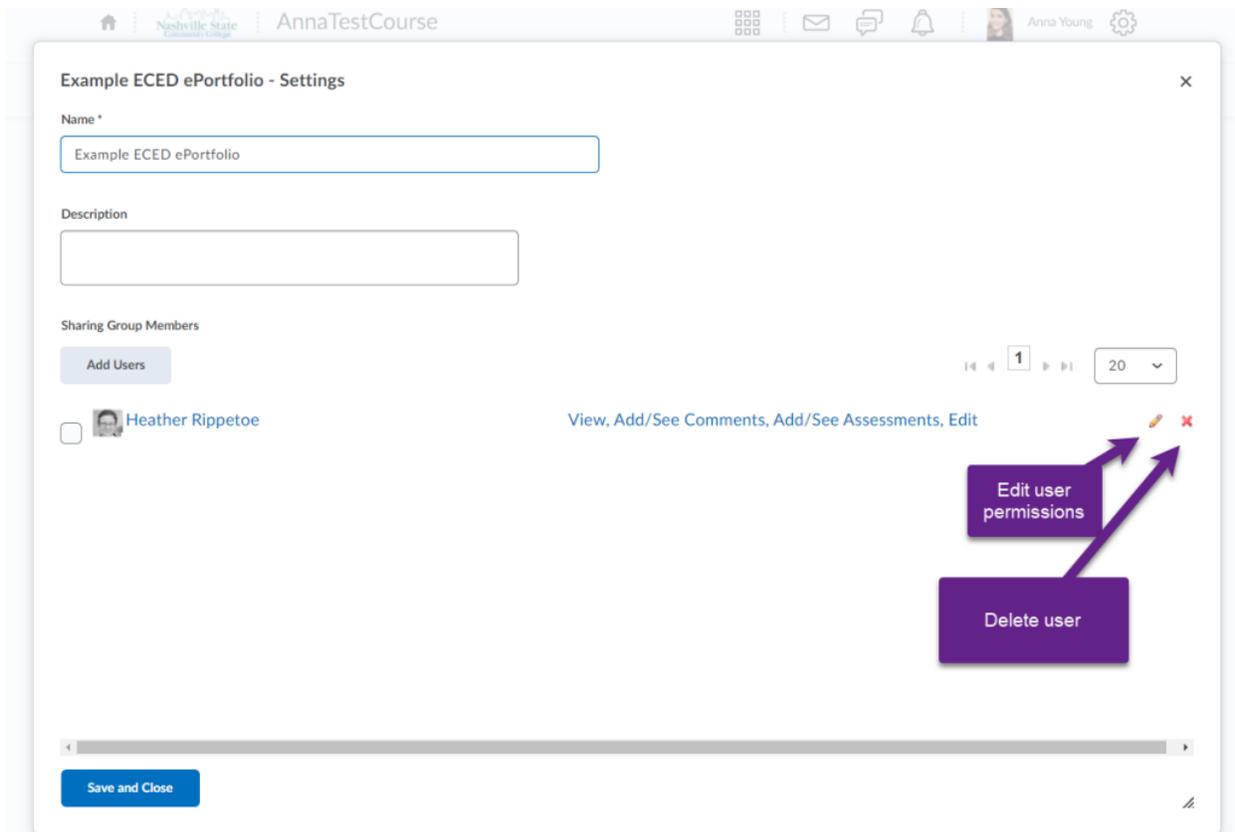
Search For... Show Search Options

Sharing Group ▲	Actions
BUSN2330Instructors	
Example	 
Example ECED ePortfolio	 
Example Sharing Grou	 
Federal Work Study and Academic Scholarship Orientation	

Change log

20 per page

- Once you have created your new Sharing Group, it will appear in the list. Notice that you also have additional options on the right hand sidebar to edit your sharing group. The icon with the window and exclamation mark will allow you to view the change log for the group. The trash can icon allows you to delete the group.



7. If you click on your group from the "Sharing Groups" list, you can also edit user permissions here or delete a user from a group using the pencil and x icons on the right hand side of a user's name.

Edit Course ePortfolio Content Evaluation Communication Resources Course Tools Help LOR More

ePortfolio My Items Explore Sharing Groups Settings Search My Items

+ Add New Presentation New Collection More Actions

Filter by: Artifacts Collections Objectives

Shared Unshared

10 items shown

My Grades Results June 2 9:29 AM 1

My Competency Resu June 2 9:29 AM 1

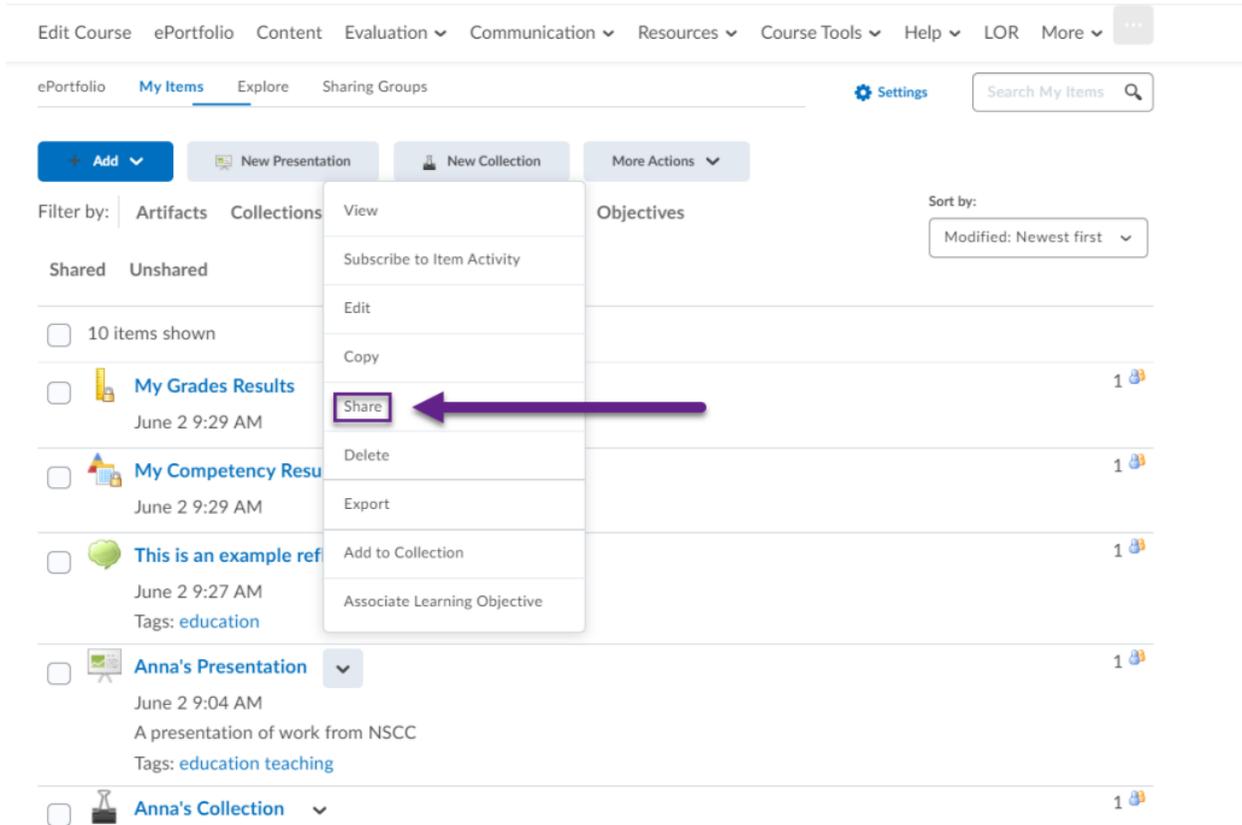
This is an example ref June 2 9:27 AM Tags: education 1

Anna's Presentation June 2 9:04 AM A presentation of work from NSCC Tags: education teaching 1

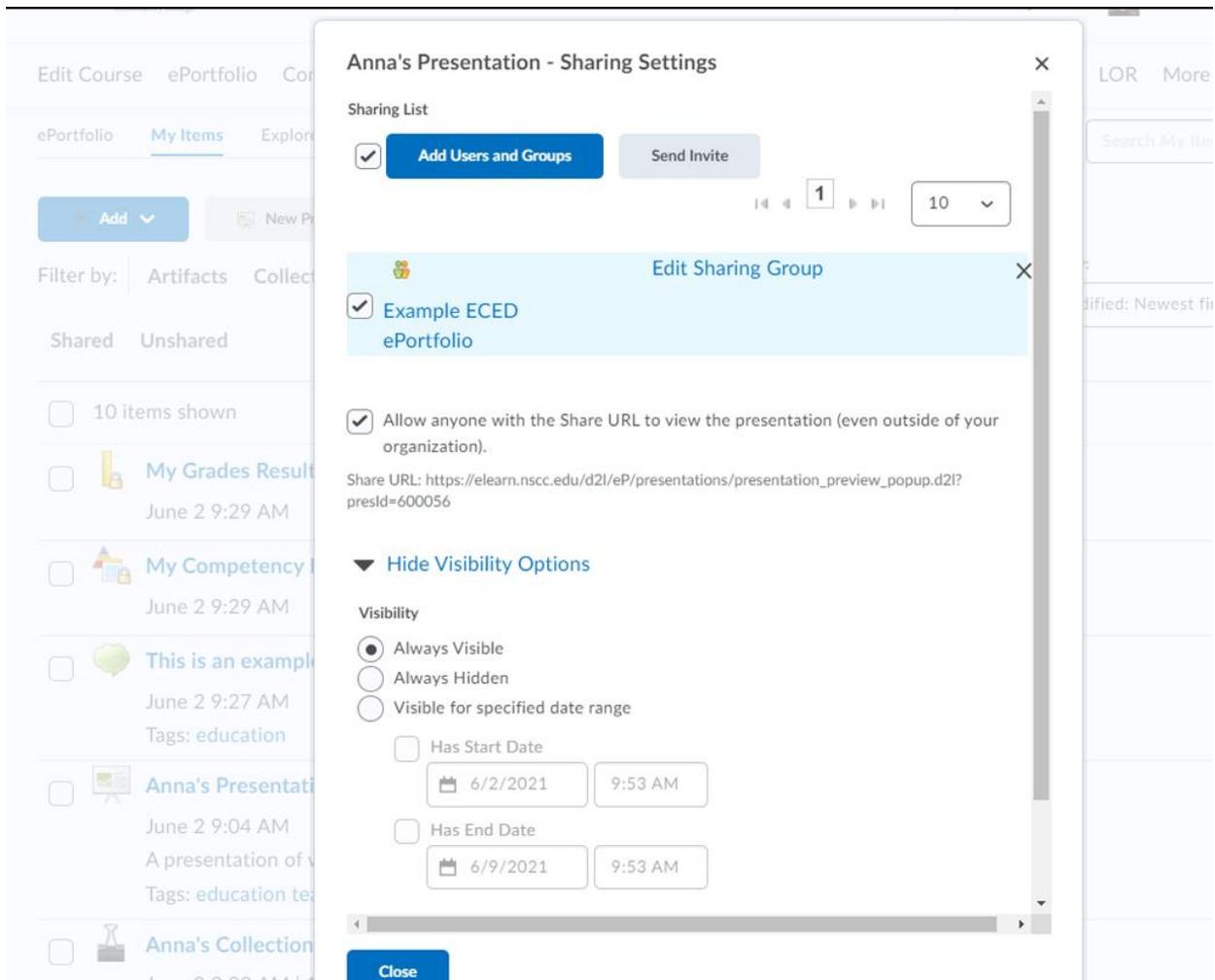
Anna's Collection 1

View  
Subscribe to Item Activity  
Edit  
Copy  
Share  
Delete  
Export  
Add to Collection  
Associate Learning Objective

Sort by: Modified: Newest first



- To share items like presentations with a Sharing Group, return to the "My Items" tab in ePortfolio. Click on the drop down arrow next to the item you wish to share and select "Share"



9. In the "Sharing Settings" window that appears, you have the option to "Add Users and Groups." You can also check or uncheck the boxes on the left to allow or disallow sharing with users or groups. You also have the option to allow sharing of your contents with members outside the organization, using the provided URL. You also may change visibility settings to allow contents to only be visible to users or groups for a specified period of time. When you are done editing these settings, click Close.

education X, teaching X

[What are tags?](#)

### Reflections

Select the associated reflections you want to display when this presentation is shared with others. [What are reflections?](#)

Display with presentation

There are no reflections associated with this presentation.

### Comments / Assessments

When you select the check boxes for Comments and Assessments you allow users with sufficient permission to add comments, or assessment based on rubrics.

Allow others to add/view comments if they have sufficient permission

Allow others to add/view assessments if they have sufficient permission

[Add Rubrics](#)

**Add a rubric for reviewers here**

### Learning Objectives

Link this item with learning objectives to track evidence of your learning.

[Associate Learning Objectives](#)

**Add learning objectives from the Competencies Structure in D2L here**

There are currently no learning objectives for this item.

[Save](#) [Close](#)

10. If you edit individual items in "My Items" you can also add Rubrics or associated Learning Objectives that may aid members of your sharing group who are reviewing your ePortfolio contents. To do this, select Edit from the drop down arrow next to the item, then scroll down to find the option to "Add Rubrics" or "Associate Learning Objectives." You can also turn comments on your ePortfolio items on or off on this page.

You should have now successfully mastered the basics of creating a Sharing Group in ePortfolio and sharing items with other users. If you have any further questions or wish to discuss how to adapt the Sharing Groups function to the particular needs of your course or program, please reach out to [online.learning@nsc.edu](mailto:online.learning@nsc.edu)