

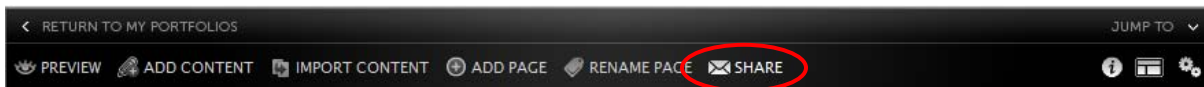
ePortfolio: Sharing a Portfolio with an External User

Sharing Your ePortfolio

Chalk & Wire allows you to share your portfolio for comments and review. Sharing is *not* the same as submitting for assessment. No grade will be given through Chalk & Wire for shared portfolios. You can share your portfolio with an individual who does not have a Chalk & Wire account by sharing with a secure URL.

Before completing the following steps, you should be in the **Edit Mode** of your ePortfolio. Click Edit from the dropdown list on the My Portfolios page to enter the Edit Mode.

1. Click the **Share** button at the top of the screen.



2. Select Share “Using a Secure URL” and click **Continue**.
3. Leave the default “Share the Entire Portfolio” option selected.
4. Set your preferred Security Options. Note that the expiration date and password are both *optional*.
5. If you have already added contacts, begin typing the contact’s name and select from the provided suggestions. If no contacts have been added, click the **Manage Contacts** button.

2. Select Which Pages to Share ← Return | Manage Contacts | → Continue

Portfolio: **Kristen's Passport**, Page: **Home**

Share the Entire Portfolio
 Share this Page and all Pages Under It
 Select Pages to be Shared

Security Options

The following fields are *optional*. You may specify an expiration date to cut off access to this URL. In addition you may also require a password to be entered in order to gain access.

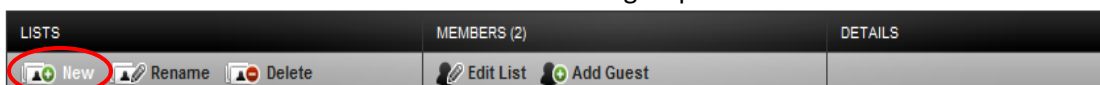
Expiry:
 Password:

Deliver Notification of Secure URL (Optional)

Personalized message:
 Recipients:
Begin typing a name and it will automatically provide a suggestion.

← Return | **Manage Contacts** | → Continue

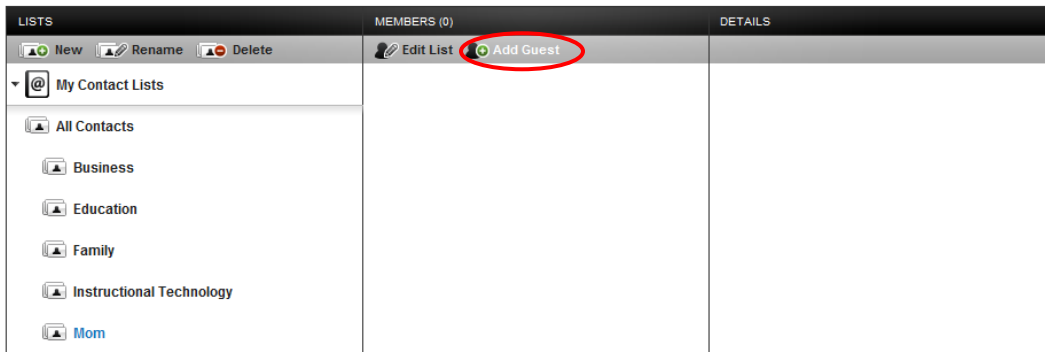
- a. Click the arrow in front of **My Contact Lists** to expand the contents.
- b. Click the **New** button to add a new contact group.





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- c. Enter a name for the group and click **Save**.
- d. Expand your contacts again and click on the newly created group. To add an individual without a Chalk & Wire account, click **Add Guest**.



- e. Enter the required fields and press **Save**. Navigate back to your portfolio to complete the sharing process.
6. After selecting an individual in the Recipients field, click **Continue** at the bottom of the page.
7. To view the shared portfolio, click the provided **URL**. Click **Continue** to return to your portfolio.

More Information

For access to additional information, tutorials and workshops, please visit the Center for Academic Technology website, <http://www.butler.edu/it/cat>, contact any Center for Academic Technology staff member at training@butler.edu, or contact the Information Commons desk in Irwin Library at infocommons@butler.edu or 940-9235.

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