To share your portfolio with your advisors on your committee, click the down arrow next to “More” and choose “Share.”
Click on “Share a Snapshot with” and choose “Users”.
You must enter the username of your professor in the “Username” field.
Your professor needs to provide their username.
Don’t click the “Browse” button. It won’t help you. You can choose to send email, or just click the “Submit” button.
You will get confirmation that your portfolio has been shared.

To get back to the course click on the “Home” icon on the top left of the screen.
To view shared portfolios, click the “Portfolio” link on the course menu.

Click the “Shared with Me” button on the Menu on the left. If you do not see any portfolios, Click the “Discover Portfolios” link on the top right of the screen.
Click the title of the Portfolio to view it.

A new window will open with the portfolio in it.