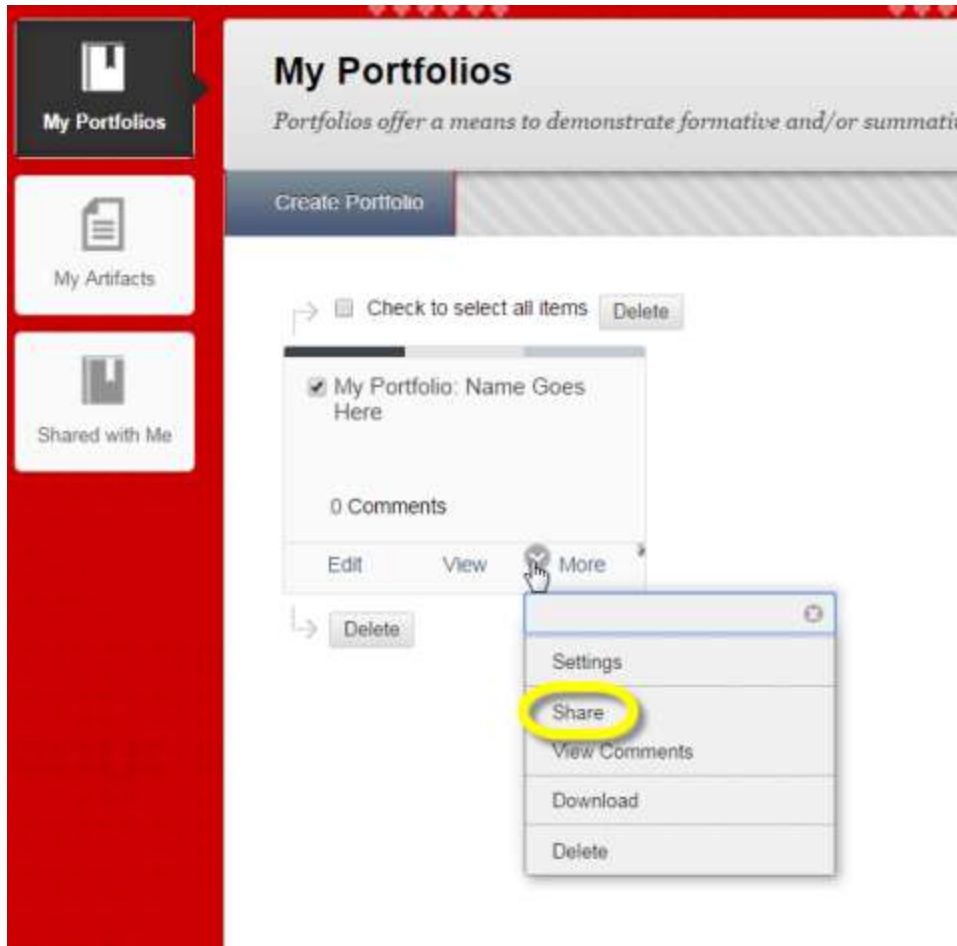
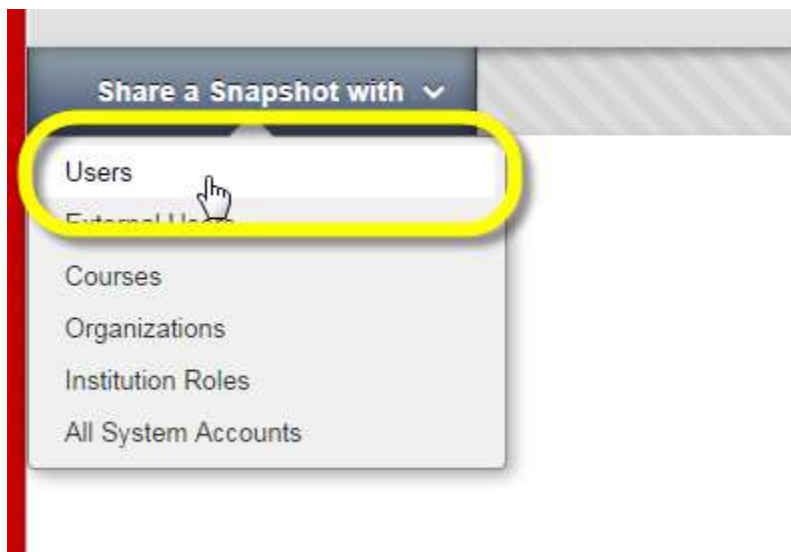
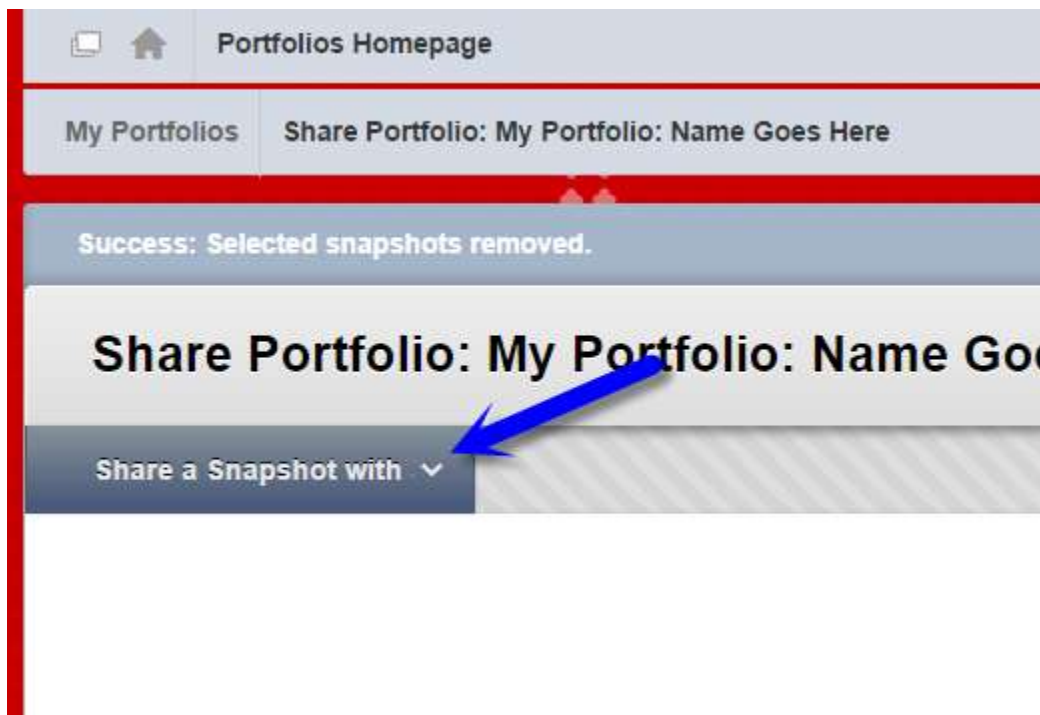


To share your portfolio with your advisors on your committee, click the down arrow next to “More” and choose “Share.”



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.

Portfolios Homepage

My Portfolios [Share Portfolio: My Portfolio: Name Goes Here](#) > [Share Portfolio with Users](#)

Share with User: My Portfolio: Name Goes Here

This Portfolio will be searchable by the selected users from Discover Portfolios.

* Indicates a required field.

1. Choose Users

*To share this Portfolio, enter one or more Usernames or click **Browse** to search. Separate multiple Users*

* Username

2. Email Information

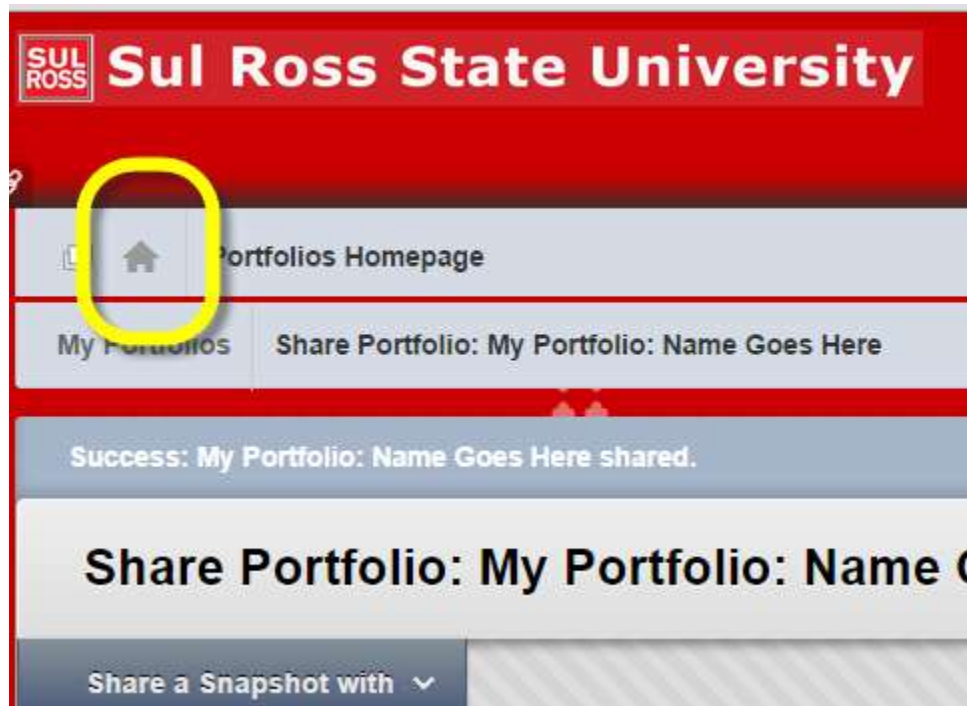
Notify the users above that this Portfolio has been shared with them.

Send Email

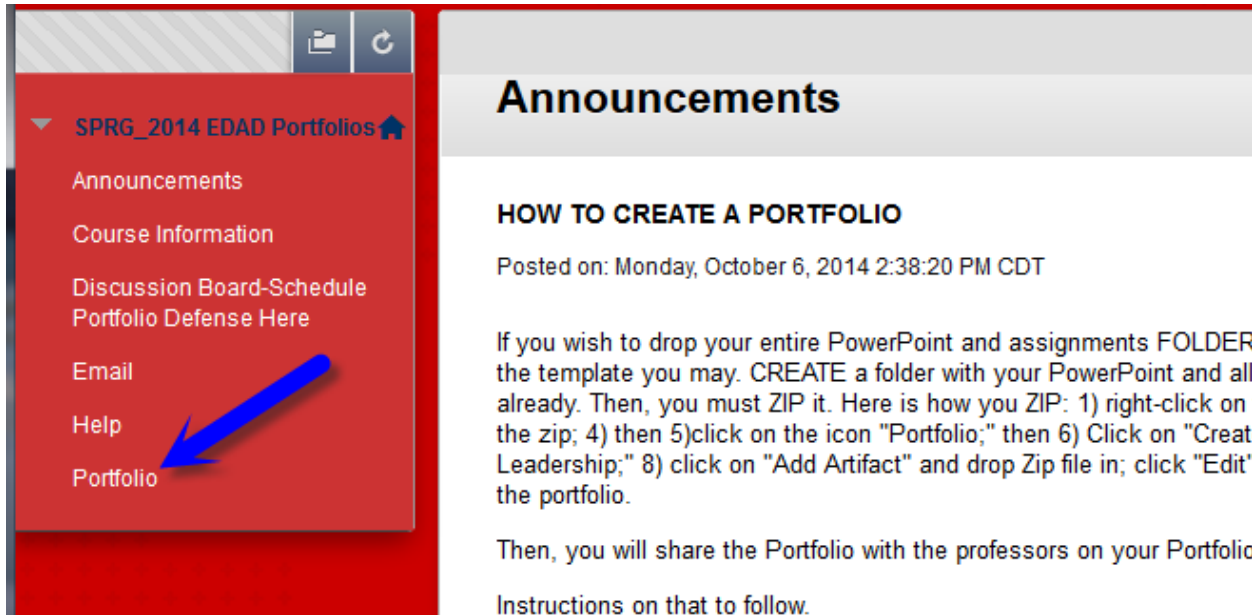
You will get confirmation that your portfolio has been shared.



To get back to the course click on the “Home” icon on the top left of the screen.

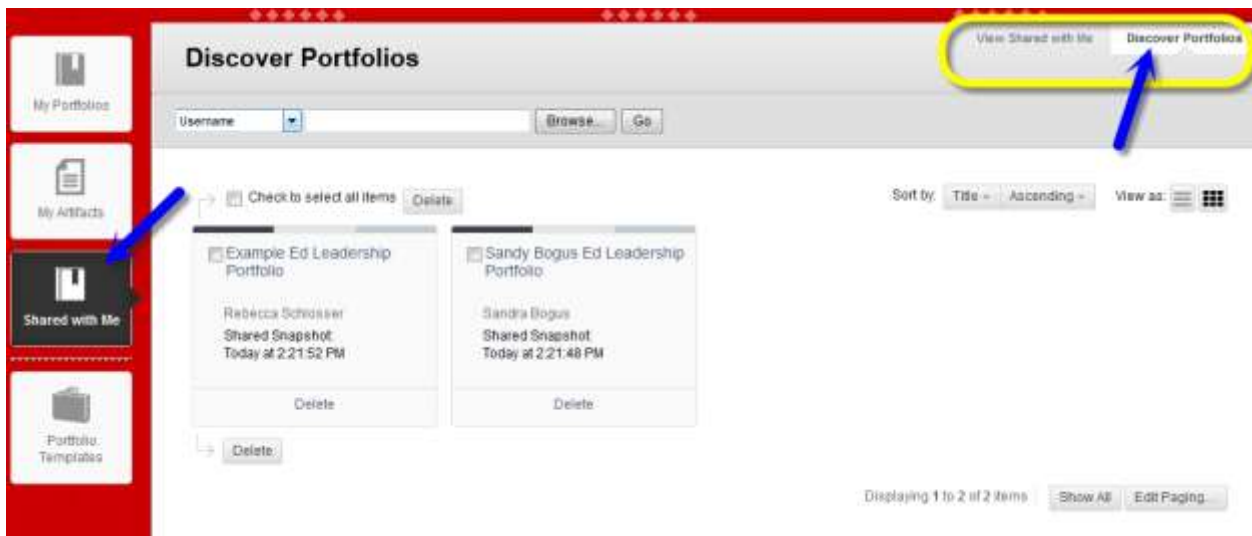


To view shared portfolios, click the “Portfolio” link on the course menu.



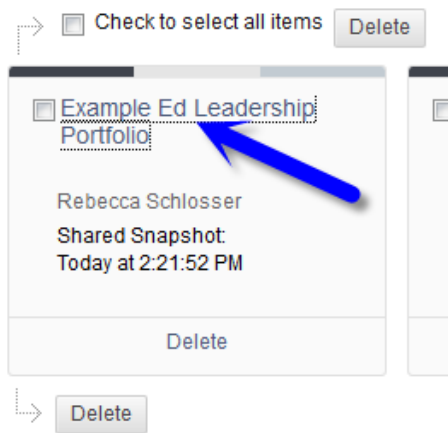
The image shows a course menu on the left and an announcements page on the right. The menu is red and contains the following items: SPRG_2014 EDAD Portfolios (with a blue arrow pointing to it), Announcements, Course Information, Discussion Board-Schedule Portfolio Defense Here, Email, Help, and Portfolio. The announcements page has a grey header with the word "Announcements" in large black font. Below the header is a section titled "HOW TO CREATE A PORTFOLIO" with a post date of "Monday, October 6, 2014 2:38:20 PM CDT". The text of the announcement reads: "If you wish to drop your entire PowerPoint and assignments FOLDER the template you may. CREATE a folder with your PowerPoint and all already. Then, you must ZIP it. Here is how you ZIP: 1) right-click on the zip; 4) then 5)click on the icon "Portfolio;" then 6) Click on "Creat Leadership;" 8) click on "Add Artifact" and drop Zip file in; click "Edit" the portfolio. Then, you will share the Portfolio with the professors on your Portfolio Instructions on that to follow."

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.



The image shows the "Discover Portfolios" interface. On the left is a red sidebar menu with icons and labels: "My Portfolios", "My Artifacts", "Shared with Me" (with a blue arrow pointing to it), and "Portfolio Templates". The main content area has a grey header with "Discover Portfolios" and two buttons: "View Shared with Me" and "Discover Portfolios" (with a blue arrow pointing to it). Below the header is a search bar with "Username" and "Go" buttons. The main area displays two portfolio cards: "Example Ed Leadership Portfolio" by Rebecca Schosser, Shared Snapshot Today at 2:21:52 PM, and "Sandy Bogus Ed Leadership Portfolio" by Sandra Bogus, Shared Snapshot Today at 2:21:48 PM. Each card has a "Delete" button. At the bottom right, it says "Displaying 1 to 2 of 2 items" with "Show All" and "Edit Paging" buttons.

Click the title of the Portfolio to view it.



A new window will open with the portfolio in it.

DR. SCHLOSSER'S EXAMPLE SHOWING HOW TO ZIP AND UPLOAD YOUR ENTIRE PORTFOLIO

Table of Contents

Principal Domains and Competencies

Table of Contents

Introduction

HELLO

If you wish to drop your entire PowerPoint and assignments FOLDER here you may. CREATE a folder with your PowerPoint and all your assignment documents if you have not already. Then, you must ZIP it. Here is how you ZIP: 1) right-click on the folder 2) select 7Zip; 3) Windows 7 will create the zip; 4) then click on Add Artifact above; and 5) it will upload.

*****This would be instead of attaching each document in the icons for the Domains, etc., to the left.

Leadership Framework

Five Year Goals

Resume