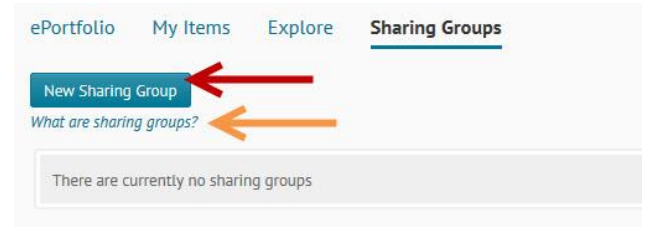
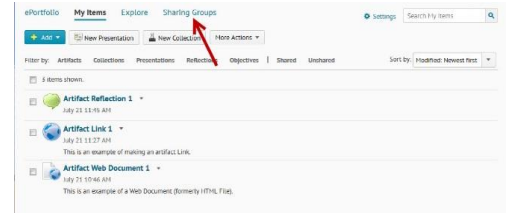


## Creating a Sharing Group

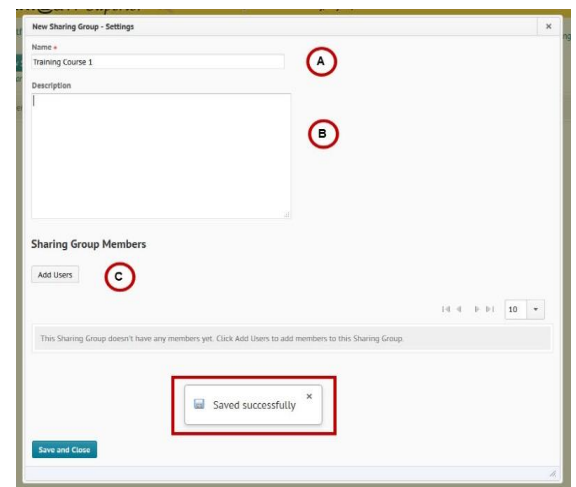
1. From anywhere in your ePortfolio, click on the **Sharing Groups** tab.
2. To create a new sharing group, click on the **New Sharing Group** button.

**Note:** If you want to know more about Sharing Groups, click on the link “What are sharing groups?” link under the button (orange arrow).



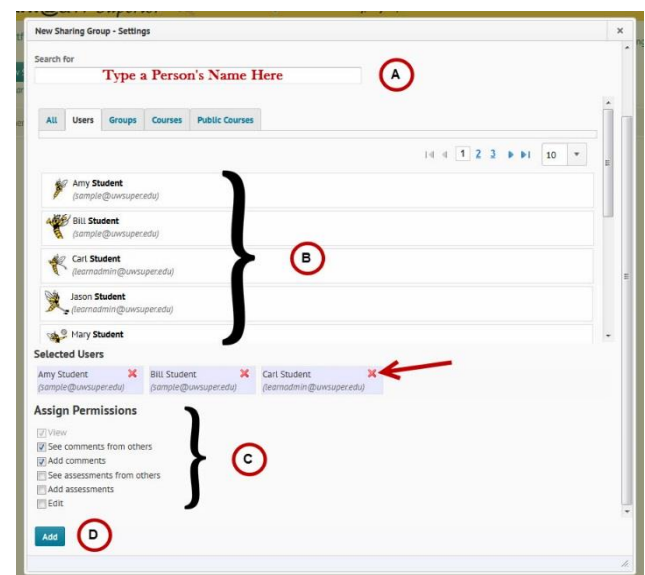
3. On the New Sharing Group – Settings screen, as soon as you type in a name for your group (A) and click in the Description area (B), the Sharing Group Members area (C) will appear below the description area. Click on the **Add Users** button to be taken to the Select Users screen.

**Note:** A Saved successfully message will appear at the bottom of the screen as soon as you click in the Description area.

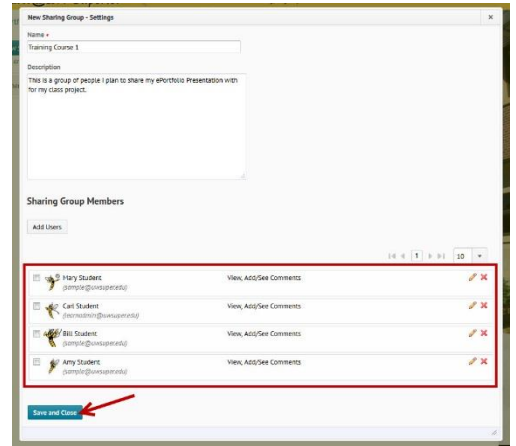


4. On the Select Users screen, you'll need to:
  - A. Type a person's name in the **Search for** text box to have a list of Learn@ UWSuperior users appear below.
  - B. Click on the names of the individuals you would like to add to your group.
 

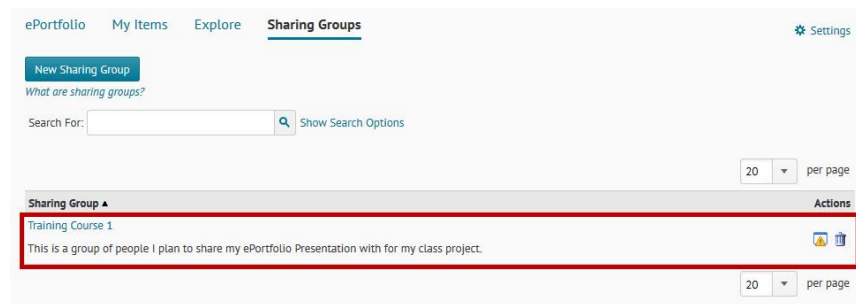
**Note:** You will need to search and select individuals several times in order to find all of your group members. If you select someone by accident, click on the red X near their name in the Selected Users area to remove them from the group.
  - C. Assign them permissions to your presentation.
  - D. Click the **Add** button when you have selected all of your Share Group members.



- After you click on the Add button, you will be taken back to the New Sharing Group – Settings Screen, where the members you selected should be listed. If you are done adding members, click the **Save and Close** button.



- On the Sharing Groups screen, you should see the group you just created.



- Repeat these steps until you have as many Sharing Groups as you need.