**Pushing an ePortfolio Presentation to a Current Course**

In order to Push an ePortfolio Presentation to a course, it needs to be available to the students. Only students in courses in the current semester will receive the presentation
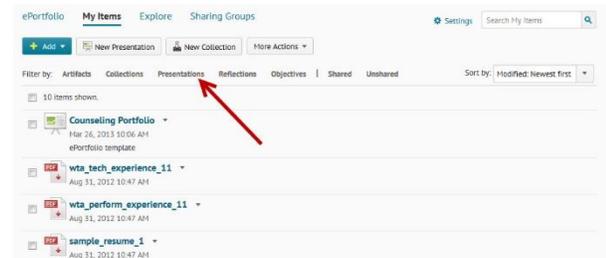
1. Click on the **ePortfolio** link in the My Home navigation bar.

2. Click on the **My Items** tab to see all of your presentations, artifacts, reflections, etc.
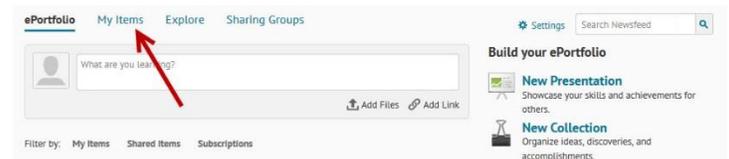
3. If you have a lot of items in your ePortfolio, use the "Filter by: Presentations" options to display only the presentations you have created.

4. From the dropdown menu next to the presentation you would like to send to someone, select the **Push** option.
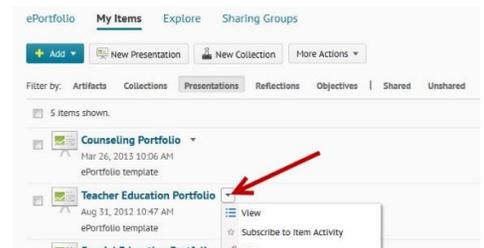
5. On the Push Item screen, make sure that the "Automatically include associated items" has been checked. This will send any files (resumes, lesson plans, worksheets, etc.) that have been added to the presentation along with it. Click the **Next** button.
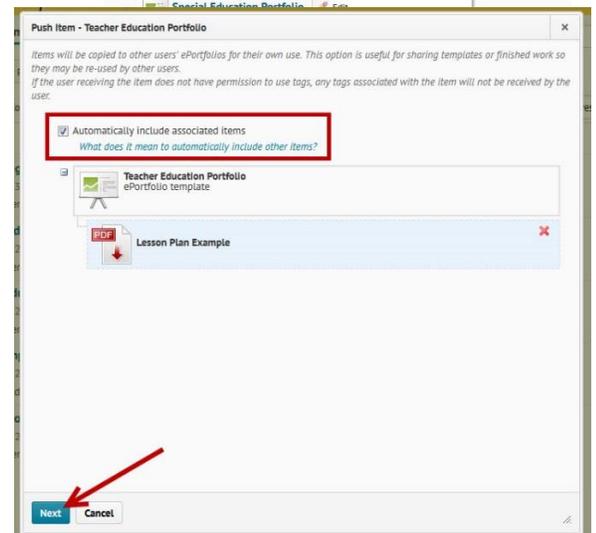
6. On the Push Item screen, you will need to click on the Courses tab in order to select the course you want to push this ePortfolio presentation to.
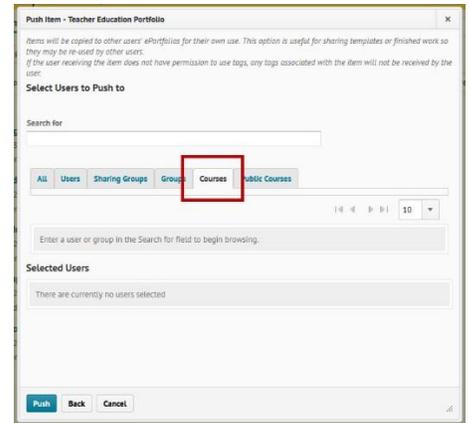
7. On the Select Users to Push to screen, you'll need to:
   A. Type a Course name in the **Search for** text box to have a list of Learn@ UWSuperior courses with that name to appear below.
   B. Click on the name of the course (s) you would like to push this presentation to.
      Note: If you want to send the presentation to several courses, you will need to search for and select each course individually in order to include them all.
   C. The courses will appear in the Selected Users area. If you select course by accident, click on the red X near the name to remove it from the list.
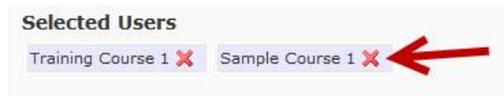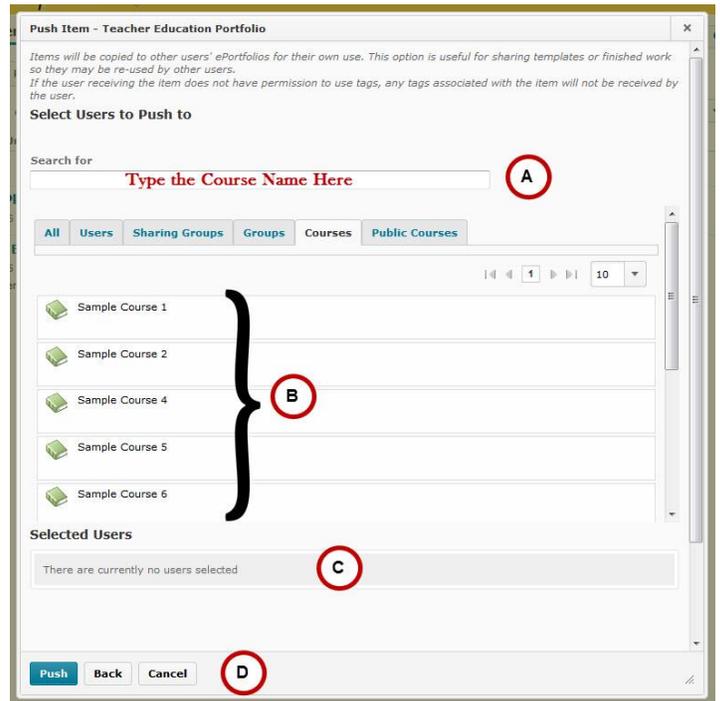
   D. Click the **Push** button when you have selected all of the courses you would like to send this presentation to.

8. The Push Item Confirmation window will appear, click the
   Yes button to send the presentation.