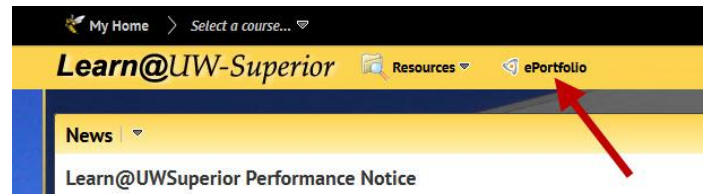
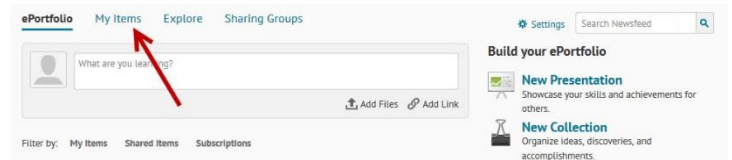


Pushing an ePortfolio Presentation to Another Individual

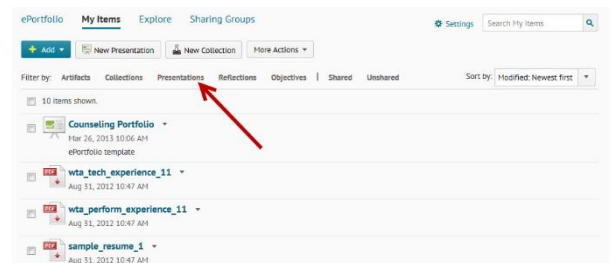
1. Click on the **ePortfolio** link in the My Home navigation bar.



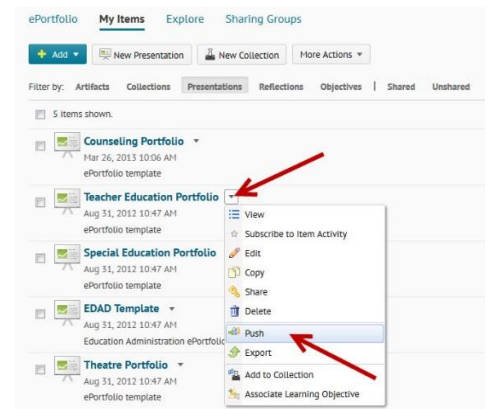
2. Click on the **My Items** tab to see all of your presentations, artifacts, reflections, etc.



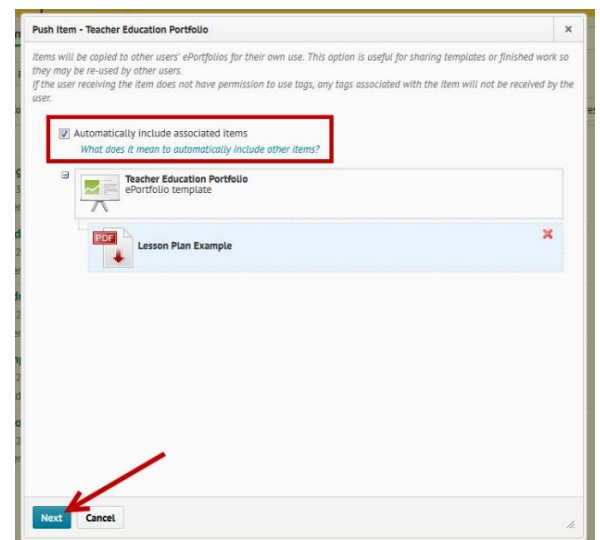
3. If you have a lot of items in your ePortfolio, use the “Filter by: Presentations” options to display only the presentations you have created.



4. From the dropdown menu next to the presentation you would like to send to someone, select the **Push** option.

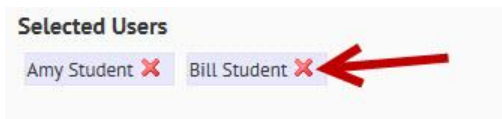
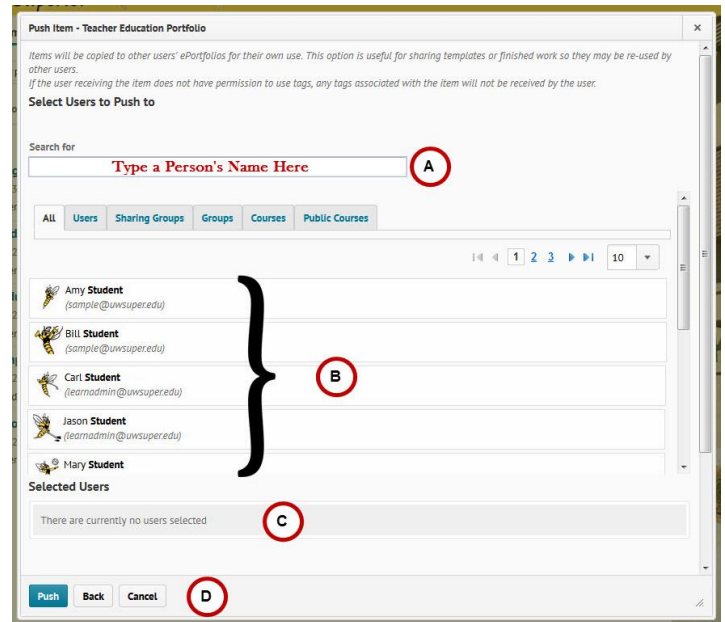


5. On the Push Item screen, make sure that the “Automatically include associated items” has been checked. This will send any files (resumes, lesson plans, worksheets, etc.) that have been added to the presentation along with it. Click the **Next** button.



6. On the Select Users to Push to 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 with that name to appear below.
- B. Click on the names of the individuals you would like to add to your group. **Note:** If you want to send the presentation to several people, you will need to search for and select each person individually in order to include them all.
- C. The individuals will appear in the Selected Users area. If you select someone by accident, click on the red X near their name to remove them from the list.



- D. Click the **Push** button when you have selected all of the people you would like to send this presentation to.

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

