## Sharing Your ePortfolio Presentation

You can share your presentations with people inside Learn@ UWSuperior like classmates, instructors, mentors, etc. and also with people outside of Learn@ UWSuperior like potential employers, co-workers, friends, etc.

1. On the My Items screen, click the dropdown menu next to your presentation. Select **Share** from the list of actions.
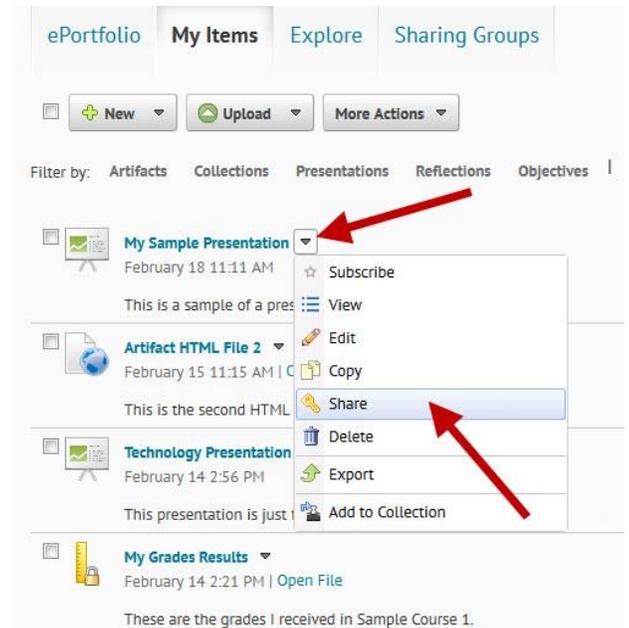
2. On the Sharing Settings window, click on the **Add Users and Groups** button.

   Note: You can search for individuals or select a sharing group if you've made any. See the Making Sharing Groups handout for instructions if you need help creating sharing groups.
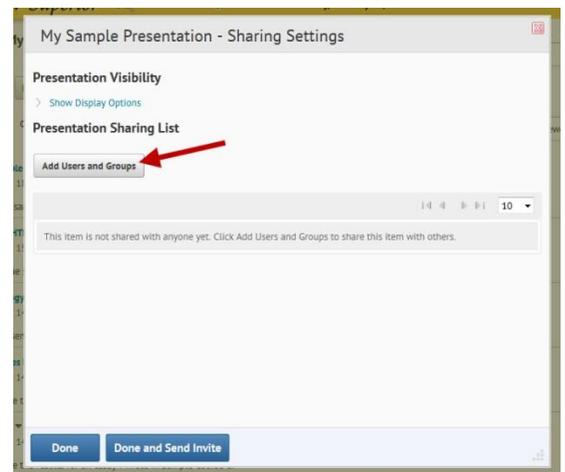
3. On the Selecting Users screen, you will be able to:
   A. Type a person's name in the **Search for** text box to have a list of Learn@ UWSuperior users with that name to appear below.
   B. Click on the names of the individuals you would like to add to your group.
      Note: You will need to search and select individuals several times in order to find all of your members unless you created a sharing group. 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. Click to share the presentation with an external user. The External Email address text block will appear. Add the email address and click the **Add** button.
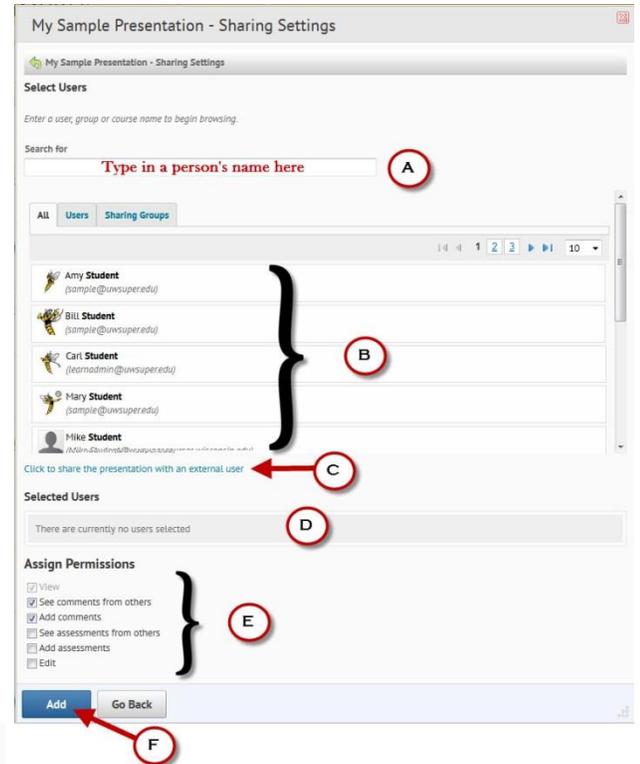
D. See the selected people, including external users, will appear in this area, click on the red X if you want to remove someone.
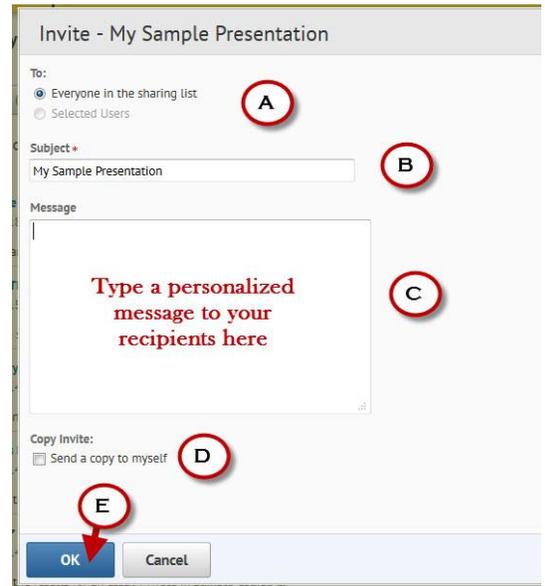
   E. Assign them permissions to your presentation.
   F. Click the **Add** button when you have selected all the people you would like to share your presentation with.

   Note: You might need to expand the window to see all of the options on this screen.

4. Back on the Sharing Settings screen, the people you selected to share your presentation with will be listed on the screen.

5. Click on the **Done and Send Invite** button.
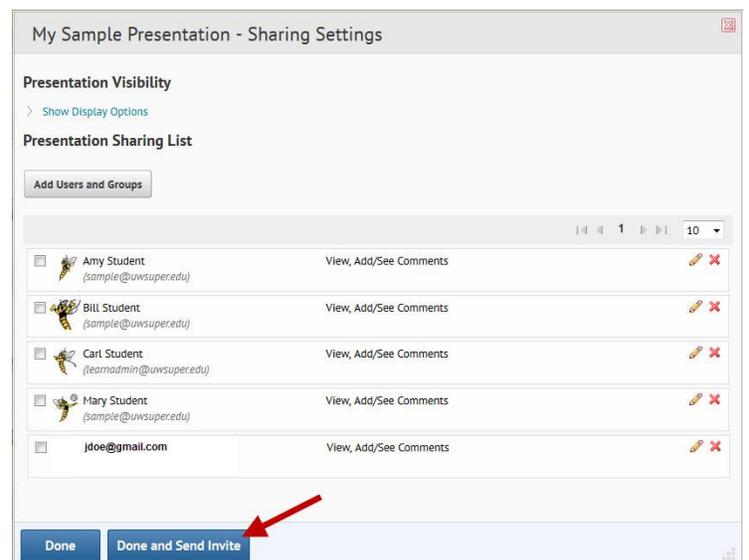
6. You should personalize the email that the people on your list receive so they know what the invitation is for:
   A. Send it to everyone or selected users.
   B. Change the Subject of the invitation.
   C. Type a personalized message.
   D. Send a copy of the invitation to yourself.
      Note: It is important to send a copy of the invitation to yourself so you know when your invitees have received the email. If you don't receive a copy of it within a couple of minutes, there is a good chance your recipients didn't either.
   E. Click the Ok button to send the invitation.

Invite - My Sample Presentation

To:
⦿ Everyone in the sharing list   A
○ Selected Users

Subject *   B
My Sample Presentation

Message

Type a personalized message to your recipients here   C

Copy Invite:
☐ Send a copy to myself   D

E

OK   Cancel

7. The people you sent the invitation to should see an email similar to this.

   Note: In order to view the presentation, those with Learn@ UW-Superior accounts need to be logged into the system before they click on the "View Presentation" link.

ePortfolio Invite - My Sample Presentation

Sam Student [sample@uwsuper.edu]
Sent: Wednesday, February 20, 2013 4:43 PM
To: Learn@UW-Superior Administrator

Sent By: Sam Student
Sent: Feb 20, 2013 4:43 PM

Subject: My Sample Presentation
Message: Thank you for taking the time to help me with my presentation. Sam
View My Sample Presentation