Sharing - D2L ePortfolio

Learn how to share items with both internal UCO users and external users.

June 9, 2016 - D2L ePortfolio

SHARING EPORTFOLIO ITEMS

Pick and choose what content you share with others by using permissions to share ePortfolio items. You can set up separate permission options for each artifact, collection, reflection, presentation, or learning objective in your ePortfolio . You can assign permissions to individual users, sharing groups, or groups of users based on course or department enrollment, or the general public through a URL (presentations only).

Step 1:

Log in to D2L and navigate to the **ePorfolio** tool, located in on the right side of the navigation bar.

Step 2:

Click on the **My Items** area.

Step 3:

Find the item you want to share and select the gray dropdown arrow next to the item. From the list, select **Share.**

Step 4:

To share with users outside of the Learn@UCO (D2L) system, select the checkbox next to **Allow public viewing of presentation** and then copy/paste the URL to share. ****NOTE: this is available for presentations only.****

Step 5:

To share with other Learn@UCO (D2L) users, click the **Add Users and Groups** button.
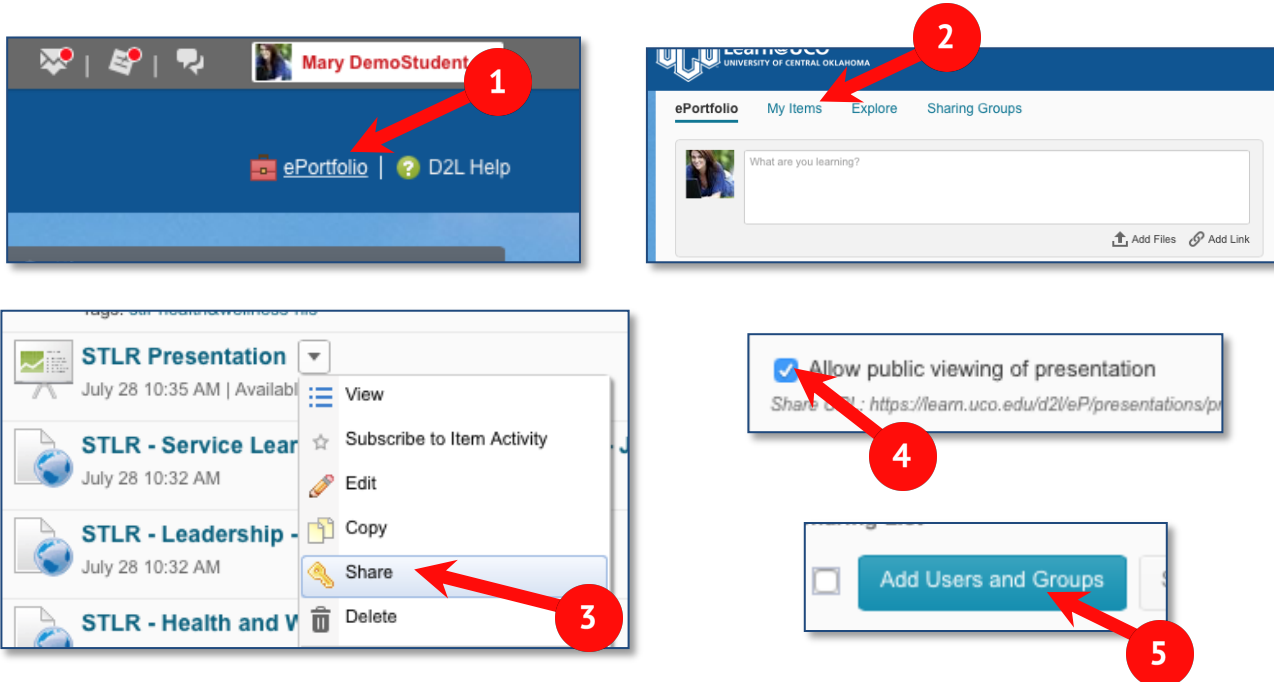
Step 6:

In the Search bar, type in the name of the individual to whom you want to share your item. **NOTE: First and last name searching works, however you will get quicker results if you search the individual's username. An individual's username will be the first part of their UCO email address, before the "@uco.edu".*

Step 7:

From the results list, click on the desired individual's information. Their username and UCO email will now appear in the [Share To:] list. You can search for and select multiple individuals from this screen to add to the Share to list. **NOTE: Everyone in the Share to list will be assigned the same permissions. If you want to set up different permissions for different users, you will need to add them as separate groups.**

Step 8:

When your [Share To] list is complete select the appropriate permissions from the **Assign Permissions** area. **Refer to the next page for details on the sharing permission options.**

Step 9:

Click **Share.**

Step 10:

You can edit Sharing permissions by selecting the Edit icon next to an individual's name.

Step 11:

Click **Close**.

STLR Presentation - Sharing Settings

Search

bbroncho1

All | Users | Sharing Groups

Buddy Broncho
bbroncho1 *(bbroncho1@uco.edu)*

Add External User by Email Address
Note: You cannot give the edit permission to external users for

Share to
Buddy Broncho
bbroncho1 *(bbroncho1@uco.edu)* ✖

Assign Permissions
☑ See comments from others
☑ Add comments
☐ See assessments from others
☐ Add assessments
☐ Edit

Share | Cancel

Buddy Broncho
bbroncho1 *(bbroncho1@uco.edu)*   View, Add/See Comments

Add Users and Groups | Send Invite

Buddy Broncho
bbroncho1 *(bbroncho1@uco.edu)*

Training Sharing Group #1
Org Sharing Group

☑ Allow public viewing of presentation
Share URL: https://learn.uco.edu/d2l/eP/presentations/presentatio

❯ Show Visibility Options

Close

SHARING PERMISSION OPTIONS

Permission	Description	Available for
View	Allows selected users to see your ePortfolio item on the Explore page.	Anyone
See comments from others	Allows selected users to see the comments other users have left on your ePortfolio item.	Internal users External user with personal invite
Add comments	Allows selected users to add comments on your ePortfolio item.	Internal users External user with personal invite
See assessments from others	Allows selected users to see rubric assessments other users have left on your ePortfolio item.	Internal users External user with personal invite *Not available for reflections
Add assessments	Allows selected users to evaluate your ePortfolio item using a rubric. **TIP** Make sure you add the rubric you want evaluators to use on the item's Edit page.	Internal users External user with personal invite *Not available for reflections
Edit	Allows selected users to make changes to your ePortfolio item. You can track changes in the item's Change Log.	Internal users

NOTE: To use the comments and assessments permissions, you must make sure the comments and assessments check boxes are enabled on the item's Edit page and that a rubric for assessing items has been attached to the item. These check boxes are selected by default, but it is possible to clear them (if you want to temporarily remove the ability to comment on or assess an item), and you can change the default setting so they are not selected on new items.