CONCORDIA UNIVERSITY NEBRASKA

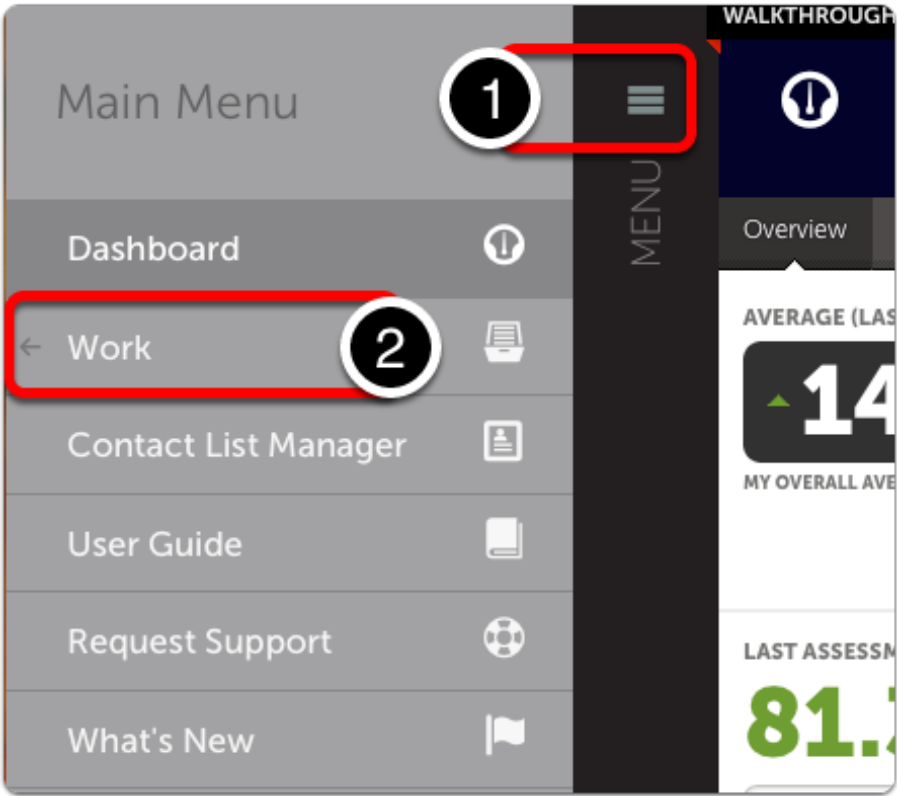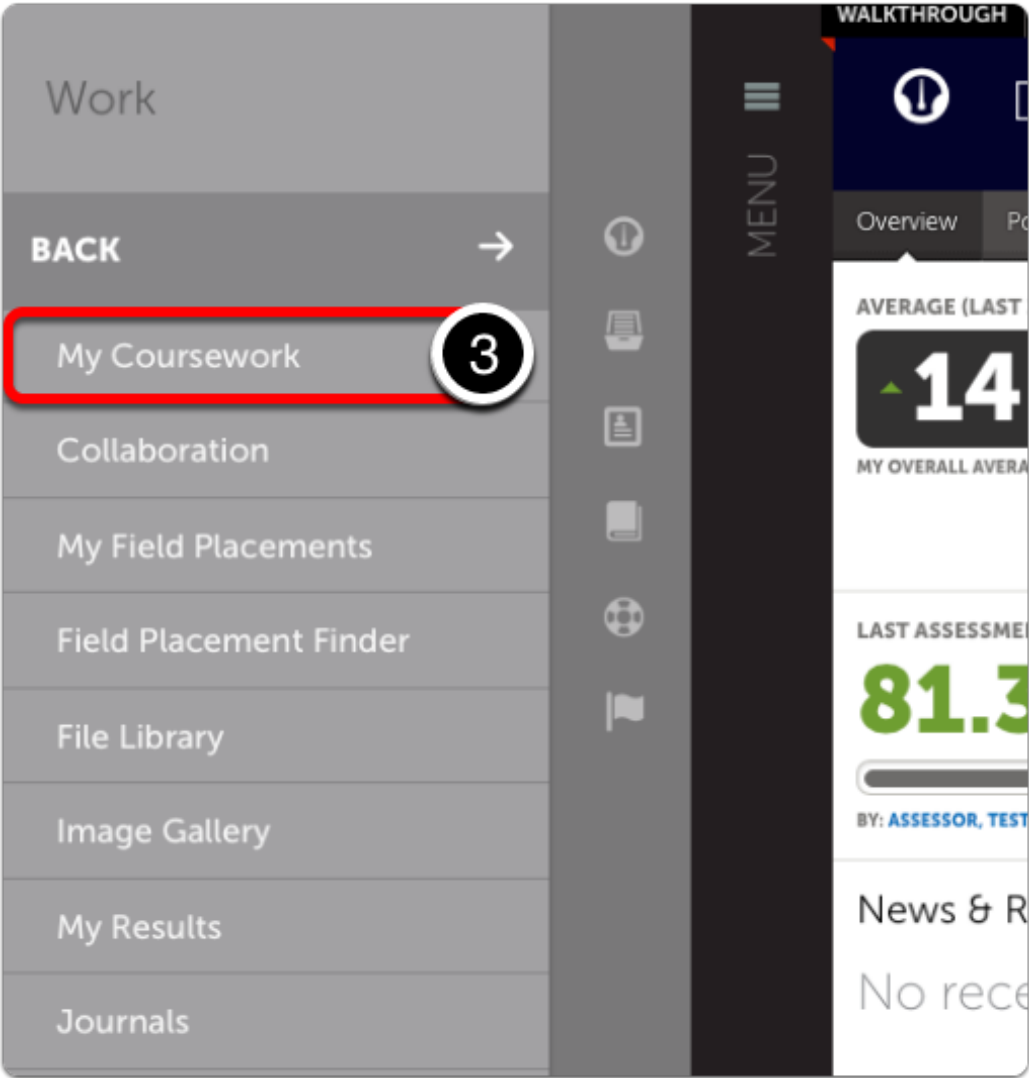Classroom Innovation & Online Education

The Sharing feature enables you to create a secure URL that links to your portfolio. This is helpful if the person that you would like to share your portfolio with does not have a Chalk&Wire account.
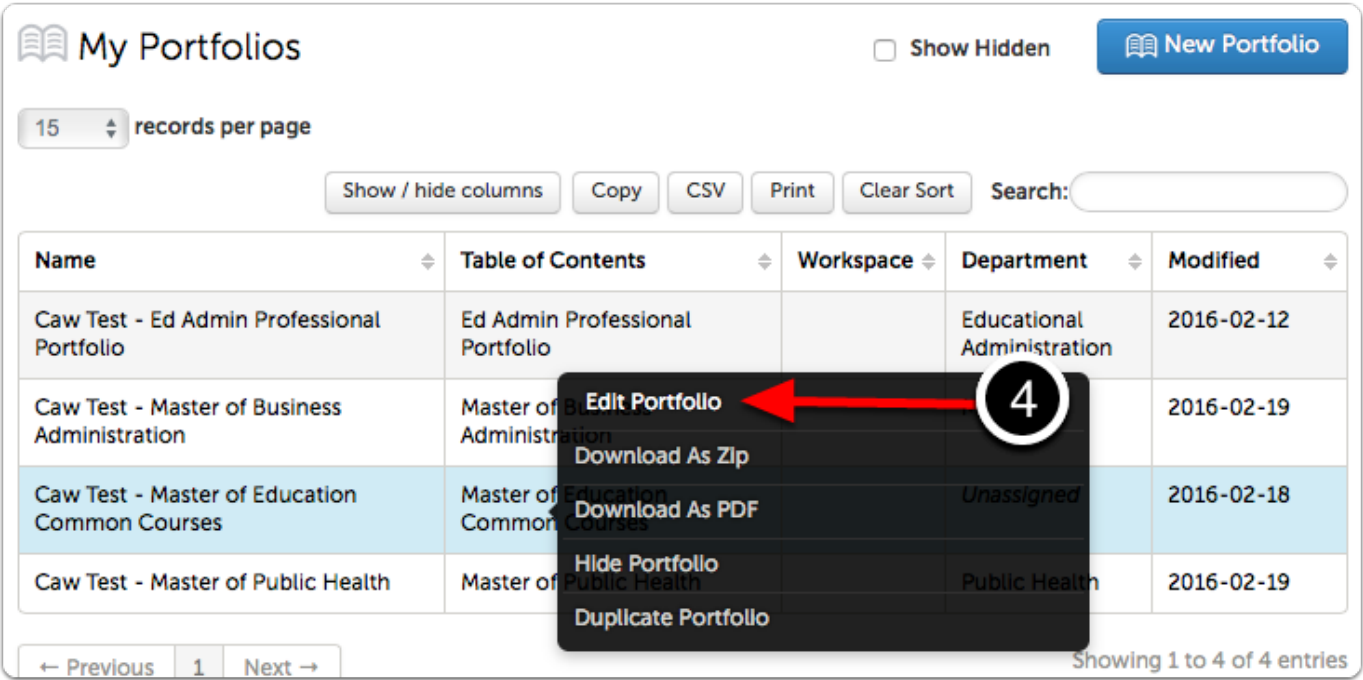
Step 1: Access My Coursework

1. Click on the **Main Menu** icon.

2. Select **Work**.
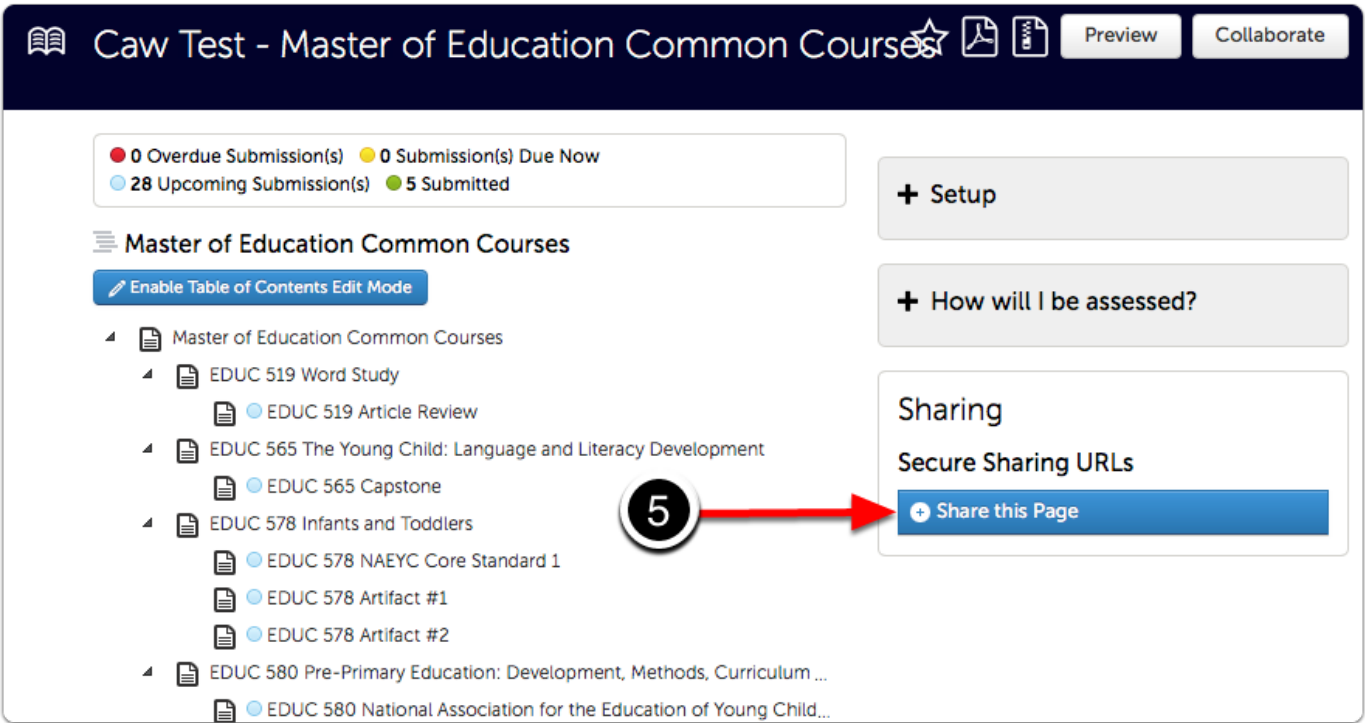
3. Select **My Coursework**

Step 2: Access the Portfolio

Locate the portfolio that you would like to share

4. Click anywhere on the portfolio's row to reveal its options. Select **Edit Portfolio**.

Step 3: Select the Portfolio Page

If you would only like to share a specific page, or a page and its specific subpages of your portfolio, click on the page name before beginning.

5. If you would like to share your entire portfolio, click the **Share this Page** button.

Step 4: Create a Secure Share URL

Sharing

Secure Sharing URLs

⊕ Share this Page

Share URL

[   ] ← 6

Share

[Entire Portfolio   ⬍] ← 7

☐ **Allow Commenting** ← 8

▶ **Optional Security Settings** ← 9

[**Generate Share URL**] ← 10

11

Master of Education Commo... 2016-03-07 📖

6. The **Share URL** field will be filled with the secure, direct URL once you have generated the URL.

7. Select which sections of your portfolio you would like to share.

8. Select whether or not to **Allow Commenting**

9. Optionally, select **Security Settings,** such as a password required for viewing, and an expiration date for the URL.

10. Click on the **Generate Share URL** button to create the secure Shared URL with your seleted settings.

11. View previous shares by clicking on them

Step 5: Distribute Secure Share URL
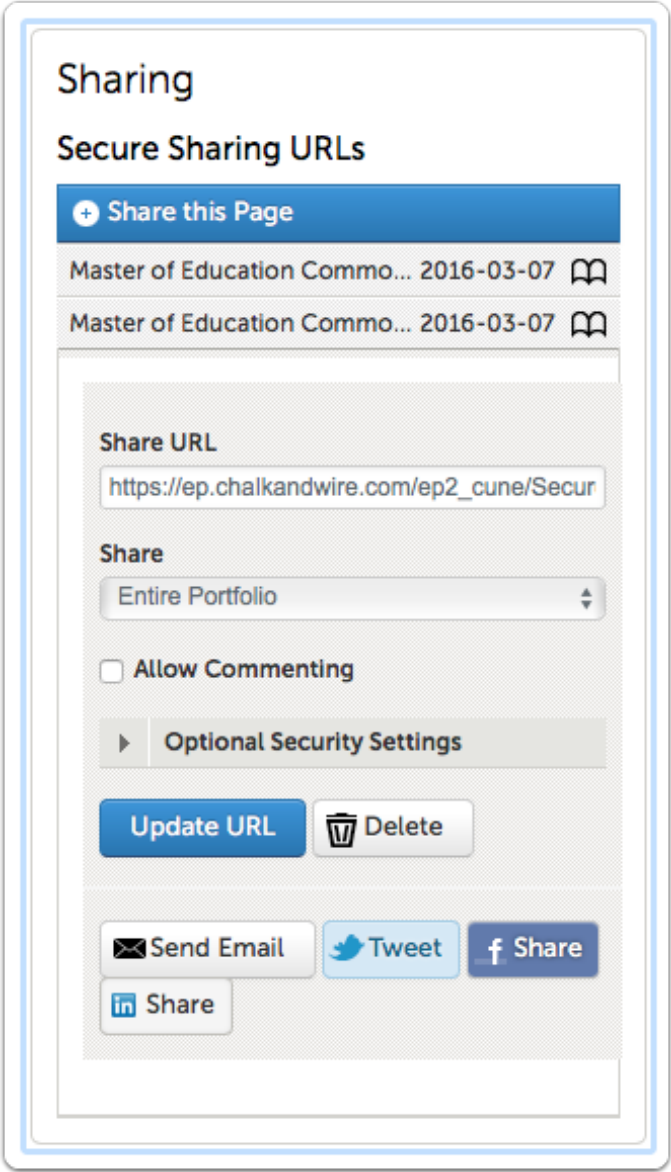
After generating the URL, sharing options will appear at the bottom of the Sharing section. Use the options provided to share the URL via **email**, **Twitter**, **Facebook**, and/or **LinkedIn**. Alternatively, you can copy the URL, by highlighting it in the Share URL text box, and paste it in an email, on a webpage, etc.

Something to Consider
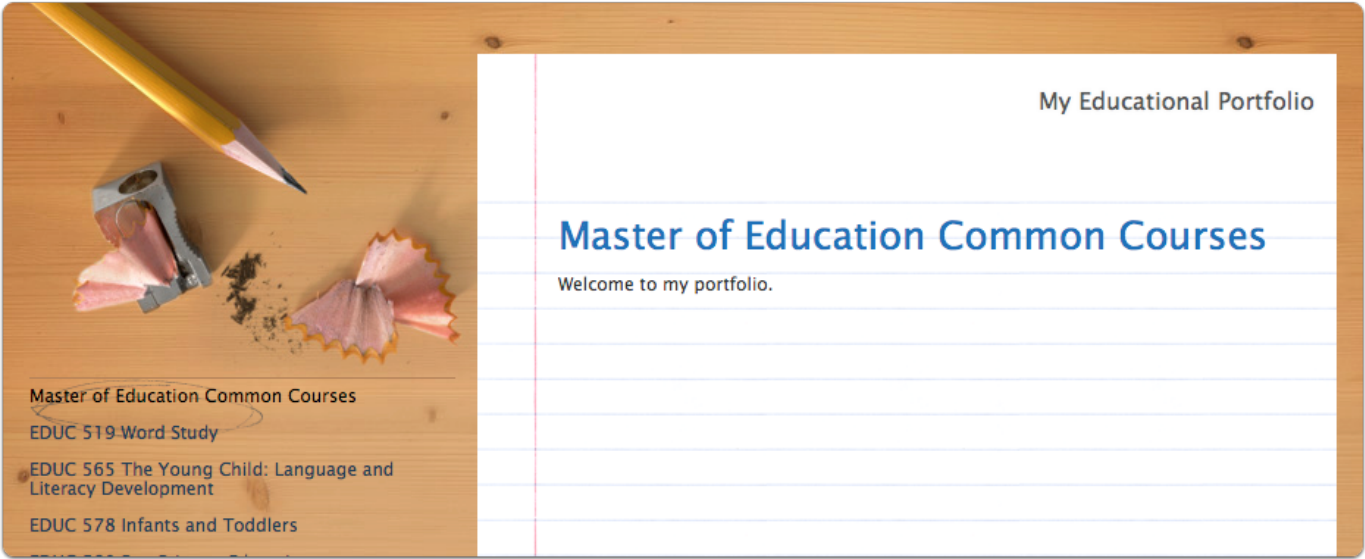
By copying and pasting the Secure URL into a new browser window, you are able to see how your shared portfolio will appear to others.

If you are unhappy with the way that your shared portfolio looks, you may change the theme in your Portfolio Setup. If you do not know how to access portfolio settings, please visit the Portfolio Setup help page.