



## Overview of steps

Open your page in *Edit* mode and click *Share page*.

*Share page* with the *Personnel Portfolios* account

**IMPORTANT:** Go to *Advanced options* and make sure that *Yes* is selected for *Allow copying*

Check to make sure the page is shared with copying enabled:

Access rules were updated for 1 page(s)

## Share i

Pages

PAGE TITLE	ACCESS LIST	EDIT ACCESS	SECRET URLS
Profile page	New York Institute of Technology, Registered users		
<b>Reid Moore-Bux 2015-16 Personnel Portfolio</b>	Personnel Portfolios Copying is allowed		



## Open your portfolio page in Edit mode

The screenshot shows the NYIT ePortfolio interface. At the top, there is a search bar for users, the user name 'Reid Moore-Bux', and links for 'Settings', '1' notification, and 'Logout'. Below this is a navigation bar with 'Dashboard', 'Content', 'Portfolio', and 'Groups'. Underneath, there are sub-navigation options: 'Pages', 'Collections', 'Shared by me', 'Shared with me', 'Export', and 'Import'. The main content area is titled 'Pages' and includes a search filter (set to 'Title, description, tags'), a 'Sort by' dropdown, and a 'Search' button. To the right, there is a user profile card for 'Reid Moore-Bux'. Below the search area, a 'Results' section lists three items: 'Dashboard page', 'Profile page', and 'Reid Moore-Bux 2015-16 Personnel Portfolio'. The 'Reid Moore-Bux 2015-16 Personnel Portfolio' entry has an edit icon (pencil) and a delete icon (trash) to its right. A red arrow points to the edit icon. At the bottom of the results section, it says '3 results'. The footer contains the 'powered by Mahara' logo and links for 'Privacy statement' and 'About'.



### Click 'Share page'

NYIT Search users Reid Moore-Bux Settings 1 Logout

Dashboard Content Portfolio Groups

Pages Collections Shared by me Shared with me Export Import

## Reid Moore-Bux 2015-16 Personnel Portfolio | Edit content i

Display page **Share page** Edit content Edit layout Edit title and description


This area shows a preview of what your page will look like.  
Drag blocks below this line to add them to your page layout. You can drag blocks around your page layout to position them.

- + Text
- + Image
- Media
- General
- Personal info

- + Vice-President, Review and Recommendation
- + Dean, Review and Recommendation
- + SPC, Review and Recommendation
- + DPC, Review and Recommendation
- + Executive Summary of the Portfolio
- + Curriculum vitae
- + External Reviews



### Share with ...

Reid Moore-Bux Settings 1 Logout

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Dashboard Content Portfolio Groups

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Pages Collections Shared by me Shared with me Export Import

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## Edit access i

**Pages** Advanced options

SHARED WITH	FROM	TO
<input data-bbox="196 1052 451 1115" type="button" value="Share with"/>	Who do you want to share with?	

[Privacy statement](#) [About](#)



## Search for... Users

The screenshot shows the Smahara ePortfolio interface. At the top, there is a navigation bar with the NYIT logo, a search bar for users, and user information for Reid Moore-Bux. Below this is a secondary navigation bar with tabs for Dashboard, Content, Portfolio, and Groups. The main content area is titled 'Edit access' and contains a search bar for pages, currently showing 'Reid Moore-Bux 2015-16 Personnel Portfolio'. Below the search bar is a table with columns 'SHARED WITH', 'FROM', and 'TO'. A dropdown menu is open over the 'SHARED WITH' column, listing various sharing options: 'Share with', 'Search for...', 'Friends', 'Groups', 'Users' (highlighted with a red circle and a red arrow), 'General', 'Public', 'Registered users', 'Friends', 'Institutions', 'New York Institute of Technology', and 'Groups'. The Smahara logo and links for 'Privacy statement' and 'About' are visible at the bottom left of the dropdown menu.



## Share with "Personnel Portfolios"

1. Type *Personnel* into the search box
2. Select *Personnel\_Portfolios*
3. Click *Advanced options* to expand the gray box

The screenshot displays the 'Edit access' page for a portfolio. At the top, there is a navigation bar with 'NYIT' logo, a search box, and user information for Reid Moore-Bux. Below this is a menu with 'Dashboard', 'Content', 'Portfolio', and 'Groups'. A secondary menu includes 'Pages', 'Collections', 'Shared by me', 'Shared with me', 'Export', and 'Import'. The main content area is titled 'Edit access' with a help icon. A search box contains 'Reid Moore-Bux 2015-16 Personnel Portfolio'. To the right of this search box is an 'Advanced options' dropdown menu, which is circled in red with the number 3. Below the search box is a table with columns 'SHARED WITH', 'FROM', and 'TO'. The 'SHARED WITH' column has a 'Users' dropdown and a 'Share with' dropdown. The 'FROM' and 'TO' columns have calendar icons. A search dropdown is open over the 'Share with' dropdown, showing 'Personnel Portfolios' selected, circled in red with the number 2. The search input in this dropdown is 'Personnel', circled in red with the number 1. Below the table are 'Save' and 'Cancel' buttons. At the bottom, there is a 'powered by Mahara' logo and links for 'Privacy statement' and 'About'.



## Allow copying of the page - 1

Scroll down to find *Allow copying*

The screenshot shows the 'Edit access' interface for a portfolio page. At the top, there is a search bar and user information for Reid Moore-Bux. The main content area is titled 'Edit access' and includes a search bar for pages. Below this, there are three sections of settings:

- Allow comments:** Set to 'Yes'.
- Moderate comments:** Set to 'No'.
- Allow copying:** Set to 'No'. This section is highlighted with a red box.

Each setting includes a brief explanation of its function. The 'Allow copying' section states: "Check this box if you would like the people who can see your selected pages / collections to be able to make their own copies of them, along with any files and folders they contain."



## Allow copying of the page - 2

1. Toggle switch to Yes
2. Click *Advanced options*

NYIT Search users Reid Moore-Bux Settings 1 Logout

Dashboard Content Portfolio Groups

Pages Collections Shared by me Shared with me Export Import

### Edit access i

Pages Advanced options <sup>2</sup>

Reid Moore-Bux 2015-16 Personnel Portfolio

Allow comments  Yes

*If checked, users will be allowed to leave comments.*

Moderate comments  No

*Comments will remain private until they are approved by you.*

Allow copying  Yes 1

*Check this box if you would like the people who can see your selected pages / collections to be able to make their own copies of them, along with any files and folders they contain.*

Retain view access on copied pages or collections  No





*Check this box if you would like to add access for you to view copies of the selected pages / collections that are copied by other users. Those users can revoke this access later on if they wish. Pages that are copied from a copy of this page or collection will not have this same access.*

**Overriding start/stop dates**






## Click 'Save'


Reid Moore-Bux  Settings  1  Logout


Dashboard Content Portfolio Groups

Pages Collections Shared by me Shared with me Export Import


### Edit access

Pages Advanced options 

SHARED WITH	FROM	TO
 <input data-bbox="207 1073 435 1115" type="text" value="Users"/>	<input data-bbox="444 1073 675 1115" type="text" value="Personnel Portfolios"/>	<input data-bbox="976 1062 1203 1115" type="text"/>
<input data-bbox="196 1150 435 1192" type="text" value="Share with"/>	Who do you want to share with?	

Save Cancel

 Privacy statement About



## Success!

The page is now shared with Personnel Portfolios and copying is allowed.

Search users

Reid Moore-Bux
 Settings
 1
 Logout

Dashboard
Content
Portfolio
Groups

Pages
Collections
Shared by me
Shared with me
Export
Import

Access rules were updated for 1 page(s)

Share i

Reid Moore-Bux

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Pages

PAGE TITLE	ACCESS LIST	EDIT ACCESS	SECRET URLS
<b>Profile page</b>	New York Institute of Technology, Registered users		
<b>Reid Moore-Bux 2015-16 Personnel Portfolio</b>	Personnel Portfolios Copying is allowed		

[Privacy statement](#)
[About](#)