



Start at Portfolios / Shared by me

Navigate to Portfolios / Shared by me

Click the "globe" icon (3) to the right of the page you want to share

Share - NYIT faculty eportfolio x Francine

https://faculty-eportfolio.nyit.edu/view/share.php

NYIT Search users Faculty Member Settings 0 Logout

Dashboard Content Portfolio (1) Groups

Pages Collections Shared by me (2) with me Export Import

Share ⁱ

Pages

PAGE TITLE	ACCESS LIST	EDIT ACCESS	SECRET URLS
faculty demo 2016-17 Personnel Portfolio	Personnel Portfolios Copying is allowed		
Faculty Member External Review Page			(3)
Profile page	New York Institute of Technology, Registered users		

Faculty Member

My groups:
Demo Group 1
Demo Group 2

powered by Simahara Privacy statement About



Click "+ New secret URL"

The screenshot shows a web browser window with the URL <https://faculty-eportfolio.nyit.edu/view/urls.php?id=3189>. The page header includes the NYIT logo, a search bar, and user information for 'Faculty Member'. The main content area features a title 'Secret URLs: Faculty Member External Review Page' with an information icon. A red box highlights a button labeled '+ New secret URL'. To the right, a user profile card shows 'Faculty Member' with a placeholder image and a list of groups: 'Demo Group 1' and 'Demo Group 2'. The footer contains the 'powered by Smahara' logo and links for 'Privacy statement' and 'About'.



Copy the secret URL to the clipboard

Secret URLs: Faculty Member External Review Page

Search users Faculty Member Settings 0 Logout

Dashboard Content Portfolio Groups

Pages Collections Shared by me Shared with me Export Import

+ New secret URL

<https://faculty-eportfolio.nyit.edu/view/view.php?t=O84pqCidu0IUZjfk9RvG>

Click button to copy URL to clipboard, or copy manually

Faculty Member

My groups:
Demo Group 1
Demo Group 2

powered by Smahara Privacy statement About



Navigate to bit.ly

1. Open a new tab in your browser and navigate to <https://bit.ly>
2. Click *Create*

The screenshot shows the bit.ly dashboard. At the top, there is a navigation bar with the bit.ly logo, a search bar, a 'CREATE' button (circled with a red '2'), and a user profile 'FGLAZ'. Below the navigation bar, there are statistics: 12.31K TOTAL CLICKS, 12,302 TOP REFERRER (Email, SMS, Direct), and 11,347 TOP LOCATION (United States). A chart shows a bar for 'JAN 12 - FEB 11'. Below the statistics, there is a list of bitlinks. The first link is 'Join the POD Discussion Group.pdf - Google...' with the URL 'bit.ly/joinPODgroup' and 2 clicks. The second link is 'Leave the POD Discussion Group.pdf - Goog...' with the URL 'bit.ly/leavePODgroup' and 12,427 clicks. The third link is 'POD Network Open Discussion Forum Goog...' with the URL 'bit.ly/POD-list' and 124 clicks. The fourth link is 'Proposal Scoring Rubric - NYIT Faculty...' with the URL 'bit.ly/FF-rubric' and 8 clicks. On the right side, there is a detailed view of the first link, showing it was created on JAN 10, 10:37 PM by 'fglazer'. The title is 'Join the POD Discussion Group.pdf - Google Drive' and the URL is 'https://drive.google.com/file/d/1C1BwiH6jyOLtQlocj6EgG4ECgd4zq1As/view?usp=sharing'. Below the title, there are buttons for 'COPY', 'SHARE', and 'EDIT'. At the bottom, there is a small bar chart showing 2 total clicks.



Make a shortened url

1. Paste your secret URL into the box
2. Click *Create*

The screenshot shows the Bitly dashboard interface. On the right side, a 'CREATE BITLINK' modal is open. The modal contains a 'bit.ly' domain selector, a 'PASTE LONG URL' input field with a red circle '1' around it, and a 'CREATE' button with a red circle '2' around it. The background dashboard shows statistics: 12,31K Total Clicks, 12,302 Top Referrer (Email, SMS, Direct), and 11,347 Top Location (United States). A list of bitlinks is visible, including 'Join the POD Discussion Group.pdf - Google Drive' with 2 clicks and 'Proposal Scoring Rubric - NYIT Faculty...' with 8 clicks.



Success!

Copy the shortened URL to your clipboard. Send this link to your department chair for use by your external reviewers

The screenshot shows the Bitly dashboard interface. On the left, there are statistics: 12.31K Total Clicks, 12,302 Top Referrer (Email, SMS, Direct), and 11,347 Top Location (United States). A chart shows activity from Jan 18 to Feb 1. The main list shows 559 Bitlinks. The selected bitlink is 'bit.ly/2GDpccs' for 'Reid Moore-Bux 2019-20 External Review Page - NYIT'. The 'EDIT BITLINK' modal is open, showing the title 'Reid Moore-Bux 2019-20 External Review', the current bitlink 'bit.ly/2GDpccs', and buttons for 'COPY' and 'SHARE'. A 'PRO TIP' suggests creating bitlinks from any webpage in one click.