

## Submit your ePortfolio

### Overview

You can access your ePortfolio sharing settings from the dashboard.

Set ePortfolio to allow copying.

Share ePortfolio with Personnel Portfolios account.

The screenshot shows the dashboard interface for Faculty e-Portfolios. At the top, there is a dark blue navigation bar with the New York Institute of Technology logo on the left, a search bar labeled "Search for people" in the center, and icons for email, user profile, settings, and a menu on the right. Below the navigation bar, the main content area is titled "Shared by me" with a notification badge. A table lists shared pages with columns for "PAGE TITLE", "ACCESS LIST", "EDIT ACCESS", and "SECRET URLS". The first row is highlighted with a yellow border and contains the following information:

PAGE TITLE	ACCESS LIST	EDIT ACCESS	SECRET URLS
<a href="#">Dolly R. Parton 2022-23 Personnel Portfolio</a>	<a href="#">Personnel Portfolios (Personnel Portfolios)</a> Copying is allowed	🔒	1 🌐
<a href="#">Profile page</a>	<a href="#">New York Institute of Technology</a> , Registered people	🔒	🌐

On the right side of the dashboard, there is a sidebar with a user profile card for "Morgan O'Brien" and a section titled "My groups:".

At the bottom of the page, there is a footer with the "mahara" logo and links for "Legal", "About", and "Help".

## Submit your ePortfolio

1. From the dashboard, click the *Sharing settings for ePortfolio pages* link.
2. Select the EDIT ACCESS lock icon to the right of the ePortfolio you want to share.

The screenshot shows the Faculty Personnel Portfolios dashboard. At the top, there is a navigation bar with the NYIT logo, a search bar, and user profile information for Noreen O'Brien. A warning message is displayed: "If you are using either Firefox or Internet Explorer, certain features of the site may not work properly. Log out and use a different browser (Safari or Chrome) instead." Below this, there is a link for "Sharing settings for ePortfolio pages" highlighted with a yellow box and a circled '1'. The dashboard also shows "My portfolios" and "Inbox" sections. A modal window titled "Shared by me" is open, showing a table of shared pages. A yellow arrow points to the "EDIT ACCESS" lock icon in the table, which is circled with a '2'.

Faculty Personnel Portfolios

If you are using either Firefox or Internet Explorer, certain features of the site may not work properly. Log out and use a different browser (Safari or [Chrome](#)) instead.

Need help? Consult the documentation:

- [All Faculty and Staff](#) (except NYITCOM)
- NYITCOM Faculty instructions [[PDF v2022.5](#), [Video](#)]

Sharing settings for ePortfolio pages: <https://eportfolios.nyit.edu/view/share.php>

Edit dashboard

My portfolios

[Dolly R. Parton 2022-23 Personnel Portfolio](#)  
Music Department

Inbox

[Institution membership confirmation](#)

Shared by me

PAGE TITLE	ACCESS LIST	EDIT ACCESS	SECRET URLS
<a href="#">Dolly R. Parton 2022-23 Personnel Portfolio</a>		🔒	🌐
<a href="#">Profile page</a>	<a href="#">New York Institute of Technology</a> , Registered people	🔒	🌐

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## Submit your ePortfolio

### Advanced options

1. Expand *Advanced options*.
2. Toggle *Allow copying* to reflect "Yes".
3. Use the caret "^" to retract the advanced options menu.

The screenshot shows the 'Share | Edit access' interface for a faculty e-portfolio. The interface is divided into several sections with various settings and options. Three numbered callouts are present:

- 1:** Points to the 'Advanced options' dropdown menu in the top right corner.
- 2:** Points to the 'Allow copying' toggle switch, which is currently set to 'Yes'.
- 3:** Points to the caret (^) symbol next to the 'Advanced options' dropdown menu.

The interface includes a search bar at the top, a 'Pages' section with a search input, and several toggle switches for 'Allow comments', 'Moderate comments', 'Allow copying', and 'Retain view access on copied pages or collections'. There is also a section for 'Overriding start/stop dates' with input fields for 'Access start date/time' and 'Access end date/time'.

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### Share with others

1. Click *Share with* and select Person.
2. Click Search, type "personnel" in the popup search box, and select Personnel Portfolios account. If personnel portfolios does not pop up, check to see if you typed it correctly.
3. Click Save.

The screenshot shows the 'Share | Edit access' interface. At the top, there is a 'NEW YORK TECH' logo and a search bar for people. Below the title, there is a 'Pages' section with a search box containing 'Dolly R. Parton 2022-23 Personnel Portfolio'. The main area is divided into 'SHARED WITH', 'FROM', and 'TO' sections. In the 'SHARED WITH' section, a dropdown menu is open, showing 'Person' selected. A search box next to it contains 'personnel' (callout 2). Below the search box, a list of search results is shown, including 'People in "New York Institute of Technology"' and 'Personnel Portfolios (Personnel\_Portfolios)'. A 'Share with' dropdown menu is also open, showing 'Person' selected (callout 1). At the bottom left, there are 'Save' and 'Cancel' buttons (callout 3). The footer includes the 'mahara' logo and links for 'Legal', 'About', and 'Help'.

## Submit your ePortfolio

### SUCCESS!

This platform does not send confirmation emails.

If you have correctly submitted your ePortfolio, you will see that it is shared with Personnel Portfolios, with permission to copy.

The screenshot displays a web interface for managing shared pages. At the top, there is a dark blue header with the 'NEW YORK TECH' logo on the left, a search bar labeled 'Search for people' in the center, and several utility icons on the right. Below the header, the main content area is titled 'Shared by me' with a notification badge. A table lists shared pages, with the first row highlighted in yellow. The table has columns for 'PAGE TITLE', 'ACCESS LIST', 'EDIT ACCESS', and 'SECRET URLS'. The first row shows the page title 'Dolly R. Parton 2022-23 Personnel Portfolio', the access list 'Personnel Portfolios (Personnel Portfolios) Copying is allowed', and a lock icon and a globe icon. The second row shows the page title 'Profile page', the access list 'New York Institute of Technology, Registered people', and a lock icon and a globe icon. To the right of the table, there is a user profile card for 'Mason O'Brien' and a section for 'My groups'. At the bottom of the page, there is a footer with the 'mahara' logo and links for 'Legal', 'About', and 'Help'.

PAGE TITLE	ACCESS LIST	EDIT ACCESS	SECRET URLS
<a href="#">Dolly R. Parton 2022-23 Personnel Portfolio</a>	<a href="#">Personnel Portfolios (Personnel Portfolios)</a> Copying is allowed	🔒	🌐 1
<a href="#">Profile page</a>	<a href="#">New York Institute of Technology, Registered people</a>	🔒	🌐