

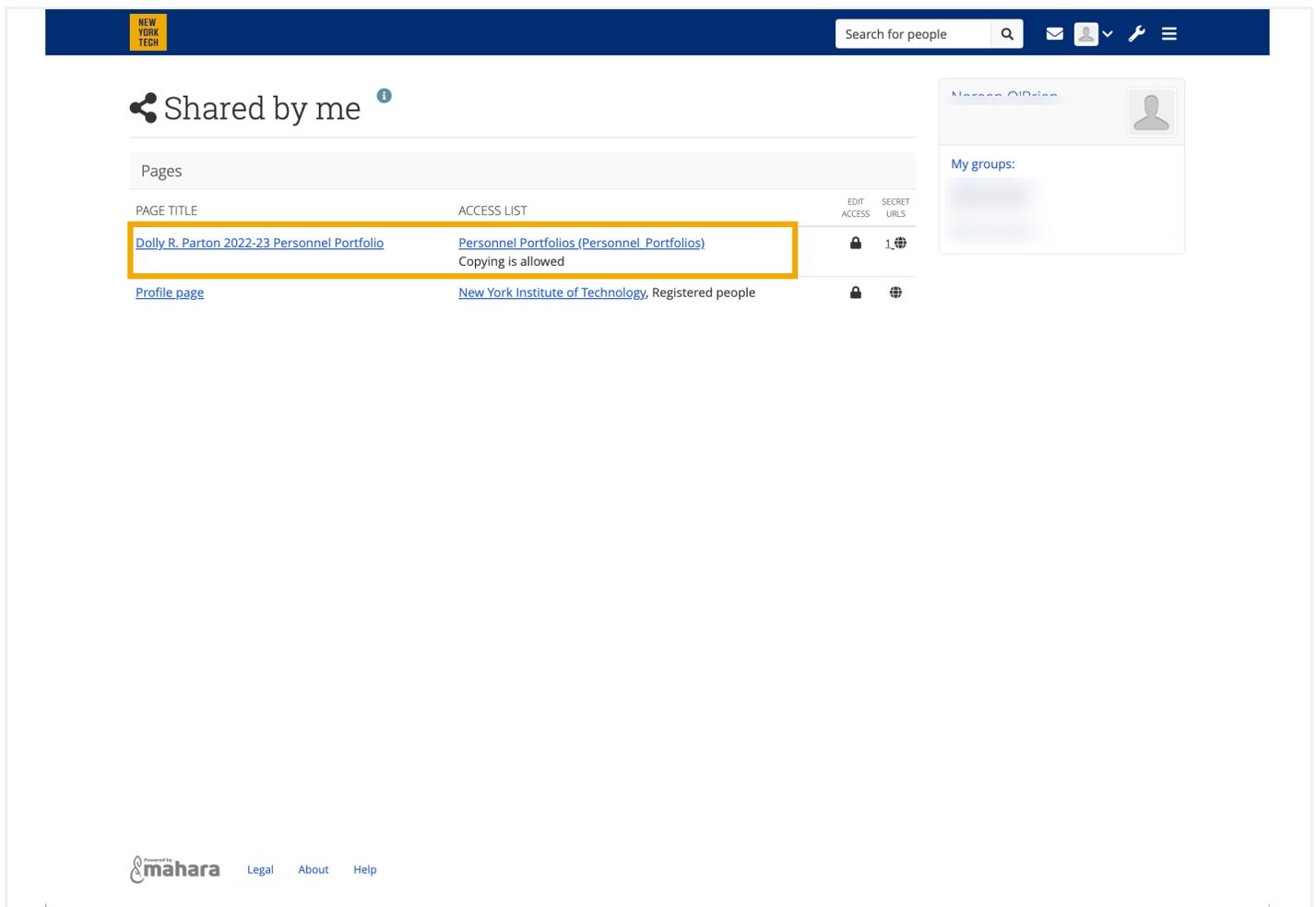
Submit your ePortfolio

Overview

You can access your ePortfolio sharing settings from the dashboard.

Set ePortfolio to allow copying.

Share ePortfolio with Personnel Portfolios account.



The screenshot displays the 'Shared by me' section of the Faculty e-Portfolio dashboard. At the top, there is a dark blue navigation bar with the 'NEW YORK TECH' logo on the left, a search bar labeled 'Search for people', and icons for email, user profile, settings, and a menu. Below the navigation bar, the main content area is titled 'Shared by me' with a notification badge. A table lists shared pages, with the first entry highlighted by a yellow border:

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

To the right of the table, there is a sidebar with a user profile card for 'Morgan O'Brien' and a section titled 'My groups:' which is currently empty. At the bottom left of the dashboard, the 'mahara' logo is visible along with 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 utility icons. The main content area includes a user profile for Noreen O'Brien, a browser compatibility warning, and a link to 'Sharing settings for ePortfolio pages' highlighted with a yellow box and a '1' in a circle. Below this is an 'Edit dashboard' button. The 'My portfolios' section lists 'Dolly R. Parton 2022-23 Personnel Portfolio'. The 'Inbox' section contains a link for 'Institution membership confirmation'. A modal window titled 'Shared by me' is open, showing a table of shared pages. The table has columns for 'PAGE TITLE' and 'ACCESS LIST'. The first row is 'Dolly R. Parton 2022-23 Personnel Portfolio' with a lock icon and a '1' in a circle. The second row is 'Profile page' with a lock icon and a globe icon. A yellow arrow points to the lock icon in the first row, labeled with a '2' in a circle.

NEW YORK TECH

Search for people

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
Dolly R. Parton 2022-23 Personnel Portfolio	EDIT ACCESS SECRET URLS 🔒 1🌐
Profile page	New York Institute of Technology , 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 controls. 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'.

Submit your ePortfolio

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 displays the 'Share | Edit access' interface. At the top, there is a search bar for people and navigation icons. Below this, the 'Pages' section shows 'Dolly R. Parton 2022-23 Personnel Portfolio'. The 'SHARED WITH' section has a dropdown menu set to 'Person'. A search box next to it contains the text 'personnel', with a yellow circle '2' highlighting it. Below the search box, a dropdown menu is open, showing a list of 'People in "New York Institute of Technology"', with 'Personnel Portfolios (Personnel_Portfolios)' selected. A yellow circle '1' highlights the 'Share with' dropdown, and a yellow circle '3' highlights the 'Save' button. The 'FROM' and 'TO' fields are empty. At the bottom left, the 'mahara' logo and links for 'Legal', 'About', and 'Help' are visible.

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 sharing ePortfolios. At the top, there is a dark blue navigation bar with the 'NEW YORK TECH' logo on the left, a search bar labeled 'Search for people', and icons for email, user profile, settings, and a menu. Below the navigation bar, the main content area is titled 'Shared by me' with a notification icon. A table lists shared pages:

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

On the right side of the interface, there is a user profile card for 'Mason O'Brien' and a section for 'My groups'.

At the bottom of the page, the 'mahara' logo is visible along with links for 'Legal', 'About', and 'Help'.