Sharing Learning Portfolio Items with Other Avenue Users

The process for sharing within your Learning Portfolio is a key benefit of using the Learning Portfolio over other portfolio type services. You can share individual Artifacts, or a series of Artifacts embedded in a Presentation with faculty, mentors, peers or family. When you share an item, you can give individuals different abilities to edit, assess or comment on the item.

To begin sharing, you will have to login to Avenue, access the Learning Portfolio by clicking on Learning Portfolio. From your Learning Portfolio Dashboard, you will see your items, items that are shared with you and invitations. First we will concentrate on sharing the items.

Click on the contextual menu located under the down pointing arrow at the end of the title of the item you want to share. If you have more than one item to share, you should collect these items as a Presentation, and share that rather than sharing many individual Artifacts.
From the menu choose **Share** to open the Sharing Settings.

In this screen, you can make this item publicly available, as long as someone has the URL for your Presentation or Artifact. You do not have to make items publicly available to share them. To share with an individual or group, you should scroll down to the Presentation Sharing List section. Click **Add Users and Groups** to begin selecting who you wish to invite.
4. You can search for the individual by typing their name in the Search Box, or you can browse everyone you are connected to and select them by clicking on their listing.

Then click the blue Add button to add that person to the list of people with which you wish to share.

You can further specify what the invitee is allowed to do with your presentation on the next screen. There are options to control whether the invitee is allowed to assess, comment or edit the item that is shared. Click the blue Add button to complete this step.
6. Click **Done and Send Invite** to issue a mail to the person’s Avenue Mail account. On the next screen you will be able to customize and add any additional information to the message. Click **OK** to finish.

**NOTE:** if your instructor has a Dropbox setup to receive Learning Portfolio Presentations, you should not use this sharing feature to send your presentation to them, instead, go into the course, under Assessments, Dropbox, find the appropriate Dropbox folder and submit your portfolio Presentation as you would submit a Word file.