

## myPortfolio – Share

Share pages or collections with each other in MyPortfolio

[Note: The e-portfolio portal used by Leuphana is called myPortfolio and is based on Mahara (software)].

Answers to the most frequently asked questions can be found in the German FAQ at:

<https://digitaler-support.leuphana.de/doku.php?id=myportfolio>

### Welcome!

In this tutorial, you will learn how to share pages or collections with other users in myPortfolio.

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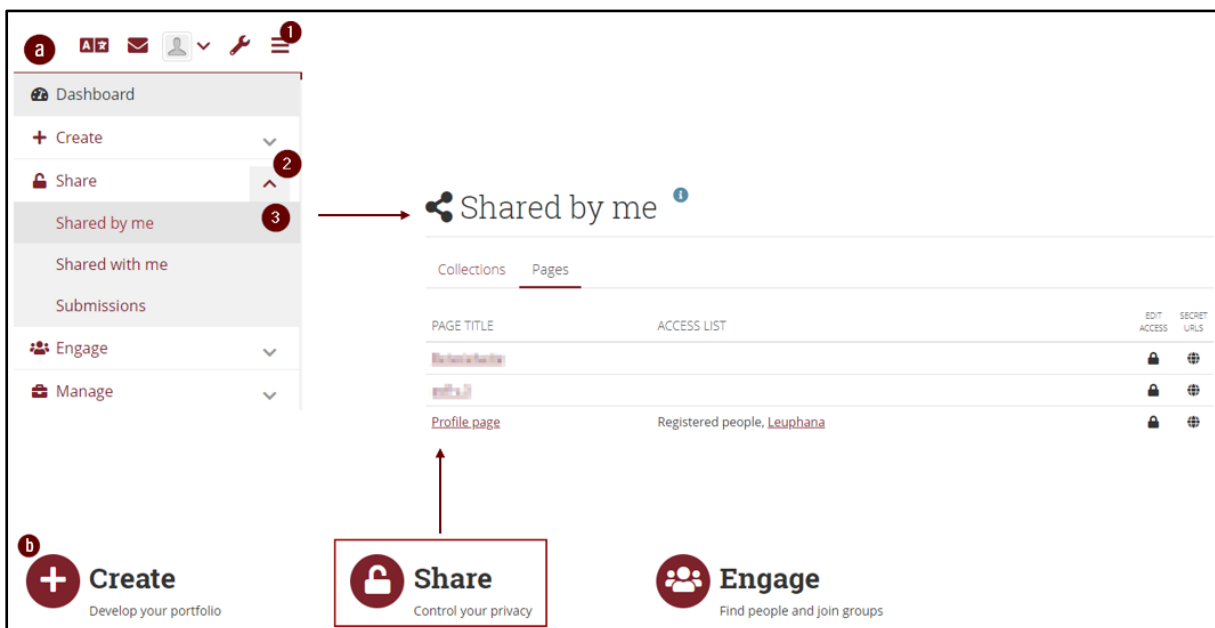


## 1. Sharing Pages and Collections with Registered Users

By default, only you can view your pages and collections. In myPortfolio, however, you can share pages with individual users or make them available to entire groups of users. When you share content, the persons or groups you select can view it, but not edit it.

There are two options for the sharing of a page in myPortfolio:

- In the main menu, select the *Share* menu item and then choose the *Shared by me* menu item.
- On the homepage (the so-called Dashboard), click *Share*.



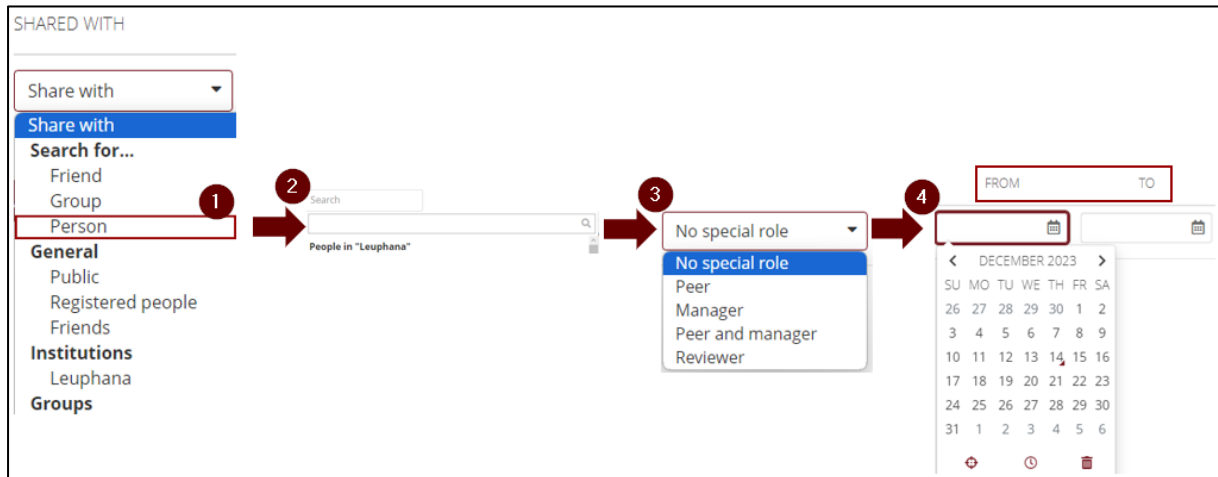
The overview page, as shown on the right in this picture, will now open. In the following, this will be referred to as the base page.

- Here you can switch between the overview of your collections and the overview of your pages. In the access list, you can see who already has access to your pages.
- To share pages and collections with registered users, click the lock icon next to the desired page.
- You can now choose who you want to share the collection or page with by expanding the menu under *Share with*.



### 1.1 Share with Individuals

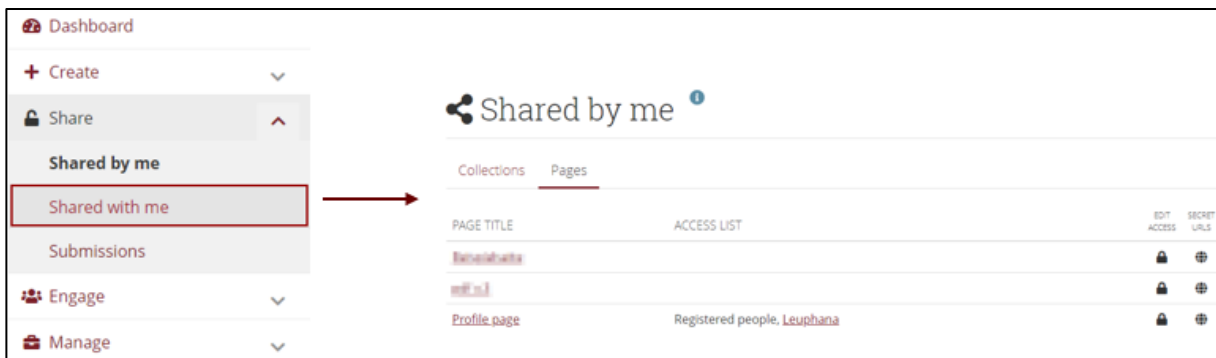
To share your pages with specific persons, click the lock icon on the base page. On the page that opens, expand *Share with* and select *Person*(1). Then type the person's name in the search bar until the person you are looking for is suggested and you can click on them (2). Then select the rights (3) you want to assign to the person within the page/portfolio.



Finally, you can restrict access in terms of time (4). You can specify only a start or an end time, or you can restrict both. Before or after the specified time, the person has no access.

When you are finished, click *Save*. You will be redirected to the base page again, where you can see the updated access list.

The selected users will now be able to access the page via the share menu and *shared with me*, as well as find an overview of all pages shared with them.



Note: To share a collection or page with multiple persons, repeat the previous steps.



## 1.2 Sharing with Groups

1. To share your pages with groups, click the lock icon on the base page. On the page that opens, expand *Share with* and select the desired group in the *Groups* section.
2. Here, you can also limit the timeframe in which the group has access to the page.

Groups cannot be given general editing rights for all participants through the share function on *pages and collections*. These can be added using the *engage* function, which can be found in the group's basic settings. For more information on the steps involved, see the “Participate” tutorial on the Teaching Service’s website.

3. You can share a page or collection with multiple persons and/or groups at the same time and set a different timeframe for each group of people during which the content is available. To do this, simply add more authorisations by repeating the previous steps.

4. Pages shared with groups are displayed on the group’s *about* page. The position of this overview on the group home page can be set or deactivated by group administrators.

*Note: At first, the Group administrator is always the creator. After users joined the group, other persons can be granted this role. A detailed explanation can be found in the “Participate”-Manual.*

5. If you want to share multiple pages or collections with the same people or groups, you can add the names of the pages or collections in the search box under *Pages*. Then add the persons or groups as in the previous steps.

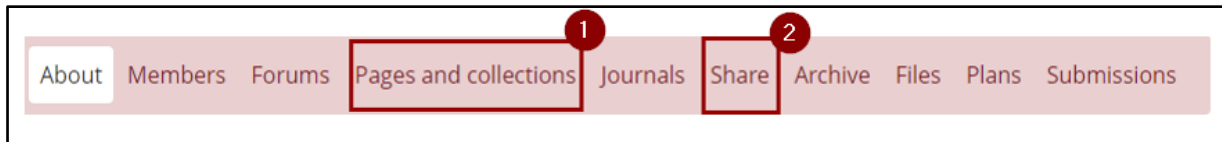
After saving, the access list will be updated and the new authorisations are displayed.

When sharing, check again with whom you want to share which page or collection and which timeframe is set.

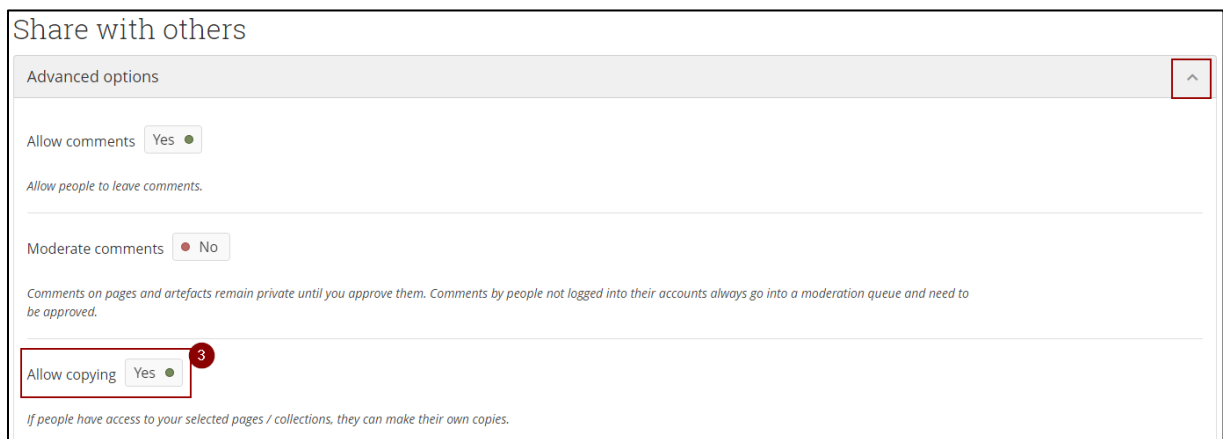
6. If you want to undo one or more authorisations, you can delete them by clicking the trash can icon. This icon appears when you have saved the authorisations of the respective page. Open the *edit access* page on the base page again via the lock icon.

### 1.3 Copy existing Collections from Profile to Groups

If you created a collection in your profile, you can not only share it with a group, but also copy it into the group. The difference between those options is where these collections are located. Shared pages and collections can be found under *Share* (2) and copied collections can be found in *Pages and Collections* (1), as well.



Open the collection, click the three dots and select *Manage access*. Then, using the drop-down menu for advanced options, allow copying (3) this collection.



In the respective group, select the *Pages and Collections* (1) section and use the Copy-Button to open the selection. Choose the collection to be copied. It will show up under *Pages and Collections* as well as *Share*.

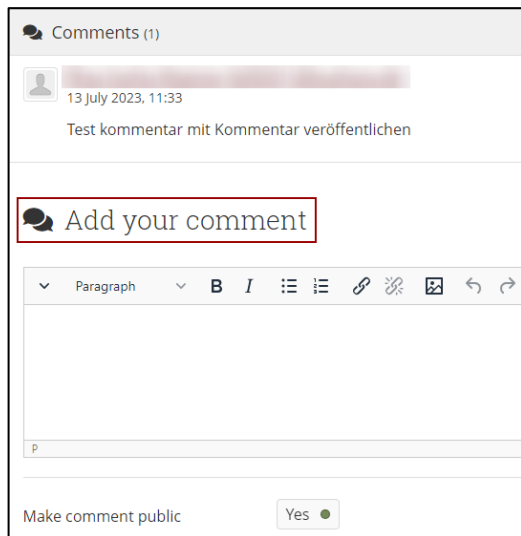
### 1.4 Unsubscribing from collections shared with you

If you no longer need a collection or a page that has been shared with you, you can remove your access yourself. To do this, open the relevant page, click on the three dots on the right and select *Remove access*.

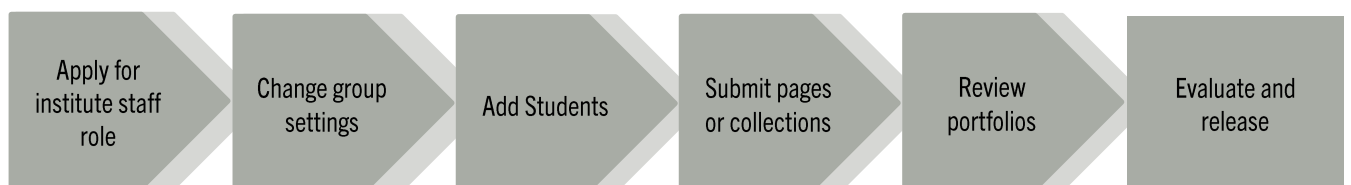


## 2. Comment

If you want to give feedback to other myPortfolio users, you can comment on portfolios shared with you. You can do this by creating a comment under the respective page. With the new update, you can now comment on individual artifacts such as images. To open up the comment section, click on the artifact. The graphic shows what the comment function will look like: Existing comments are displayed above the comment field.



## 3. Submissions



The *Submissions* menu item allows you to collect and evaluate portfolios submitted by your group members.

### Requirements:

1. To create a submission, lecturers must apply for the institute staff role via [lehrservice@leuphana.de](mailto:lehrservice@leuphana.de).  
Note: Please use the subject "Institute Staff Role" for this.
2. After receiving the role, create a new group and open the *settings drop-down* menu. Under *Content*, you can allow *submissions*. Please save your settings.

For further questions feel free to contact us via [lehrservie@leuphana.de](mailto:lehrservie@leuphana.de).