

Sharing your ePortfolio

1. Log in to Chalk & Wire (<http://chalkandwire.com/nmhu>)
2. From the **MY PORTFOLIOS** tab, select the portfolio you want to share.
3. From the **ACTIONS** menu, select **EDIT** on the drop-down menu (look for the arrow).
4. Click on the **SHARE PAGE** tab, which will take you to a page labeled "Share Portfolio Page." You may share with a group of C&W users, with a single user, or with someone outside the C&W system (email).
5. If your professor has asked you to share your portfolio with her/him, please also share with our **NCATE Account**. To share your portfolio:
 - a. Choose the "Share with a Group" option.
 - b. Click "Create New Group."
 - c. In the left-hand column labeled "Sources," click on (ALL DEPARTMENTS).
 - d. In the center column labeled "Members," type your professor's name.
 - e. Drag your professor's name from the center column to the right-hand column labeled "Current List."
 - f. Repeat step c.
 - g. Repeat step d, but type NCATE in the box (instead of your professor's name).
 - h. Repeat step d.
 - i. Type a name for this group in the box under "Name" and then click **SAVE**.
 - j. Click **RETURN**.
 - k. Choose the Group you just created from the drop-down menu and click **CONTINUE**.
6. To share your portfolio with someone who does not have a Chalk & Wire account, choose the 'Share with a Secure URL' option from the Share Portfolio page.
7. Click **CONTINUE**.
8. Click the button next to **SELECT PAGES TO SHARE**, then click **OK**.
9. Select the pages you want to share by clicking in the boxes.
 - OPTIONAL: Choose an expiration date for the secure web address.
 - OPTIONAL: You may want to password protect your portfolio if it includes personal information. If you choose to password-protect your portfolio, write down the password, because C&W will not store it for you.
10. If you wish to email the secure URL, add the recipient's email address. Click **CONTINUE**.
11. On the next screen, you will see the secure URL for your portfolio. Copy the link into an email and send it to whomever you wish. If you wish to share the same secure URL in the future, click on the **PAGE INFORMATION** icon (gray circle with lowercase i), and look for the "This page is shared with..." link. On the Portfolio Page Sharing screen, you can copy or delete the URL.

Chalk & Wire Help Desk: <https://support.chalkandwire.com/home>

Chalk & Wire User's Manual: http://chalkandwire.com/help/ePortfolioGuide/Default_left.htm

If you can't find the answers you need with the resources above, email chalkandwirehelp@nmhu.edu