

## 10) Sharing a specific page or entire portfolio with an individual/group/website

- Log in to Chalk and Wire and open your portfolio
- Go to the page (and if needed the rubric link) that the document/video/image is on that you wish to share
- Click the gold "Share Page" button - fourth from the left at the top of your portfolio
- You can choose to Share with a group, Share with an individual, or Share with a secure URL
- Once you've clicked "OK" on any of these three options you'll be given the choice to "share this page and all pages under it" or "share the whole portfolio"; choose the option that applies to you and click "OK"

- **To share with a group:** click "Create new group"

- Choose a Department from the drop down menu and click "OK"

- You can send your profile to all of the people in the department or delete out all the names you don't want to send your profile to

- Click "OK"

- **To share with an individual:** make sure that the name you put in the box is the exact name or exact e-mail that appears in the person's Chalk and Wire profile
- Click "OK"

- **To share with secure URL:** Choose "Share with secure URL" and click "OK"; you can choose a password to access the URL (or leave it open), and you must set a date for the URL to expire

- Chalk and Wire will create the secure URL. If you forget the URL, click "Toggle Page

Information" at the top right of your portfolio; under the "Submission Summary" column, you should see "This page is shared with 1 secured URL(s)." Click that link, and you will be redirected to a page that shows the secure URL (this URL should be e-mailed to anyone with whom you want to share it because it will not be found on a search engine like Google).