Steps for Sharing Eportfolio to Course Using Snapshot:

1. Click on Portfolio tab and locate eportfolio that user wants to share with a course.
2. Click More button and select Share from the drop-down list.
3. When the Share window launches click on Share a Snapshot With and select Courses.
4. Click on **Browse** button when course window launches.
5. In the **Search** window select the **Search Field** settings radio button and type in the course information (Notice: user should be familiar with the course id and enter it in the search window exactly as it is labeled to perform the search).
6. A list of courses with similar course id will appear in the search frame upon querying the information.
7. User should check the box next to the corresponding course desired and select the **Submit** button.

8. Select **Submit** again when the course information appears in the **Shared Snapshot** window.
9. The user’s eportfolio will appear as a snapshot in the Shared Portfolio window once.