



Share Lessons and Portfolios Guide

Use this guide to help you share Lessons and Portfolios.

Please email Support@DavisArt.com if you have any questions or concerns.

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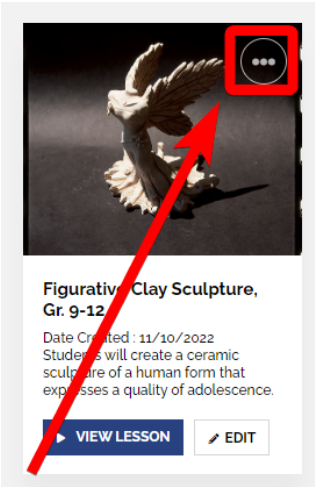
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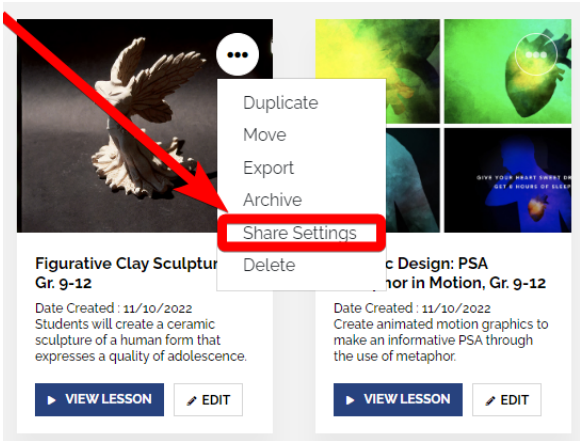


Share Settings

1. Open your **Lessons** or **Portfolios** page. Click the three-dots icon in the upper-right corner of the portfolio or lesson to open the drop-down menu.

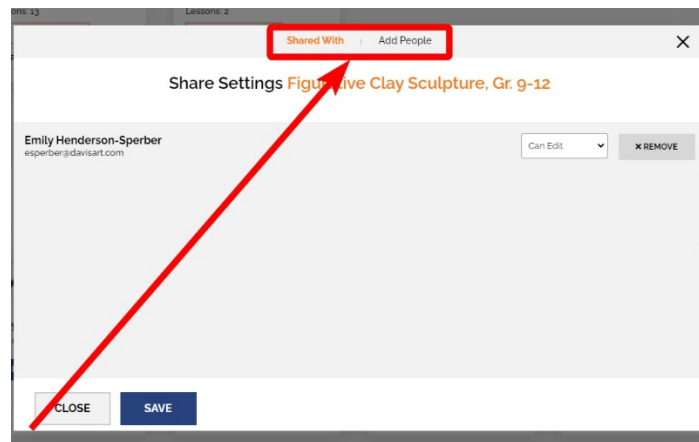


2. Within the drop-down menu, click **Share Settings**. The Share Settings option will allow you to share your lesson or portfolio with any members of your school or district with a Davis Digital account.

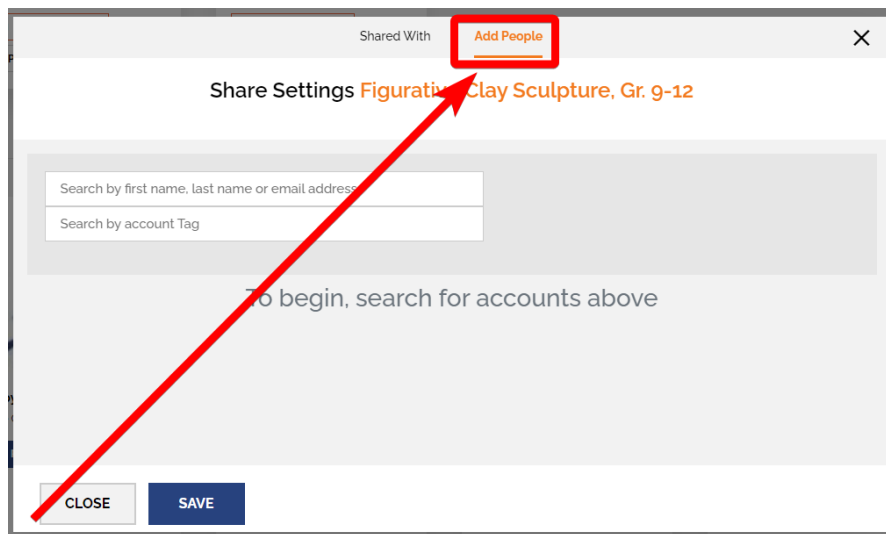




3. At the top of the Share Settings modal are the **Shared With** tab and the **Add People** tab.

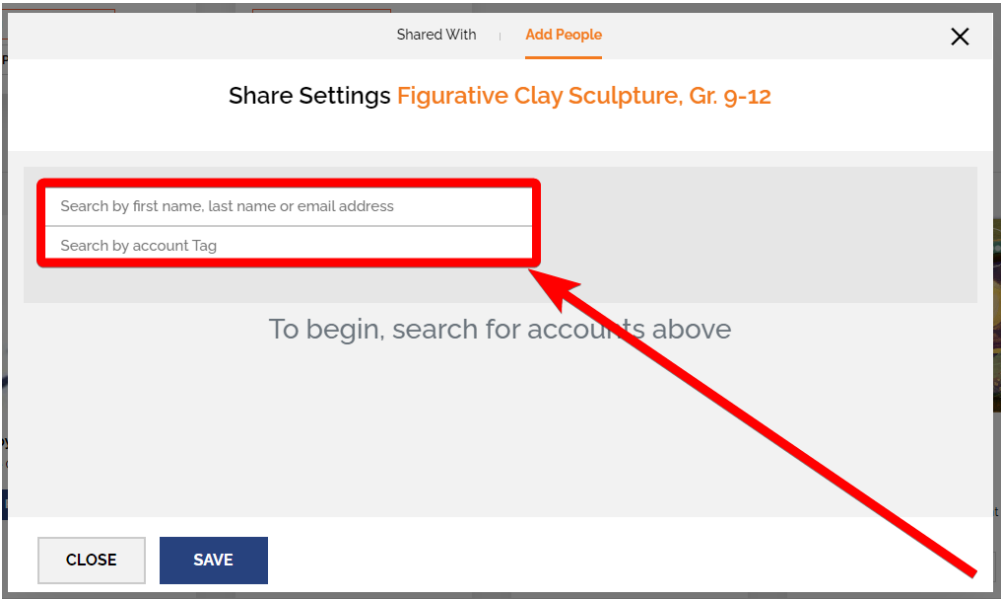


4. Click on the **Add People** tab to begin sharing your lesson or portfolio.

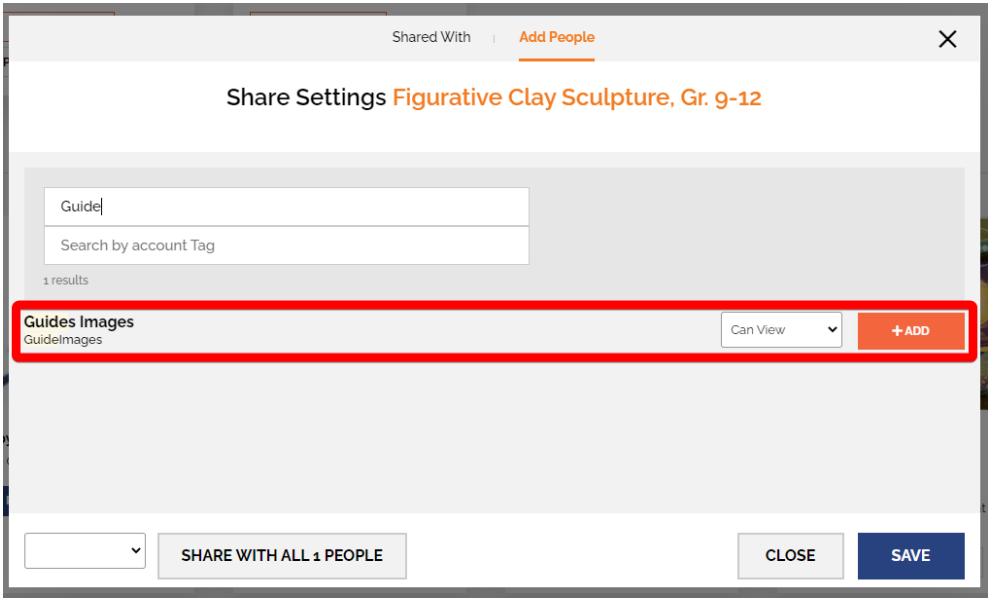




5. Start searching for the user or group that you want to share the lesson or portfolio with. You can search for users by name, email address, or by account tag.



6. Any users matching the search criteria will appear in the list below.

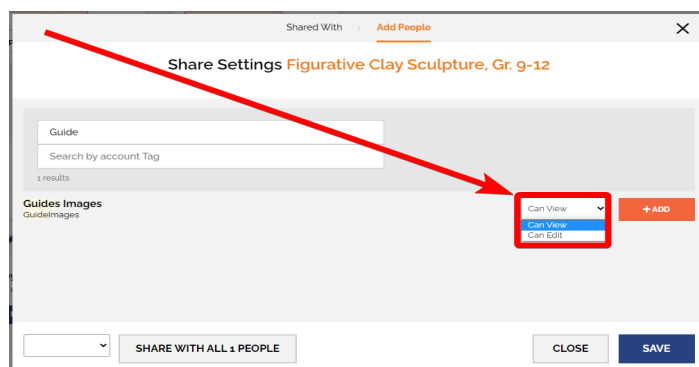




7. In the dropdown to the right of the user's name, select the permissions for each person that the lesson or portfolio will be shared with. You can make the user a **Viewer** or **Editor**:

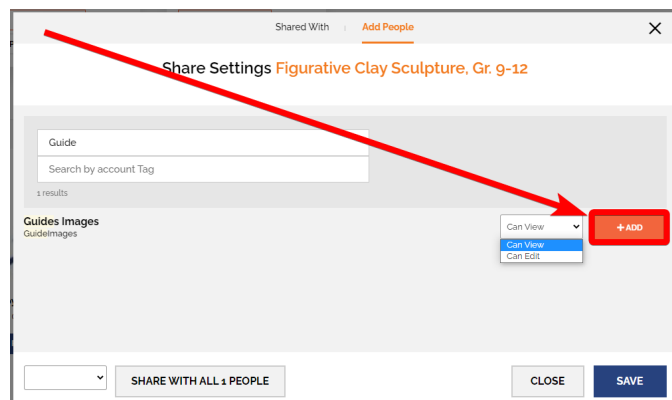
View – Can view the lesson or portfolio, but cannot make any edits to it.

Editor – Can view and edit the lesson or portfolio, but cannot delete it. Only the original user can delete the lesson or portfolio.



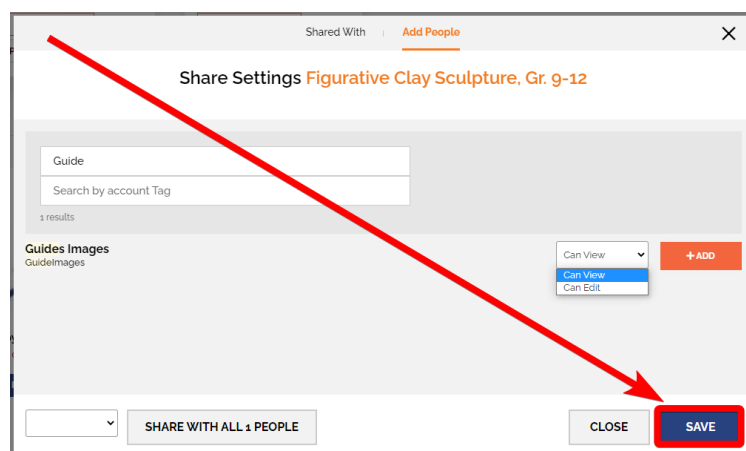
8. Once the permission has been selected, click the the **+Add** button to add the user to the list of people the content will be shared with.

Repeat Steps 5-8 to Share the lesson or portfolio with additional users.

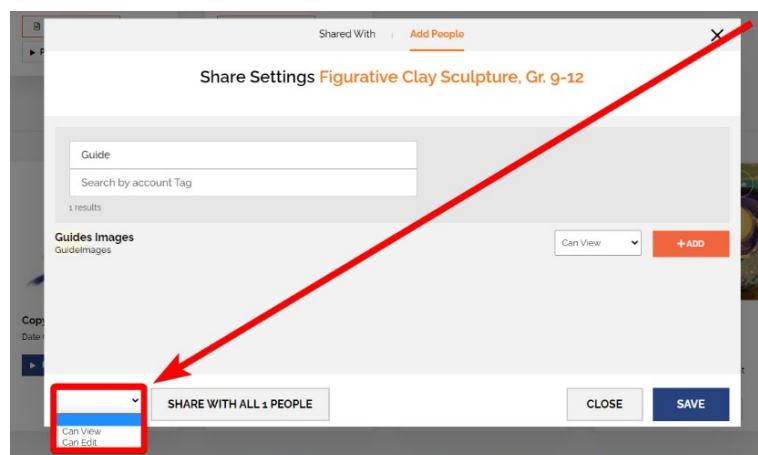




9. Once all users have been added, click the **Save** button to share the lesson or portfolio with the selected users.

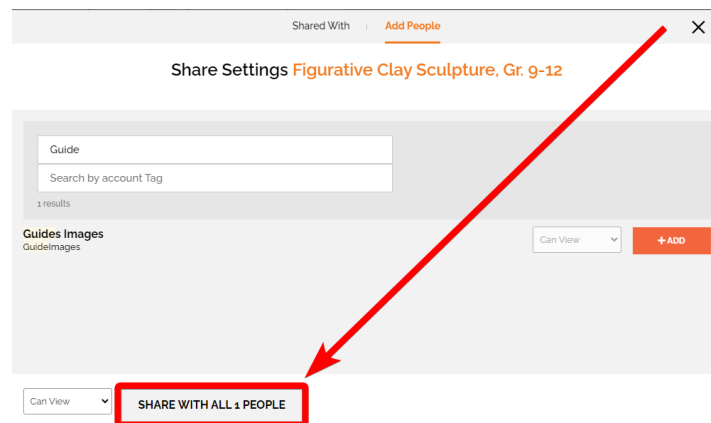


10. To share the lesson or portfolio with all users in the search results at once, navigate to the bottom left of the Add People modal to select the permissions for the group of users. Select **Can View** or **Can Edit** from the dropdown.

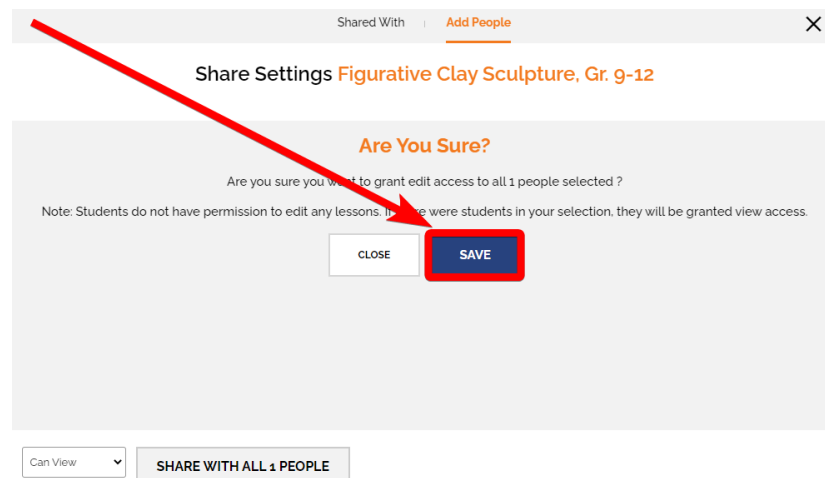




11. Once the permission has been selected, click the **Share with All People** button.

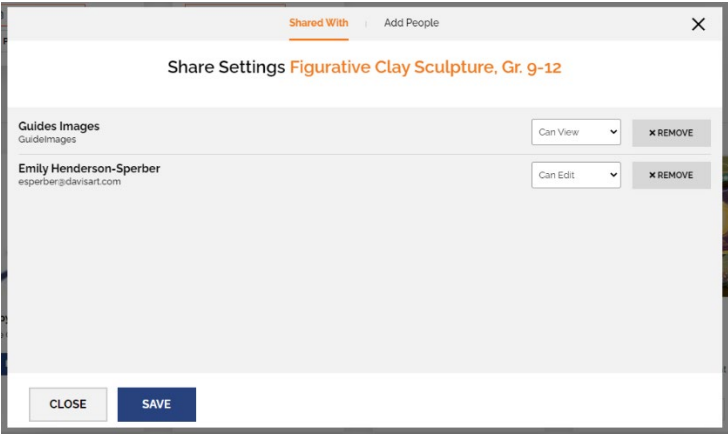


12. Confirm you want to share the lesson or portfolio with all people by clicking the **Save** button.

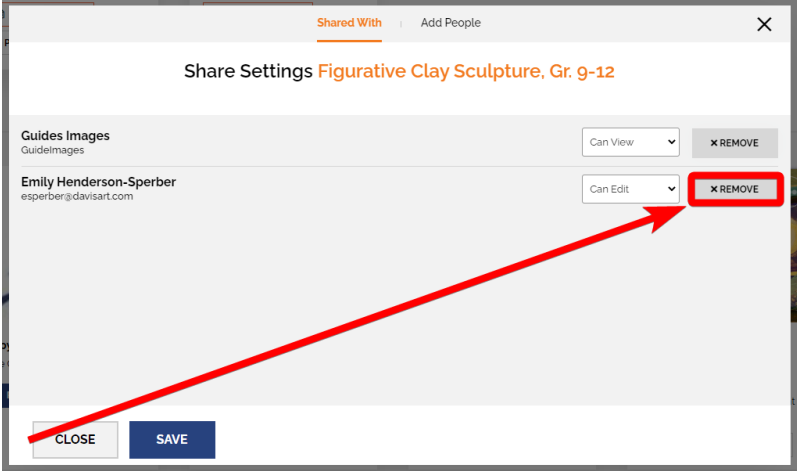




13. To review the users the lesson or portfolio has been shared with, click the **Shared With** tab to view a list of all users the content is currently shared with, as well as the permissions set for each user.



14. Click the **Remove** button to stop sharing the lesson or portfolio with a specific user.

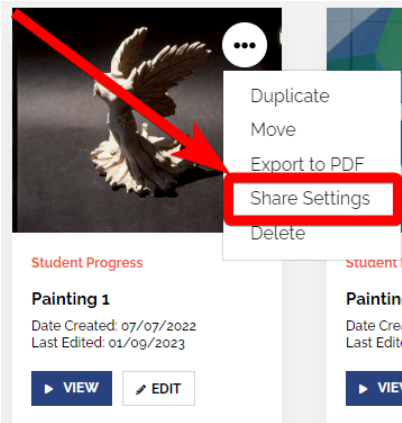




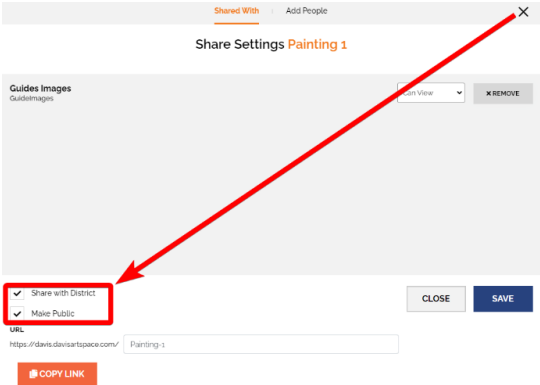
Public Portfolios

In addition to sharing a portfolio with an individual or groups of users in the district, portfolios can be shared with all teachers in the district and be made public for sharing outside the district.

15. To share a portfolio with the district or to make a public portfolio, open the Share Settings modal.

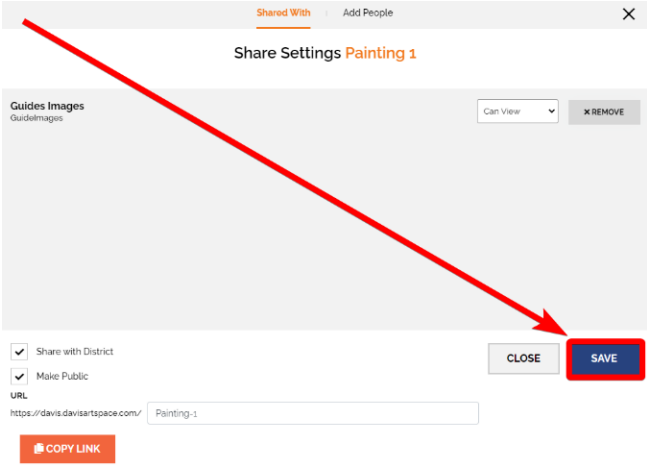


16. At the bottom of the **Shared With** page are the options to **Share with District** or **Make Public**.

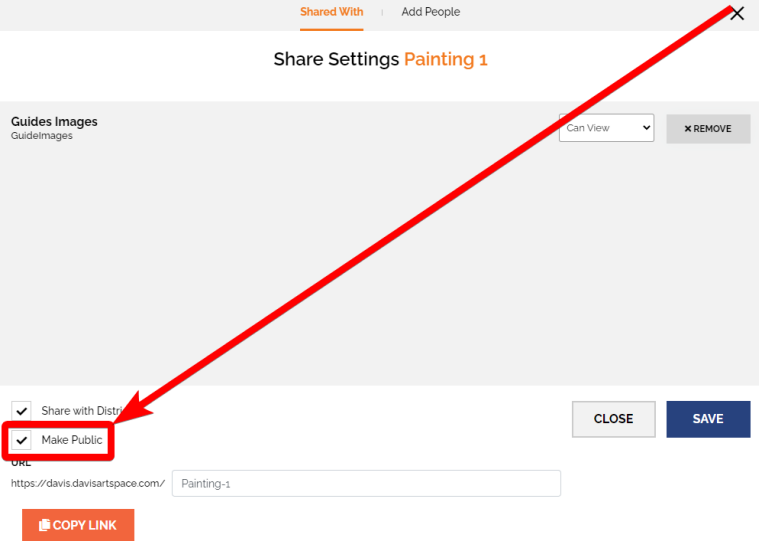




17. Check off the **Share with District** box and click **Save** to share the portfolio with all teachers and Davis Digital Administrators in your district.

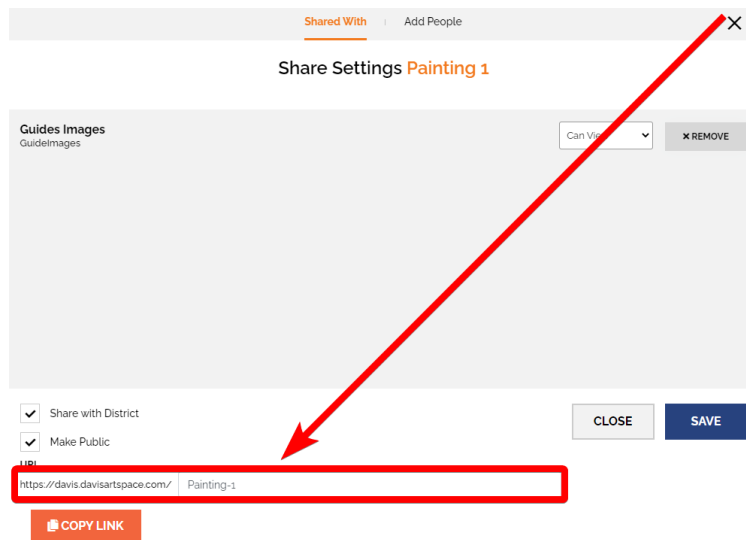


18. To make a public portfolio that can be accessed outside of the Davis Digital environment by anyone with the portfolio URL, check off the **Make Public** box at the bottom left.

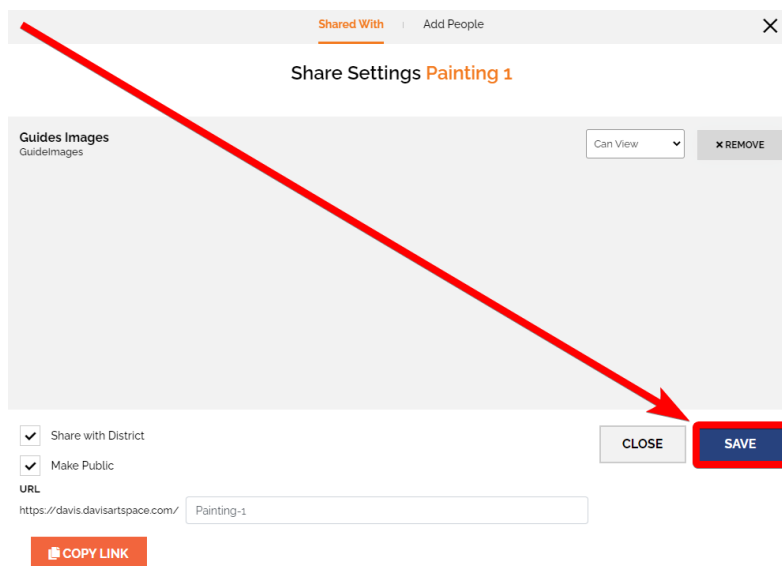




19. Once the box is selected, this will open the URL for the portfolio. Leave the URL as is or update it in the text field.



20. Click the **Save** button to save the changes to the portfolio share settings.





21. Click the **Copy Link** button to copy the portfolio's URL. Anyone the link is shared with will be able to view the portfolio.

