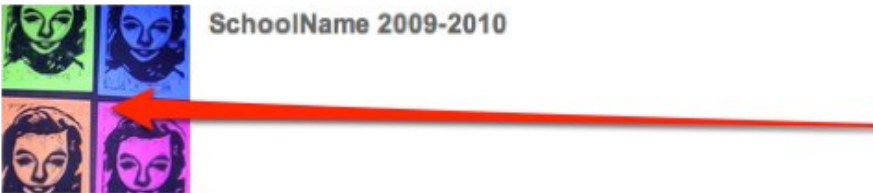


## ePortfolios: Add Teachers or Students

1. Log in to your Davis Digital account and click the Portfolios tab.



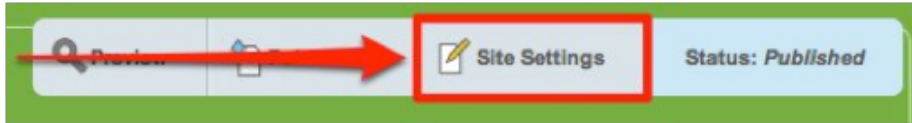
2. Click the portfolio you want to open.



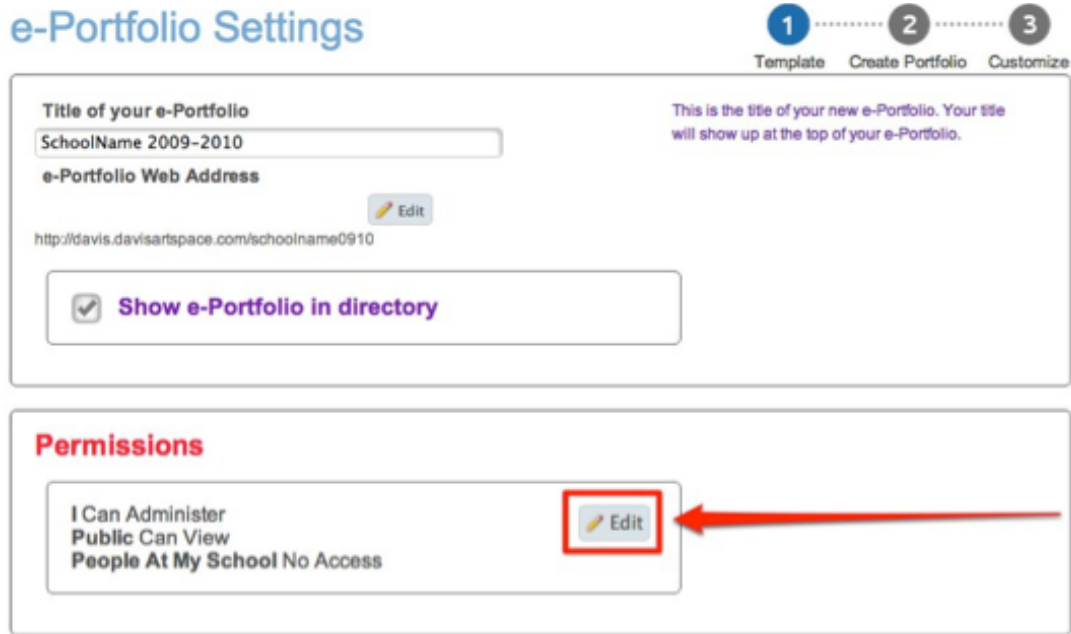
3. Click the Edit button at the top right.



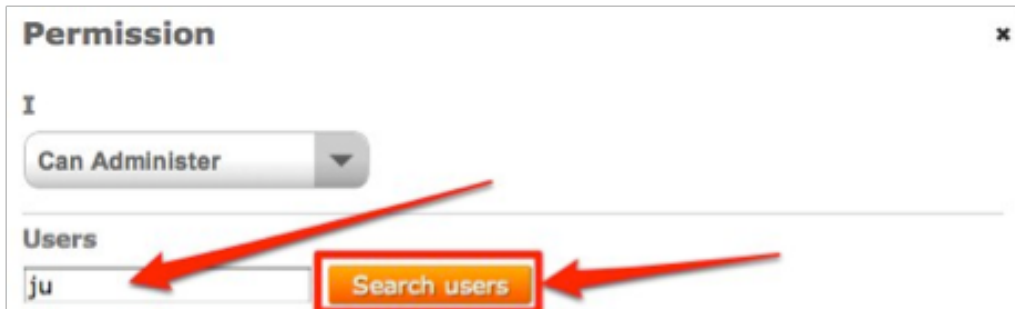
4. Click Site Settings.



5. You may now make changes to any of the ePortfolio Settings. Find the Permissions section and click Edit.



6. Before you can add a User (Teacher, Student, or Administrator) to your ePortfolio, you must search for them in your school's Davis digital system. Type the user's name and click Search Users. To add multiple users, enter a common letter or vowel to widen the search results.



7. Click the Add button to add a user to your portfolio.

Users

ju Search users

Justin Jordan add

Julia McCandless add

Julius Simington add

**Set permissions**

Julian Wade Can View

8. Now you can set the permissions for each user you have added. Click the drop-down menu next to each user's name to select the permission level.

**Set permissions**

Julian Wade Can View

Can View

Can Edit

Can Publish

Can Administer

**Public**

Can View

*Can View:* The user can view the ePortfolio, but cannot make any changes.

*Can Edit:* The user can make changes to the ePortfolio, but cannot publish them.

*Can Publish:* The user can view, edit, and publish any changes made to the portfolio by any user.

*Can Administer:* The user can view, edit, publish, add users, edit their permissions, and delete or copy the portfolio.

9. Click Submit to save your changes.

Julian Wade Can View

Can View

Can Edit

Can Publish

Can Administer

**Public**

Can View

**People At My School**

Can View

Submit

10. To remove a user from an ePortfolio, repeat steps 1–5. Select the user you want to remove from the list by placing your cursor over their name. Click the red X on the right to remove the user.

**Users**

tag,tag,tag

**Set permissions**

Julian Wade	<input type="button" value="Can Administer"/>
RonnyJames Dio	<input type="button" value="Can Administer"/>
Frida Kahlo	<input type="button" value="Can View"/> <input type="button" value="X"/>

11. Click Submit to save your changes.