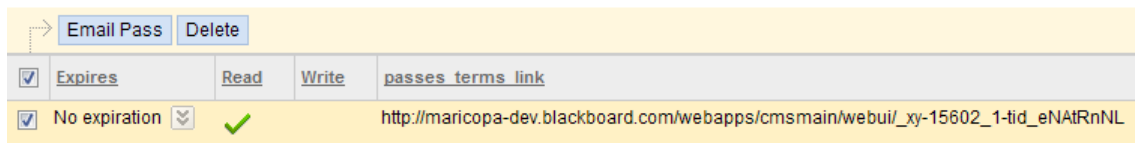


One of the most exciting features in the Content Collection is to open up specific content for people who don't have an account in Blackboard. By providing a URL (generated by Blackboard), a person can view or even provide feedback on a Content Collection learning object, portfolio, etc. You can provide that link indefinitely or limit access to a certain time period.

Creating a "Guest Pass" to Content

1. Viewing the desired folder or file, select **Passes** from the item's double arrow menu.
2. Click **Create Pass**.
3. Set the lifetime of the pass (do you want to limit the time users can access the item).
4. Select the desired permissions for the item (read or read/write (modify) the item).
 - Double check the settings, because they cannot be modified.
5. Click Submit. The URL that can be given to users to view the content will be listed.

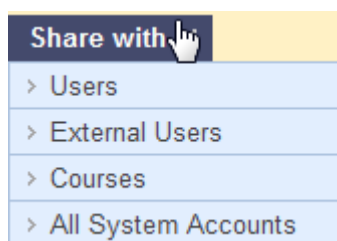


6. To send an email with the URL, select **Email Pass** from the pass' double arrow menu.
7. Enter the email address(es) and modify the Subject and Message as desired.
8. Click **Submit**. The email is sent to the person(s) designated. You will be copied on the email. The user will click the link received in the email to view/download the content.

Sharing a Portfolio

After creating a portfolio (see separate quick reference guide), you can share it with others (including non-Blackboard 'external' users). The portfolio must be made available before it can be shared (modify the settings of the portfolio to set availability).

1. In **Portfolios**, click **My Portfolios**.
2. Select **Edit** from the item's double down arrow menu.
3. Click **Share Portfolio**.
4. From the Share with menu, select **External Users**.



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5. Enter the email address(es) and modify the Subject and Message as desired. You have two options in this section:
 - Send a copy of the message to yourself
 - Send a blind copy of which the regular recipients have no knowledge.
 6. Choose whether to enable password protection and/or set an expiration date.
 7. Click **Submit**. You are returned to the Share Portfolio page and the email is sent immediately.
 - To refresh your memory on the share and email settings, click **Details** from the item's double arrow menu.
 - The access can be removed at any time. Click **Delete** from the shared user's double arrow menu.

Here is a sample email:

Student11 PC has invited you to view the Portfolio: test Click the link below to view the Portfolio: test
http://maricopa-dev.blackboard.com/webapps/bbcms/execute/portfolio/previewPortfolio?dispatch=viewPortfolio&prtfl_template_id=&prtfl_id=529_1&passId=229_1