**MPortfolio Quick Guide: Sharing a Portfolio (Google)**

This document walks you through the basic steps for sharing a link to your Google MPortfolio.

**STEP 1: Log in to your Google MPortfolio.**

1. Go to the Google Sites homepage (http://sites.google.com).
2. Sign in using the same information you used when creating your MPortfolio site.
3. Click on your MPortfolio site name.

**STEP 2: View (or change) your sharing settings**

1. Under the More menu on the top of the page, click Sharing and Permissions.
2. Under the Who has access line, you should see either Anyone with the link can view or Public on the Web. If not, click the Change… link and select one of those two options. Failing to have the sharing options set to one of these two may result in your portfolio being inaccessible for your professor to grade!

**STEP 3: Share your link**

1. After viewing your sharing settings and ensuring they are correct, you can highlight the text in the Link to share box.
2. Copy that text (either use ctrl+c on the keyboard, or right click with the mouse and select copy).
3. You can now paste the link into a CTools assignments box, into an email message, or some other form of communicating.