

# Digital Portfolio User Guide

## Sharing your digital portfolio

This support page provides information on how to share your digital portfolio with a Mentor, Reviewer or colleagues.

Note: Your colleague will require an iOS device (iPad or iPhone) to access the portfolio that you share.

The coloured boxes provide steps for iPads (orange), Windows/Mac (blue), All types (orange with blue border)

### iPads

– Sign in to the iTunes U app

### Windows & MAC devices

– Sign in to iTunes U (Chrome or Firefox)  
<http://itunesu.itunes.apple.com>

**Windows/MAC device:** Select the wheel icon that sits in the row of your digital portfolio



**iOS device:** Select your portfolio from the Instructor tab and access *Admin*



**iOS device:** Ensure *Course Enrolment* and *Auto-Approve* is enabled

Provide the green box information to your colleague

**Windows device:** Edit Course Settings > Enrollment to enable Course Enrolment and Auto-Approve

Locate the *Enrol Code* or *shortcut link* and provide details to your colleague

To access via enrol code - Sign in to iTunes U app  
**OR**

Access via enrol code  
Select the + symbol in top left hand corner

Access via enrol code  
Select *Enrol* and enter the code provided by the applicant

Access via shortcut link  
Tap on the link and follow the prompts

Agree to the Confirmation request

