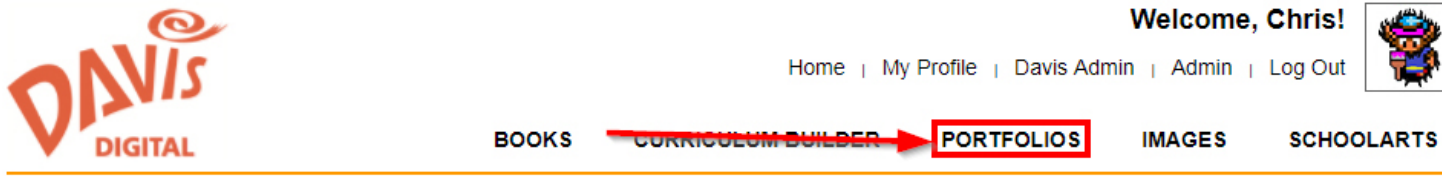
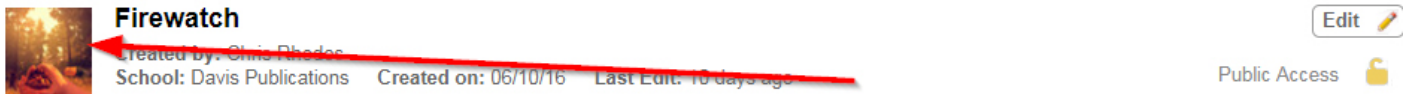


Portfolios: Add Teachers or Students

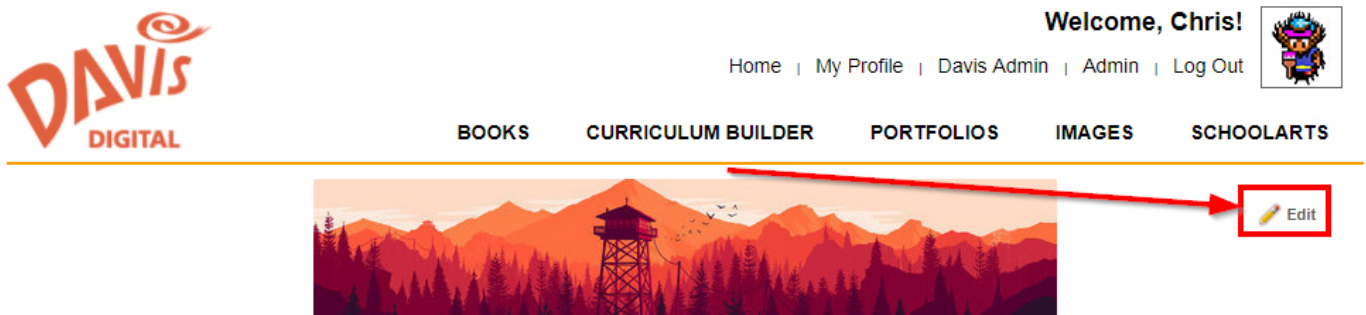
1. Log in to your Davis Digital account and click the **Portfolios** tab.



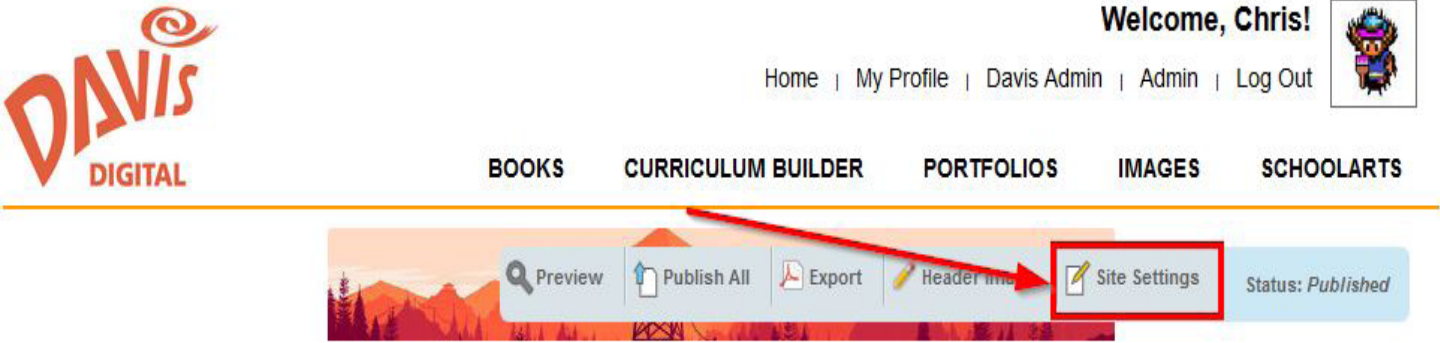
2. Click the portfolio you want to open.



3. Click the **Edit** button at the top right.



4. Click **Site Settings**.



5. You may now make changes to any of the Portfolio Settings. Find the **Add People and Permissions** section and click the **Edit People** button.

ADD PEOPLE AND PERMISSIONS

Add people with Davis Digital accounts to your portfolio and set their permission to one of the following levels:

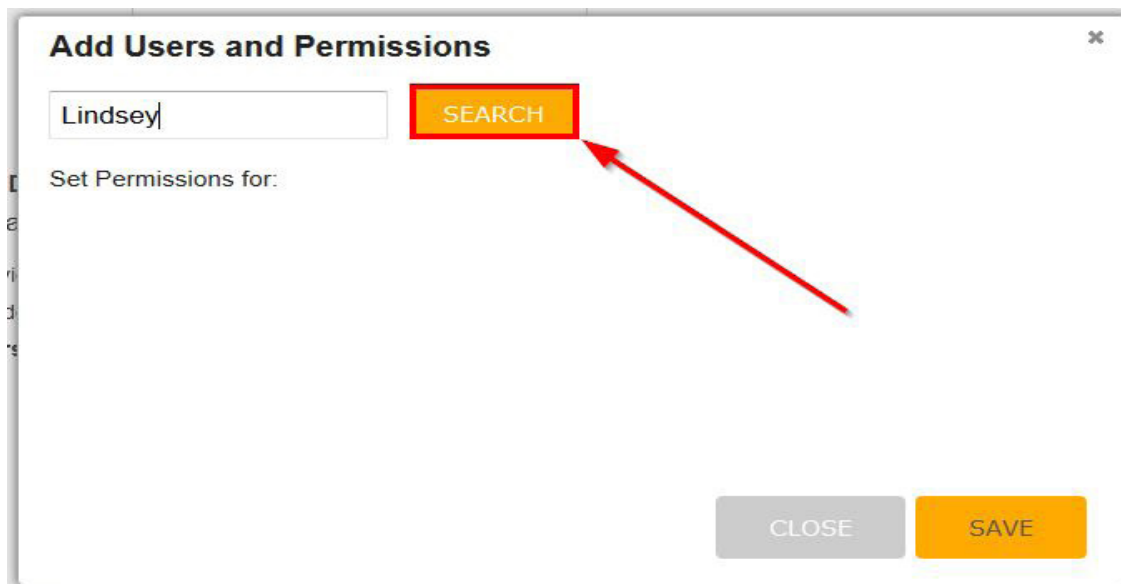
Viewers can view the content in your portfolio, but cannot make any changes. Your portfolio will appear in their directory.

Editors can add, edit, or remove content from your portfolio, and publish those changes to make them visible to anyone who opens the portfolio.

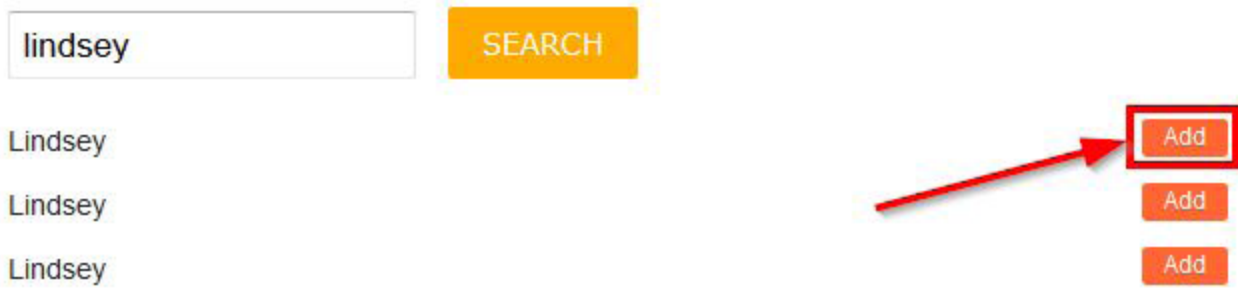
Administrators have the same permissions as you do and can add users, remove users, and delete your portfolio.



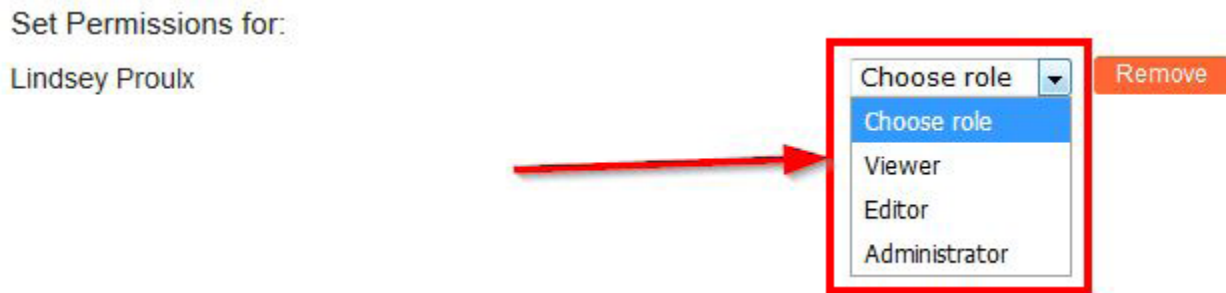
6. Before you can add a User (Teacher, Student, or Administrator) to your Portfolio, you must search for them in your school's Davis Digital system. Type the user's name and click **Search**. To add multiple users, enter a common letter or vowel to widen the search results.



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



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.



Viewer: The user can view the portfolio, but cannot make any changes.

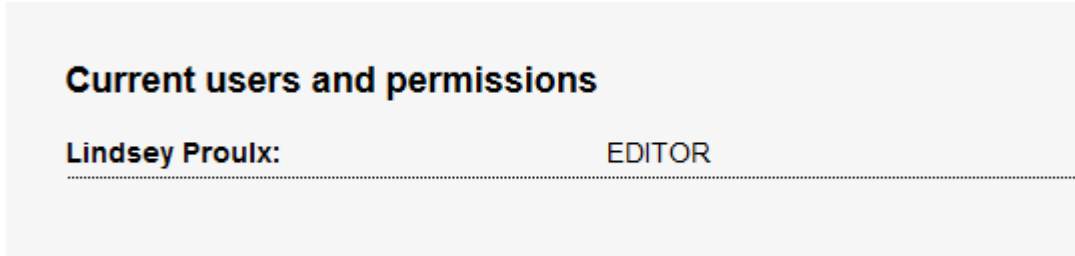
Editor: The user can view and make changes to the portfolio.

Administrator: The user can view, edit, add users, edit permissions, and delete the portfolio.

9. Click **Save** to confirm your changes.



10. Once your changes have been saved, you'll be able to see a list of Current users and permissions when you go to Site Settings.



11. To remove a user from a Portfolio, repeat steps 1-5. Locate the user you want to remove from the list. Click the Remove button to take away access.



12. Click **Save** to confirm your changes.

