

TUTORIAL

ADDING CONTENT

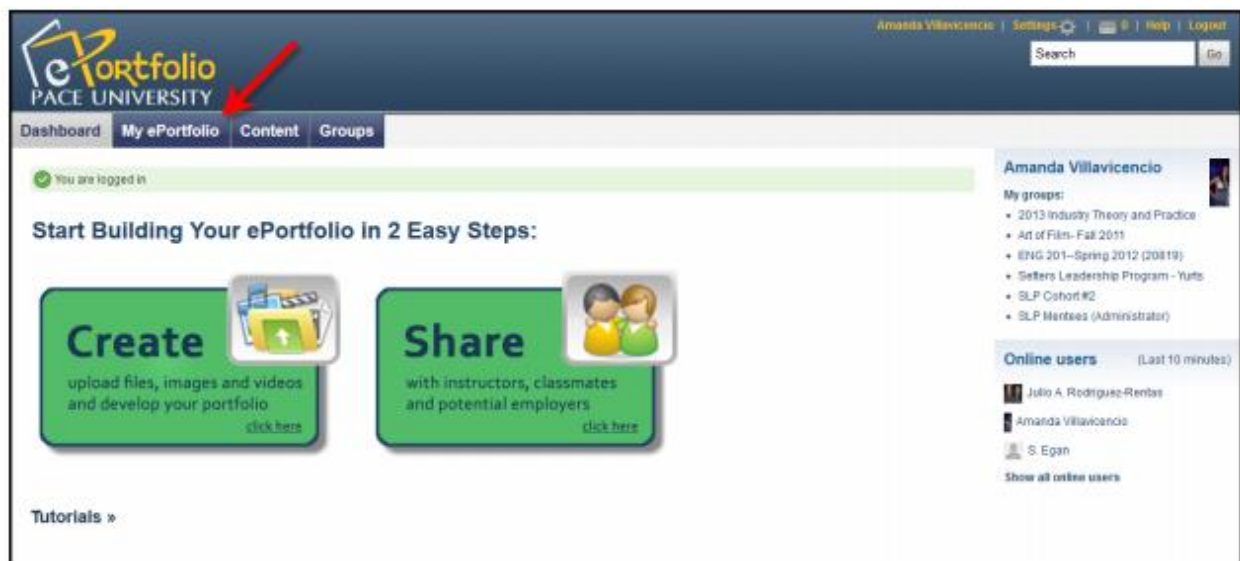
How to add different types of content to your ePortfolio.

<http://www.help.pace.edu> PLV: 914 773 3338 NYC: 212 346 1583

1. Log in to <https://eportfolio.pace.edu> with your Pace username and password.

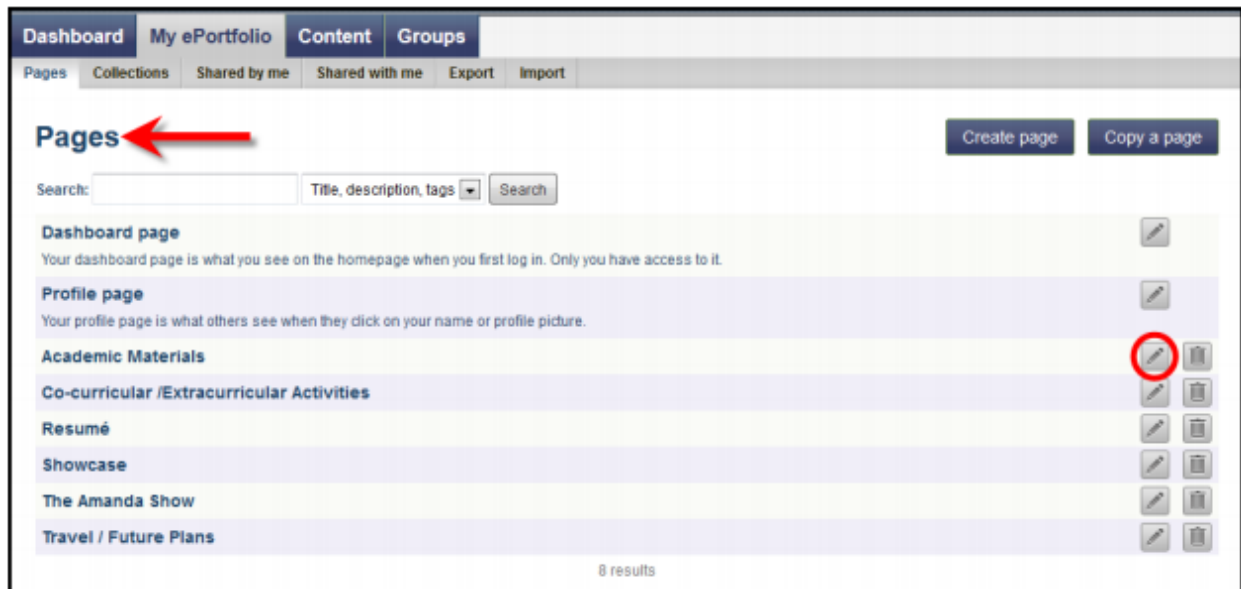


2. Click **My ePortfolio**.

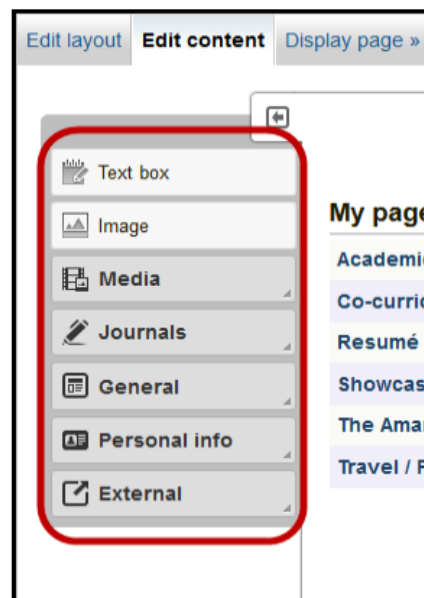


TUTORIAL

- Under the **Pages** sub-tab, select the gray pencil icon next to the page where you wish to add content.

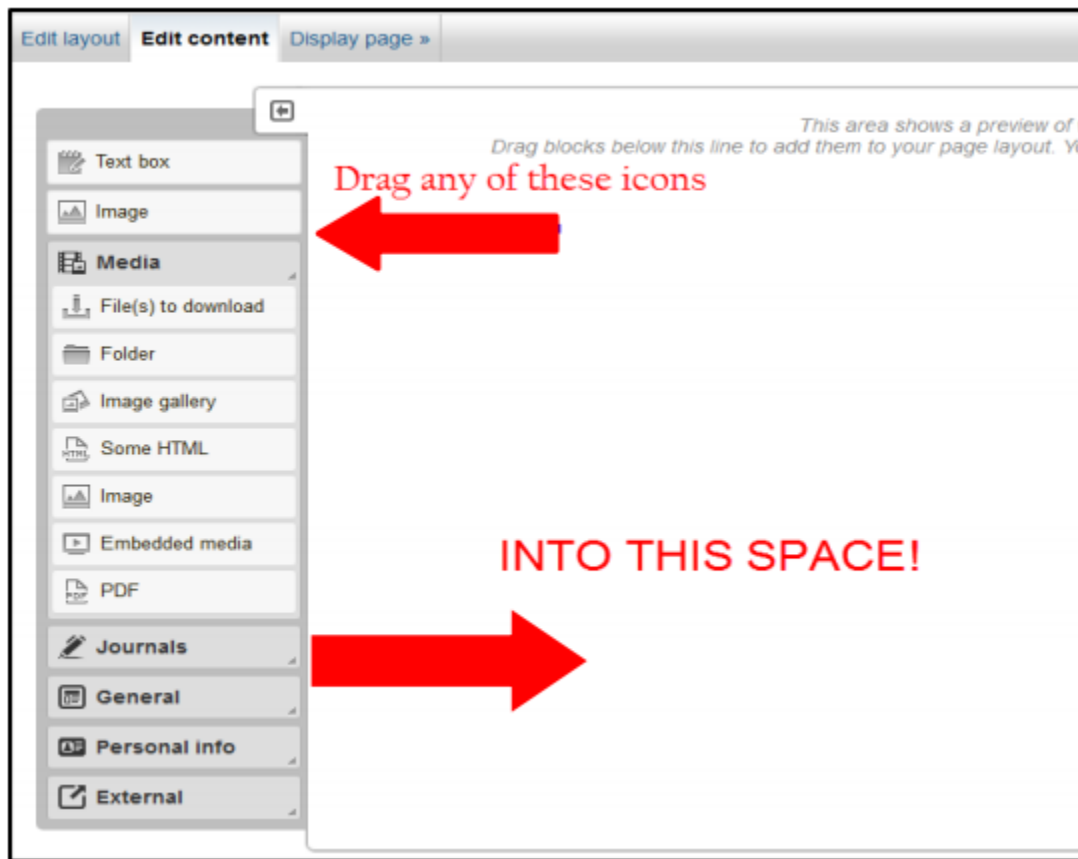


- From the menu on the right, choose a content block. Content block types include files, images and videos.



TUTORIAL

5. Drag and drop the icon you chose onto your page.



TUTORIAL

6. Each content box will prompt you to either enter information (such as text or a URL) or upload a document such as a photo, paper, or presentation. For example: for the **File(s) to download** icon, under the **Files, images and video** tab:
 - a. Enter the title under **Box Title**
 - b. Check the **Yes** box for the copyright disclaimer
 - c. Browse for a file in your computer to upload or choose from files previously uploaded in your files section
 - d. Check **Retractable** box if you want this block to be retractable on the page.
 - e. Remember to click **Save** at the bottom!

File(s) to download: Configure

Block title
File(s) to download A.

Files
No files found

My files Group files Institution files Site files

B. Upload file ☐ Yes: The file I am attempting to upload is my own or I have express permission to reproduce and/or distribute this item. My use of this file does not breach any local copyright legislation. This file also adheres to the terms and conditions outlined on this site.

File C. Browse... No files selected. (Maximum upload size 23.8MB)

Home

Name	Description	Tags
wordle.jpg		Select
WPAW-Final.docx	I've attached an article I wrote about the Pace radio station of Pleasantville, WPAW. I wrote this article for my print media course during my sophomore year of college.	Select

Download folder content as a zip file

Retractable D.
☐ Select to allow this block to be retracted when the header is clicked.

Automatically retract
☐ Select to automatically retract this block. E.

Save Remove

My Notes: