

TUTORIAL

COPYING A PAGE OR COLLECTION

This tutorial will demonstrate how to copy a page, or collection of pages, from a Pace ePortfolio user. If you are in the PLV English program, this tutorial applies to you.

<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 the **My ePortfolio** button.

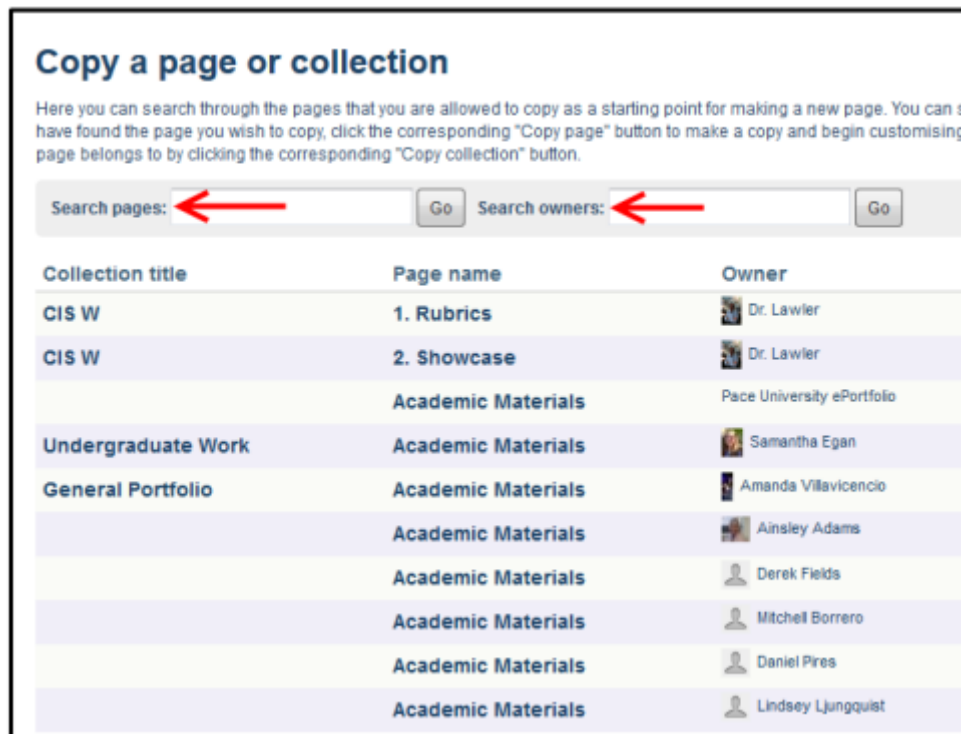


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3. Click **Copy a Page**.



4. Scroll through the list of available pages and collections, or search by owners or page title.



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5. Select the **Copy page** button or the **Copy collection** button next to the page or collection you intend to copy.

Copy a page or collection

Here you can search through the pages that you are allowed to copy as a starting point for making a new page. You can see a preview of each page by clicking on its name. Once you have found the page you wish to copy, click the corresponding "Copy page" button to make a copy and begin customising it. You may also choose to copy the entire collection that the page belongs to by clicking the corresponding "Copy collection" button.

Search pages: Go Search owners: Go

Collection title	Page name	Owner
CIS W	1. Rubrics	Dr. Lawler
CIS W	2. Showcase	Dr. Lawler
	Academic Materials	Pace University ePortfolio
Undergraduate Work	Academic Materials	Samantha Egan
General Portfolio	Academic Materials	Amanda Villavicencio
	Academic Materials	Ainsley Adams
	Academic Materials	Derek Fields
	Academic Materials	Mitchell Borrero
	Academic Materials	Daniel Pires
	Academic Materials	Lindsey Ljungquist

Copy collection Copy page
Copy collection Copy page
Copy page
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Copy collection Copy page
Copy page
Copy page
Copy page
Copy page
Copy page

6. You can rename the page and add a description. Be sure to click **Save** when done.

✓ Copied 12 blocks and 0 artefacts from Academic Materials

Edit title and description Edit layout Edit content Display page » Share page »

Page title * Copy of Academic Materials

Page description

Font Family Font Size Paragraph

Path: p

Tags Show my tags

Enter comma-separated tags for this item. Items tagged with 'profile' are displayed in your sidebar.

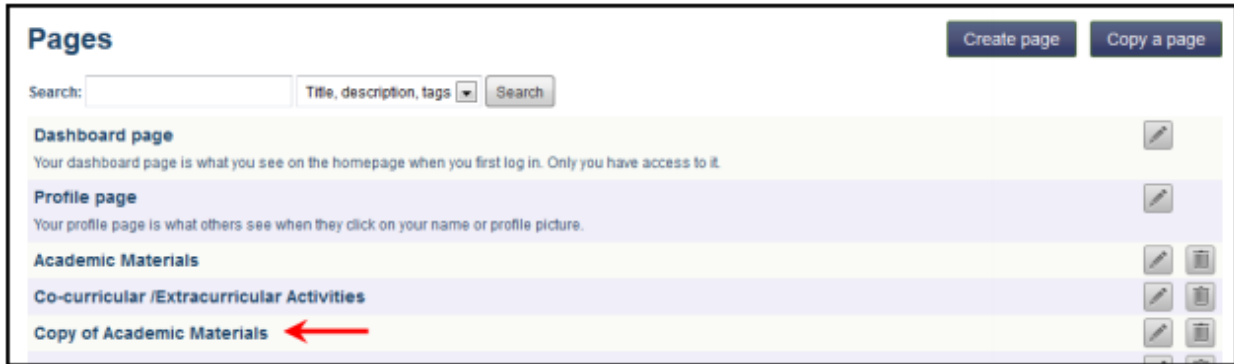
Name display format * Display name (Amanda Villavicencio)

How do you want people who look at your page to see your name?

Save

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- The copied page will now be available on your list of pages under the **My ePortfolio** tab.



My Notes: