

TUTORIAL

JOINING A GROUP

This tutorial will show you how to join an ePortfolio group.

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

1. On the ePortfolio dashboard, **select the “Groups” tab.**



2. Click “Find Groups”.



TUTORIAL

- In the search bar, **enter the name of the group** you wish to join. To the right, **choose “All Groups”**.



- When the group appears, **click “Join This Group”** to the right of the name. If you do not see this option, the group may not be accepting new members.



- If done correctly, you should see a confirmation inside the group page.



TUTORIAL

6. Other groups may require confirmation from the administrator. If so, just **click** **“Request to Join Group”** and the owner will have to confirm membership.

Find groups

teaching Groups I can join Search

Digital Storytelling Teaching Circle

Request membership

*By bringing people together to share stories and make artifact out of transformative narratives...

Group administrators: Beth Gordon, Linda Anstendig, S. Egan

21 members

Request to join this group

My Notes: