



HOW TO SHARE YOUR PACE PATH PAGE

This tutorial will show you how to allow others to view your Pace Path page.

<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.

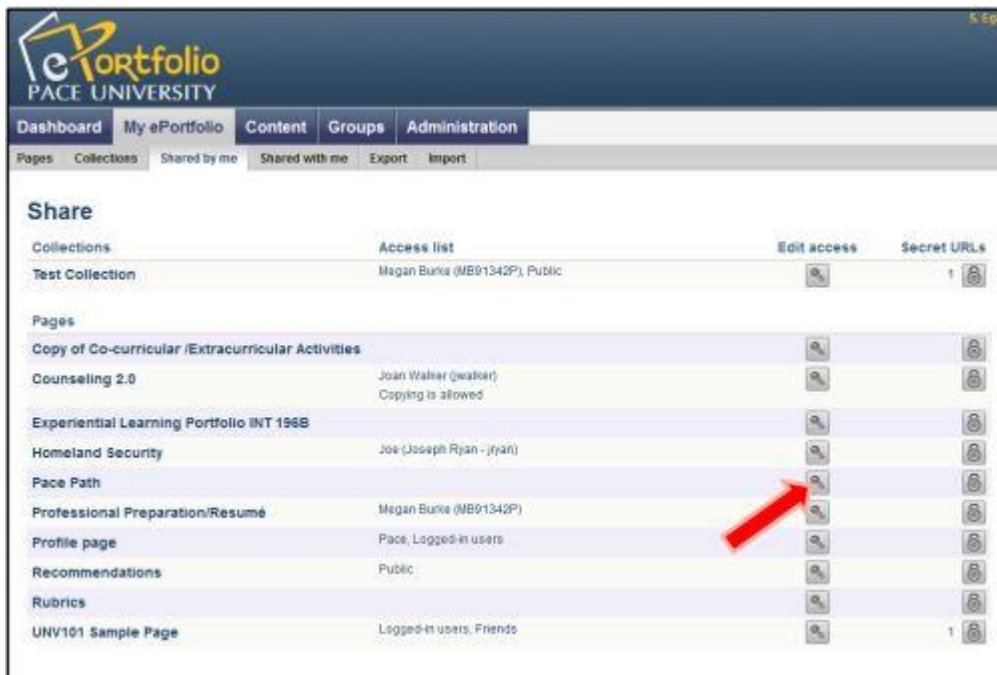


2. Click the "Share" button.





3. Click the grey key icon next to your Pace Path page.

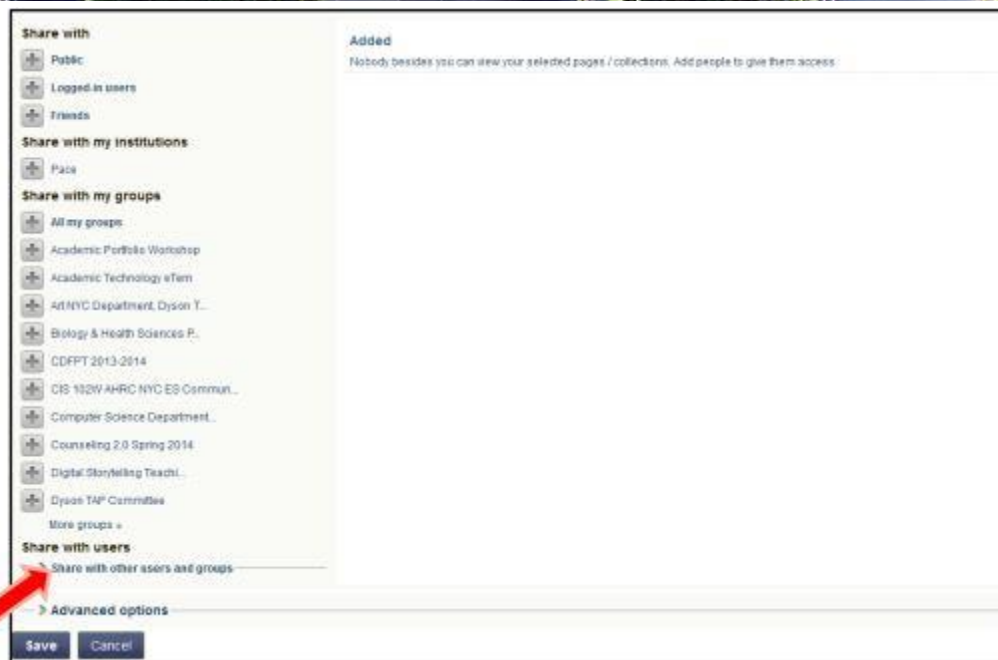


4. It is required that you **share your Pace Path page** with your **UNV101 instructor** and your **peer leader**. The easiest way to do this is to **share your page with logged in users**. This means that Pace users that log into ePortfolio could see your Pace Path page.

- A. To share your page with logged in users, **click the grey plus sign** next to **“Logged-in users.”**



- B. If you prefer to **only share your page with your instructor and peer leader**, click **“Share with other users and groups.”**



C. In the drop down menu, change “Friends to “Users.”



D. Type the first and last name of your Instructor in the search box and click “Go.”



E. Click the **grey plus** button next to his/her name.



Repeat steps 4b-4e to add your Peer Leader

5. Click **"Save"** at the bottom of the page.



Share with

Public

Logged-in users

Friends

Share with my institutions

Pace

Share with my groups

All my groups

Academic Portfolio Workshop

Academic Technology eTerm

Art NYC Department, Dyson T...

Biology & Health Sciences P...

CDFFT 2013-2014

CIS 102W AHRC NYC ES Commun...

Computer Science Department...

Counseling 2.0 Spring 2014

Digital Storytelling Teachi...

Dyson TAP Committee

More groups »

Share with users

Share with other users and groups

Search Users Beth Gordon Go

Beth Gordon (Beth Gordon - bgordon)

Beth Gordon (bgordonOLD)

Advanced options

Save Cancel

Added

Beth Gordon (Beth Gordon - bgordon)

Access start date/time

My Notes: