

## TUTORIAL

# UNV-101 – COPYING THE PAGE

This tutorial will show you how to place the UNV-101 page into your ePortfolio if it is not already in your list of pages. These steps apply will not apply for incoming students for fall 2014 who should already have the page in their 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 the **My ePortfolio** button.

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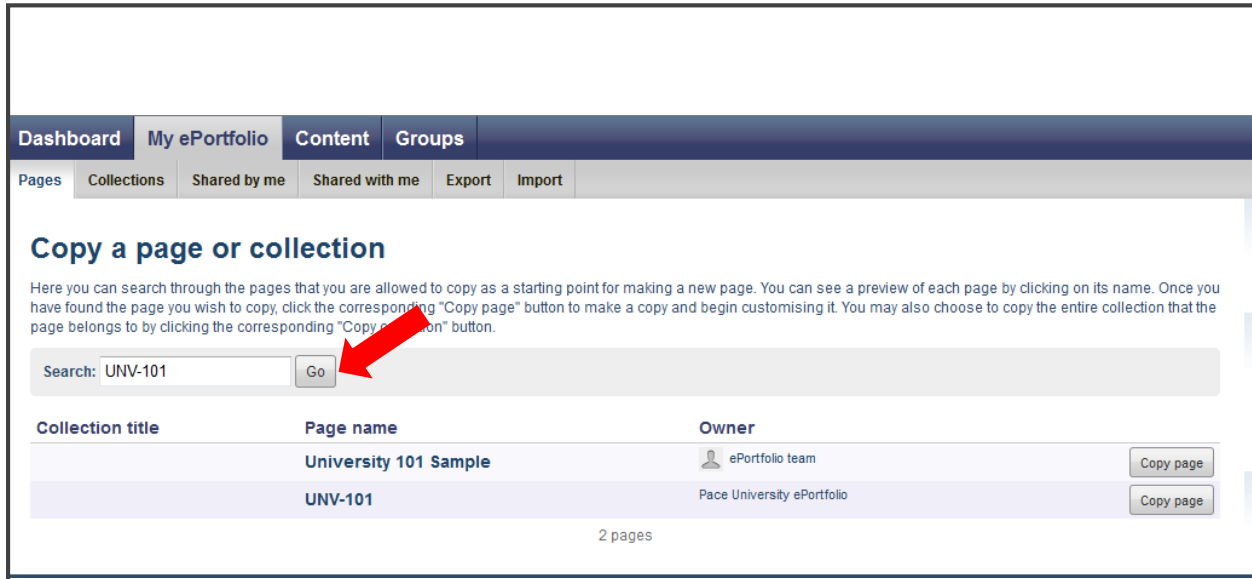


3. Click **Copy a Page**.



4. In the **Search Pages** box, **type UNV-101**. Then click **Go**.

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**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: UNV-101

Collection title	Page name	Owner	
	University 101 Sample	ePortfolio team	<input type="button" value="Copy page"/>
	UNV-101	Pace University ePortfolio	<input type="button" value="Copy page"/>

2 pages

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5. Click **Copy page** next to the page titled **UNV-101** by Pace University ePortfolio.

Dashboard My ePortfolio **Content** Groups

Pages Collections Shared by me Shared with me Export Import

### Copy a page or collection

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Search: UNV-101 x Go

Collection title	Page name	Owner
	UNV-101	Pace University ePortfolio
		1 page

Copy page

6. Check the **"Page Title"** field. Then **click "Save."**

✓ Copied 9 blocks and 0 artifacts from UNV-101

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

Page title \* UNV-101 x

Page description

Paragraph B I List Bulleted List Link Unlink Image Undo Redo

The Pace Path is an innovative four-year program unique to Pace University that helps each student become successful in college, career, and life. Each student develops strengths in managing oneself, interpersonal relations, and organizational awareness through co-curricular activities within an academic program. This is accomplished through collaboration with Pace faculty, advisers, staff, coaches, and mentors.

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 (Krutika Nagar) v

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

Save

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7. Now the **UNV-101** page is in your ePortfolio!

The screenshot displays the ePortfolio interface for a user named Krutika Nagar. The top navigation bar includes links for Dashboard, My ePortfolio, Content, Groups, and Logout. The main heading is "UNV-101". A green notification bar at the top indicates "Page saved successfully". Below this is a toolbar with options: "Edit title and description", "Edit layout", "Edit content" (which is active), "Display page »", and "Share page »".

The main content area is titled "UNV 101" and contains a preview of the page layout. A sidebar on the left lists available content blocks: Text, Image, Media, Journals, General, Personal info, and External. The preview area shows a grid of content blocks, each with a settings gear icon and a delete trash icon:

- Self Reflection: "This I Believe Statement"
- Response to Pace Activities 1
- Response to Pace Activities 2
- Response to Pace Activities 3
- Awareness of Self and Others: Culture and Diversity Reflection
- Awareness of Pace Resources: Informational Interview and Reflection
- Planning your Future: Pace Path Four Year Plan
- Spring Building a Relationship with Career Center: Resume

**My Notes:**