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TUTORIAL

SHARE PAGES AND COLLECTIONS

This tutorial demonstrates how to share a page or collection on ePortfolio.

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

1. Log in to <u>https://eportfolio.pace.edu/</u> with you Pace Username and Password.

PACE UNIVERSITY	
	Login ® Pace usersame: * sk06552n Passes: * Login 7 trikit, send anodes/@gene else us passehelpekägisen auto ur 914-773-3333.
Terms and constitons Pitracy statement About Contact us	

2. Click on the **Share button**.



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3. Click Shared by me. Click the gray key icon next to the page for sharing pages.

Pages	Collections	Shared by me	Shared with me	Export	Import				
Sha	Share [®]								
Colle	ections			Acce	ss list		Edit access	Secret URLs	
Livin	ig the Ameri	can Dream		Pace			•	6	
Page	s								
Acad	lemic Materi	als		Pace			۹	6	
Co-c	urricular /Ex	tracurricular A	ctivities	Pace			۹	6	
Intro	Introduction			Pace			۹	6	
Profe	essional Pre	paration/Resu	mé	Pace			۹	6	
Profi	ile page			Pace,	Registere	lusers	۹	6	
Reco	ommendatio	ns		Pace			•	6	
Rubr	rics			Pace			•	6	
Test								6	
UNV-	101			Cathy	Raynis Me	eker, UNV 101 CRN 70811		6	

4. Confirm if the box is checked next to the page(s) or collection(s) you would like to share. You can share multiple pages/collections at once.

E	dit access ⁰						
Yo	You are the only one who can see your pages and collections by default. On this page you decide who can access them besides you. Click the "Add" buttons next to the groups and people with whom you wish to share your pages.						
С	Click help for more detailed information.						
S	Secret URLs cannot be set on this page as they must be generated individually. To set secret URLs, please return to the list of collections and pages.						
	Collections						
	Pages Select all Select n Discussion Mater V UNV-101	ione Co-curricular	Introduction	Professional P	Recommendations	Rubrics	Test

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- 5. There are several options to sharing you page/collections:
 - PUBLIC: Anyone, in or outside of the Pace Community, will be able to view your page/collection. Your pages will show up when searched for in a search engine such as Google. If you choose this option, you can use the following URL to share your pages/collection: https://eportfolio.pace.edu/public/YourUsername
 - LOGGEED-IN USERS: Open to anyone on the pace Community who logs into ePortfolio. Note that the "Share with my institutions" setting is the same as the "logged in users" setting.
 - FRIENDS: Open to a select group of Pace ePortfolio users who you've friended, or whose friend request you have accepted.
 - USERS: Open to individual Pace ePortfolio users of your choosing.
 - GROUPS: Open to Pace ePortfolio groups of your choosing. No membership required.



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6. Click on the plus sign (+) next to the page(s) or the collection(s) you would like to share. We recommend leave the Access Start date/time and Access end date/time blank.

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7. Click Save at the bottom to save those permissions.



My Notes:		