ADDING CONTENT

How to add different types of content to your ePortfolio.

1. Log in to https://eportfolio.pace.edu with your Pace username and password.
2. Click **My ePortfolio**

![Image of ePortfolio interface]

3. Under the **Pages** sub-tab, select the gray pencil icon next to the page where you wish to add content.
4. From the menu on the right, choose a content block. Content block types include files, images and videos.
5. Drag and drop the icon you choose onto your page.
This area shows a preview of what your page looks like. Changes are saved automatically.
Drag blocks onto the page to add them. You can then also drag them around the page to change their position.

Drag any of these icons

Onto the page
6. Each content box will prompt you to either enter information (such as text or a URL) or upload a document such as a photo, paper, or presentation:
   a. Enter the title under **Block Title**
   b. Check the **Yes** box for the copyright disclaimer
   c. Click **Choose Files** to browse your computer to upload a file or choose from files previously uploaded in your files section
   d. Change the **Retractable** features by selecting an option from the drop down.
   e. Remember to click **Save** at the bottom!