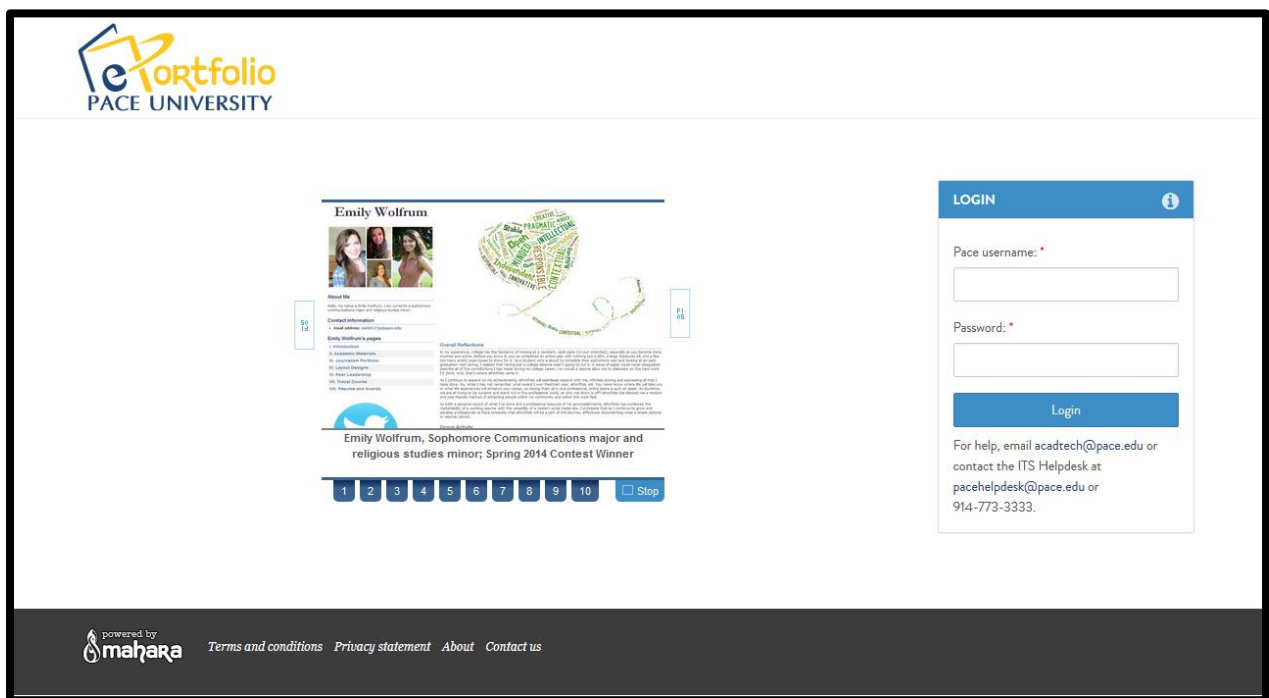


TUTORIAL

CREATING A COLLECTION

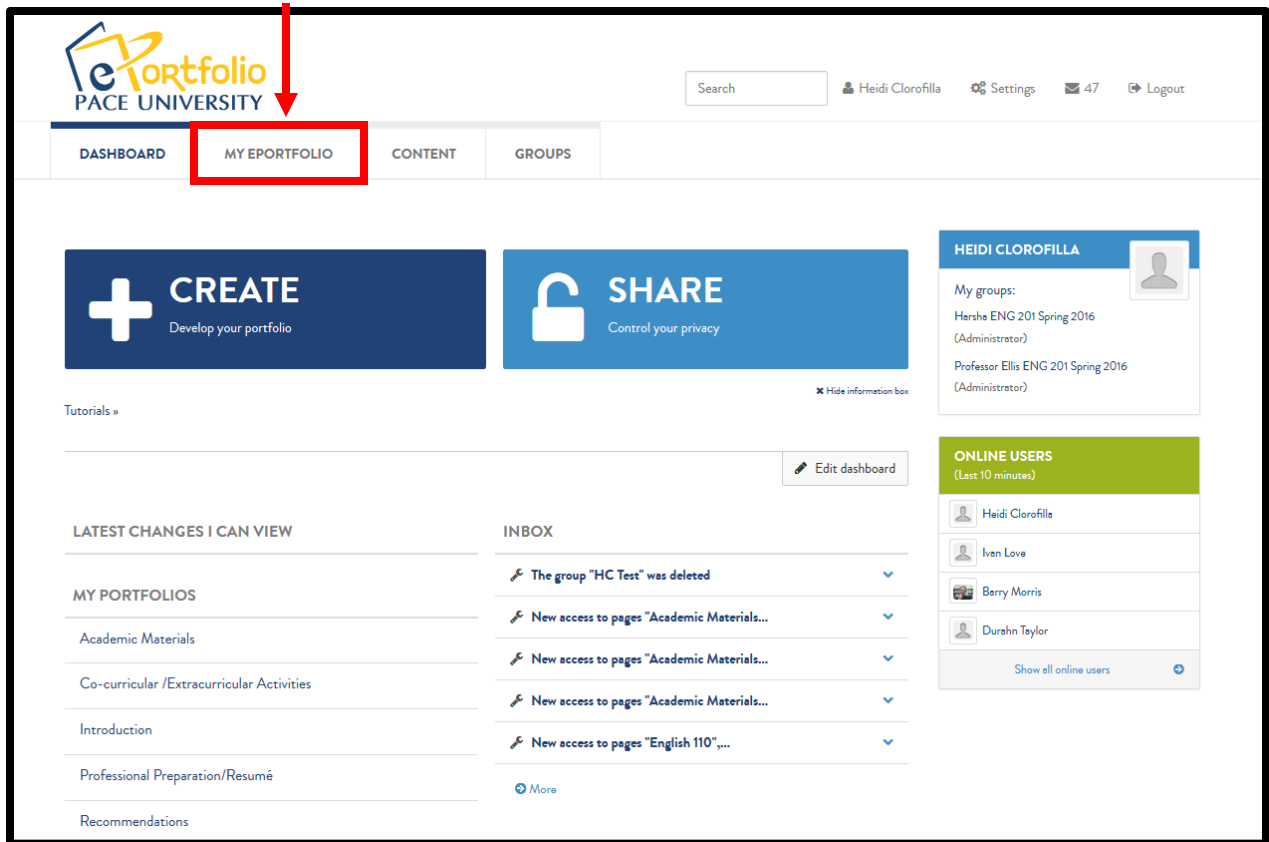
A collection is a linked set of pages, all with the same permissions. You can create an academic collection of pages, a professional one, and a job search one. You can make as many collections as you would like.

1. Log in to <https://eportfolio.pace.edu> with your Pace username and password.

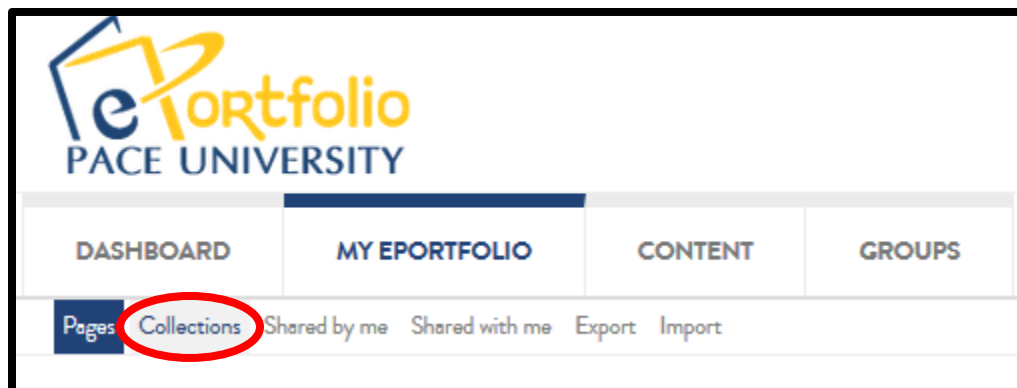


TUTORIAL

2. Click the **My ePortfolio** button.

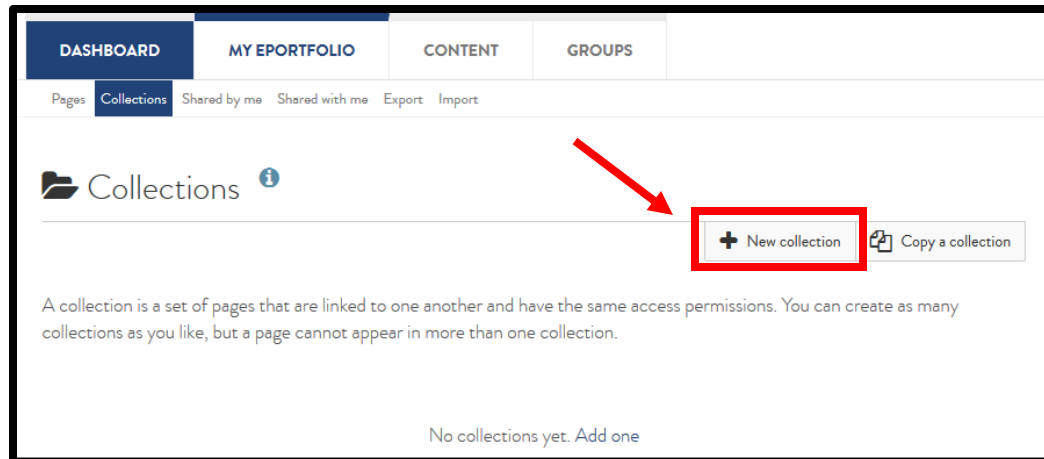


3. Click **Collections**.



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4. Click the **New Collection** button on the right.



5. Under **Collection Name**, create a title for the collection. You may also add a description. Click **Next: Edit collection pages** when finished.

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6. Here you can select the pages you want displayed in the collection. When you're finished, click **Done**.

1 page added to collection. Access permissions have changed for the following pages: "Introduction", "Academic Materials".

Heidi's Collection | Edit collection pages

Drag page names from the 'Add pages to collection' box or tick the check boxes and click the 'Add pages' button to move pages to 'Pages already in collection'.
You can drag page names or use the arrow buttons to re-order pages in the 'Pages already in collection' area.

ADD PAGES TO COLLECTION

ALL NONE

+

 Co-curricular / Extracurricular Activities

+

 Professional Preparation/Resumé

+

 Recommendations

+

 Rubrics

+

 Showcase

+

 UNV-101

+

 Writing Program Assessment Portfolio

+

 Writing Program Assessment Portfolio (1)

+

 Writing Program Assessment Portfolio (2)

+

 Writing Program Assessment Portfolio (3)

+

 Writing Program Assessment Portfolio (4)

→ Add pages

PAGES ALREADY IN COLLECTION

↓

 Introduction

↑

 Academic Materials

Done

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