

TUTORIAL

UPLOADING TO THE ENGLISH WRITING PROGRAM ASSESSMENT PAGE (EWPAP)

This tutorial will teach you how to upload material to your Writing Program Assessment Portfolio page.

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

This process involves four main steps:

- 1) **“Friend”** the PLV English group
- 2) **Copy** the default EWPAP to your ePortfolio
- 3) **Upload** content to your new EWPAP
- 4) **Share** your page with your teacher.

1. “Friend” the PLV English group.

A. After **logging in** to ePortfolio, **click the Groups** tab in the top-left.

B. **Click the Find friends** tab under Groups.



C. Ensure **“Everyone”** is **selected** from the first (left) drop-down menu.

D. **Type “PLV English”** in the search textbox and hit the Search button. PLV English will display under the Find friends search area.

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- E. Click the “Add to Friends” button.
- F. You should see a notice that you added PLV English to your friends list.



- 2. **Copy** the default EWPAP to your ePortfolio.
- A. Click “**My ePortfolio**” at the top of the page.



- B. Click “Copy a page”.



- C. Type “writing program” in the, Search pages: field and then **click the “Go” button**.



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- D. After the, Writing Program Assessment Portfolio page is present, **click the “Copy page” button.**



- E. Change the title by **removing, “Copy of”** before **clicking the “Save” button** at the bottom.



3. **Upload** content to your new EWPAP.



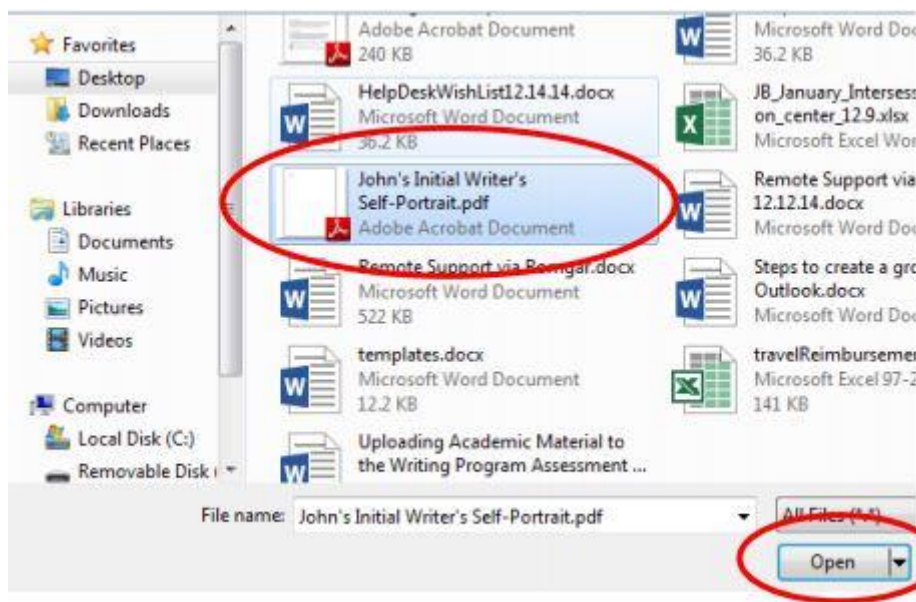
- A. **Click the “gear” button** in the area in which you want to edit and/or add content.
- B. **If there is a default file** (e.g., Initial Writer’s...10 and 120).pdf), remove it by **clicking “Remove”**.

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C. After the default file has been removed, **upload your own file** by checking the “**Yes**” checkbox and then click the “**Browse**” button.

D. **Search your computer** for the file you wish to upload and then select it by double-clicking it or by clicking once and then “open”.



E. Wait until the upload is finished, then click “**Save**” at the bottom of the page.

4. **Share** your page with your teacher.

A. While editing the EWPAP page, click “**Share page**”.



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- B. You will see who has access to your pages. **Check the checkbox** next to the EWPAP page.

Pages Select all Select none

☐ Monday's fun s... ☒ Writing Progra

Share with

- Public
- Logged-in users
- Friends

Share with my institutions

- Pace

Share with my groups

- All my groups

Share with users

- Share with other users and groups

Advanced options

- C. Click the **“Plus”** button next to the group with which you wish to share your page.
- D. You may also expand the **“Share with other users and groups”** area to search for specific individuals or groups. Your teacher may have created a group for your class.
- E. After making your selection, enter access dates/times or **leave it blank** for access at all times.

Added	Access start date/time	Access end date/time
Logged-in users		

- F. Hit the **“Save”** button at the bottom.

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G. Now the “**Logged-in users**” group has access to the EWPAP. Hit the “key” button to edit access.



My Notes: