# ACADEMIC TECHNOLOGIES (ITS)

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## TUTORIAL

## EDITING CONTENT

This tutorial will show you how to edit content blocks in your ePortfolio pages.

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

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



2. Click My ePortfolio.



Last Updated: August 19, 2015 Acadtech@pace.edu <u>www.pace.edu/digitaltoolkit</u> 914 773-3333 (ITS Help Desk) 914 773-3664 (Office) ACADEMIC TECHNOLOGIES (ITS)

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3. Under the **Pages** sub-tab, select the gray pencil icon, next to the desired page where you wish to edit.

Dashboard My ePortfolio Content Groups	
Pages Collections Shared by me Shared with me Export Import	
Pages	Create page Copy a page
Search: Title, description, tags 💌 Search	
Dashboard page Your dashboard page is what you see on the homepage when you first log in. Only you have access to it.	
Profile page Your profile page is what others see when they dick on your name or profile pidure.	
Academic Materials	
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Travel / Future Plans	1
8 results	

4. Click the settings icon "<sup>1</sup>" in the corner of the content box you wish to edit.





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5. A dialog box will appear allowing you to edit your content. Click **Save** when finished.

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Text box	
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Show my tags	
Enter comma-separated tags for this item, items tagged with 'profile' are displayed in your sidebar.	
Attachments	
No files found	
My files Group files Institution files Site files	
Upload file Type: The file I am attempting to upload is my own or I have express permission to reproduce and/or distribute this item. My also adheres to the terms and conditions outlined on this site.	use of this file does not breach any local copyright legislation. This file
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8	
Select to allow this block to be retracted when the header is clicked.	
Automatically retract	
Select to automatic this block.	
Save Remove	

My Notes:	
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