

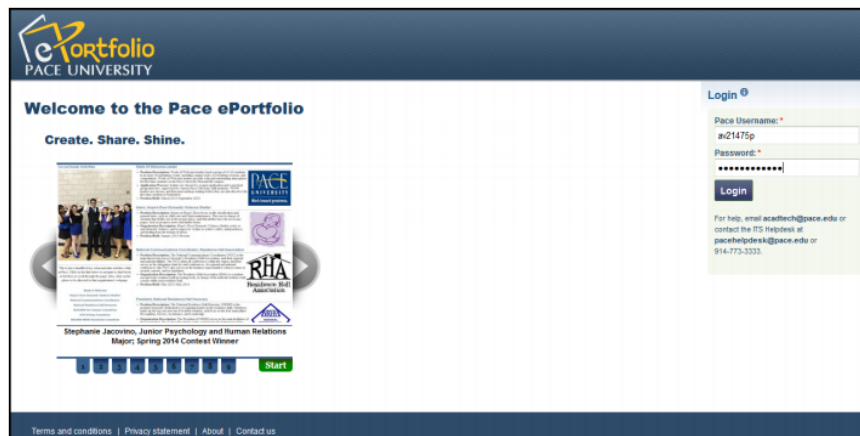
TUTORIAL

SHARE PAGES AND COLLECTIONS

This tutorial will show you how to share your pages/ collections with students, faculty and/or outside users. Scroll down to page five to learn how to generate a secret URL which will give you a link to share. Anyone that has the secret URL will be able to see your page/collection.

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

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



2. Click the large green **Share** button.

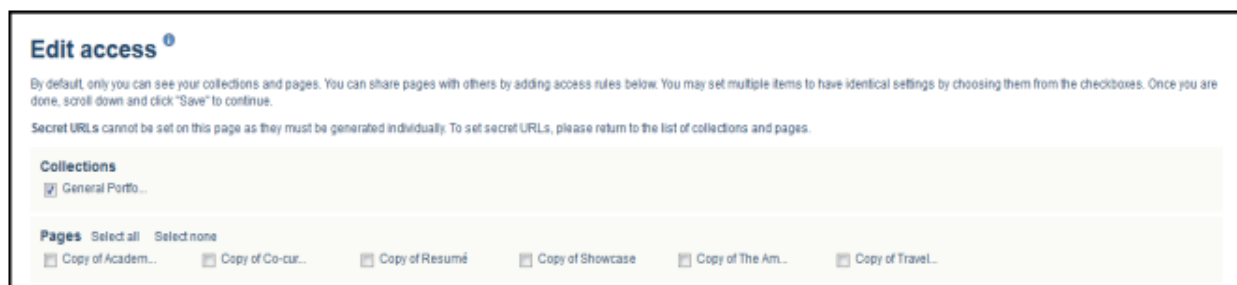


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- Click **Shared by me**. Click the gray pencil icon next to the page, or collection, whose access settings you want to edit.



- Place a check in the box next to the page(s) or collection(s) you would like to share. You can share multiple pages/collections at once.



- There are several options for sharing your page:

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:
<https://eportfolio.pace.edu/public/YourUsername>

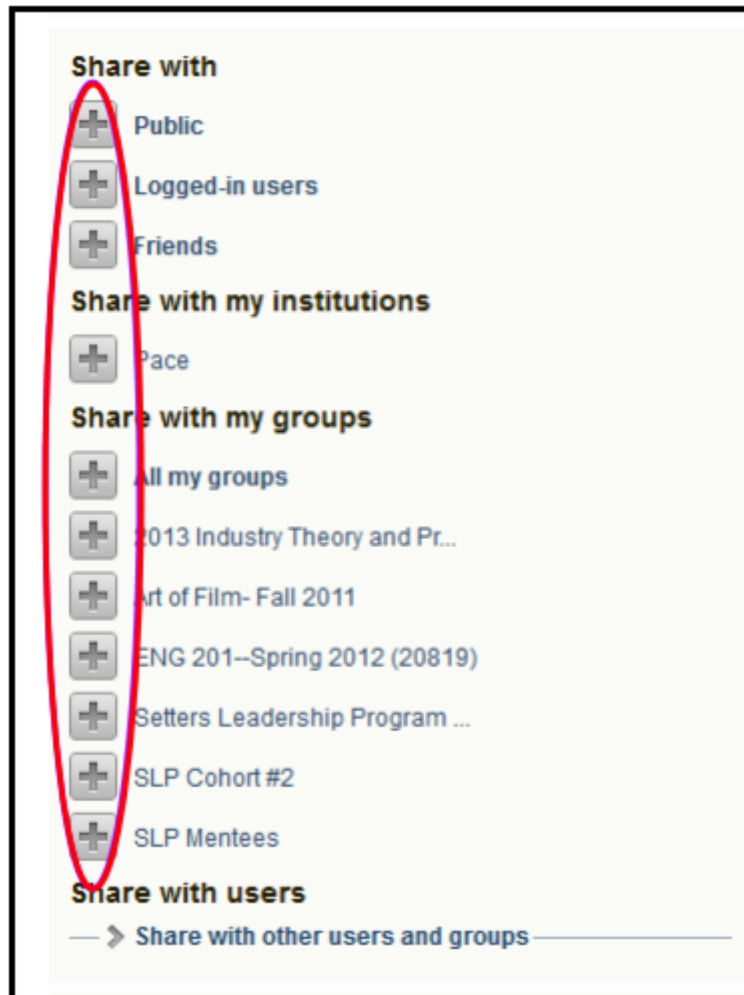
Logged-in users: Open to anyone in the Pace community who logs into ePortfolio. Note that the “share with my institutions” setting is the same as the “logged in users” setting.

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Friends: Open to a select group of Pace ePortfolio users who you've friended, or whose friend requests you 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 **add** next to the sharing option you would like. You may choose multiple options. If you do not choose any, your page will be private.

Your setting will now appear on the right hand side of the page where you can adjust the period of time others have access to this page. You can leave it open to give the users your selected indefinite access (this can always be edited).

***Note: Check with your instructor to confirm how long they will need access to you page(s).**

Added	Access start date/time	Access end date/time	Comments
Friends			☐ Allow ☐ Moderate
Logged-in users			☐ Allow ☐ Moderate
Public			☐ Allow ☐ Moderate

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

➤ Advanced options

Save **Cancel**

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SECRET URL

To share your pages or collections with someone outside the University without making your page/collection public, you can generate a **Secret URL**.

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1. To do this, click **Shared by Me** under the **Portfolio** tab. Select the **Secret URL** icon.



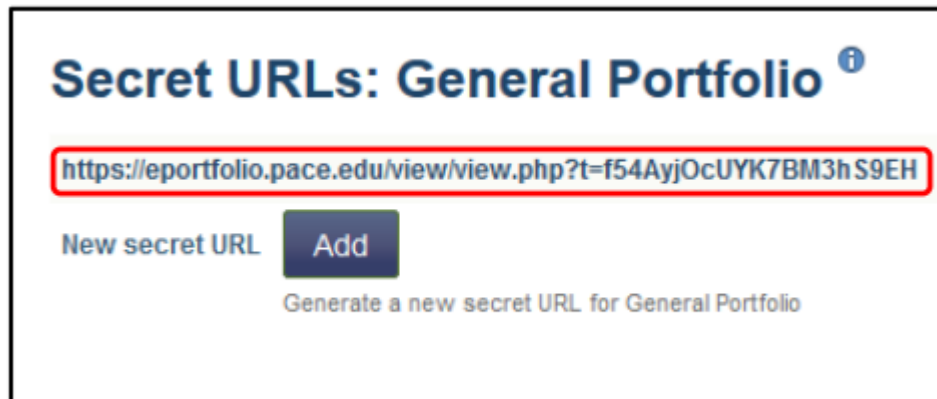
2. Click **add** new secret URL. You can create several unique URLs for various audiences.



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3. A URL will only be created for the selected page or collection.

***Note: If you are generating a secret URL for a collection, all pages within the collection can be accessed via this link**



My Notes: