

ePORTFOLIO

HOW TO ADD CONTENT TO YOUR PACE PATH PAGE

This tutorial will show you how to edit your Pace Path Page.

You will need:

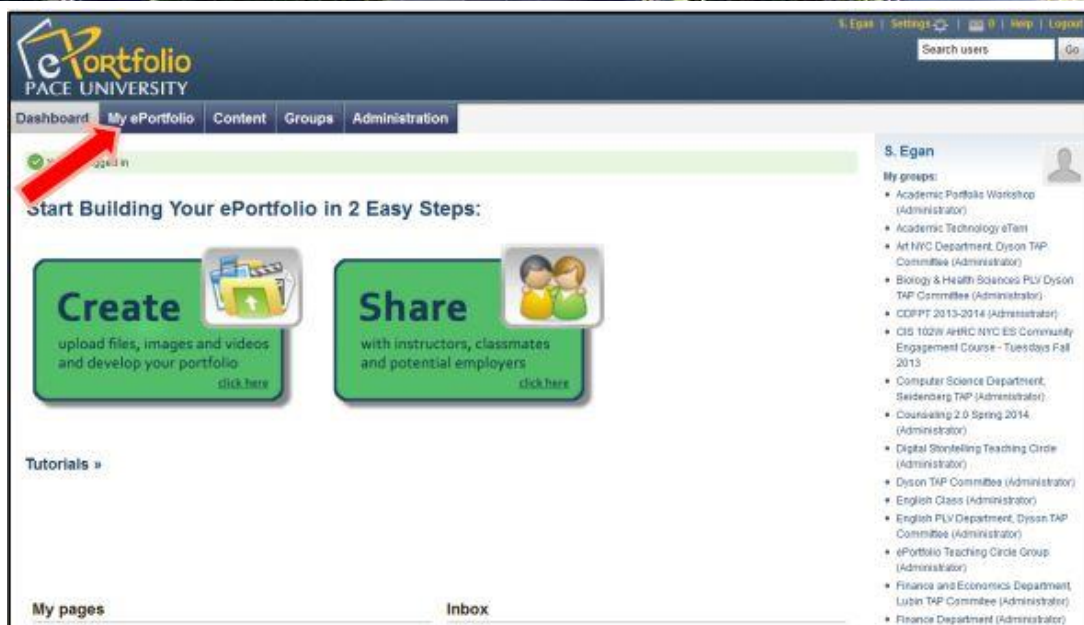
- Papers to upload

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

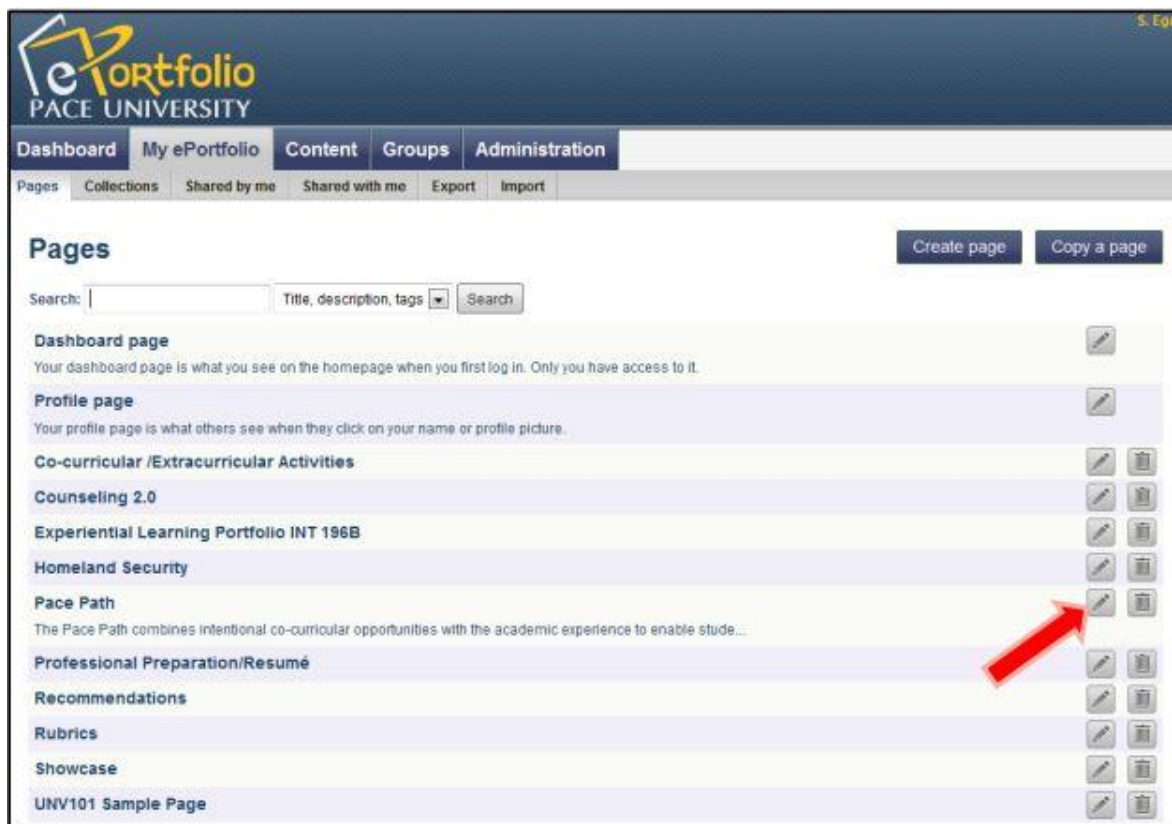
1. Log in to <https://eportfolio.pace.edu> with your Pace username and password.



2. Click the "My ePortfolio" button.

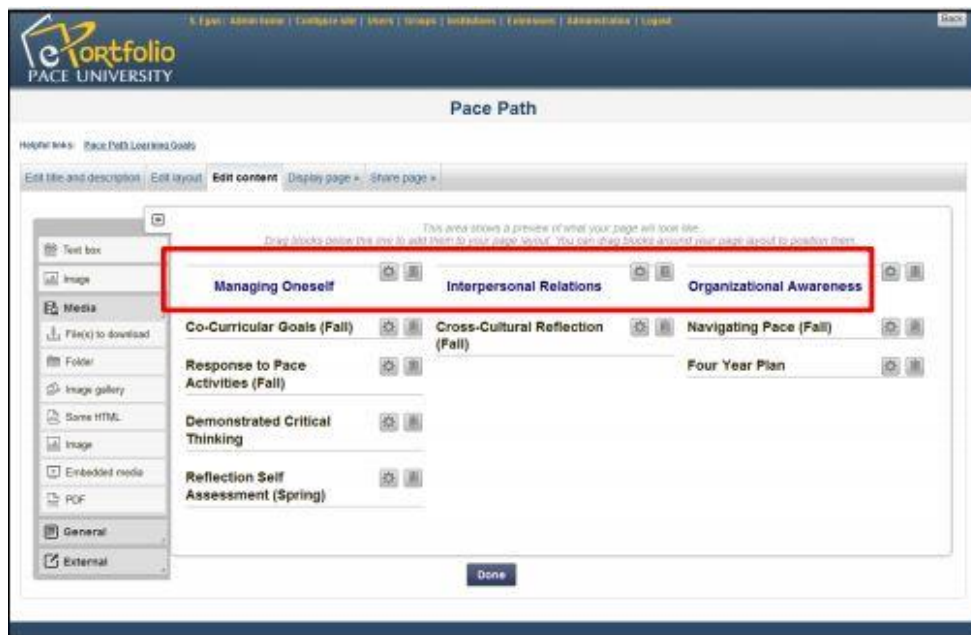


3. Click the grey pencil icon next to your Pace Path page.

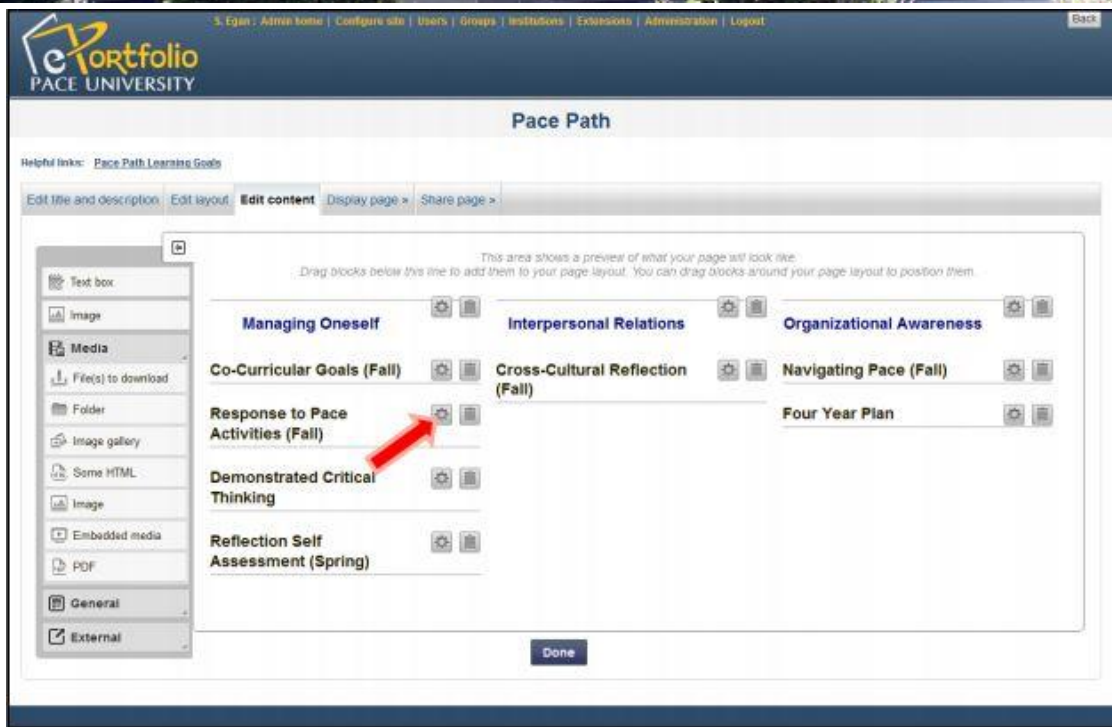




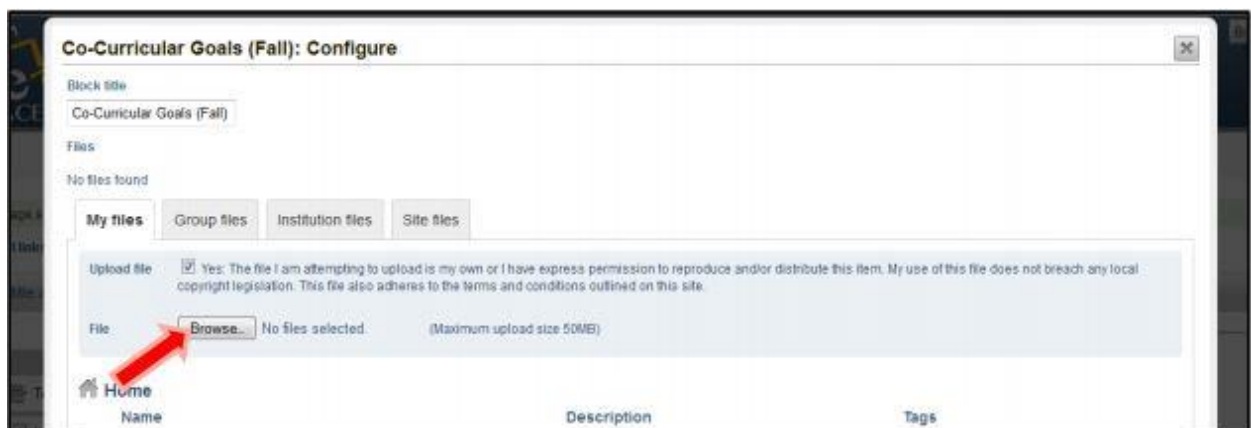
4. The text in blue at the top of are your **column headings**. Please **do not change** these.



5. The headings in black are place holders for you to upload your files. **To add a file** in a section, **click the gear** next to the heading.



- When the pop-up window comes up, **check the box in the “Upload file” section**. Then click **“Browse”** and select a file from your computer or flash drive.



- After your file has been selected, click **“Save.”**

ePORTFOLIO



Retractable
☐
Selected to allow this block to be retracted when the header is clicked.

Automatically retract
☐
Selected to automatically retract this block.

Save **Cancel**

8. **Repeat steps 5-7** for each additional file you'd like to upload.

My Notes: