



HOW TO COPY THE PACE PATH PAGE INTO YOUR ePORTFOLIO

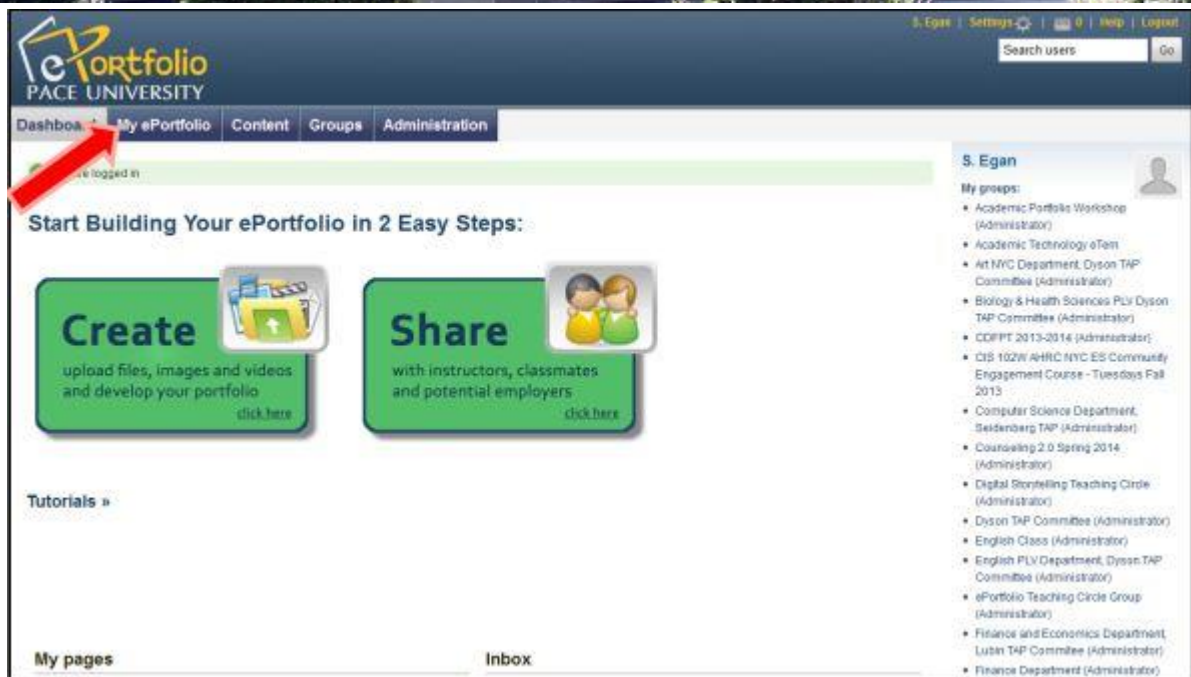
This tutorial will show you how to place the Pace Path page into your ePortfolio if it is not already in your list of pages. These steps apply will not apply for incoming students for fall 2014 who should already have the page in their ePortfolio.

<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 "Copy a Page".



4. In the "Search Pages" box, type "Pace Path." Then click "Go."



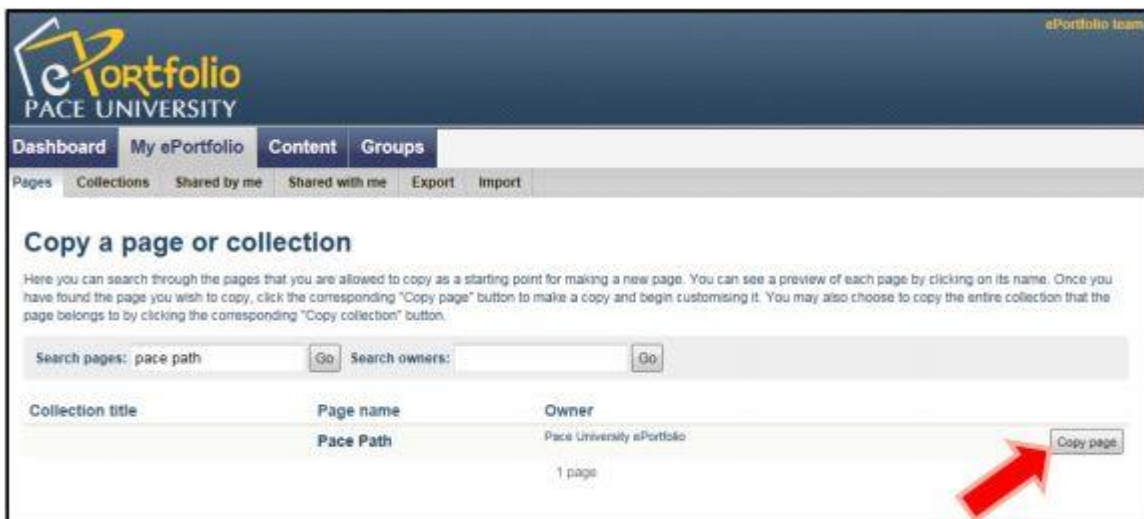

Copy a page or collection

Here you can search through the pages that you are allowed to copy as a starting point for making a new page. You can see a preview of each page by clicking on its name. Once you have found the page you wish to copy, click the corresponding "Copy page" button to make a copy and begin customizing it. You may also choose to copy the entire collection that the page belongs to by clicking the corresponding "Copy collection" button.

Search pages: Search owners:

Collection title	Page name	Owner	Copy collection	Copy page
CIS W	Rubrics	Dr. Lawler (James Lawler - jlawler)	Copy collection	Copy page
CIS W	2. Showcase	Dr. Lawler (James Lawler - jlawler)	Copy collection	Copy page
	3. Co-curricular / Extracurricular Activities	S. Egan	Copy collection	Copy page

5. Click "Copy page" next to the page titled "Pace Path" by Pace University ePortfolio.



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Search pages: Search owners:

Collection title	Page name	Owner	Copy collection	Copy page
	Pace Path	Pace University ePortfolio	Copy collection	Copy page
		1 page		

6. In the "Page Title" field, remove the words "Copy of" from the title. Then click "Save."



ePortfolio team: My ePortfolio | Content | Groups | Logout

ePortfolio
PACE UNIVERSITY

Copy of Pace Path

✓ Copied 9 blocks and 3 artefacts from Pace Path

Edit title and description | Edit layout | Edit content | Display page » | Share page »

Page title * **Copy of Pace Path**

Page description

The Pace Path combines intentional co-curricular opportunities with the academic experience to enable students to connect with and learn from all of Pace's diverse offerings such as internships, community engagement, research, and leadership positions, to name only a few. These offerings exist to help students develop strengths, explore goals, make connections with professors, learn important transferable skills, and achieve their full potential. They are all linked in the learning Path: p

Tags

Show my tags

Enter comma-separated tags for this item. Items tagged with 'profile' are displayed in your sidebar.

Name display format * **Display name (ePortfolio team)**

How do you want people who look at your page to see your name?

Save

7. Now the Pace Path page is in your ePortfolio!

ePortfolio team: My ePortfolio | Content | Groups | Logout

ePortfolio
PACE UNIVERSITY

Pace Path

✓ Page saved successfully

Helpful links: [Pace Path Learning Goals](#)

Edit title and description | Edit layout | **Edit content** | Display page » | Share page »

This also shows a preview of what your page will look like. Drag blocks below this list to add them to your page layout. You can drag blocks around your page layout to position them.

Managing Oneself	Interpersonal Relations	Organizational Awareness
Response to Pace Activities (Fall)	Cross-Cultural Reflection (Fall)	Navigating Pace (Fall)
Demonstrated Critical Thinking		Four Year Plan
Reflection Self Assessment (Spring)		

Done



My Notes: