



HOW TO SHARE A PAGE WITH A GROUP

This tutorial will show you how to share one or more pages with an ePortfolio group.

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

1. Under the “My ePortfolio” tab, click the “Edit Content and Layout” button next to the page you wish to share.



2. Click “Share Page”.





3. As a group's member, you can share a page by selecting **"Add"** next to one of the groups below.



4. If you are not a member of a group, scroll down further and click the **"Share with other users and groups."** Select **"Groups"** next to the search box and then type in the name of the group you wish to find.



Click the grey plus sign icon to share the page with the group.

5. Scroll down and then click **"Save"**



Edit access[®]

By default, only you can see your collections and pages. You can share pages with others by adding access rules below. You may set multiple items to have identical settings by choosing them from the checkboxes. Once you are done, scroll down and click "Save" to continue.

Secret URLs cannot be set on this page as they must be generated individually. To set secret URLs, please return to the list of collections and pages.

Collections
☒ General Portfolio...

Pages
☐ Writing Projects...

Share with

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

Share with my institutions
☐ Pace

Share with my groups

- ☒ All my groups
- ☐ 2013 Industry Theory and P...
- ☐ Art of Film Fall 2011
- ☐ ENG 201--Spring 2012 (20010)
- ☐ Sample Group
- ☐ Sellers Leadership Program...
- ☐ SLP Cohort #2
- ☐ SLP Mentees

Share with users
 Share with other users and groups

Search: Groups

☒ Sample TAP... ☐ Everyone in group

Advanced options

My Notes: