

# ePORTFOLIO

## UPLOADING ACADEMIC MATERIAL TO THE ENGLISH WRITING PROGRAM ASSESSMENT ePORTFOLIO PAGE (EWPAP)

This tutorial will teach you how to upload material to your Writing Program Assessment Portfolio page.

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

This process involves four main steps:

- 1) **"Friend"** the PLV English group
- 2) **Copy** the default EWPAP to your ePortfolio
- 3) **Upload** content to your new EWPAP
- 4) **Share** your page with your teacher.

1. **"Friend"** the PLV English group.

A. After **logging in** to ePortfolio, **click the Groups** tab in the top-left.

B. **Click the Find friends** tab under Groups.





- C. Ensure **"Everyone"** is selected from the first (left) drop-down menu.
- D. **Type "PLV English"** in the search textbox and hit the Search button. PLV English will display under the Find friends search area.



- E. Click the **"Add to Friends"** button.
- F. You should see a notice that you added PLV English to your friends list.



2. **Copy** the default EWPAP to your ePortfolio.
- A. Click **"My ePortfolio"** at the top of the page.



- B. Click **"Copy a page"**.



- C. **Type "writing program"** in the, Search pages: field and then **click the "Go" button**.



## 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. If you have found the page you wish to copy, click the corresponding "Copy page" button to make a copy and begin a new page. If you want to copy a page belongs to by clicking the corresponding "Copy collection" button.

Search pages:   Search owners:

- D. After the, Writing Program Assessment Portfolio page is present, click the "Copy page" button.

| Collection title | Page name                            | Owner       |                                          |
|------------------|--------------------------------------|-------------|------------------------------------------|
|                  | Writing Program Assessment Portfolio | PLV English | <input type="button" value="Copy page"/> |

- E. Change the title by removing, "Copy of" before clicking the "Save" button at the bottom.

Edit title and description Edit layout Edit color

Page title \*

3. Upload content to your new EWPAP.

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

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

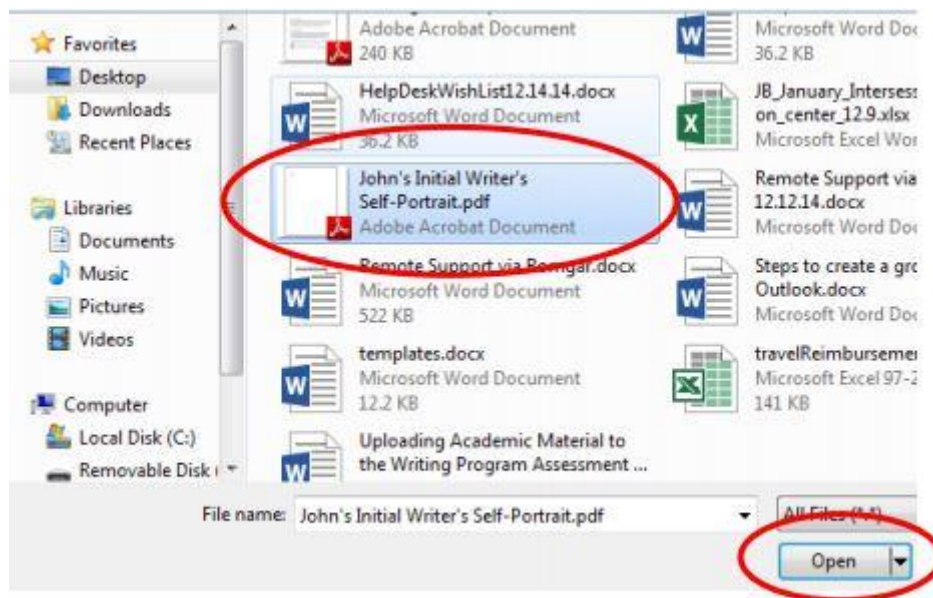
| English 110                                                                                                                                                                                                                                                                                 | English 120                                                                                                                                                                                                                                                                                 | English 201                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Initial Writer's Self-Portrait</b></p> <p><input type="button" value="Initial Writer's Reflective Self-Portrait (110 and 120).pdf"/></p> <p>Replace this file with a PDF of your Initial Writer's Reflective Self-Portrait.</p> <p>50.9 KB   Tuesday, 10 September 2013   Details</p> | <p><b>Initial Writer's Self-Portrait</b></p> <p><input type="button" value="Initial Writer's Reflective Self-Portrait (110 and 120).pdf"/></p> <p>Replace this file with a PDF of your Initial Writer's Reflective Self-Portrait.</p> <p>52.9 KB   Tuesday, 10 September 2013   Details</p> | <p><b>Initial Writer's Self-Portrait</b></p> <p><input type="button" value="Initial Writer's Reflective Self-Portrait (201).pdf"/></p> <p>Replace this file with a PDF of your Initial Writer's Reflective Self-Portrait.</p> <p>51.9 KB   Tuesday, 10 September 2013   Details</p> |



- A. Click the “gear” button in the area in which you want to edit and/or add content.
- B. If there is a default file (e.g., Initial Writer’s...10 and 120).pdf), remove it by clicking “Remove”.



- C. After the default file has been removed, **upload your own file** by checking the “Yes” checkbox and then click the “Browse” button.
- D. **Search your computer** for the file you wish to upload and then select it by double-clicking it or by clicking once and then “open”.



- E. Wait until the upload is finished, then click “Save” at the bottom of the page.
4. **Share your page** with your teacher.



- A. While editing the EWPAP page, click “Share page”.



- B. You will see who has access to your pages. Check the checkbox next to the EWPAP page.



- C. Click the “Plus” button next to the group with which you wish to share your page.
- D. You may also expand the “Share with other users and groups” area to search for specific individuals or groups. Your teacher may have created a group for your class.
- E. After making your selection, enter access dates/times or **leave it blank** for access at all times.



Added

Access start date/time

Access end date/time

Logged-in users





F. Hit the **“Save”** button at the bottom.

G. Now the **“Logged-in users”** group has access to the EWPAP. Hit the **“key”** button to edit access.

Writing Program Assessment Portfolio

Logged-in users



My Notes:

