ACADEMIC TECHNOLOGIES (ITS)

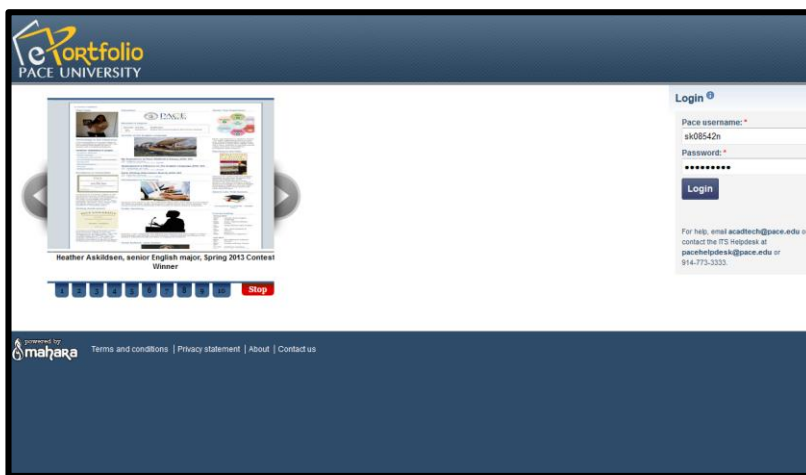## TUTORIAL

SHARE PAGES AND COLLECTIONS
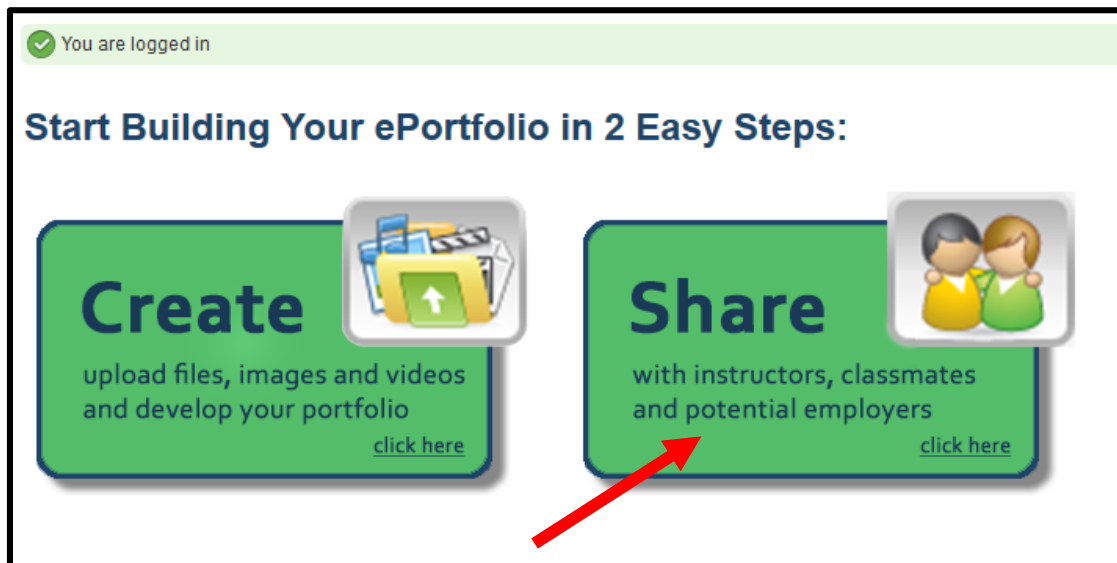
This tutorial demonstrates how to share a page or collection on ePortfolio.

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

1. Log in to https://eportfolio.pace.edu/ with you Pace Username and Password.

2. Click on the **Share button**.

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3. Click **Shared by me.** Click the gray key icon next to the page for sharing pages.

4. Confirm if the box is checked next to the page(s) or collection(s) you would like to share. You can share multiple pages/collections at once.

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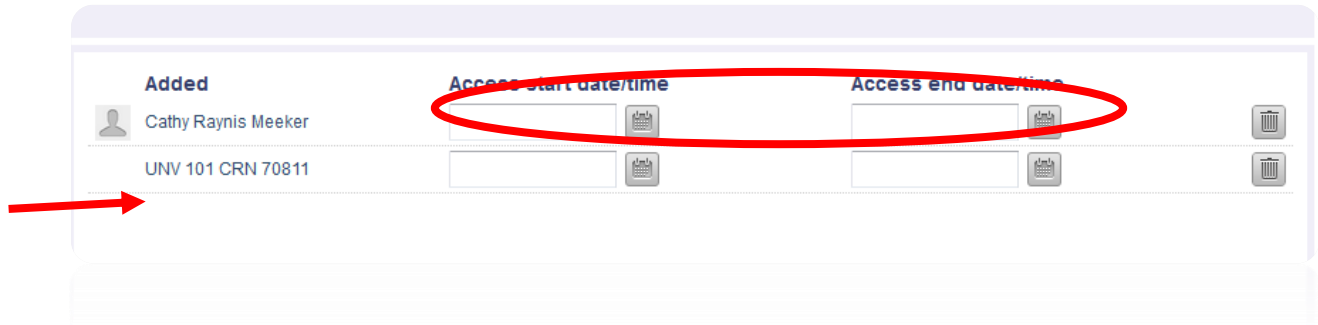914 773-3333 (ITS Help Desk)
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5. There are several options to sharing you page/collections:
    - PUBLIC: Anyone, in or outside of the Pace Community, will be able to view your page/collection. Your pages will show up when searched for in a search engine such as Google. If you choose this option, you can use the following URL to share your pages/collection: https://eportfolio.pace.edu/public/YourUsername
    - LOGGEED-IN USERS: Open to anyone on the pace Community who logs into ePortfolio. Note that the "Share with my institutions" setting is the same as the "logged in users" setting.
    - FRIENDS: Open to a select group of Pace ePortfolio users who you've friended, or whose friend request you have 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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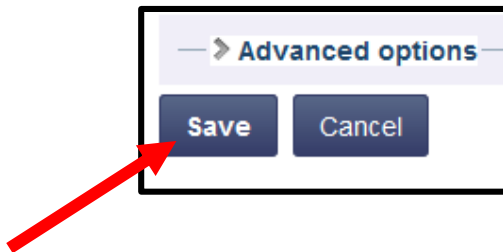914 773-3664 (Office)

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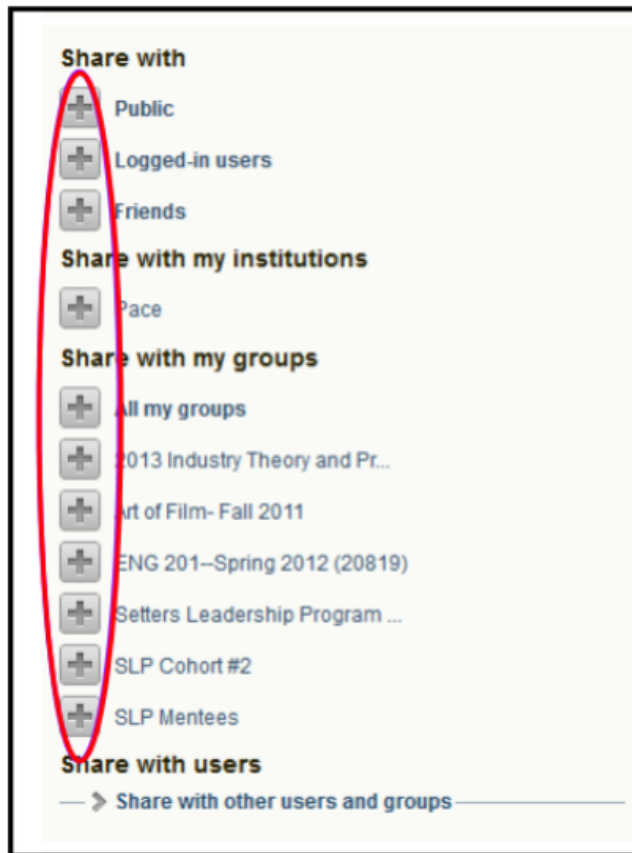
TUTORIAL

6. Click on the plus sign (+) next to the page(s) or the collection(s) you would like to share. We recommend leave the Access Start date/time and Access end date/time blank.

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

My Notes:

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