

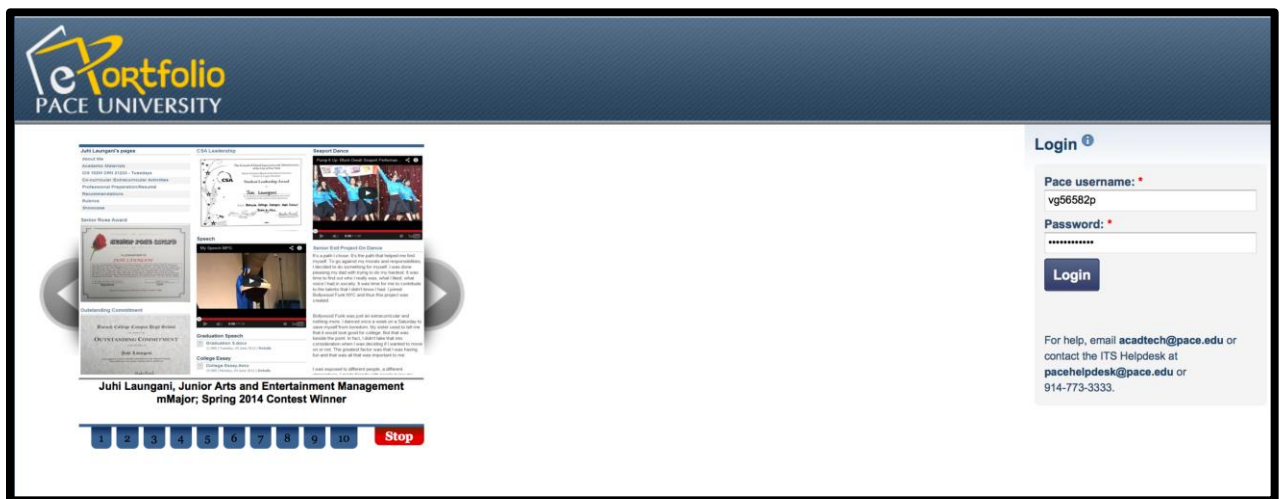
TUTORIAL

ADDING CONTENT

How to add different types of content to your 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.

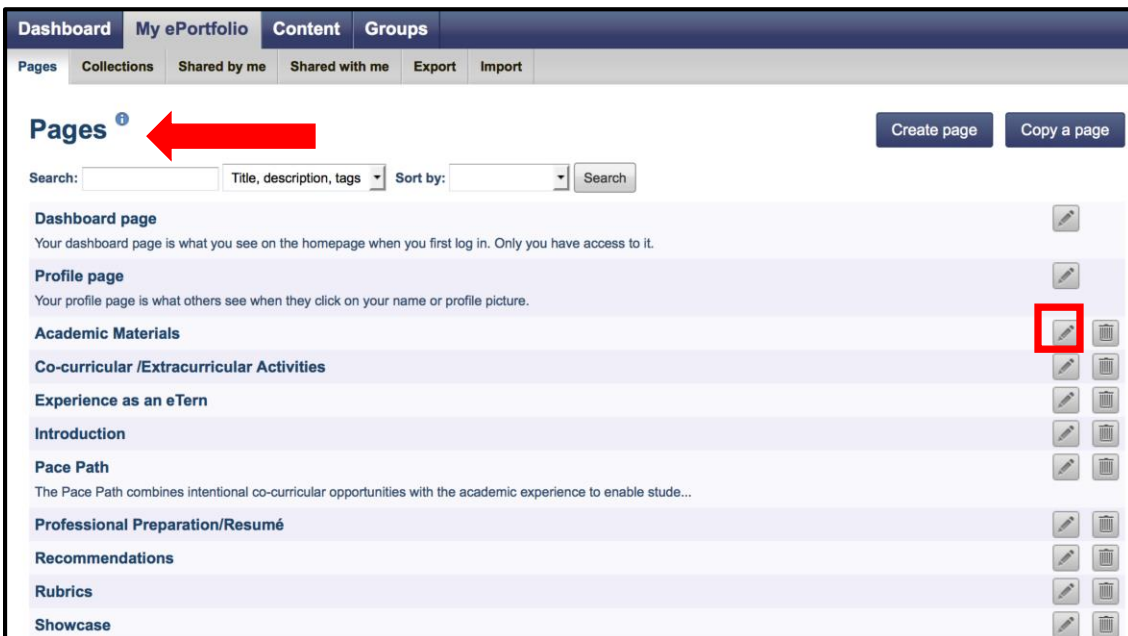


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2. Click **My ePortfolio**

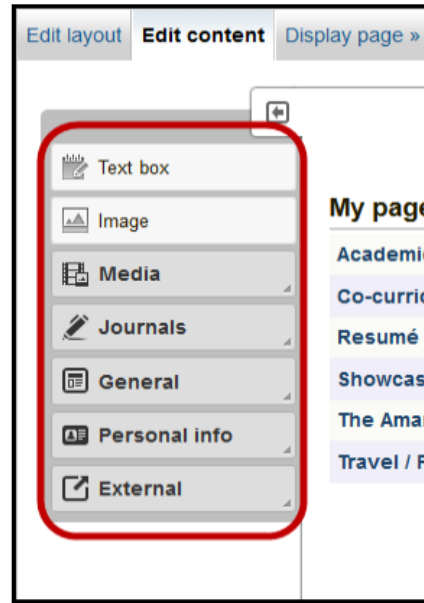


3. Under the **Pages** sub-tab, select the gray pencil icon next to the page where you wish to add content.

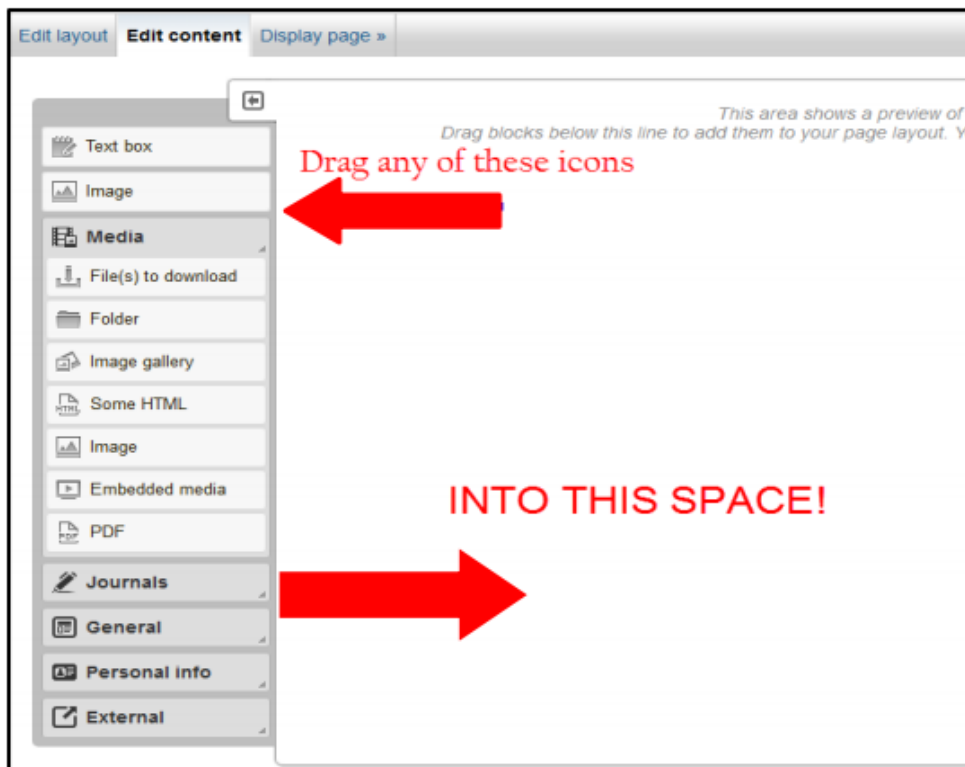


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- From the menu on the right, choose a **content block**. Content block types include files, images and videos.



- Drag and drop the icon you chose onto your page.



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6. Each content box will prompt you to either enter information (such as text or a URL) or upload a document such as a photo, paper, or presentation:
 - a. Enter the title under **Box Title**
 - b. Check the **Yes** box for the copyright disclaimer
 - c. Browse for a file in your computer to upload or choose from files previously uploaded in your files section
 - d. Check **Retractable** box if you want this block to be retractable on the page.
 - e. Remember to click **Save** at the bottom!

File(s) to download: Configure

Block title
File(s) to download **A.**

Files
No files found

My files Group files Institution files Site files

B. Upload file Yes: The file I am attempting to upload is my own or I have express permission to reproduce and/or distribute this item. My use of this file does not breach any local copyright legislation. This file also adheres to the terms and conditions outlined on this site.

File **C.** Browse... No files selected. (Maximum upload size 23.8MB)

Home

Name	Description	Tags
wordle.jpg		Select
WPAW-Final.docx	I've attached an article I wrote about the Pace radio station of Pleasantville, WPAW. I wrote this article for my print media course during my sophomore year of college.	Select

Download folder content as a zip file

Retractable **D.**
Select to allow this block to be retracted when the header is clicked.

Automatically retract
Select to automatically retract this block. **E.**

Save Remove

My Notes: