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## 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 <u>https://eportfolio.pace.edu</u> with your Pace username and password.



Acadtech@pace.edu <u>www.pace.edu/digitaltoolkit</u> 914 773-3333 (ITS Help Desk) 914 773-3664 (Office)

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2. Click My ePortfolio

PACE UNIVERSITY					
Dashboard My ePortfolic	Content	Groups			
You are logged in					
Start Building Your ePortfolio in 2 Easy Steps:					
Create			Share		
upload files, images a and develop your por	and videos tfolio <u>click here</u>		with instructors, cl and potential emp	assmates loyers <u>click here</u>	
Tutorials »					

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

Dashboard My ePortfolio Content Groups	
Pages Collections Shared by me Shared with me Export Import	
Pages <sup>®</sup> Create page	Copy a page
Search: Title, description, tags 🔹 Sort by: 🔹 Search	
Dashboard page Your dashboard page is what you see on the homepage when you first log in. Only you have access to it.	1
Profile page Your profile page is what others see when they click on your name or profile picture.	
Academic Materials	
Co-curricular /Extracurricular Activities	
Experience as an eTern	1
Introduction	·
Pace Path The Pace Path combines intentional co-curricular opportunities with the academic experience to enable stude	
Professional Preparation/Resumé	
Recommendations	
Rubrics	
Showcase	

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

Edi	t layout Edit conte	ent Dis	splay page »
		•	
(	Text box	٦	
ľ	Mage		My page
	日 Media		Academic
			Co-curric
	🖉 Journals		Resumé
	🔲 General		Showcas
	Personal info		The Amar
			Travel / F
	External		

5. 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

e. Remember to click Save at the bottom!

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.

File(s) to de	ownload: C	onfigure			2
Block title					
File(s) to down	load	A.			
Files					
No files found					
My files	Group files	Institution files	Site files		
B. Upload file	Yes: The falso adheres	lle I am attempting to u to the terms and condi	pload is my own or l ions outlined on this	have express permission to reproduce and/or distribute this item. My use of this file does not breach any local site.	copyright legislation. This file
File C	Browse.	No files selected.	(Maximum up	icad size 23.8MB)	
👫 Home					
Name	ina			Description	Tags
worde	1PU				Select
D wear	+Inal.dock			I've attached an anicle i wrote about the Pace radio station of Pleasannille, VIPAVL I wrote this anicle for my print media course during my sophomore year of college.	Select
Download fold	ler content as a z	ip file			
Retractable					
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	an mar				
Select to automatic	ally retract this blo	ck F			
Save	Remove	L.,			

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