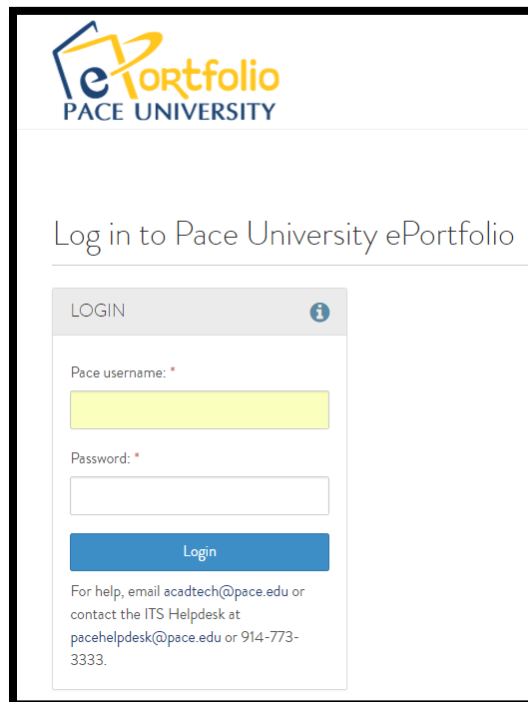


TUTORIAL

MANAGING YOUR FILES

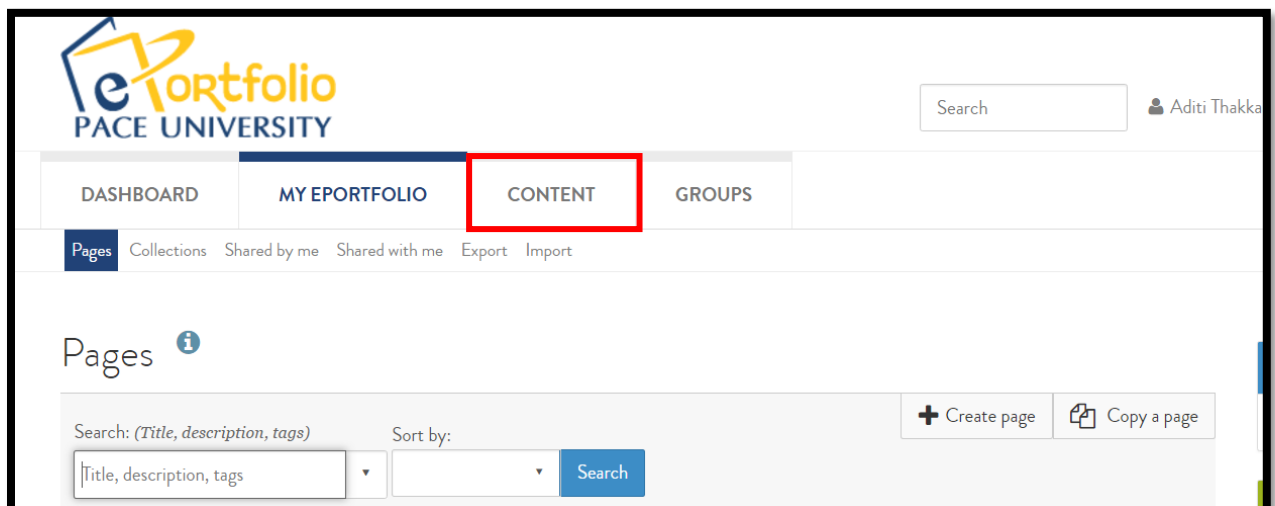
This tutorial will show you how to store content in a private section of your ePortfolio that can later be transferred on any page.

1. **Login** to <https://eportfolio.pace.edu> with your **Pace username and password**.



The screenshot shows the login interface for Pace University ePortfolio. At the top is the ePortfolio logo. Below it, the text 'Log in to Pace University ePortfolio' is displayed. A 'LOGIN' box contains a 'Pace username:' field with a yellow highlight, a 'Password:' field, and a blue 'Login' button. At the bottom of the login box, there is contact information for help: 'For help, email acadtech@pace.edu or contact the ITS Helpdesk at pacehelpdesk@pace.edu or 914-773-3333.'

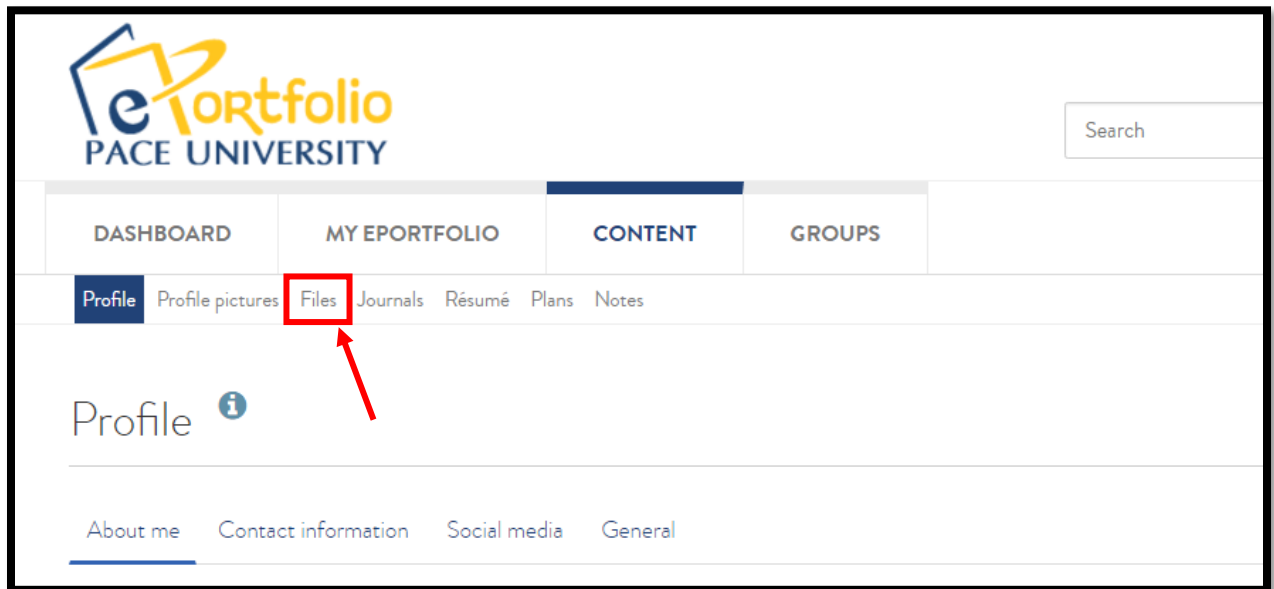
2. Click the **Content** button.



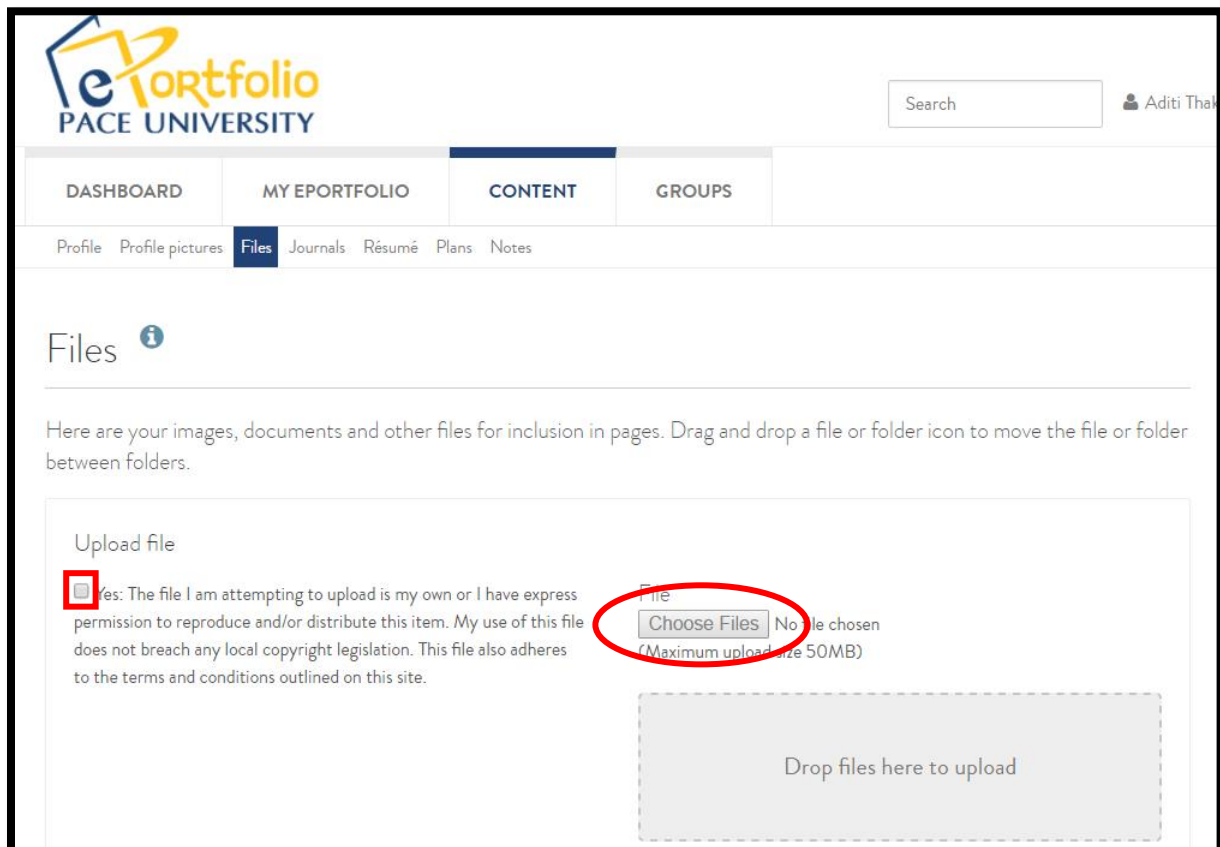
The screenshot shows the ePortfolio dashboard. The top navigation bar includes the logo, a search bar, and the user name 'Aditi Thakka'. Below this is a menu with 'DASHBOARD', 'MY EPORTFOLIO', 'CONTENT' (highlighted with a red box), and 'GROUPS'. Under 'MY EPORTFOLIO', there are links for 'Pages', 'Collections', 'Shared by me', 'Shared with me', 'Export', and 'Import'. The main content area is titled 'Pages' and includes a search bar with the placeholder 'Search: (Title, description, tags)', a 'Sort by:' dropdown, and a 'Search' button. There are also buttons for '+ Create page' and 'Copy a page'.

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3. Click **Files**.

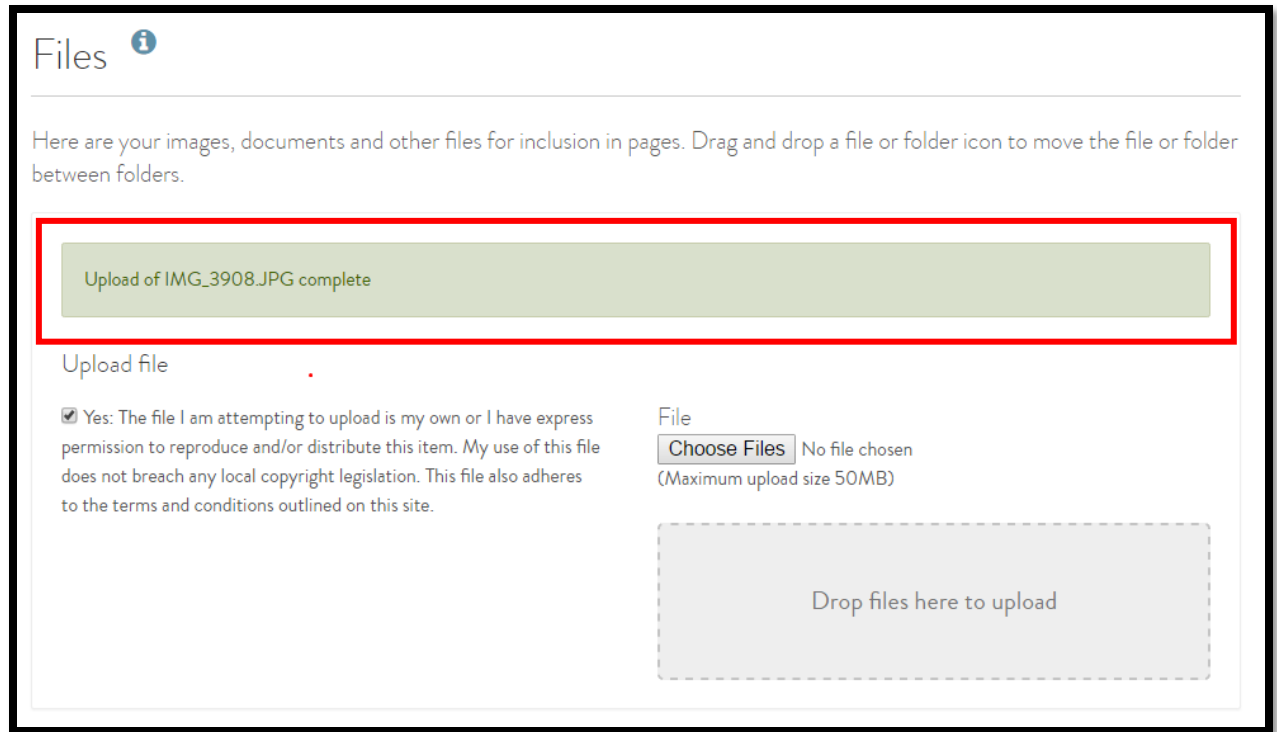


4. To upload a file, check the box next to **Upload File** to verify that you own the file or have permission to upload it. Then click **Choose Files**.



TUTORIAL

5. A **green highlight** will indicate that your **file has been uploaded correctly**.



6. To create a folder, type the name of the folder in the text box below the browser button.
Click **Create folder**.

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Files ⓘ

Here are your images, documents and other files for inclusion in pages. Drag and drop a file or folder icon to move the file or folder between folders.

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
[Choose Files](#) No file chosen
(Maximum upload size 50MB)

Drop files here to upload

NEW [Create folder](#)

HOME

	NAME	DESCRIPTION	SIZE	DATE	
	viewfiles	Files from copied pages		22/09/2016	 
	IMG_3908.JPG		2.7M	23/09/2016	 

[Download folder content as a zip file](#)

7. To move files into this folder, drag them by the icon into the folder icon.

[Create folder](#)

HOME

	NAME	DESCRIPTION	SIZE	DATE	
	NEW			26/09/2016	 
	viewfiles	Files from copied pages		22/09/2016	 
	IMG_3908.jpg		1.4M	26/09/2016	 

[Download folder content as a zip file](#)

****Note that your Files section is only accessible to you. However, you can share these files by uploading them on any of your ePortfolio pages.**