# ACADEMIC TECHNOLOGIES (ITS)

#### TUTORIAL

#### SHARING A PAGE WITH A GROUP

This tutorial will show you how to share a page on ePortfolio with a group.

1. Under the My ePortfolio tab, **click the pencil icon** next to the page you wish to share.

PACE UNIVERSITY					Search	👗 Heidi Clorofilla		
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#### 2. Click Share Page.

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Display page 🖨 Share page	🖋 Edit content	Edit layout	$\pmb{\Phi}^{\pmb{P}}_{\pmb{B}}$ Edit title and description		
This area shows a preview of what your page looks like. Changes are saved automatically. Drag blocks onto the page to add them. You can then also drag them around the page to change their position.					

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3. As a group's member, you can share a page by **selecting Share With and select your** group from the options.

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Share with •	Who do you want to share with?		



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4. If you are not a member of a group, under **Search for...** click **Groups.** A search bar will pop up so you can type in the name of the group you wish to find.



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5. Scroll down and then **click Save** to save your changes.

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