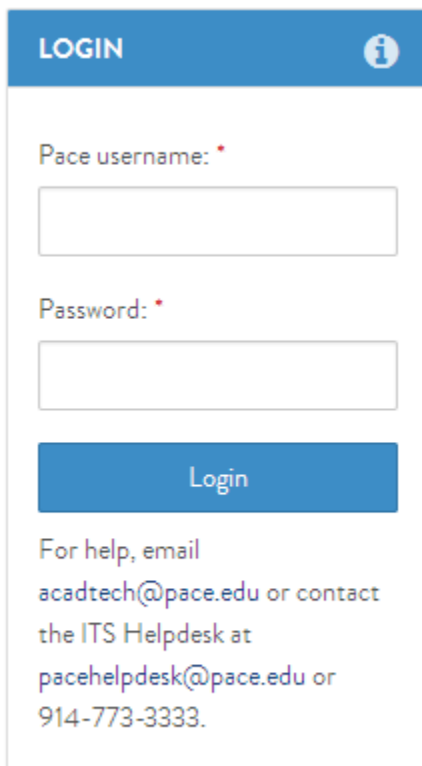


## TUTORIAL

# UNV-101-COPYING THE PAGE

This tutorial will show you how to place the UNV-101 page into your ePortfolio if it is not already in your list of pages. These steps apply will not apply for incoming students for fall 2014 who should already have the page in their ePortfolio.

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



The screenshot shows a login form with a blue header containing the word "LOGIN" and an information icon. Below the header are two input fields: "Pace username:" and "Password:". A blue "Login" button is positioned below the password field. At the bottom of the form, there is contact information for the ITS Helpdesk.

LOGIN ⓘ

Pace username: \*

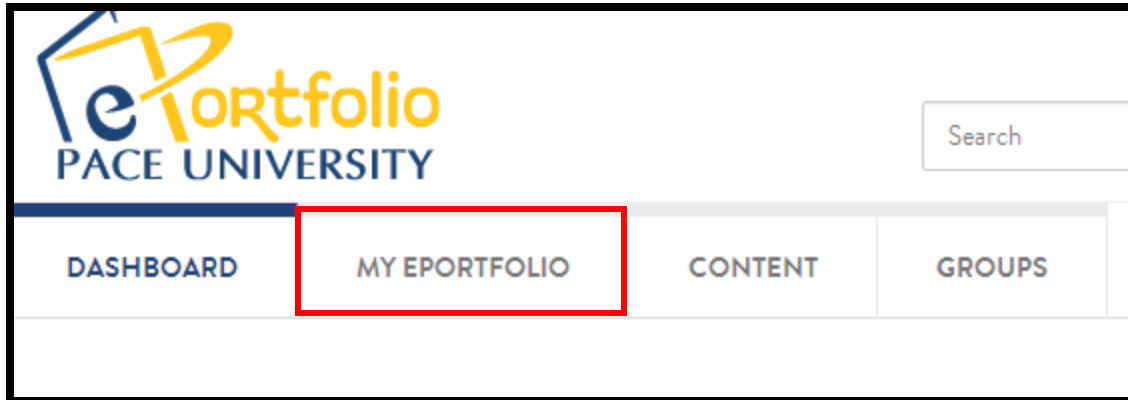
Password: \*

Login

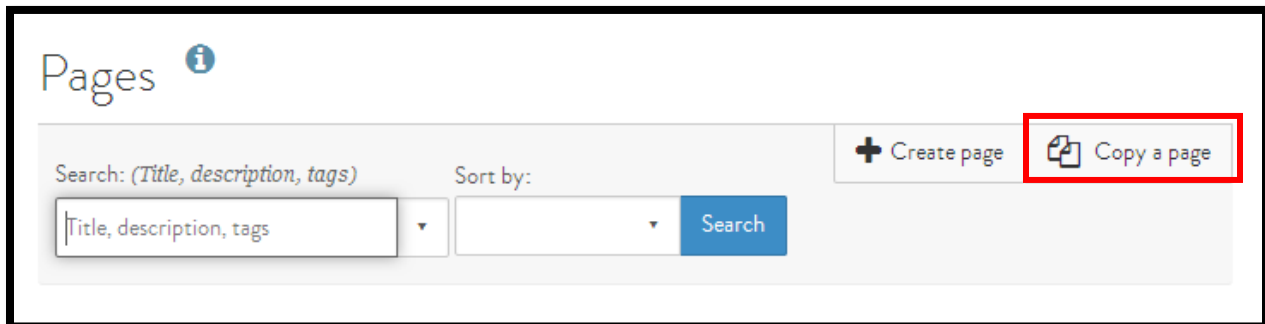
For help, email  
[acadtech@pace.edu](mailto:acadtech@pace.edu) or contact  
the ITS Helpdesk at  
[pacehelpdesk@pace.edu](mailto:pacehelpdesk@pace.edu) or  
914-773-3333.

## TUTORIAL

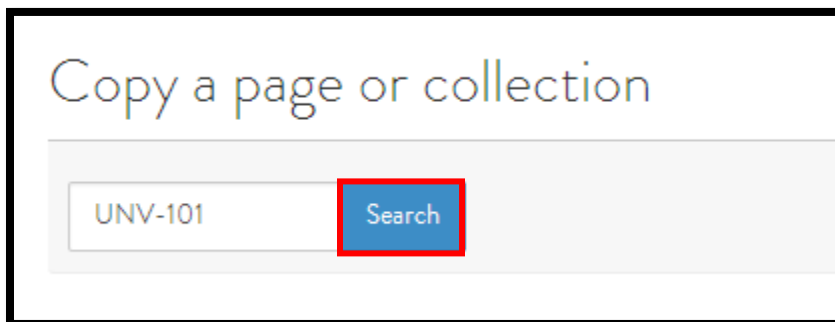
2. Click the **My ePortfolio** button.



3. Click **Copy a Page**.



4. In the **Search Pages** box, type UNV-101. Then click **Search**.






**TUTORIAL**

5. Click **Copy page** next to the page titled **UNV-101** by Pace University ePortfolio.

### Copy a page or collection

UNV-101

Here you can search through the pages that you are allowed to copy as a starting point for making a new page. You can see a preview of each page by clicking on its name. Once you have found the page you wish to copy, click the corresponding "Copy page" button to make a copy and begin customizing it. You may also choose to copy the entire collection that the page belongs to by clicking the corresponding "Copy collection" button.

COLLECTION TITLE	PAGE NAME	OWNER	
	UNV-101	Pace University ePortfolio	
	UNV-101	 Umme Kazmi	

**TUTORIAL**

6. Check the **Page Title** field. Then click **Save**.

The screenshot shows a web-based editing interface. At the top, there is a 'Page title' field containing the text 'UNV-101 v.2'. Below this is a 'Page description' section with a rich text editor toolbar (including Paragraph, Bold, Italic, Bulleted List, Numbered List, Link, Unlink, Image, Undo, and Redo) and a text area containing the following text: 'The Pace Path is an innovative four-year program unique to Pace University that helps each student become successful in college, career, and life. Each student develops strengths in managing oneself, interpersonal relations, and organizational awareness through co-curricular activities within an academic program. This is accomplished through collaboration with Pace faculty, advisers, staff, coaches, and mentors.' Below the text area is a character count showing 'p' and 'Words: 55'. The 'Tags' section features a search box with the placeholder text 'Type in a search term' and a magnifying glass icon, with an information icon to the right. Below the search box is the instruction: 'Search for/enter tags for this item. Items tagged with 'profile' are displayed in your sidebar.' The 'Name display format' section has a dropdown menu currently set to 'Display name (Umme Kazmi)'. Below this is the question: 'How do you want people who look at your page to see your name?'. At the bottom left, a blue 'Save' button is highlighted with a red square.

## TUTORIAL

7. Now the **UNV-101** page is in your ePortfolio!

Page saved successfully

### UNV-101 v.2 | Edit content i

Display page Share page

Edit content
Edit layout
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.

- + Text
- + Image
- v Media
- v Journals
- v General
- v Personal info
- v External

+
UNV 101
⚙️ 🗑️

+
⚙️ 🗑️

**SELF REFLECTION: "THIS I BELIEVE STATEMENT"**

+
⚙️ 🗑️

**AWARENESS OF SELF AND OTHERS: CULTURE AND DIVERSITY REFLECTION**

+
⚙️ 🗑️

**PLANNING YOUR FUTURE: PACE PATH FOUR YEAR PLAN**

+
⚙️ 🗑️

**RESPONSE TO PACE ACTIVITIES 1**

+
⚙️ 🗑️

**RESPONSE TO PACE ACTIVITIES 2**

+
⚙️ 🗑️

**AWARENESS OF PACE RESOURCES: INFORMATIONAL INTERVIEW AND REFLECTION**

+
⚙️ 🗑️

**SPRING BUILDING A RELATIONSHIP WITH CAREER CENTER: RESUME**