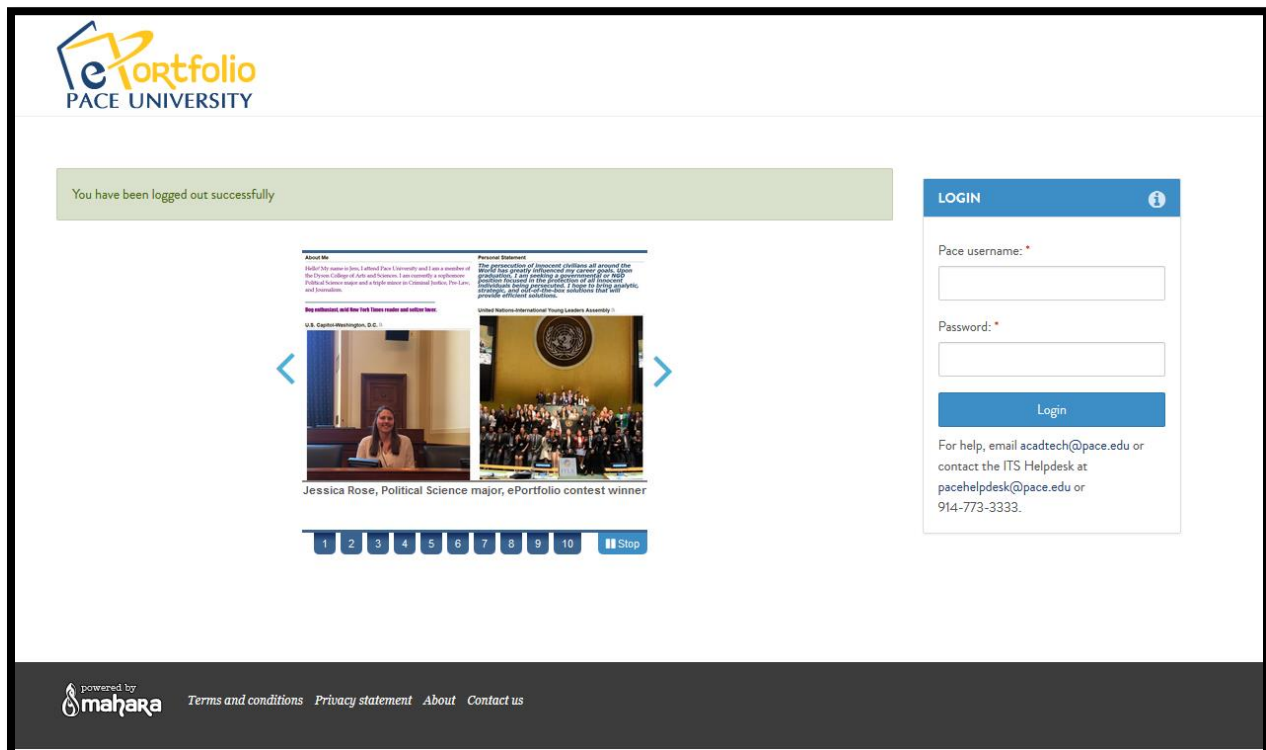


TUTORIAL

UNV-101 ADDING CONTENT

This tutorial will show you how to add content to your UNV-101 Page.

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



The screenshot shows the ePortfolio interface. At the top left is the logo for ePortfolio PACE UNIVERSITY. A green notification bar states "You have been logged out successfully". Below this is a carousel of content items. The first item is titled "About Me" and features a photo of Jessica Rose, a Political Science major and ePortfolio contest winner. The second item is titled "Personal Statement" and features a photo of a group of people at a conference. To the right of the carousel is a "LOGIN" form with fields for "Pace username:" and "Password:", a "Login" button, and contact information for the ITS Helpdesk.

2. Click the “My ePortfolio” button.

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The screenshot shows the ePortfolio interface for Brian Gregory. The 'MY EPORTFOLIO' tab is highlighted with a red box. The dashboard includes a search bar, user profile for Brian Gregory, navigation tabs (DASHBOARD, MY EPORTFOLIO, CONTENT, GROUPS, ADMINISTRATION), 'CREATE' and 'SHARE' buttons, a 'Tutorials' section, and an 'ONLINE USERS' list.

3. Click the pencil icon next to your UNV-101 page.

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The screenshot shows the Pace University ePortfolio interface. At the top, there is a search bar and user information for Aditi Thakkar. The main navigation includes Dashboard, My ePortfolio, Content, and Groups. Below this, there are tabs for Pages, Collections, Shared by me, Shared with me, Export, and Import. A green notification bar indicates a page was deleted. The main content area is titled 'Pages' and includes a search bar with a dropdown menu and a 'Search' button. Below the search bar is a table of results with columns for page titles and actions. The 'test' page is highlighted, and a red arrow points to the 'Edit this page' icon (a pencil) in the action column. To the right, there is a sidebar with a user profile for Aditi Thakkar, a list of online users, and a 'TAGS' section.

4. Click on the “**Edit this page**” Tab.

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The screenshot shows the Pace University ePortfolio interface. At the top, there is a search bar, the user's name 'Aditi Thakkar', and links for 'Settings', '0' notifications, and 'Logout'. Below the navigation bar are tabs for 'DASHBOARD', 'MY EPORTFOLIO', 'CONTENT', and 'GROUPS'. The main content area displays 'UNV-101' by 'Aditi Thakkar'. A red box highlights the 'Edit this page' button. Below the title is a paragraph describing the Pace Path program. A grid of headings is shown below, including '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', 'AWARENESS OF PACE RESOURCES: INFORMATIONAL INTERVIEW AND REFLECTION', 'SPRING BUILDING A RELATIONSHIP WITH CAREER CENTER: RESUME', 'RESPONSE TO PACE ACTIVITIES 2', and 'RESPONSE TO PACE ACTIVITIES 3'.

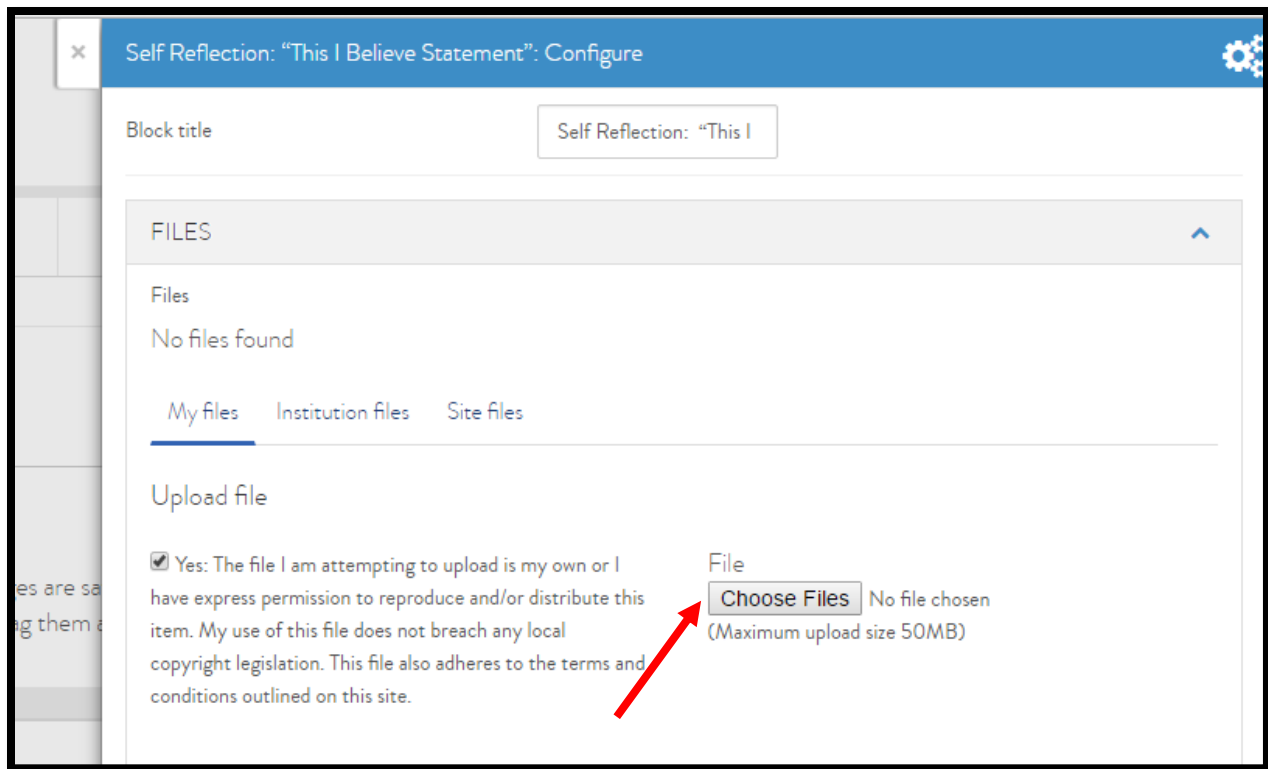
5. The headings are placeholders for you to upload your files. **To add file** in a section, **click the gear** next to the heading.

TUTORIAL

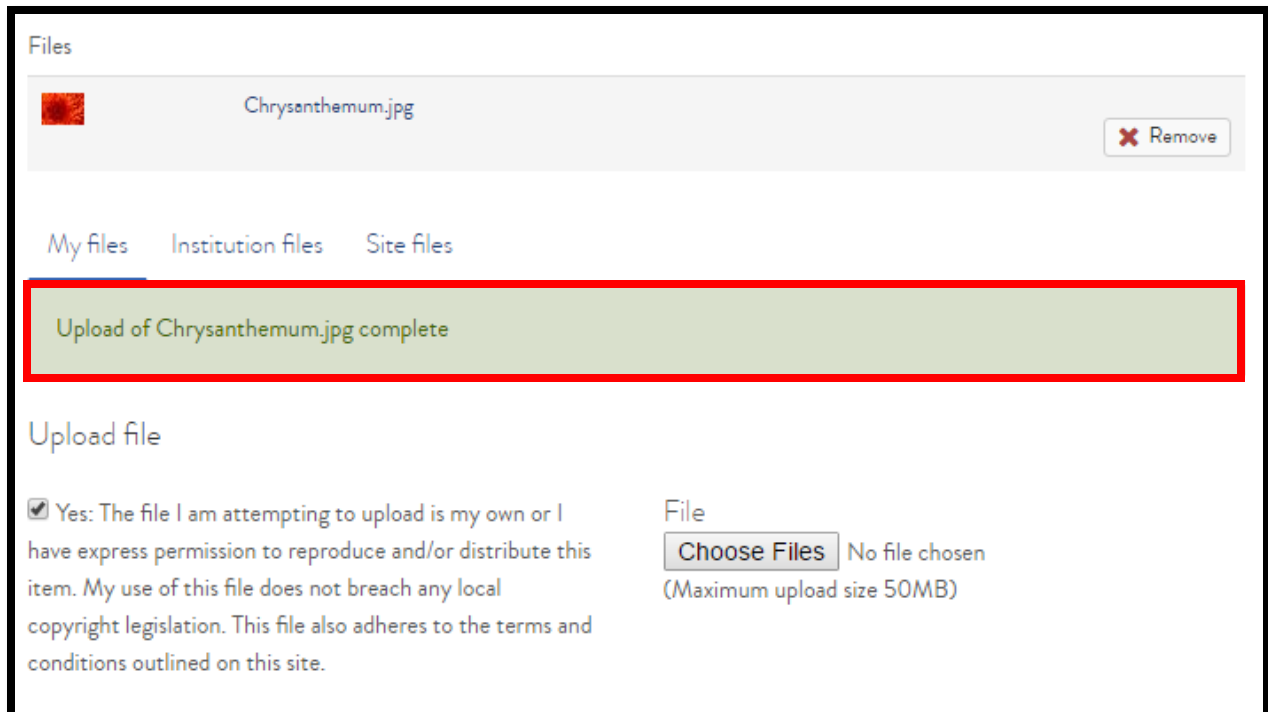
The screenshot displays the 'ePortfolio' interface for PACE UNIVERSITY. The user is logged in as 'Aditi Thakkar'. The main navigation includes 'DASHBOARD', 'MY EPORTFOLIO', 'CONTENT', and 'GROUPS'. The current page is 'UNV-101 | Edit content'. Below the title, there are options to 'Display page', 'Share page', 'Edit content', 'Edit layout', and 'Edit title and description'. A preview area shows a page titled 'UNV 101' with several content blocks. A red arrow points to the settings icon of the first block, 'SELF REFLECTION: THIS I BELIEVE STATEMENT'. The left sidebar contains a menu with options: Text, Image, Media, Journals, General, Personal info, and External.

- When the pop-up window comes up, check the box in the “**Upload file**” section. Then click “**choose files**” and select a file from your computer or flash drive.

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Wait for the green upload complete confirmation.



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7. After your file has been selected, click **“Save”**.



8. **Repeat steps 5-7** for additional file you'd like to upload.