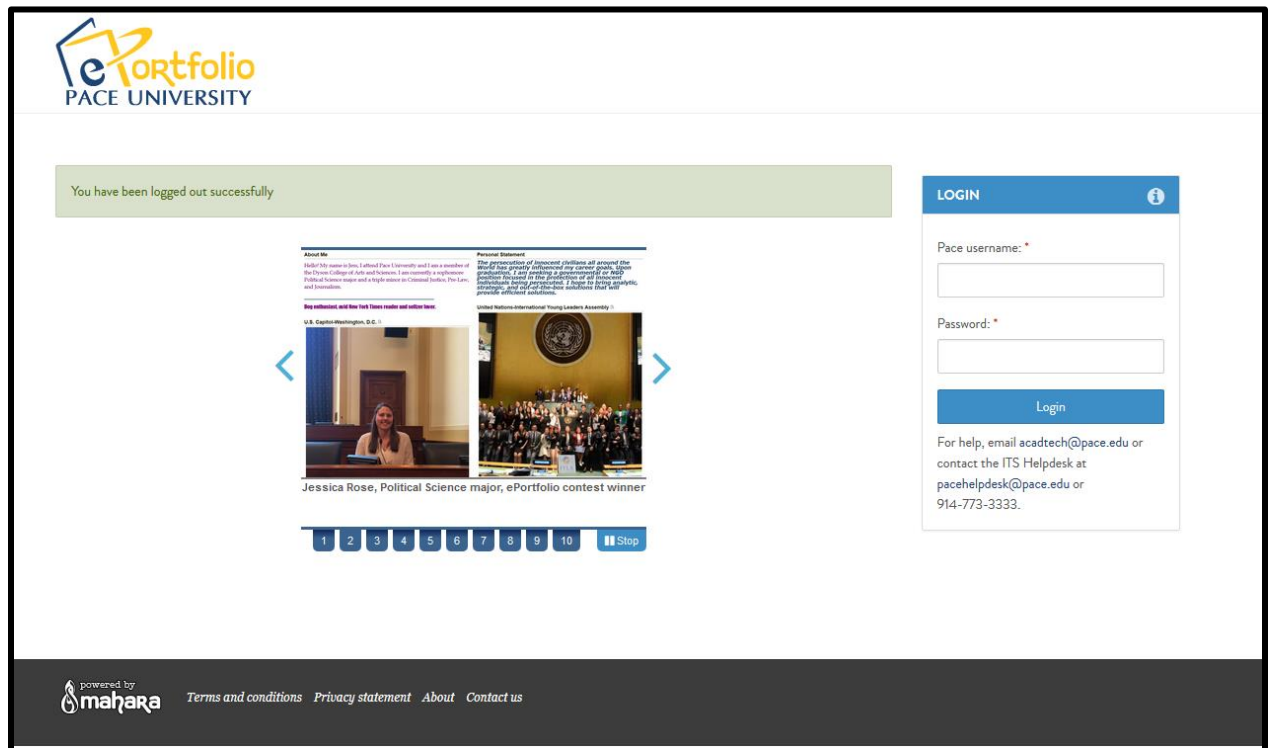


TUTORIAL

ADDING CONTENT

How to add different types of content to your ePortfolio.

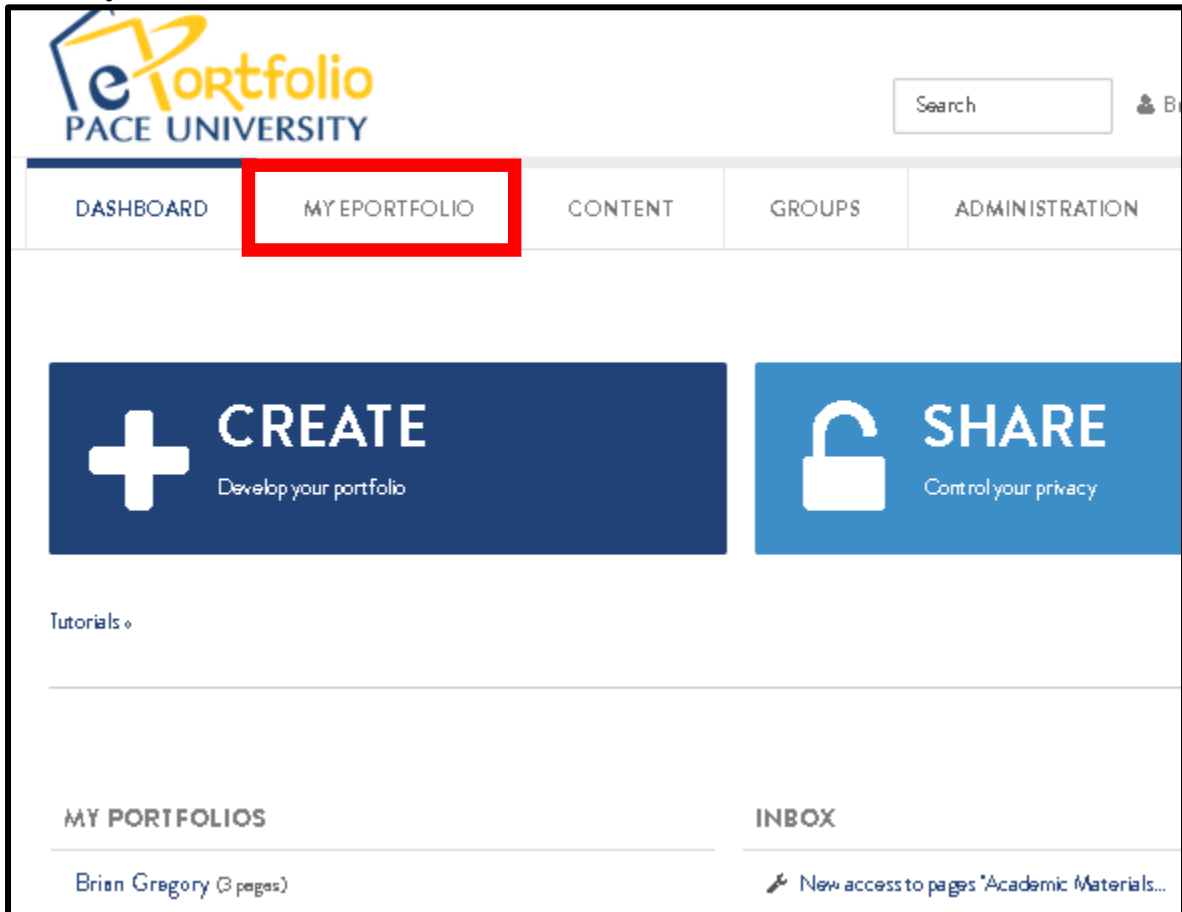
1. Log in to <https://eportfolio.pace.edu> with your Pace username and password.



The screenshot displays the Pace University ePortfolio interface. At the top left is the 'ePortfolio PACE UNIVERSITY' logo. A green notification bar states 'You have been logged out successfully'. The main content area features a carousel of student profiles, with the current profile for Jessica Rose, a Political Science major and ePortfolio contest winner. To the right is a 'LOGIN' form with fields for 'Pace username' and 'Password', and a 'Login' button. Below the form, contact information for the ITS Helpdesk is provided. The footer includes the 'powered by mahara' logo and links for 'Terms and conditions', 'Privacy statement', 'About', and 'Contact us'.

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2. Click **My ePortfolio**



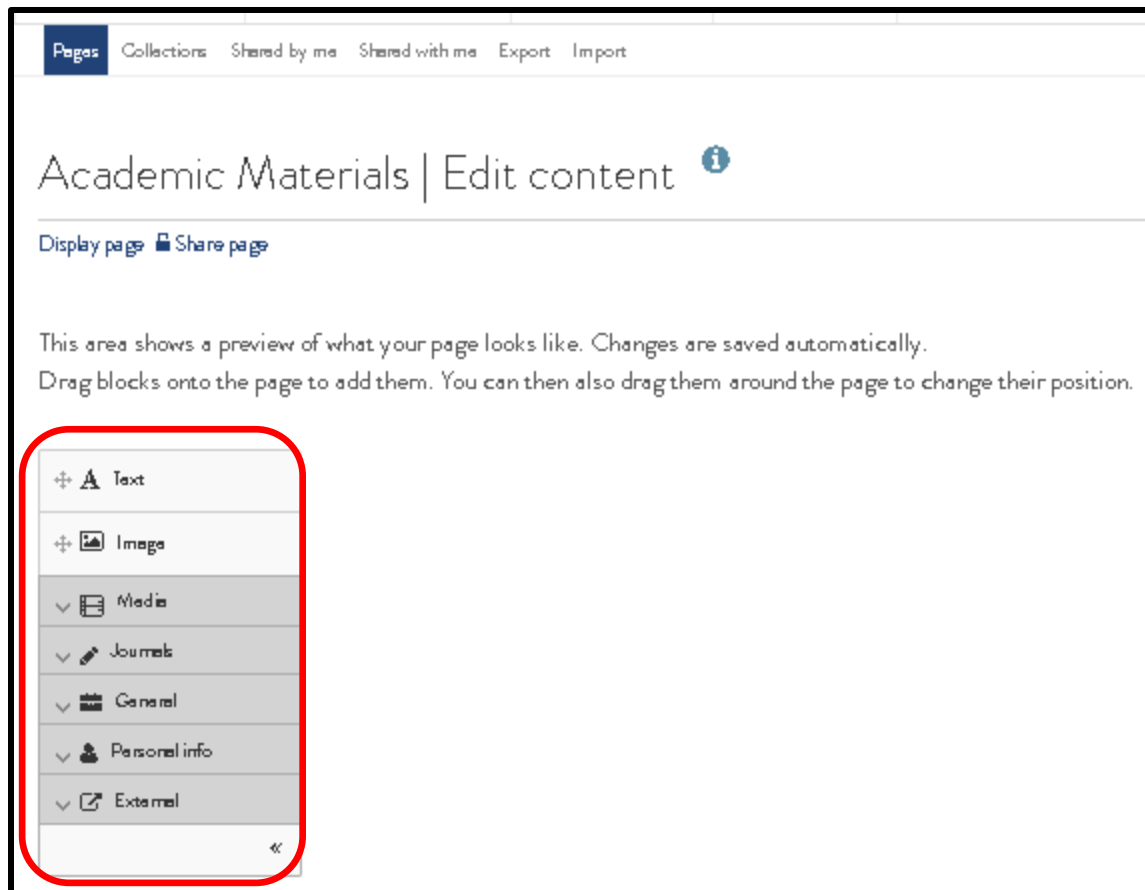
3. Under the **Pages** sub-tab, select the gray pencil icon next to the page where you wish to add content.

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The screenshot shows the 'MY EPORTFOLIO' section of the PACE University system, specifically the 'Pages' management area. At the top, there are navigation tabs: DASHBOARD, MY EPORTFOLIO (selected), CONTENT, GROUPS, and ADMINISTRATION. Below these are sub-tabs: Pages (selected), Collections, Shared by me, Shared with me, Export, and Import. The main heading is 'Pages' with an information icon. Below the heading is a search bar with a dropdown menu set to 'Title, description, tags' and a 'Search' button. To the right of the search bar are two buttons: '+ Create page' and 'Copy a page'. Below the search bar is a 'RESULTS' section containing a list of pages:

Page Name	Description	Actions
Dashboard page	Your dashboard page is what you see on the homepage when you first log in. Only you have access to it.	[Edit]
Profile page	Your profile page is what others see when they click on your name or profile picture.	[Edit]
Academic Materials		[Edit] [Delete]
Co-curricular / Extracurricular Activities		[Edit] [Delete]
Copy of Introduction		[Edit] [Delete]

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

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5. Drag and drop the icon you choose onto your page.

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Pages Collections Shared by me Shared with me Export Import

Academic Materials | Edit content i

Display page Share page

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
- Media
- Journals
- General
- Personal info
- External

«

Drag any of these icons

Onto the 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 **Block Title**
 - b. Check the **Yes** box for the copyright disclaimer
 - c. Click **Choose Files to** browse your computer to upload a file. or choose from files previously uploaded in your files section
 - d. Change the **Retractable** features by selecting an option from the drop down.
 - e. Remember to click **Save** at the bottom!

File(s) to download: Configure

Block title

FILES

Files
No files found

[My files](#) [Group files](#) [Institution files](#) [Site files](#)

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.

No

File No files selected.
(Maximum upload size 50 MB)

HOME

	NAME	DESCRIPTION	SIZE	
+	criminal profiling images			
+	Curricular Folder			
+	viewfiles	Files from copied pages		
	1.PNG		111.3K	<input checked="" type="checkbox"/>
	et_to m plate_v7.docx		266K	<input checked="" type="checkbox"/>

Retractable

Select to allow this block to be retracted when the header is clicked.

[Remove](#)