

TUTORIAL

COPYING A PAGE/COLLECTION

This tutorial will demonstrate how to copy a page, or collection of pages, from a Pace ePortfolio user. If you are in the PLV English program, this tutorial applies to you.

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

<section-header><section-header><section-header><image/><section-header><image/><section-header><image/><image/></section-header></section-header></section-header></section-header></section-header>	Login Pace username: * sk08542n Password: * Login For help, email acadiech@pace.edu or contact the ITS Helpdesk at
becaute Head of the descention of the descent of the d	914-773-3333.

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



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3. Click Copy a Page.

PACE UN	Rtfolio NIVERSITY				S. Ega
Dashboard	My ePortfolio	Content	Groups	Administration	
Pages Collect Pages Search:	ions Shared by mo	e Shared wi	th me Exp ion, tags 💌	Search	Create page Copy a page
Dashboard (Your dashboard	page d page is what you see	e on the homep	age when you	first log in. Only you have access to it	
Profile page Your profile page	e ge is what others see v	when they click	on your name	or profile picture.	

4. Scroll through the list of available pages and collections, or search for the desired page or collection.

Pages	Collections	Shared by me	Shared with me	Export	Import			
Col			action					
Co	py a pag	je or coll	ection					
Here yo have fo	ou can search th ound the page yo	rough the pages t ou wish to copy, cli	hat you are allowed ok the corresponding	to copy as g "Copy pa	a starting poi ge" button to r	nt for making a new page. You can see a preview of each page make a copy and begin customising it. You may also choose to	by clicking on its na copy the entire coll	ame. Once y ection that th
page b	elongs to by clic	king the correspor	nding "Copy collection	on" button.				
Sear	ch:		Go					
colle	ection title		Page name			Owner		
Meg	an Burke		A. Introduct	tion		Megan Burke	Copy collection	Copy page
			Academic N	laterials		Pace University ePortfolio		Copy page
Unde	ergraduate V	/ork	Academic N	laterials		🚰 Samantha Egan	Copy collection	Copy page
			Academic N	laterials		Ainsley Adams		Copy page
			Academic N	laterials		L Derek Fields		Copy page
My P	ages		Academic N	laterials		Heather Askildsen	Copy collection	Copy page
			Academic N	laterials		A Matthew Stein		Copy page
			Academic N	laterials		🔔 Daniel Pires		Copy page
			Academic N	laterials		🔔 Lindsey Ljungquist		Copy page
			Academic N	laterials		🔔 Kathryn A. Trujillo		Copy page
			~	← 1	2 3 5	7 9 11 13 \rightarrow »		
						126 pages		

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5. Select the **Copy page** button or the **Copy collection** button next to the page or collection you intend to copy.

Here you can search through the page	prection ges that you are allowed to copy as a starting	g point for making a new page. You can see a previo	ew of each page by clicking on its name. Once yo
have found the page you wish to cop page belongs to by clicking the corre	click the corresponding "Copy page" butto sponding "Copy collection" button.	n to make a copy and begin customising it. You ma	y also choose to copy the entire collection that th
Search pages:	Go Search owners:	Go	
Collection title	Page name	Owner	
CIS W	1. Rubrics	Dr. Lawler	Copy collection Copy page
CIS W	2. Showcase	Dr. Lawler	Copy collection Copy page
	Academic Materials	Pace University ePortfolio	Copy page
Undergraduate Work	Academic Materials	🚺 Samantha Egan	Copy collection Copy page
General Portfolio	Academic Materials	Amanda Vilavicencio	Copy collection Copy page
	Academic Materials	👬 Ansley Adams	Copy page
	Academic Materials	2 Derek Fields	Copy page
	Academic Materials	A Mitchell Borrero	Copy page
	Academic Materials	2 Daniel Pires	Copy page
	Academic Materials	🧘 Lindsey Ljungquist	Copy page

6. You can rename the page and add a description. Be sure to click **Save** when done.

dit title and descri	Edit layout Edit content Display page » Share page »			
Page title *	Copy of Academic Materials			
Page description	B I U ABE A · 22 · E = E = - C 2 2 I = 6 Hm. □ ? (* E E Z 0 1 = 0 1 = 2 + 2 m m ² + 1 = 0 X R & (2) Font Family • Font Size • Paragraph •			
	Font Family			
	Path: p			
Tags	Path: p Show my tags	0		
Tags	Path: p Show my tags Enter comma-separated tags for this item. Items tagged with 'profile' are displayed in your sid	ebar.		

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7. The copied page will now be available on your list of pages under the **My ePortfolio** tab.

Pages	Create page	Copy a page
Search: Title, description, tags 💌 Search		
Dashboard page Your dashboard page is what you see on the homepage when you first log in. Only you have access to it.		/
Profile page Your profile page is what others see when they click on your name or profile picture.		/
Academic Materials		/ 1
Co-curricular /Extracurricular Activities		1
Copy of Academic Materials		