TUTORIAL

THE WRITING PROGRAM ASSESSMENT PAGE

This tutorial will teach you how to upload material to your Writing Program Assessment Portfolio page. This process involves three main steps:

- I. Copy the default EWPAP to your ePortfolio
- II. Upload content to your new EWPAP
- III. Share your page with your teacher and PLV English.
 - I. Copying the default EWPAP to your ePortfolio.
 - 1. Click the **My ePortfolio** tab at the top of the page.



2. Click Copy a page.

DASHBOARD	MY EPORTFOLIO	CONTENT	GROUPS	ADMINISTRATION	
Pages Collections SI	hared by me Shared with me f	Export Import			
Pages Search: (Title, descrip [Title, description, tag	tion, tags) Sort by: s	✓ Search			Copy a page

help.pace.edu Last Updated: August 2, 2016 Acadtech@pace.edu www.pace.edu/digitaltoolkit 914 773 3664 (PLV) 212 346 1661 (NYC)

Work toward greatness.

Work toward greatness.

TUTORIAL

3. Type "writing" in the **search bar** then click **Search**.



4. Click copy page button next to the **Writing Program Assessment Portfolio** page owned by **PLV English**.

COLLECTION TITLE	PAGE NAME	OWNER
	Writing Program Assessment Portfolio	PLV English (plvenglish)

5. When the Edit title and description page loads, click **Save** at the bottom.

Page description		
✓ Paragraph ▼ B J		
р		Words: 0 ي
p		Words: 0
p Tags	Type in a search term Q	Words: 0
p Tags Search for/enter tags for this item. Ite	Type in a search term Q ems tagged with 'profile' are displayed in your sidebar.	Words: 0
p Tags Search for/enter tags for this item. Ite Name display format *	Type in a search term Q ems tagged with 'profile' are displayed in your sidebar. Display name (Heather Askildsen (haskildsen)) •	Words: 0

help.pace.edu Last Updated: August 2, 2016

Work toward greatness.

TUTORIAL

II. Upload content to your EWPAP page

1. Click the Gear button in the area in which you want to edit and/or add content.

Writing Program	n Assessment Portfolio Ec	lit content 🏮
Display page 🔓 Share page		🖋 Edit content
This area shows a preview of Drag blocks onto the page t	f what your page looks like. Changes are saved au to add them. You can then also drag them around	tomatically. the page to change their position.
+ A Text	÷ 🛍	÷ 🗇
🕂 🔝 Image	English 110	English 120
🗸 🖽 Media		
🗸 🖋 Journals	+ LITERACY NARRATIVE	+ DISCOURSE
🗸 💼 General	Essay.pdf - Monday, 24 August 2015 [7.8KB]	NARRATIVE
Personal info External «	Replace this file with a PDF of the appropriate essay for this block.	Essay.pdf - Monday, 24 August 2015 [7.8KB] Replace this file with a PDF of the appropriate essay for this block.
	+ RESEARCH ESSAY	

2. Click FILES.

×	Literacy Narrative: Configure	
	Block title	Literacy Narrative
ent Port	FILES	
rs like Chan	Retractable Select to allow this block to be retracted	No •
then also dr	Save <u>Cancel</u>	

help.pace.edu Last Updated: August 2, 2016

Work toward greatness.

TUTORIAL

3. Remove the dummy file by clicking **Remove**.

FILES			^
Files			
•	Essøy.pdf		X Remove

4. Once the file is removed, **check Yes** next to upload file and click **Choose Files** to browse your computer for your document(s).

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.

5. Wait until the file upload is complete. You will see a green success message.



Work toward greatness.

TUTORIAL

6. Then scroll down and click **Save**.

August 20 DF of the	Retractable	No	•	
block.	Select to allow this block to be retracted when	the header is clicked.		
C	Save Cancel			

III. Share the page

1. While editing your Writing Portfolio page, click **Share page** at the top, below the page title.

Writing Program Assessment Portfolio Edit content 🏼 🛈
Display page 🔓 Share page

2. Here you can change permissions to give others access to your page.

Share Edit access 🏮			
Collections	Pages Writing Program Assessment Portfolio	٩	ADVANCED OPTIONS 🗸
SHARED WITH		FROM	то
Share with •	Who do you want to share with?		
Save Cancel			

help.pace.edu Last Updated: August 2, 2016



TUTORIAL

3. Click **Share with** and select the option that works best for you. We recommend selected **Registered Users**.



- Public gives everyone access to your page.
- Registered Users only allows those with a Pace ePortfolio login to view your page.
- Friends allow anyone in your Friend list to view your page.
- Pace allows everyone with a Pace login to view your page (Same as Registered Users)
- Groups-allows all members of all or one group to view your page.
- 4. You may also share with one of your **groups** or specific individuals
 - Use this option to search for **PLV English** under **Users** and click the plus sign next to their name to give them access.

SHARED WITH		
1 Users	Search	
Share with	• PLV English (plvenglish)	
Save <u>Cancel</u>		

help.pace.edu Last Updated: August 2, 2016

TUTORIAL

5. After making your selection, **leave Access start/end date/time blank**.



6. Hit the Save button at the bottom.

Sh	are Edit access 🔞
Col	llections
	Q
	SHARED WITH
Ŵ	Users PLV English (plvenglish)
	Share with •
Sav	ve <u>Gancel</u>

Acadtech@pace.edu www.pace.edu/digitaltoolkit 914 773 3664 (PLV) 212 346 1661 (NYC)

Work toward greatness.