# ACADEMIC TECHNOLOGIES (ITS)

**PACE UNIVERSITY**

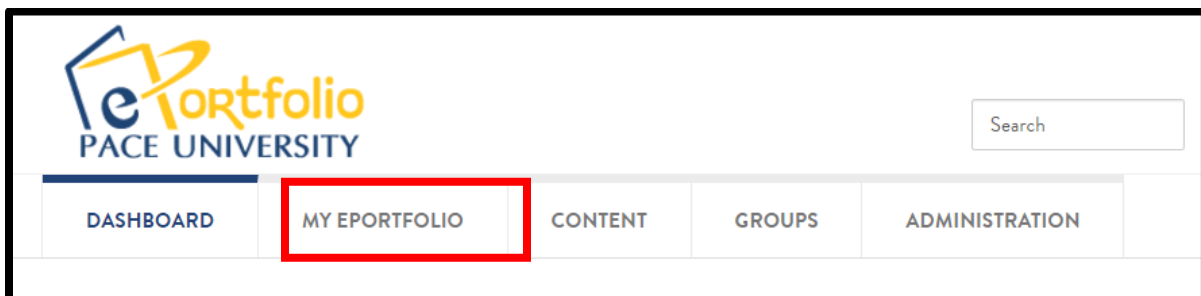*Work toward greatness.*

## 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:**
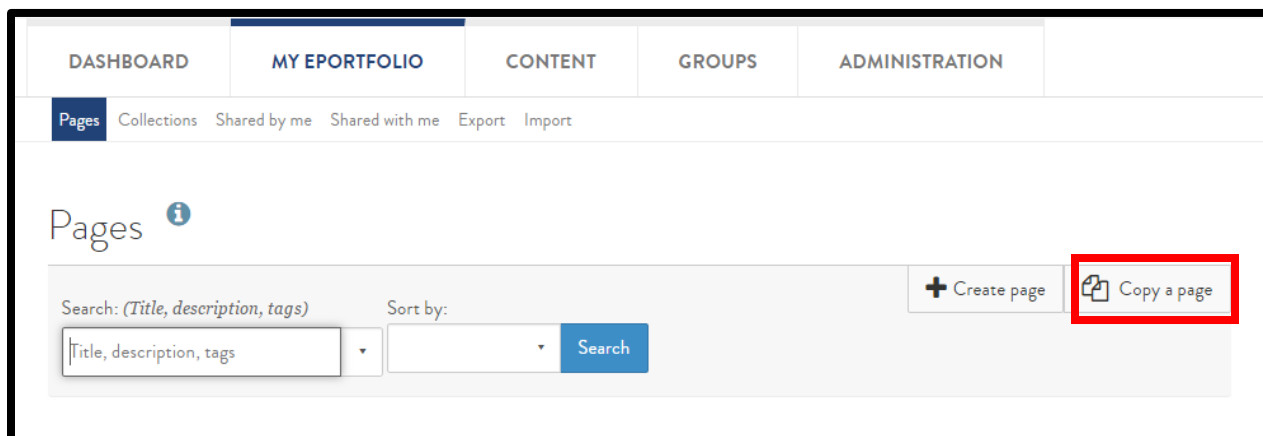
I. Copy the default EWPAP to your ePortfolio

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.

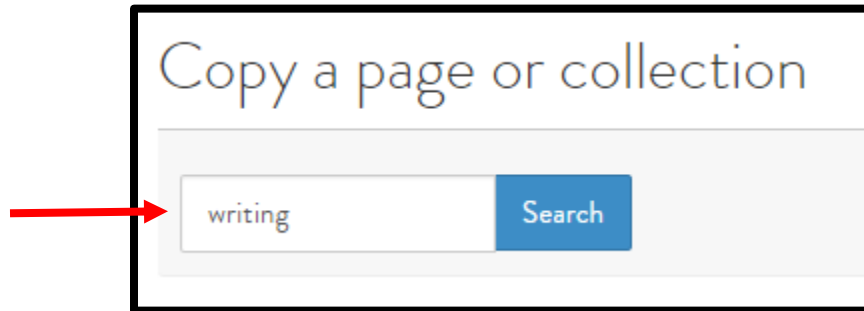1. Click the **My ePortfolio** tab at the top of the page.
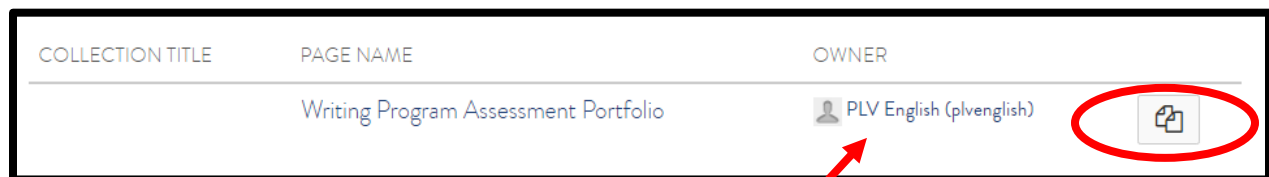


2. Click **Copy a page**.

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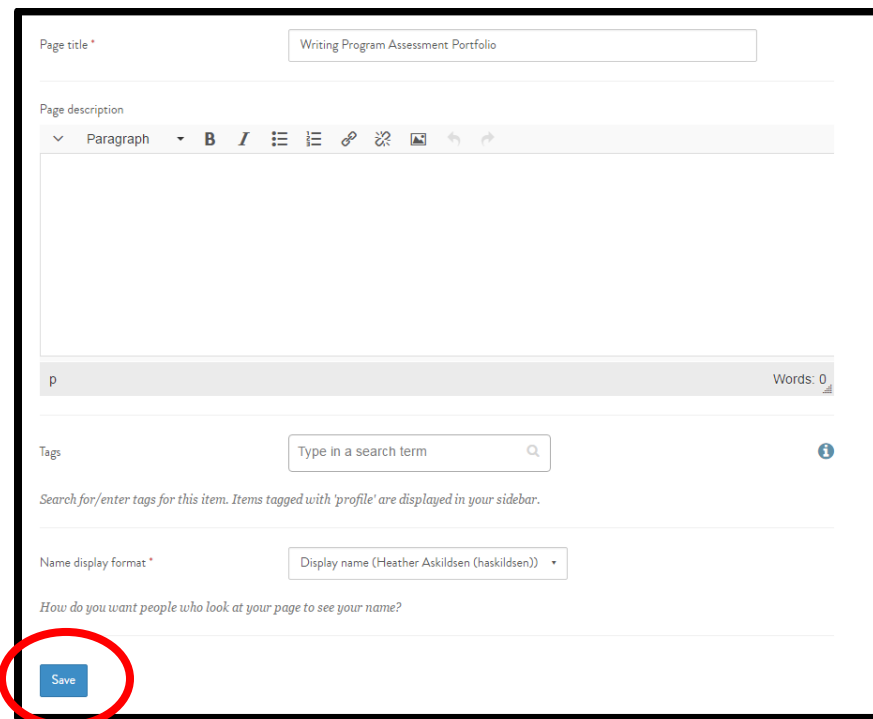914 773 3664 (PLV)
212 346 1661 (NYC)

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**.
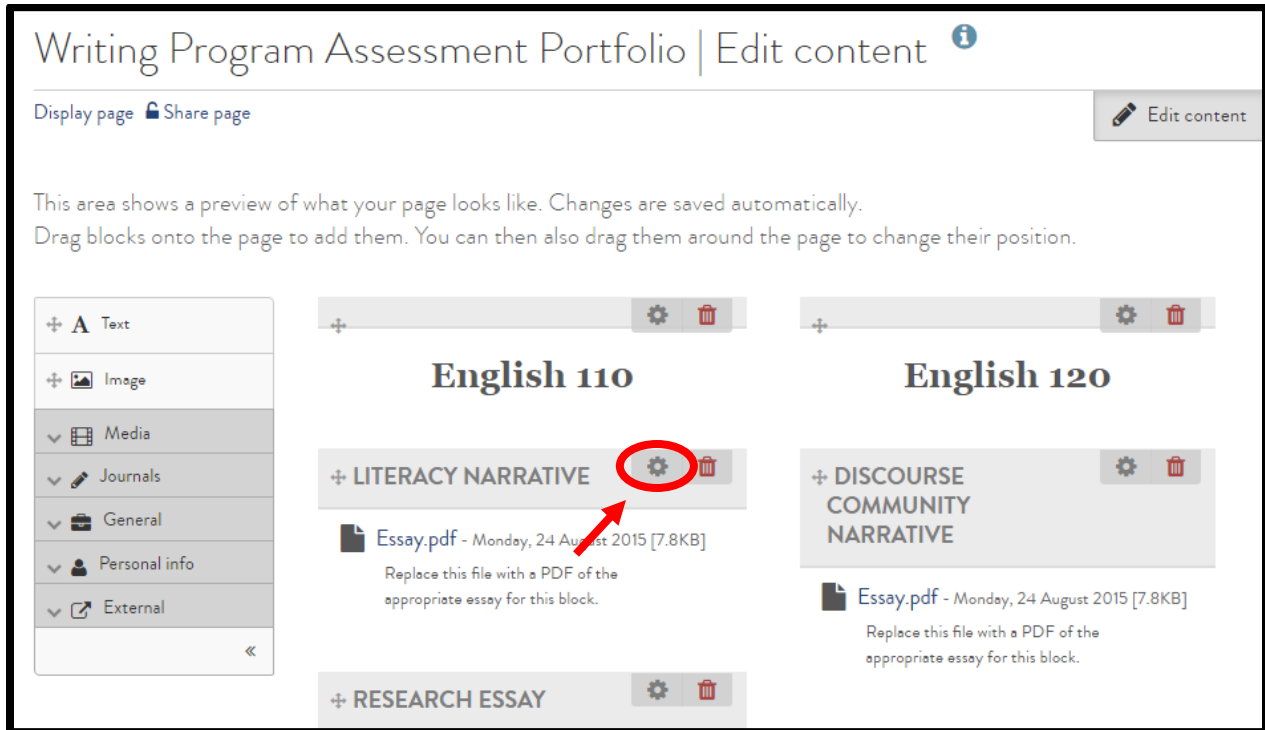


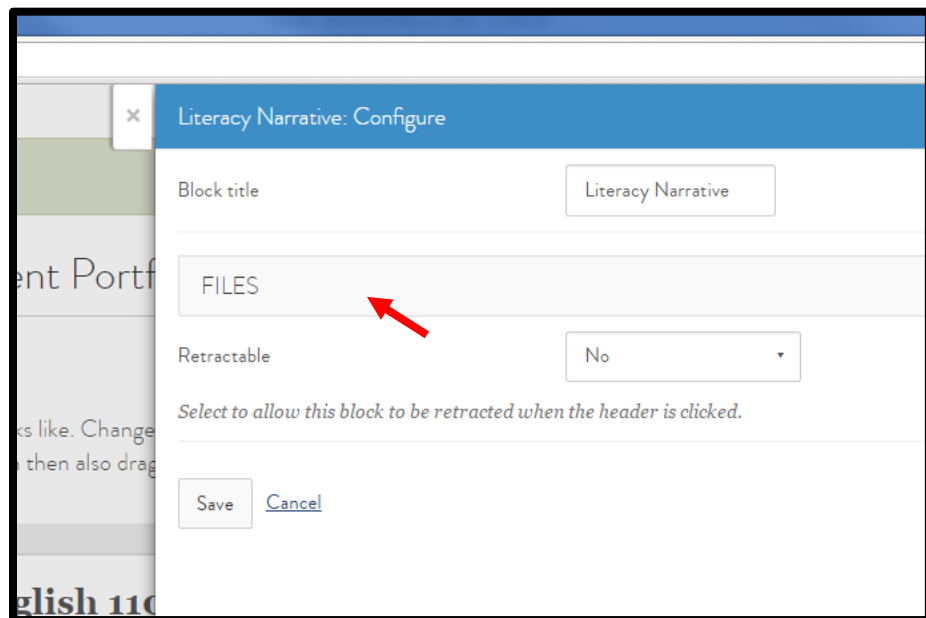5. When the Edit title and description page loads, click **Save** at the bottom.

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## 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.
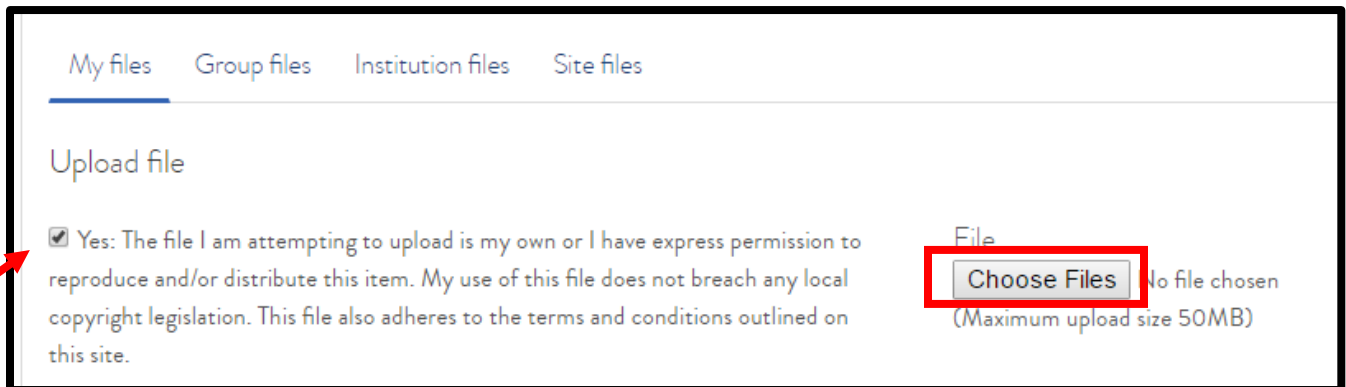


2.   Click **FILES**.

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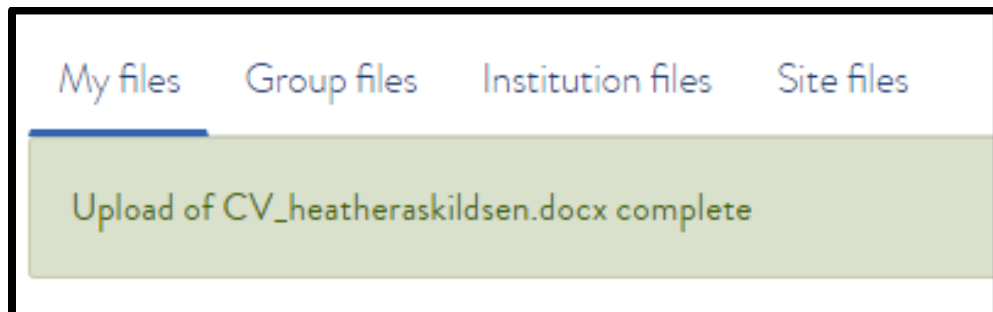914 773 3664 (PLV)
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3. Remove the dummy file by clicking **Remove**.



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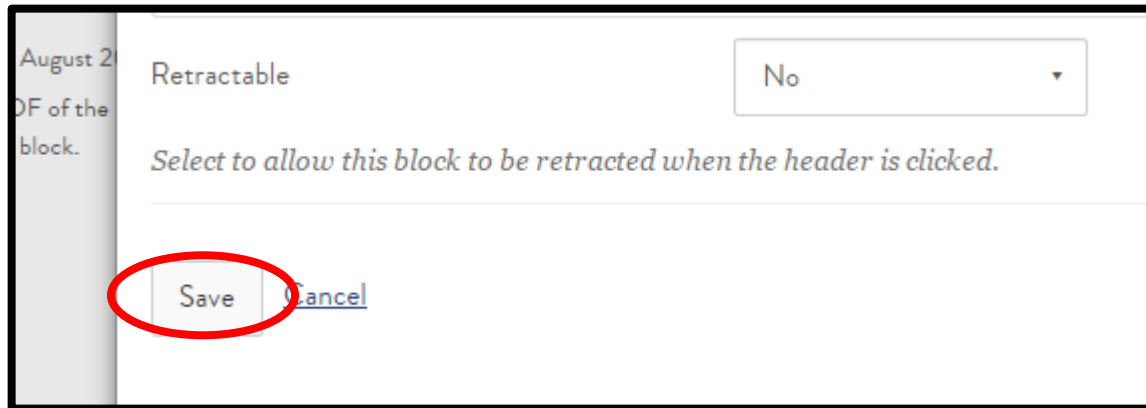


.

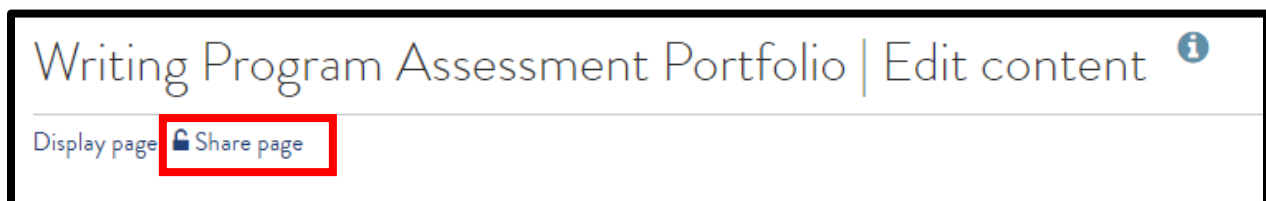5. Wait until the file upload is complete. You will see a green success message.



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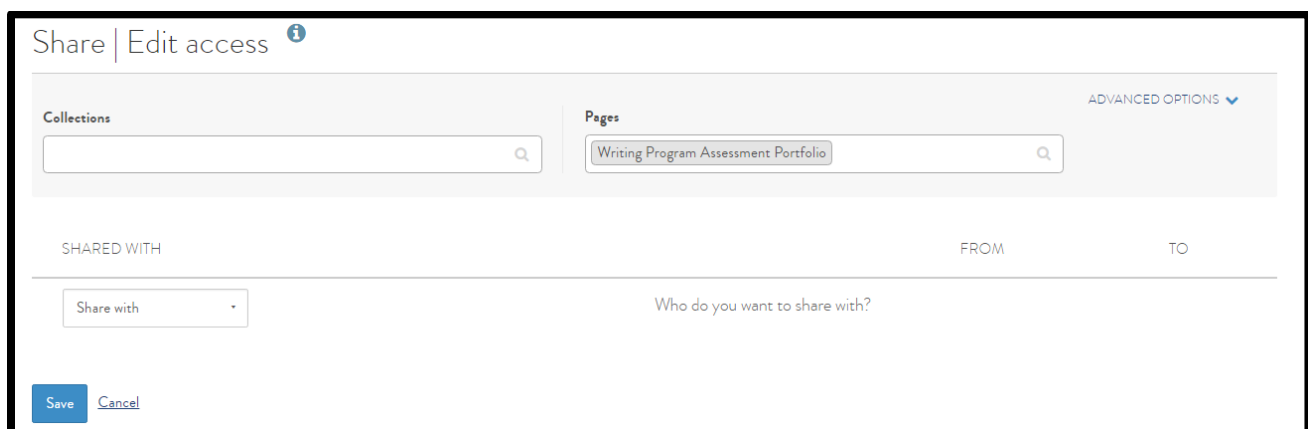
6. Then scroll down and click **Save**.



### III. Share the page

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



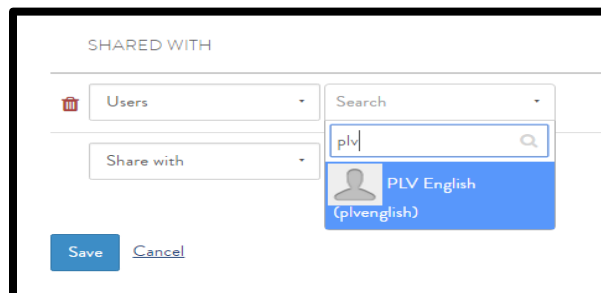2. Here you can change permissions to give others access to your page.

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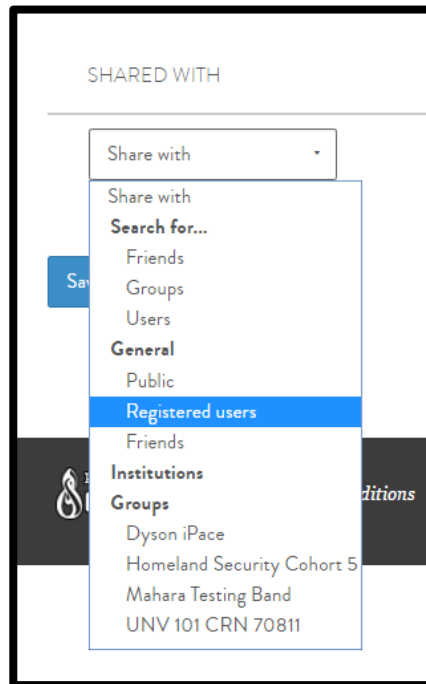


- Public gives everyone access to your page.
- Registered Users only allows those with a Pace ePortfolio login to view your page.
- Friends allow anyone in your Friend list to view your page.
- Pace allows everyone with a Pace login to view your page (Same as Registered Users)
- Groups—allows all members 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.
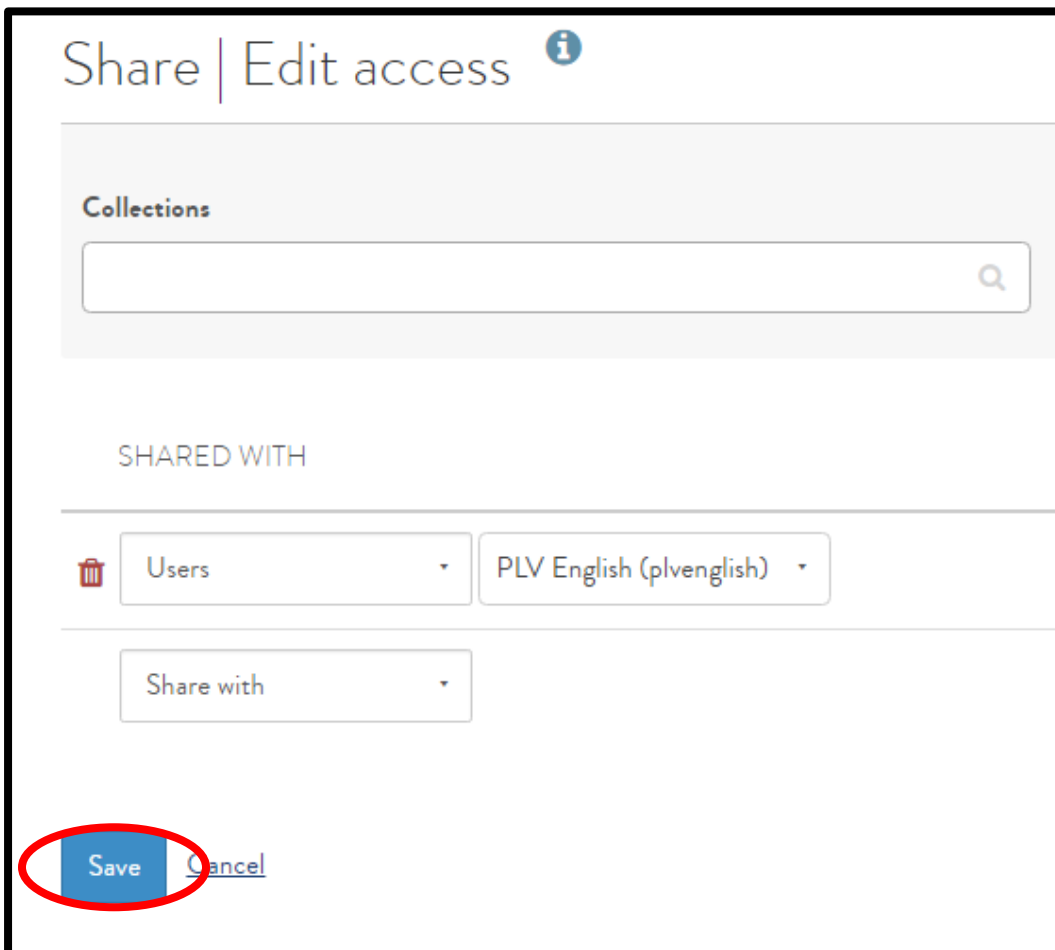
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5.  After making your selection, **leave Access start/end date/time blank**.



6.  Hit the Save button at the bottom.

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