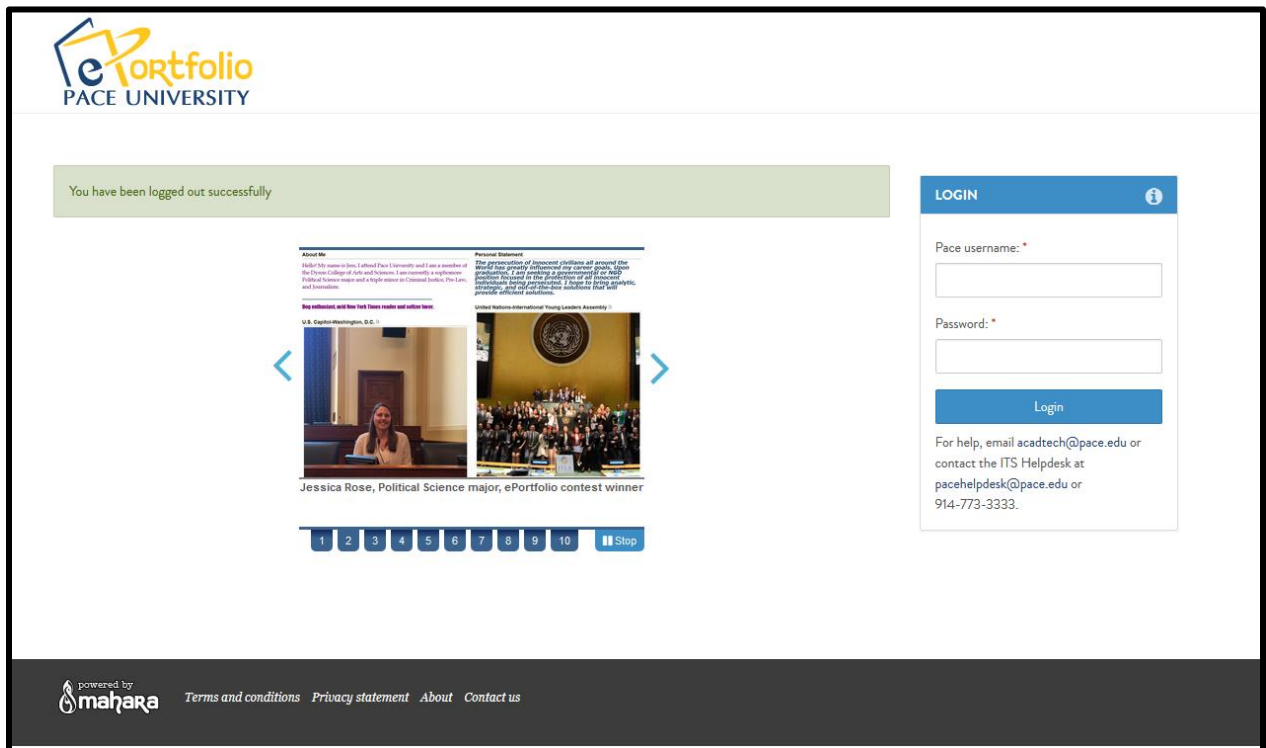


TUTORIAL

EDIT CONTENT

This tutorial will show you how to edit content blocks in your ePortfolio pages.

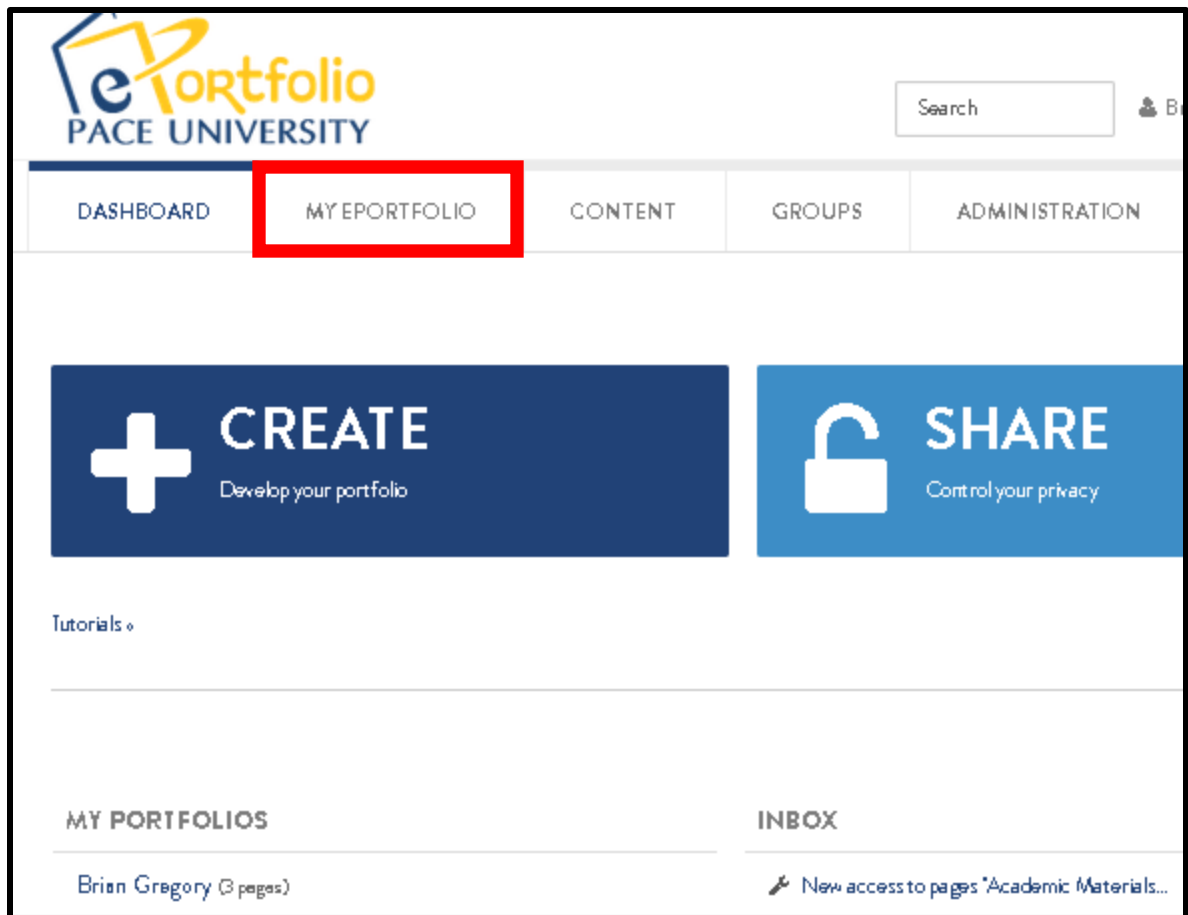
1. Log in to <https://eportfolio.pace.edu> with your Pace username and password.



The screenshot displays the 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 slide show with two visible images: one of a woman (captioned 'Jessica Rose, Political Science major, ePortfolio contest winner') and another of a group of people at a 'United Nations International Young Leaders Assembly'. Navigation arrows and a numbered list (1-10) are below the slide show. On the right, a 'LOGIN' form is present with fields for 'Pace username: *' and 'Password: *', a 'Login' button, and contact information: 'For help, email acadtech@pace.edu or contact the ITS Helpdesk at pacehelpdesk@pace.edu or 914-773-3333.' At the bottom, there is a footer with 'powered by mahara' and links for 'Terms and conditions', 'Privacy statement', 'About', and 'Contact us'.

2. Click **My ePortfolio**.

TUTORIAL



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

TUTORIAL

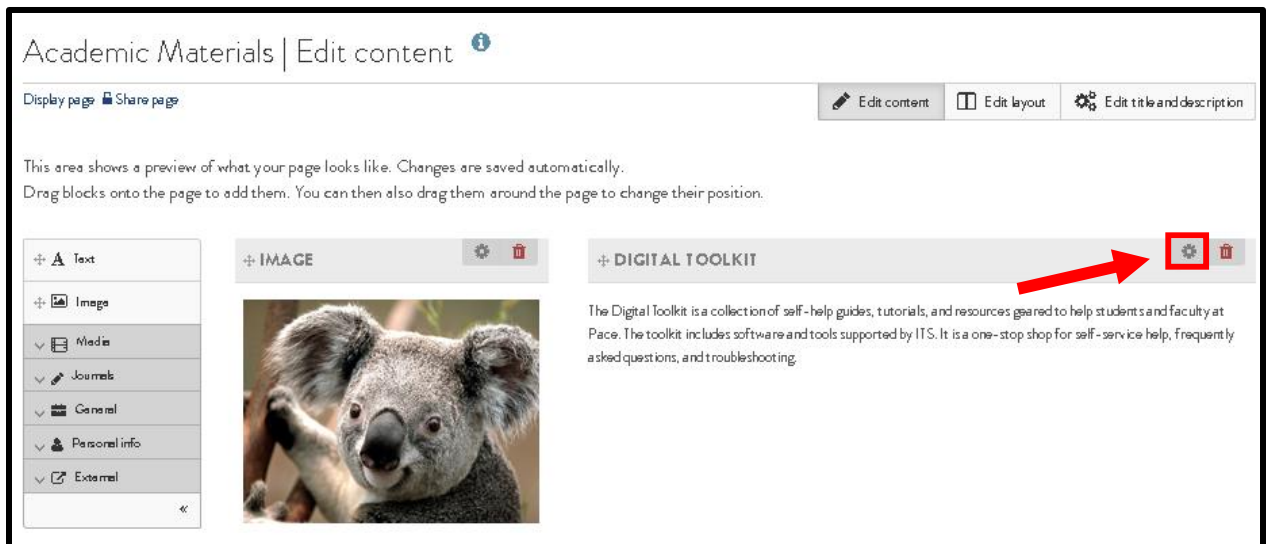
The screenshot shows the 'MY EPORTFOLIO' section of the PACE University system. The 'Pages' tab is active, displaying a list of pages under the heading 'RESULTS'. The list includes:

- 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: This row has a settings icon (gear) highlighted with a red square, and a delete icon (trash).
- Co-curricular / Extracurricular Activities: This row has edit and delete icons.
- Copy of Introduction: This row has edit and delete icons.

At the top of the page, there are navigation tabs: DASHBOARD, MY EPORTFOLIO, CONTENT, GROUPS, and ADMINISTRATION. Below these are sub-tabs: Pages, Collections, Shared by me, Shared with me, Export, and Import. A search bar and a 'Sort by' dropdown are also visible. Buttons for '+ Create page' and 'Copy a page' are located at the top right of the page list.

4. Click the settings icon “” in the corner of the content box you wish to edit.

TUTORIAL



5. A dialog box will appear allowing you to edit your content. Click **Save** when finished.

