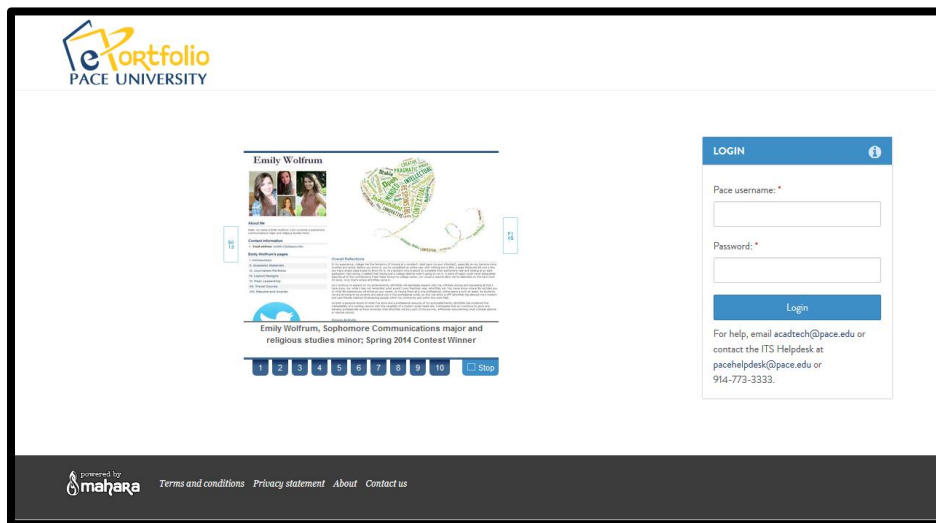


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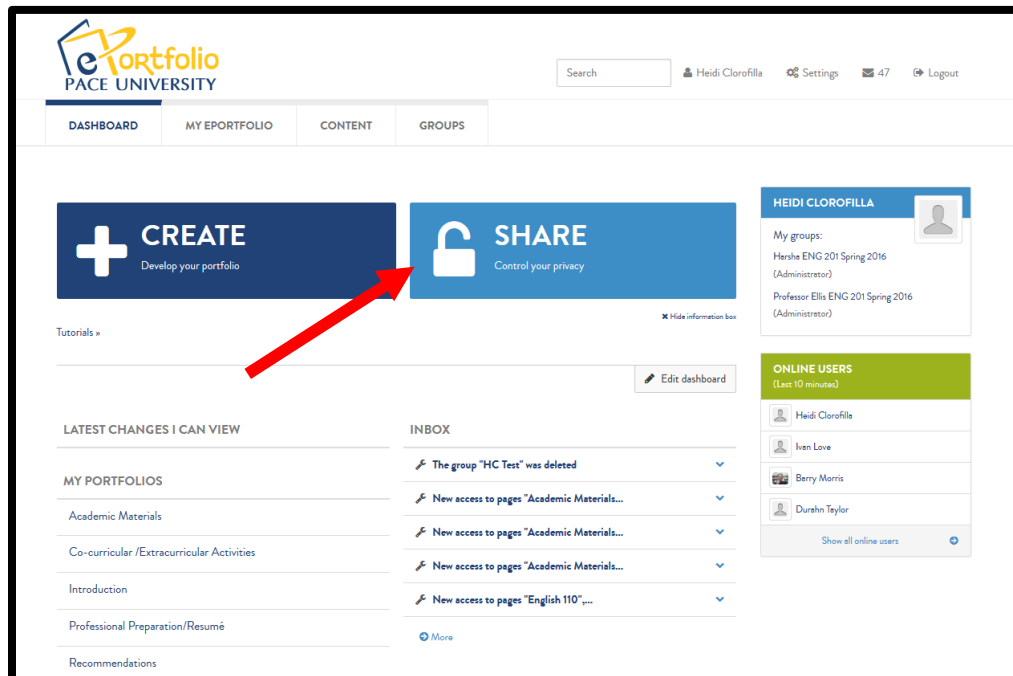
SHARE PAGES AND COLLECTIONS

This tutorial demonstrates how to share a page or collection on ePortfolio.

1. Log in to <https://eportfolio.pace.edu/> with you Pace Username and Password.

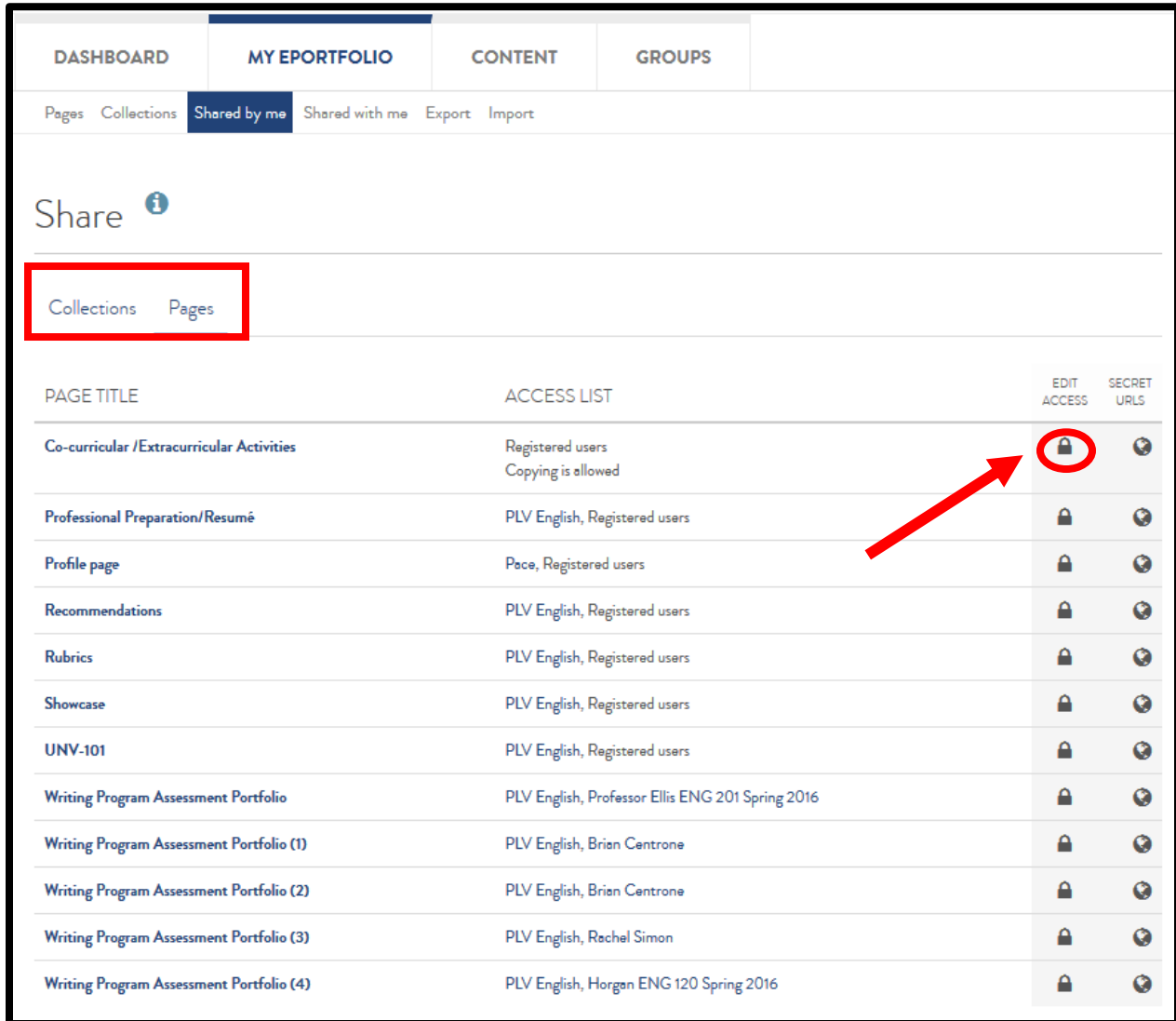


2. Click on the **Share** button.



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- At the top of the page select **Collections** or **Pages**. Click the **gray lock** icon next to the page you want to share.



The screenshot shows the 'MY EPORTFOLIO' section with a 'Share' sub-section. Below the 'Share' header, there are two tabs: 'Collections' and 'Pages', both highlighted with a red box. Below the tabs is a table with columns for 'PAGE TITLE', 'ACCESS LIST', 'EDIT ACCESS', and 'SECRET URLS'. The first row, 'Co-curricular /Extracurricular Activities', has a lock icon in the 'EDIT ACCESS' column, which is circled in red and pointed to by a red arrow. Other rows include 'Professional Preparation/Resumé', 'Profile page', 'Recommendations', 'Rubrics', 'Showcase', 'UNV-101', and four 'Writing Program Assessment Portfolio' entries.

PAGE TITLE	ACCESS LIST	EDIT ACCESS	SECRET URLS
Co-curricular /Extracurricular Activities	Registered users Copying is allowed		
Professional Preparation/Resumé	PLV English, Registered users		
Profile page	Pace, Registered users		
Recommendations	PLV English, Registered users		
Rubrics	PLV English, Registered users		
Showcase	PLV English, Registered users		
UNV-101	PLV English, Registered users		
Writing Program Assessment Portfolio	PLV English, Professor Ellis ENG 201 Spring 2016		
Writing Program Assessment Portfolio (1)	PLV English, Brien Centrone		
Writing Program Assessment Portfolio (2)	PLV English, Brien Centrone		
Writing Program Assessment Portfolio (3)	PLV English, Rachel Simon		
Writing Program Assessment Portfolio (4)	PLV English, Horgan ENG 120 Spring 2016		

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4. Confirm that the page(s) or collection(s) you would like to share are displayed. You can share multiple pages/collections at once.

Share | Edit access ⓘ

Collections

Pages

ADVANCED OPTIONS ▾

SHARED WITH FROM TO

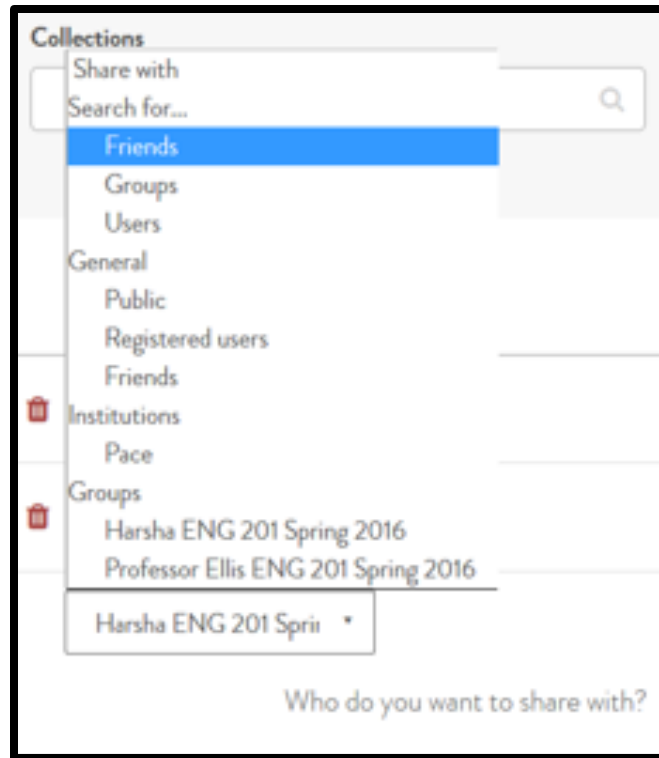
Registered users

Share with

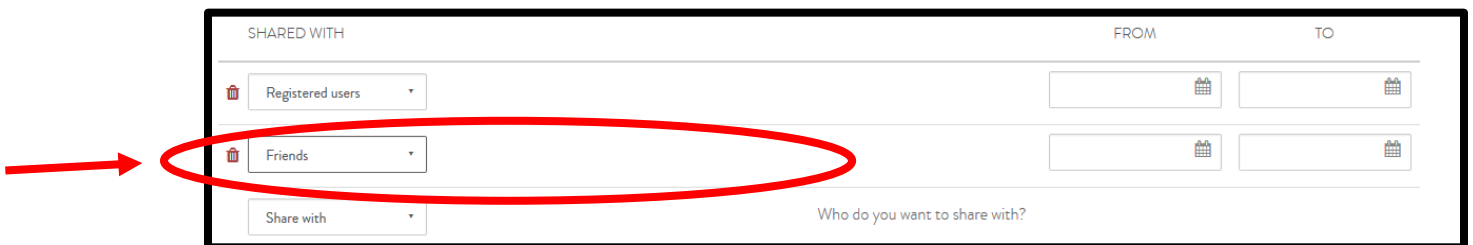
Save Cancel

5. There are several options to sharing you page/collections:
 - **FRIENDS:** Open to a select group of Pace ePortfolio users who you've friended, or whose friend request you have accepted.
 - **GROUPS:** Open to Pace ePortfolio groups of your choosing. No membership required.
 - **USERS:** Open to individual Pace ePortfolio users of your choosing.
 - **PUBLIC:** Anyone, in or outside of the Pace Community, will be able to view your page/collection. Your pages will show up when searched for in a search engine such as Google. If you choose this option, you can use the following URL to share your pages/collection: <https://eportfolio.pace.edu/public/YourUsername>
 - **REGISTERED USERS:** Open to anyone on the pace Community who logs into ePortfolio. Note that the "Share with my institutions" setting is the same as the "Registered users" setting.

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- Once you click an option from the drop down menu, it will appear in your **SHARED WITH** list. We recommend leave the Access Start date/time and Access end date/time blank.



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7. Click Save at the bottom to save those permissions.

