



SHARE PAGES AND COLLECTIONS

This tutorial will show you how to share your pages/ collections with students, faculty and/or outside users. Scroll down to page five to learn how to generate a secret URL which will give you a link to share. Anyone that has the secret URL will be able to see your page/collection.

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



2. Click the large green **Share** button.





3. Click **Shared by me**. Click the gray pencil icon next to the page, or collection, whose access settings you want to edit.

Collections	Access list	Edit access	Secret URLs
General Portfolio	Public, Logged-in users, Friends		
Pages			
Copy of Academic Materials			
Copy of Co-curricular /Extracurricular Activities			
Copy of Resumé			
Copy of Showcase			
Copy of The Amanda Show			
Copy of Travel / Future Plans			
Profile page	Pace, Public, Logged-in users		

4. Place a check in the box next to the page(s) or collection(s) you would like to share. You can share multiple pages/collections at once.

Edit access

By default, only you can see your collections and pages. You can share pages with others by adding access rules below. You may set multiple items to have identical settings by choosing them from the checkboxes. Once you are done, scroll down and click "Save" to continue.

Secret URLs cannot be set on this page as they must be generated individually. To set secret URLs, please return to the list of collections and pages.

Collections

General Portfo...

Pages Select all Select none

Copy of Academ... Copy of Co-cur... Copy of Resumé Copy of Showcase Copy of The Am... Copy of Travel...

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5. There are several options for sharing your page:

◇ **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:

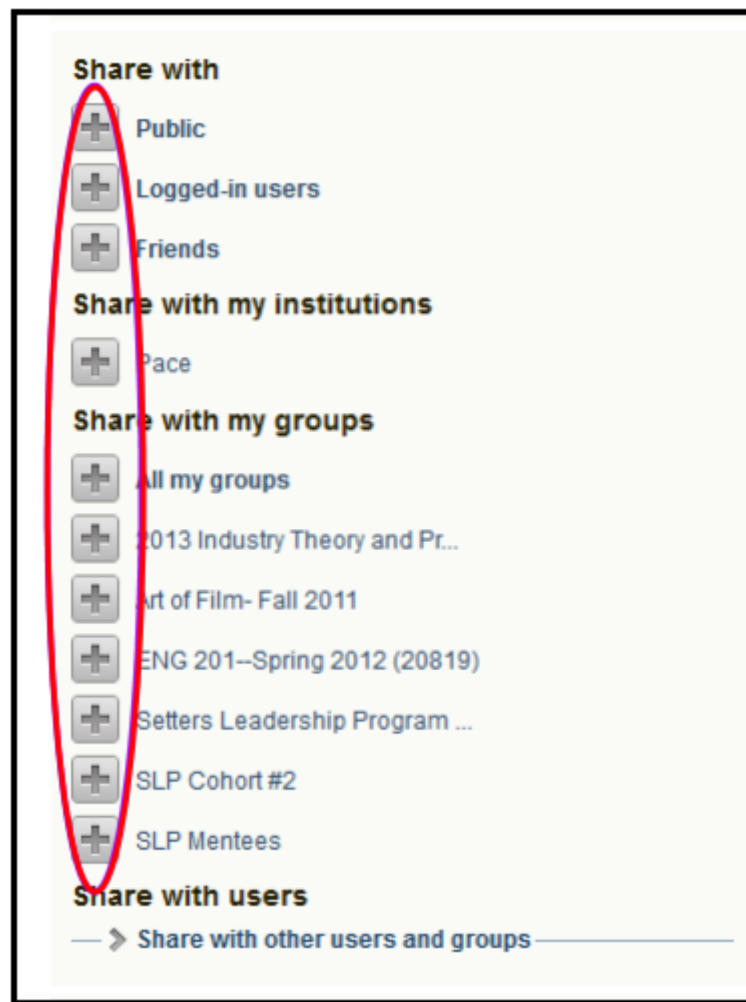
<https://eportfolio.pace.edu/public/YourUsername>

◇ **Logged-in users:** Open to anyone in the Pace community who logs into ePortfolio. Note that the “share with my institutions” setting is the same as the “logged in users” setting.

◇ **Friends:** Open to a select group of Pace ePortfolio users who you’ve friended, or whose friend requests you accepted.

◇ **Users:** Open to individual Pace ePortfolio users of your choosing.

◇ **Groups:** Open to Pace ePortfolio groups of your choosing. No membership required.





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6. Click **add** next to the sharing option you would like. You may choose multiple options. If you do not choose any, your page will be private.

Your setting will now appear on the right hand side of the page where you can adjust the period of time others have access to this page. You can leave it open to give the users your selected indefinite access (this can always be edited).

***Note: Check with your instructor to confirm how long they will need access to you page(s).**

Added	Access start date/time	Access end date/time	Comments
Friends	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Allow <input type="checkbox"/> Moderate
Logged-in users	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Allow <input type="checkbox"/> Moderate
Public	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Allow <input type="checkbox"/> Moderate

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

→ **Advanced options**



Secret URL

To share your pages or collections with someone outside the University without making your page/collection public, you can generate a **Secret URL**.

1. To do this, click **Shared by Me** under the **Portfolio** tab. Select the **Secret URL** icon.



2. Click **add** new secret URL. You can create several unique URLs for various audiences.





- A URL will only be created for the selected page or collection.
***Note: If you are generating a secret URL for a collection, all pages within the collection can be accessed via this link**

Secret URLs: General Portfolio ⁱ

<https://eportfolio.pace.edu/view/view.php?t=f54AyjOcUYK7BM3hS9EH>

New secret URL

Generate a new secret URL for General Portfolio

My Notes: