

How to Turn On/Off the Instruction Feature

A Guide for Students and Faculty

Who is this for? This guide is for students and faculty to learn how to turn on/off the instruction feature.

Step 1: Identify the section you want to turn the instruction feature on for and click the gear icon on the right. This will open the “Section Settings” window on the left side of the browser. (See images 1 and 2)

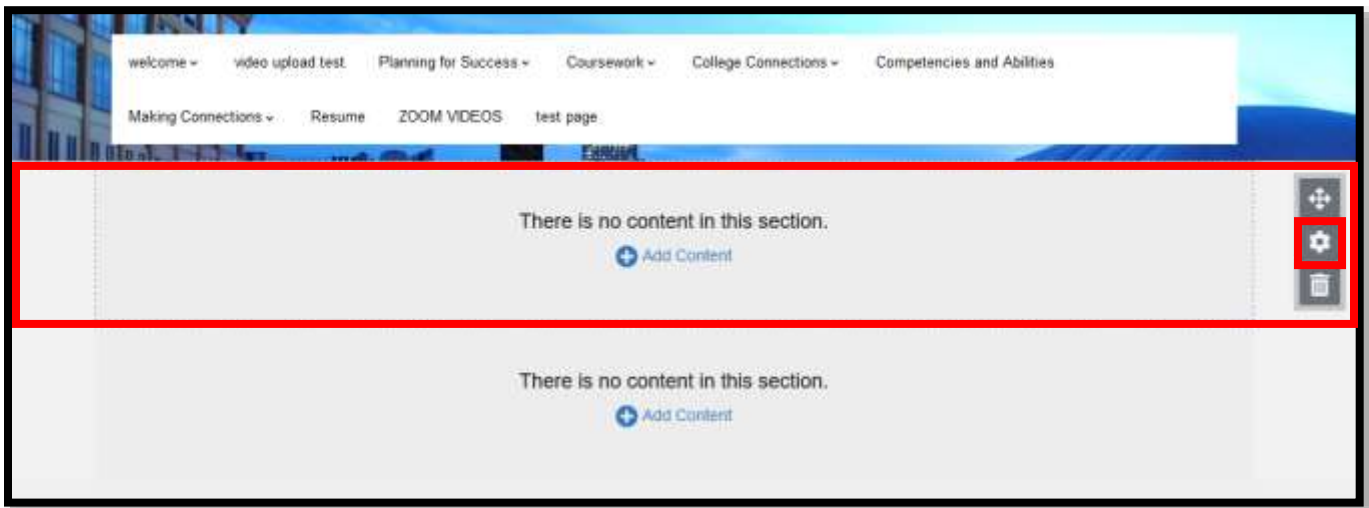


Image 1

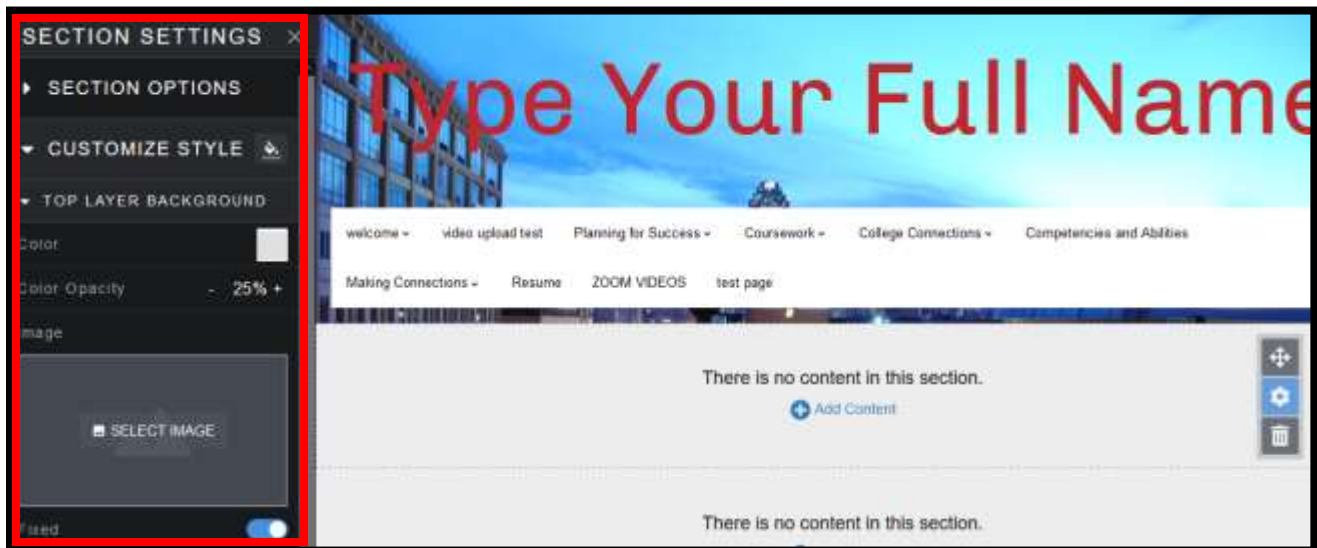


Image 2

Step 2: Next, click on “Section Options” to open the menu and scroll down to toggle the "Turn section into instruction" button on. Once turned on, the section will have a grey bar at the top with the text “Instructions – Only viewable while editing” and a lock icon. (See image 3 and 4)

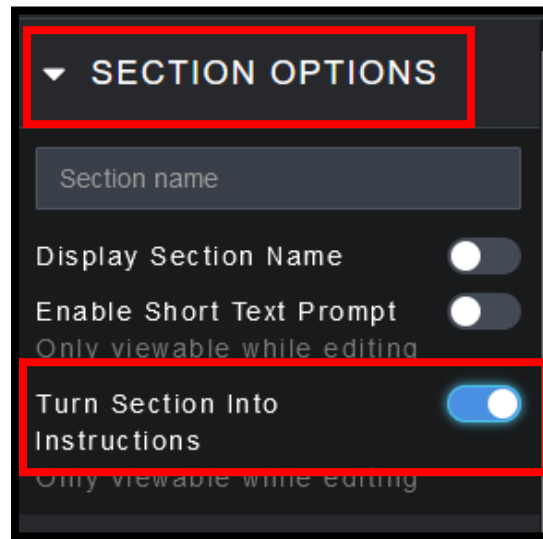


Image 3

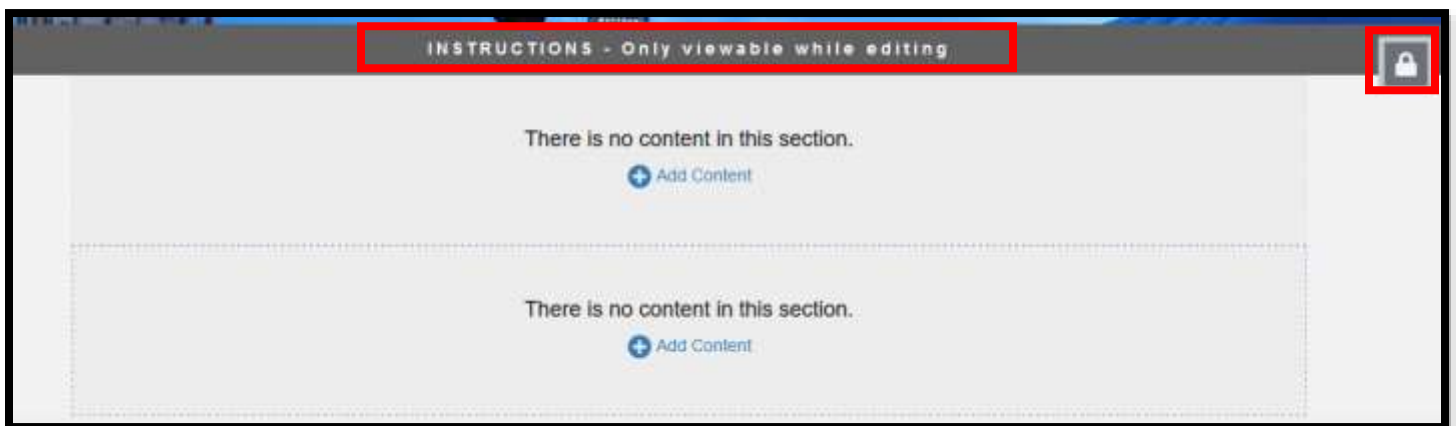


Image 4

Step 3: To turn off the instruction feature, click the lock icon to unlock the section and follow steps 1 – 3 to toggle the "Turn section into instruction" button off.

That's it. If you have any questions, contact the ePortfolio team or visit the MB-57 office.