

How to Add a New Page or Subpage to an ePortfolio

A Guide for Students and faculty

Who is this for? This guide is for students and faculty who want to add a new page or subpage to an ePortfolio.

Step 1: Click the “lock” icon in the navigation section of your ePortfolio to unlock the navigation. (See image 1)



Image 1

Step 2: Next, hover over the navigation bar and click on the “edit” icon to open the “Page Settings.” (See Image 2)

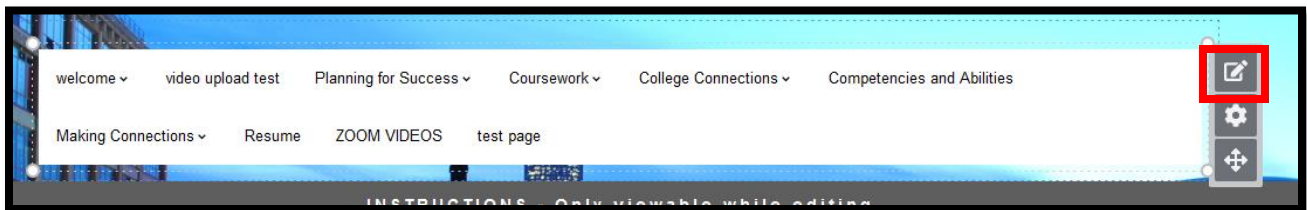


Image 2

Step 3: In the “Page Settings,” you will see a list of pages in your ePortfolio. To add a new page, click the “Add New Page” button. A new page will be added to the bottom of the list. Type in the name of the new page. (See Images 3, 4 and 5)

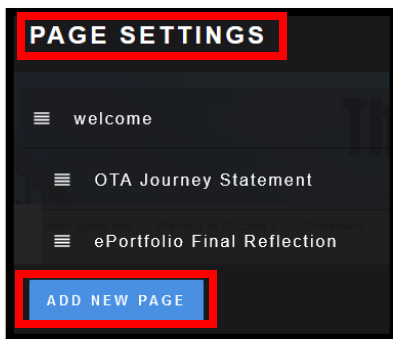


Image 3

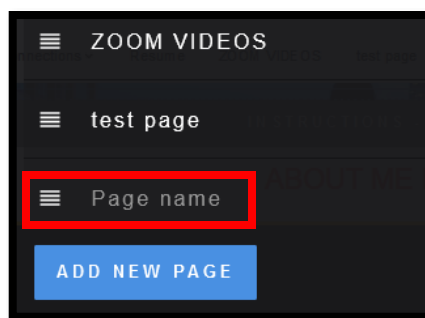


Image 4

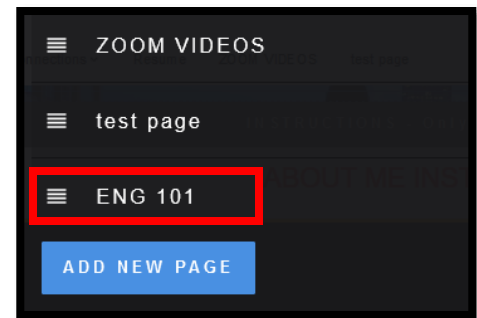


Image 5

Step 4: Click and drag the handle of the new page up to a new position in the navigation. (See Images 6 and 7)

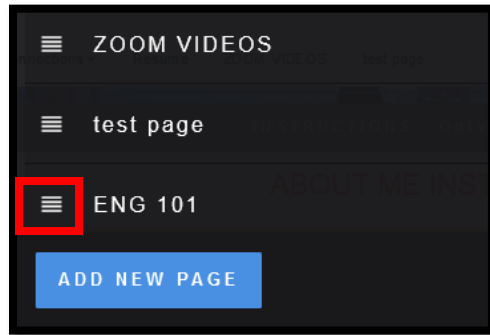


Image 6

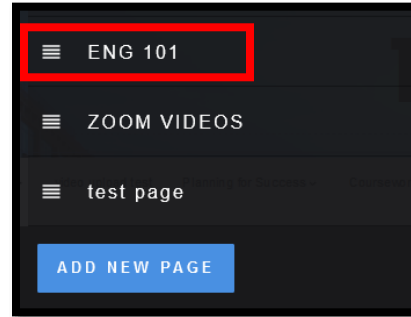


Image 7

Step 5: To make the new page a subpage, drag the new page below the page you want to make it a subpage to. Then move it to the right until it snaps into place tabbed in underneath the page. Then click "Save." (See image 8)

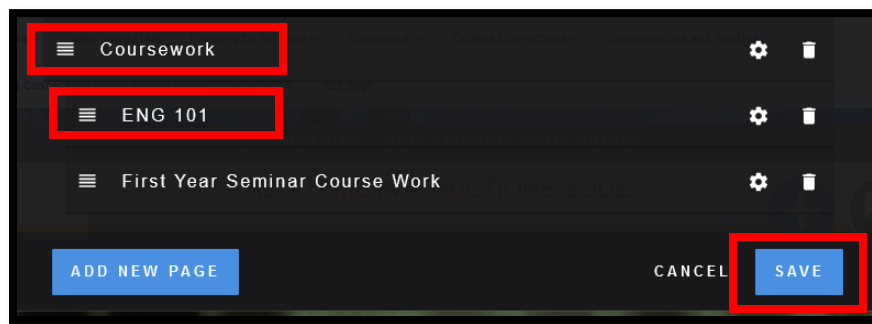


Image 8

Step 6: Alternatively, you can also add pages in the navigation hierarchy by clicking at the end of a page or subpage title. Then press the enter (PC) or return (Mac) key on your keyboard and the new page will be added in the same tabbed position as the original page or subpage. In this example, clicking the enter/return key after the "welcome" title will create a new page after all of the welcome page's subpages. (See image 9)

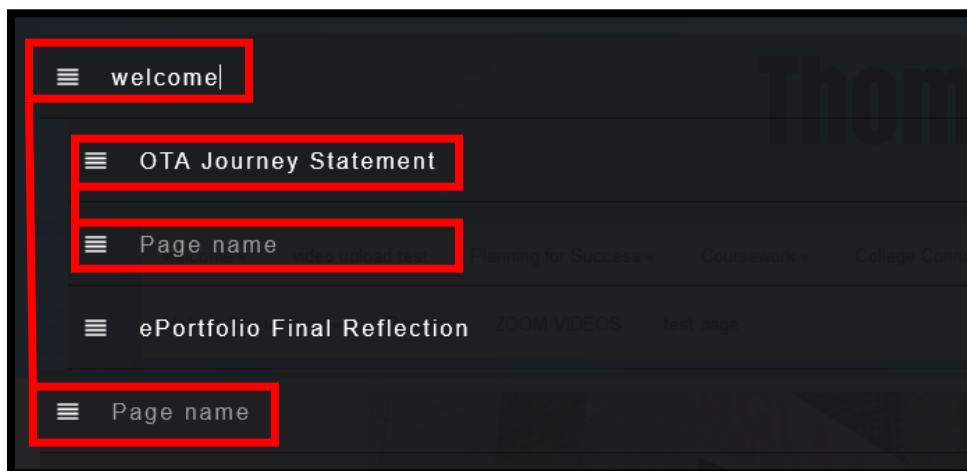


Image 9

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