

How to Add Sections

A Guide for Students and Faculty

Who is this for? This guide is for students and faculty who want to organize their ePortfolio. Sections are used to organize content within the pages of ePortfolio. Pages can contain multiple sections, and each section can contain multiple modules and modules hold different kinds of content such as documents, images, text, and videos.

Step 1: To add a new section under an existing section, click on the (+) sign at the bottom of the page. (See Image 1)

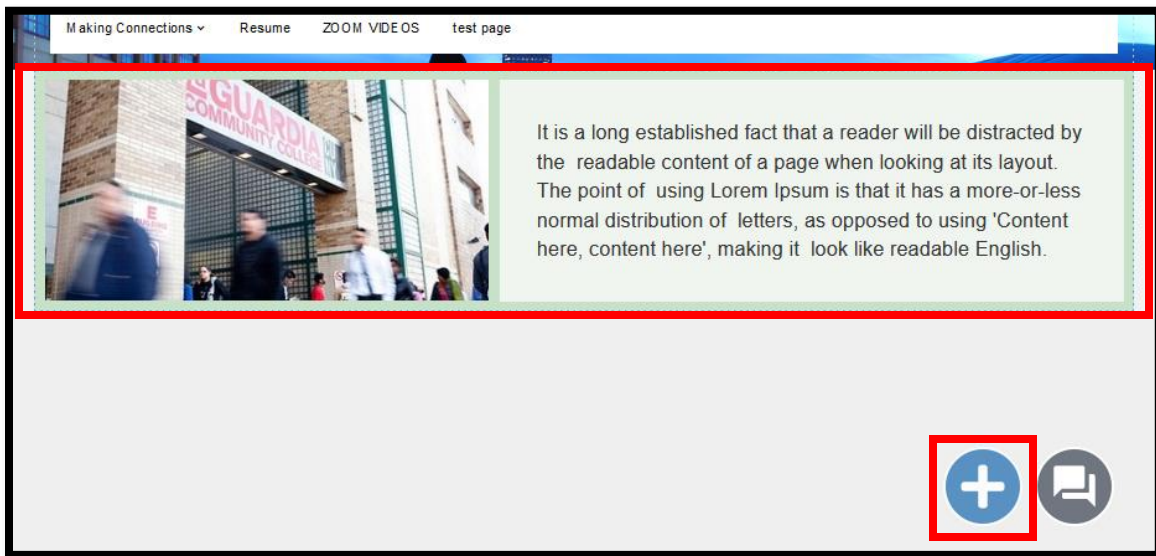


Image 1

Step 2: In the Library, scroll to the "More Ways to Add Content" area and click on the "Section Module." (See image 2)

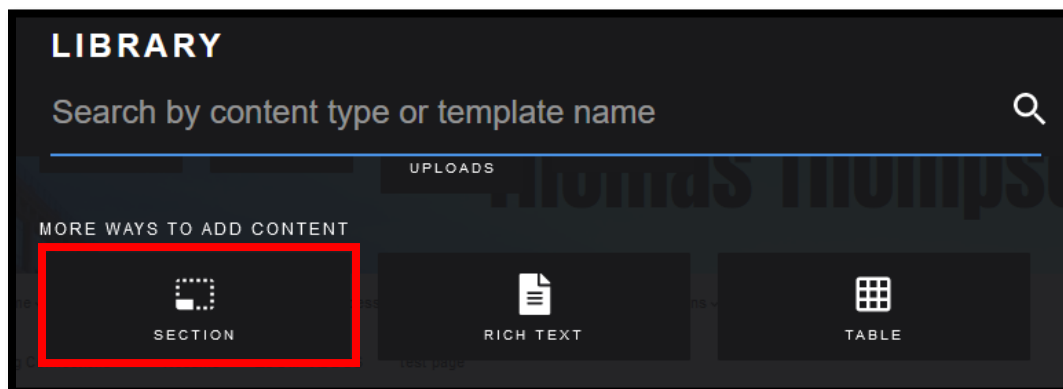


Image 2

Step 3: The new section will be added below any currently existing sections. To add content to the new section, click the “Add Content” button or the (+) sign to access the Library. In the Library, you can choose to add modules or upload files. (See *image 3*)

**** Note: Please see our tutorial on uploading files. ****

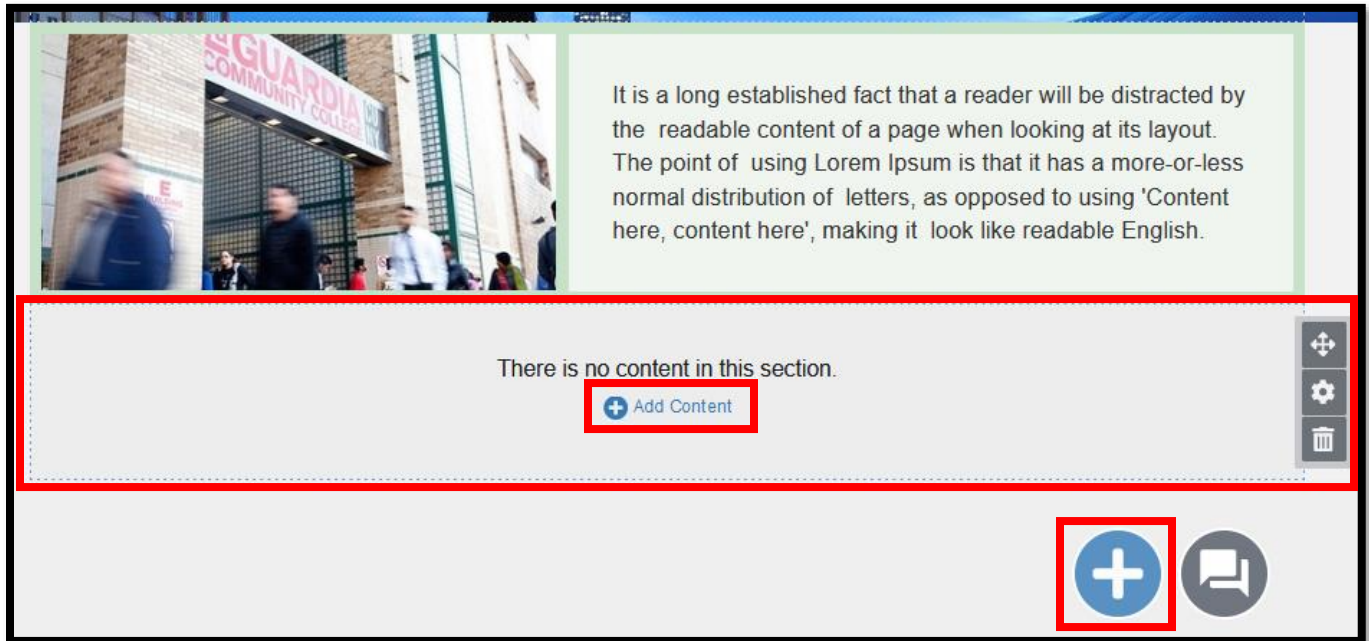


Image 3

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