

How to Use the Organizer Tool to Replicate Content

A Guide for Students and Faculty

Who is this for? This guide is for anyone that wants to easily replicate/recreate content from one page to another page in the same ePortfolio or to a different ePortfolio.

Step 1: Go to the page with the content you want to replicate. Then click on the collapsed menu icon in the upper right-hand corner and select the “Organize” option from the drop-down. (See *image 1*)

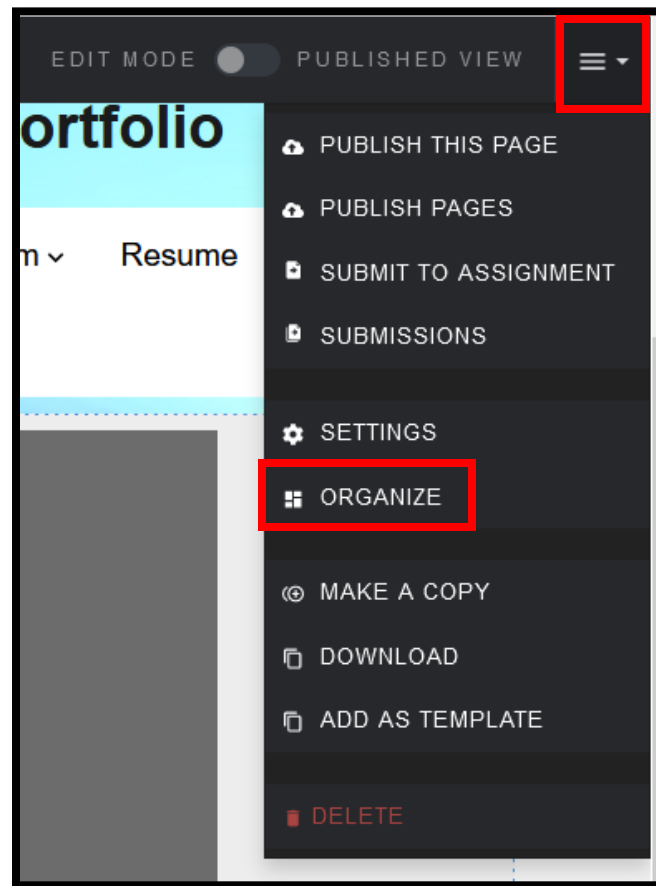


Image 1

Step 2: In the “ePortfolio Organizer” window you will see a split screen view, with your ePortfolio on the left and two options on the right, “Show another ePortfolio” and “Show Current ePortfolio.” Choose which ePortfolio you want to replicate the content in by choosing one of the options. For this example, I’m going to replicate the content in the current ePortfolio. (See *image 2*)

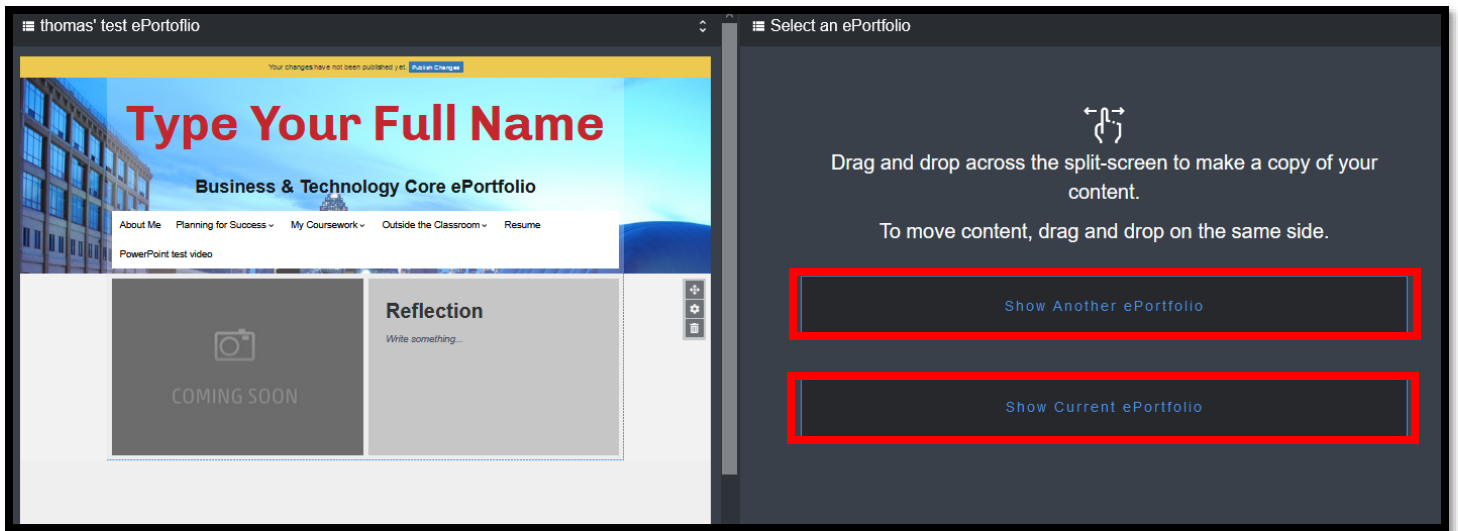


Image 2

Step 3: To replicate content on the same page, click the content you want, then click and drag the move icon to copy the content over to the page. Copy over as much as you need. Since I'm replicating content on the same page of an ePortfolio, you will see it update live. Once finished, click the "X" to close the "Organize Tool." (See image 3)

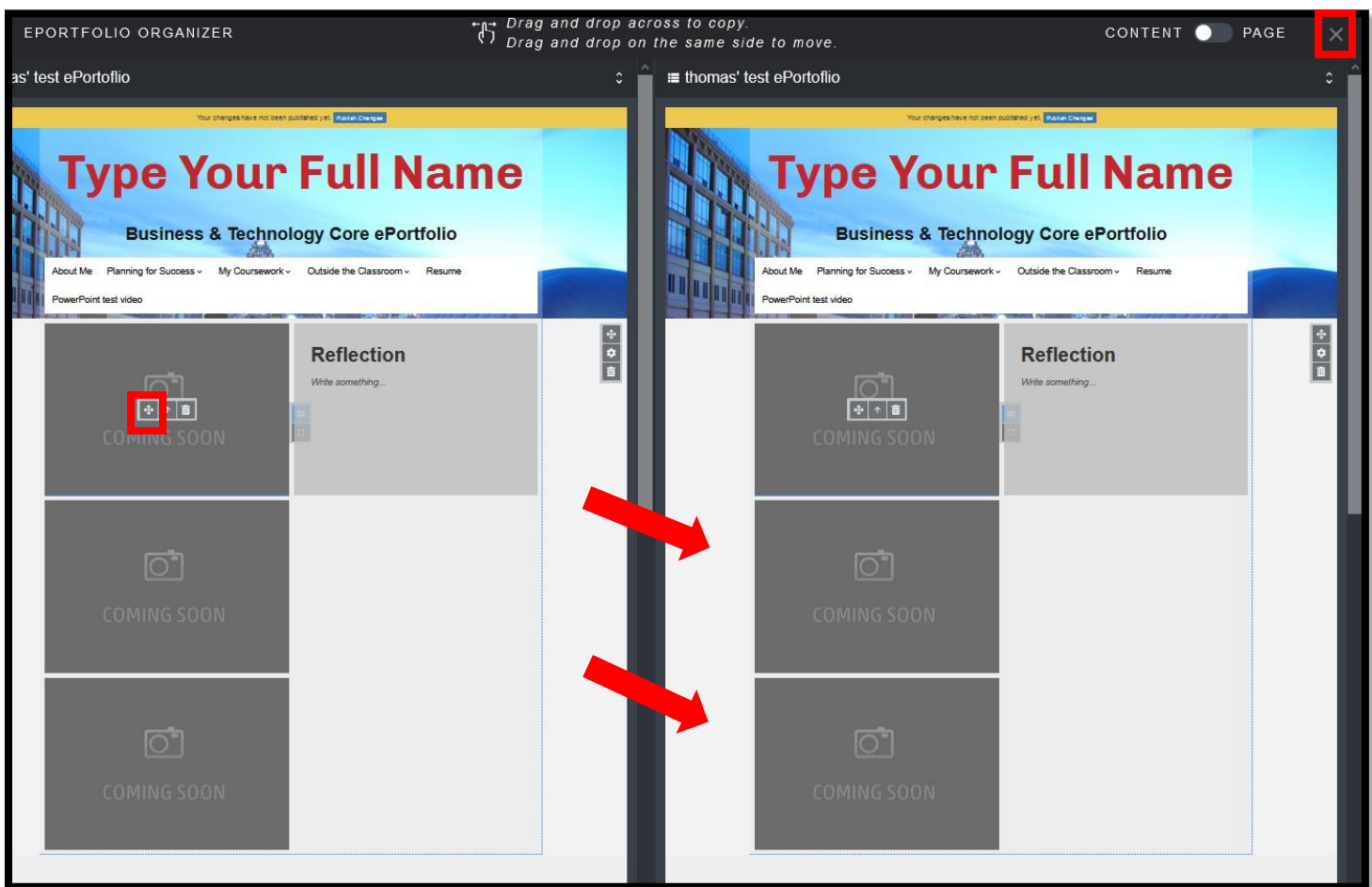


Image 3

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