

Creating/Editing Your ePortfolio from a Template

1. Once you have finished the initial setup of your ePortfolio, you will be brought into the ePortfolio to start modifying it. At the top of the page you will see three tabs: “**Edit**”, “**Preview**” and “**Published.**” The “**Edit**” tab will allow you to makes changes to or add content to your ePortfolio. The “**Preview**” tab will allow only you to see the changes you have made as they would appear once published. The “**Published**” tab will show you what visitors to your ePortfolio see. (See image 1.1)



Image 1.1

2. To edit the name and URL of an existing section, follow these steps: In the “**View Section**” area click on the “**Add/Edit**” tab. Select the pencil icon next to the name of the section you wish to edit. (See image 1.2)

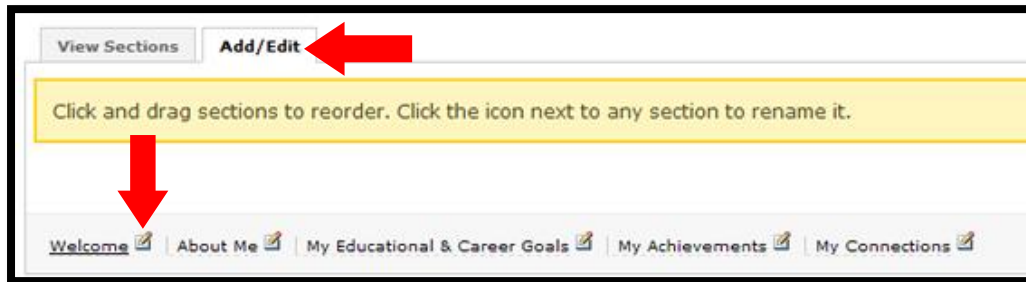


Image 1.2

3. Once you add or edit the name of the section, you also need to update the URL for that section. To change the URL of the section click on the link for “**Show Advanced.**” From here, you can change the URL for the section. **Note:** The section name and the URL should match. Click the “**Save**” button. (See Images 1.3 and 1.4)

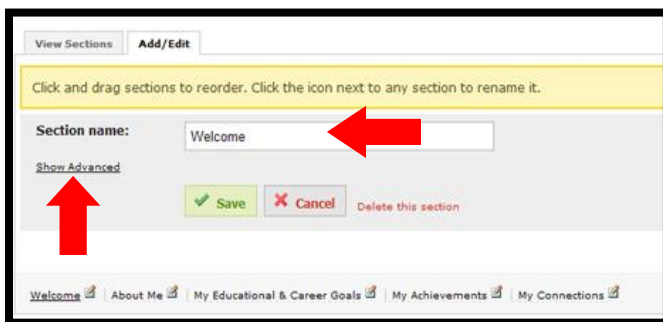


Image 1.3

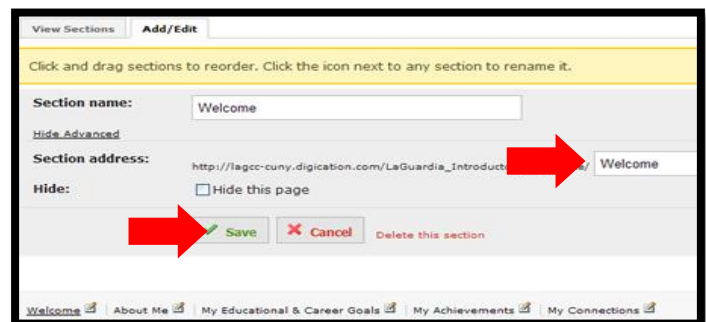


Image 1.4

- To create a new section in your ePortfolio, follow these steps: In the **“View Sections”** area, click on the **“Add/Edit”** tab. To add a section, click on the **“Add Section”** button on the right side. Type in the section name and then hit the **“Save”** button. **Note:** New sections will automatically have the URL created for them. To reorder sections, make sure you are in the **“Add/Edit”** tab, simply drag and drop the sections. (See images 1.5, 1.6 and 1.7)

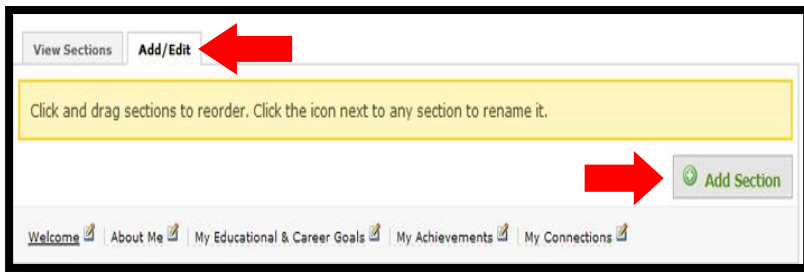


Image 1.5

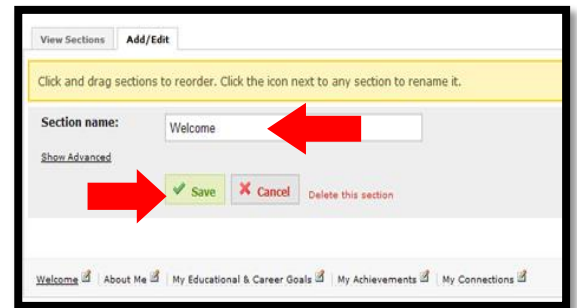


Image 1.6

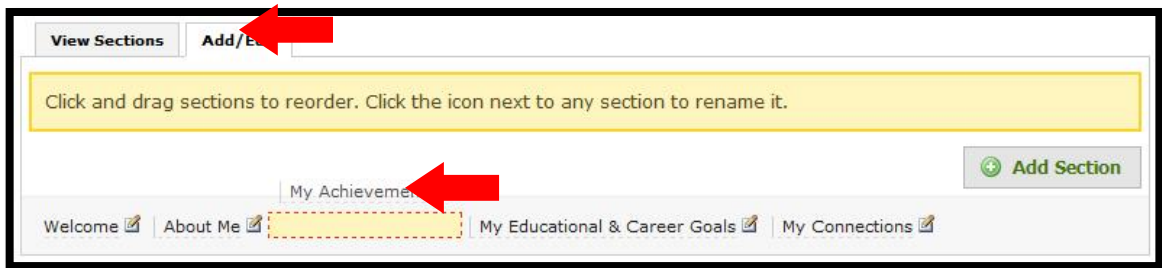


Image 1.7

- To **edit** the name and URL of a subpage click on **“Add/Edit”** In the **“View page”** area. Click on the pencil icon next to the name of the subpage. Rename the subpage. When done, update the URL for that subpage. To change the URL of the subpage click on the link for **“Show Advanced”** and you will see advanced options. From here, you can change the URL for the subpage. **Note:** The subpage name and the URL should match. Click the **“Save”** button. (See images 1.8, 1.9 and 1.10)

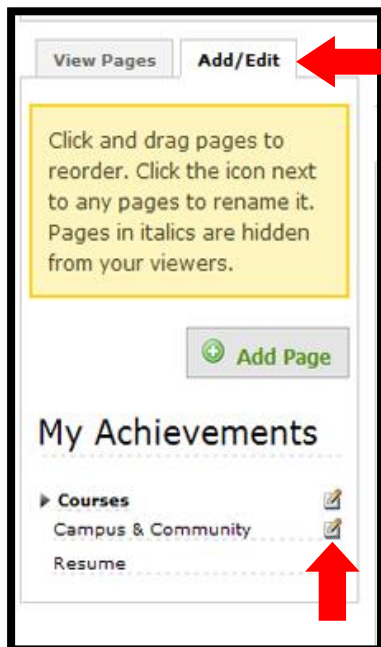


Image 1.8

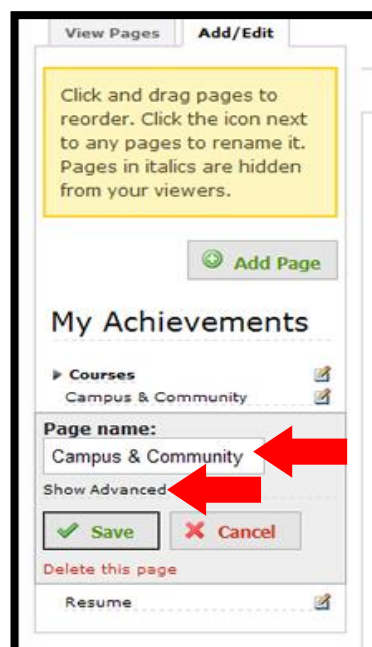


Image 1.9

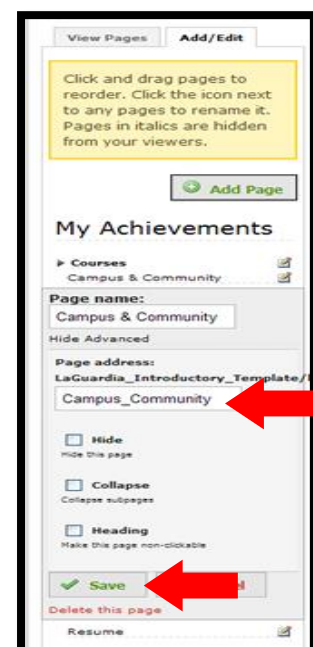


Image 1.10

6. To **create or add** new subpages for each section of your ePortfolio, click on **“Add/Edit”** in the **“View Pages”** area. Click on the **“Add Page”** button. Name the subpage; when done, click **“Save.”** Repeat this process to create the remaining subpages of each section of the ePortfolio. **Note:** New subpages will automatically have the URL created for them. (See image 1.11 and 1.12)

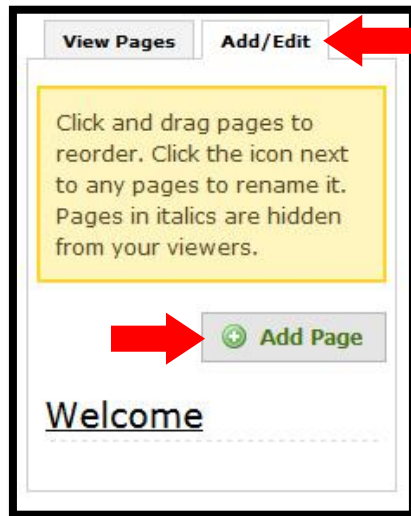


Image 1.11

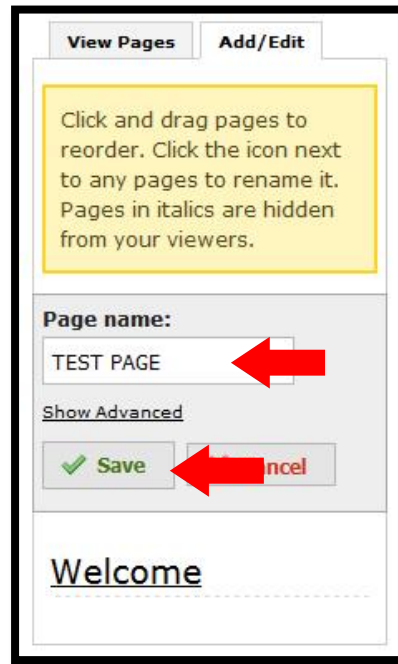


Image 1.12

7. To add/edit the content/prompt text in the module on our section/subpages, click the **“Edit”** tab of the module. Once you are in the Edit mode you can start inserting/editing your content/prompt text in the text field. When done click the **“Save”** button and then select the **“Publish All”** button. (See images 1.13 and 1.14)

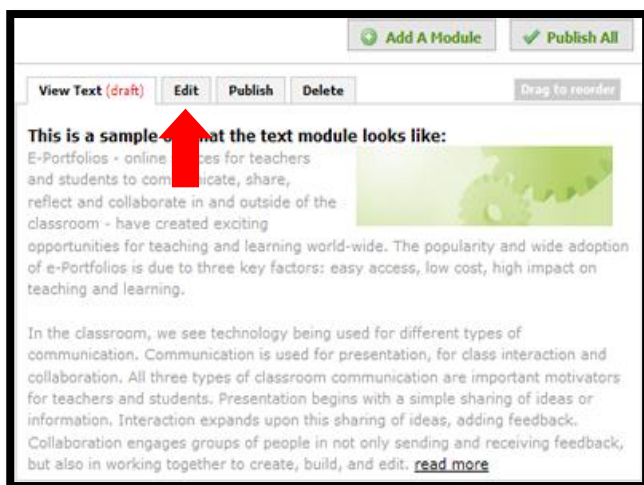


Image 1.13

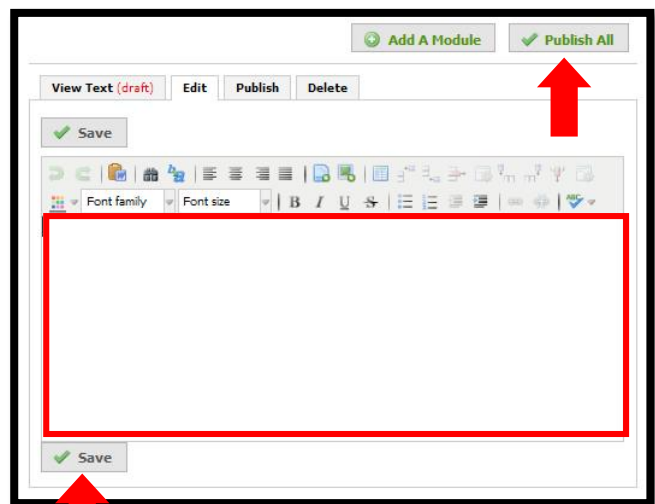


Image 1.14

8. To add a new module to the section/subpage click on the **“Add a Module”** button. Once you click the **“Add a Module”** button you will be asked to choose what type of module you want to add, e.g., **Rich Text, Gallery, etc.** Once you click on a module, an explanation of what that module is will be provided. Select the one you want and then click the **“Add This Module”** button. (See image 1.15)

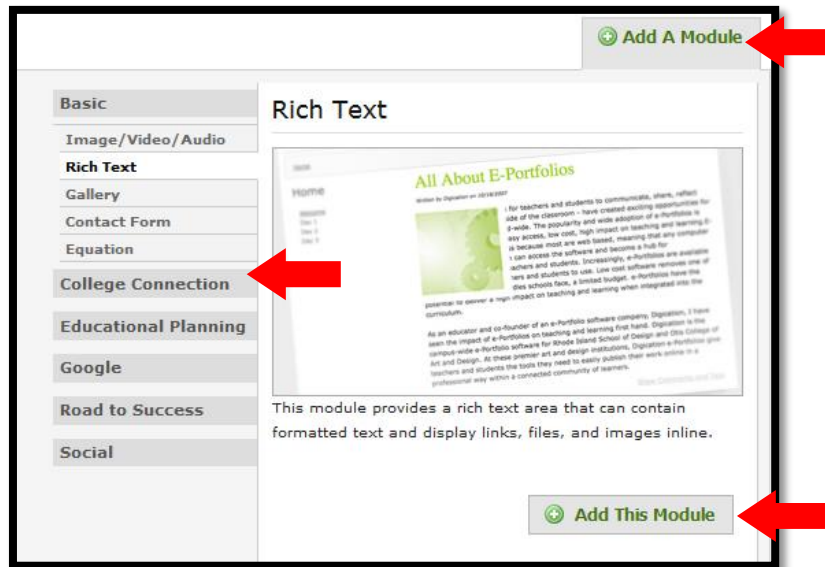


Image 1.15

9. Congratulations! You have created your ePortfolio from a template and will now be able to start adding content to you ePortfolio.