

# Creating/Editing your ePortfolio from Scratch

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 make 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)

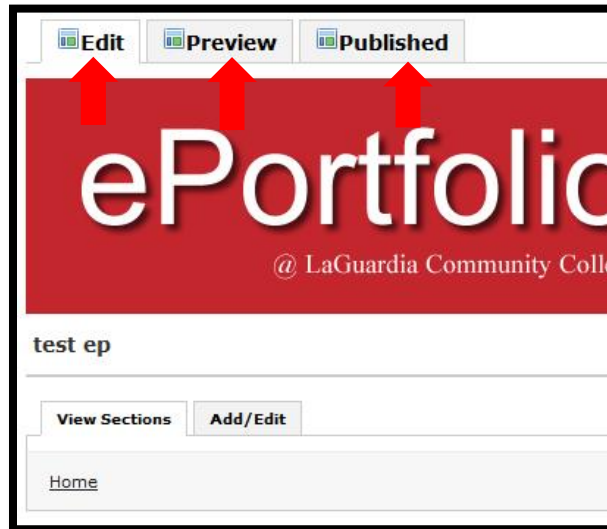


Image 1.1

2. To create sections in your ePortfolio, follow these steps: In the **“View Sections”** area, click on the **“Add/Edit”** tab. Click on the **“Add Section”** button. Type in the section name and then Click the **“Save”** button. To reorder sections, make sure you are in the **“Add/Edit”** tab, simply drag the sections to a different location in the navigation. (See images 1.2, 1.3 and 1.4)

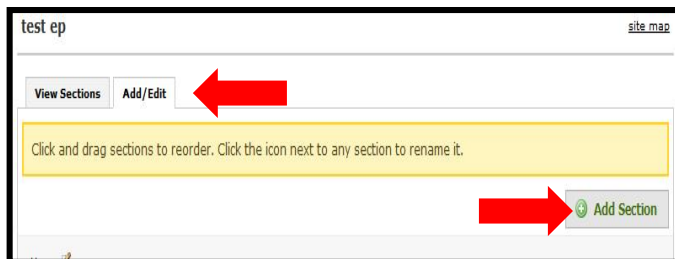


Image 1.2

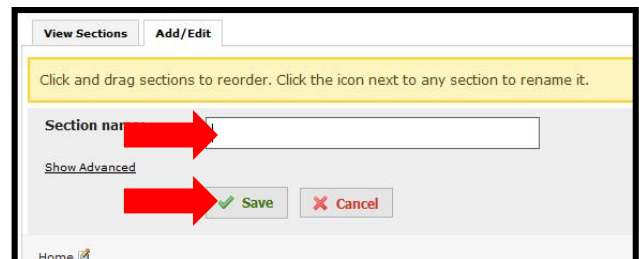


Image 1.3

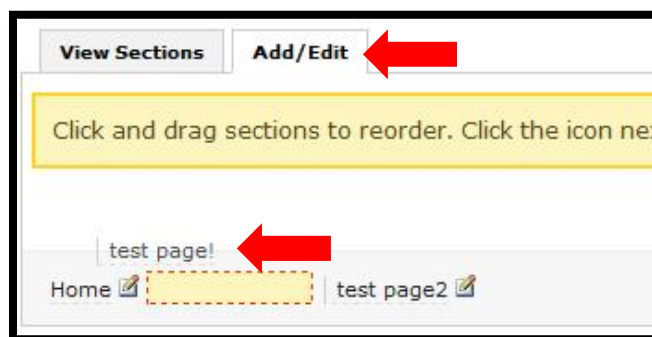


Image 1.4

- To create the subpages of each section of your ePortfolio. You will click on the **“Add/Edit”** tab for the **“View Pages”** area. Then click on the **“Add Page”** button. Once you click on the **“Add Page”** button, you will be prompted to give that page a name. Then click **“Save.”** You will repeat this process to create the remaining subpages of each section of the ePortfolio. (See image 1.5 and 1.6)

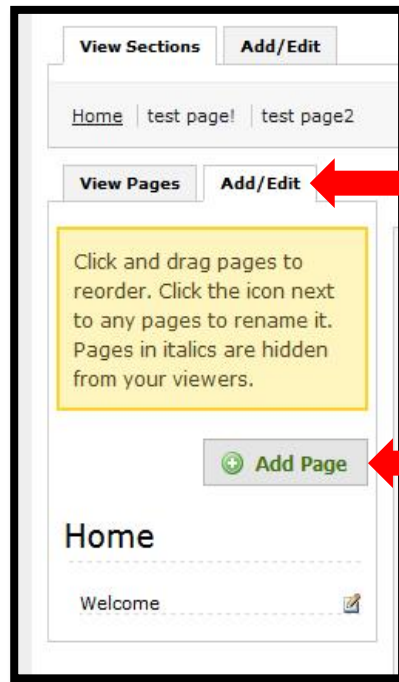


Image 1.5

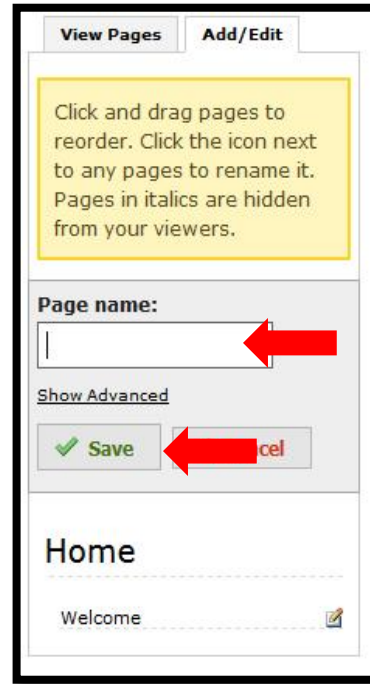


Image 1.6

- Next, we will need to add content to our pages. To add content to our pages, we will 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 select a module, an explanation of what that module is, is provided. Select the one you want and then click the **“Add This Module”** button. (See image 1.7)

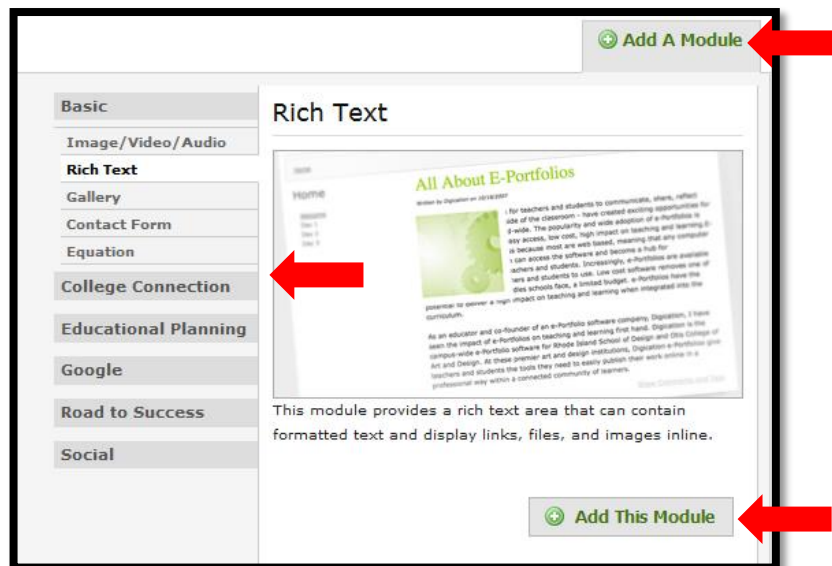


Image 1.7

- Congratulations! You have created your ePortfolio from scratch and will now be able to start adding content to your ePortfolio.