

Using the Organizer Tool

The organizer tool will allow you to reorganize content and easily duplicate content in one eportfolio and transfer it to another. You will be able to move/duplicate whole sections, subpages and modules.

1. To use the **“Organizer Tool,”** in your ePortfolio click on the **“Portfolio Tools”** tab. From the drop down list select **“Organize.”** (See image 1.1)

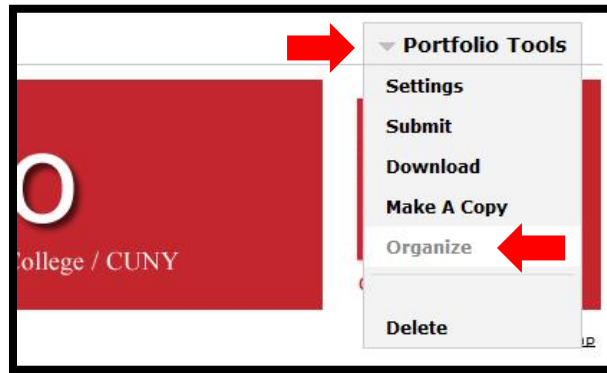


Image 1.1

2. This opens the **“Organizer”** tool, select the ePortfolios you want to organize. Once the ePortfolios have been selected, you will see the overall structure of your e-Portfolios appear as a tree with all the sections, pages and modules it contains. (See image 1.2)

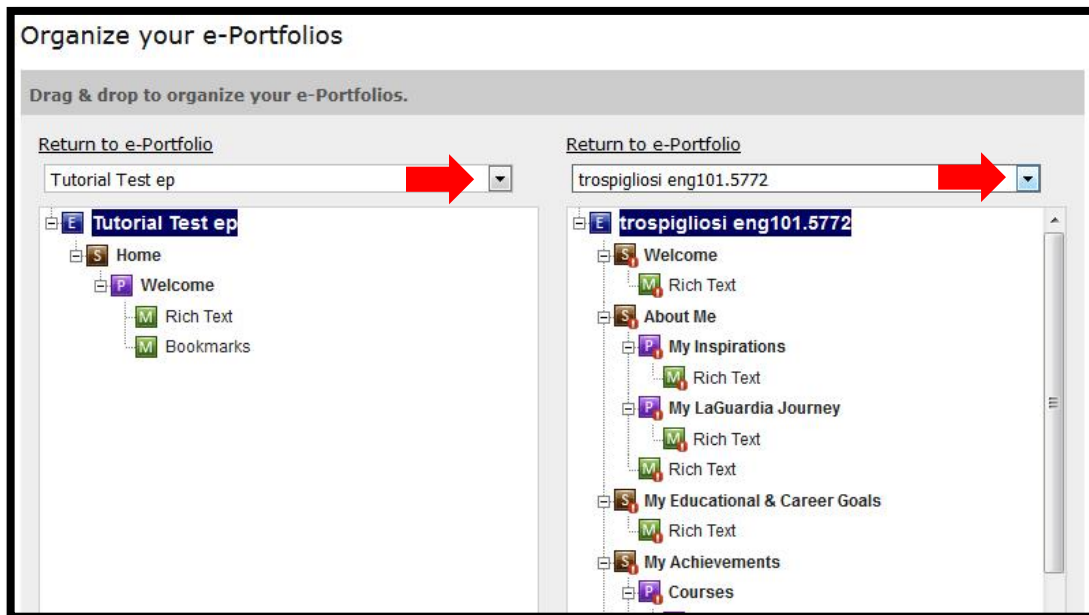






Image 1.2

3. There are icons listed that represent different parts of your ePortfolio. Below is the explanation of which each one signifies.

-  The blue E icon is your ePortfolio
-  The brown S icon is a section in your ePortfolio
-  The purple P icon is a subpage in your ePortfolio
-  The green M is a Module

4. To reorganize the content in your ePortfolio, simply drag and drop that content to a different area. A line will appear across the tree to show you where it will be dropped. In the example below, we see the “Welcome” page is being moved below the “Rich Text” module and above the “My Educational & Career Goals” section. (See image 1.3)

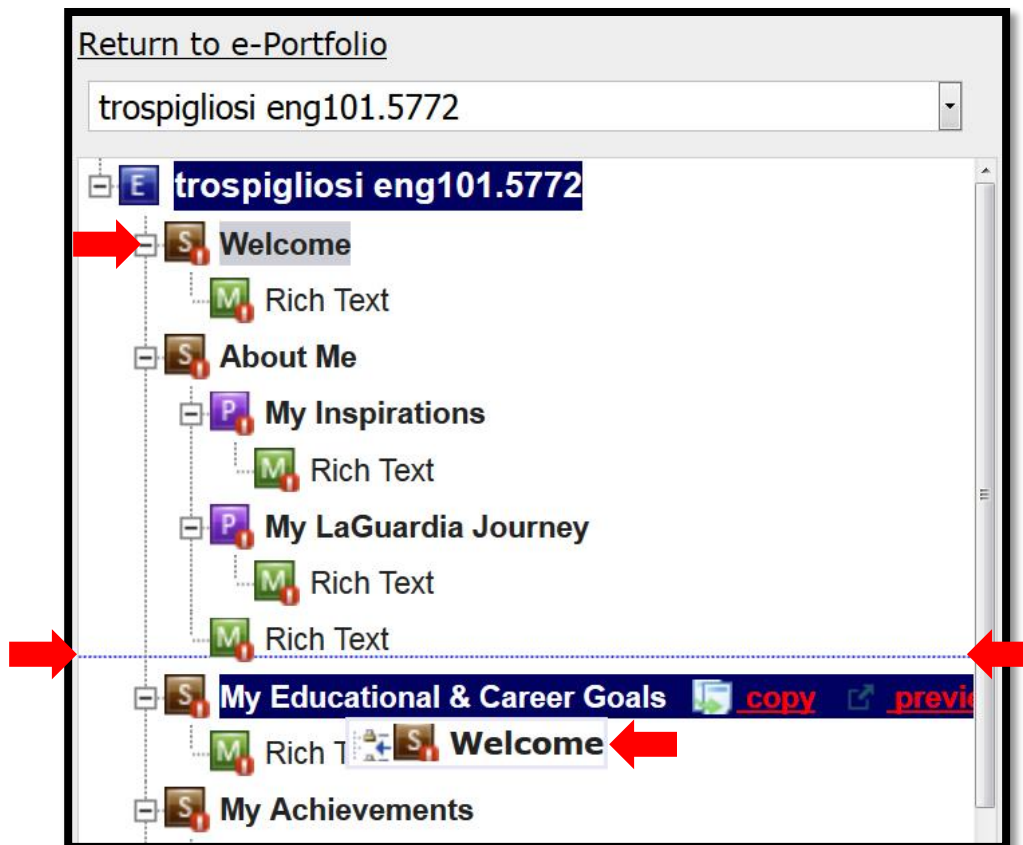


Image 1.3

5. You can also duplicate the content of one ePortfolio and drag it to another ePortfolio. First, select the content you want to copy, then click the “Copy” option. An exact copy will be made in that ePortfolio. (See image 1.4)

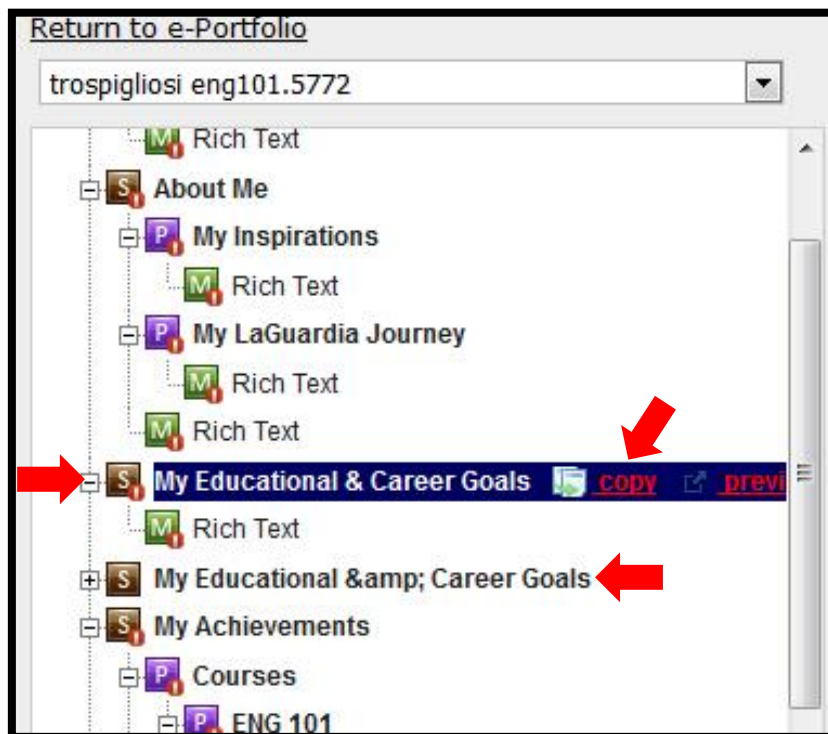


Image 1.4

6. Once the copy is made, drag and drop it to another ePortfolio. (See image 1.5)

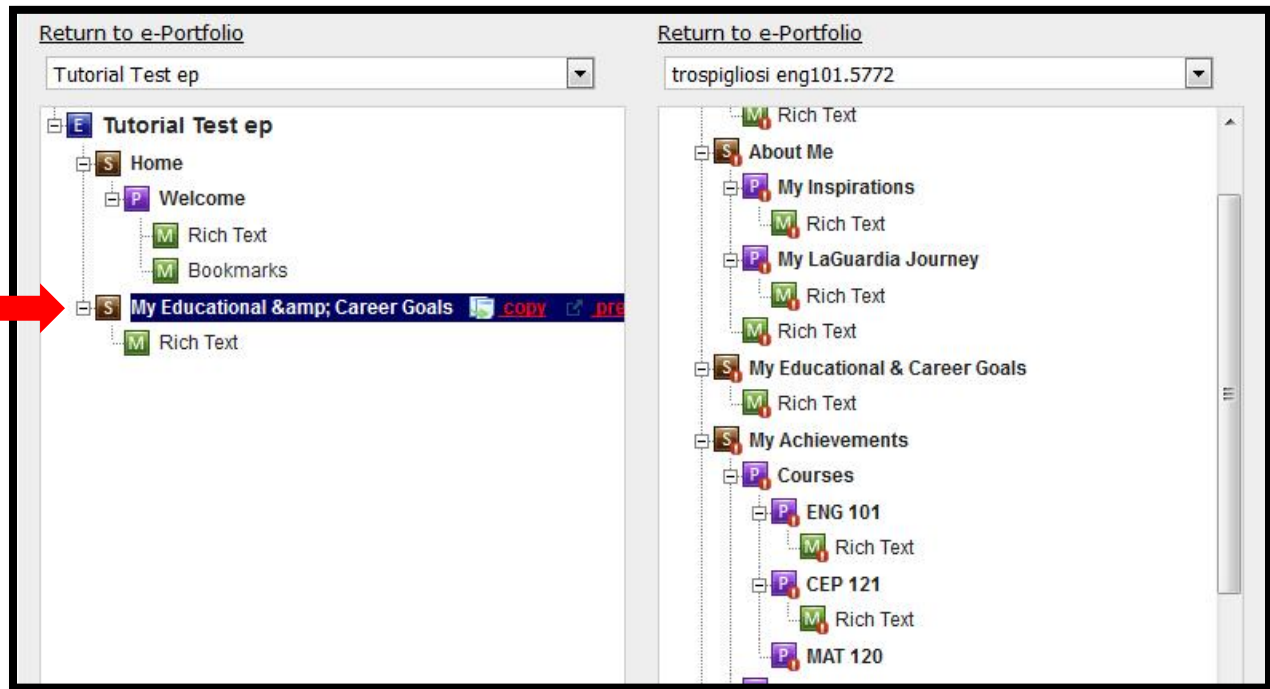


Image 1.5