

How to Add a New Page or Subpage to an ePortfolio (Mobile)

A Guide for Students and Faculty

Who is this for? This guide is for students and faculty who want to add a new page or subpage to an ePortfolio on a mobile device.

Step 1: Tap the navigation to select the “lock” icon in the navigation section of your ePortfolio to unlock the navigation. (See images 1 and 2)

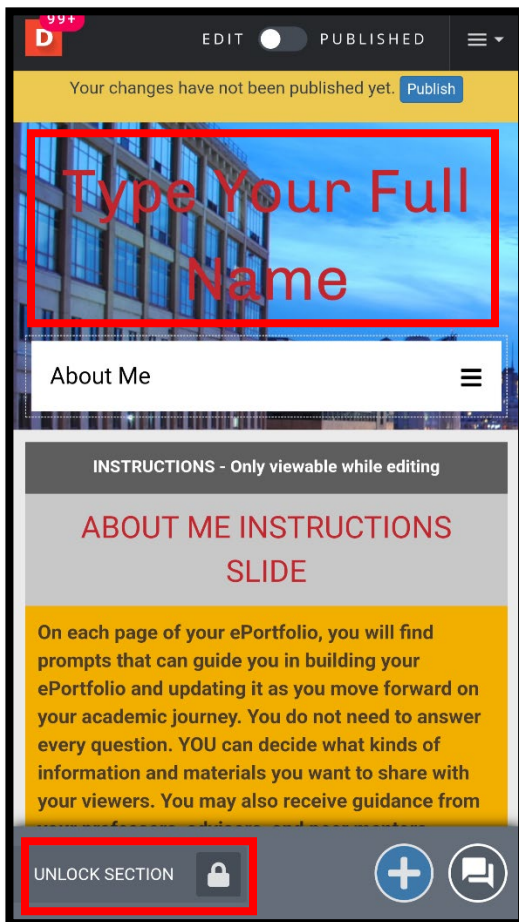


Image 1

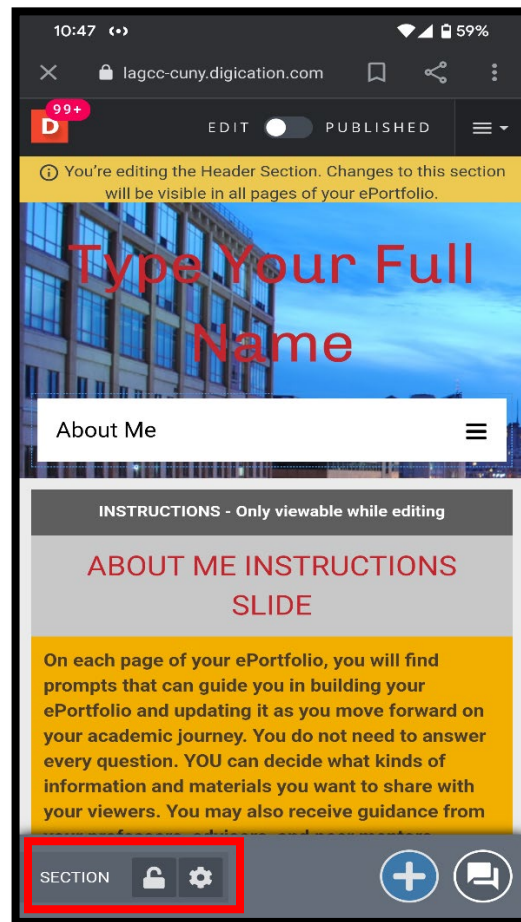


Image 2

Step 2: Tap the navigation bar to select the module and tap the “edit” icon for the module at the bottom of the page to open the “Page Settings.” (See image 3 and 4)

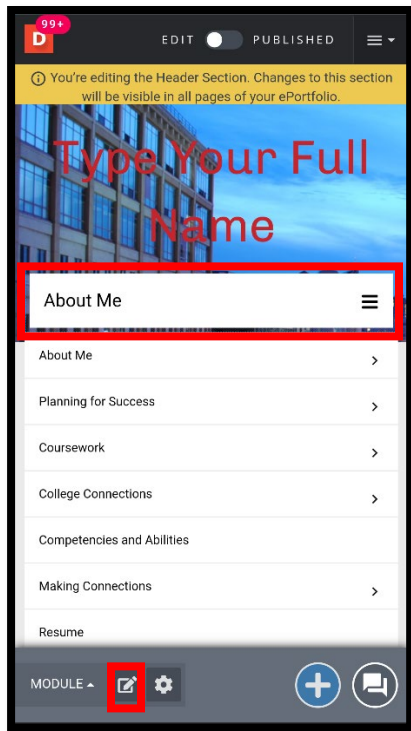


Image 3

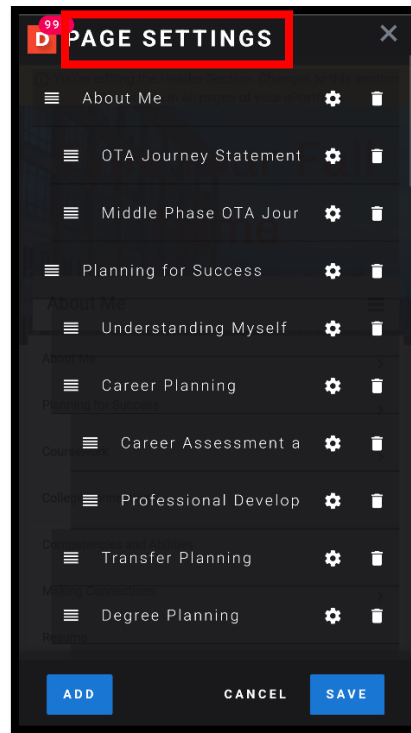


Image 4

Step 3: In the "Page Settings," you will see a list of pages in your ePortfolio. To add a new page, click the "Add New Page" button. On a mobile device it will add the new to the bottom of the list of pages. If you tap after the title of a page and click the enter button on your mobile devices keyboard, a new page will be added at the same level as that page. When the new page appears, type in the name of the new page and click "Save." (See Images 5 and 6)

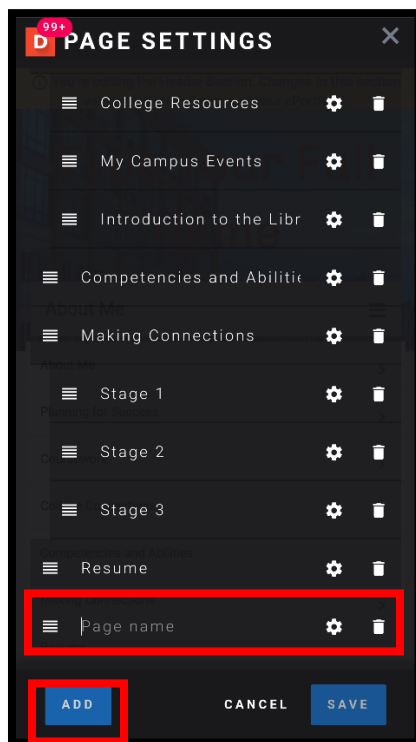


Image 5

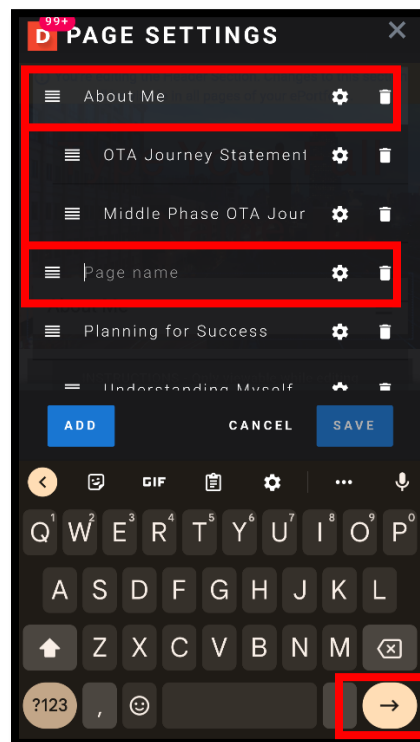


Image 6

Note: The drag and drop feature does not work that well on Mobile devices because it requires that you use two fingers, one to keep the page still and the other to grab the drag and drop handle next to the name of the page to move the page to another spot in the list of pages. It is advised to move pages around using a Desktop computer. Following the steps above carefully, you should not have a problem adding a page where you want in the navigation.

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