

How to Customize the Background Image of Your ePortfolio

A Guide for Students and Faculty

Who is this for? This guide is for students and faculty who want to customize and personalize their ePortfolio. For this tutorial we will be editing a page with no content added.

Step 1: Identify the section you want to edit and click the gear icon on the right side. This will open the “Section Options” window on the left side of the browser. (See images 1 and 2)

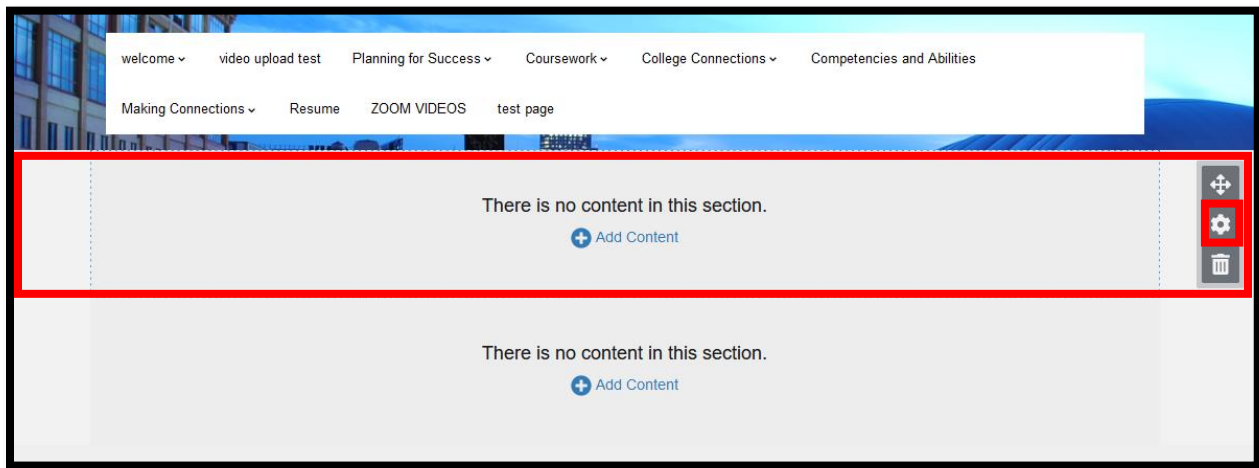


Image 1

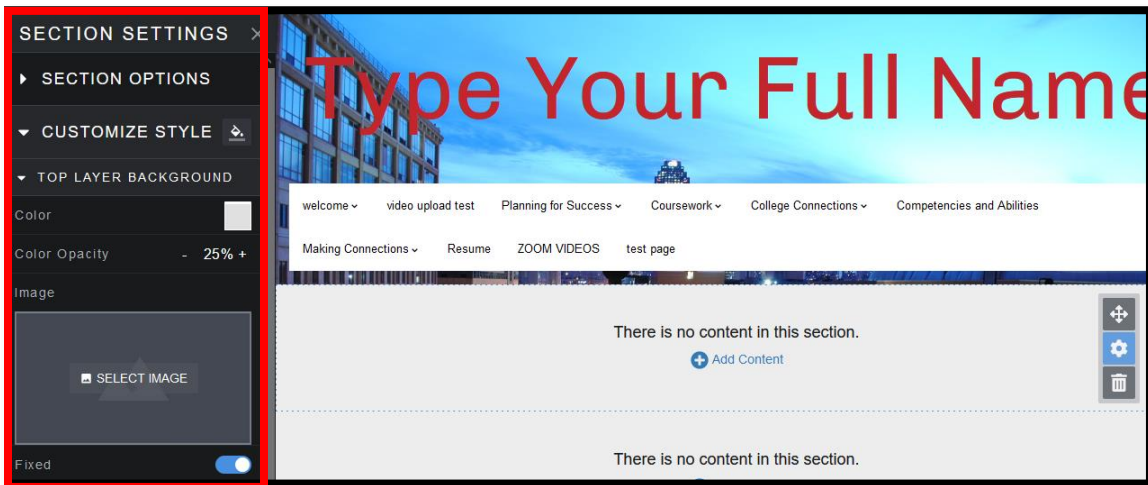


Image 2

Step 2: Here you can edit the top or bottom layer's background image. Click on the "Select Image" icon for either the top or bottom layer to change their image, you can only do one at a time. In the library, locate and click "Upload File." (See images 3, 4 and 5)

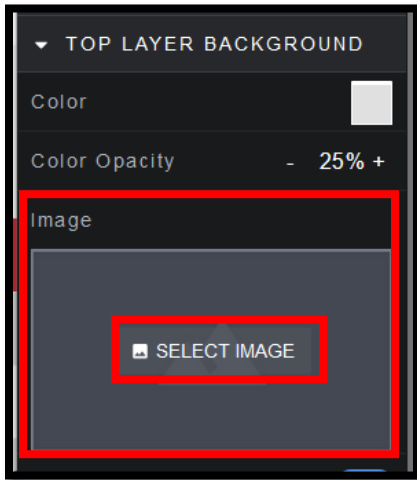


Image 3

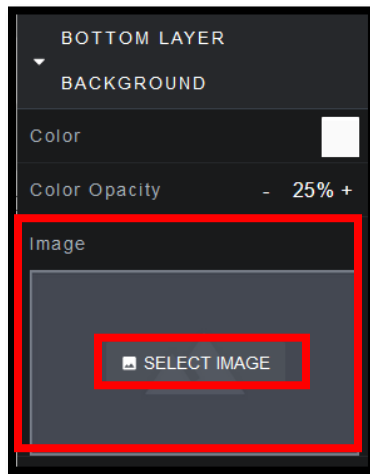


Image 4

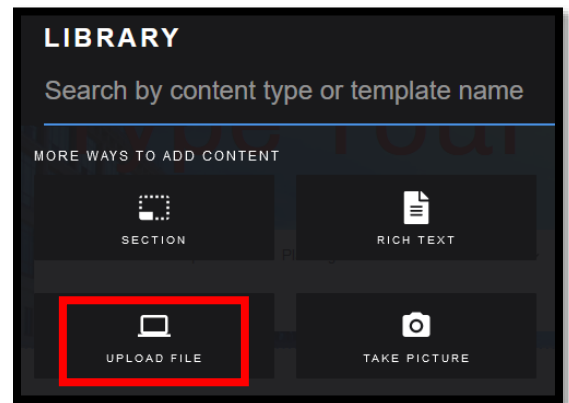


Image 5

Step 3: Next, click the "Select Files to Upload" icon to bring up the "file upload" window. Then, locate the file and click "Open." (See image 6)

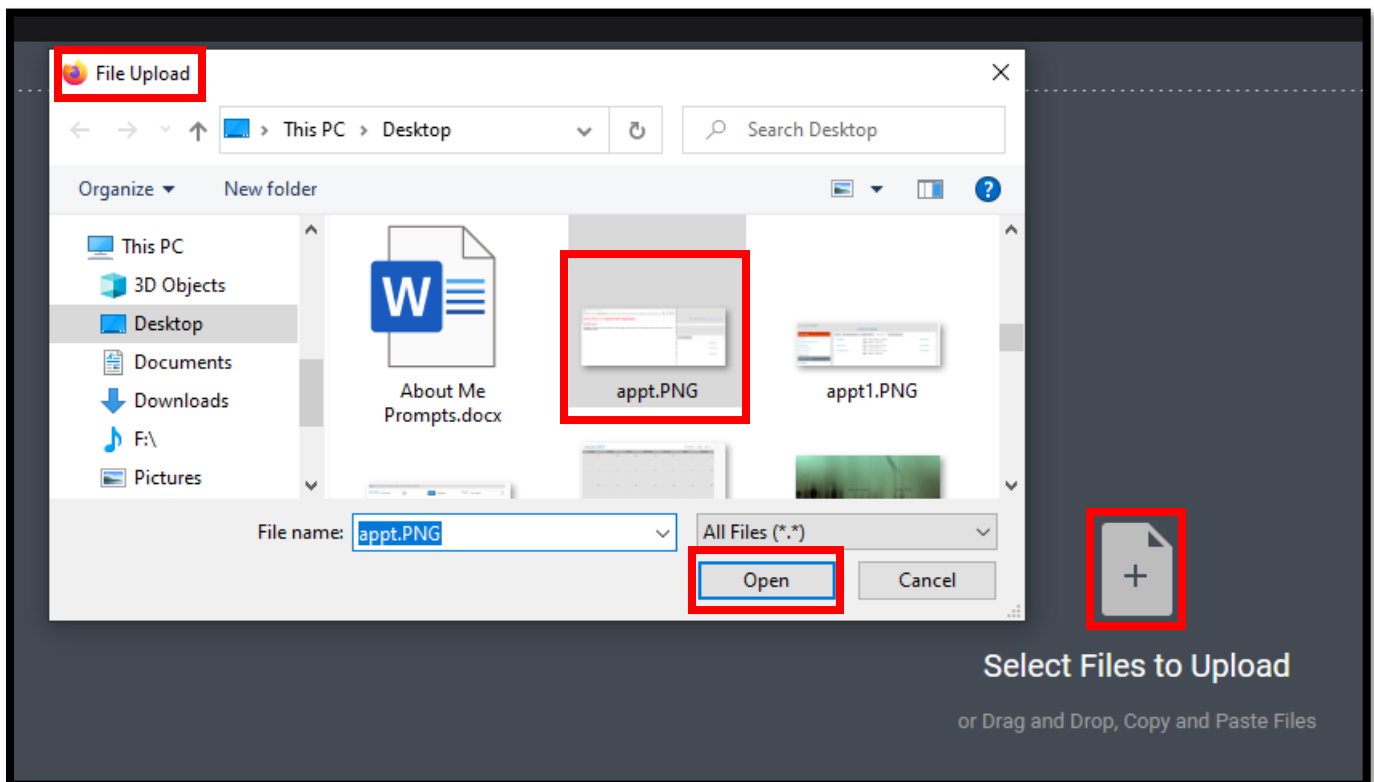


Image 6

Step 4: With the file listed in the “Selected Files” window, click “Upload.” The image will be applied to the top or bottom layer backgrounds depending on which you selected. For this example, you can see that an image of a chalkboard has been upload to the top layer background and an Image of people have been uploaded to the bottom layer background. (See Images 7 and 8)

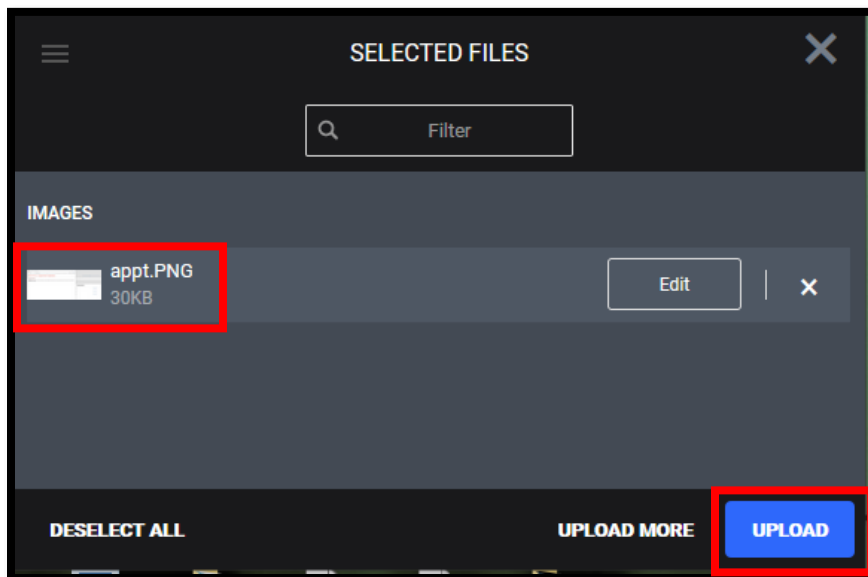


Image 7

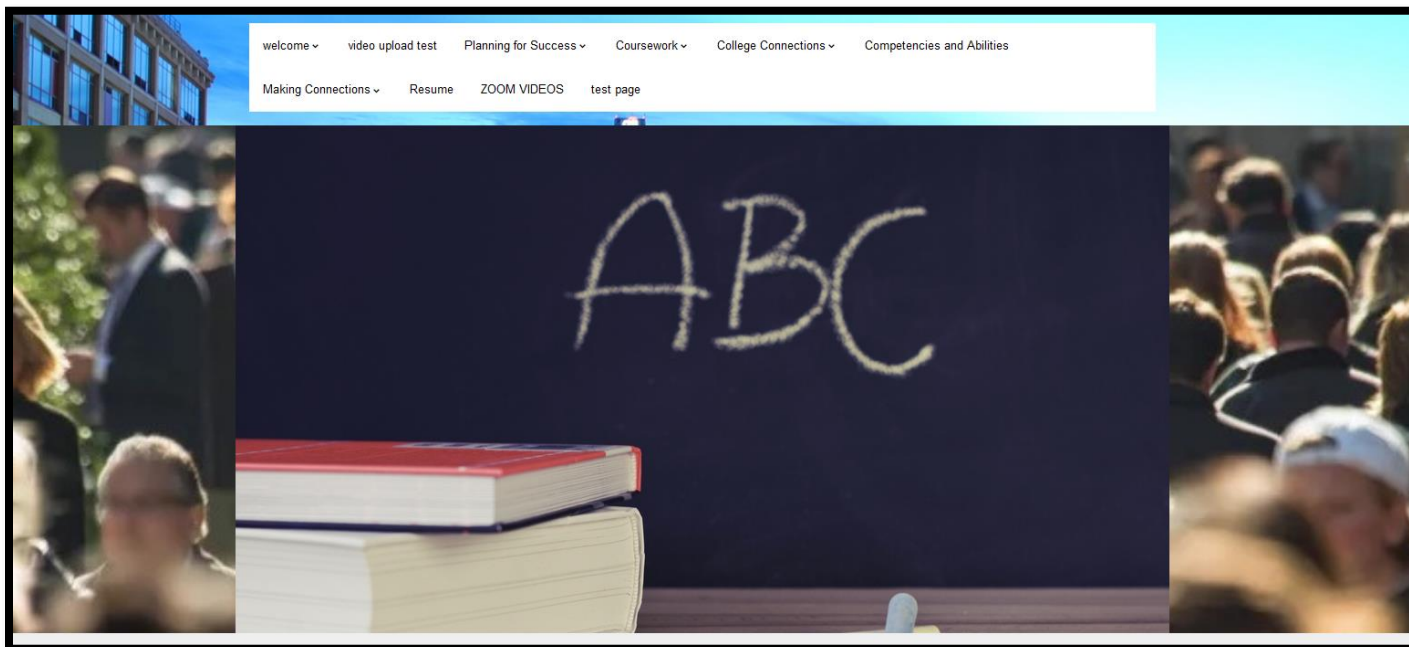


Image 8

*****NOTE: If no top layer image was selected the entire section would have the image of the people as the background. If there was no bottom layer image selected, only the chalkboard portion would show*****

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