

Adding Modules to Your ePortfolio

Once you have gone through the initial setup of your ePortfolio, created sections and subpages, it's now time to start adding content to your ePortfolio. Before adding content to your ePortfolio, we first need to add what's known as a module. A module is a container for the content in your ePortfolio. Modules provide areas for you to add images, movies, text and links to websites or files within your pages. More than one module can be added to a page to allow you to customize the display of your content.

1. To add a module to a page in your ePortfolio, click the **"Add A Module"** button if the list of modules is not showing. (See Image 1.1)

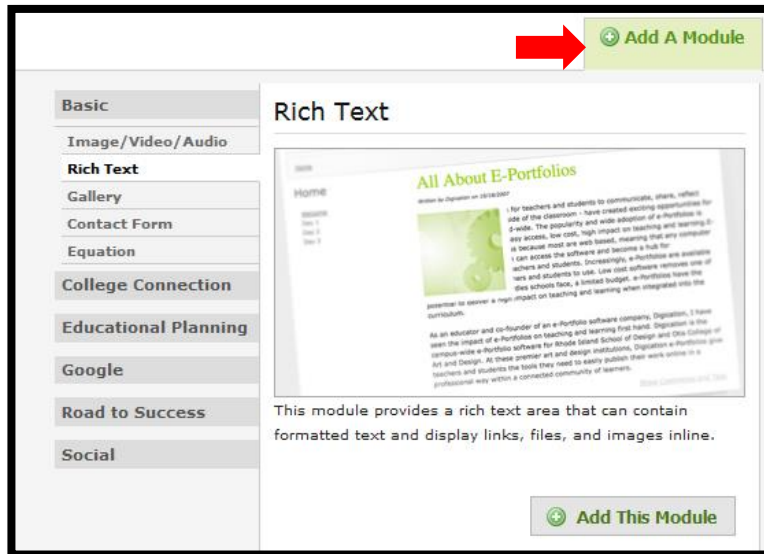


Image 1.1

2. From the list that appears, choose a module based on the content you want to add. The list is broken down into the following sections. **"Basic, College Connections, Educational Planning, Google, Road to Success, and Social."** (See image 1.2)

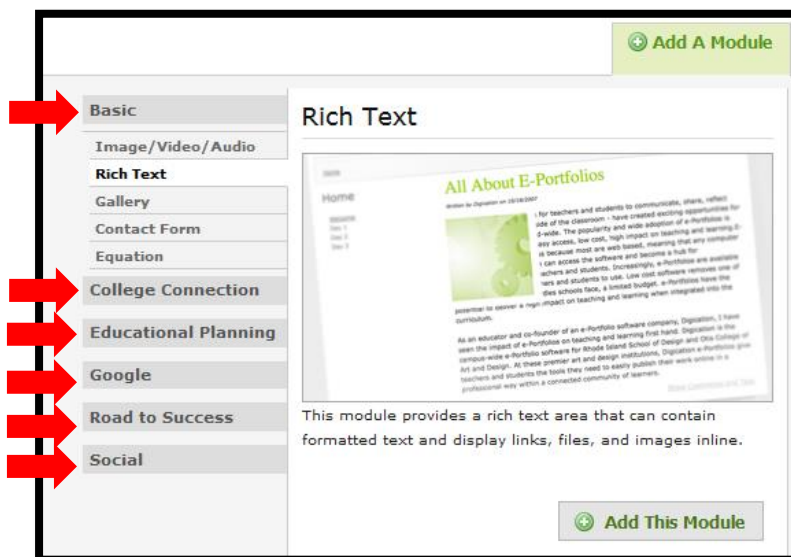


Image 1.2

3. Each section has modules that perform different functions. Clicking on the links of each module gives you a description of what the module does. (See Image 1.3)

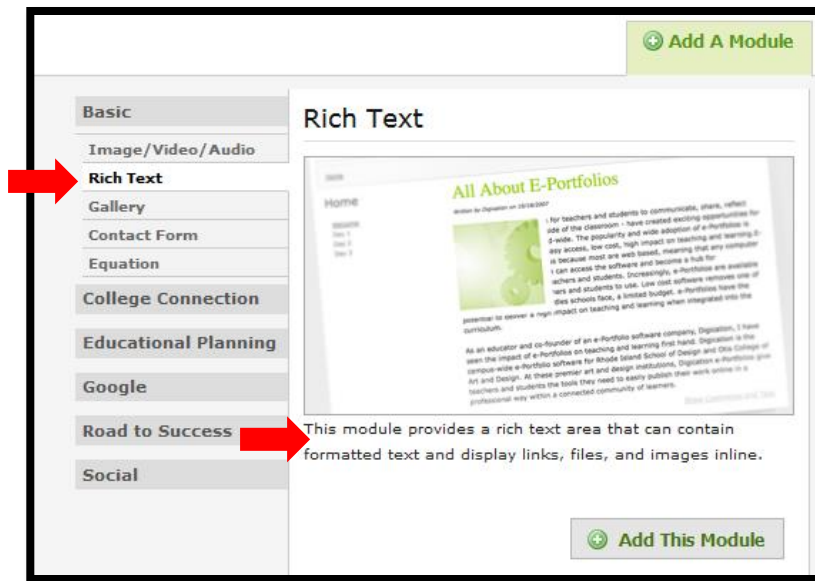


Image1.3

- Once you have decided on a module, click the **“Add This Module”** button. This will add the module to your page. (See image 1.4 and 1.5)

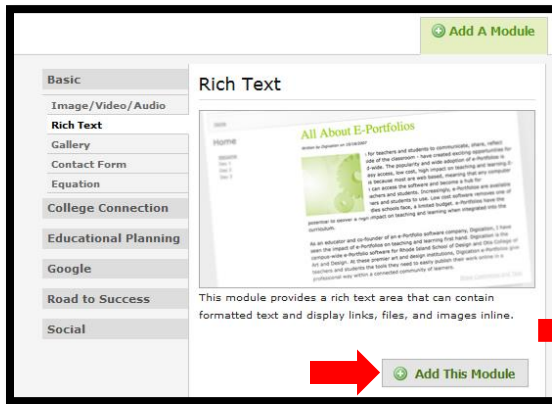


Image 1.4

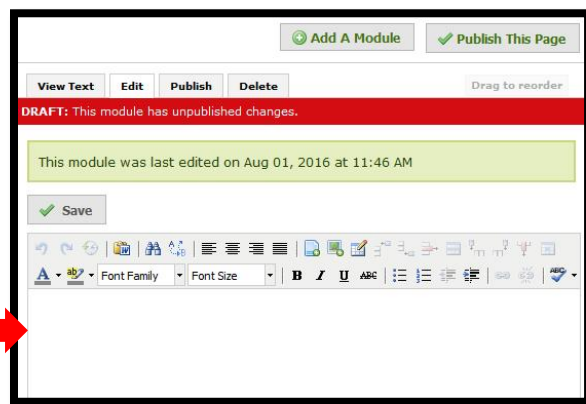


Image 1.5

- You can add more than one module per page. To do so, just repeat steps 1-4.
- Once the modules have been added to the page. You can rearrange them how you see fit. In the **“View text”** mode of the modules you can rearrange them by clicking and dragging the **“Drag to Reorder”** tab to where you see fit. (See image 1.6)

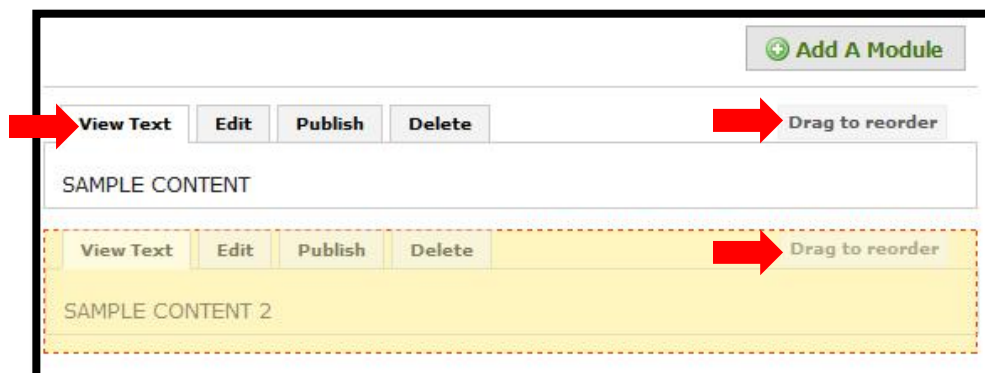


Image 1.6