

Add/Edit Sections in Your ePortfolio

1. To add new sections in your ePortfolio, make sure you are in the “**Edit**” mode of the ePortfolio. In the edit mode, select the “**Add/Edit**” tab in the “**View Sections**” area. (See image 1.1)



Image 1.1

2. In the “**Add/Edit**” section, click the “**Add Section**” button. (See image 1.2)

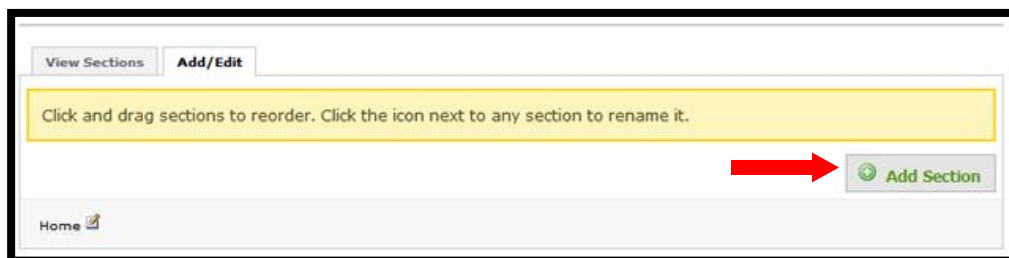


Image 1.2

3. Give the section a name. The URL for the section will automatically be created for you. If you want to change the default URL, click the “**Show Advanced**” link. (See image 1.3)

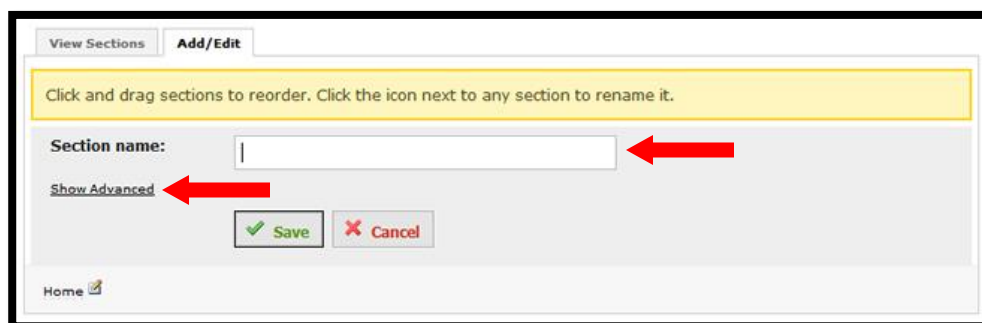


Image 1.3

4. In the advanced options, you can change the URL of the section and/or check the “Hide this page” option, which will hide the page from viewers. The page will be viewable by you only. **Note:** Hidden sections will appear in italics. When done, click “Save.” (See image 1.4)

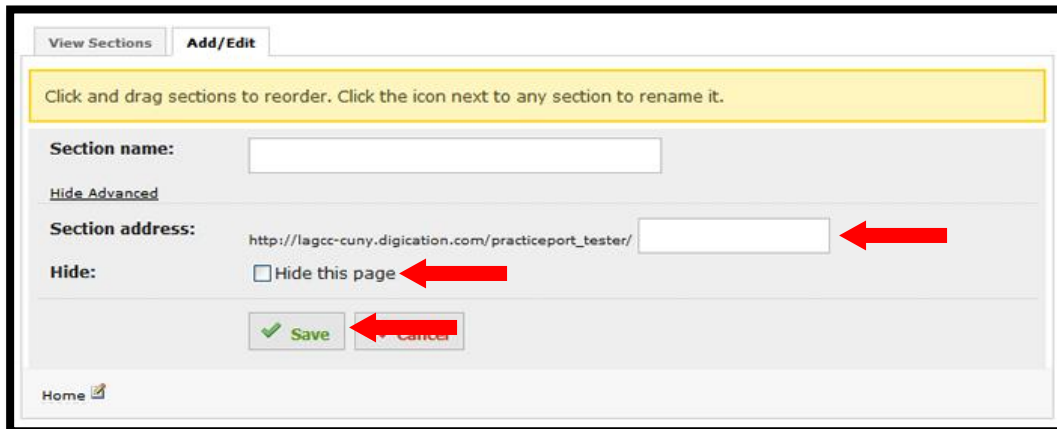


Image 1.4

5. To edit an existing section, make sure you are in the “Edit” mode. Select the “Add/Edit” tab in the “View Sections” area. (See image 1.5)



Image 1.5

6. In the “Add/Edit” section, click the edit/pencil icon next to the name of the section you want to edit. (See image 1.6)

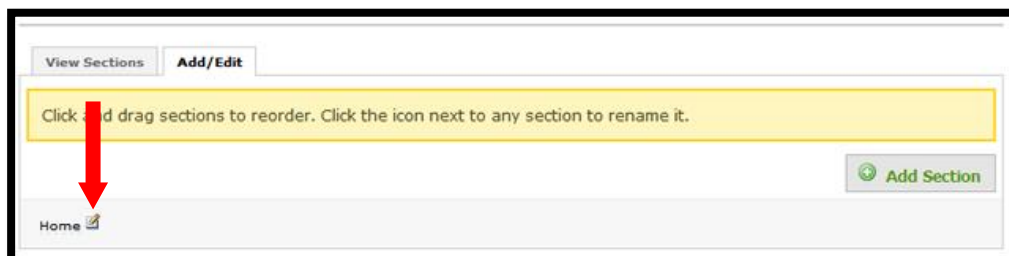


Image 1.6

7. Complete/rename the Section field. If you rename an existing section, you should also change the URL. To change the URL click the **“Show Advanced”** link. (See image 1.7)

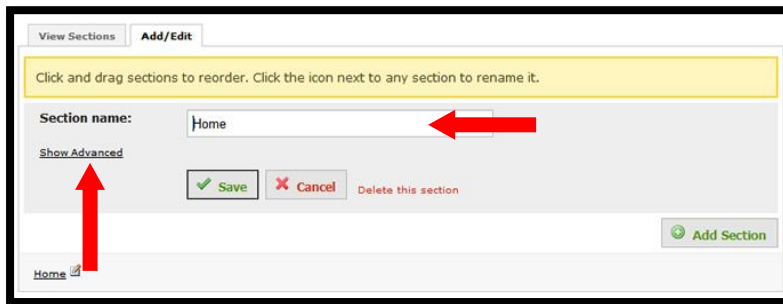


Image 1.7

8. In the advanced options, you can change the URL (the URL and the section name should match). You could also choose the **“Hide this page”** option, which will hide the section from viewers. The section will be viewable by you only. (**Note:** hidden sections will appear in italics). When done, click **“Save”**. (See image 1.8)

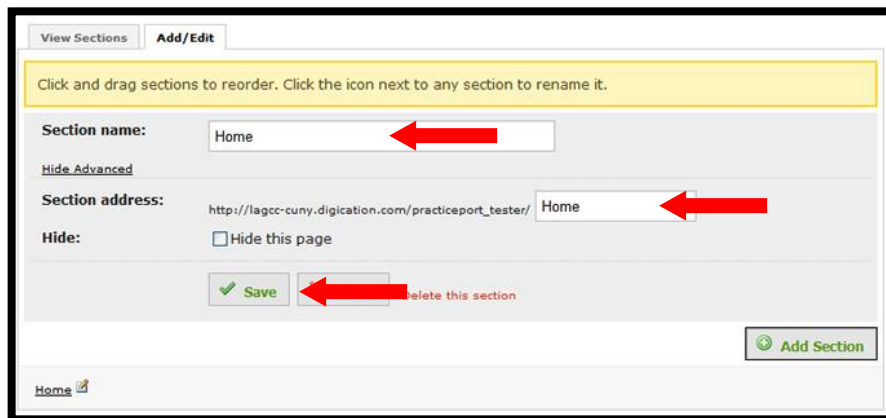


Image 1.8

9. To delete a section, make sure you are in the **“Edit”** mode. Click on the **“Add/Edit”** tab in the **“View Sections”** area. Click the **“Delete this section”** link. **Note: Deleting a section will also PERMANENTLY delete the section and ALL the subpages under it.** (See image 1.9)

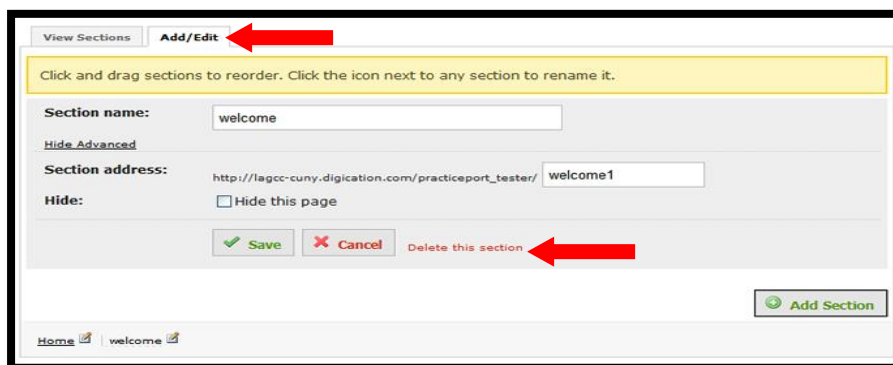


Image 1.9

10. Once you click the **“Delete this section”** link, you will receive a message notifying you that **“This action cannot be undone. Are you sure you want to delete this?”** If you are sure, click **“OK”** and the section and all the subpages under it will be deleted. **Note: Please exercise caution in deleting section since this action cannot be undone.** (See image 1.10)

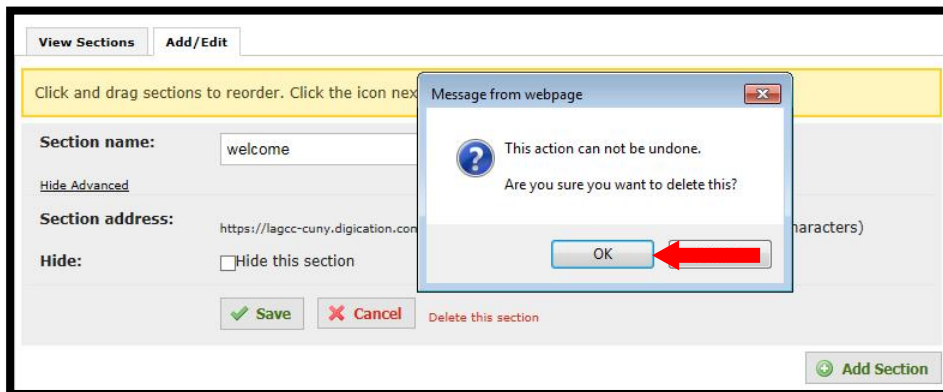


Image 1.10