

How to Customize the Background Image of Your ePortfolio (Mobile)

A Guide for Students and Faculty

Who is this for? This guide is for students and faculty who want to customize and personalize their e-Portfolio on a mobile device. 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 Settings” window in the browser. (See images 1 and 2)

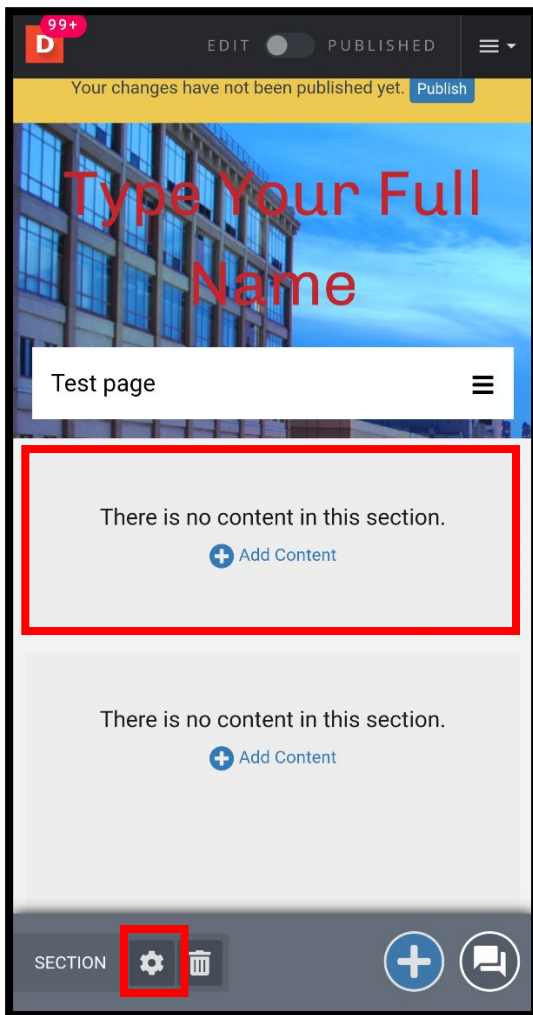


Image 1

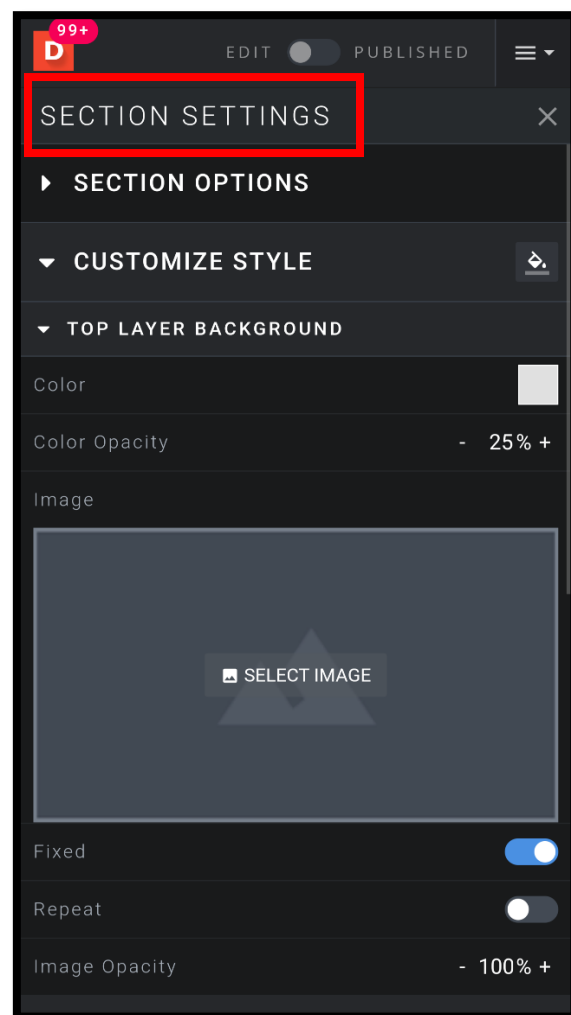


Image 2

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." The "Select File to Upload" window will open, click the icon in the middle. (See images 3, 4, 5 and 6)

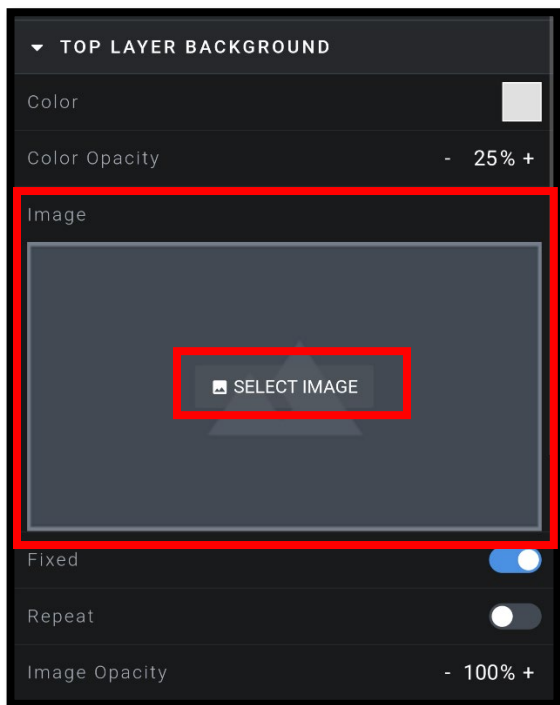


Image 3

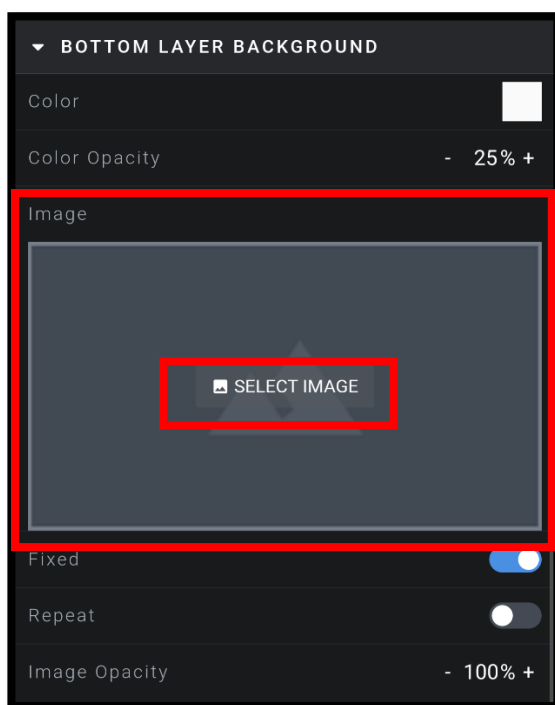


Image 4

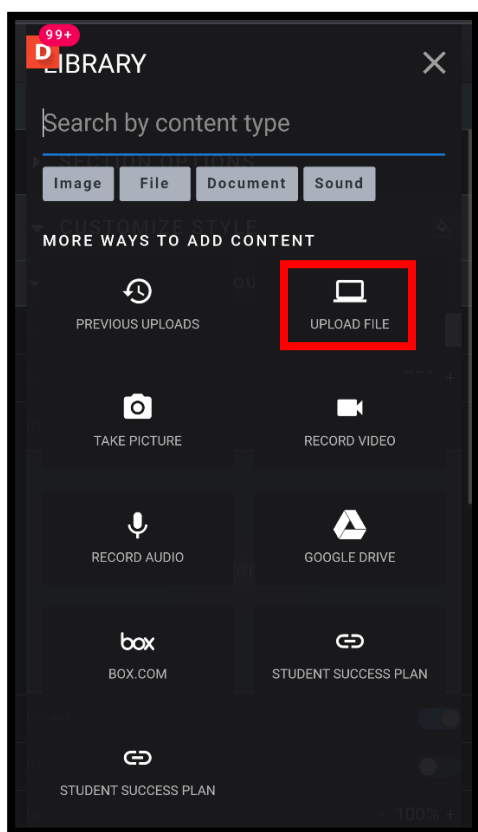


Image 5

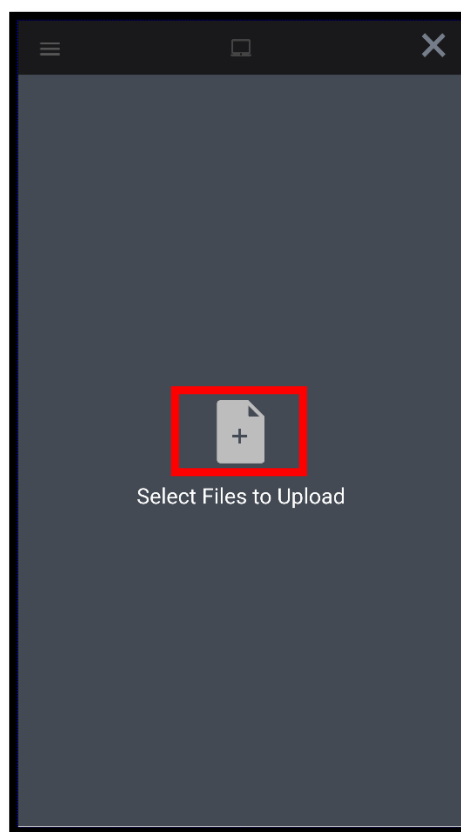


Image 6

Step 3: Depending on what device you are using. You may be prompted to use your camera or search your files. **Note: This demo is being done on an Android phone.** Select search files and then locate the image you want to use. (See images 7 and 8).

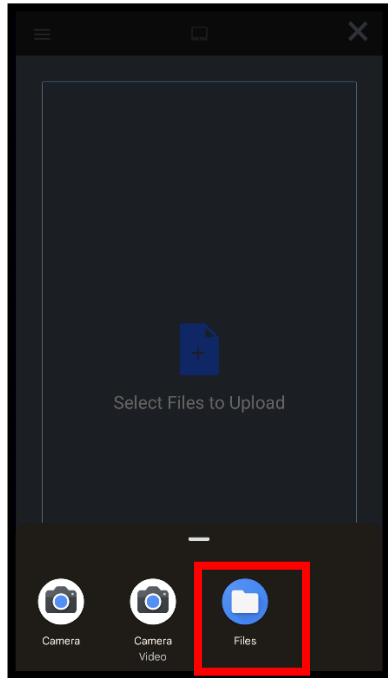


Image 7

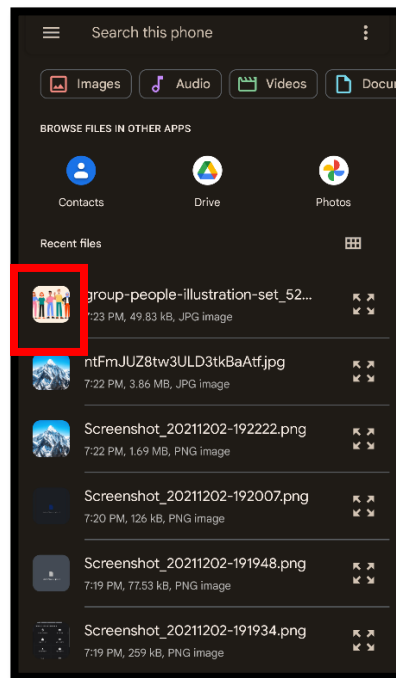


Image 8

Step 4: Once you select the image click upload in the following window and the images will be applied to the top and background layers of the section. (See images 9 and 10)

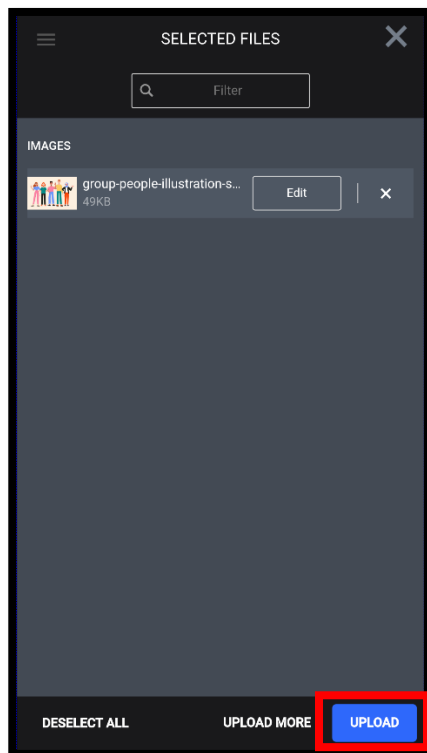


Image 9

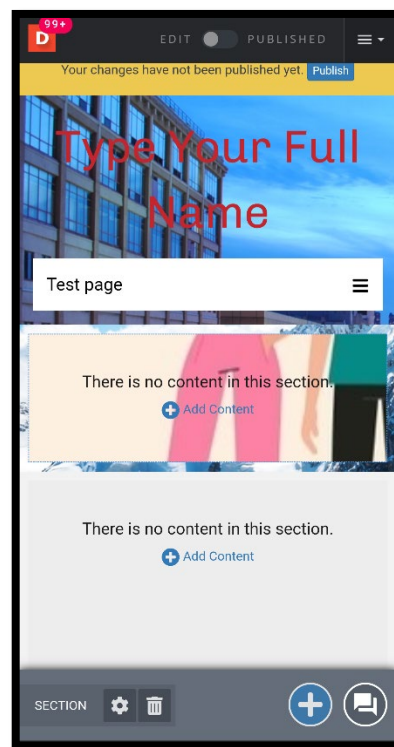


Image 10

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