

How to Publish Pages

A Guide for Students and Faculty

Who is this for? This guide is for any student who wants to publish content on their ePortfolios.

Step 1: You have two options to publish pages.

- **Option 1:** Click on the "Publish Changes" button at the top of the page. Doing so will only publish the content on the current page. (See image 1)

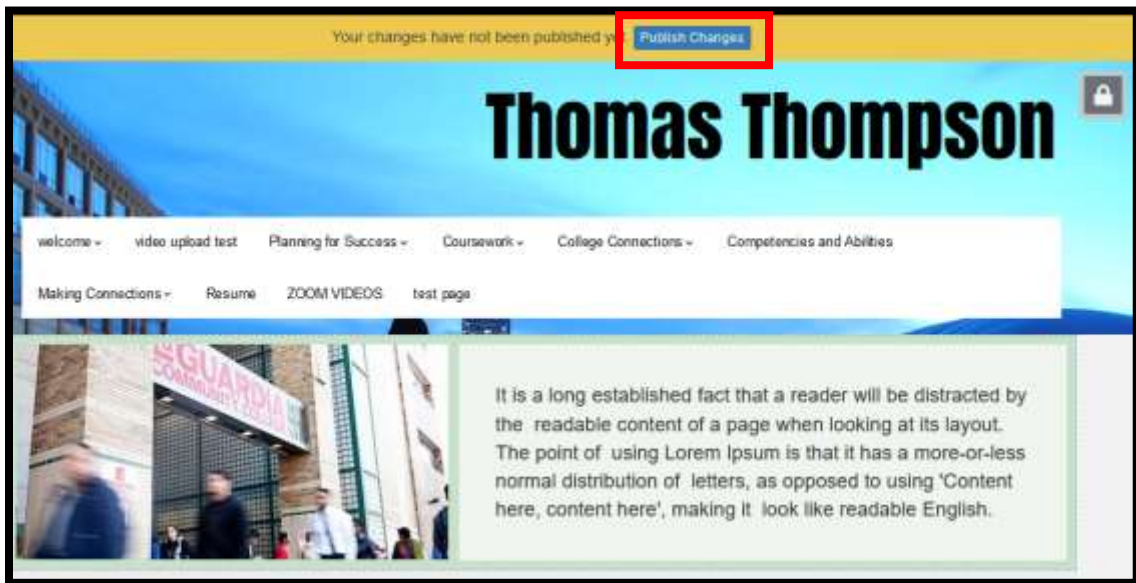


Image 1

- **Option 2:** Click the collapsed menu icon and select "Publish this page" from the drop-down menu. (See image 2)

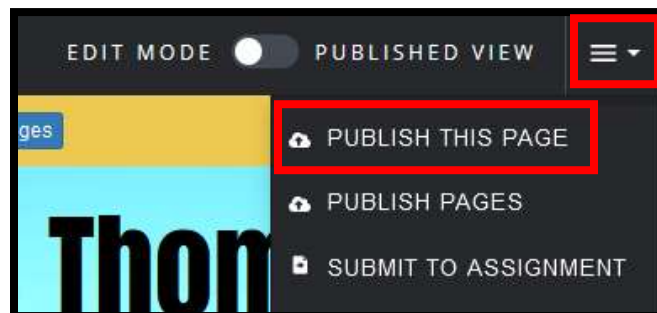


Image 2

Step 2: You can publish multiple pages at once by clicking the collapsed menu icon and selecting “Publish Pages” from the drop-down menu. (See image 3)

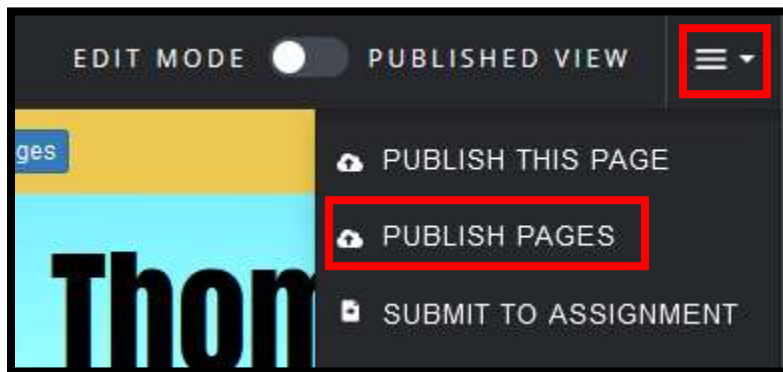


Image 3

Step 3: This will take you to the “Publish ePortfolio” window. Here you can see what pages are already published and what needs to be published. Any page with “Draft” next to the title needs to be published. Any page with the green check mark is selected to be published. Click the “Publish” button to publish all selected pages. (See image 4)

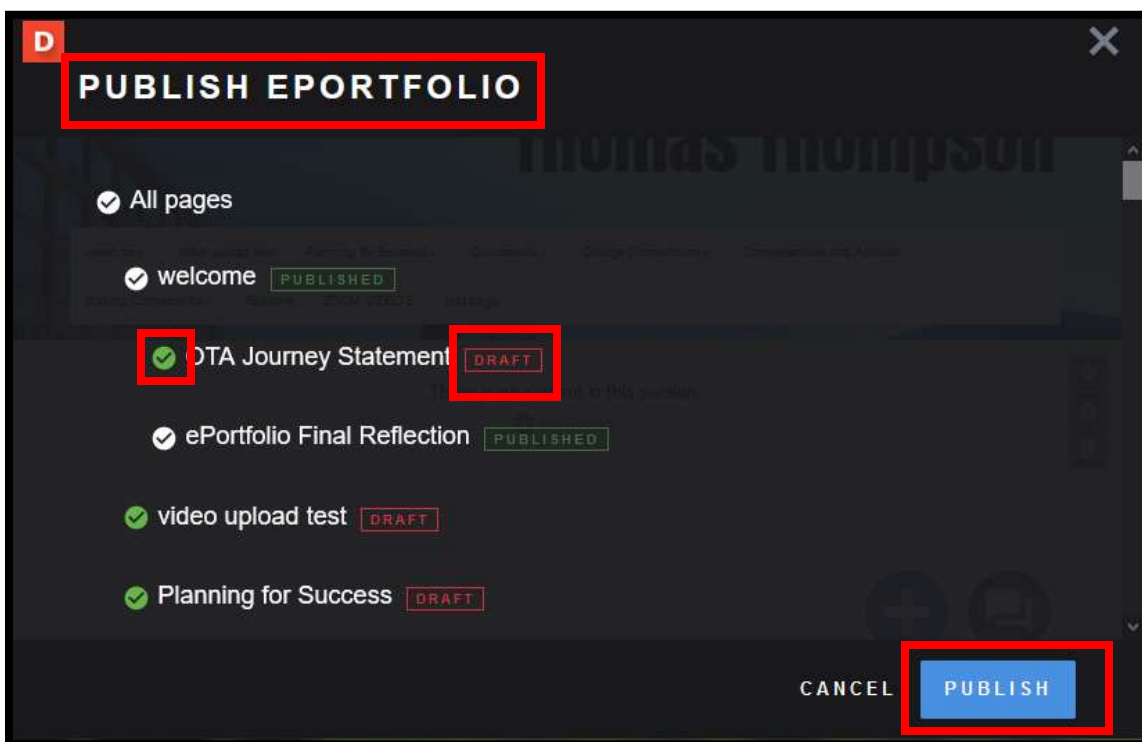


Image 4

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