

# How to Use the Organize Tool

A Guide for Students and Faculty

**Who is this for?** This guide is for students and faculty who want to transfer content from one ePortfolio to another or moving content from one page to another within the same ePortfolio.

**Step 1:** On the top right corner of your ePortfolio, click on the collapsed menu icon and scroll down and click “Organize” from the drop-down menu. (See image 1)

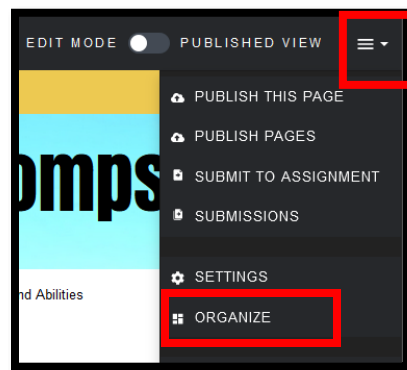


Image 1

**Step 2:** From the ePortfolio organizer window, select either the “Show Current ePortfolio” button or the “Show Another ePortfolio” button. (See image 2)

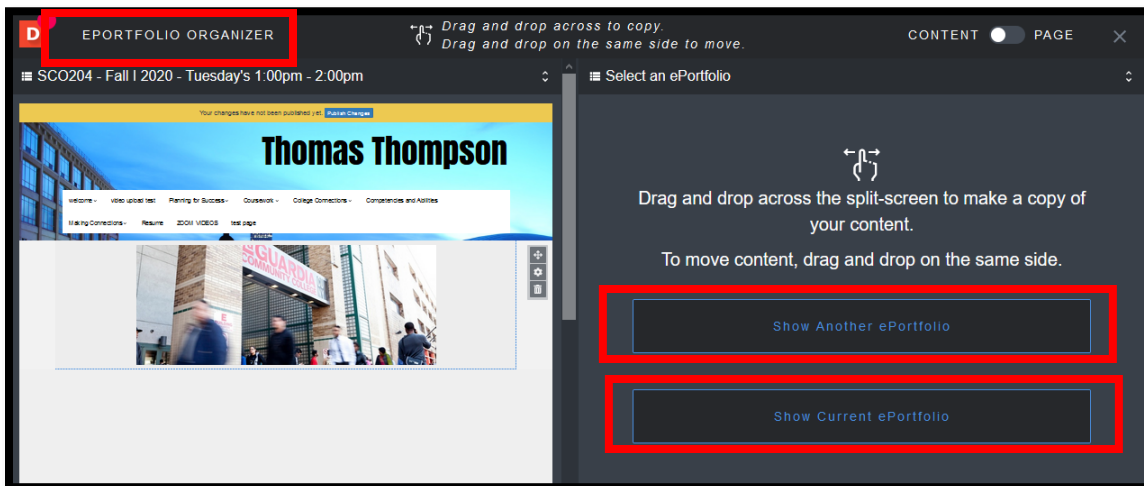


Image 2

**Step 3:** Navigate to the page that you want to copy content from and click the move icon. Drag and drop either the module or section that you want to copy over to your ePortfolio. For this example, I will drag over the entire section. (See images 3 and 4)

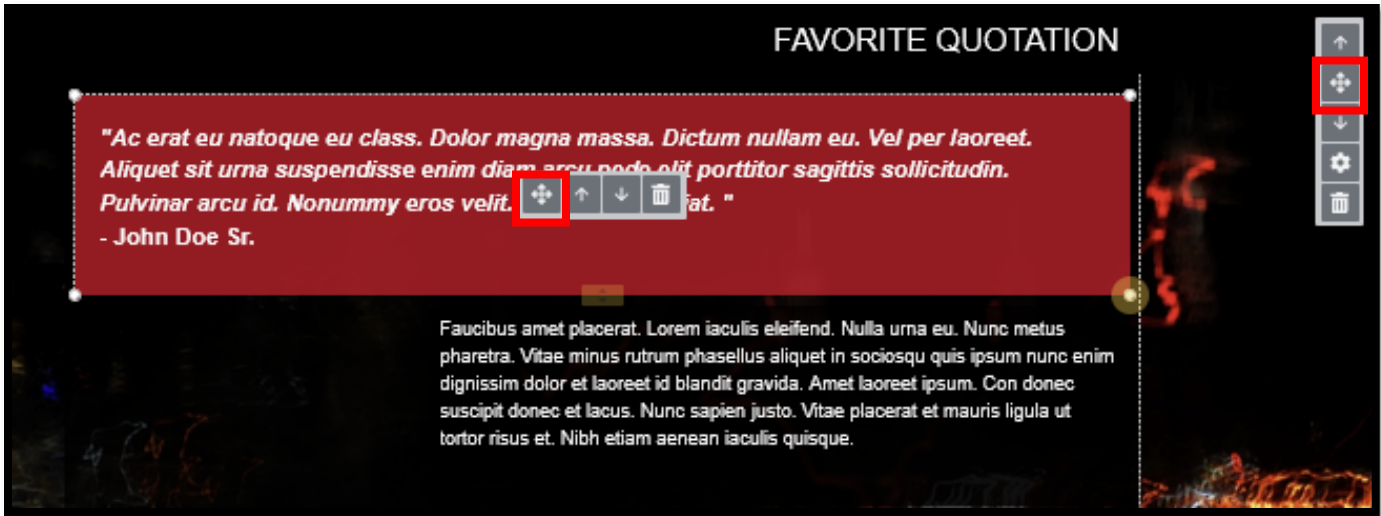


Image 3

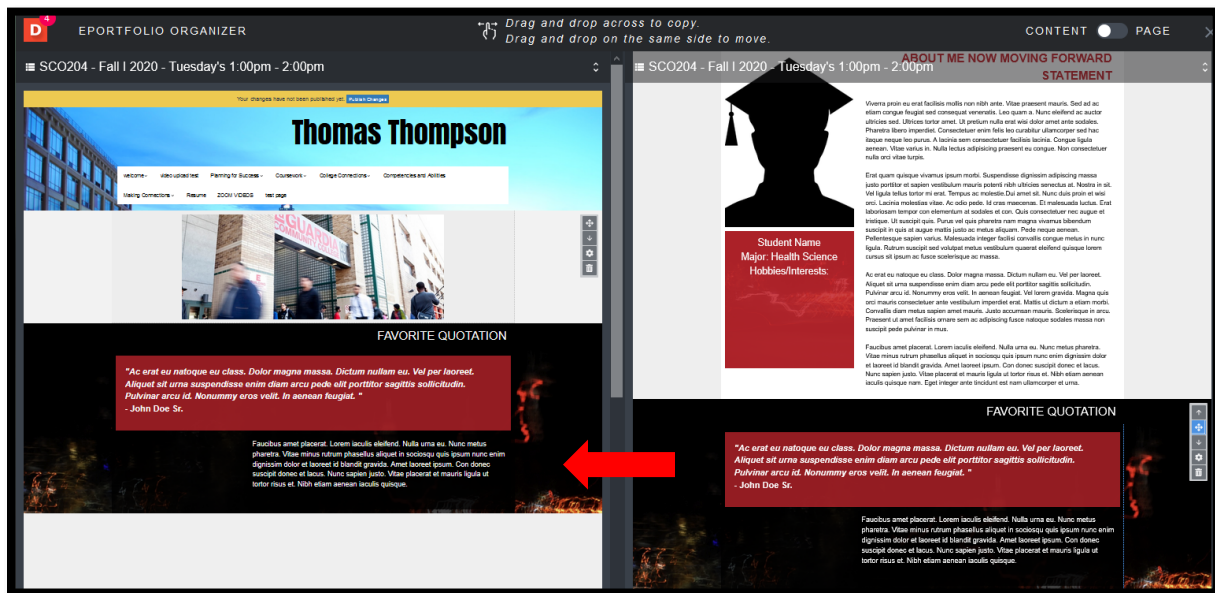


Image 4

**Step 4:** You can also drag over entire pages by toggling between the “Content/Page” button. (See image 5)

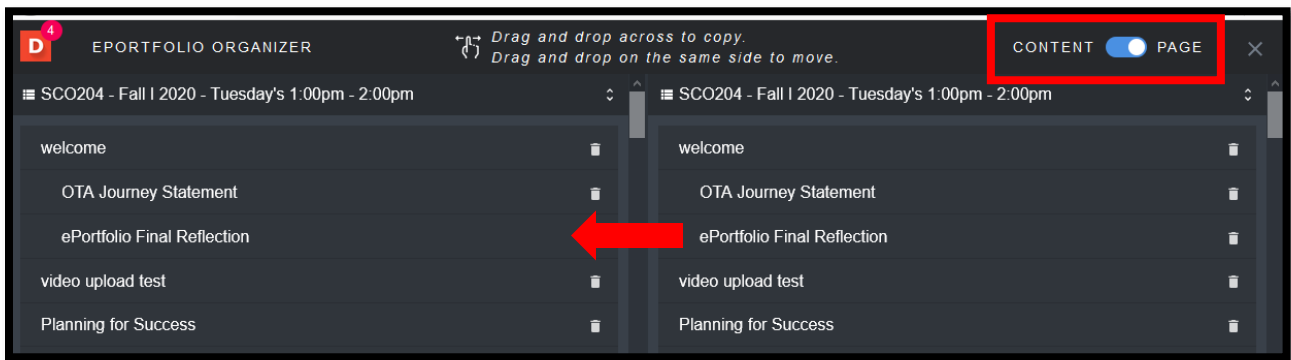


Image 5

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