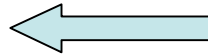
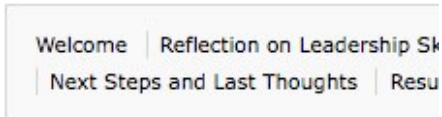


Add Sections and Pages

ePortfolio
Guide 3 of 8



Your ePortfolio
can have
sections, and
pages within
those sections.

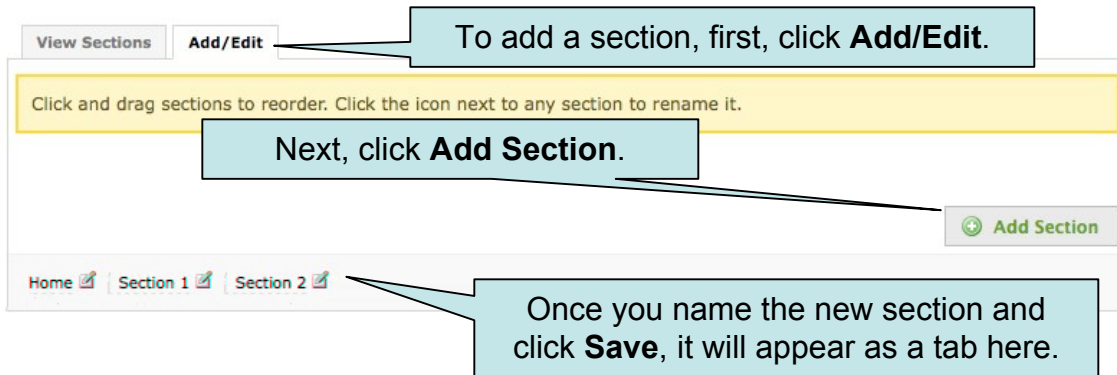
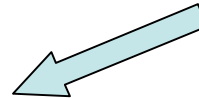
ELCC Standards

Standard 1

Vision Project
Vision PowerPoint
Reflection

Standard 2

Clinical Supervision Project
Diverse Populations Professional
Development Plan
Professional Development
Schedule and Handouts
Inquiry Team
Plan/Comprehensive
Educational Plan



View Sections | **Add/Edit** | To add a section, first, click **Add/Edit**.

Click and drag sections to reorder. Click the icon next to any section to rename it.

Next, click **Add Section**.

Add Section

Home | Section 1 | Section 2 | Once you name the new section and click **Save**, it will appear as a tab here.

The screenshot shows a user interface for managing pages. At the top, there are two tabs: "View Pages" and "Add/Edit". Below the tabs, there is a list of pages: "Home", "Welcome", "Page 1", and "Page 2". Each page name has a small pencil icon next to it. A callout box points to the "Add/Edit" tab, explaining that clicking it leads to the "Home" section by default, and that clicking "Add/Edit" will allow adding a new page. Another callout points to the "Add Page" button, which is a red circle with a plus sign and the text "Add Page". A third callout points to the pencil icon next to "Page 1", explaining that clicking it will allow renaming the page. A fourth callout points to the pencil icon next to "Page 2", explaining that clicking it will allow saving the new page name, which will then appear in the list.

View Pages Add/Edit

Click and drag pages to reorder. Click the icon next to any pages to rename it. Pages in italics are hidden from your viewers.

To add a page, go click on the section where you want to add it (If you haven't created any new sections yet, you'll be in "Home" by default). Then click **Add/Edit**.

Next, click **Add Page**.

Once you name the new page and click **Save**, it will appear in this list.




Home

Welcome

Page 1

Page 2

To rename an existing section or page, go to that section or page, click on the **Add/Edit** tab, and then click on the **Edit** icon that will appear next to the section or page name.

Home  Section 1  Section 2 

To delete a page or section, click the **Edit** tab, then on the **Edit** icon next to the page or section name. Then click **Delete this section** or **Delete this page**. Deleting a section deletes all pages under it.