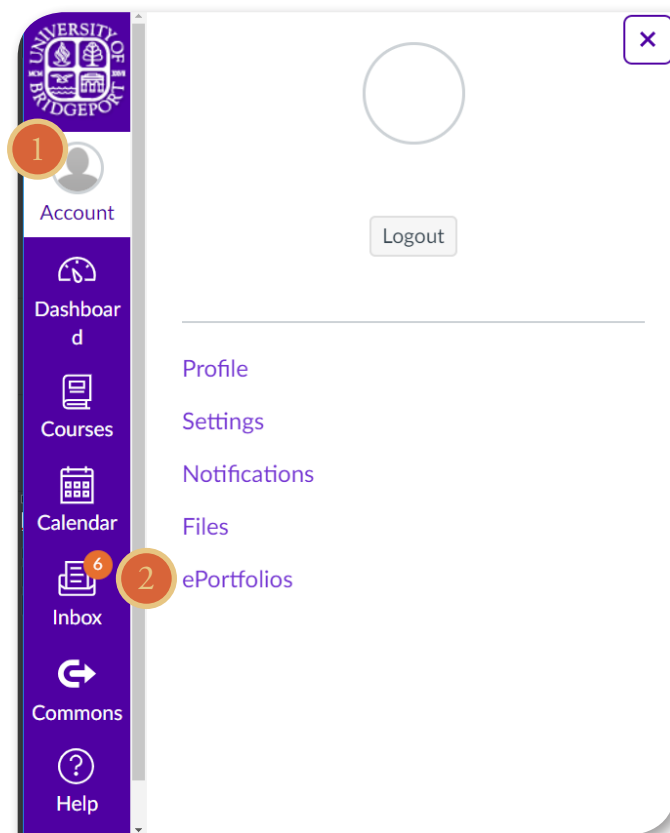


# How do I create a new ePortfolio section as a student?

Public ePortfolios allow anyone with the URL to view your ePortfolio. Learn more about sharing a private ePortfolio.

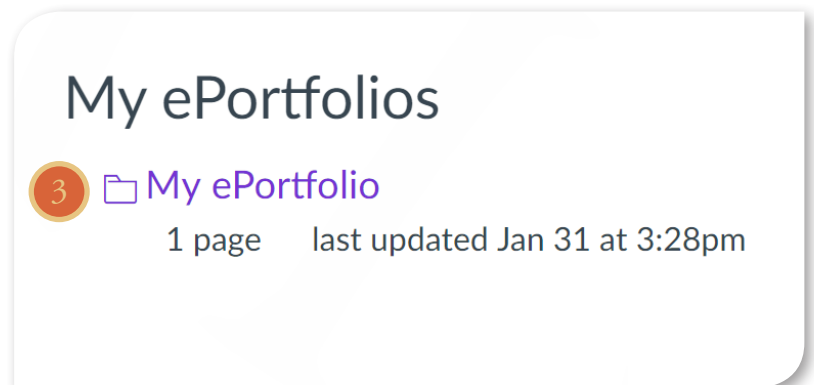
## Open ePortfolios



In Global Navigation:

1. Click the [Account](#) link.
2. Click the [ePortfolios](#) link.

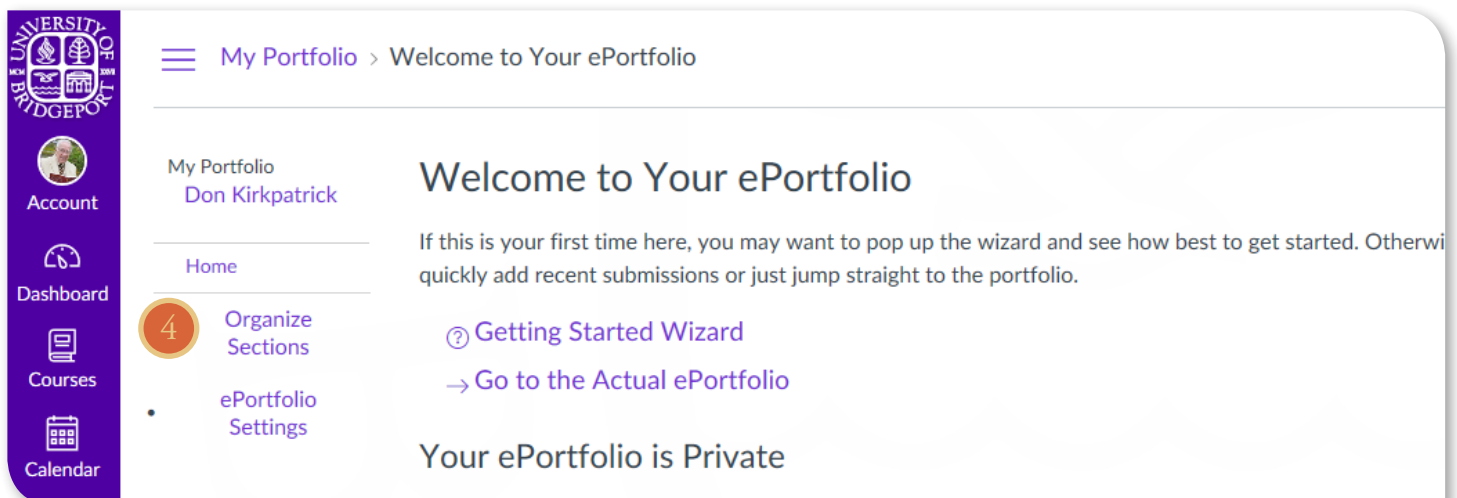
## Open ePortfolios



The screenshot shows a white rounded rectangle with a drop shadow. At the top, it says "My ePortfolios" in a large, dark blue font. Below that, there is a folder icon followed by "My ePortfolio" in a purple font. To the left of the folder icon is a small orange circle with the number "3" inside. Below the folder name, it says "1 page" and "last updated Jan 31 at 3:28pm".

3. Click the title of the ePortfolio.

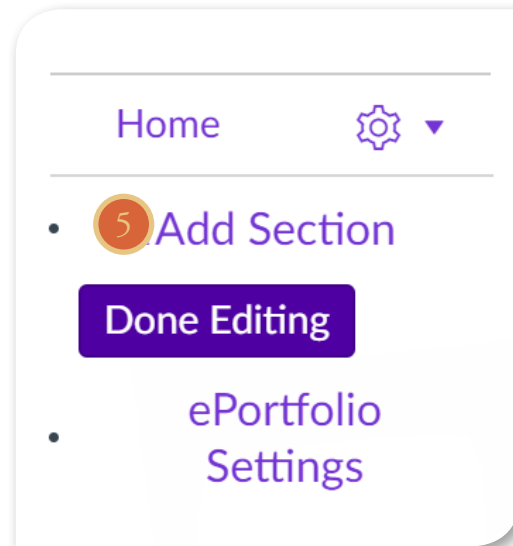
## Open Sections



The screenshot shows a user interface for "My Portfolio". On the left is a purple sidebar with icons and labels: "Account", "Dashboard", "Courses", and "Calendar". The main content area has a breadcrumb "My Portfolio > Welcome to Your ePortfolio". Below the breadcrumb, it says "My Portfolio Don Kirkpatrick". There are two menu items: "Home" and "Organize Sections" (which has a small orange circle with the number "4" next to it). Below "Organize Sections" is "ePortfolio Settings". The main heading is "Welcome to Your ePortfolio". Below the heading is a paragraph: "If this is your first time here, you may want to pop up the wizard and see how best to get started. Otherwise quickly add recent submissions or just jump straight to the portfolio." There are two links: "Getting Started Wizard" (with a question mark icon) and "Go to the Actual ePortfolio" (with a right arrow icon). At the bottom, it says "Your ePortfolio is Private".

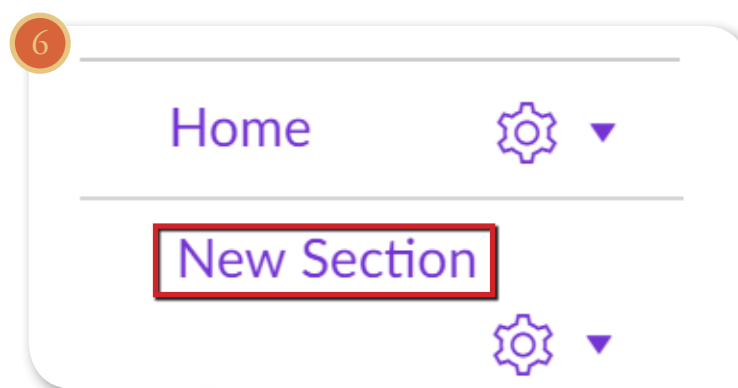
4. Click the **Organize Sections** link.

## Add Section



5. To create a new ePortfolio section, click the [Add Section](#) link.

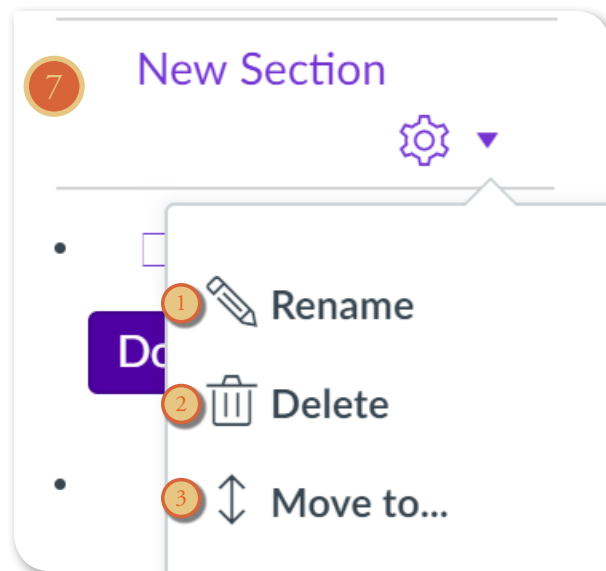
## Add Section Name



6. Type your new section name in the section name field. Press Return (on a Mac keyboard) or Enter (on a PC keyboard).

## Manage Sections

To edit any section, click the [Settings](#) menu.



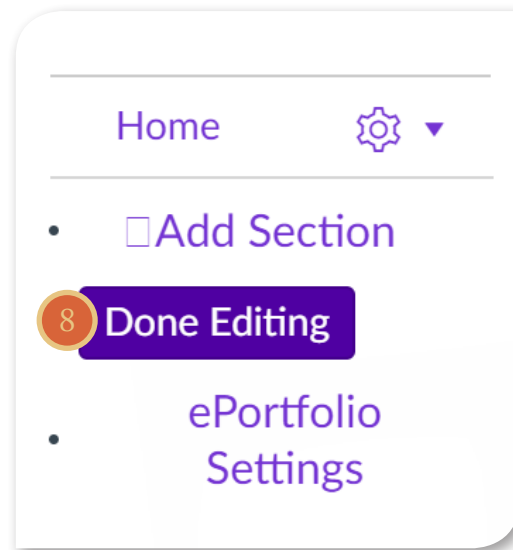
7. To rename section, click the [Rename](#) link [1].

To delete section, click the [Delete](#) link [2].

To move a section, click the [Move to...](#) link [3].

You can also rearrange sections by clicking and dragging them.

## Save Section



8. When you are finished adding and/or editing your new ePortfolio sections, click the **Done Editing** button.