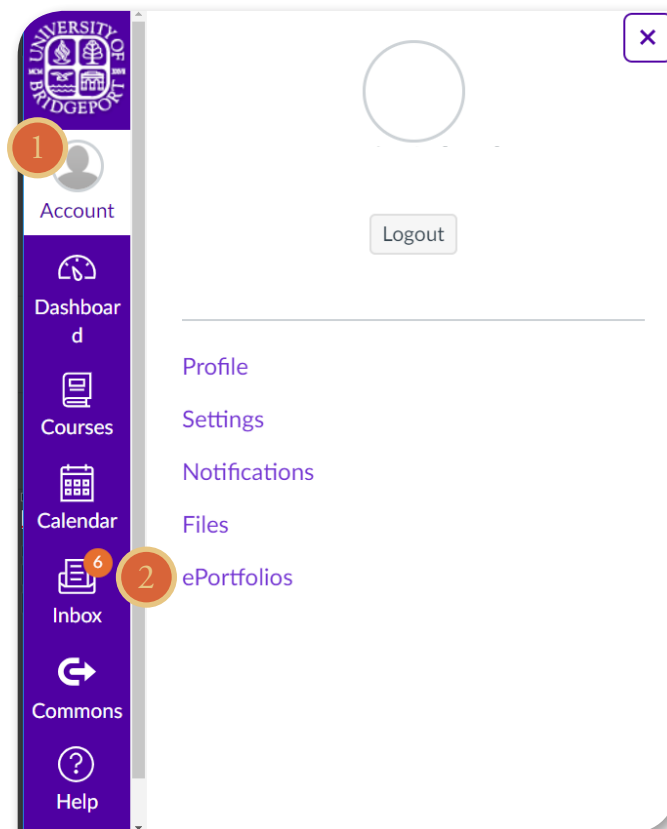


How do I organize my ePortfolio as a student?

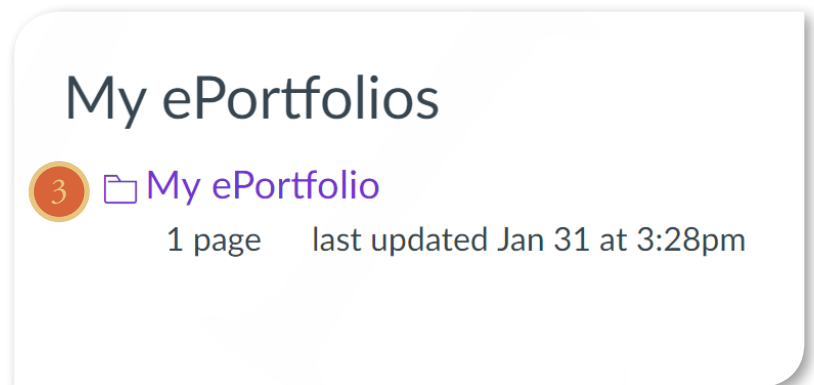
Open ePortfolios



In Global Navigation:

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

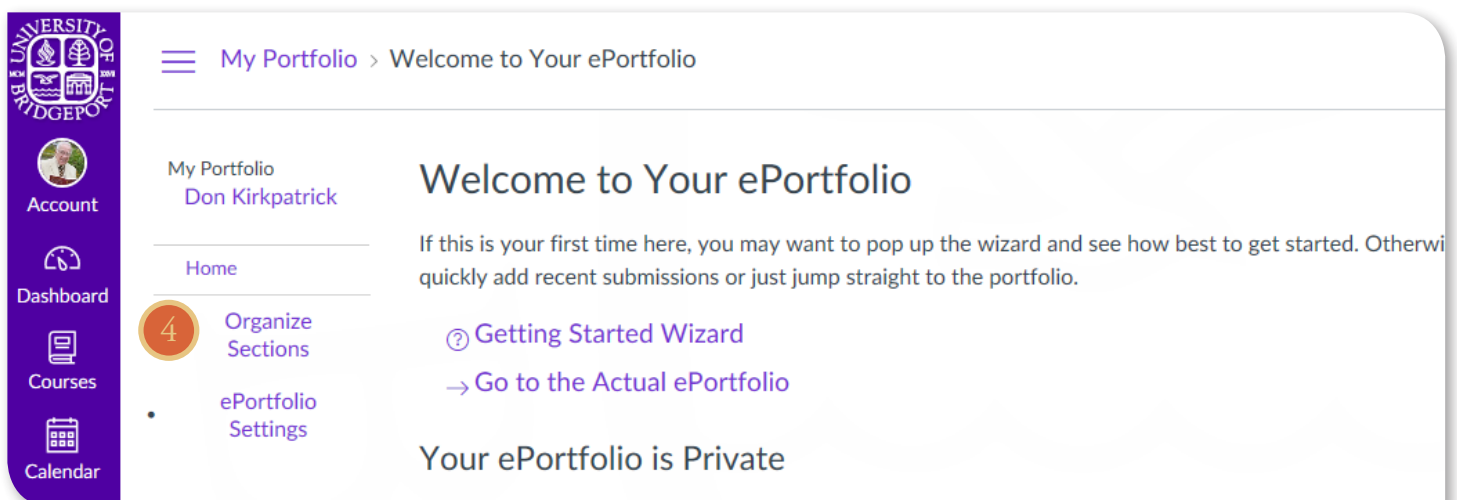
Open ePortfolios



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 purple. 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.

Organize 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.

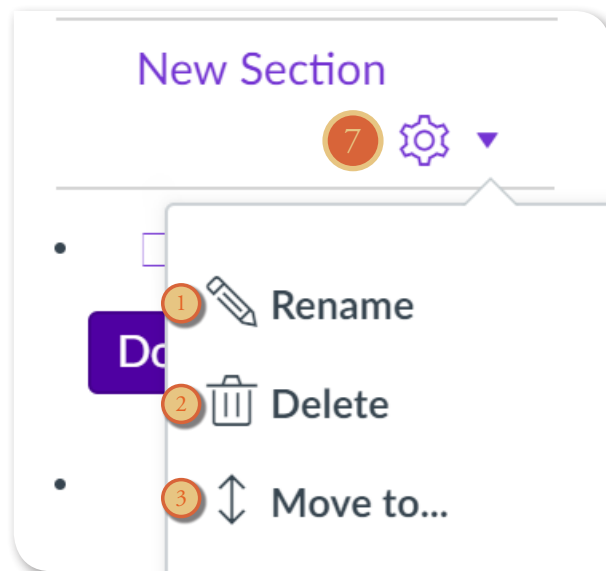
Add Section



5. To rename a section, click the name of the section and type the new name in the field.
6. To reorder a section, hover over the section name and wait for the cross arrows to appear. Click and drag the page to the new location in your ePortfolio organization.

Manage Sections

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



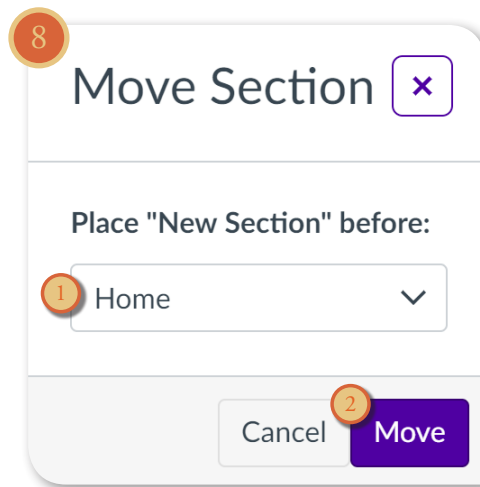
7. To view your options, click the [Settings](#) icon [1].

To rename a section, click the [Rename](#) link [2].

To delete a section, click the [Delete](#) link [3].

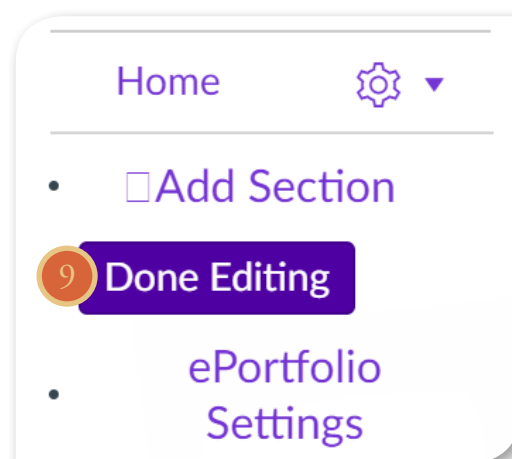
To move a section, click the [Move To...](#) link [4].

Save Section



8. In the section drop-down menu [1], select the section that should come after the section you are moving. Click the **Move** button [2].

Save Section



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