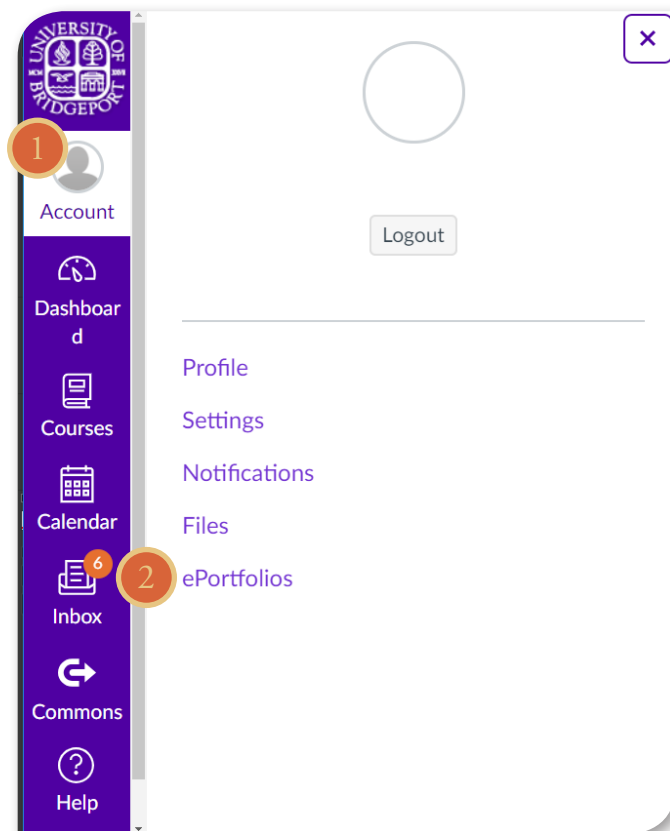


How do I organize my ePortfolio pages as a student?

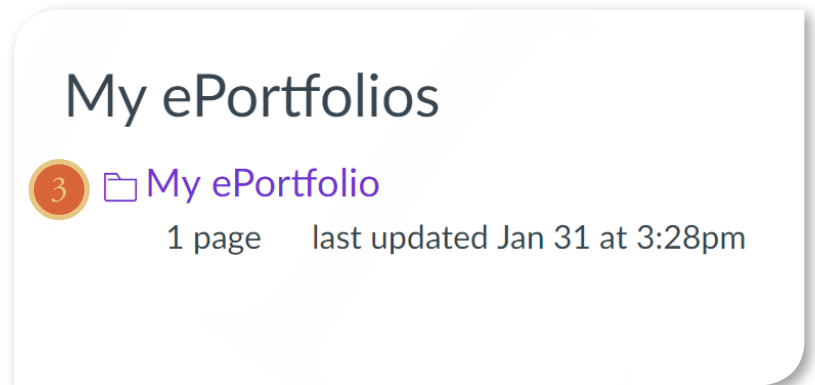
Open ePortfolios



In Global Navigation:

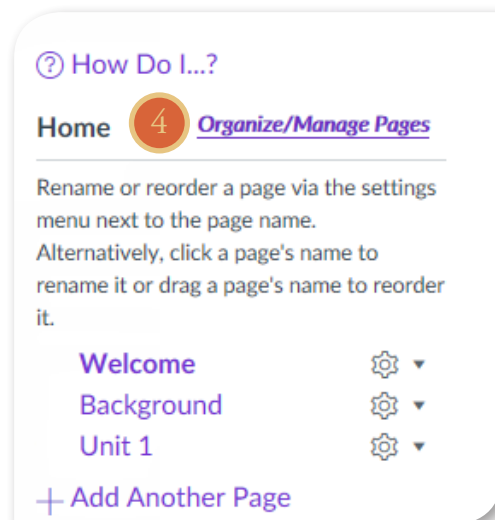
1. Click the Account link.
2. Click the ePortfolios link.

Open ePortfolios



3. Click the title of the ePortfolio.

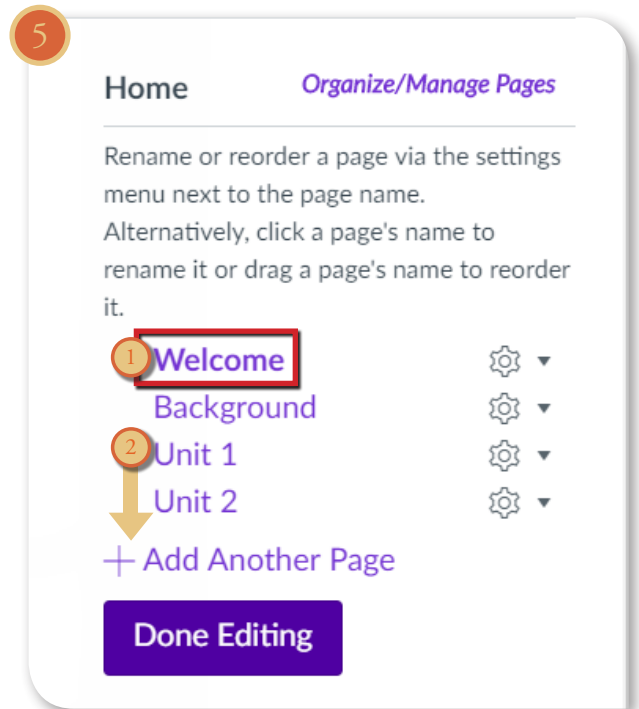
Organize/Manage Pages



4. Click the [Organize/Manage Pages](#) link.

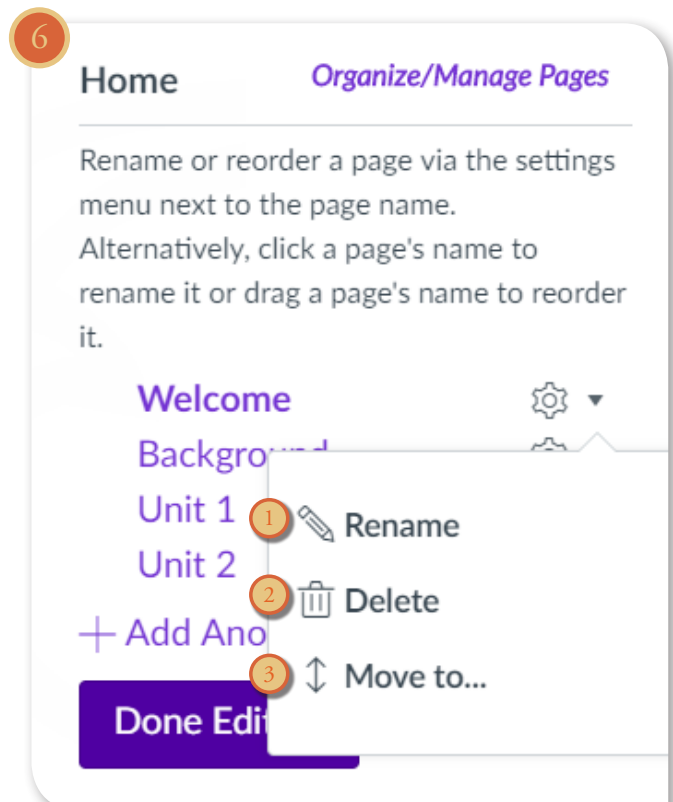
Manage Page

5. To rename a page, click the name of the page and type the new name in the field [1]. To reorder a page, hover over the page name and wait for the cross arrows to appear [2]. Click and drag the page to the new location.



View Page Settings

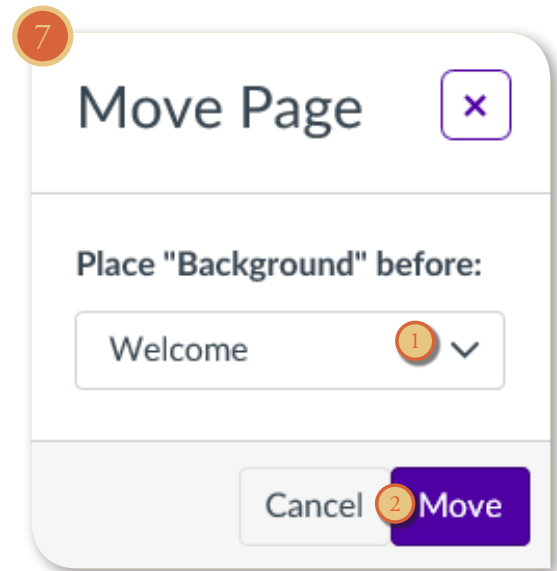
6. You can also edit your ePortfolio pages through the Settings menu [1]. To rename a page, click the **Rename** link [2]. To delete a page, click the **Delete** link [3]. To move a page, click the **Move to...** link [4].



Manage Page

7. In the page drop-down menu [1], select the page that should come after the page you are moving.

Click the **Move** button [2].



Save Page

8. Click the **Done Editing** button.

