

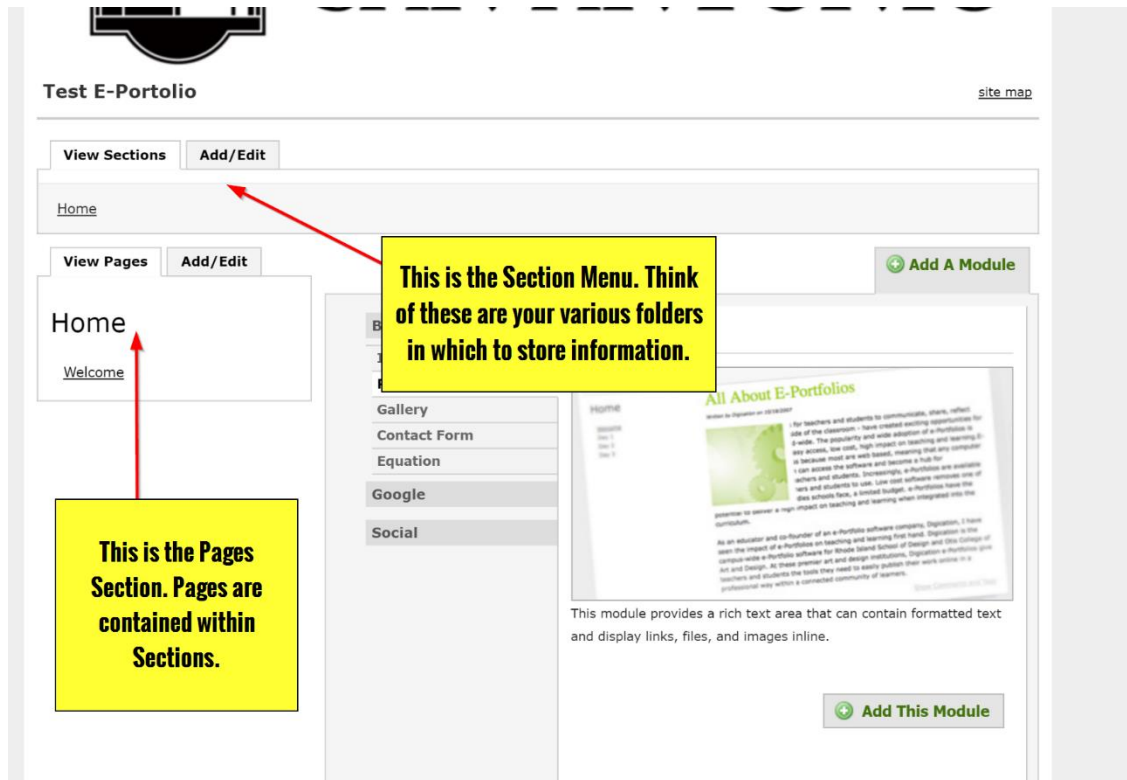
How to Create Sections and Pages in the Digication e-Portfolio Tool

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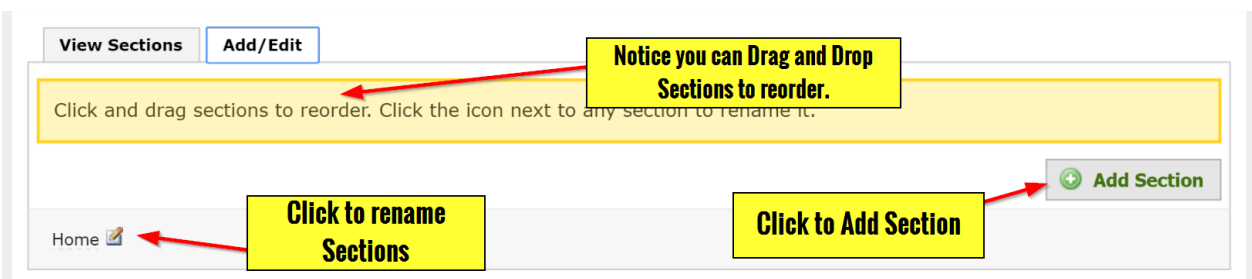
Overview

This document will show you how to create Sections and Pages in the Digication e-Portfolio Tool. This picture shows you the basic difference between a Section and a Page. Think of Sections as folders, which can contain as many Pages as you would like.



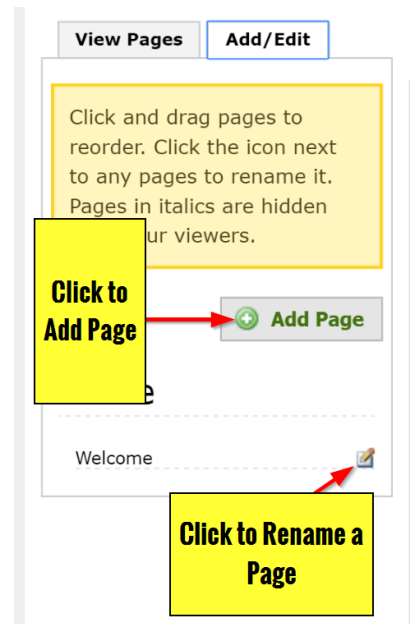
Adding or Editing the Sections of an e-Portfolio

1. From the 'Edit' tab of your e-Portfolio, click the 'Add/Edit' tab in the Sections Menu. You can click the green 'plus' button to Add Sections. Once a Section has been added, you can always go back and rename it by clicking the pencil icon next to the name. (Please note: changing a section name after creation will NOT change the URL.) Also, you can drag and drop the Sections in your e-Portfolio to change their order.



Adding or Editing the Pages of an e-Portfolio

1. From the 'Edit' tab of your e-Portfolio, click the 'Add/Edit' tab in the Pages Menu. You can click the green 'plus' button to Add Pages. Once a Page has been added, you can always go back and rename it by clicking the pencil icon next to the name. (Please note: changing a page name after creation will NOT change the URL.) Also, you can drag and drop the Pages in your e-Portfolio to change their order. You can also 'nest' Pages under another Page.



How to Get Additional Help

If you still have questions, please contact the ITS Helpdesk by sending an email to helpdesk@tamusa.edu or calling 210-784-4357 (HELP).

Related Documents and Helpful Links

Feedback

We welcome your feedback about this document. Please email ITSFeedback@tamusa.edu or use Twitter [@TAMUSA_ITS](https://twitter.com/TAMUSA_ITS).

Document History

Version	Date	Revision history or Review (Author)
1.0	July 2016	Initial Release (Matt B.)