

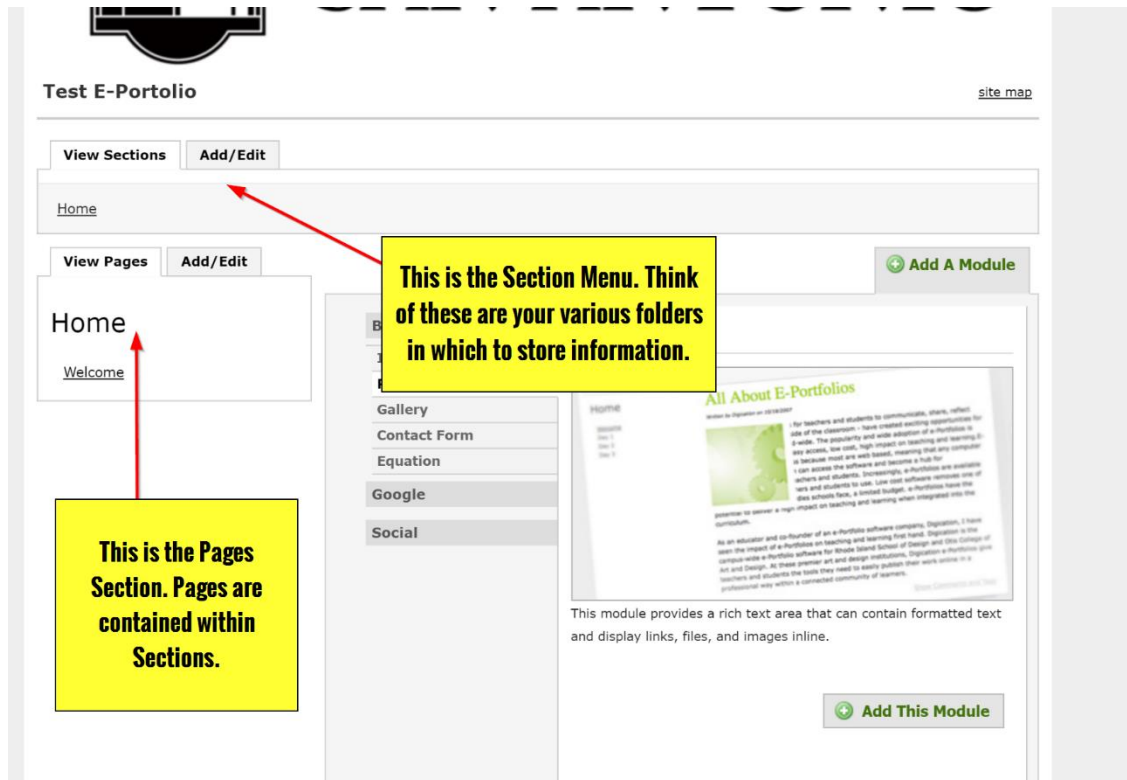
How to Create Sections and Pages in the Digication e-Portfolio Tool

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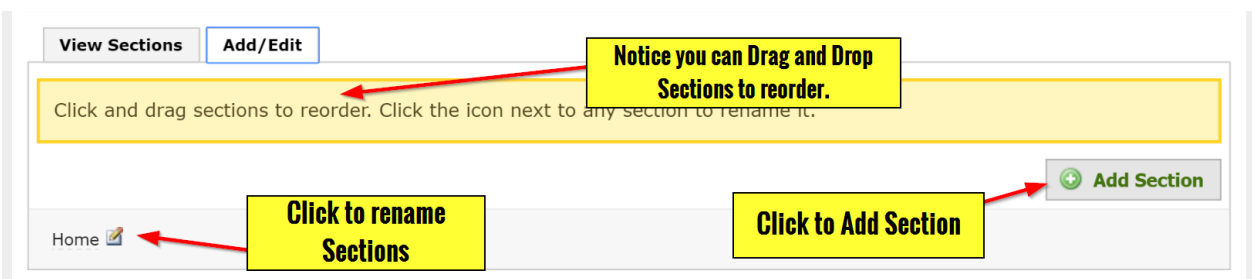
Overview

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.



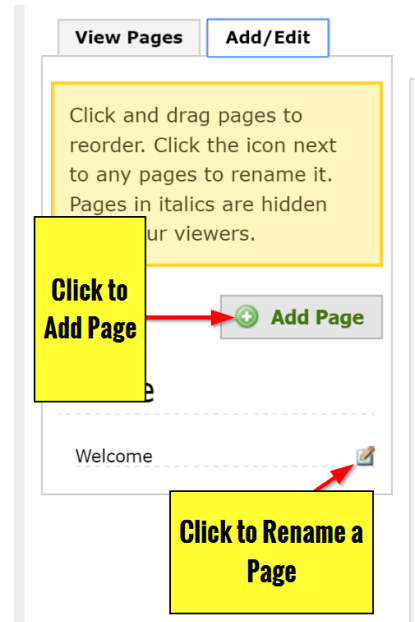
Adding or Editing the Sections of an e-Portfolio

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 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.)