



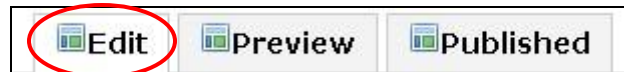
Add a Section

Introduction

Like a table of contents in a textbook, think of sections as a table of contents for your e-Portfolio. Once created, sections can be modified, edited, and deleted. Keep in mind that you can create more than one e-Portfolio with your account, so you do not need to fit all your projects or content into just one e-Portfolio. Thus, you can create a course-related e-Portfolio to meet the needs of class projects and assignments and create a personal e-Portfolio that represents your personal and professional interests that you may want to share with friends, family and prospective employers.

Add a Section

Step 1: To begin, be sure to select the **Edit** tab so that you can add, edit, and modify content in your e-Portfolio.



Step 2: Next, click **Add/Edit** from the *View Sections* tab.



Step 3: Click **Add Section** to create a new section.



Step 4: Enter the **Section Name** in the field provided.

Section name:

Step 5: Click **Save** when finished.



A confirmation screen will appear indicating that you are **Done**.



Step 6: Click **View Sections** to view the section you just added.



Notice: Your new section will appear next to the default *Home* title.



Repeat the steps involved in creating a new section as needed.

Conclusion

We hope this guide was helpful.

For more information about your e-Portfolio, please visit the Digication website at <http://www.digication.com> or use the *Help* section within the program.