# Add Sections and Pages

*ePortfolio*
*Guide 3 of 8*

Welcome | Reflection on Leadership Sk
Next Steps and Last Thoughts | Resu

## ELCC Standards

Standard 1
   Vision Project
   Vision PowerPoint
   Reflection
Standard 2
   Clinical Supervision Project
   Diverse Populations Professional
   Development Plan
      Professional Development
      Schedule and Handouts
      Inquiry Team
      Plan/Comprehensive
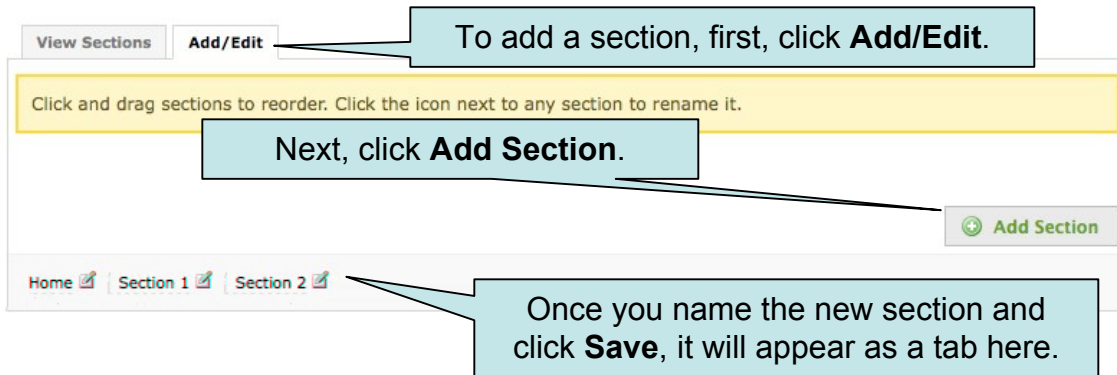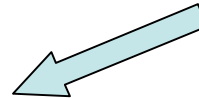      Educational Plan
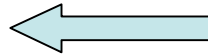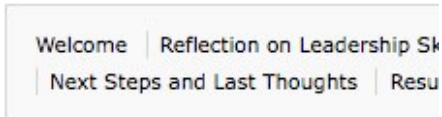
Your ePortfolio can have sections, and pages within those sections.

View Sections | Add/Edit

To add a section, first, click **Add/Edit**.

Click and drag sections to reorder. Click the icon next to any section to rename it.

Next, click **Add Section**.

⊕ Add Section

Home ☑ | Section 1 ☑ | Section 2 ☑

Once you name the new section and click **Save**, it will appear as a tab here.

| View Pages | **Add/Edit** |
| --- | --- |

Click and drag pages to reorder. Click the icon next to any pages to rename it. Pages in italics are hidden from your viewers.

To add a page, go click on the section where you want to add it  (If you haven't created any new sections yet, you'll be in "Home" by default).  Then click **Add/Edit**.

⊕ Add Page

Next, click A**dd Page**.

Once you name the new page and click **Save**, it will appear in this list.

## Home

Welcome 🖉
Page 1 🖉
Page 2 🖉

To rename an existing section or page, go to that section or page, click on the **Add/Edit** tab, and then click on the **Edit** icon that will appear next to the section or page name.

Home 🖉 | Section 1 🖉 | Section 2 🖉

To delete a page or section, click the **Edit** tab, then on the **Edit** icon next to the page or section name. Then click **Delete this section** or **Delete this page.**  Deleting a section deletes all pages under it.