



Go to the Portfolio tab

The screenshot shows a web browser window at <https://faculty-eportfolio.nyit.edu>. The top navigation bar includes the NYIT logo, a search box for users, and user information for Reid Moore-Bux, including settings, email notifications (0), and a logout option. Below this is a horizontal menu with four tabs: Dashboard, Content, Portfolio (highlighted with a red box), and Groups. The main content area is titled "Faculty e-Portfolios" and includes a warning message: "This site does not work properly when viewed with Internet Explorer; please use Firefox, Safari, or Chrome instead." To the right of the title is a user profile box for Reid Moore-Bux with a placeholder image. Below the warning, there are links for "New York Faculty and Staff (except NYITCOM)", "Global Faculty", and "NYITCOM Faculty". A "Need help? Contact us!" section provides contact information for MA (Olena Zhadko), Global faculty (Patricia Burlaud), and NYITCOM (Marianne DeMarco and Elizabeth Doran). At the bottom right of the main content area is an "Edit dashboard" button. The footer contains the Smahara logo, a "Privacy statement" link, and an "About" link.



Copy a page

The screenshot shows a web browser window with the URL <https://faculty-eportfolio.nyit.edu/view/index.php>. The page header includes the NYIT logo, a search bar for users, and the user name Reid Moore-Bux. The main navigation menu has tabs for Dashboard, Content, Portfolio, and Groups. Below this, there are sub-tabs for Pages, Collections, Shared by me, Shared with me, Export, and Import. The 'Pages' section is active, displaying a search bar with the text '(Title, description, tags)', a '+ Create page' button, and a 'Copy a page' button which is highlighted with a red rectangle. To the right of the search bar is a user profile for Reid Moore-Bux. Below the search bar, there are two search results: 'Dashboard page' and 'Profile page', each with a description and an edit icon. The text '2 results' is displayed at the bottom right of the results section. At the bottom of the page, there is a logo for 'powered by Smahara' and links for 'Privacy statement' and 'About'.



Copy a page

Find the page you want to copy. Click *Copy page* to the right of the page name.

The screenshot shows a web browser window at the URL <https://faculty-eportfolio.nyit.edu/view/choosetemplate.php>. The user is logged in as Reid Moore-Bux. The page title is "Copy a page or collection". Below the title is a search bar with a "Search" button. A user profile for Reid Moore-Bux is visible in the top right. The main content area contains a table of portfolio templates, each with a "Copy page" button. The first button, for "TEMPLATE 2015-16 Personnel Portfolio", is highlighted with a red box.

COLLECTION TITLE	PAGE NAME	OWNER	
	TEMPLATE 2015-16 Personnel Portfolio	NYIT faculty eportfolios	Copy page
	TEMPLATE 2015-16 External Review Page	NYIT faculty eportfolios	Copy page
	LIBRARIAN Personnel Portfolio	NYIT faculty eportfolios	Copy page
	TEMPLATE GLOBAL FACULTY 2015-2016	NYIT faculty eportfolios	Copy page
	TEMPLATE HEOP Personnel Portfolio	NYIT faculty eportfolios	Copy page
	TEMPLATE Sabbatical Application	NYIT faculty eportfolios	Copy page
	TEMPLATE Scholar Incentive Award Application	NYIT faculty eportfolios	Copy page
	2014-15 TEMPLATE Personnel Portfolio	NYIT faculty eportfolios	Copy page
	Karen Friel PT DHS Portfolio	karen friel	Copy page



Name the page

1. Name the page *<Your Name> <Year> Personnel Portfolio*
2. Enter the name of your department
3. Click Save

The screenshot shows the NYIT e-portfolio editor interface. At the top, there is a navigation bar with the NYIT logo, a search bar, and user information (Reid Moore-Bux). Below the navigation bar, there are tabs for Dashboard, Content, Portfolio, and Groups. The main content area shows a notification: "Copied 13 blocks and 26 artefacts from TEMPLATE 2015-16 Personnel Portfolio". Below this, the page title is "No title | Edit title and description" with an information icon. There are buttons for "Display page", "Share page", "Edit content", "Edit layout", and "Edit title and description". The "Page title" field contains "Reid Moore-Bux 2015-16 Personnel Portfolio" with a red circle and the number 1 next to it. Below the title field is the "Page description" field, which contains "Department of Library Sciences" with a red circle and the number 2 next to it. The "Page description" field has a rich text editor toolbar and a "Words: 4" indicator. Below the description field is the "Tags" section with a "Show my tags" input field and an information icon. Below the tags section is the "Name display format" dropdown menu, which is set to "Display name (Reid Moore-Bux)". Below the name display format is a question: "How do you want people who look at your page to see your name?". At the bottom left, there is a green "Save" button with a red circle and the number 3 next to it.



Success!

Your page is now ready for use.

