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.

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.

![View Sections and Add/Edit buttons]

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

![Home page with LCS-101-X01 section]

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.