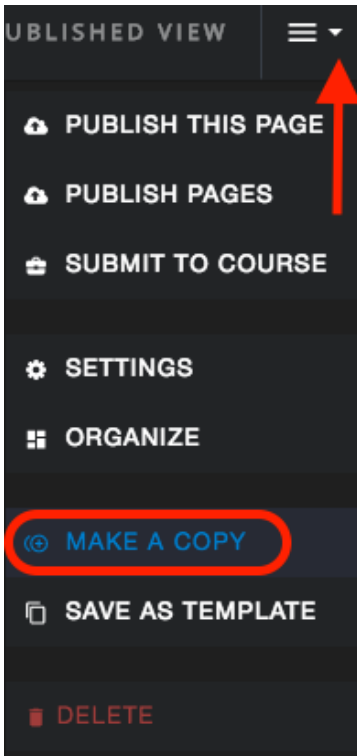


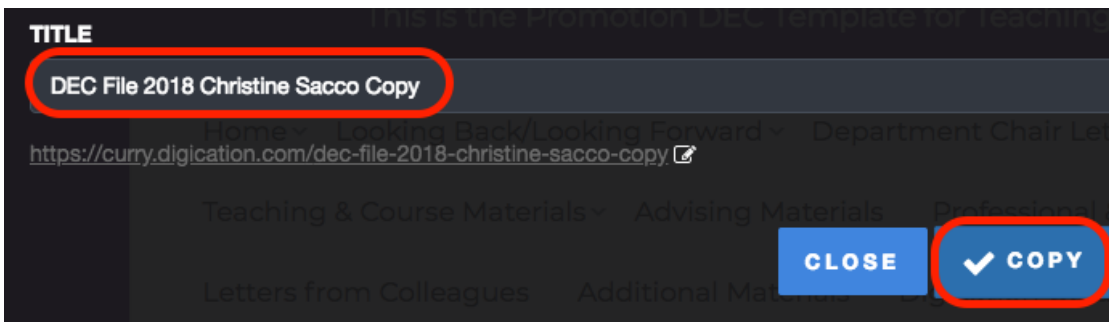


Make a Copy of e-Portfolio

Step 1: Click on the down arrow in the upper right-hand corner of the screen and choose **MAKE A COPY**:



Step 2: Give the new e-Portfolio a name and add the word Copy to the end:



Step 3: Publish all the Changes, and you will see an exact copy of your DEC in your e-Portfolio list.