

## Guidelines for Making your WordPress ePortfolio

Get help! Work with an experienced partner.

Go to Mr. Schiff's blog (<http://blogs.4j.lane.edu/schiff/>) and follow the "ePortfolio Guidelines and Resources" link for additional help.

### Steps to ePortfolio Set-up Success and Daily Use

1. Go to <http://blogs.4j.lane.edu/>  
Enter your username and password to login and create a blog.
2. The **Dashboard**: the back end of your blog where you set it up and add content, edit, and make other changes.
3. In the **Settings -- General** panel:  
Give your new site a more interesting **Site Title** and **Tag Line** to describe your site. These appear in the heading section of all your pages. **Save** your changes.
4. In **Appearance** panel:  
**Select: Appearance → Theme**  
Pick a theme that is not too distracting, one side bar is probably best, and one that you can show hierarchical "order" of pages (parents and kids).  
**Note:** Many themes have navigation drop-downs, and some can be customized with your own images. Take a good look before you decide. If you don't like the one you choose, you can always pick a different one – just make sure it has a similar layout (1 sidebar).  
**Strongly Recommend** – Pick a theme with drop-downs for main "Parent" page navigation, and one with a side bar that displays the hierarchy in the "Page" Widget  
  
**Select: Appearance → Widgets**  
Drag "Pages", "Categories" and "Meta" widgets one at a time to the side bar. These are the 3 you must have and in that order. Be sure to select in the "Pages" widget – sort by "page order" from the drop down menu. Then save and close the widget.
5. In **Post** panel:  
**Select : Post -> Category**  
**Add a New Category** for all of your classes or topics that you anticipate posting about. Example – Language Arts, Social Studies, Math, Science, Band, Broadcast Media, etc. You can use abbreviations if desired.

**Trash/Delete** the canned "Welcome" post from WordPress.  
Write a **Post** to welcome visitors to your ePortfolio.  
Give your post a **Title** in the Title field that is relevant to the topic.  
Type in your **content**, taking care with spelling and grammar.  
Check privacy setting under **Visibility – default is public**.  
Check a Category (Uncategorized for this one, for weekly update posts for specific classes, check the category for that class)  
Click on the **Publish** button on the far right.  
Take a look at your site to see that first post on the main page.  
**(Weekly Updates – Posts -> Add New – students are expected to post weekly updates for classes that are using ePortfolios.)**

6. Set up **"Parent" Pages** – main navigation (see directions under #7) following the **Required Student ePortfolio Page Hierarchy**. Your Parent Pages/Menu Navigation must include and **is limited to** the following and in this order (some themes also include a Home Page):
  1. About
  2. Classes
  3. Blog
  4. Community
  
7. Add **Pages** with **Pages → Add New**  
Add a title, following the directions under #6.  
You don't need to add content to all pages right now.  
Check privacy setting under **Visibility (default is Public – Keep it!)**, be sure to **number the page** in the order it is to appear in the navigation (lower right of window), then click **Publish**.  
Take a look at your site to see that first page appears on the top navigation bar of your website.
  
8. Under **Classes**, add **"Kids" (Sub-Pages)** for each of your classes:  
**Pages → Add New**  
Add a title, which will be the name of one of your classes.  
Click the drop down box under **Parent**.  
Select **Classes**.  
You don't need to add content to all pages right now.  
Check privacy setting under **Visibility (default is Public)**, be sure to **number the page** in the order it is to appear in the navigation (lower right of window), then click **Publish**.  
Repeat this process for each of your classes.

## 9. Weekly Updates

You will post weekly updates as **Posts**, NOT as **PAGES**. Weekly Updates will include a brief summary of the activities and work completed in classes for that week. Be sure that you have checked the appropriate class "category" for that class post:

### **Posts -> Add New**

Enter Title - **Week number and Class (Example) Week 4 – Tech Lit**

A brief paragraph narrative/summary of work you did for that class during the week.

Check the appropriate "Category" for your class, Publish or Update your **POST**.

## 10. Assignments and Artifacts Requirements

### **Select Pages -> Add New**

Name the **Page** you will add the content/assignment to with a relevant title. Ex. Career Paper.

Then be sure to select the correct "**Parent**" class page from the "Parent" drop-down for your "**Kid**" assignment (Parent -> Language Arts).

Then do the following to add your assignment to your new page:

1. Write a brief **Assignment Description** and intended outcome (narrative). If your teacher has an assignment description on their instructional blog, you can use it by copying and pasting it to your page.

2. **Add/Upload** your assignment as a linked .pdf or other file format for display, following the "Add Media" steps to upload your file/assignment from your server or computer, or stream from another source – Vimeo, Youtube, etc. With Youtube and Vimeo, just past the URL of the video into the Page content. *\*Note – with Vimeo URLs, be sure to remove the (s) from the http(s) part of the URL.*

Click on **ADD Media -> Upload Files or Media Library -> Select Files**, navigate to where you saved your PDF file (hard drive, flash drive, or server.)

Make sure the file name you are using when inserting your media is correct as it will be what appears as the word(s) for the link of a PDF or the filename in the Media Library.

Click on **Insert Into Post** to place the media on the page. Click on **View Page** to see the assignment as it appears on your page.

*(\*Note is a good idea to have your ePortfolio opened in a new Tab or Window as well, so you can work from the Dashboard and then look at the actual page display in the other browser window, and*

*switch back and forth as needed to the dashboard to edit – the page formatting doesn't always display what you think you should see when you are working in the dashboard.)*

3. Write a **Reflection** on your work: **What you did** (restate the core of the assignment description – what you were supposed to do and achieve as an outcome; **How you did it** – detail the process, skills, and tools necessary to accomplish the assignment goal; and **Outcome Results** – how you feel about the product, describing any challenges, personal sense of accomplishment, and any prescription for improvement - a brief summary statement.

*\*Note - In some cases, you may chose to put a number of assignments on a single class page in running chronological order – a One Stop Shop so to speak, so all assignments for a particular class appear on the same page. This can present problems when there are many assignments, as you will need to scroll the page to reveal individual assignments.*

*A very effective alternate solution for access to all assignments from one page, is to do all the steps in making individual assignments on separate Pages as "Kids" to the "Parent" class page, and then create Links to the individual assignment Pages from the main class page.*