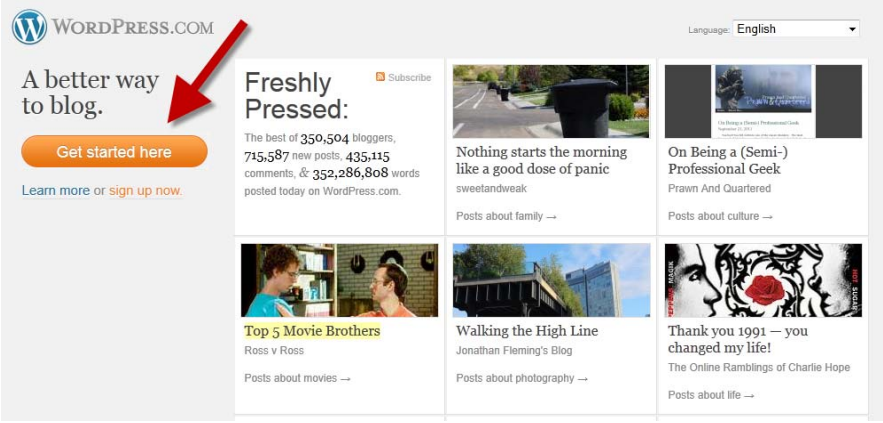

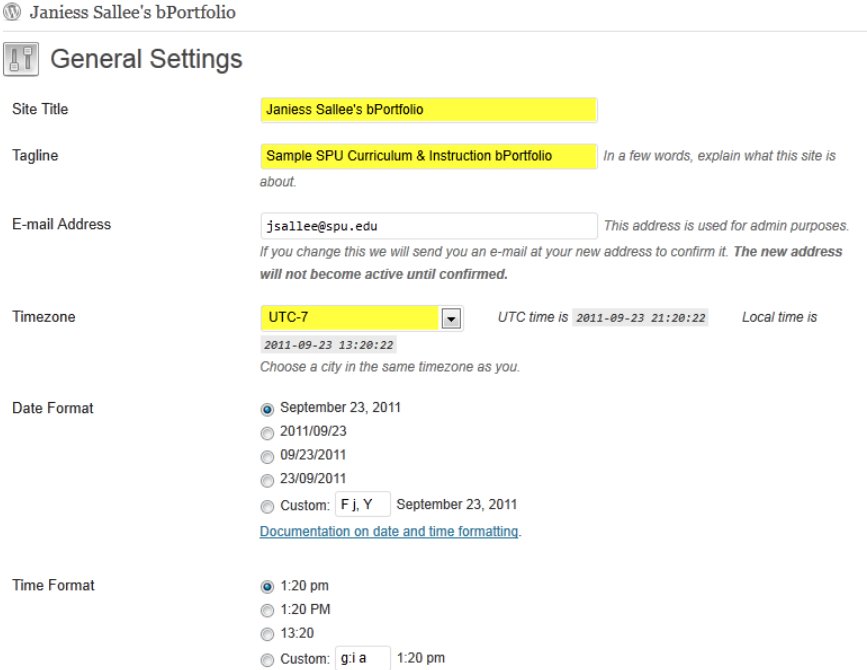


Creating a bPortfolio with WordPress

Please follow all directions for setting up your WordPress bPortfolio account.

Task	Process	Pts
<p>✓ Create a WordPress account</p>	<p>Go to www.wordpress.com</p> <p>Click Get started here.</p>  <p>Fill in the form with your information. [Note: Stick with the free wordpress.com domain.] Please follow the remaining prompts on the screen for activating your account. Once your account is activated, please log into WordPress to continue the process of setting up your portfolio.</p> <p>Make sure the name of your portfolio includes your first and last name (i.e. Janiess Sallee's bPortfolio). That will enable both instructors and students in the program to quickly identify your portfolio. You can change the name of your portfolio by doing the following:</p> <p>After logging into WordPress, click the Stats link under the name of your blog. This will take you into the blog's Dashboard (command central).</p> 	<p>4</p>
<p>✓ Use your first and last name as the name of your bPortfolio (i.e. Janiess Sallee's bPortfolio).</p>		

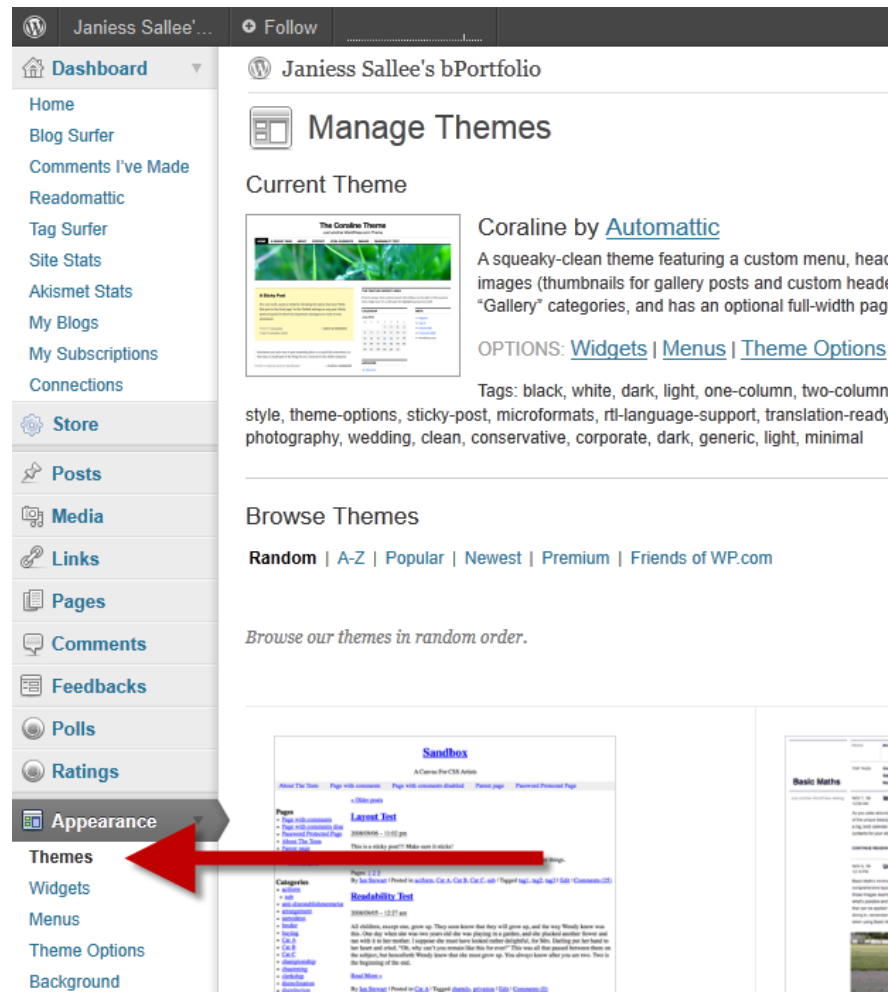
<p>✓ Set the timezone to be UTC – 7 and remove the default Tagline.</p>	<p>Scroll down and click Settings > General. You'll have the option to change the Site Title.</p> <p>While confirming the name of your portfolio, set the Timezone to be UTC – 7. This will set it for Pacific Time rather than Greenwich Mean Time.</p> <p>We'd also recommend deleting or replacing the default Tagline.</p> <p>Be sure to click the Save Changes button at the bottom of the page.</p> 	
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Selecting a theme, widgets and categories

✓ Select a theme for your bPortfolio.

Within your Dashboard, scroll down and click **Appearance > Themes**. When selecting a theme, keep in mind that it should be professional in nature. We'd also recommend sticking with one of the free themes.

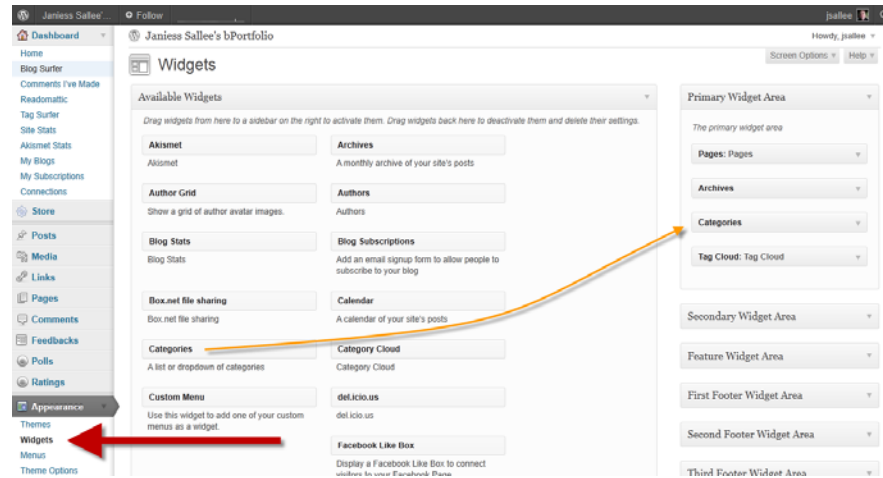
6



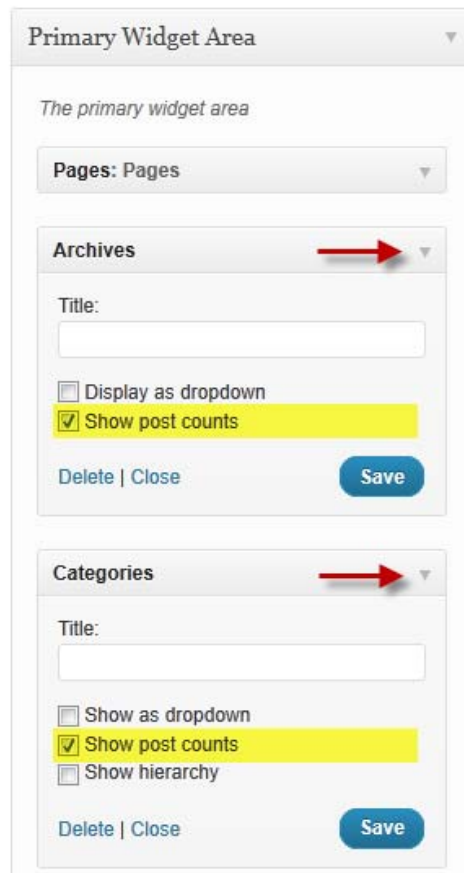
✓ Add the following widgets to your bPortfolio sidebar (you may add others, if desired):

- **Pages**
- **Archives**
- **Categories**
- **Tag Cloud**

Within your Dashboard, select **Appearance > Widgets**. Click and drag the following widgets to the Sidebar: **Pages, Archives, Categories, and Tag Cloud**.



You can modify widget settings once in the Sidebar. **Specifically, click the dropdown arrow for both the Archives and Categories widgets and check Show Post Counts.**

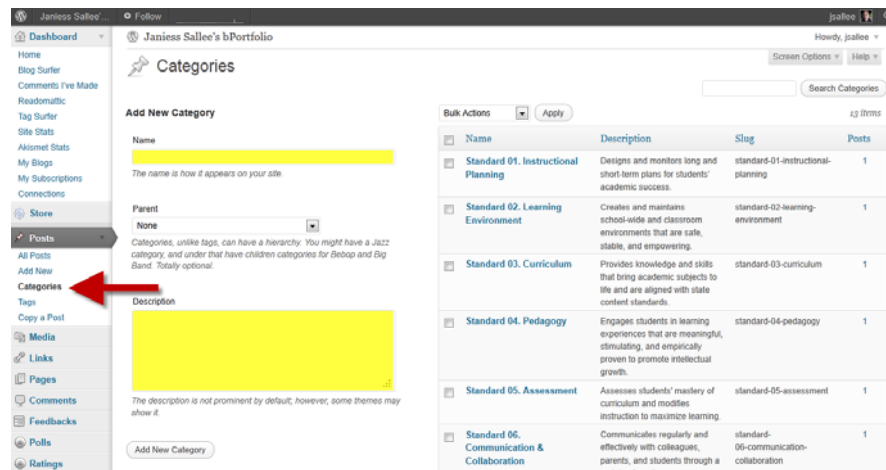


- ✓ Add each of the 12 C&I standards as individual categories with their respective descriptions.

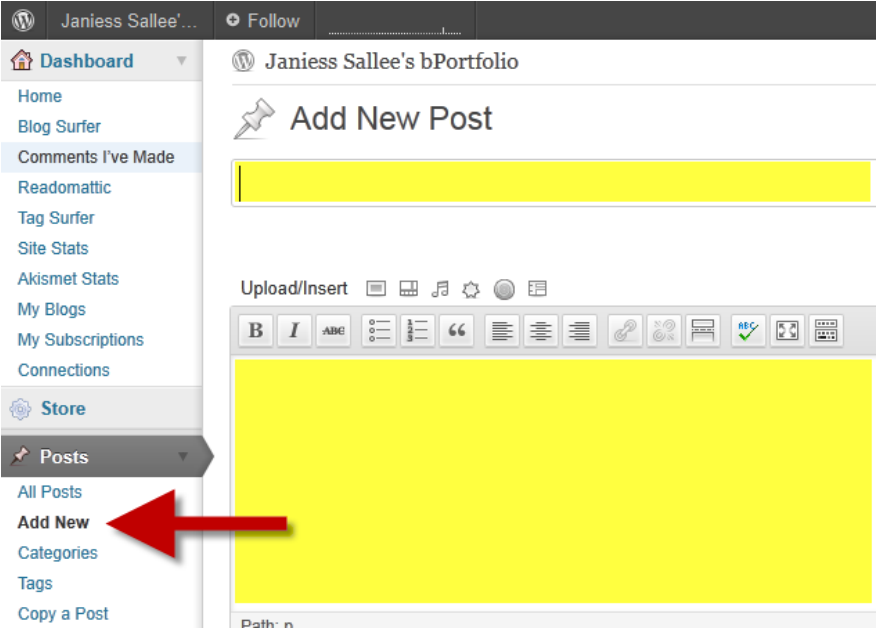
Within your Dashboard, select **Posts > Categories**.

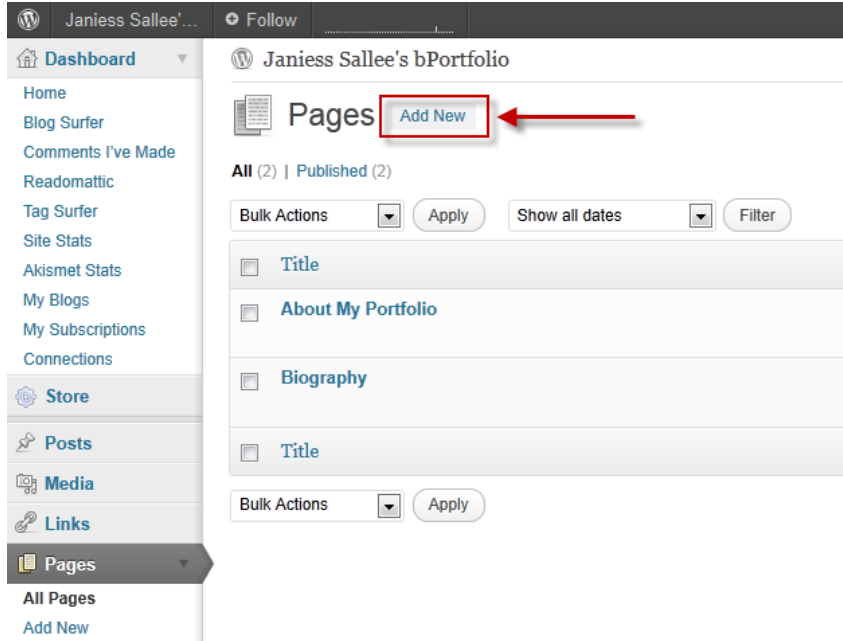
Using the content provided in the “C&I Program Standards: Categories with Descriptions” document, **copy and paste a standard** (i.e. Standard 01 – Instructional Planning) **into the category Name field**. **Copy and paste a standard’s description** (i.e. Designs and monitors long and short-term plans for students’ academic success.) **into the Description field**. Click the **Add New Category** button.

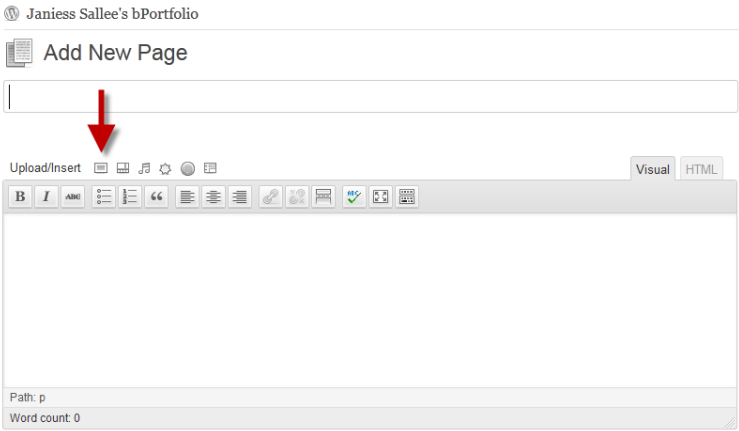
Repeat this process for each of the 12 standards.



Please note: Your categories won't automatically display until you start categorizing posts that you make.

Entering your first reflection / posting		
<p>✓ Delete the default WordPress post.</p>	<p>Within your Dashboard, select Posts. Hover your mouse over the default post listed and click the Trash link that appears.</p>	2
<p>✓ Create a new post in which you reflect on</p> <p>1) what you hope to learn / gain during your course of study at SPU and</p> <p>2) your current understanding of each C&I program standard.</p>	<p>Select Posts > Add New. Type your reflection that addresses both 1) what you hope to learn / gain during your course of study at SPU and 2) your current understanding of each C&I program standard. [Note: You may copy / reuse content from your Introductions Discussion Board posting and C&I Program Standards Reflection.]</p>  <p>The screenshot shows the WordPress dashboard for 'Janiess Sallee's bPortfolio'. The 'Posts' menu is expanded, and a red arrow points to the 'Add New' option. The 'Add New Post' screen is visible, showing a large yellow text area for writing the reflection.</p> <p>Be sure to check your spelling and grammar to help the viewer focus on the content of your post rather than the mechanics.</p>	6
<p>✓ Select all 12 standards / categories</p>	<p>Under Categories on the right-hand side of the screen, check the boxes for all 12 standards as your post refers to all 12 of them.</p>	2
<p>✓ Include a tag with your post (i.e. goals, aspirations).</p>	<p>Under Post Tags on the right-hand side of the screen, add a tag (keyword) that characterizes your post. As you continue to reuse and build a collection of tags, these keywords will help viewers sort through your posts.</p> <p>Once you've entered in a title for your post, subsequent content, categories, and a tag, click the Publish button to the right.</p>	2

Creating your "About My Portfolio" page		
<p>✓ Remove the default page, and create an "About My Portfolio" page.</p>	<p>Within your Dashboard, select Pages. Hover your mouse over the default page listed and click the Trash link that appears.</p>	<p>10</p>
	<p>Click the Add New button.</p>	
	 <p>The screenshot shows the WordPress dashboard for 'Janiess Sallee's bPortfolio'. On the left is the navigation menu with 'Pages' selected. The main content area shows the 'Pages' section with an 'Add New' button highlighted by a red box and a red arrow. Below the button, there are filters for 'All (2) Published (2)' and 'Bulk Actions' with an 'Apply' button. A list of pages is shown with checkboxes: 'Title', 'About My Portfolio', 'Biography', and another 'Title'. At the bottom, there are 'Bulk Actions' and 'Apply' buttons again.</p>	
<p>✓ Type a reflection about the purpose of creating an electronic portfolio. Share about what people will be able to view over time.</p>	<p>Name the page About My Portfolio, and type a reflection about the purpose of creating an electronic portfolio. Be sure to check your spelling and grammar to help the viewer to focus on the content of your post rather than the mechanics.</p> <p>**Note: This page will be updated over time as the purpose and intended use become clearer to you.</p> <p>Be sure to click the Publish button to the right once you've entered your content.</p>	

Creating your "About Me" page		
<ul style="list-style-type: none"> ✓ Create an "About Me" (you could also title it "Biography") page. ✓ Share about your educational background. 	<p>Within your Dashboard, select Pages > Add New.</p> <p>Title the page About Me. Write about your educational backboard. You can use some of the same information you shared in your Introductions discussion board posting.</p> <p>Be sure to check your spelling and grammar to help the viewer to focus on the content of your post rather than the mechanics.</p>	10
<ul style="list-style-type: none"> ✓ Add a picture of yourself OR add a picture of an educational setting from a site like Creative Commons. Be sure to credit the source of the image, if applicable. 	<p>To add a picture, click the Add an Image icon right above the main content text box.</p>  <p>Be sure to click the Publish button to the right once you've entered your content.</p>	10