

You're going to create your own e-portfolio to show off the hard work you have done in your language classes at Rice University. To do this you will use a blog created in the Rice blog-site using WordPress software. Once you have learned how to use WordPress it is a fairly user friendly program. The following instructions will help you create your e-portfolio.

Setting Up Your Blog Site

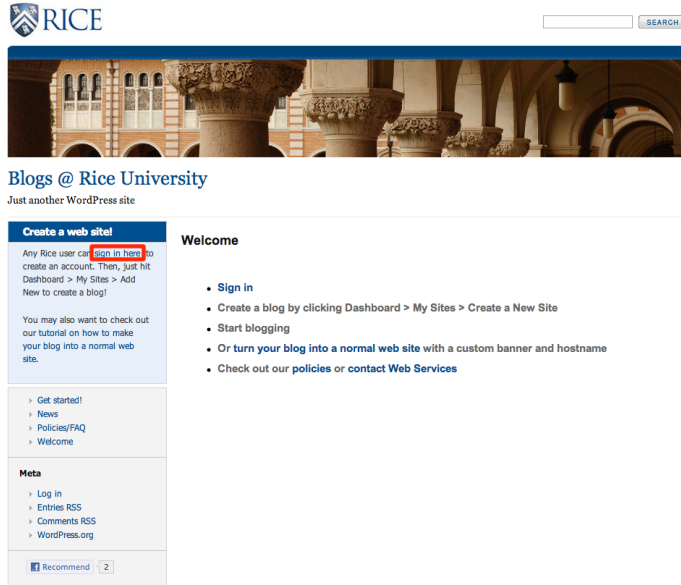
As mentioned, you will be using Rice Blogs system to organize your portfolio. Read through the following steps and follow them to create your blog site.

Step 1: The first thing you have to do is set up a blog. Go to <http://blogs.rice.edu>. Here you will find an introduction to the website and some helpful links to information and how to create a blog.

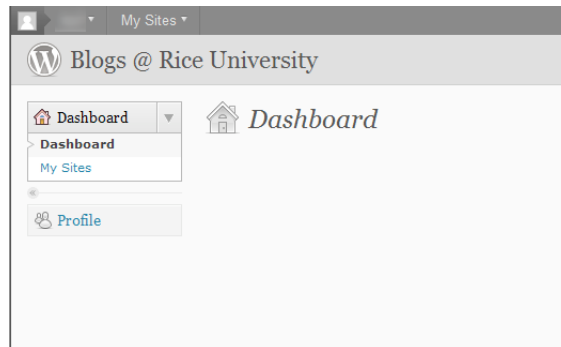
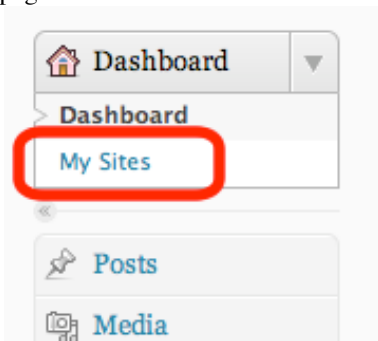
Step 2: As stated "Any Rice user can [sign in here](#) to create an account. Then, just hit Dashboard > My Sites > Add New to create a blog!"

Step 3: Click on the "sign in here" link to sign in using your Net ID and password. This action will take you to the Dashboard.

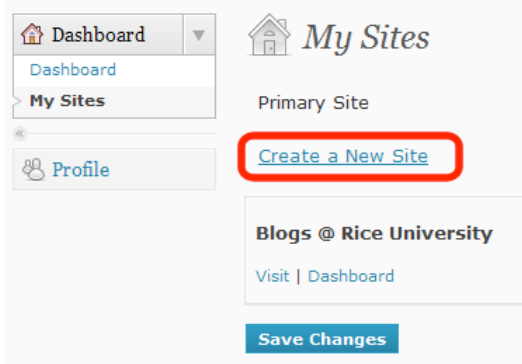
Step 4: Click on "My Sites" on the top left of the page.



Step 2: Initial Login



Step 5: Click on "Create a New Site". (Students may have unlimited number of sites.)



Step 6: Naming Your Site**A: DOMAIN ... VERY IMPORTANT INFORMATION.**

The Center for the Study of Languages request you to use the following domain name for your E-Portfolio, first name initial + lastname + folio.blogs.rice.edu. If your name is John Houston, then your domain should be jhoustonfolio.blogs.rice.edu. Please know that the domain name is unique to each user and can not be changed later.

B: Site (Blog) Title

We request you to use your Full Name for the E-Portfolio title, such as John B. Houston. This title can be changed later.

C: Privacy

We suggest you click “no” on the privacy issue on this page so that the blog is not available to specific search engines. This does not mean that others cannot see it online. It is just blocked from search engines like ‘google’. This feature can be changed later.

Blogs @ Rice University

Just another WordPress site

Get another Blogs @ Rice University site in seconds

Welcome back, . By filling out the form below, you can **add another site to your account**. There is no limit to the number of sites you can have, so create to your heart's content, but write responsibly!

Sites you are already a member of:

- <http://blogs.rice.edu>

If you're not going to use a great site domain, leave it for a new user. Now have at it!

Site Domain:

jhoustonfolio (first name initial + lastname + folio)

Site Title:

Your Full Name (i.e. John B. Houston)

Privacy:

Allow my site to appear in search engines like Google, Technorati, and in public listings around this network.

Yes
 No ←

Create Site ←

Step 7: Now when you are ready to proceed, click on “Create Site”.

On the next page, you will see two links. One is the link to view your blog. On this link you will see your unique url to your site. The other is the link to log into your blog's admin page. Please click on the link to log into your blog admin page.

Step 8: Once logged into your admin area, please click on the "Settings" menu and choose "General" submenu. Please change the "Tagline" to "Rice Portfolio". Then click "Save Changes" at the bottom to apply the changes.

The screenshot shows the WordPress 'General Settings' page. On the left sidebar, the 'Settings' menu is expanded, and the 'General' option is highlighted with a red arrow. In the main content area, the 'Site Title' is 'John B. Houston' and the 'Tagline' is 'Rice Portfolio', which is highlighted with a red box. Other settings visible include 'E-mail address' (YourEmail@rice.edu), 'Timezone' (UTC-5), 'Date Format' (September 14, 2010), 'Time Format' (9:25 am), 'Week Starts On' (Sunday), and 'Site language' (English). A 'Save Changes' button is at the bottom.

Step 9: We also need to setup Category for your articles. To set your categories, click on "Posts" menu and choose "Categories" submenu. Bring the cursor over the default category "Uncategorized" and click edit. Change the Name and Slug to your current course prefix and number, i.e. SPAN101, without parent. Then click update.

Categories

Add New Category

Name **SPAN101 (Course Prefix + Number)**
The name is how it appears on your site.

Slug **SPAN101 (Course Prefix + Number)**
The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent **None**
Categories, unlike tags, can have a hierarchy. You might have a Jazz category, and under that have children categories for Bebop and Big Band. Totally optional.

Description

Bulk Actions **Apply**

Name

Uncategorized
Edit | Quick Edit

Bulk Actions **Apply**

Note:
Deleting a category does not delete the content. Deleted categories are set to the default category. Categories can be selectively created.

Step 10: Setting the Default Site

1. From your "Dashboard" menu, click on "My Sites" submenu.
2. Change the "Primary Site" to your E-Portfolio site.

Dashboard

My Sites

My Sites

Primary Site **http://.blogs.rice.edu**

Set it to your site.

[Create a New Site](#)

3. Click "Save Changes" at the bottom of the page.

First Post: Creating E-Portfolios Using blogs.rice.edu

Posting Your First Article

WordPress places a default post. I recommend this to be edited first.

1. From your Dashboard, Click "Posts".

Dashboard

Posts Add New

All (1) | Published (1)

Bulk Actions **Apply**

Title

Hello world!
Edit | Quick Edit | Trash | View

Bulk Actions **Apply**

2. Bring the cursor over the default post. Edit link will be seen. Click on it.
3. Replace the Title, Text Body, Choose Category, Place Tag* (Key Word), Allow Comments, then Publish/update.

The screenshot shows the WordPress 'Add New Post' page. The interface includes a sidebar on the left with navigation links like 'Dashboard', 'Posts', 'Media', and 'Appearance'. The main content area has a title field labeled '1. Post Title', a rich text editor labeled '2. Post Text', and a 'Publish' button labeled '6. Publish'. On the right, there is a 'Categories' list labeled '3. Choose Category' and a 'Post Tags' section labeled '4. Place Tag' with the instruction 'Please limit your tags to Bestwork, Oral, and/or Written.' Below the 'Publish' button, there is a checkbox for '5. Check "Allow Comments"'.

*Each post MUST contain a tag, aka key word or hot word. For your foreign language assignment, please use one or combination of the following, "Bestwork", "Oral", and/or "Written". Obviously, in the above situation, you will place "Written" tag. However, at the end of the semester, among many compositions, if you feel that this is your bestwork of the semester, come back to this article and add "Bestwork" tag.

** Since the upgrade to WordPress3.1, some of the above panel may not be seen. If so, please use the "Screen Options" at the top right of the page.



4. If you want to post a NEW article, choose "Add New" sub-menu from the "Post" menu.

Creating E-Portfolios Using blogs.rice.edu: Part II

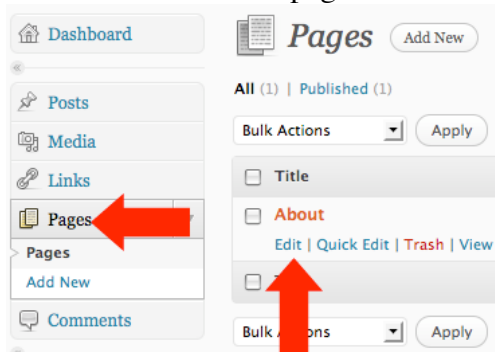
Now you have your E-Portfolio site running and perhaps have an article or two. There are a few more matters to make your E-Portfolio to work well.

Setting up Pages: Turning your Blog Site to your Web Site (E-Portfolio site)

Your E-Portfolio should be more than just blogs. Since Rice Blog system uses WordPress, you can incorporate/create some static pages. Let's create two such pages, "Introduction" and "Selection of Bestworks".

Introduction (example: <http://narbonne.blogs.rice.edu/>)

1. Click on "Pages" menu.
2. You will see a default page called "About". Bring the cursor above the title and click edit.



3. In Edit Page, change the title from "About" to "Introduction".
4. Change Permalink from "about" to "introduction" by clicking on Edit button.
5. Change the text to introduce yourself.
6. Disallow comments and trackbacks.
7. Click Update

A screenshot of the 'Edit Page' interface in WordPress. The title field contains '1. Introduction'. The permalink is 'http://langtech3.blogs.rice.edu/introduction/'. A red '2.' is placed above the 'Edit' button. The content area shows a text editor with the text: 'This is an example of a WordPress page, you could edit this to put information about yourself or your site so readers know more about you and your site. You can create as many pages like this one or sub-pages as you like and manage all of your content inside of WordPress.' A red '3. Edit Text' is placed over the text. On the right, the 'Publish' box shows 'Status: Published', 'Visibility: Public', and 'Published on: Sep 13, 2010 @ 21:20'. A red '5.' is placed above the 'Update' button.

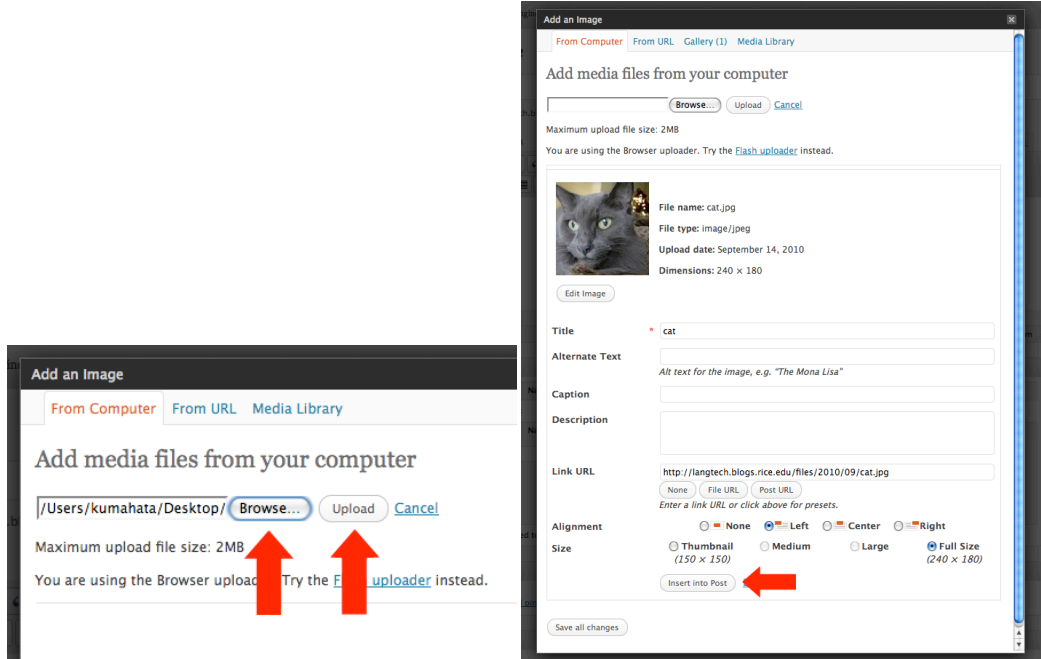
A screenshot of the 'Discussion' settings box in WordPress. It contains two checkboxes: 'Allow comments.' and 'Allow trackbacks and pingbacks on this page.' A red '4. Uncheck' is placed over the 'Allow trackbacks and pingbacks' checkbox.

Inserting Your Photo into Introduction Page

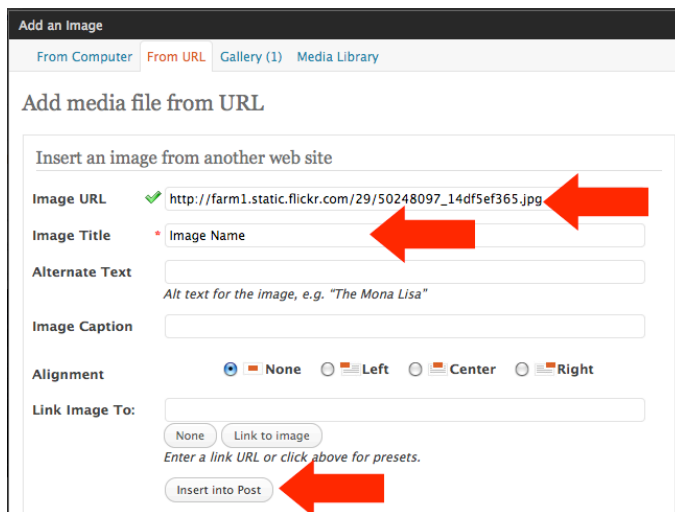
As seen on the above example, <http://narbonne.blogs.rice.edu/>, inserting a photo in the Introduction page is useful. You can either use your photo that already exist somewhere in the Internet or upload to this blog system.

1. Bring the cursor where you would like to insert your photo.

2. Click on "Insert Image" icon.
 - a. click browse, choose file, click "upload", then click "Insert into Post".



- b. To insert from Internet, click on "From URL" tab, place "Image URL" and "Image Title", then click "Insert to Post".



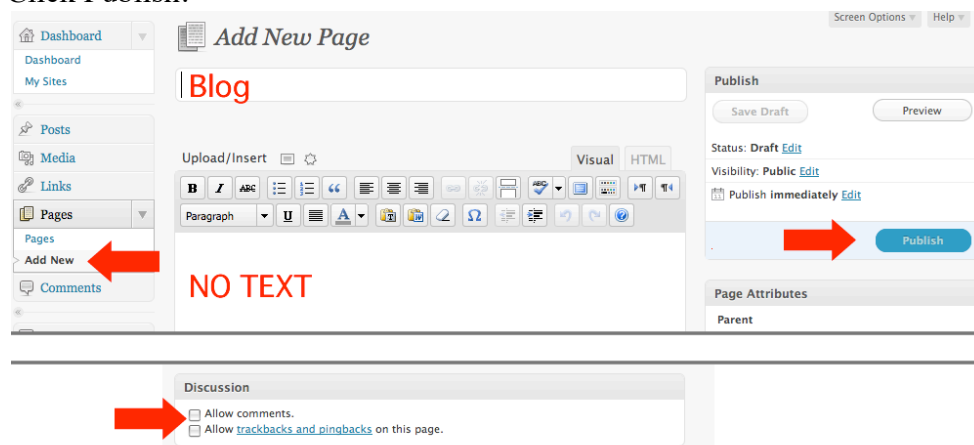
3. You can move the photo around if you wish. When you are satisfied, click on Update button.

Making Introduction Page a Front Page

Let's make the entry point of your E-Portfolio to be the "Introduction" page. To do this, we need to configure two settings. First we have to make the Introduction as your front page. Secondly, we need to redirect blog articles to show up elsewhere.

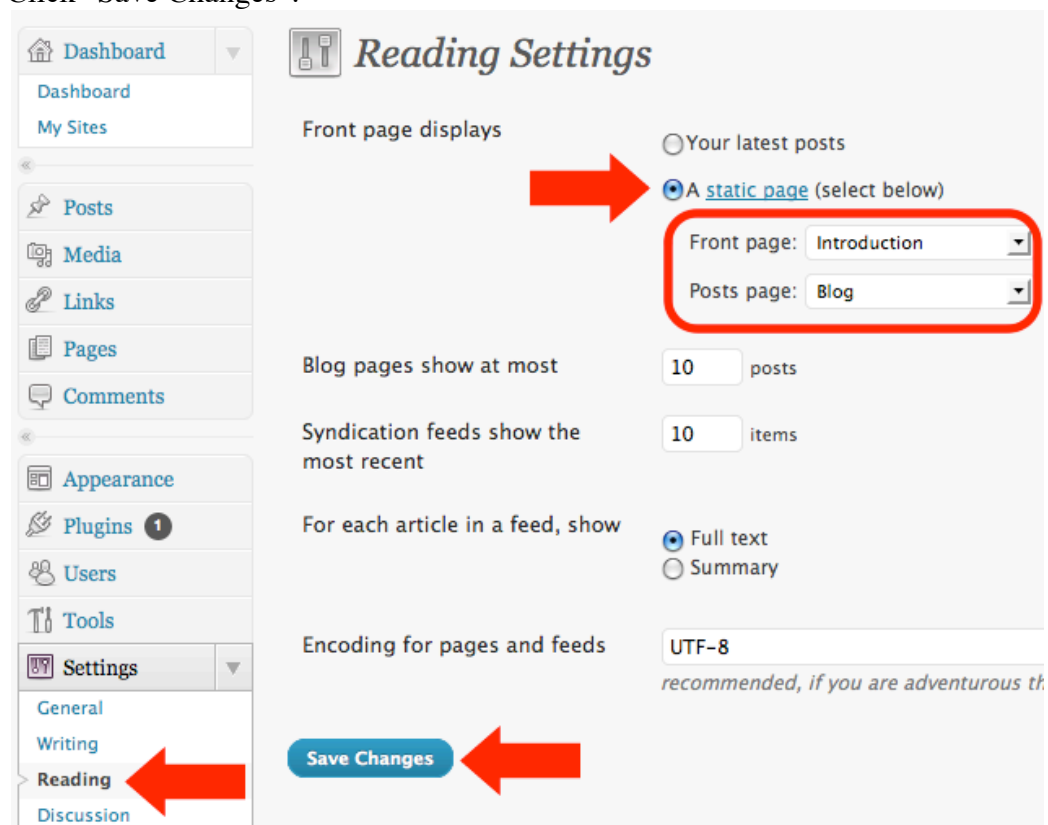
-- Creating "Blog" page --

1. In "Pages" menu, choose "Add New" submenu.
2. Enter Title "Blog".
3. No text needed
4. Make sure that Discussion contents are unchecked.
5. Click Publish.



-- Setting Up the Front Page --

1. Click on the "Settings" menu. Then choose the "Reading" submenu.
2. Choose "A static page" under "Front page displays"
3. Choose "Introduction" as Front page and "Blog" as Posts page.
4. Click "Save Changes".



Adding "Selection of Bestwork" page

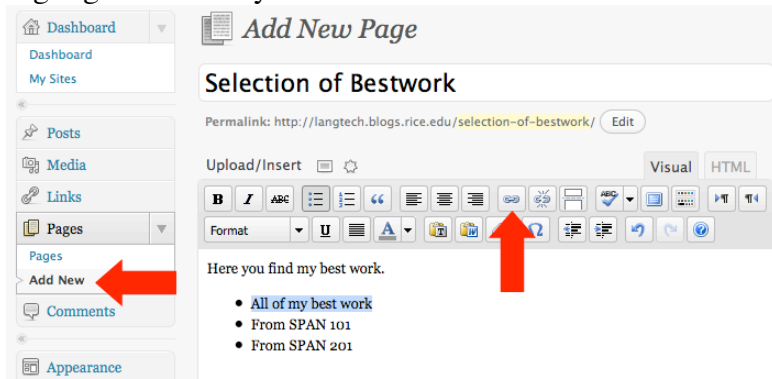
In this page, you can place a link to all of your best work.

(example: <http://narbonne.blogs.rice.edu/e-portfolio/>)

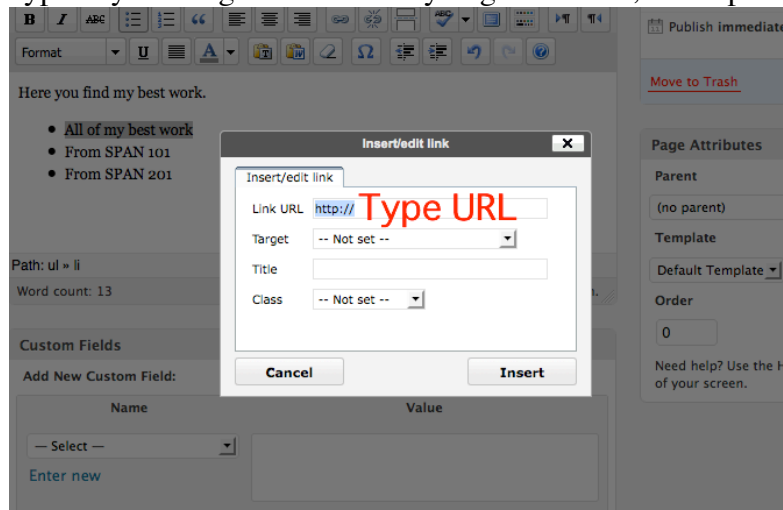
1. In "Pages" menu, select "Add New" submenu.
2. Give title "Selection of Best Work".
3. In the body, type "Here you find my best work."
 - All of my best work
 - From SPAN 101
 - From SPAN 201"

(Choose courses accordingly)

4. Highlight "All of my best work" then click on the "Insert Link" button.



5. Type in your blog url followed by /tag/bestwork/, i.e. <http://langtech.blogs.rice.edu/tag/bestwork/>



6. Click insert.
7. Highlight "From SPAN 101", then click on the "Insert Link" button.
8. Type in your blog url followed by /category/span101/?tag=bestwork, i.e. <http://langtech.blogs.rice.edu/category/span101/?tag=bestwork>
9. Click insert.
10. If you need to create links for other courses, follow the above steps 7, 8, & 9.
11. Click Publish.
12. View your site to make sure everything is running as expected. *Until you have a few posts in each category and tags, these links may not work properly.