Creating E-Portfolios Using blogs.rice.edu
Center for the Study of Languages

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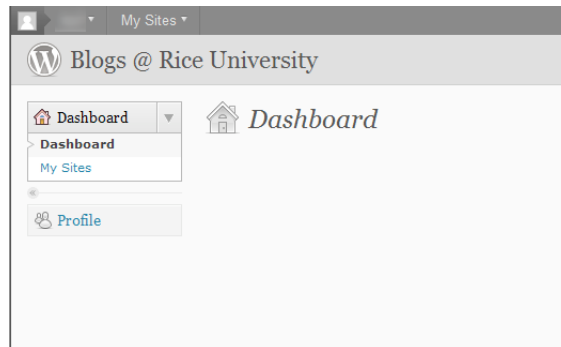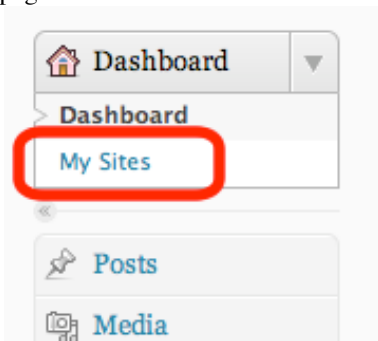
Step 2: As stated "Any Rice user can sign in here to create an account. Then, just hit Dashboard > My Sites > Add New to create a blog!"

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.
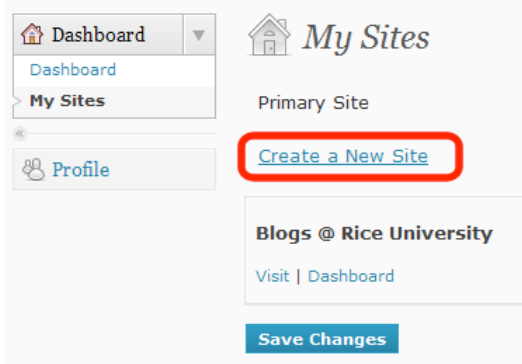
Step 4: Click on "My Sites" on the top left of the page.
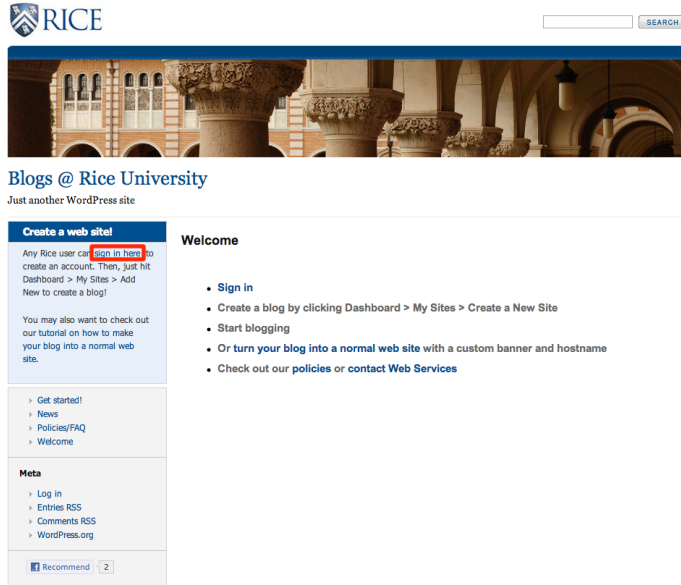
Step 2: Initial Login

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.

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.

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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.

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.

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".

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.

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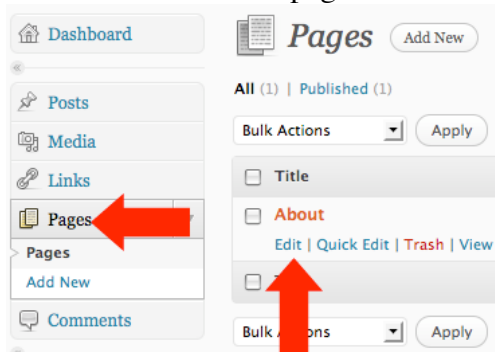
3. In Edit Page, change the title from "About" to "Introduction".
4. Change Permalink from "about" to "introduction" by clicking on Edit button.
5. Change the text to introduce yourself.
6. Disallow comments and trackbacks.
7. Click Upldate

Inserting Your Photo into Introduction Page
As seen on the above example, http://narbonne.blogs.rice.edu/, inserting a photo in the Introductin 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.
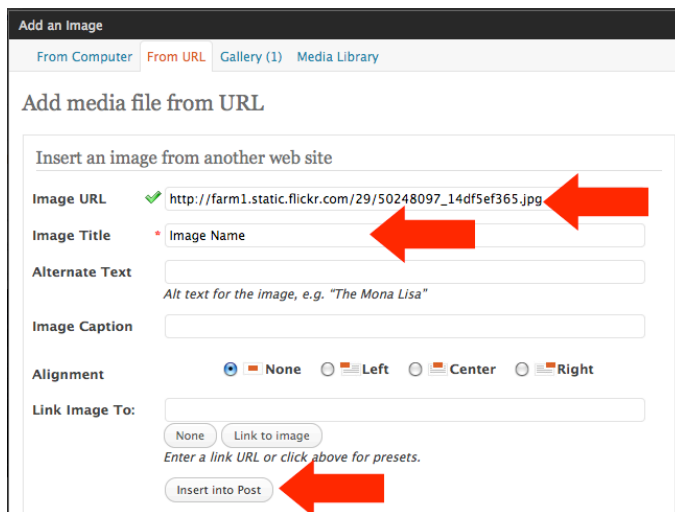
2. Click on "Insert Image" icon.
    a. click browse, choose file, click "upload", then click "Insert into Post".
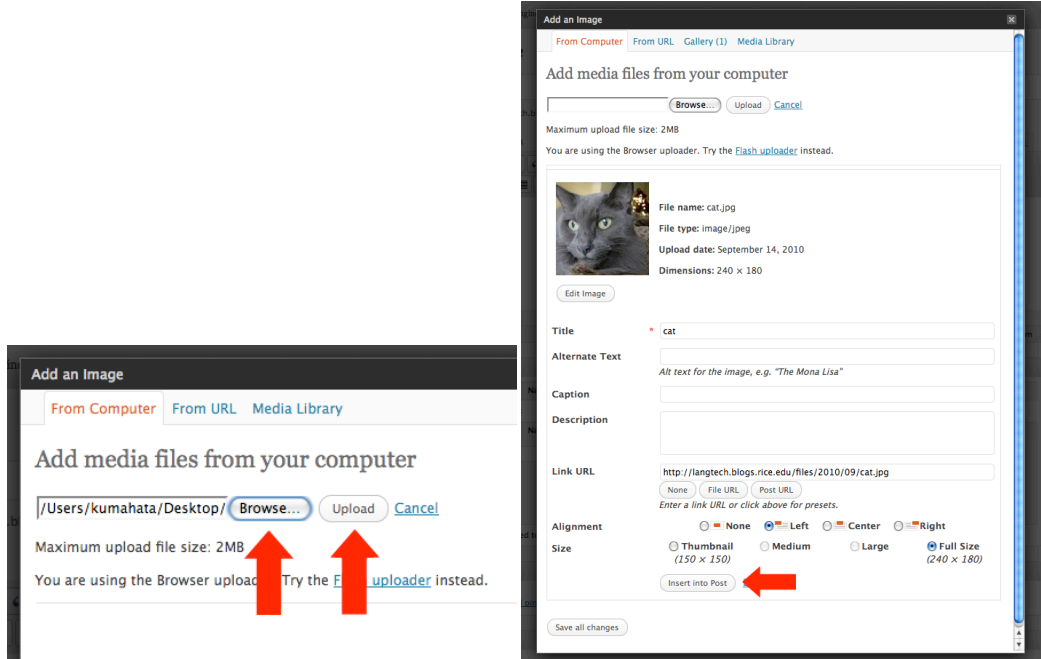
    b. To insert from Internet, clcik on "From URL" tab, place "Image URL" and "Image Title", then click "Insert to Post".

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.
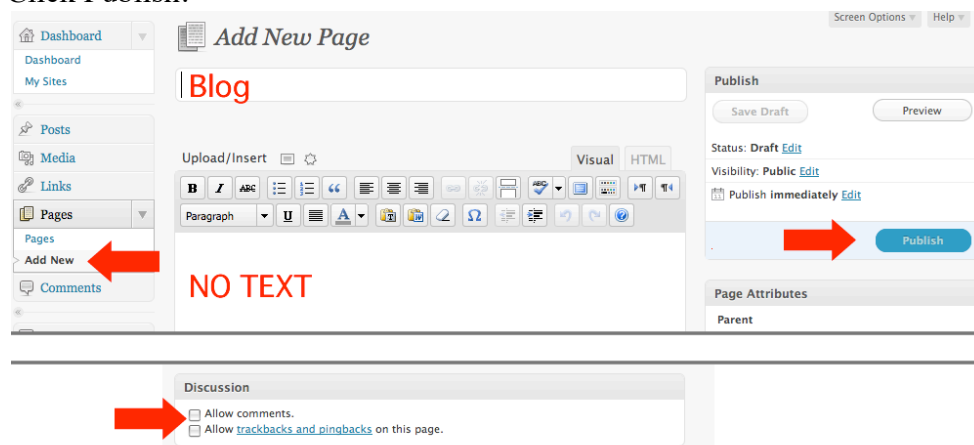
-- Setting Up the Front Page --
1. Click on the "Settings" menu. Then choose the "Reading" submenu.
2. Choose "A static page" under "Front page displays"
3. Choose "Introduction" as Front page and "Blog" as Posts page.
4. Click "Save Changes".
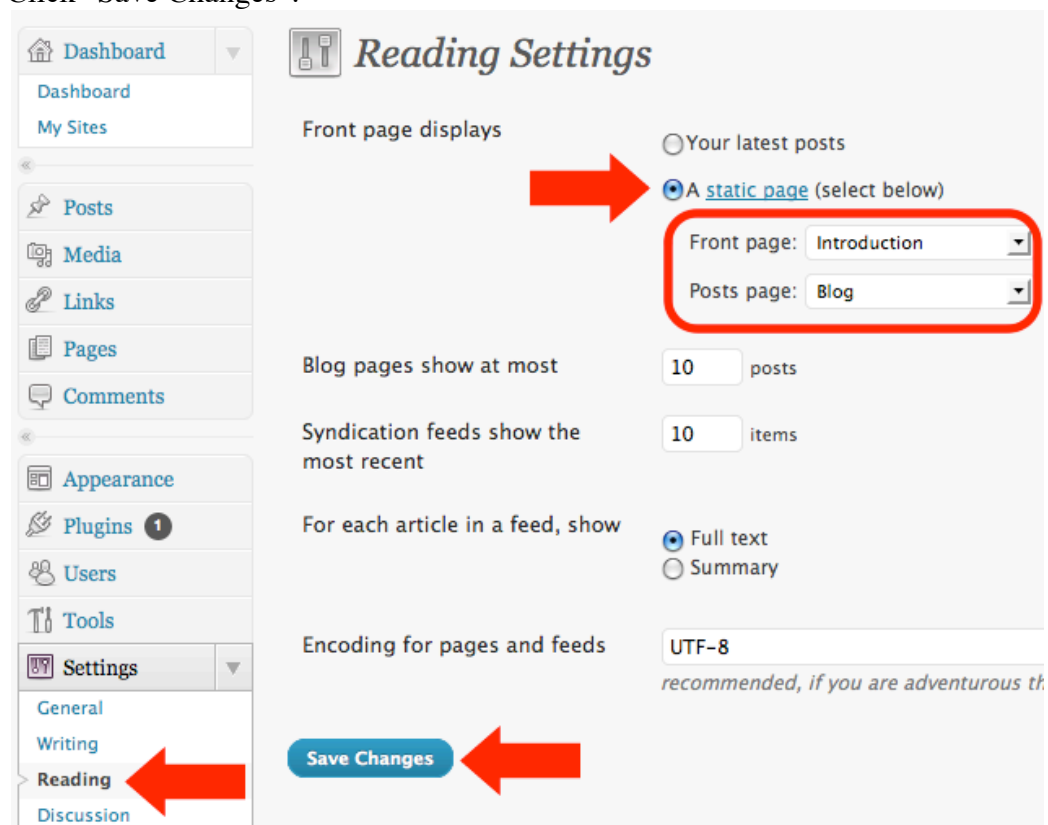
Adding "Selection of Bestwork" page

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.
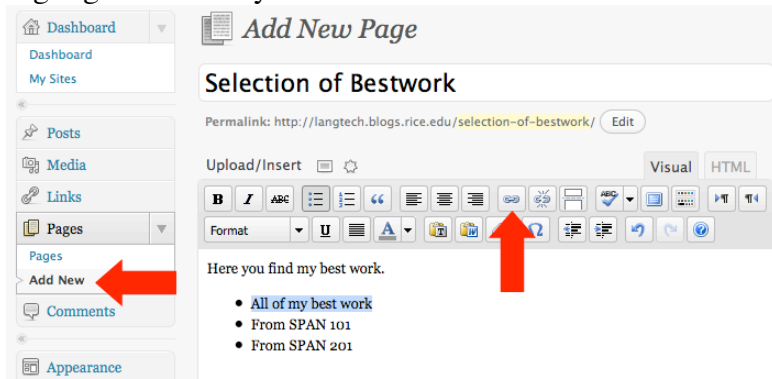
5. Type in your blog url followed by /tag/bestwork/, i.e. http://langtech.blogs.rice.edu/tag/bestwork/
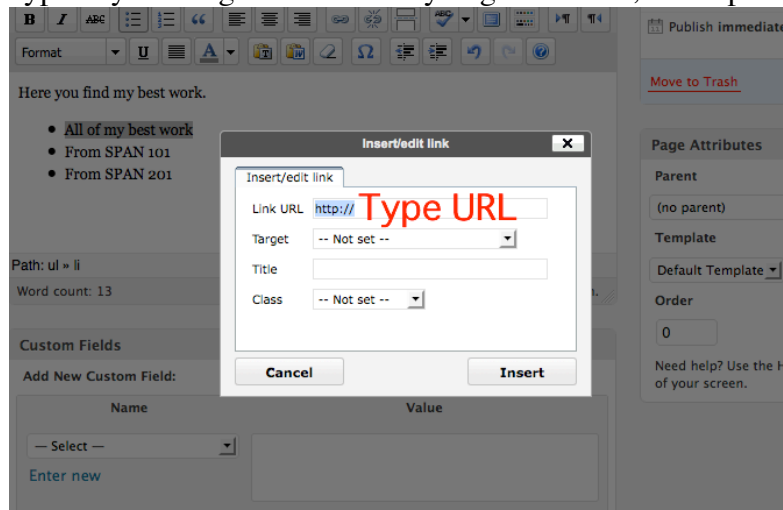
6. Click insert.
7. Highlight "Fron SPAN 101", then click on the "Insert Link" button.
8. Type in your blog url followed by /category/span101/?tag=bestwork, i.e.
    http://langtech.blogs.rice.edu/category/span101/?tag=bestwork
9. Click insert.
10. If you need to create links for other courses, follow 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.