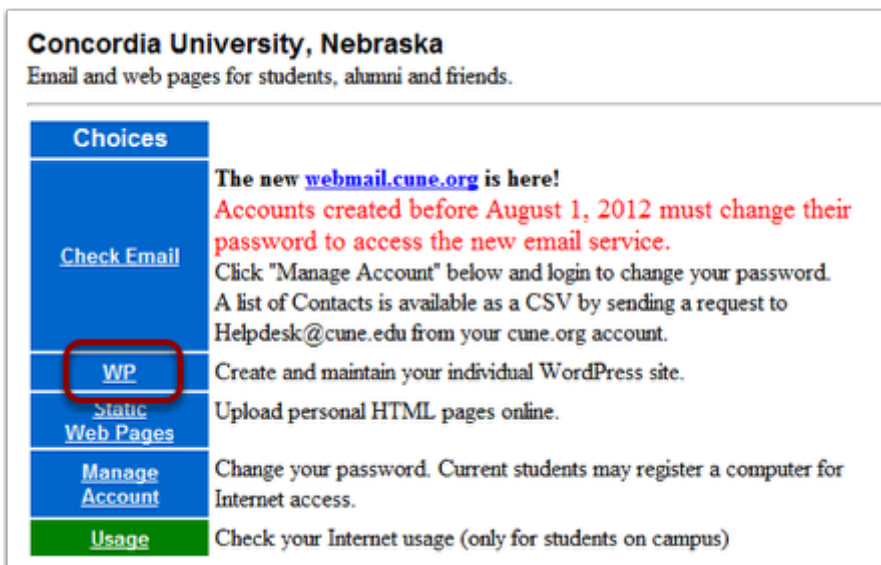


Intro

This tutorial is intended for building an Education portfolio on a WordPress website. Once the site has been built, please refer to the demo site for information on what to include on each of the pages of the site. You can find the demo site at <http://wp.cune.edu/educportfolio>.

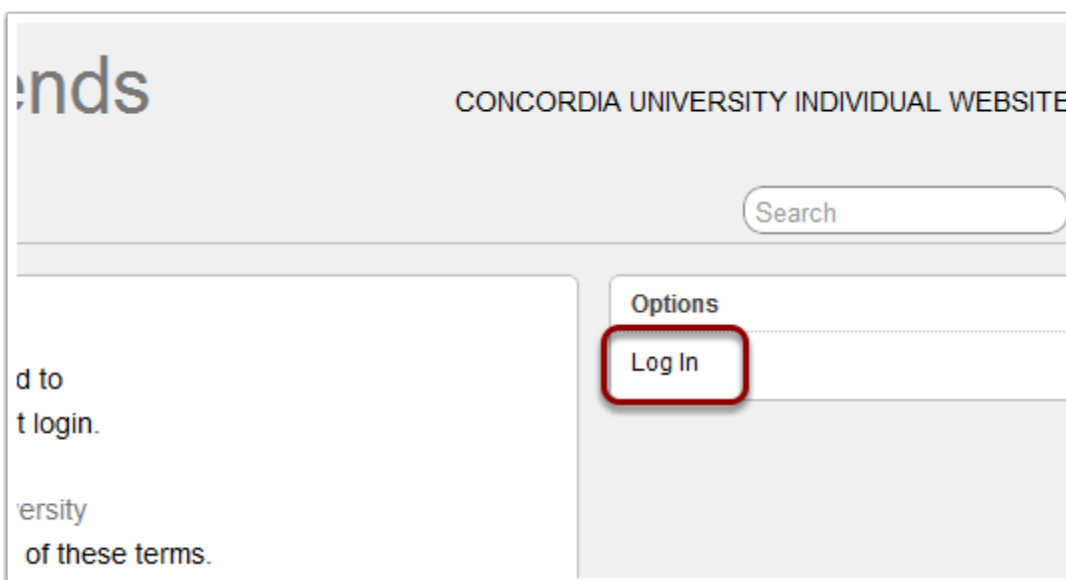
1) CREATING A PAGE: To create a WordPress page, go to www.cune.org and click "WP."



Concordia University, Nebraska
Email and web pages for students, alumni and friends.

Choices	
Check Email	The new webmail.cune.org is here! Accounts created before August 1, 2012 must change their password to access the new email service. Click "Manage Account" below and login to change your password. A list of Contacts is available as a CSV by sending a request to Helpdesk@cune.edu from your cune.org account.
WP	Create and maintain your individual WordPress site.
Static Web Pages	Upload personal HTML pages online.
Manage Account	Change your password. Current students may register a computer for Internet access.
Usage	Check your Internet usage (only for students on campus)

1.1) Click "Log In."



ends

CONCORDIA UNIVERSITY INDIVIDUAL WEBSITE

Search

Options

Log In

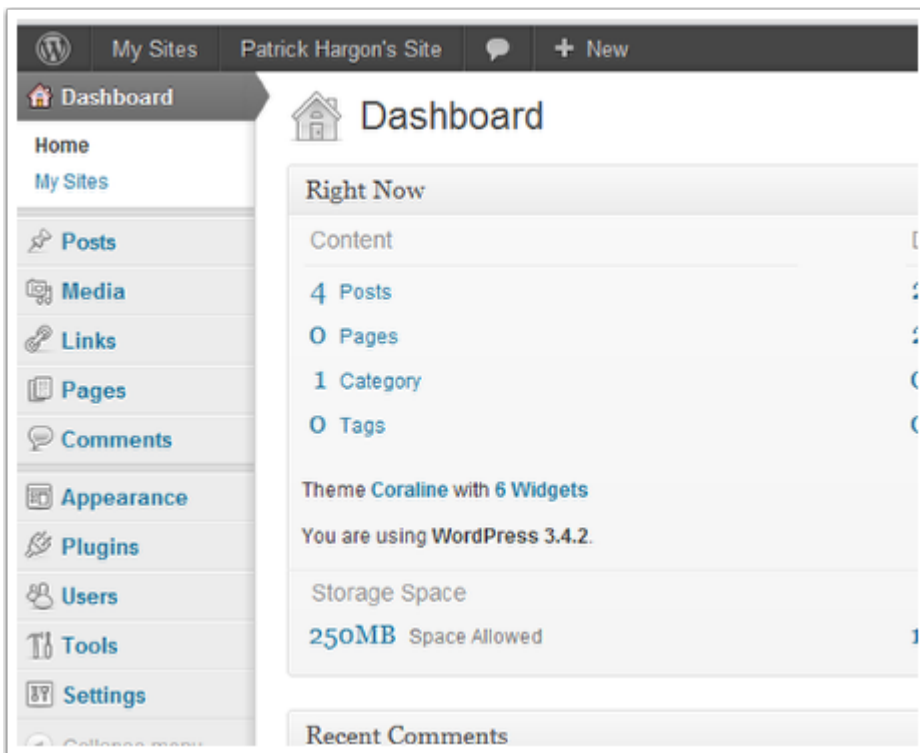
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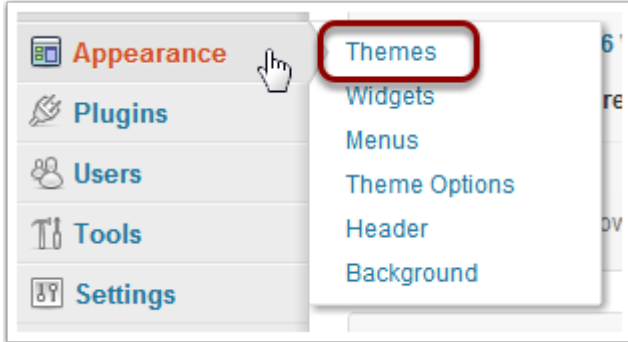
1.2) Log in using the same credentials you use to access email and the portal.



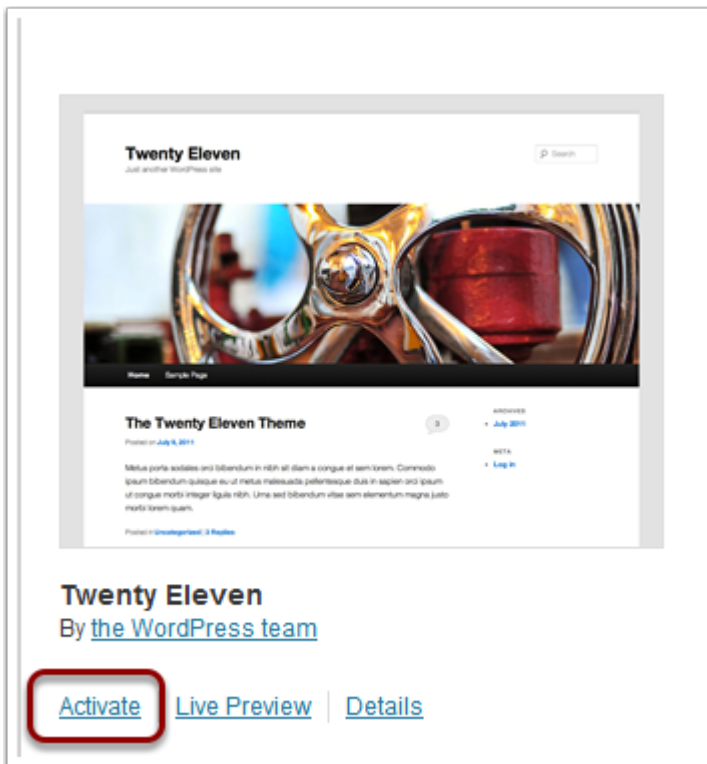
1.3) The preceding steps will automatically create a WordPress page for you. The following is the first screen you'll see. It's called the "dashboard." This screen is where you will add content to your site and manage its layout.



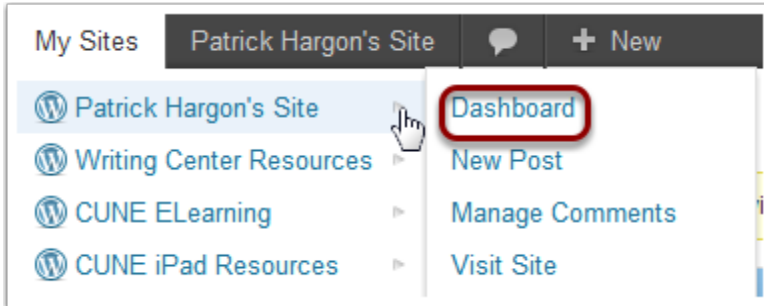
2) CHOOSING A THEME: Your next step is to select the theme "Twenty Eleven." To do so, from the dashboard, select "Appearance" and "Themes."



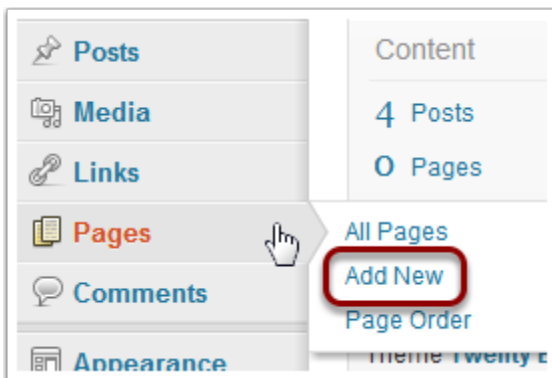
2.1) On the next screen, scroll down until you see the theme titled "Twenty Eleven." Select "Activate."



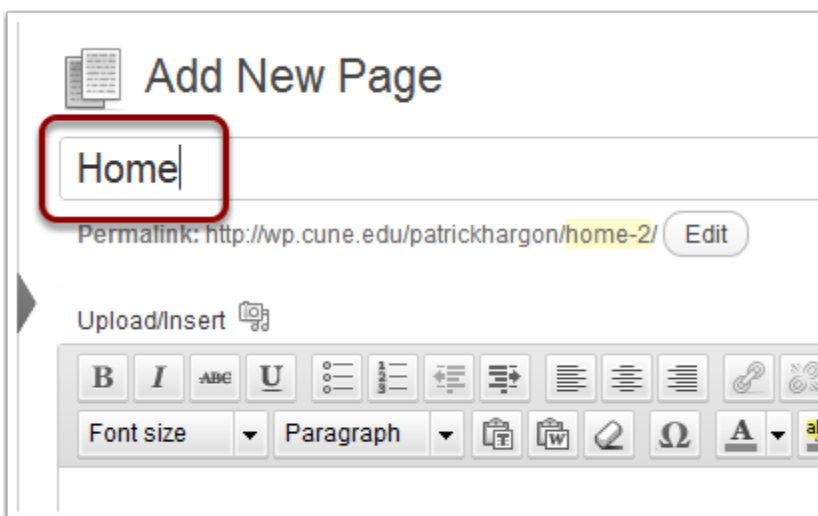
3) CREATING PAGES: First, go back to your dashboard. Hover your mouse over "My Sites," Select "[Your Name's] Site," and then select "Dashboard."



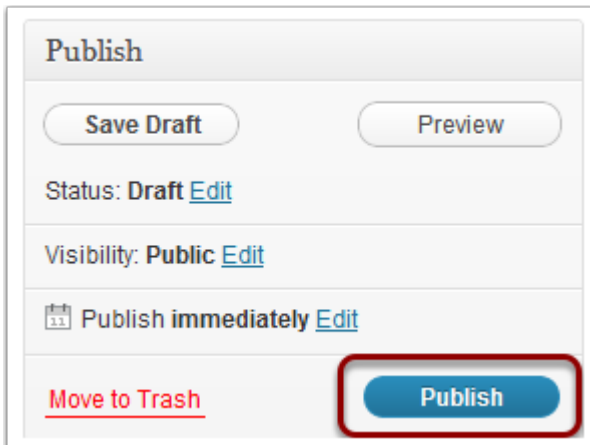
3.1) From the dashboard, we'll create a new page. We'll call it "Home." To do so, look on the left hand side of the screen, hover over "Pages," and select "Add New."



3.2) On the next page, title your page "Home"



3.3) Click "Publish" to finish creating the page.

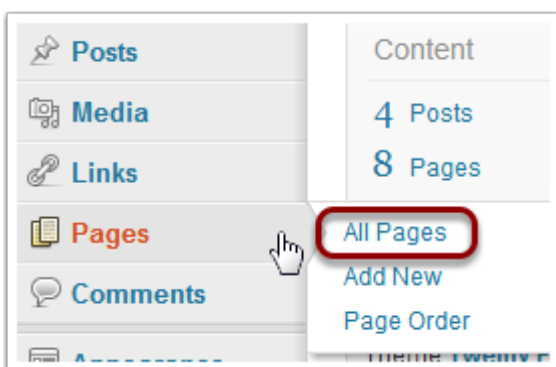


3.4) We'll add content to the page later. Right now, we'll create all of the additional pages you'll need to complete your education portfolio.

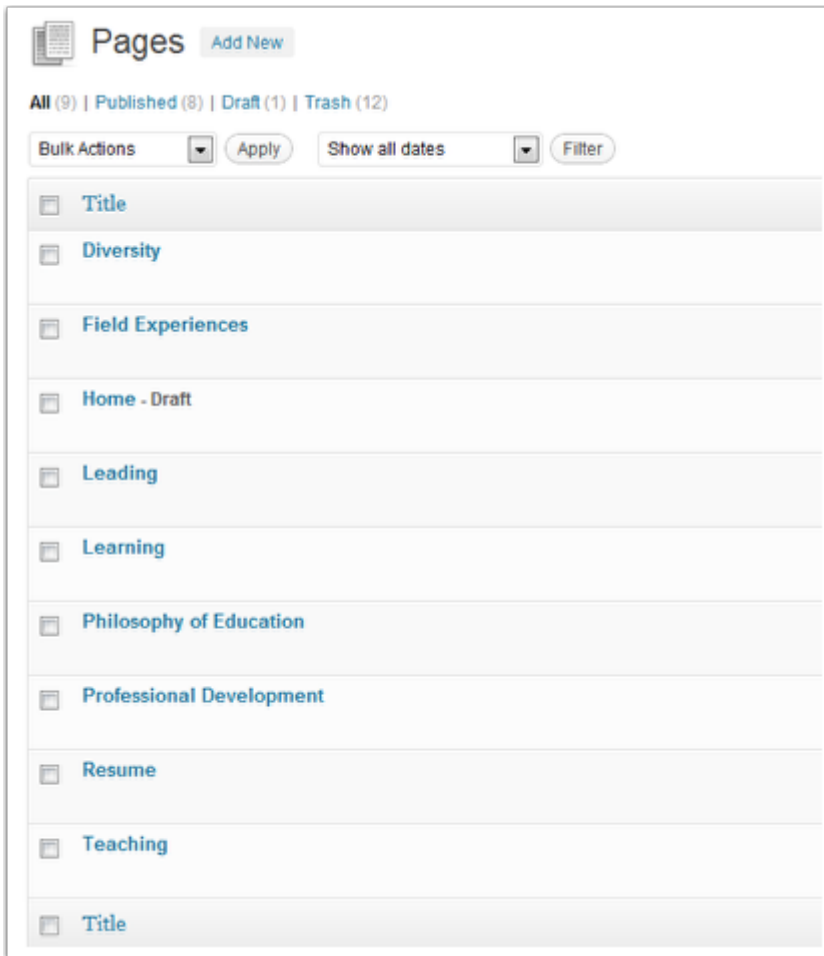
Repeat the preceding steps to create pages with the following titles: "Resume," "Philosophy of Education," "Field Experiences," "Diversity," "Teaching," "Leading," "Learning," and "Professional Development."

To do so, go back to the dashboard, select "Pages" and "Add New." Then title each page with the above titles. Click "Publish" for each one to create the page.

4) ORDERING PAGES: Now, we want to put the pages in order. To do so, go back to the dashboard, hover your mouse over "Pages" and select "All Pages."

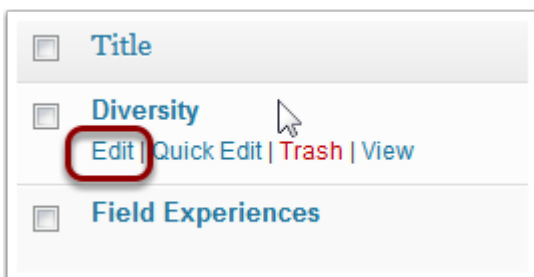


4.1) This screen will list all of the pages you just created.

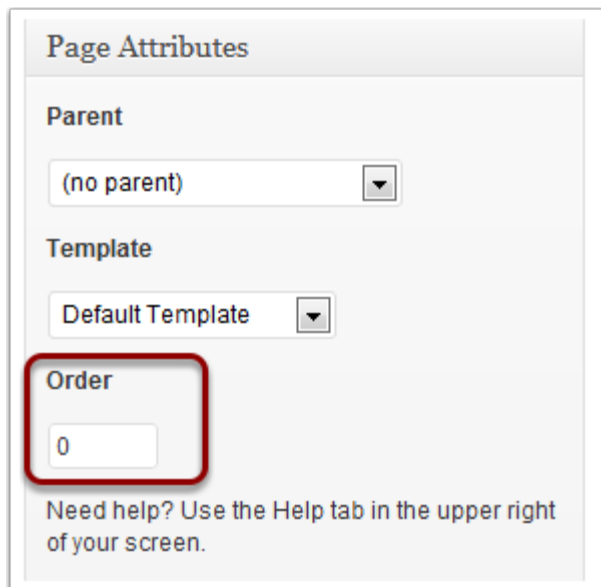


4.2) To put them in order, we need to go into each one and assign it the correct order number. Here's how.

First, hover your mouse over one of the pages. Several options will appear. Choose "Edit."



4.3) On the right hand side of the "Edit" page you'll see a list of options under the heading "Page Attributes." Look for the field under the word "Order."

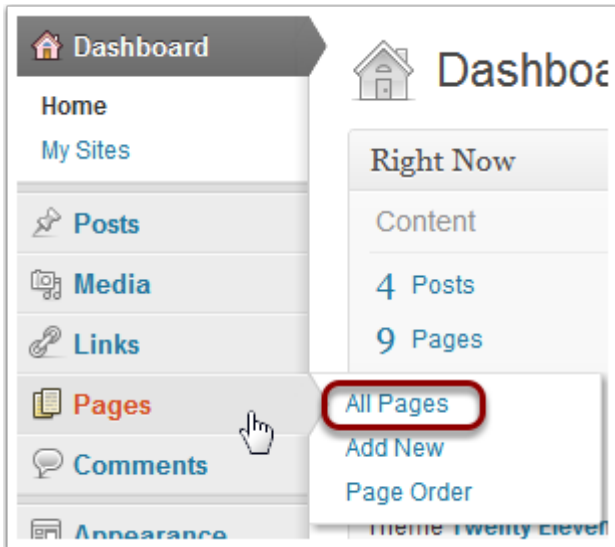


4.4) We will change the number for each page to put them in the correct order. For each page, choose edit, and change the number according to the following list:

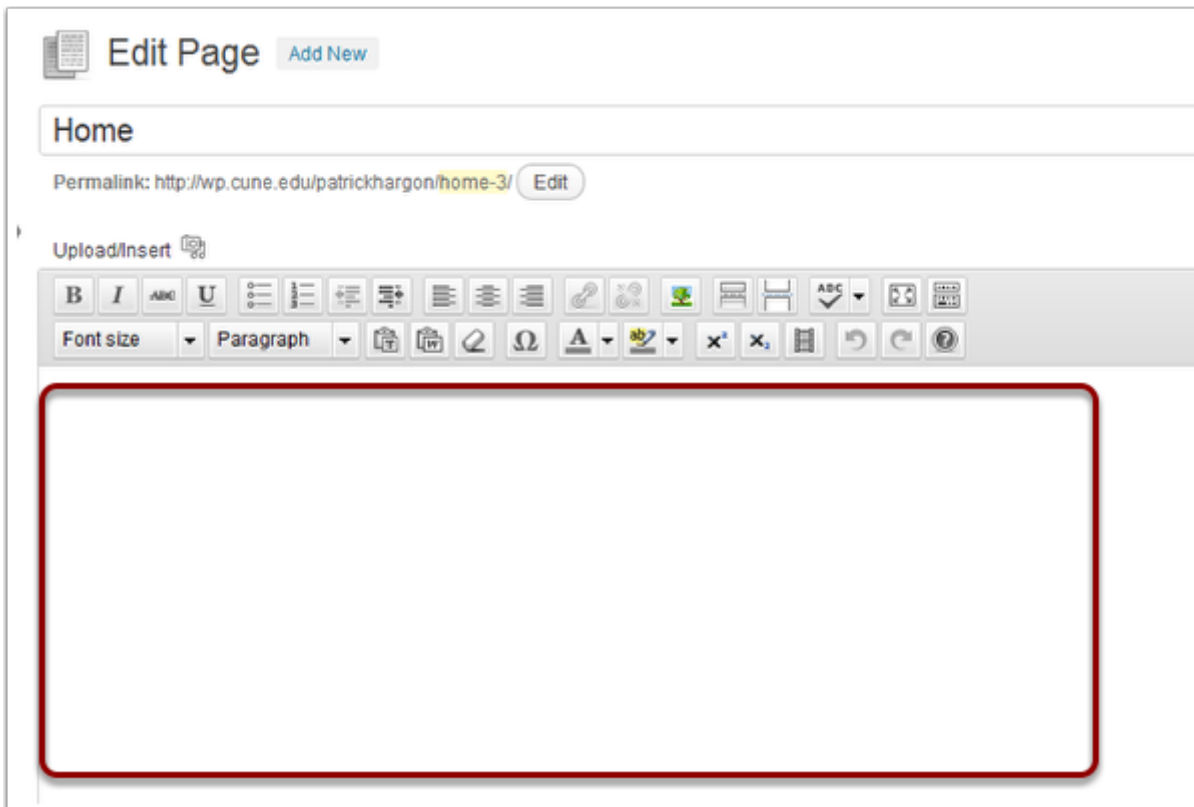
- Home: 1
- Philosophy of Education: 2
- Resume: 3
- Field Experience: 4
- Diversity: 5
- Teaching: 6
- Leading: 7
- Learning: 8
- Professional Development and Goals: 9

4.5) Filling in the content of these pages: Refer to the sample website for details on what information to include on each page: <http://wp.cune.edu/educportfolio>

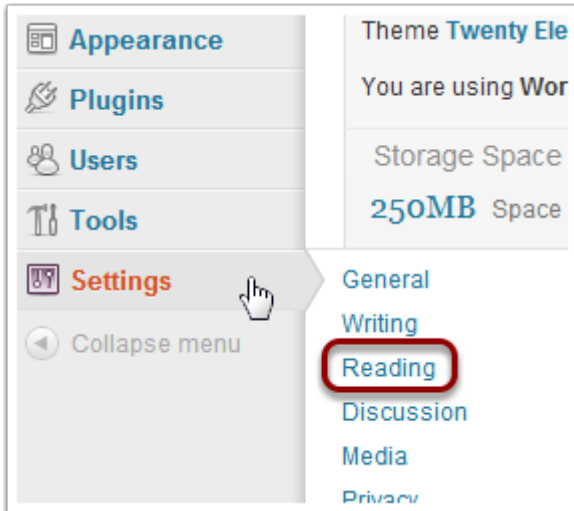
To add information to each page, go to all pages (Dashboard>Pages>All Pages), and select "Edit." You should be able to enter text on this screen or cut and paste it from a Word Document. (See below for uploading documents.)



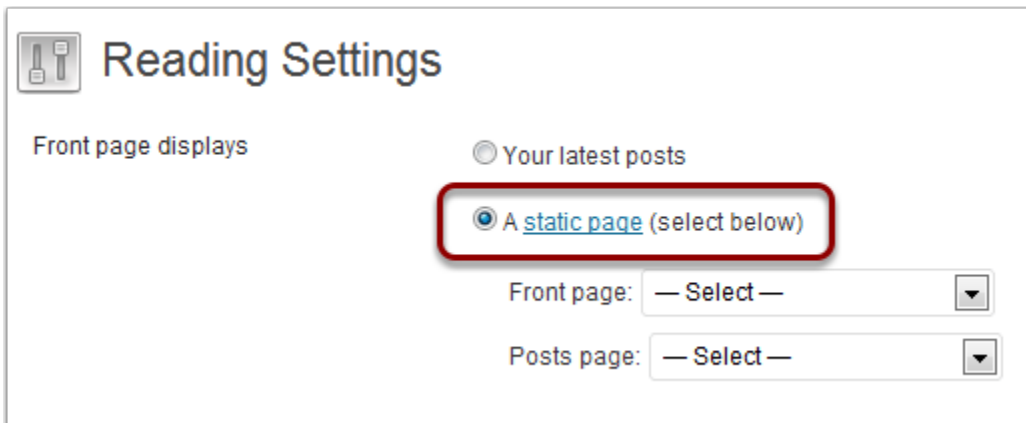
4.6) On the next screen, enter text in the text field.



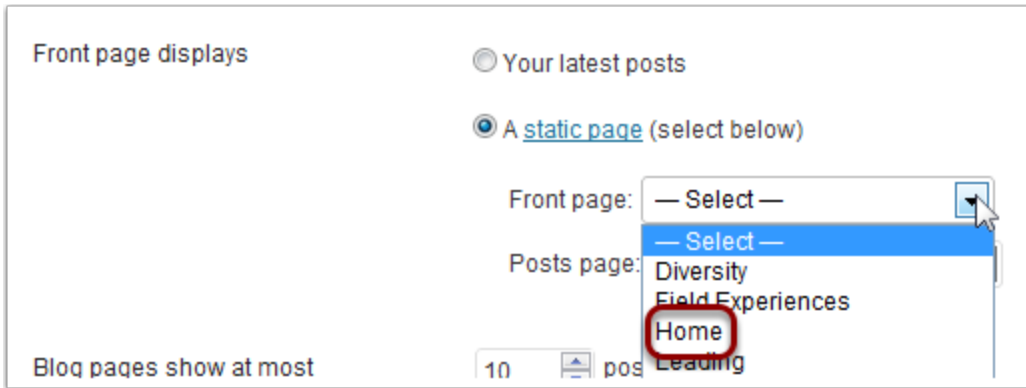
5) CREATING A STATIC HOME PAGE: The "Home" page needs to be designated as your static home page--the first page visitors will see upon viewing your site. To do so, go to the dashboard, hover over "Settings," and click on "Reading."



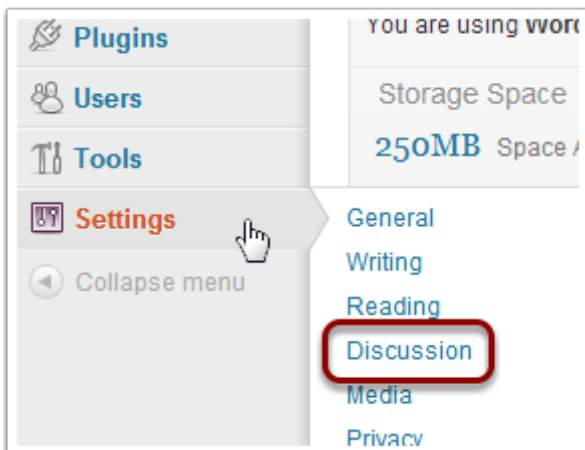
5.1) On the next page, look under "Front Page Displays," and click the button beside "A static page."



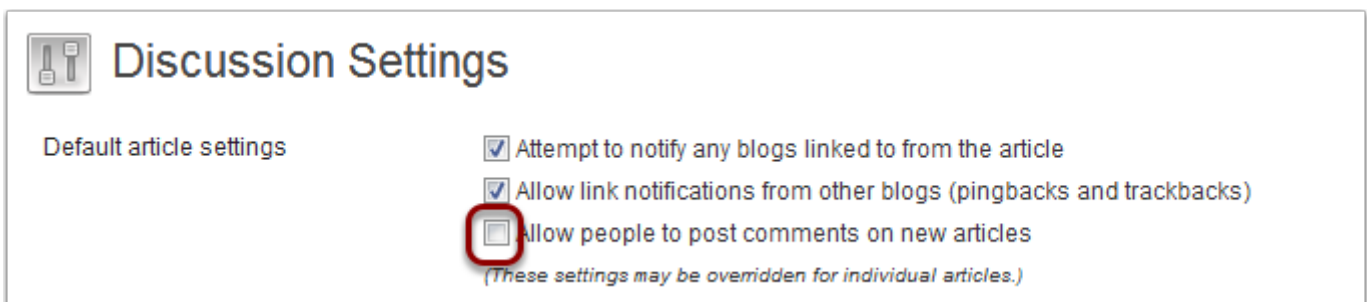
5.2) In the drop down menu beside the word "Front Page." Choose "Home."



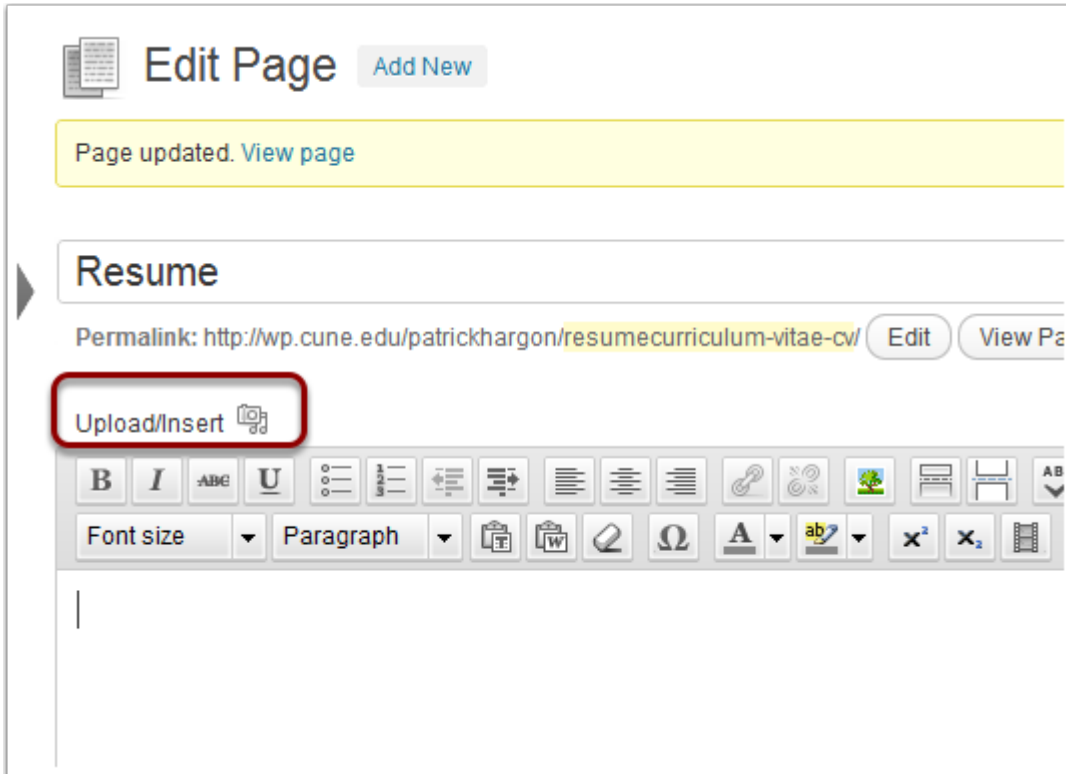
6) DISABLING COMMENTS: To make sure no one can comment on your site, go to the dashboard, hover your mouse over "Settings," and choose "Discussions."



6.1) On the next screen, remove the checkmark from the line that reads, "Allow people to post comments on new articles"



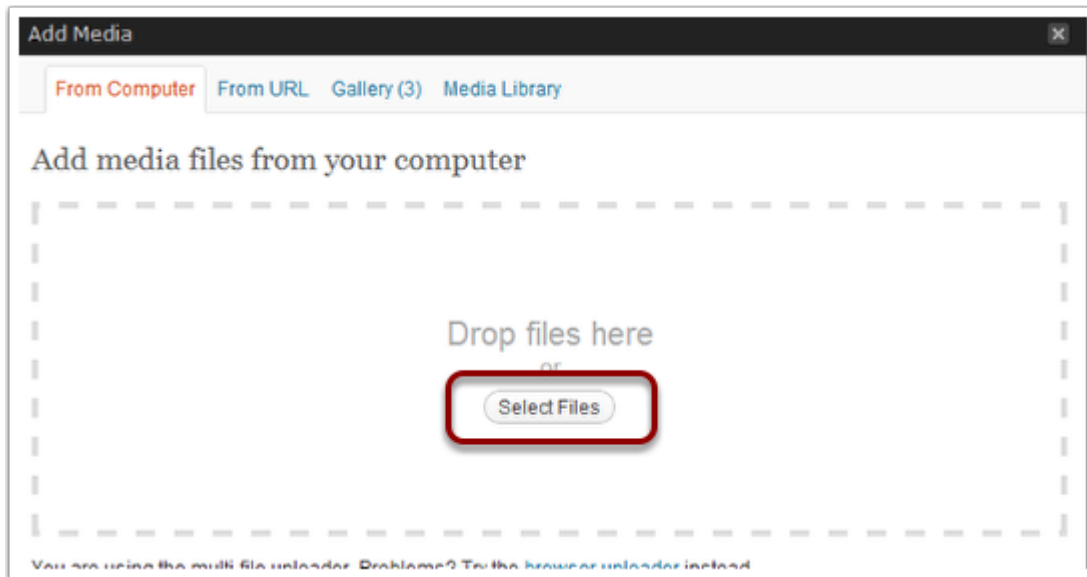
7) UPLOADING DOCUMENTS: To upload a document, choose a page and click edit (as in the previous steps). Then click "Upload/Insert"



7.1) Upload a document using the "Select Files" button on the next page.

NOTE: The best document format to use is PDF. If your resume, for instance, is a Word doc, you might want to save it as a PDF before uploading.

ALSO: This screen may look different on different internet browsers. You may not be able to click and drag files, but you should be able to click the "Select Files" button.




7.2) Make sure the title of your document is clear, and then choose "Insert into Post."

You are using the multi-file uploader. Problems? Try the [browser uploader](#) instead.

Maximum upload file size: 32MB. After a file has been uploaded, you can add titles and descriptions.

Resume [Hide](#)



File name: Resume.pdf
File type: application/pdf
Upload date: September 14, 2012

Title

Caption

Description

Link URL

Enter a link URL or click above for presets.

[Delete](#)

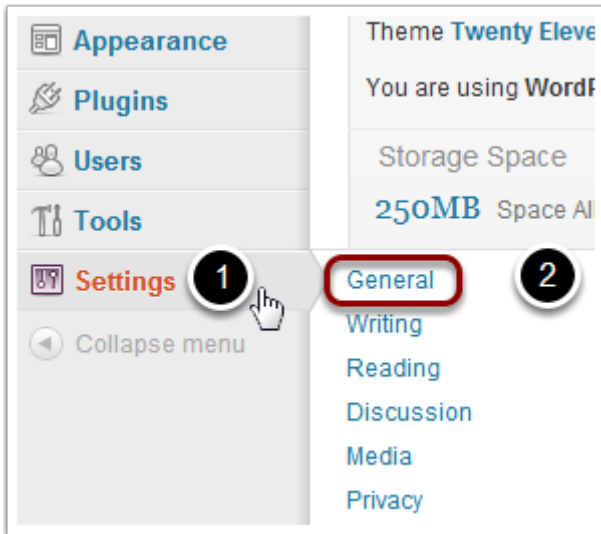
7.3) The title of your document will appear as a link on your page.

If you wish to add additional text around the link, click "Edit"



8) Changing the title of your site

Go to the dashboard and click "Settings." Then click "General."



8.1) On the next screen, click the "Site Title" box and change your site's name to "[Your Name]'s Professional Education Portfolio"

Delete any text entered in the "Tagline" box

