Your E-Portfolio with WordPress: Tutorial

1. Set-up Your WordPress Blog
First, you need to access the UNC WordPress environment at [http://web.unc.edu](http://web.unc.edu). This web publishing service allows anyone with an ONYEN to create their own website at no cost. The service is run on the WordPress platform and all websites are hosted on enterprise-level infrastructure and supported by ITS and the Office of Arts and Sciences Information Services (OASIS).

Type the URL web.unc.edu in the command line of your browser.

Click on the link ‘Create A Site’.

Use your ONYEN user name and password to log in.

Once you are signed in, you will see an overview of the web.unc.edu sites you already are a member of (if any) and have the option to create a new site. Note that you can have as many sites as you like.
Choose a site domain and a site title. Your site title should include your name, for example ‘Portfolio of...’ You can change it later.

Your domain choice should present you as a professional. Only lowercase letters (a-z) and numbers are allowed. You cannot change the domain once you confirm it.

You will see a confirmation screen of the site is available:

Once you log in to your new site, you can access the WordPress ‘dashboard’ which is the backend of your portfolio site.

**To log in add /wp-login.php to the URL of your portfolio and sign in with you ONYEN.**
2. Control Access

In Settings – Reading change the Site Visibility to ‘only registered users of this blog have access’
In Users – Add UNC User, add John Stephens and the members of your faculty review committee to your site.

Enter their ONYEN, one by line:

John Stephen’s ONYEN is Gumbee

Choose the role subscriber. Confirm with the button ‘Add Users’. This will allow John and your faculty committee to log in to your site and review the portfolio content.

If you need help with your portfolio, you may need to add John Stephens or a support person from the MPA@UNC team to your portfolio. In this case, you want to give them the role of administrator so that they can see exactly the same interface that you see.

3. Site Title and Tagline

In Settings – General you need to update the site title and tagline.

Change the tagline to reflect your name, the program, or the focus of your portfolio.
4. Create Pages
Change the sample page to ‘Introduction’. Now create more pages for your learning products.

- Personal Leadership Vision
- Professional Work Experience
- Ethical Issues in Public Administration
- Information Analysis & Decision Making
- Specific Competencies

Add two of the following pages for student-selected competencies:

- Manage Financial Resources
- Manage Human Capital
- Law and Legal Process
- Social, Economic, and Political Context.
5. Set up front page

In Settings – Reading make sure that the front page is set to introduction.

6. Create the Menu

Now it is time to create the menu for your site. Go To Appearance – Menus.

Select the pages for your menu and conform with the button:
Bring the menu in the order above and hit ‘Save Menu’. Click on ‘Visit Site’ to view your menu as it appears to external visitors of your portfolio.
7. Edit Sample Page (Introduction)

- Create a brief text about yourself and your portfolio.
- Insert a headshot by clicking on ‘Add Media’. This will take you to the WordPress Media Library, where you can add and access files (images, documents)
- Edit the image information, e.g., align it and add a caption.
Add hyperlinks to the different sections of the portfolio by selecting the text fragment you want to link from and clicking on the anchor symbol.
The easiest way to add links to all sections of your portfolio is by opening the site in a new tab, navigate through the menu and copy and paste the URL of each section.

8. Edit ‘Selected Competencies’ Page
   - Briefly describe why you choose each selected competence (use a sample sentence during the training).
   - Insert a hyperlink to each selected competence page.

9. Editing Content Pages, Uploading Work Products
Let’s edit a typical competence memo page.

| 1. The product(s) demonstrating competence | Provide information on the coursework/workplace product(s) you chose AS APPROPRIATE: highlight the sections that are particularly relevant for demonstrating your competence.  
   a) What it is (e.g., a presentation, article, information visualization, recording)  
   b) Purpose  
   c) Was this individual or group work?  
   d) Was this evaluated as part of a course? |
|------------------------------------------|-------------------------------------------------------------------------------------------------|
| 2. Overview | Explain why you chose the learning product(s) you are displaying in the portfolio.  
   a) One or two points about your decision to select this product/these products.  
   • What specifically satisfies you about this product?  
   • Why are you excited about this work?  
   b) Optional: What other competencies does the work product relate to? |
| 3. Assessment of competence | a) How competent are you in this area?  
   b) How has your competence developed?  
   c) Optional: what has changed since this product/these products were completed?  
   For example:  
   i. Other assignments in the same course  
   ii. Other courses  
   iii. Work experience  
   iv. Other reflection/practice [could be within MPA program, Research Assistant or public service volunteer experience, etc.] |
| 4. Further development of the competence | a) Workplace substance – the kind of work you may/will seek or would help you develop this competence  
   b) Workplace supervision – kind of coaching, mentoring or other support  
   c) Professional or volunteer projects?  
   d) Other? |

Many of your work products will be written assignments. For these, simply add the paper to your media library, copy and the URL and add it to your memo.
Here are a few advanced tips for multimedia content.

Since many of your discussions and presentations are in video format, it may be helpful to include videos. There is a very easy to do this. You can use the youtube or vimeo button in the command menu of the editor. To capture the video in your learning management environment, I suggest that you use firefox plugin to download a recording. Then, simply re-upload it to your vimeo channel and you can easily add it to your portfolio.


Alternatively, you can download a trial version of camtasia, a professional screen recording software at [http://www.techsmith.com/camtasia](http://www.techsmith.com/camtasia) This tool is great if you want to create a new recording from scratch.

Last but not least, an easy way to include powerpoint presentations is uploading the presentation to slideshare.

[http://www.slideshare.net/](http://www.slideshare.net/) Note that the WordPress shortcode will not work in your page. Instead, switch to the HTML view, and copy and paste the embed code. Now replace the tag symbol with a bracket.

\[
\begin{align*}
\text{[iframe src="//www.slideshare.net/slideshow/embed_code/33855377" width="427" height="356" frameborder="0" marginwidth="0" marginheight="0" scrolling="no" style="border:1px solid #CCC; border-width:1px 1px 0; margin-bottom:5px; max-width: 100%;" allowfullscreen]} \\
\text{Delete everything after ‘allowfullscreen’}
\end{align*}
\]

10. Choose Background Image

If you wish, change the background image of your page. To make it look like the background image on the UNC homepage, choose the following settings in ‘Display Options’:

- Position Center
- No Repeat
- Attachment Fixed
Display Options

Position
- Left
- Center
- Right

Repeat
- No Repeat
- Tile
- Tile Horizontally
- Tile Vertically

Attachment
- Scroll
- Fixed

Background Color

Save Changes