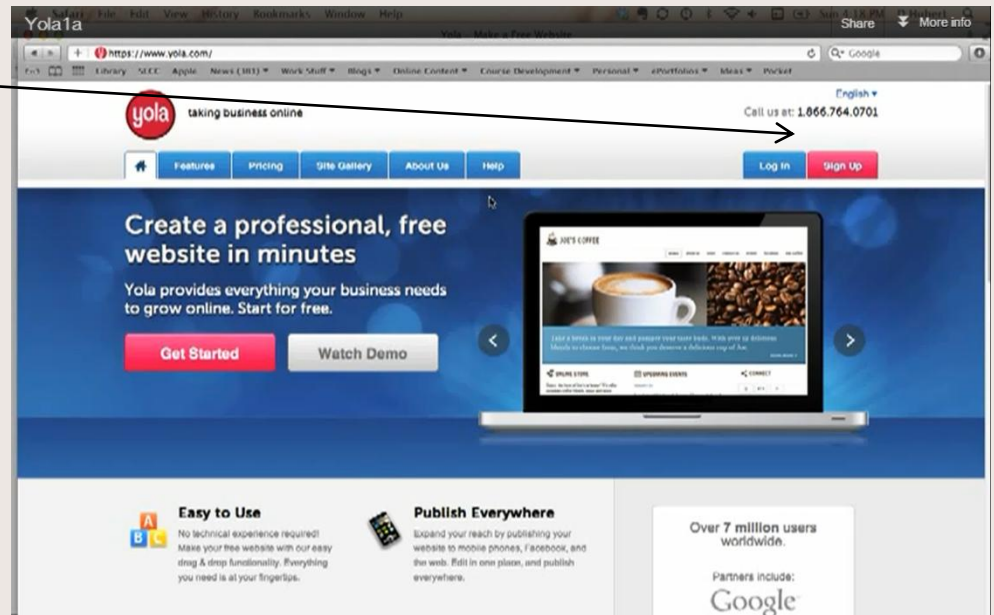


Creating Your Professional ePortfolio using the platform, Yola.

- NOTE: Your ePortfolio should show your best work and present you in a positive light.
- Before preparing your ePortfolio, go to www.slcc.edu/gened/eportfolio and read the information for students and student handbook.

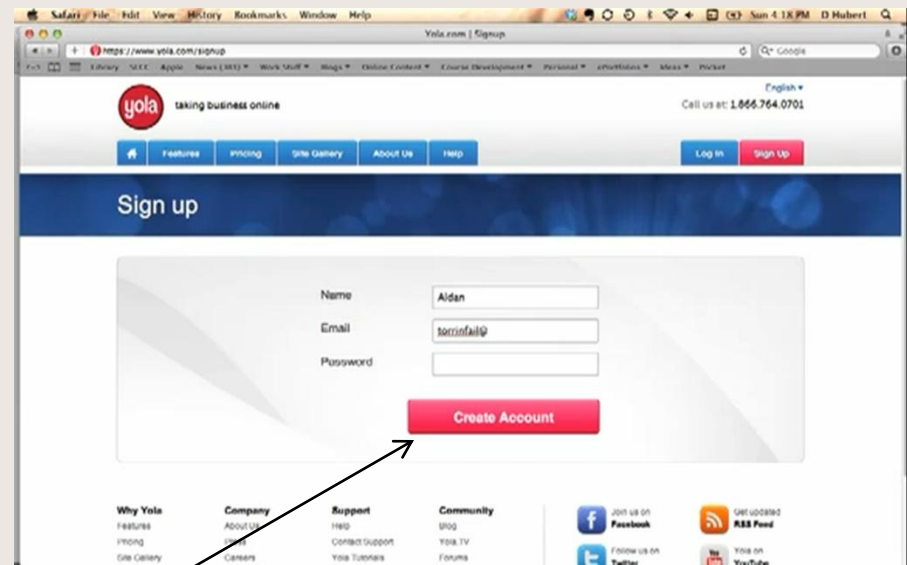
www.yola.com

- Go to www.yola.com.
- Click on “Sign Up.”



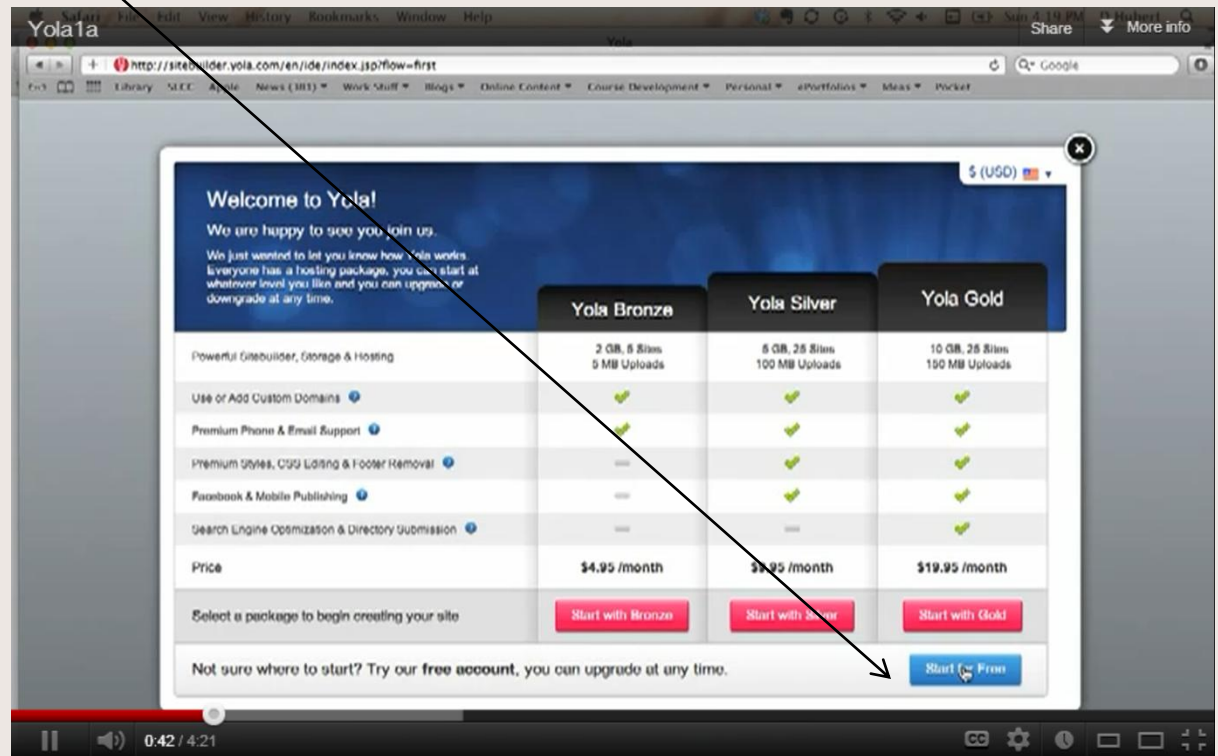
Sign up

- Enter first name.
- Enter personal (not school) email address.
- Enter Password of your choice. **Write your email and password on last page of this handout.**
- Click on “Create Account”



Start for free

- Click Start for free.

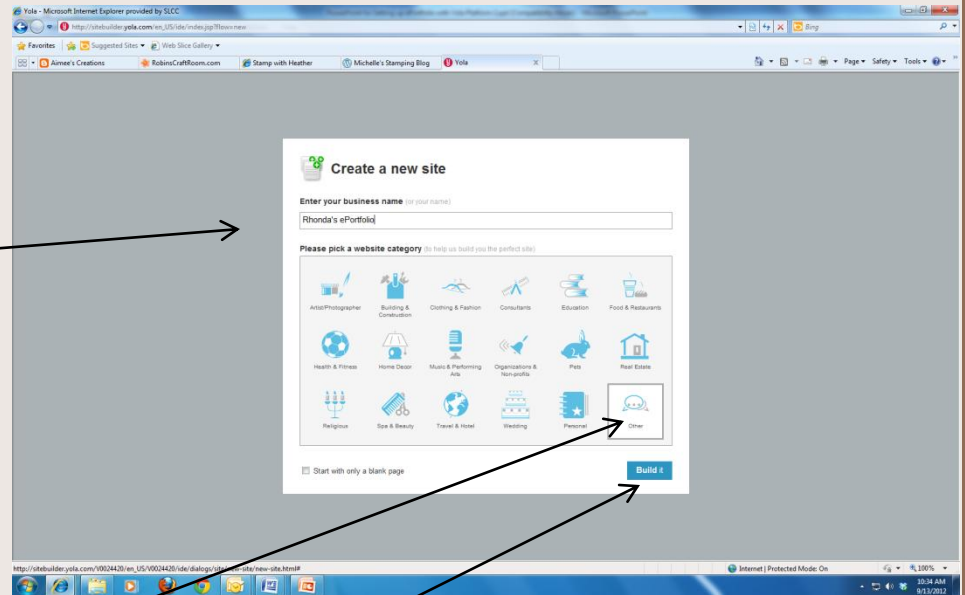


The screenshot shows the Yola1a website interface. At the top, there's a navigation bar with 'Yola1a' and a search bar. Below that, a 'Welcome to Yola!' message states: 'We are happy to see you join us. We just wanted to let you know how Yola works. Everyone has a hosting package, you can start at whatever level you like and you can upgrade or downgrade at any time.' The main content area features three pricing plans: Yola Bronze, Yola Silver, and Yola Gold. Each plan lists features like 'Powerful Sitebuilder, Storage & Hosting', 'Use of Add Custom Domains', 'Premium Phone & Email Support', 'Premium Styles, CSS Editing & Footer Removal', 'Facebook & Mobile Publishing', and 'Search Engine Optimization & Directory Submission'. The prices are \$4.95/month for Bronze, \$9.95/month for Silver, and \$19.95/month for Gold. At the bottom, there are buttons for 'Start with Bronze', 'Start with Silver', 'Start with Gold', and 'Start for Free'. A black arrow points from the text 'Click Start for free.' to the 'Start for Free' button.

	Yola Bronze	Yola Silver	Yola Gold
Powerful Sitebuilder, Storage & Hosting	2 GB, 5 Sites 5 MB Uploads	6 GB, 25 Sites 100 MB Uploads	10 GB, 25 Sites 150 MB Uploads
Use of Add Custom Domains	✓	✓	✓
Premium Phone & Email Support	✓	✓	✓
Premium Styles, CSS Editing & Footer Removal	---	✓	✓
Facebook & Mobile Publishing	---	✓	✓
Search Engine Optimization & Directory Submission	---	---	✓
Price	\$4.95 /month	\$9.95 /month	\$19.95 /month
Select a package to begin creating your site	Start with Bronze	Start with Silver	Start with Gold
Not sure where to start? Try our free account, you can upgrade at any time.	Start for Free		

Creating site - Category

- Enter a business name: Your name.
suggestion: Rhonda's ePortfolio
- Choose other.
- Click Build it.



Close black text box

The image shows a screenshot of the Yola website builder interface. At the top, there is a navigation bar with the Yola logo and a welcome message: "Welcome to the Yola SiteBuilder. We generated a starter site for you, now you can customize it. Start editing right away, or take the tour to learn how to edit text, add images, background and publish your site." A "Start Tour" button is highlighted with a black circle and an arrow pointing to it from the text "Close black text box" above. The main content area features a header with the name "Aidan" and a large image of a road through a forest. Below this, there is a section titled "Aidan gets the job done!" with a sub-section "About Us" containing text: "We are reliable professionals with over 30 years of experience. We listen to our customers and work with them to address their needs through innovative solutions." and a "Services" section. At the bottom, there is a footer with account status "Free" and various settings like "SEO", "Layout", "Style", "Font", and "Widgets".

Structuring your ePortfolio

http://www.slcc.edu/gened/eportfolio/docs/EPoManual.pdf - Microsoft Internet Explorer provided by SLCC

http://www.slcc.edu/gened/eportfolio/docs/EPoManual.pdf

How to Structure Your ePortfolio

Salt Lake Community College requires that you follow a basic outline for your ePortfolio. Beyond that, we encourage you to use your imagination and creativity to make your ePortfolio uniquely yours. Structure your ePortfolio according to this chart. Note that the headings in the gold boxes and the black bolded sub-headings are required:

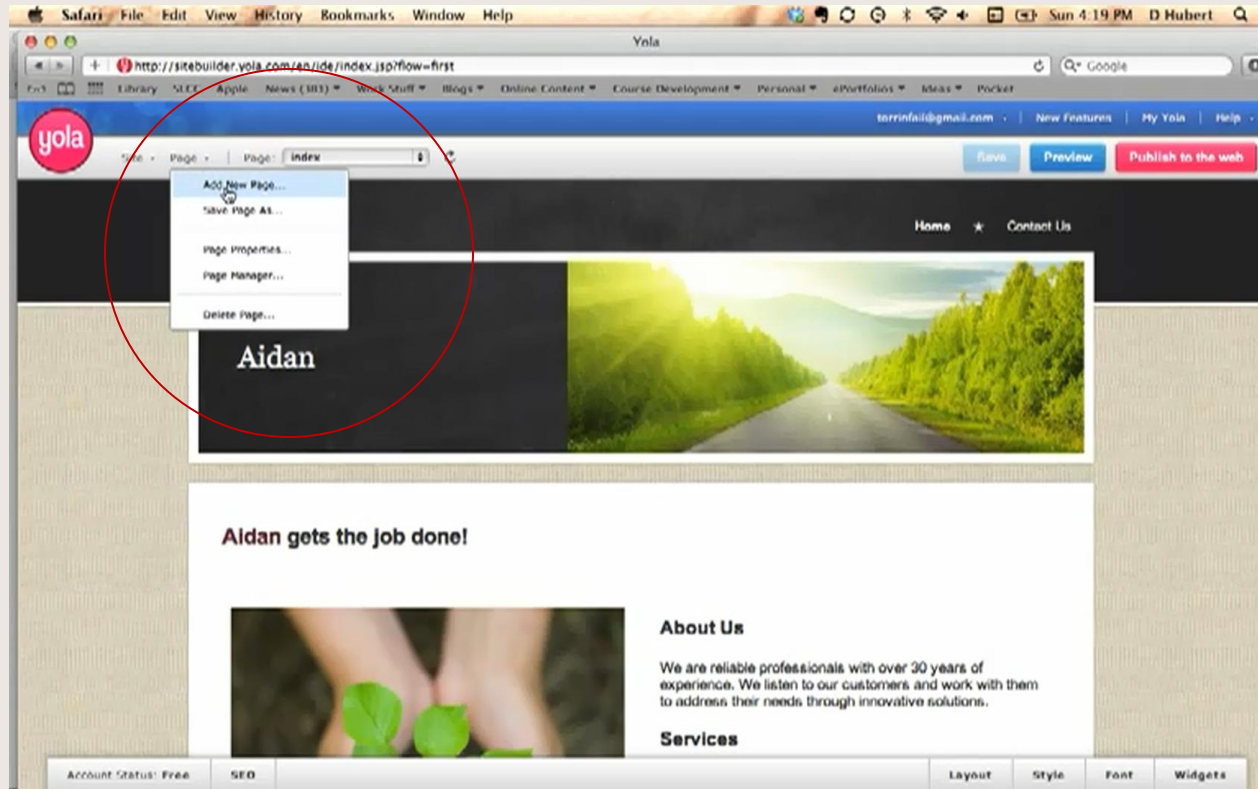
Welcome	Goals & Outcomes	Coursework	Outside the Classroom	Resume
Welcome Welcome people to your ePortfolio and tell them about what they'll find there. About Me Introduce yourself; your background	What do you want to get out of your experience at SLCC? What skills or knowledge do you want to acquire? How do you want to grow as a person? As a learner? What kind of career are you looking for? Short-Term Goals	General Education Spring 2012 Summer 2012 Fall 2012 My Major Spring 2012 Summer 2012 Fall 2012	How are you active at SLCC outside of the classroom? How is your participation in out-of-class activities helping you grow as a learner and a person? Suggested possibilities here include clubs, intramural sports, varsity sports, campus organizations, student leadership, student	Resume

ELECTRONIC PORTFOLIOS

Done Unknown Zone | Protected Mode: Off 11:08 AM 9/13/2012

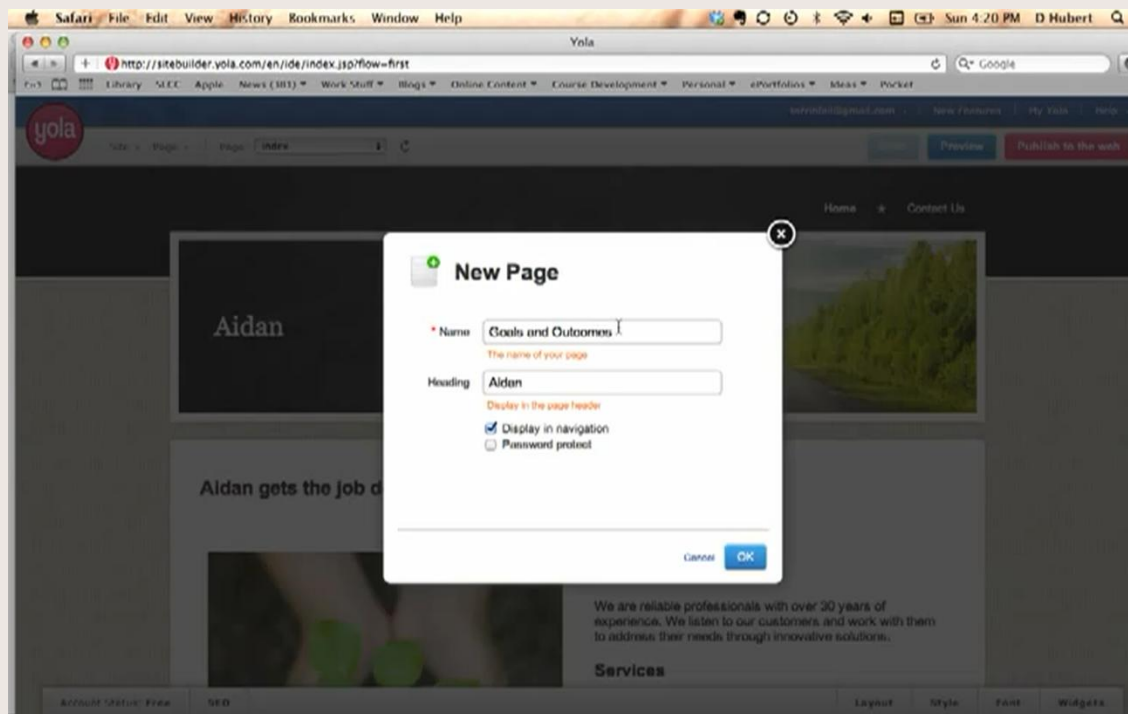
Add New Pages

- Click “Page” and select “Add New Page”.

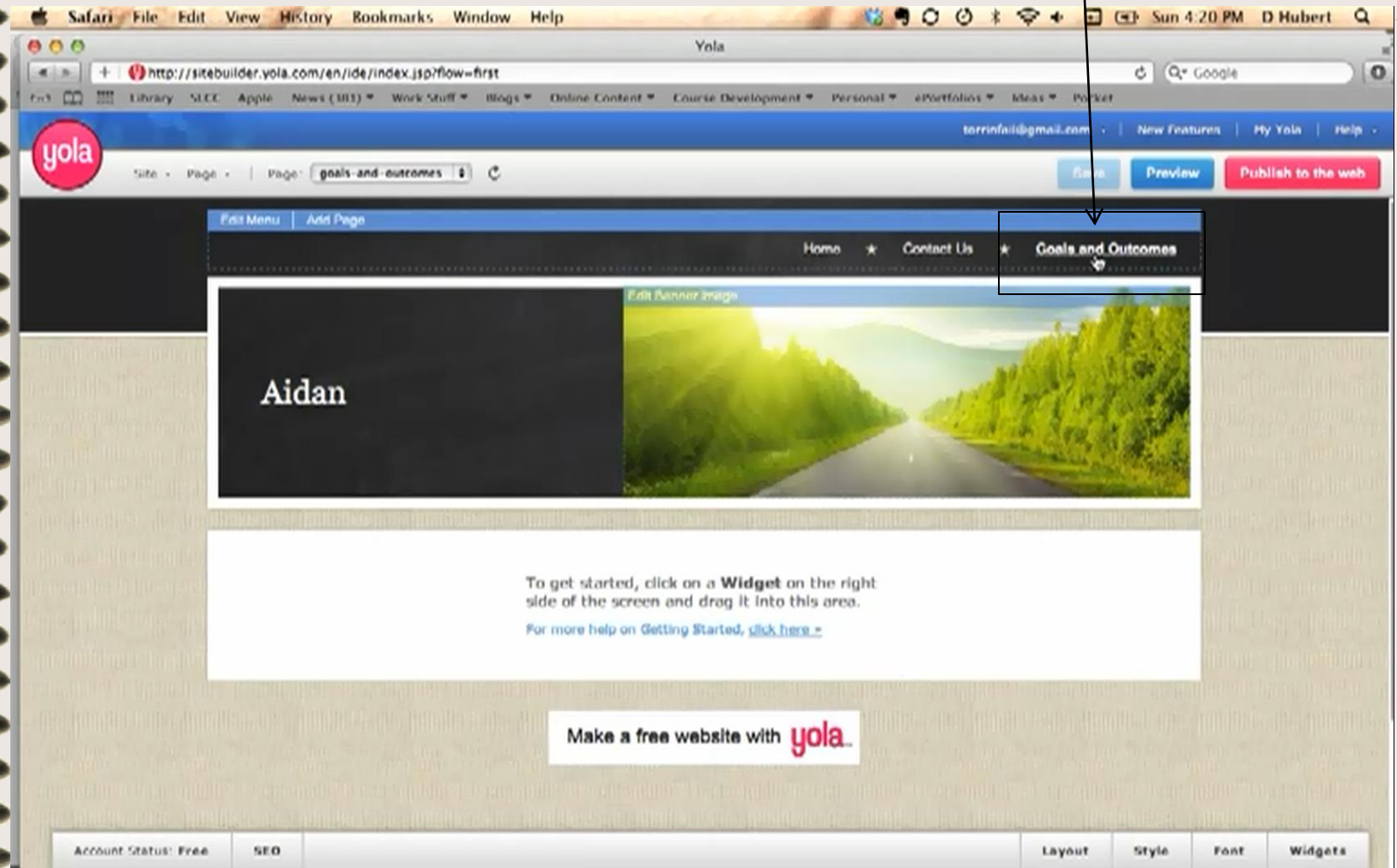


Goals and Outcomes New Page

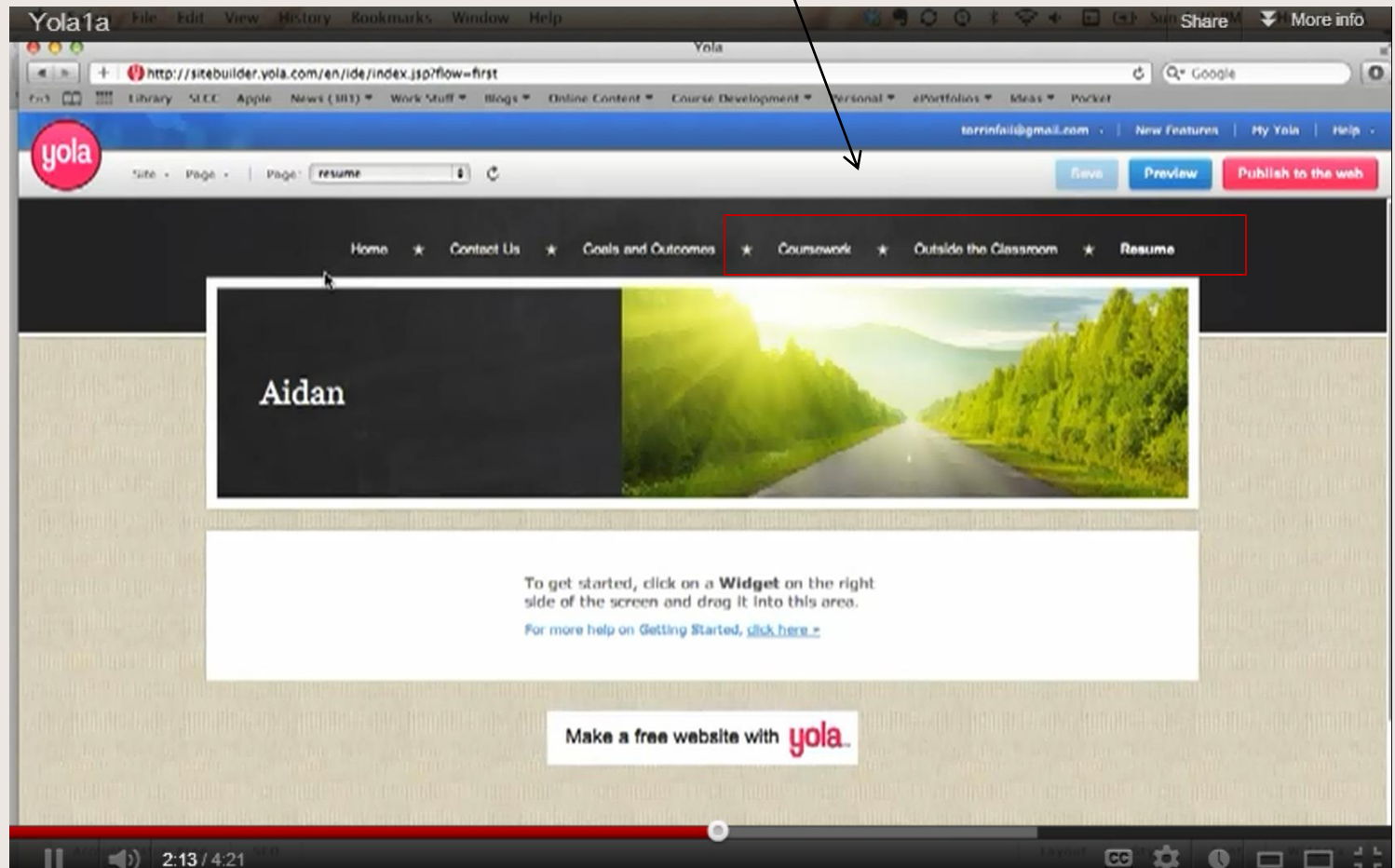
- Type “Goals and Outcomes” by Name and click OK.



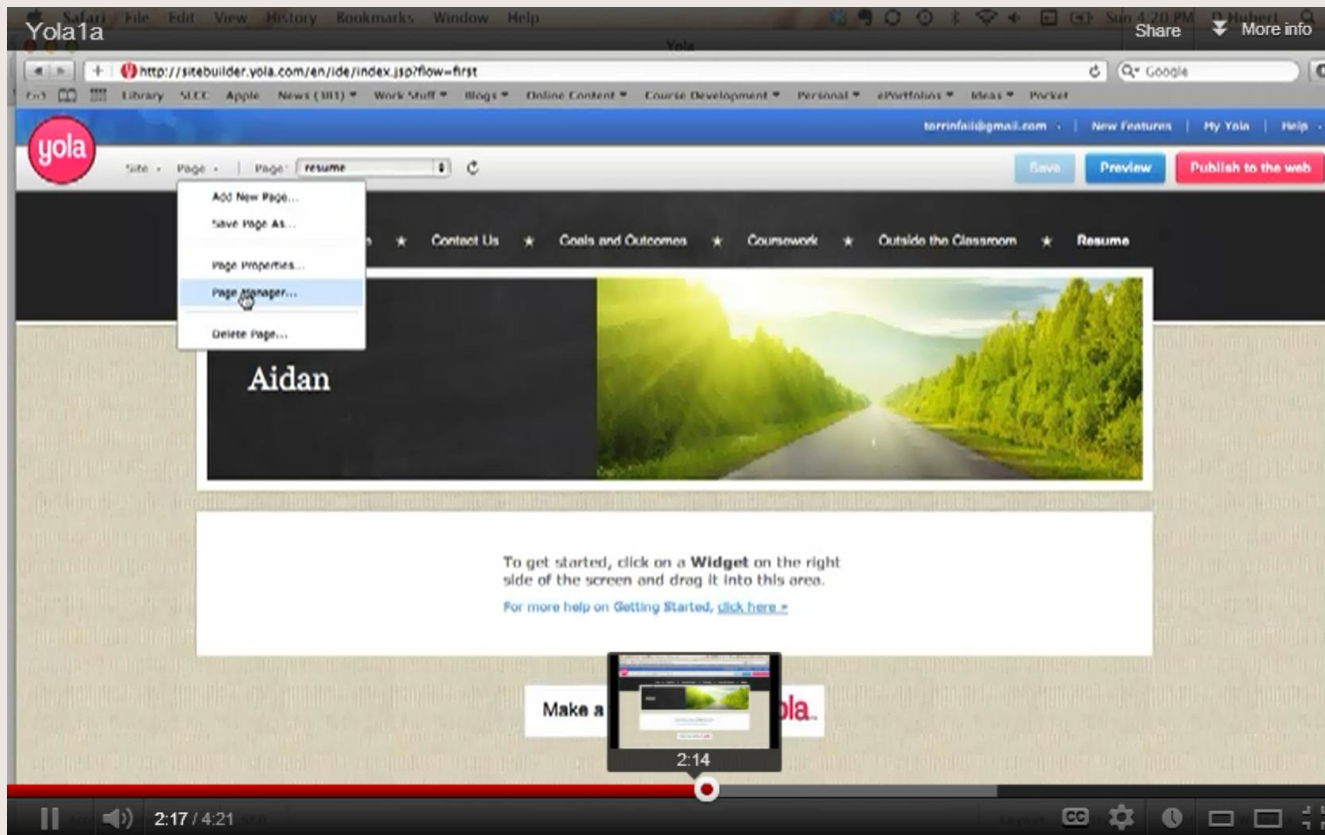
Page shows here.



Create 3 more pages: Coursework, Outside the Classroom, Resume



Go to “Page” and select “Page Manager” to change Home Page to “Welcome” and to delete “Contact Us”.



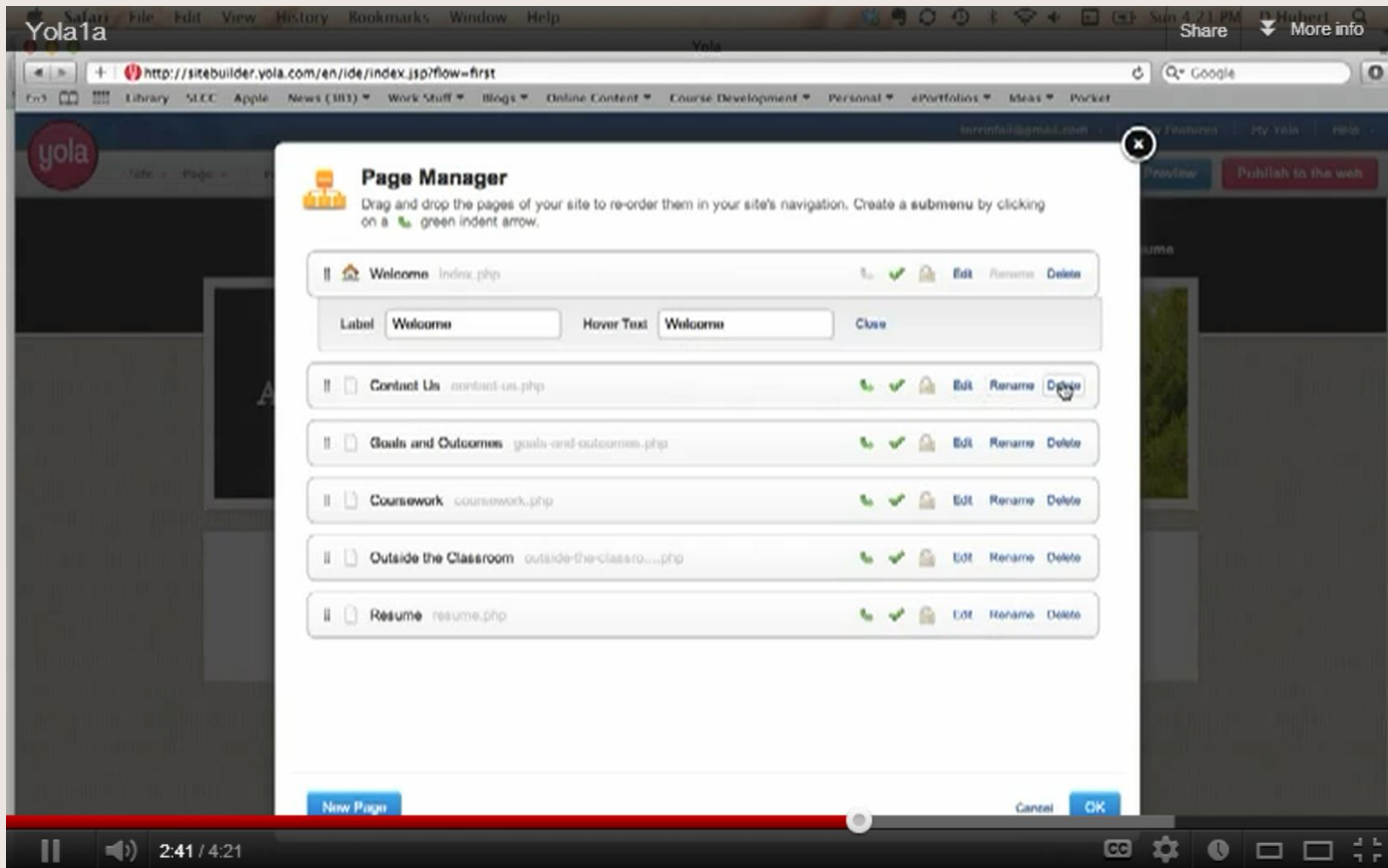
Change “Home” to “Welcome”: Click Edit and add “Welcome” Twice.

The screenshot shows the Yola Page Manager interface. The main window displays a list of pages with their respective actions. The 'Welcome' page is selected, and its 'Edit' button is circled in red. Two arrows originate from the title text above: one points to the 'Edit' button, and the other points to the 'Label' input field, which contains the text 'Welcome'. Below the 'Label' field is a 'Hover Text' field with the text 'Wel'. At the bottom of the modal, there are 'New Page', 'Cancel', and 'OK' buttons.

Page Name	File Name	Actions
Welcome	index.php	✓ Edit Rename Delete
Contact Us	contact-us.php	✓ Edit Rename Delete
Goals and Outcomes	goals-and-outcomes.php	✓ Edit Rename Delete
Coursework	coursework.php	✓ Edit Rename Delete
Outside the Classroom	outside-the-classro...php	✓ Edit Rename Delete
Resume	resume.php	✓ Edit Rename Delete

Delete “Contact Us” Page

Click OK and OK



The screenshot shows the Yola1a website builder interface. A dialog box titled "Page Manager" is open, displaying a list of pages. The "Contact Us" page is selected, and its "Delete" button is being clicked. The dialog also includes instructions on how to reorder pages and create submenus.

Page Manager
Drag and drop the pages of your site to re-order them in your site's navigation. Create a submenu by clicking on a green indent arrow.

Page Name	File Name	Actions
Welcome	index.php	📄 ✓ 🗑️ Edit Rename Delete
Contact Us	contact-us.php	📄 ✓ 🗑️ Edit Rename Delete
Goals and Outcomes	goals-and-outcomes.php	📄 ✓ 🗑️ Edit Rename Delete
Coursework	coursework.php	📄 ✓ 🗑️ Edit Rename Delete
Outside the Classroom	outside-the-classro...php	📄 ✓ 🗑️ Edit Rename Delete
Resume	resume.php	📄 ✓ 🗑️ Edit Rename Delete

Buttons: New Page, Cancel, OK

Video Player: 2:41 / 4:21

Now you have 5 pages.

The screenshot shows the Yola website builder interface in a Safari browser window. The address bar displays the URL <http://sitebuilder.yola.com/en/ide/index.jsp?flow=first>. The page title is "Yola". The browser's address bar includes a search engine (Google) and various icons. The Yola logo is visible in the top left corner. The page is titled "resume" in the top navigation bar. The main content area features a navigation menu with five items: "Welcome", "Goals and Outcomes", "Coursework", "Outside the Classroom", and "Resume". A red box highlights this navigation menu. Below the navigation menu is a large banner image with the name "Aidan" on the left and a scenic road through a forest on the right. Below the banner is a white box containing the text: "To get started, click on a **Widget** on the right side of the screen and drag it into this area. For more help on Getting Started, [click here](#)." At the bottom of the page, there is a footer with the text "Make a free website with yola." and a table with the following columns: "Account Status: Free", "SEO", "Layout", "Style", "Font", and "Widgets".

Click Publish to the Web

The screenshot displays the Yola website builder interface. At the top, the browser address bar shows the URL <http://sitebuilder.yola.com/en/ide/index.jsp?flow=first>. The Yola logo is visible in the top left corner. The main navigation bar includes a search bar and a user profile for 'tarrinfall@gmail.com'. Below the navigation bar, there are three buttons: 'Save', 'Preview', and 'Publish to the web'. The 'Publish to the web' button is highlighted in red. The main content area shows a website preview with a dark header containing navigation links: 'Welcome', 'Goals and Outcomes', 'Coursework', 'Outside the Classroom', and 'Resume'. The main content area features a large image of a road through a forest with the name 'Aidan' overlaid on the left side. Below the image, there is a white box with the text: 'To get started, click on a **Widget** on the right side of the screen and drag it into this area. For more help on Getting Started, [click here](#).' At the bottom of the preview area, there is a white box with the text: 'Make a free website with **yola**.' The video player controls at the bottom show a progress bar at 3:06 / 4:21.

Choose Free Subdomain and change name in box until you see green words saying “Subdomain is available”. Then click Next.

The screenshot shows a Safari browser window with the URL `http://sitebuilder.yola.com/en/ide/index.jsp?flow=first`. The page title is "Yola". The browser's address bar shows a search for "Google". The page content includes a navigation menu with items like "Library", "S.E.C.C.", "Apple", "News (RSS)", "Work Stuff", "Blogs", "Online Content", "Course Development", "Personal", "ePortfolios", "Meas", and "Pocket". The main content area features a "Publish your site to the web." dialog box. This dialog box contains the following text: "Custom domain names help make your site **more professional**, **protect your brand** and **improve your search engine rank**. Select a domain name and a hosting package to take your business online." Below this is a "Search for a custom domain:" section with a text input field containing "www.", a dropdown menu set to ".com", and a search button. Underneath, it says "Select from the following available domains, or search for your own:" followed by a grid of domain suggestions: aidangray.org, aidanalexander.com, thomas-aidan.com, aidanmurray.org, aidanlewis.org, aidantaylor.org, aidan-homes.com, and aidan-chan.com. A blue box at the bottom of the dialog offers a "Not ready yet? Try free Yola subdomain:" with an input field containing "aidanportfolio", ".yolasite.com", and the text "Subdomain is available!" in green. A "Next" button is to the right. At the bottom of the dialog, it asks "Already own a domain?" and states "All paid **Yola** hosting packages let you point your domain purchased elsewhere with your Yola site. It is easy. **Point your domain now.**" The footer of the page shows "Account status: Free", "SEO", "Layout", "Style", "Font", and "Widgets".

Publish your site to the web.

Custom domain names help make your site **more professional**, **protect your brand** and **improve your search engine rank**. Select a domain name and a hosting package to take your business online.

Search for a custom domain:

www. .com

Select from the following available domains, or search for your own:

aidangray.org	aidanalexander.com	thomas-aidan.com	aidanmurray.org
aidanlewis.org	aidantaylor.org	aidan-homes.com	aidan-chan.com

Not ready yet? Try free Yola subdomain:

.yolasite.com **Subdomain is available!**

Already own a domain?
All paid **Yola** hosting packages let you point your domain purchased elsewhere with your Yola site. It is easy. **Point your domain now.**

Account status: Free SEO Layout Style Font Widgets

Published Site

Write your URL address on last page of these instructions.

Yola1a

http://sitebuilder.yola.com/en/ide/index.jsp?now=first

Yola

Share More info

Library SECC Apple News (383) Work Stuff Blogs Online Content Course Development Personal ePortfolios Ideas Pocket

http://www.aidaneporfolio.yolasite.com

terryindian@gmail.com New Features My Yola Help

Congratulations Your site has been published to the web

Your address is:

<http://aidaneporfolio.yolasite.com>

So what next? Learn about visitors and how to get them to your site

Want to track how many people visit your site?

[View Site Traffic](#)

Read our tutorial about increasing your [Google Page Rank](#).

And, Tell the world about your website:

Twitter email Facebook

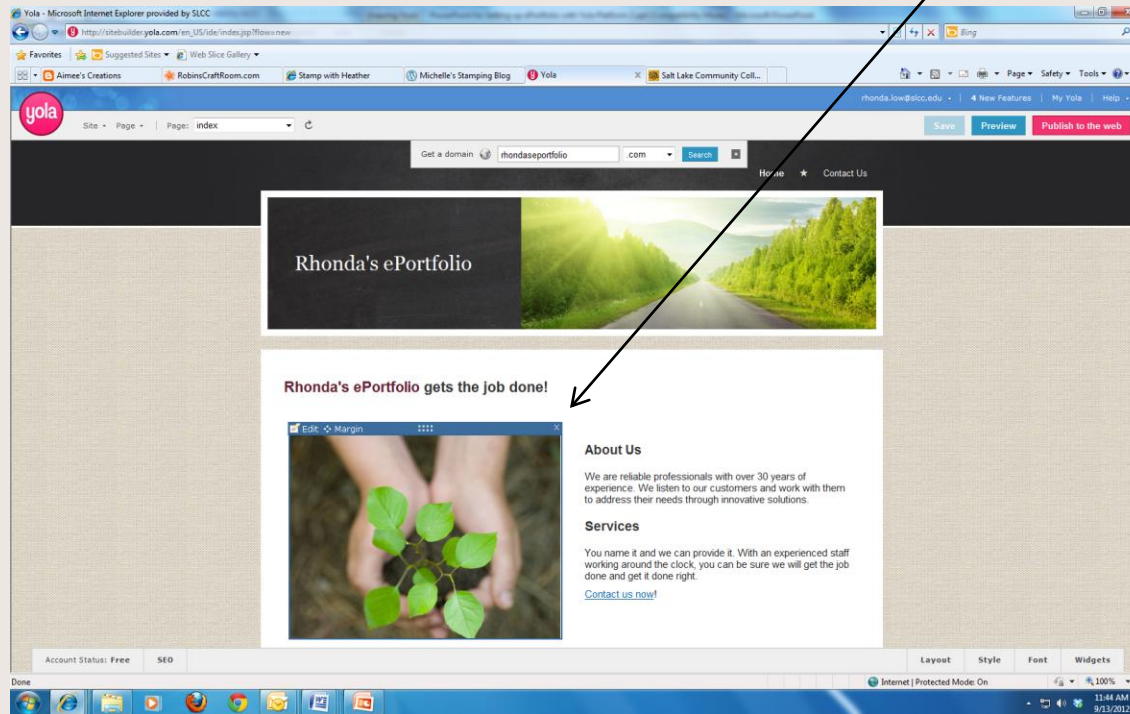
Close

4:06 / 4:21

Click X or close.

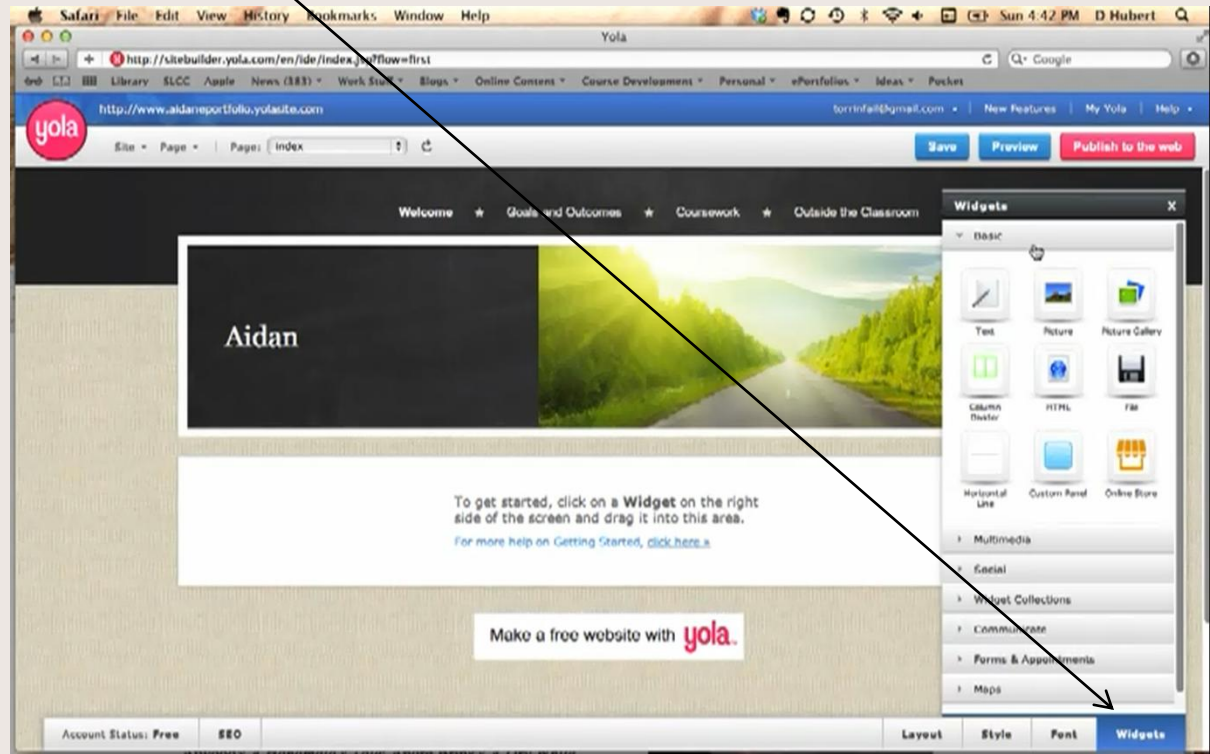
Welcome Page

- Clear Content boxes by clicking on top right corner of box and delete. Click yes that you are sure.



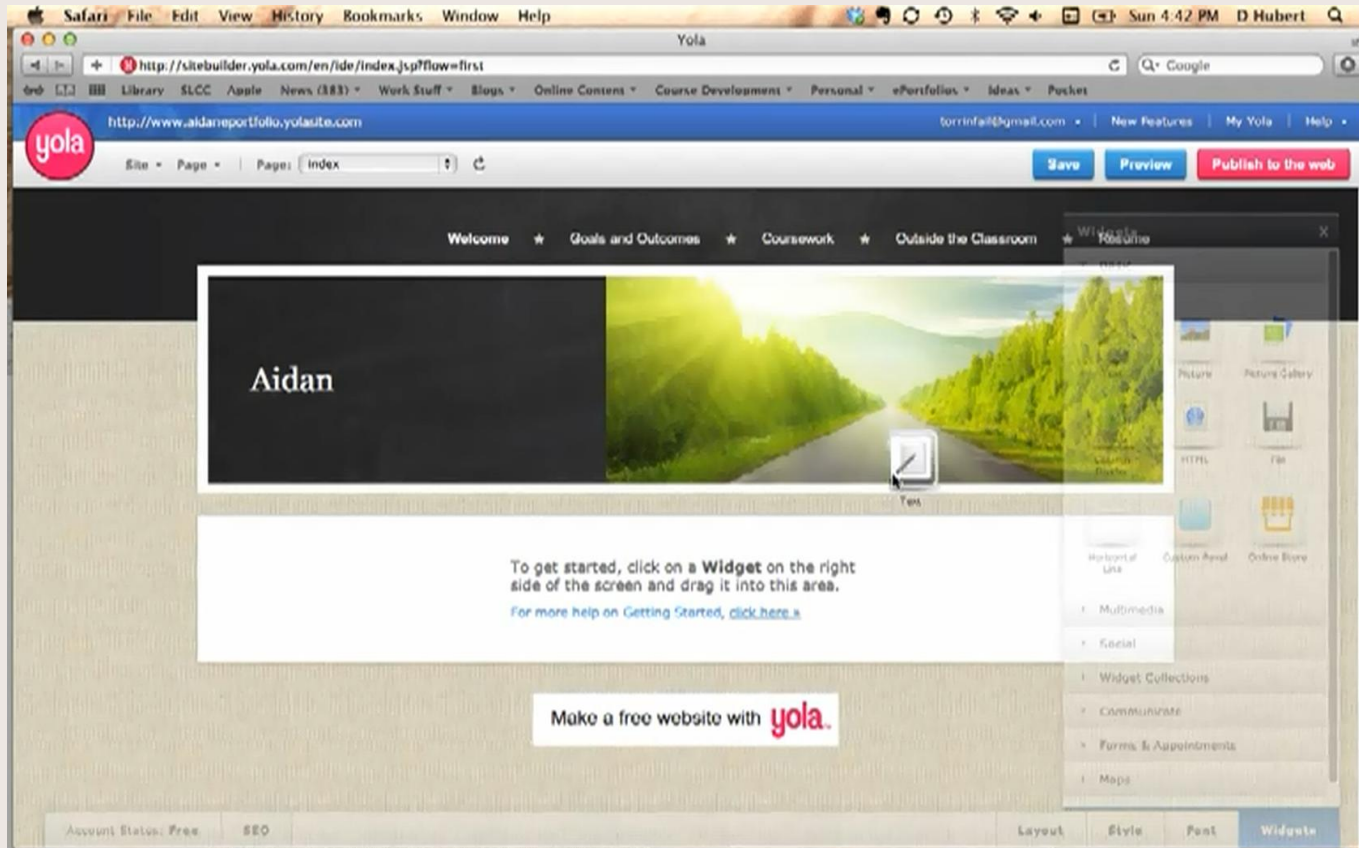
Welcome Page: Adding Text and Pictures

- Click “Widget” on bottom of screen.



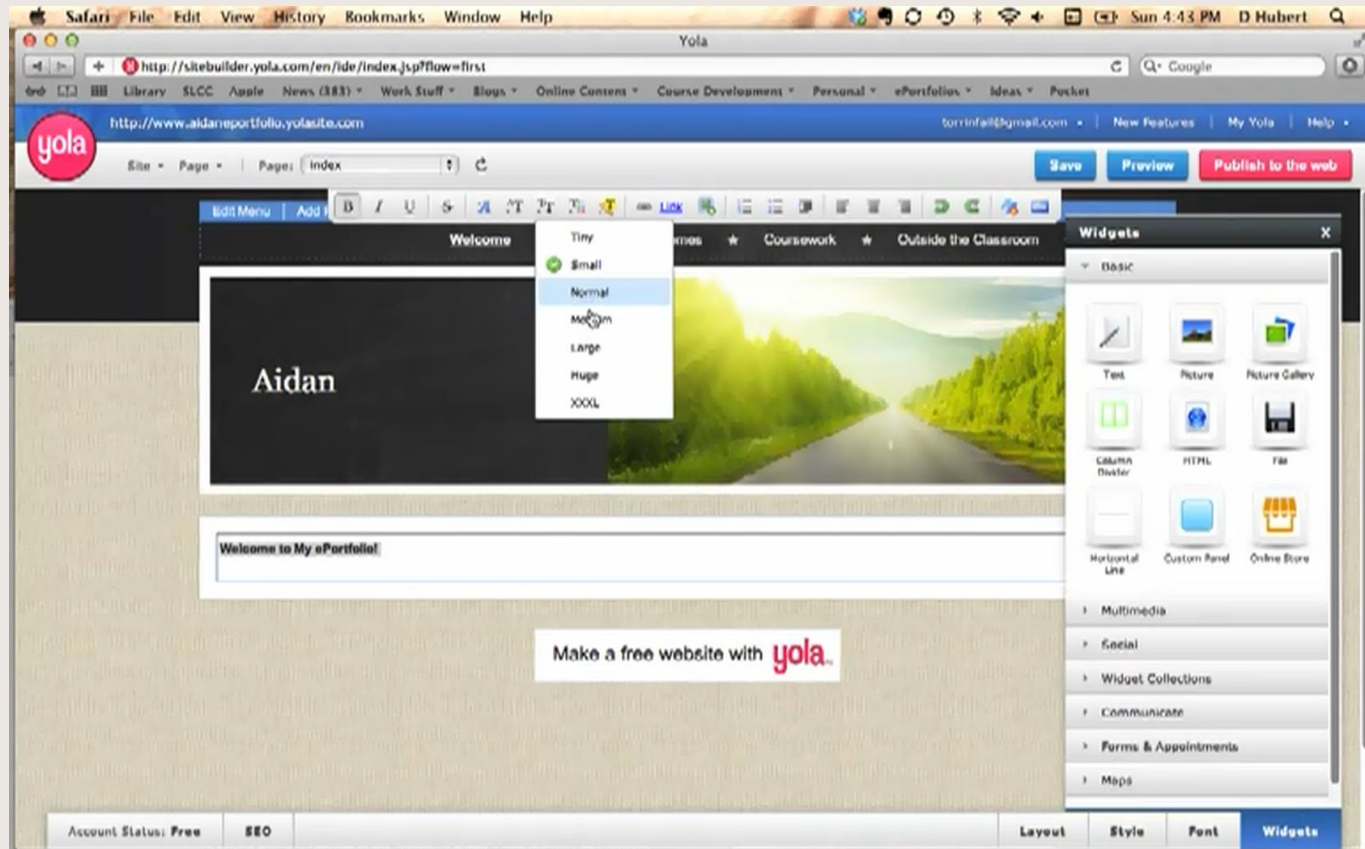
Welcome Page: Adding Text and Pictures

- Select Text Widget, drag it to page and when you see blue rectangular box, let go.



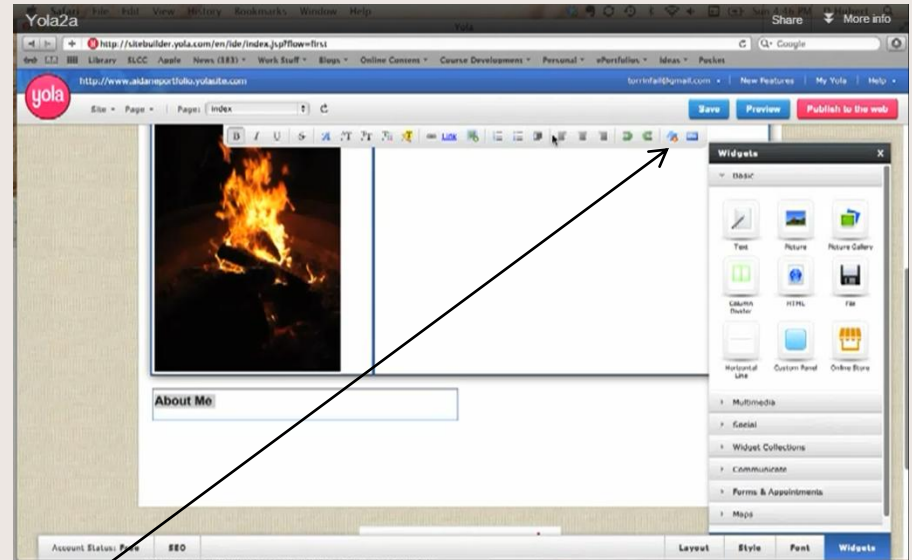
Welcome Page: Adding Text and Pictures

Type “Welcome to my ePortfolio”. Then reformat the words by bolding them, making them bigger and centering them on the page.

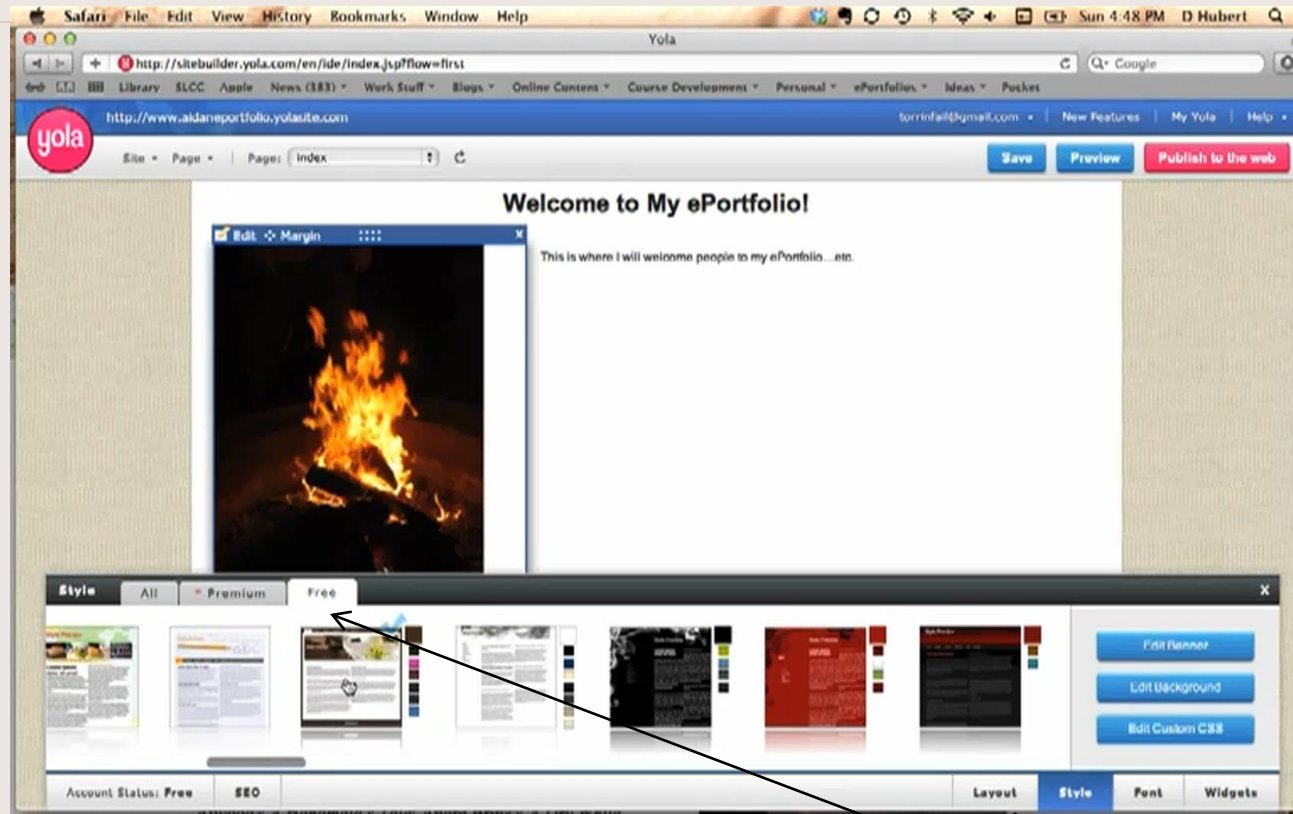


Welcome Page: Adding Text and Pictures

- Select Column Widget, drag and drop. Select Text Widget and drag to one side of column. Select Photo Widget and drag to other side of column. Upload a picture from your computer.
- Make another Column and make one area for your welcome and another area for about me.
- Format words and photos
- Click Save.



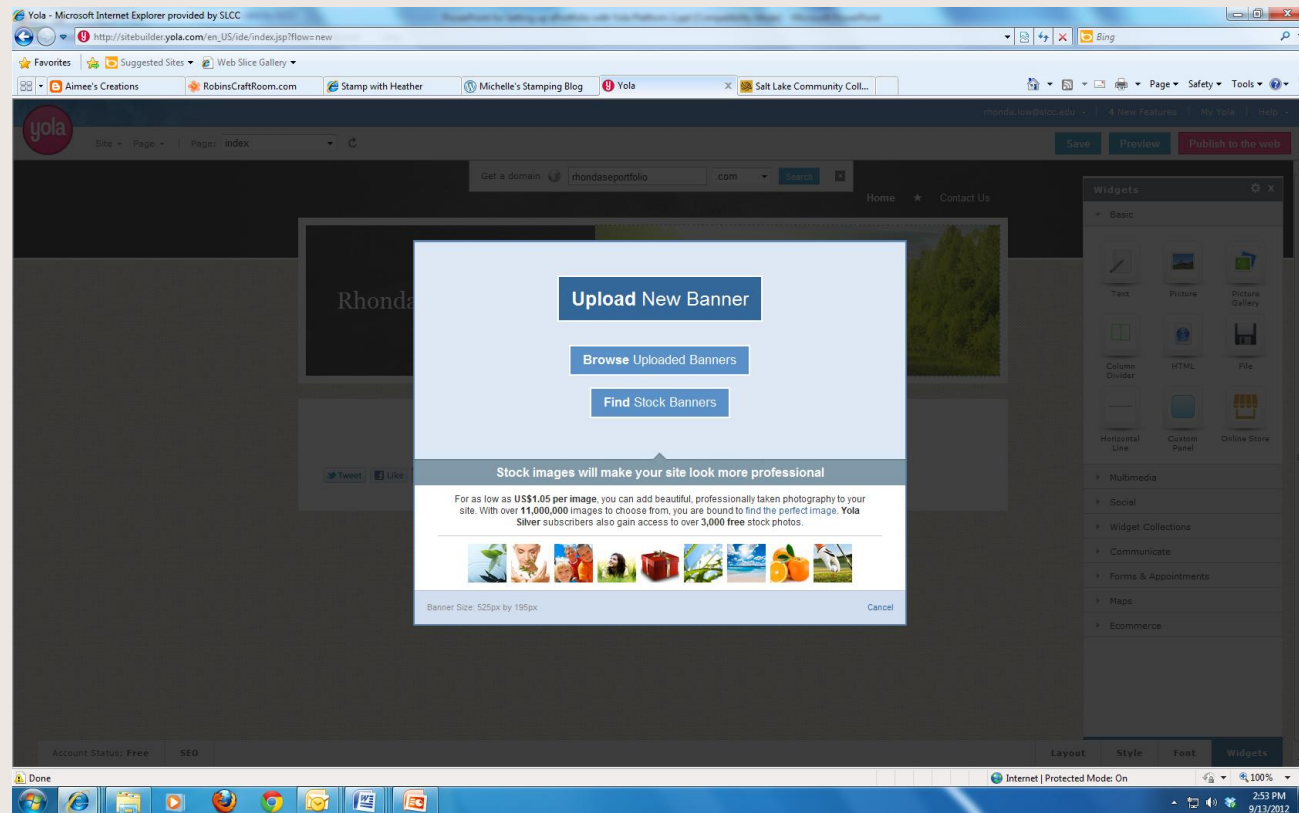
Changing Style or Look of Page



- Click on Style, bottom of page. Choose Free style and then scroll back and forth to choose a new style. Click on style.

Banner Change of Welcome Page

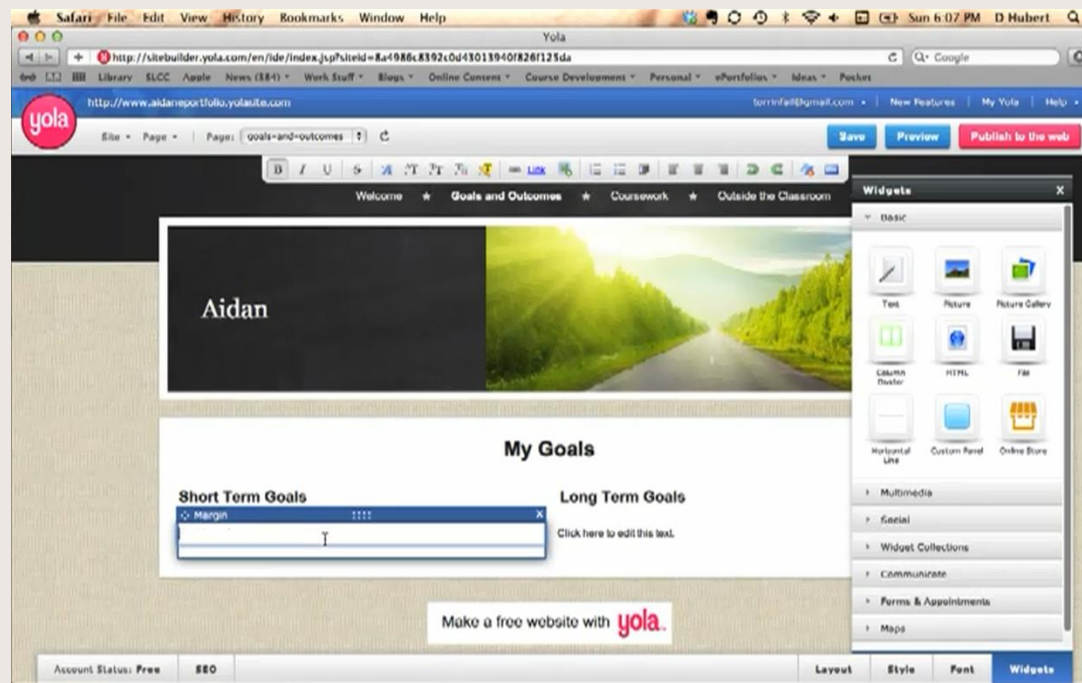
- Click on Banner at top and upload new banner from one of your photos on your computer.



Goals and Outcomes Page

- To prepare goals page, please watch the Yola YouTube Tutorial, #3. It will also show you how to copy, paste the SLCC goals.

<http://www.youtube.com/watch?v=f4xRUnSwabE&feature=relmfu>



Coursework Page

- Notice the items that will be placed on this page. Use General Education, My Major, and Elective Courses Headings

The screenshot shows a web browser displaying an ePortfolio page. The page has a navigation menu with the following items: Welcome, Goals & Outcomes, Coursework, Outside the Classroom, and Resume. The 'Coursework' section is highlighted with a red box. The 'Coursework' section contains the following content:

Navigation	Welcome	Goals & Outcomes	Coursework	Outside the Classroom	Resume
ELECTRONIC PORTFOLIO	<p>Welcome Welcome people to your ePortfolio and tell them about what they'll find there.</p> <p>About Me Introduce yourself: your background and interests, and other information of your choosing.</p>	<p>What do you want to get out of your experience at SLCC? What skills or knowledge do you want to acquire? How do you want to grow as a person? As a learner? What kind of career are you looking for?</p> <p>Short-Term Goals</p> <p>Long-Term Goals</p> <p>SLCC's Learning Outcomes Create links from SLCC's learning outcomes to the assignments that</p>	<p>General Education</p> <p>Spring 2012 Summer 2012 Fall 2012</p> <p>My Major</p> <p>Spring 2012 Summer 2012 Fall 2012</p> <p>Elective Courses</p> <p>Spring 2012 Summer 2012 Fall 2012</p>	<p>How are you active at SLCC outside of the classroom? How is your participation in out-of-class activities helping you grow as a learner and a person? Suggested possibilities here include clubs, intramural sports, varsity sports, campus organizations, student leadership, student media, study abroad, service-learning, internships, cooperative learning, honor societies, tutoring, and so forth. Also, you might write about how your work, church, or other off-</p>	<p>Resume</p>

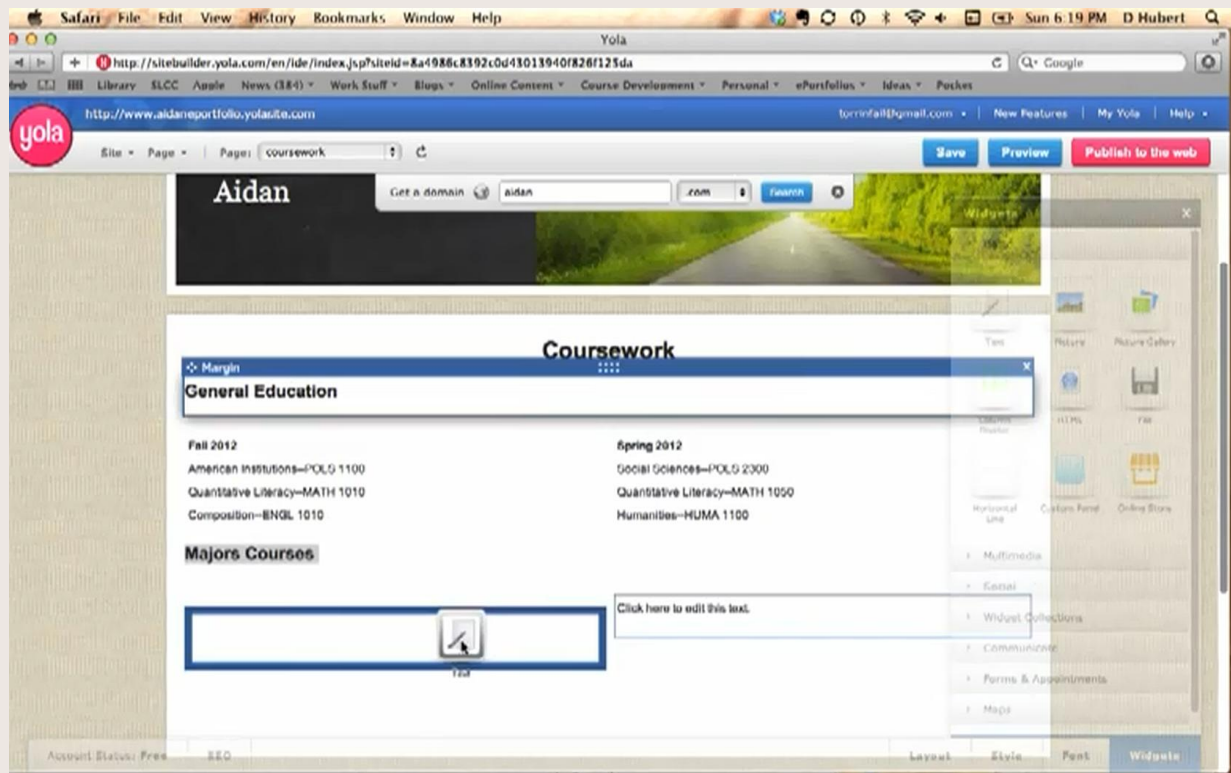
Coursework Page

- Click on page on top text box:

The screenshot displays the Yola4a website builder interface. The browser address bar shows the URL <http://www.yola.com/en/ide/index.jsp?siteid=ka4986c8392c0d43013940f826f125da>. The top navigation bar includes 'Site', 'Page', and 'Page' menus. A red box highlights the 'Page' dropdown menu, which is open to show options: 'coursework', 'goals-and-outcomes', 'index', 'outside-the-classroom', 'resume', and 'New page...'. The webpage content includes a header with the name 'Aidan', a 'My Goals' section with 'Short Term Goals' and 'Long Term Goals', and a section for 'Salt Lake Community College's Learning Outcomes'. The 'Widgets' panel on the right shows various widget options like 'Text', 'Nature', 'Nature Gallery', 'Column Divider', 'HTML', 'File', 'Horizontal Line', 'Custom Panel', and 'Online Store'. The video player at the bottom shows a progress bar at 0:25 / 6:48.

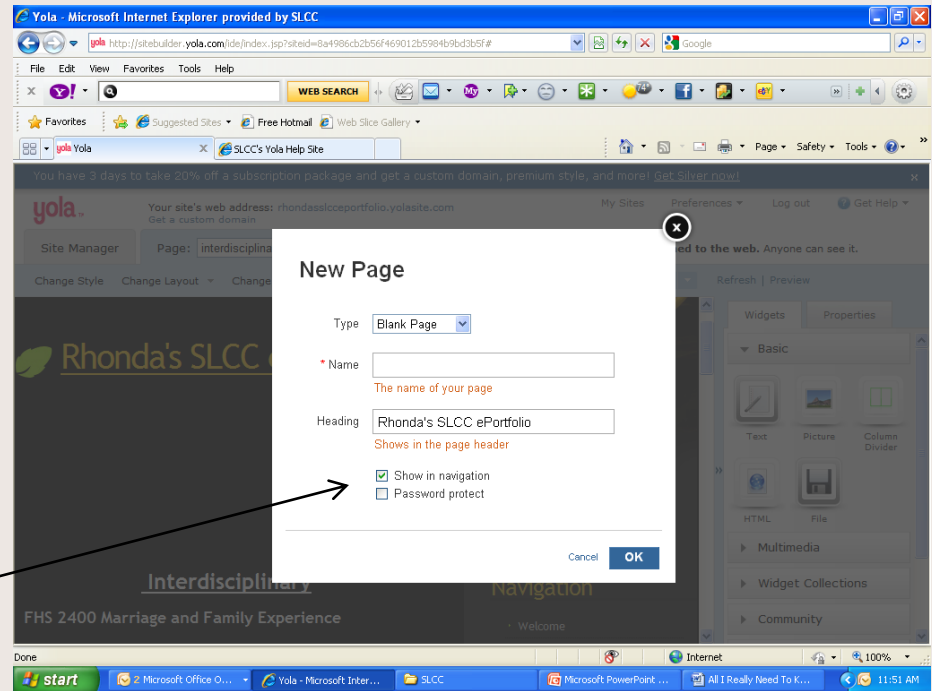
Coursework Page

- Add headings as shown below. Add your courses.



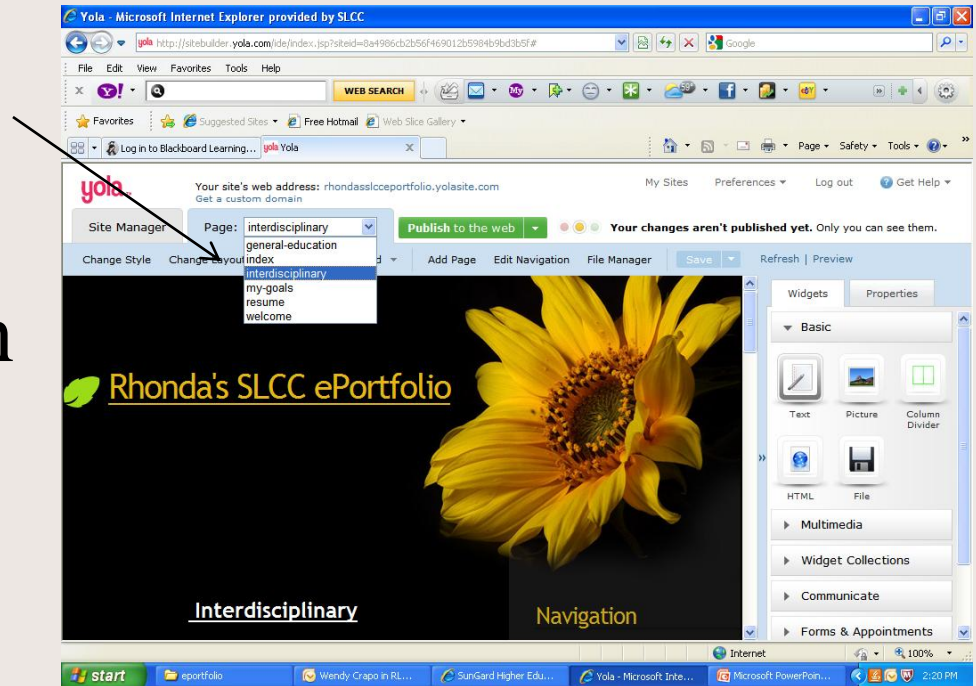
Adding Signature Assignment

- Create a Hidden Page:
 - Click on Page and Click Add Page.
 - Title it, FHS 2400 or CE class you are taking.
 - **Uncheck:** Show in navigation box.
 - Click OK.



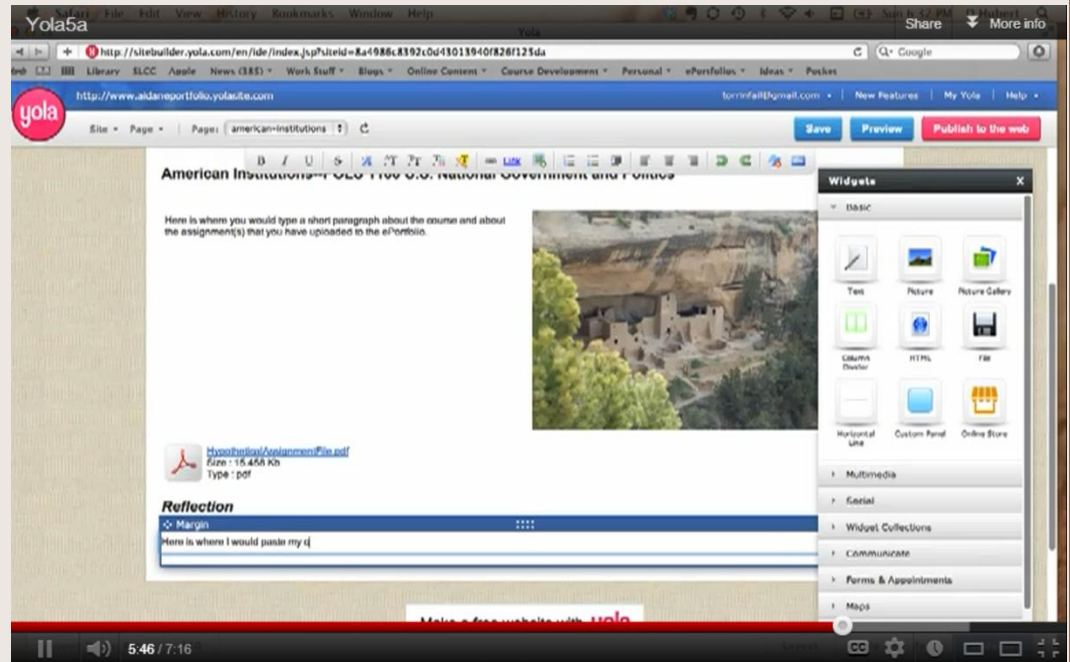
Open EDU or FHS Hidden Page

- Select EDU or FHS Page in Page window.
- The blank hidden page will open.



Adding Signature Assignment

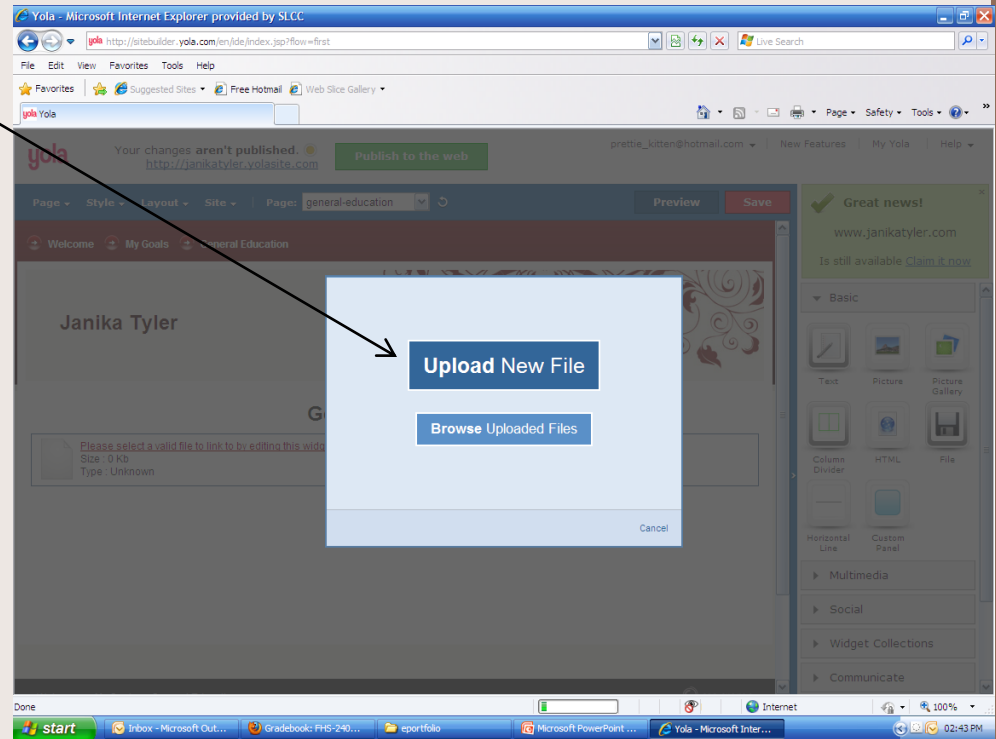
- Prepare centered heading. with text Widget.
- Insert column and on left describe and discuss class and possibly insert photo on right.
- Drag file widget and insert your document.. **Use PDF or .doc documents. Don't use .docx documents.**
- Add a text widget under inserted document and insert your reflections.
- Save.



For more help see the Yola YouTube Tutorial:
<http://www.youtube.com/watch?v=f4xRUnSwabE&feature=relmfu>

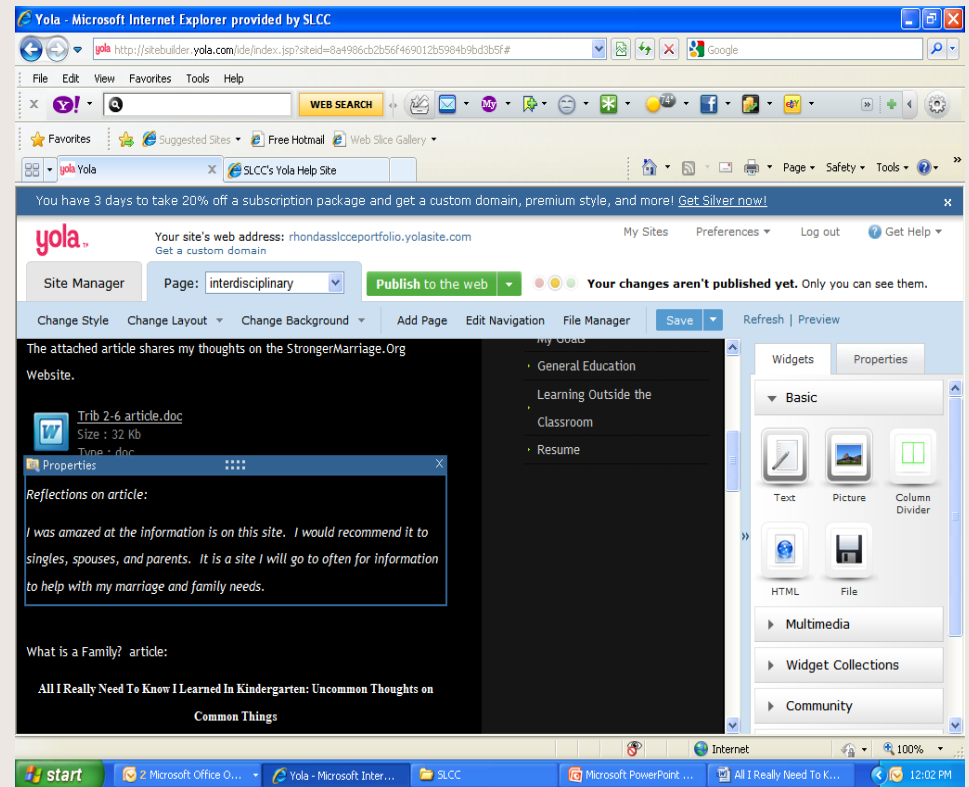
Insert Signature Assignment

- Drag Insert File and click Upload.
- Select article from computer and click open.
- Document Icon and title will appear.
- Save.



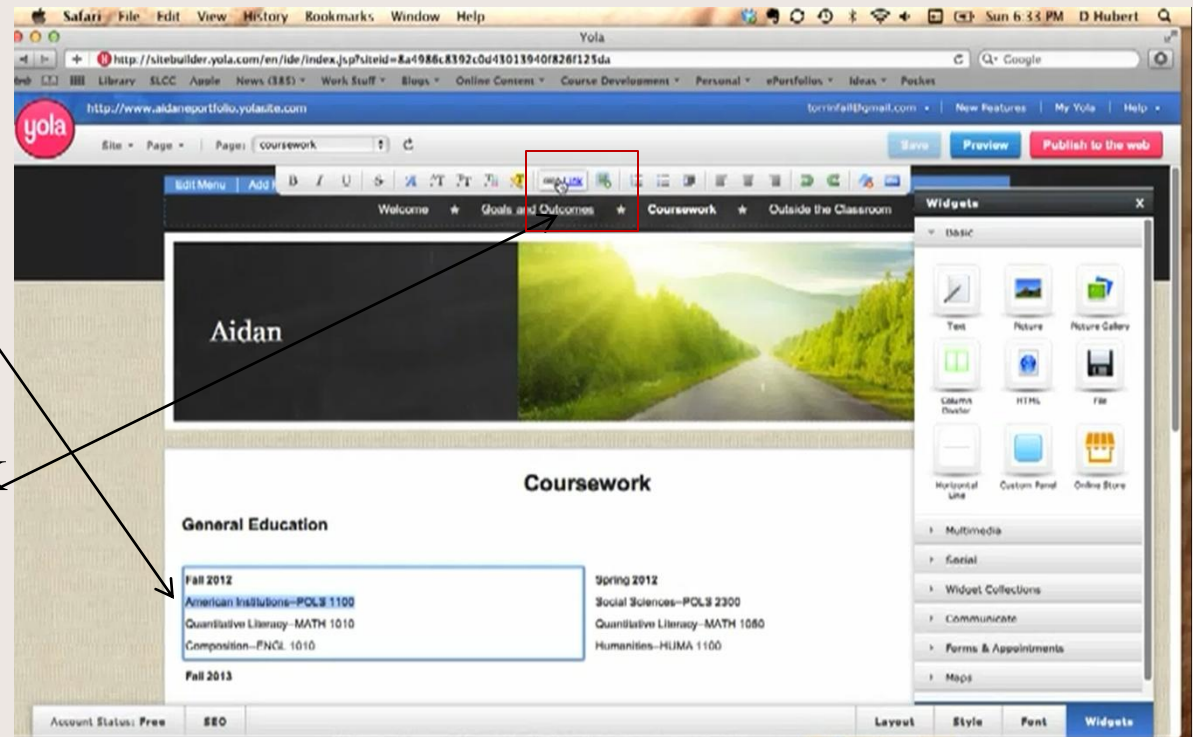
Reflective Writing

- Drag text widget.
- Add title:
Reflections
- Write your reflections in 2-3 paragraphs about the article.
- Save



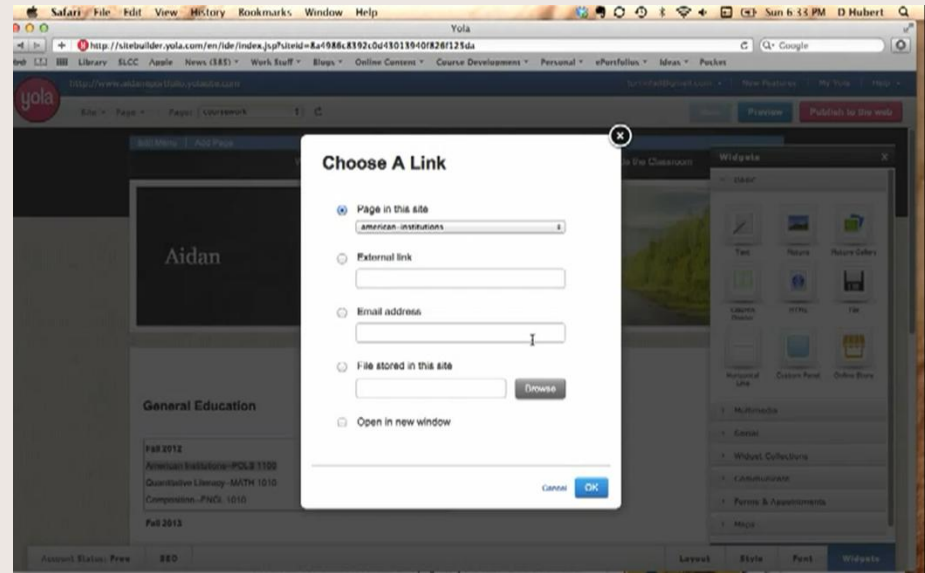
Linking Hidden page to Coursework page

- Open Coursework page.
- Click on course and highlight.
- Click on link chain.



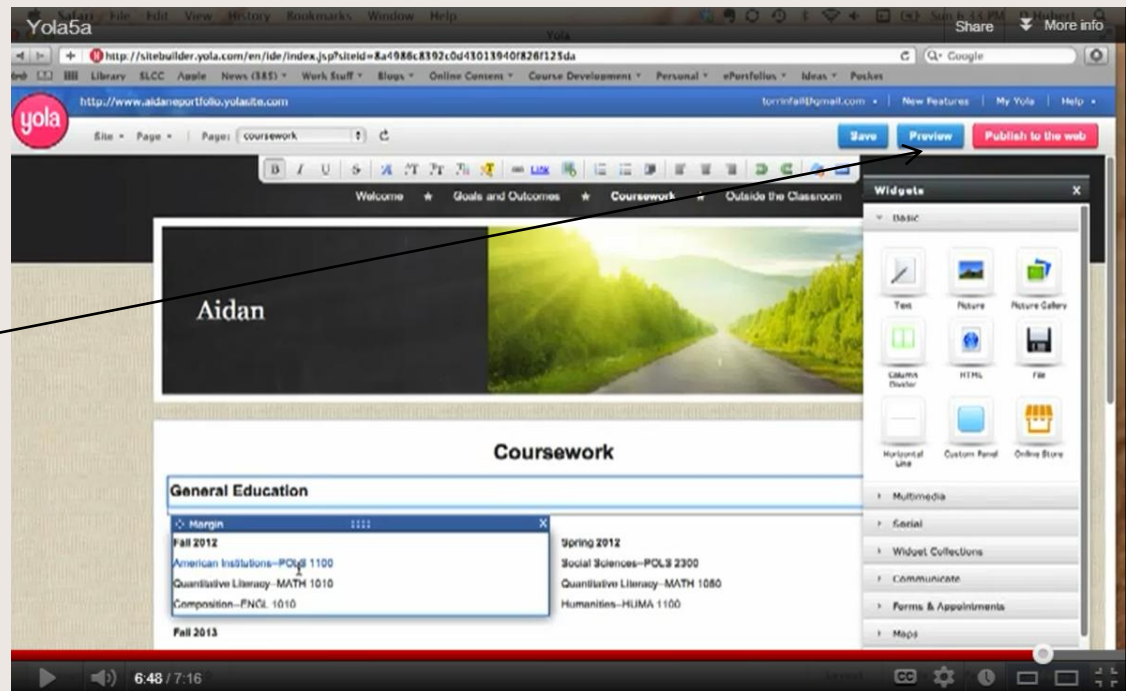
Linking Hidden page to Coursework page

- Choose a Link box opens.
- Select Page in this site.
- Select hidden course page from drop down menu.
- Click OK.



Linking Hidden Page to Coursework Page

- Now your course in Coursework Page is linked to the Hidden page.
- Click Save.
- Click Preview to check if link works.
- Click Publish to the Web.



Finishing ePortfolio

A complete acceptable ePortfolio will contain the following:

1. 2-3 paragraphs in welcome page welcoming others to your site.
2. A list of long term and short term goals and a list of college goals.
3. A finished Coursework Page with links.
4. At least 2 signature assignments with reflective comments for each related SLCC class.
5. Examples of outside the classroom activities.
6. Completed up-to-date resume.

Adding Site to SLCC MyPage

- To Copy the URL (address) of your ePortfolio's Welcome page:
 - log into MyPage .
 - click on the student tab.
 - Go to bottom right of page.
 - paste the URL for the ePortfolio's Welcome page into the ePortfolio channel.
 - click “save.”

Security (Optional)

- You can secure your website with a login ID and password. If you secure your website, you will have to share your login ID and password with those who will visit it.
- If you choose to secure your website, be certain that you give your security login ID and password to your CE teacher.
- Instructions follow:

Security (Optional)

- Yola allows you to create a private website, or make part of your site private, by password protecting certain pages on your site.
- What this feature allows you to do:
 - Assign a single login ID (username) and password to your site.
 - Choose whether you want to lock (password protect) all the pages on your site.
 - You can then share the login ID and password with people you want to give access to the protected pages.
 - When they access those pages they will be asked to type in the login ID and password before being given access.

Security continued

- What this feature does not do: Allow people to register for a username and password on your site.
- How to use the Password Protection feature:
 - Click on the "Site" and "Site settings".
 - Click on Password Protection (lock icon)
 - Add a login name and password and select the pages you would like to protect.
 - You can easily protect all your pages by clicking on "Lock All" or take off the password protection by clicking on "Unlock All"
 - Continued on next page

Security continued

- How to use the Password Protection feature continued:
 - When you create a new page, you will see a check box that gives you an option to protect (lock) the new page.
 - Preview your protected page to see what the login form will look like and to test your log in and password.
 - To make the change effective on your live site, click on the green "Publish to the web" button.
 - Be certain to write your Login and Password to remember it.

Important Information

- To edit and add to my Yola site at www.yola.com

Email: _____

Password: _____

- To go to published site:

URL Subdomain site name:

- (Optional) Security Login and Password:

Login: _____

Password: _____