

BAYLOR

School of Education

The Official E-Portfolio Tutorial Guide

Includes Instructions For:

- Setting Up Dreamweaver
- Editing Images Using Photoshop
- Creating & Inserting Evidence
- Saving & Linking Your Evidence Pages
- Uploading Your Files

Still Need Help? Check Out Our Website:

www.baylor.edu/soe/ps

Do Not Remove From LRC

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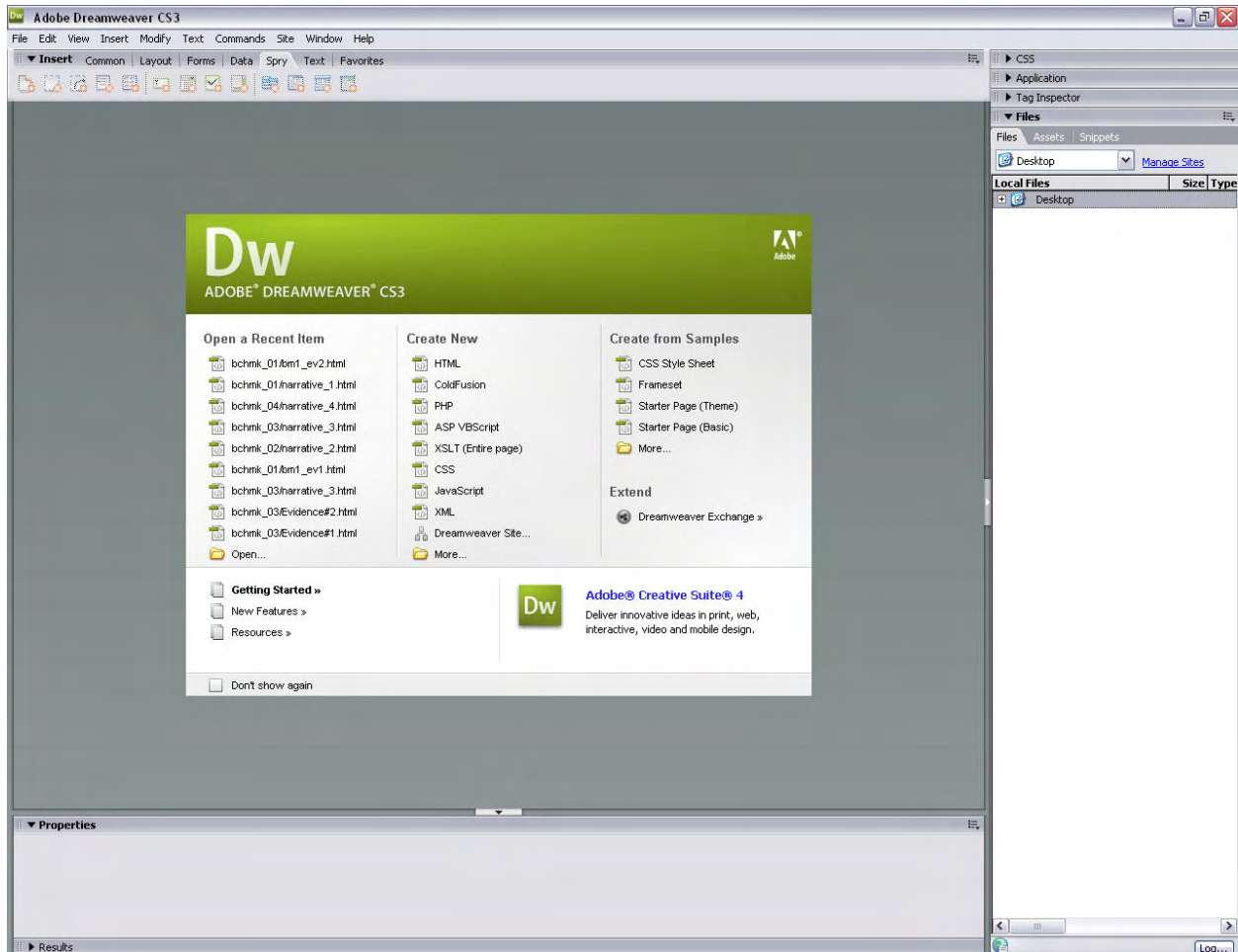
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Setting up Dreamweaver

Every time you work in Dreamweaver you must establish certain connections. This allows Dreamweaver to access things (images, webpages) from the appropriate location (your flash drive), and save them in the correct locations (your flash drive and the web).

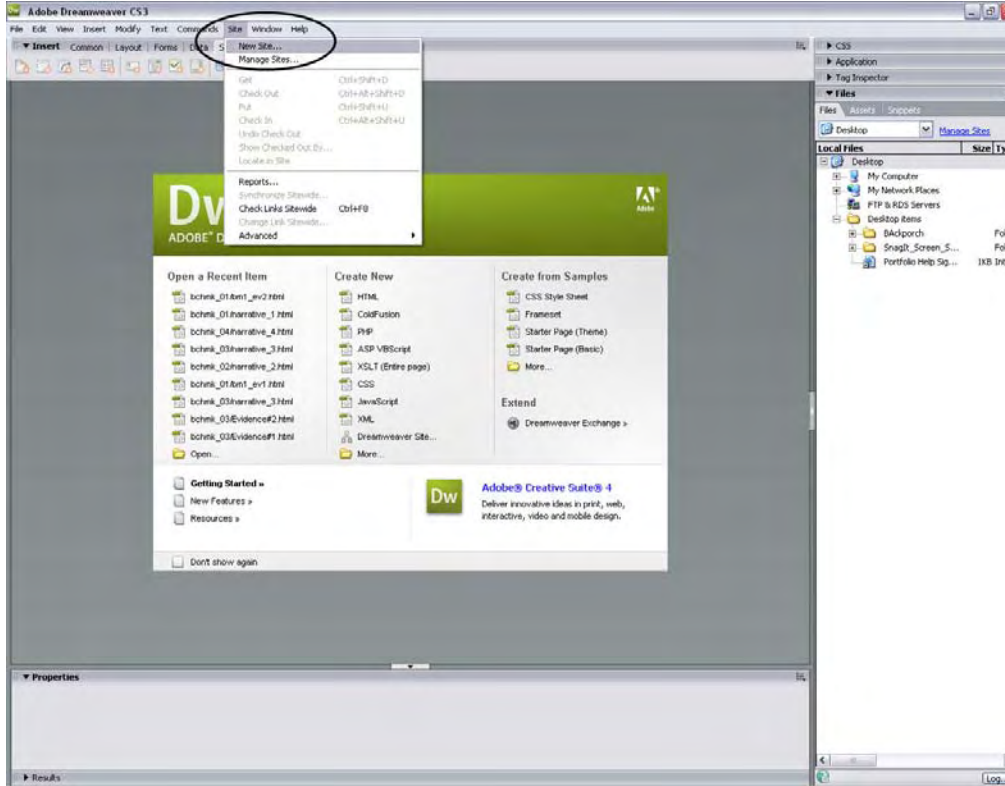
Steps:

1. If you opened the program correctly, you will see the screen below:

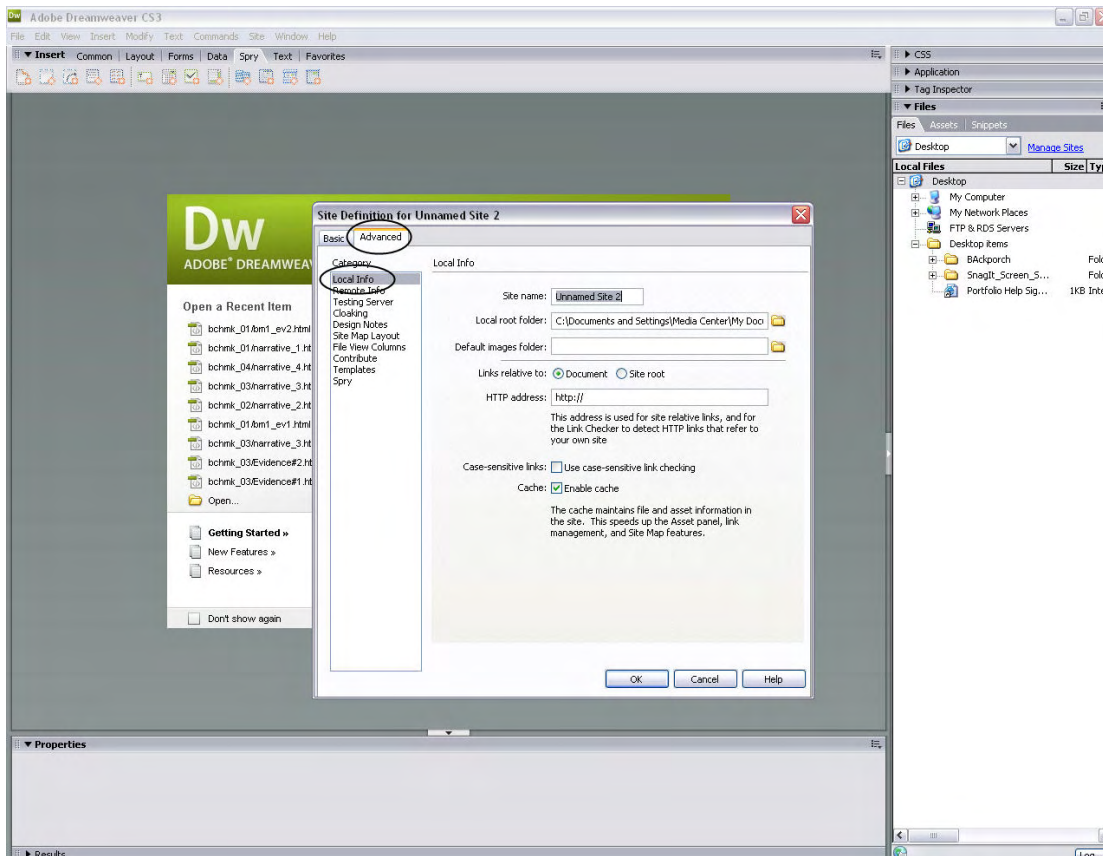


2. At this point, take your Flash drive that has your electronic portfolio on it and plug it into a USB drive on your computer.
3. Next you will go through the process of defining your electronic portfolio site. Defining your site links up your computer with your electronic portfolio files out on the internet. It is something that needs to be done EVERY TIME you use Dreamweaver.

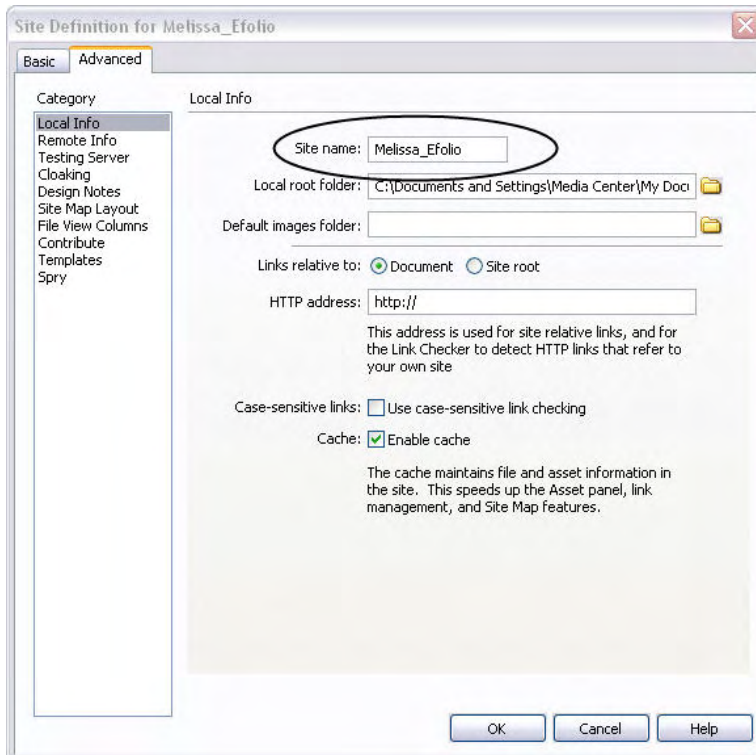
4. To define your site, click on the 'Site' menu option and click the 'New Site' menu option. The 'Site' menu option is between the 'Commands' menu option and the 'Window' menu option.



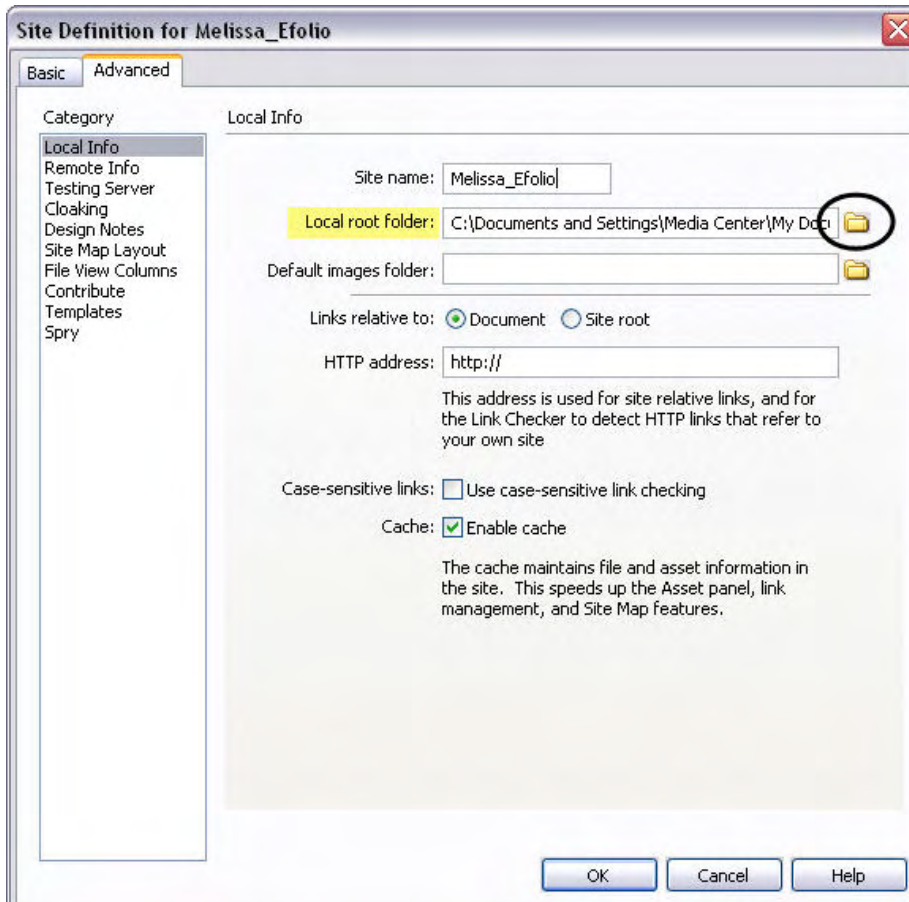
5. Click on the 'Advanced' tab. Click on the 'Local Info' option.



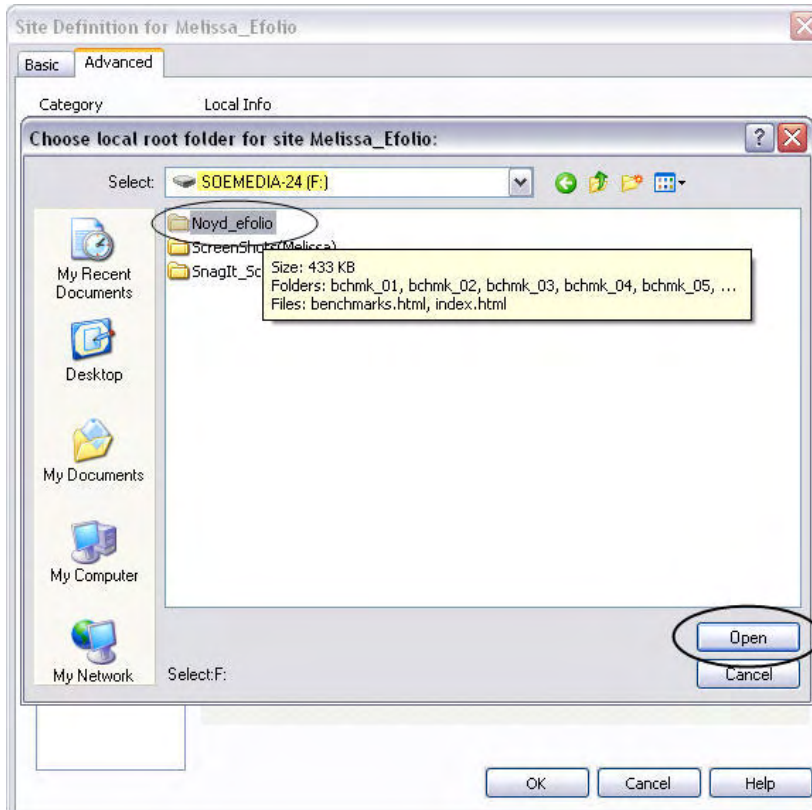
6. In the 'Site Name' field, which is the top field, type in your first name_efolio (e.g. Melissa_efolio).



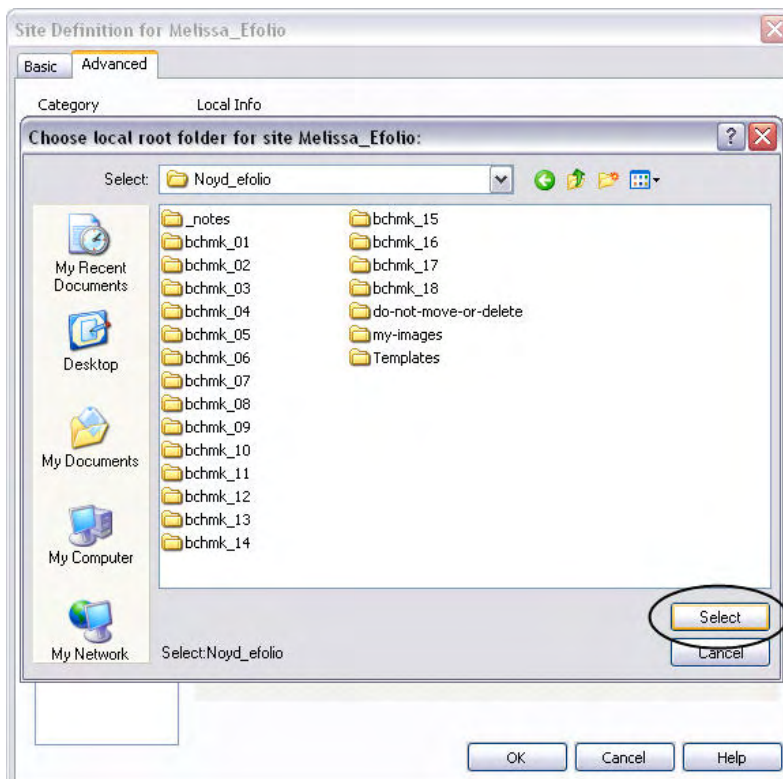
7. Click on the folder icon to the right of the 'Local Root Folder' field.



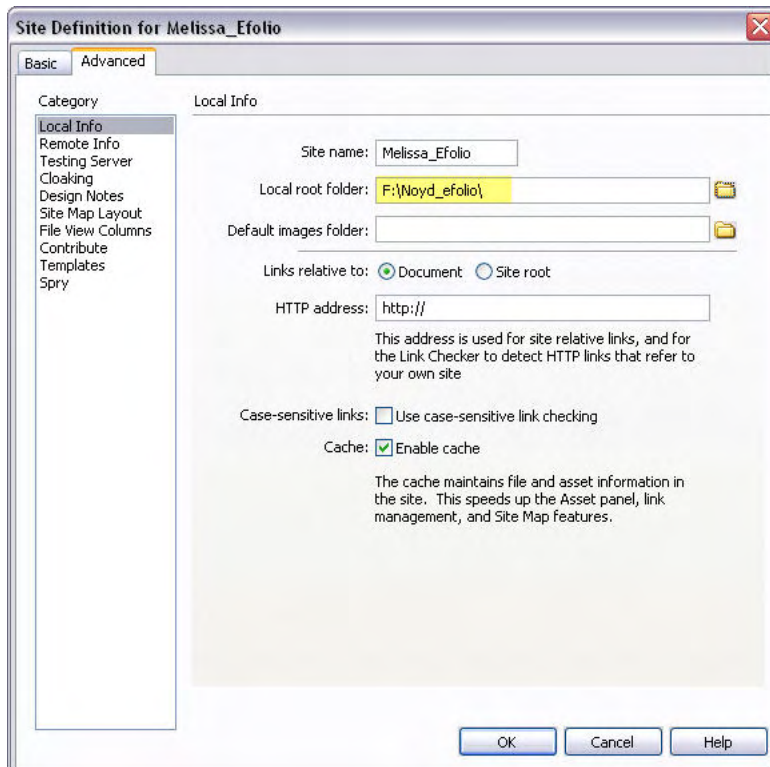
8. Select the folder with your electronic portfolio files in it. In this example, the 'Noyd_efolio' folder is where all of the electronic portfolio files are located. Click OPEN.



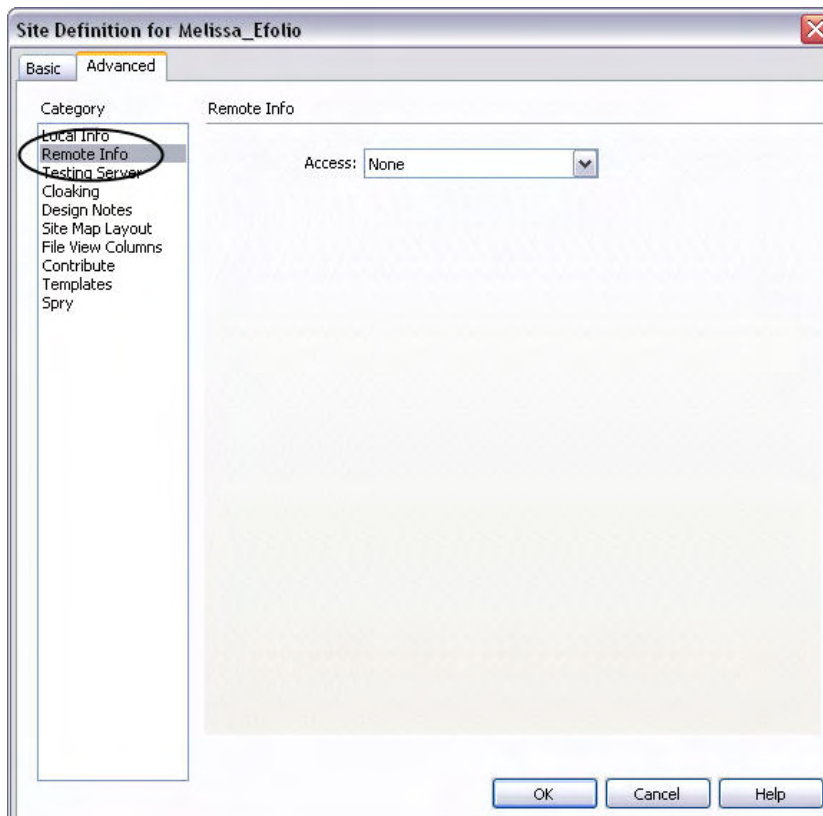
9. You will know you have selected the right folder when see all 18 benchmarks on the screen above plus the 'my-images', 'templates', and do-not-move-or-delete' files. Do not select any of the individual folders; just hit the 'Select' button.



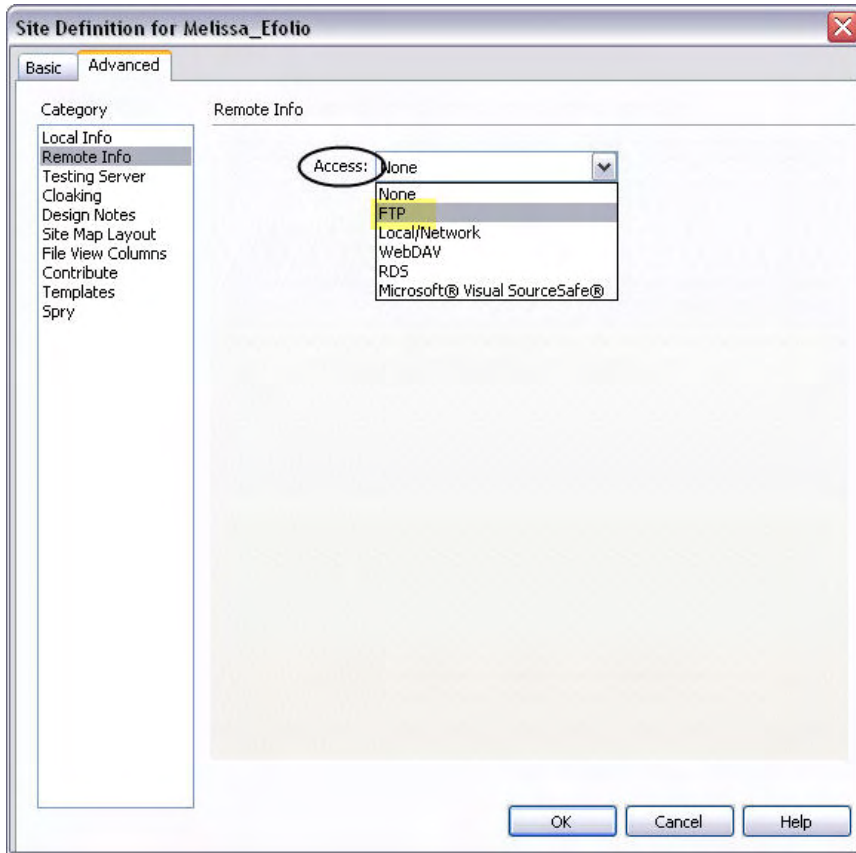
10. After hitting the 'Select' button, the following screen will appear. Notice that the name of your efolio file now appears in the Local root folder box.



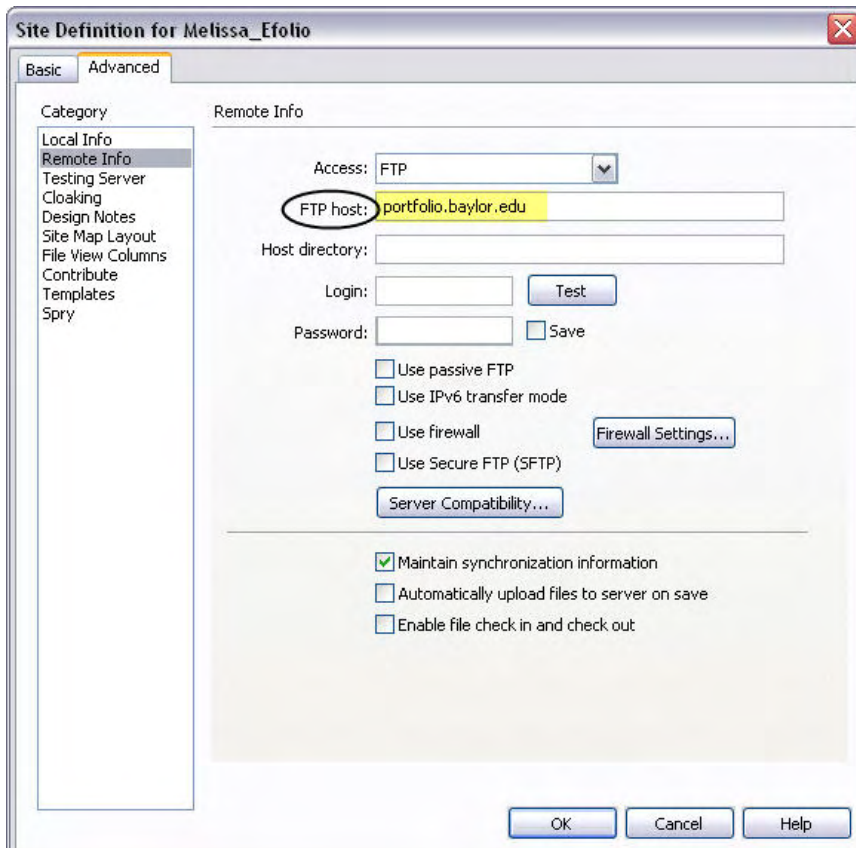
11. Click on the 'Remote Info' option.



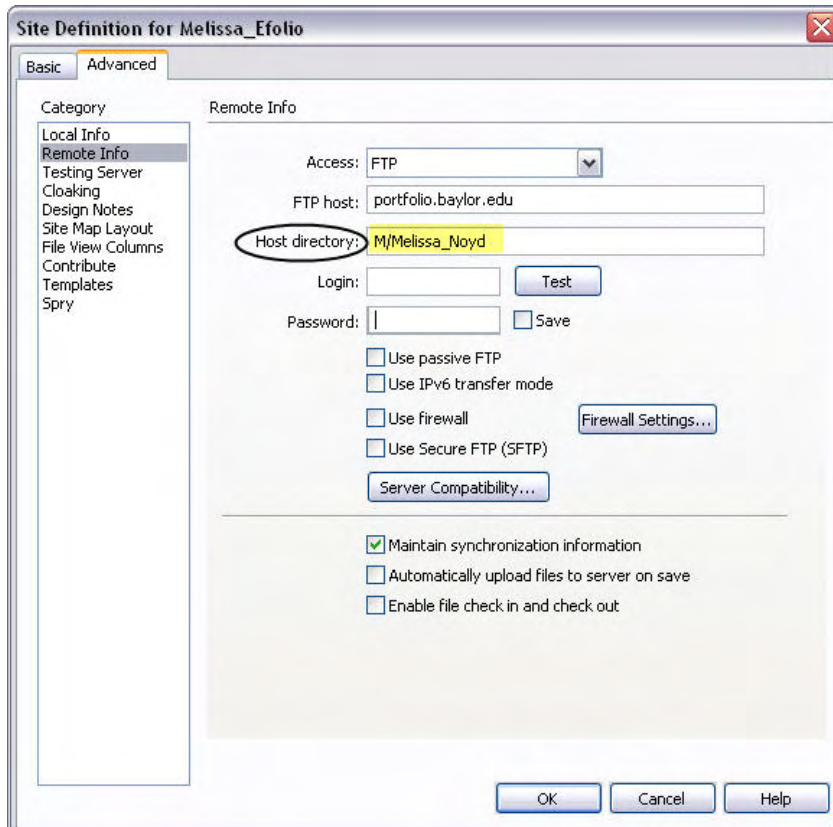
12. Click on the 'Access' drop down box. The drop down box will provide options, select the FTP option.



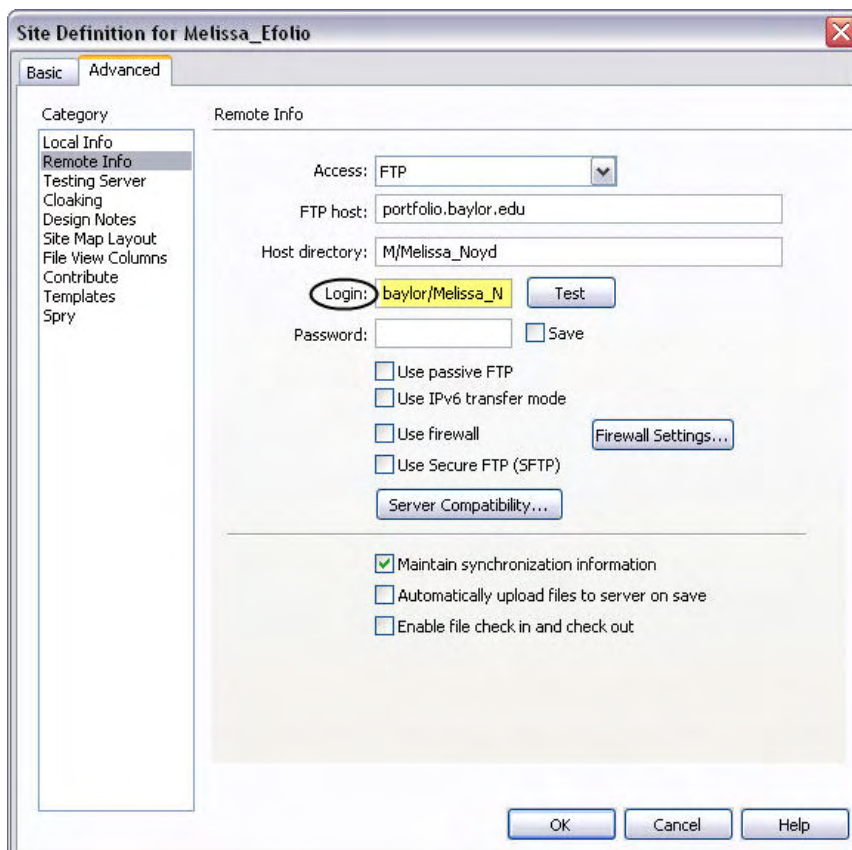
13. In the first field, 'FTP host,' type in: portfolio.baylor.edu



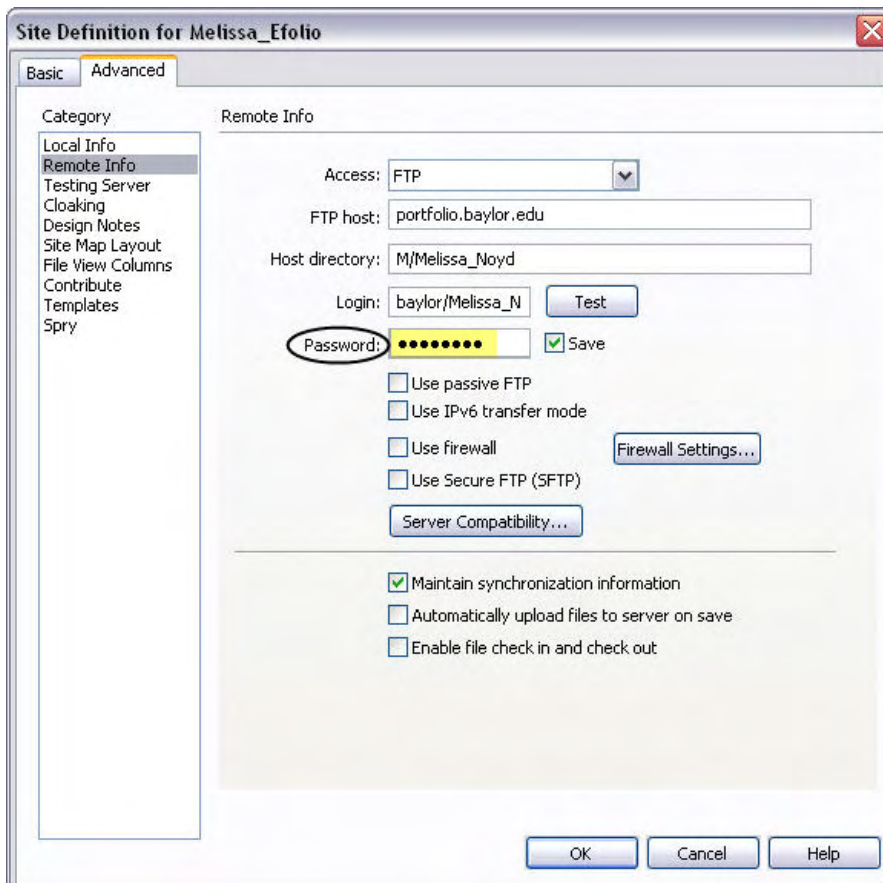
14. In the second field, 'Host directory,' type in: the capital letter of your first name/Bear_ID. In this example, the information you would fill in would be: M/Melissa_Noyd



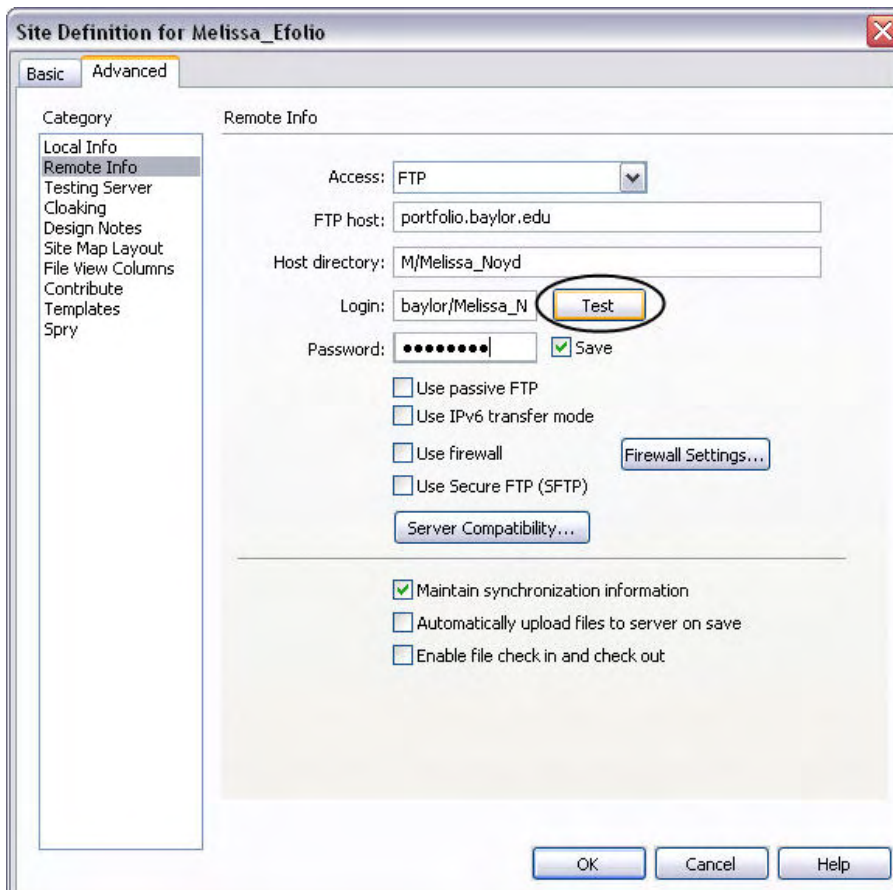
15. In the third file, 'Login,' type in: baylor/Bear_ID. In this example it would be: baylor/Melissa_Noyd.



16. In the fourth file, 'Password,' type in your Baylor email password.



17. Finally, click the 'Test' button. The 'Test' button is located to the right of the 'Login' field.



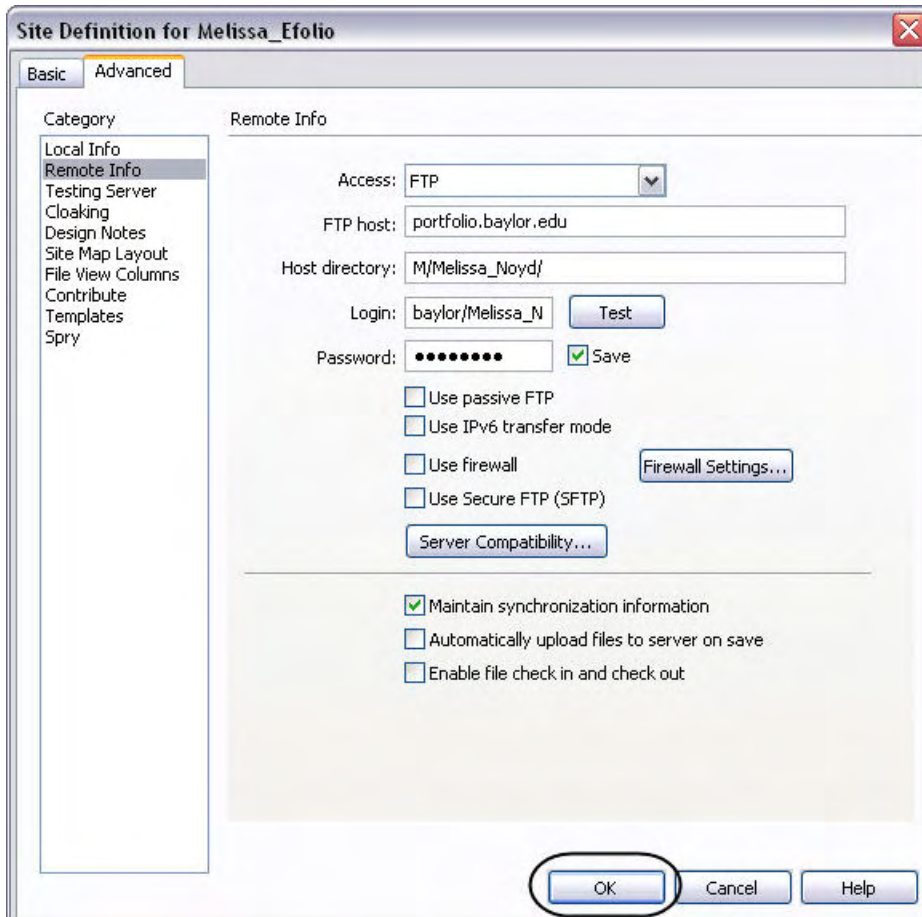
If you filled in all of your information correctly, you will see the following screen:



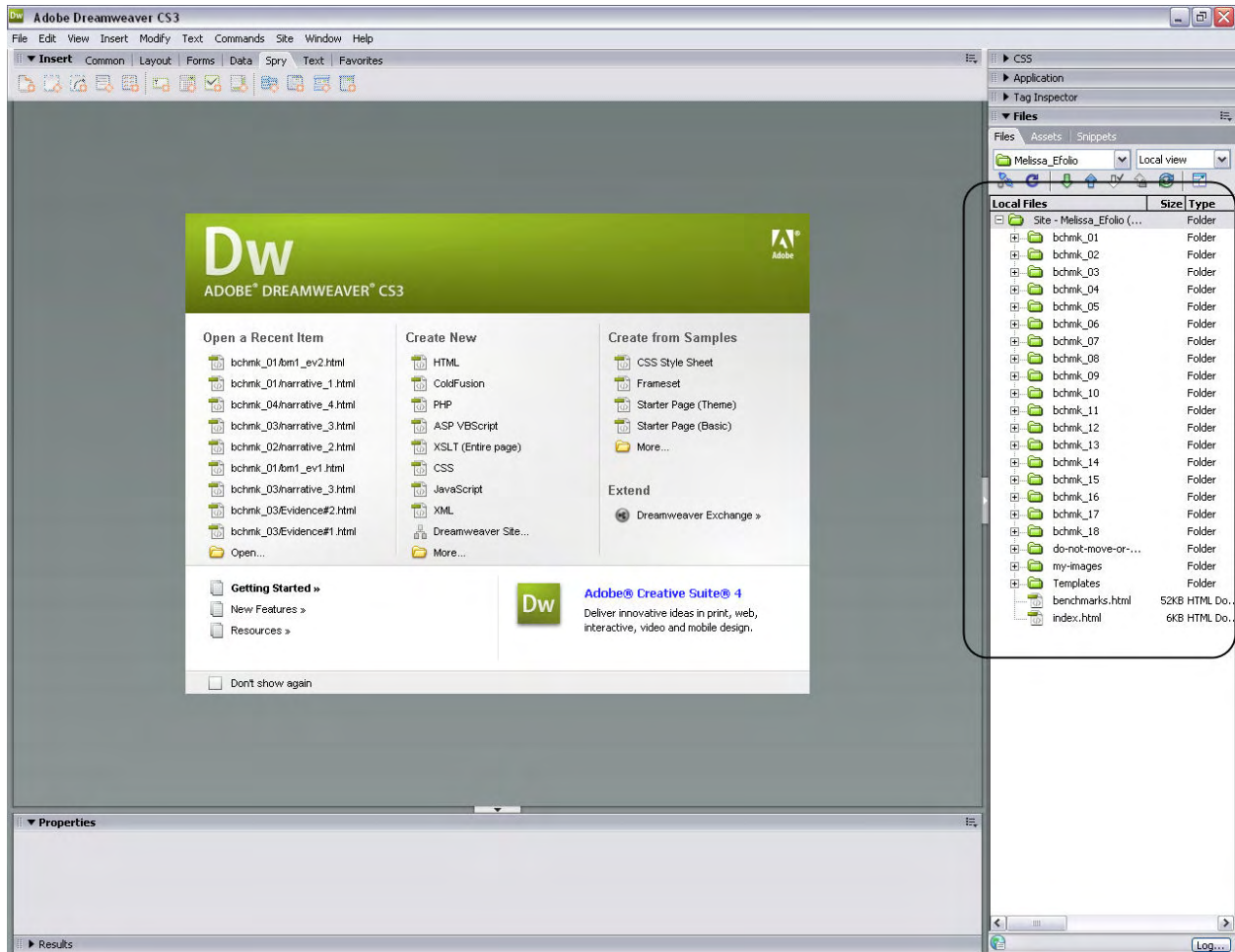
If you receive the box below, go back and double check that you filled out all of the information in the four fields correctly.



18. Once you have filled in your information correctly, click the 'OK' button on the screen below:



19. Your workspace should now look like this:



*Notice that all your folders appear on the right side and are green.

Scanning Documents

For some of your benchmarks you may need to use physical documents you created as evidence. These may be items like printed evaluations, student work, or other forms. This tutorial will walk you through how to scan these documents. (See tutorial: Creating an Evidence Page and Inserting Evidence for how to then insert your scanned documents as evidence in your portfolio.)

Scanning Documents

Steps:

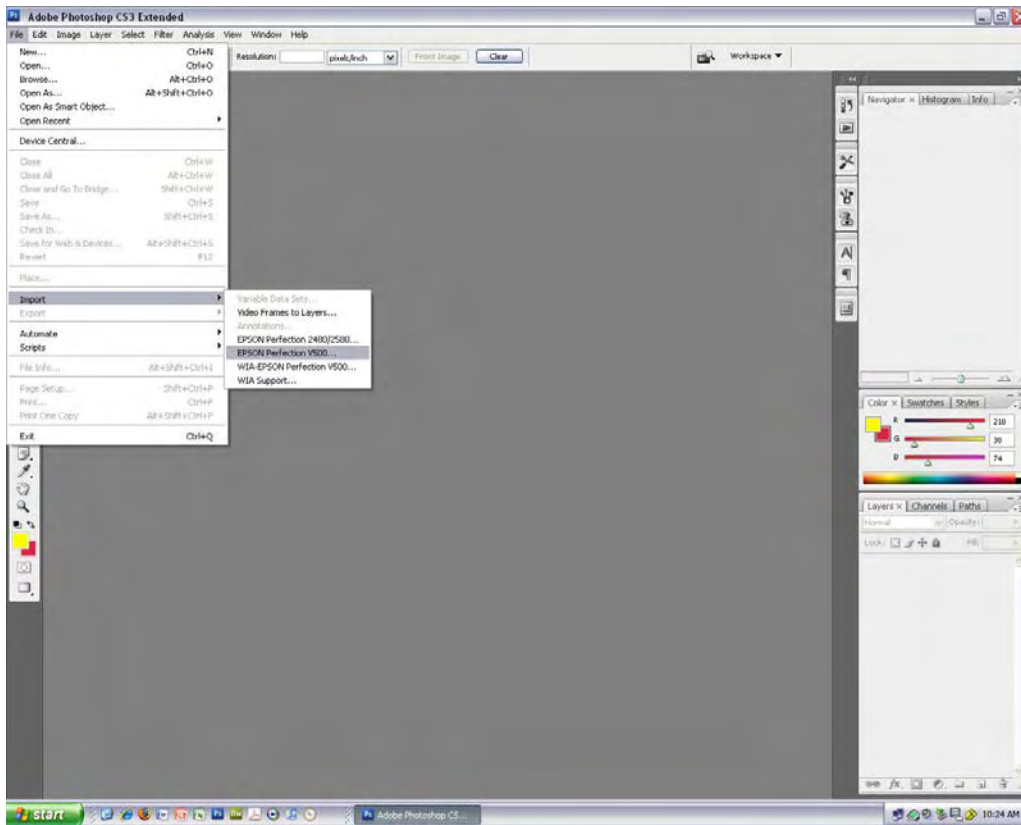
1. Place your document to be scanned upside down on the inside of the scanner, making sure it lines up in the top, right corner.



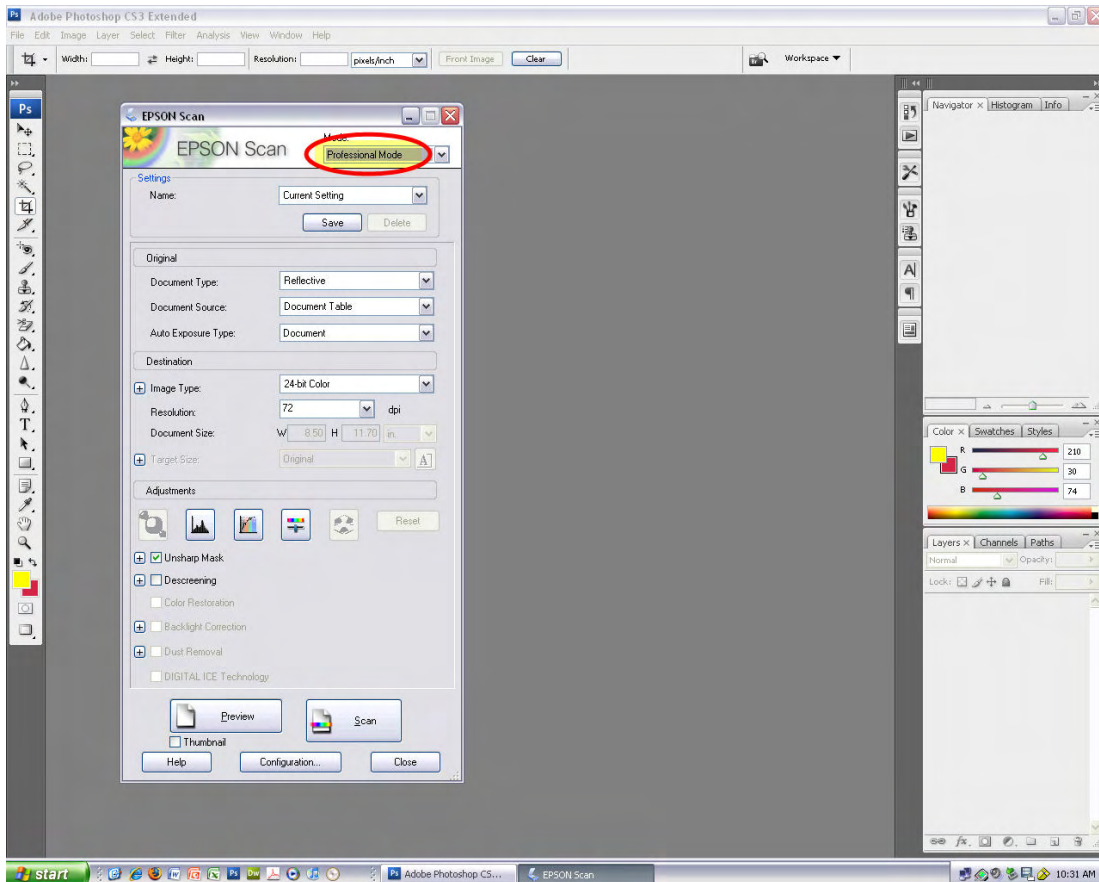
2. Close the scanner.



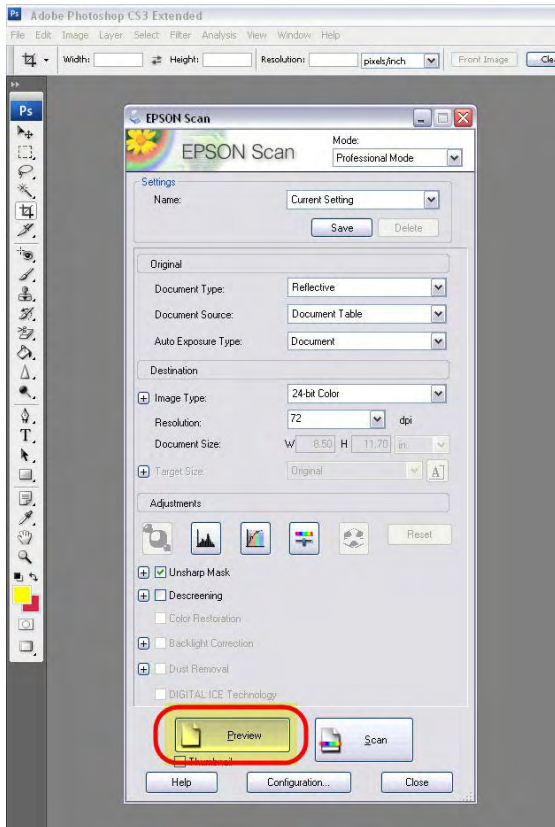
3. Open PHOTOSHOP. Click on FILE. Select IMPORT. Select EPSON PERFECTION V500.



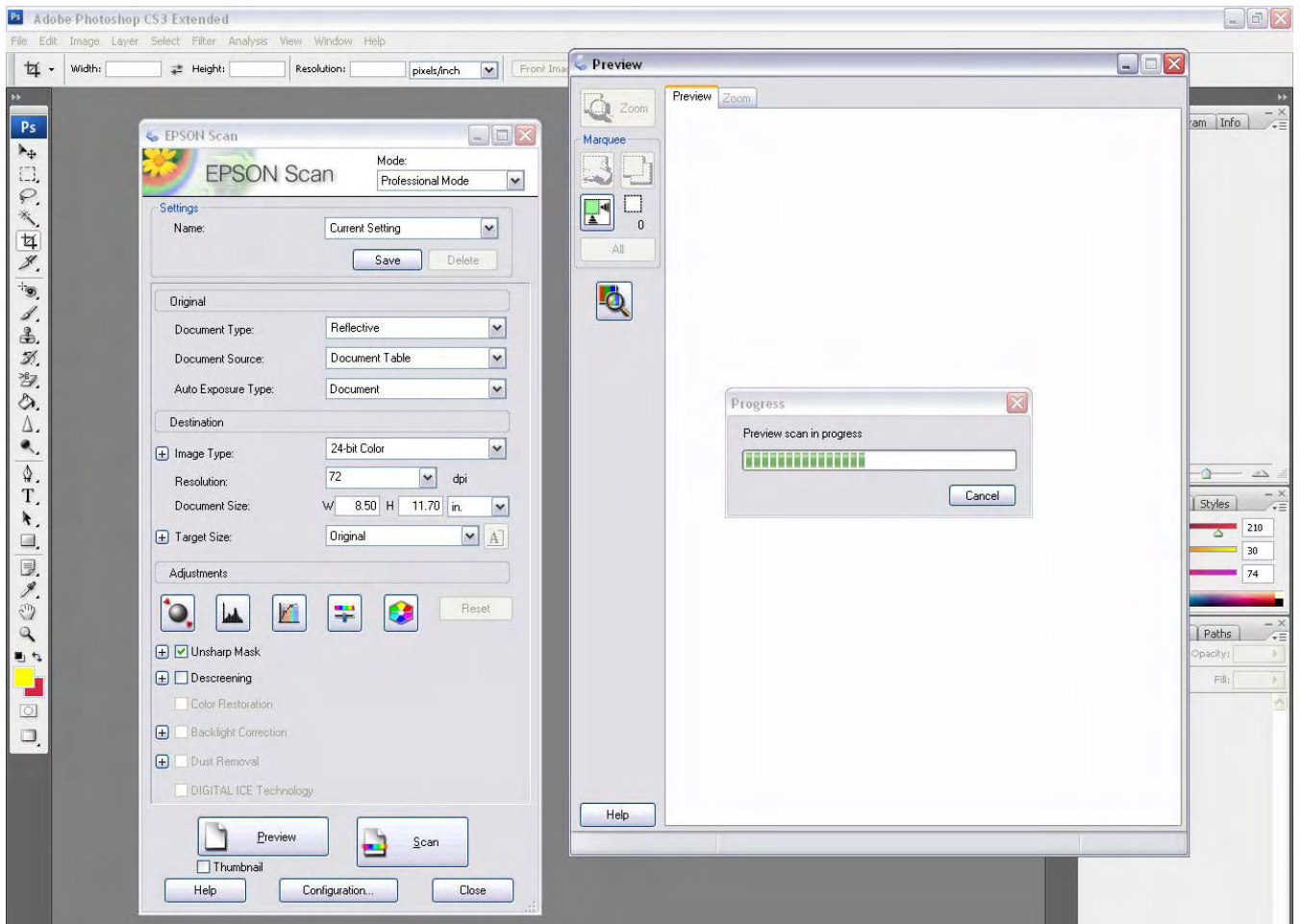
4. Choose PROFESSIONAL MODE.



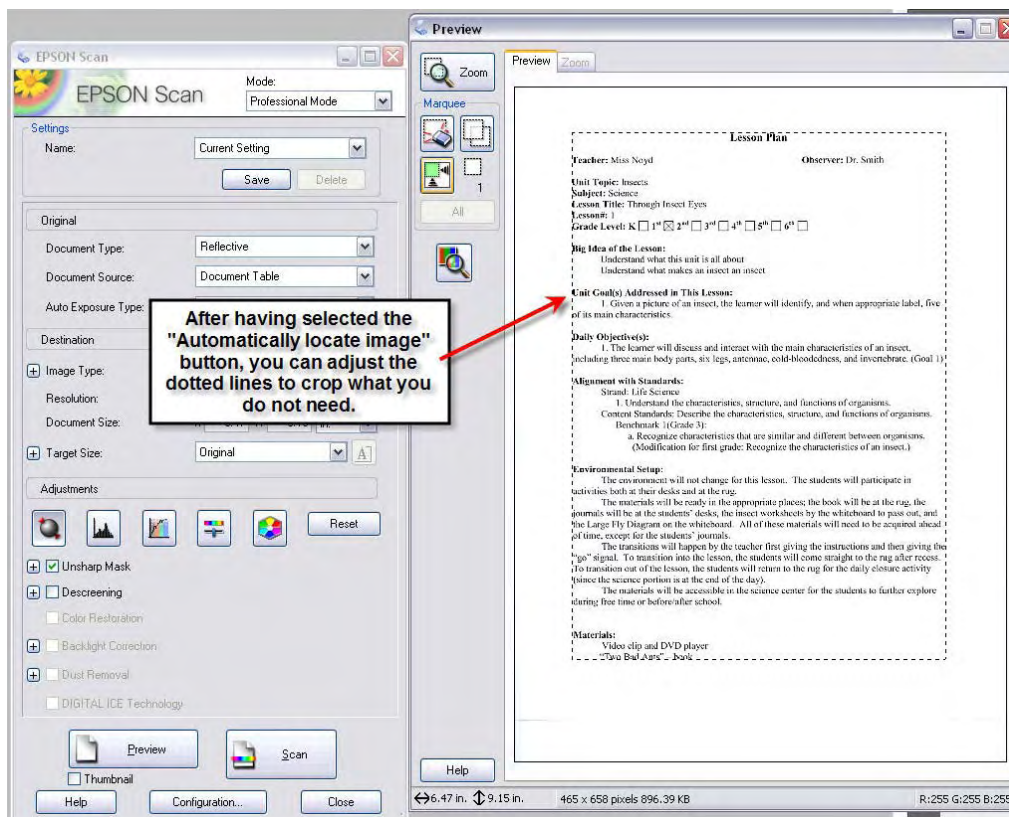
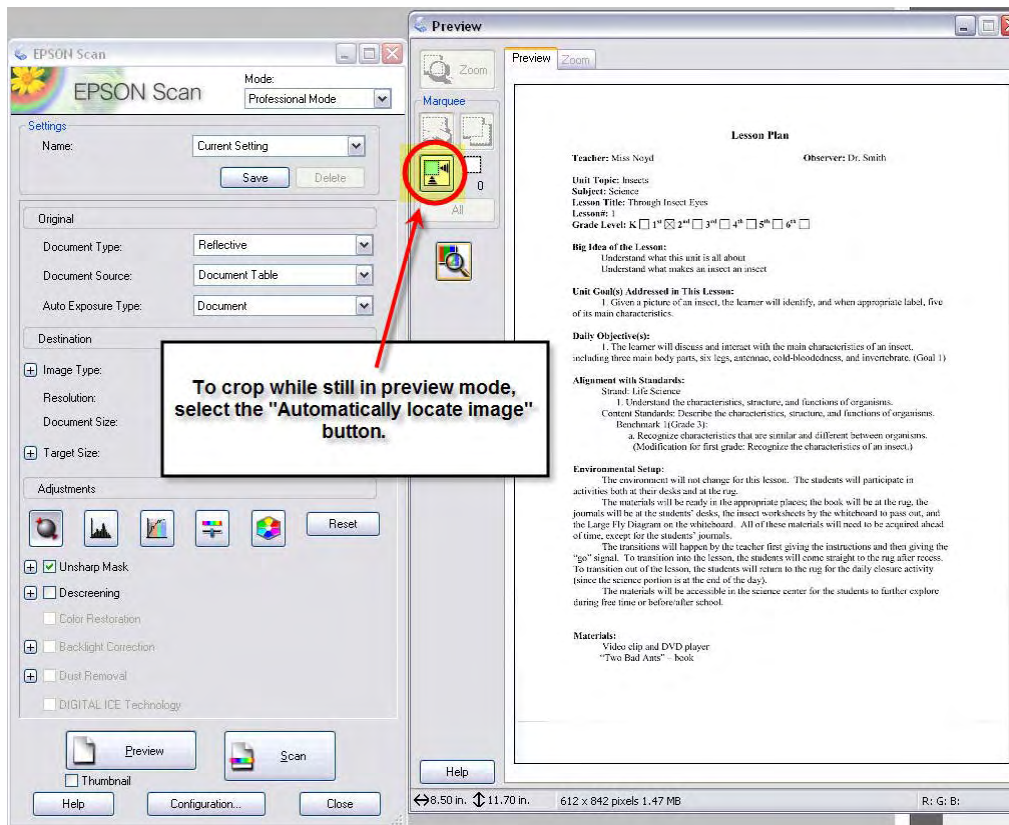
5. Click on PREVIEW.



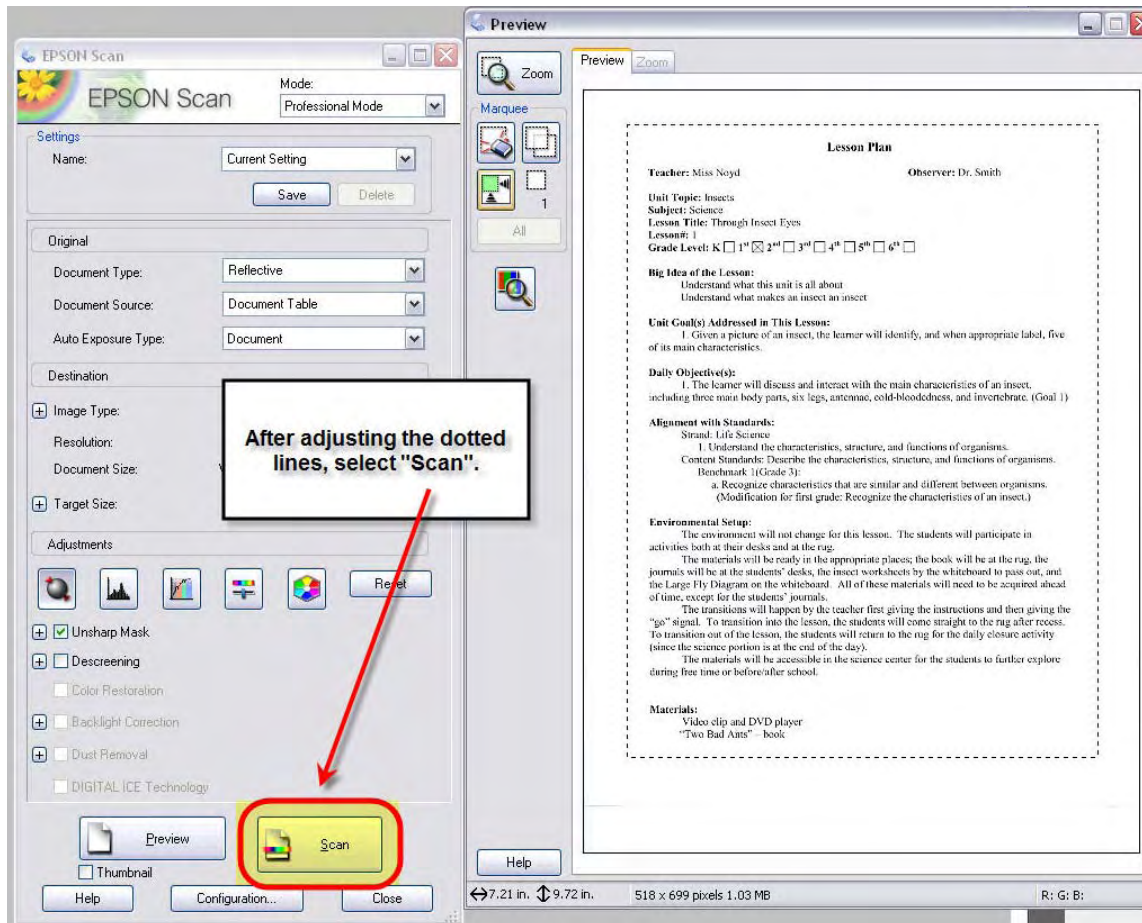
Preview in Progress



6. Fit the dashed box around the desired part to be scanned by clicking on the sides and moving them. (If you want the whole page, make sure that it is around the entire edge of you paper. If you just want part of the page, move the sides until the dashed box is around the part you want.



7. Click on SCAN.



8. Save Image in the correct benchmark folder, or somewhere on your flash drive. (You will still need to edit the scanned image in Photoshop and then save in your benchmark folder.) Also, make sure that the image is saved as a JPEG.
9. Your document will now be scanned; when it is done it will be opened in Photoshop. Next, you need to edit your document using Photoshop. (See tutorial: Editing Images Using Photoshop.) **YOU MUST EDIT IT IN PHOTOSHOP; IT IS NOT FORMATTED TO GO ON THE WEB YET.**
10. **Do NOT forget to remove your original document from the scanner.**

Editing Images Using Photoshop – Tutorial

There are five basic steps to remember when you edit your image (i.e. photo or scanned document) for your e-portfolio:

1. Crop when you can
2. Blur when you need to
3. Highlight if you need to
4. Adjust image size
5. Save for web and devices

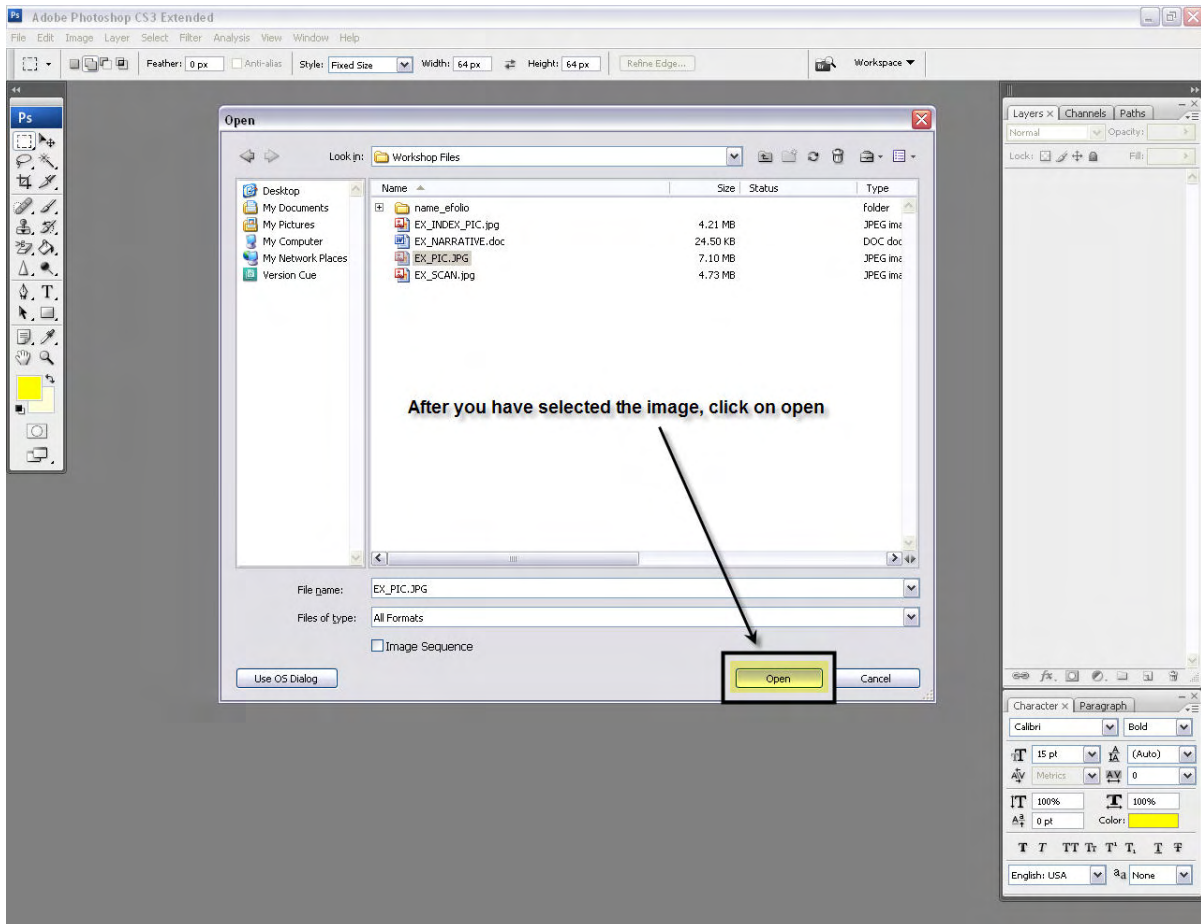
This tutorial will walk you through each step of these five processes.

Open your image in Photoshop

The first thing you need to do to edit your image is open it in Photoshop.

Steps:

1. Click on FILE. Then, click on OPEN.
2. Find your image on your flash drive. (My Computer – Flash drive – Select file) Click on OPEN.



3. Your image should appear in Photoshop.



Crop when you can

Many pictures or scanned documents can contain excess background or subject matter that does not pertain to the evidence you wish to show. Therefore, cropping can be a useful tool to making your portfolio look more professional.

Steps:

1. Select the CROP TOOL.



2. Create a box around the area you want to keep. (Left-click on one corner and drag until the box is the desired size you want.)



3. Right-click. Select CROP.



4. Your finished image should now look like this:



Blur when you need to

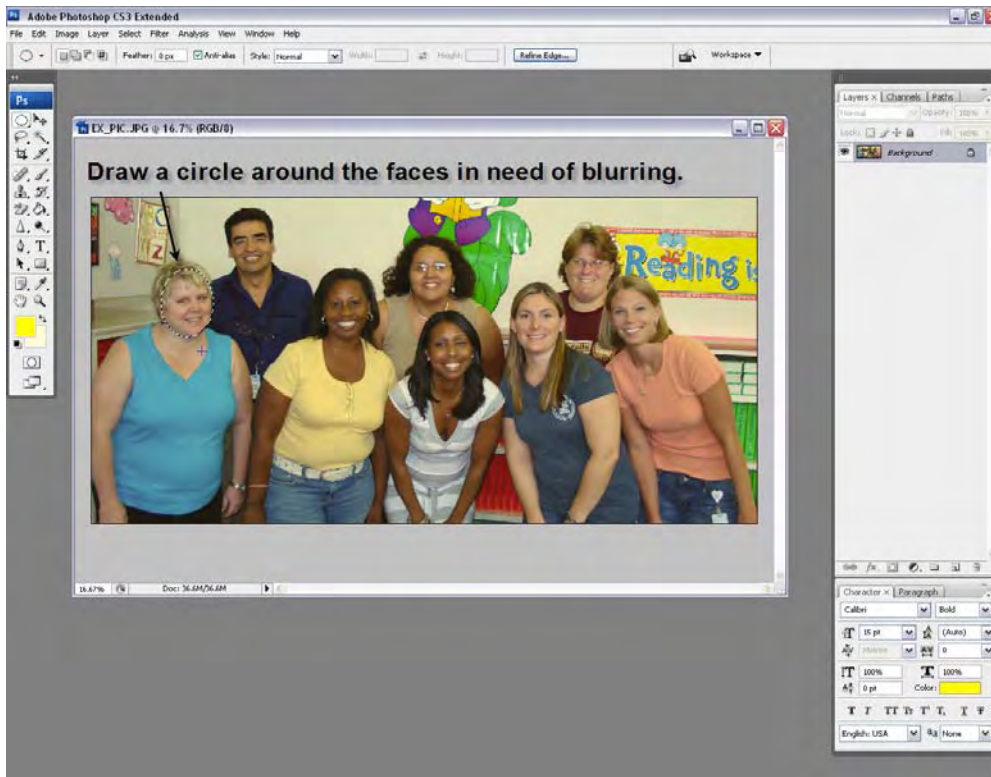
The identities of minors must be kept confidential, therefore it is important to blur out any identifiers that may lead back to the minors included in your images. This includes blurring faces, blurring names, and other potential identifying aspects.

Steps:

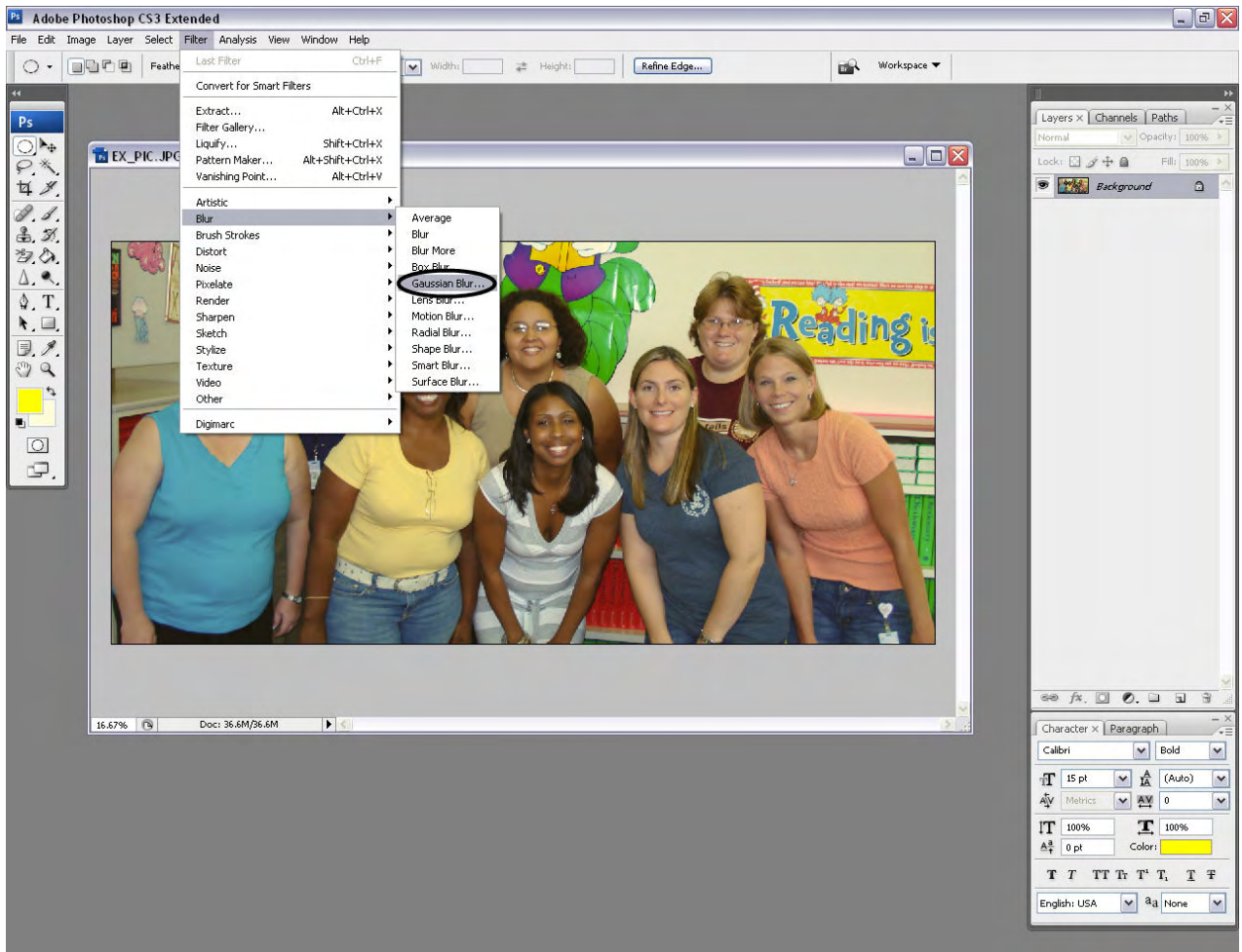
1. Select the RECTANGULAR MARQUEE TOOL, or the ELLIPTICAL MARQUEE TOOL (Left-click and hold down, then select the dotted-circle option).
**If you are blurring out names, you will want to use the rectangular tool. If you are blurring out faces, you will want to use the elliptical tool.



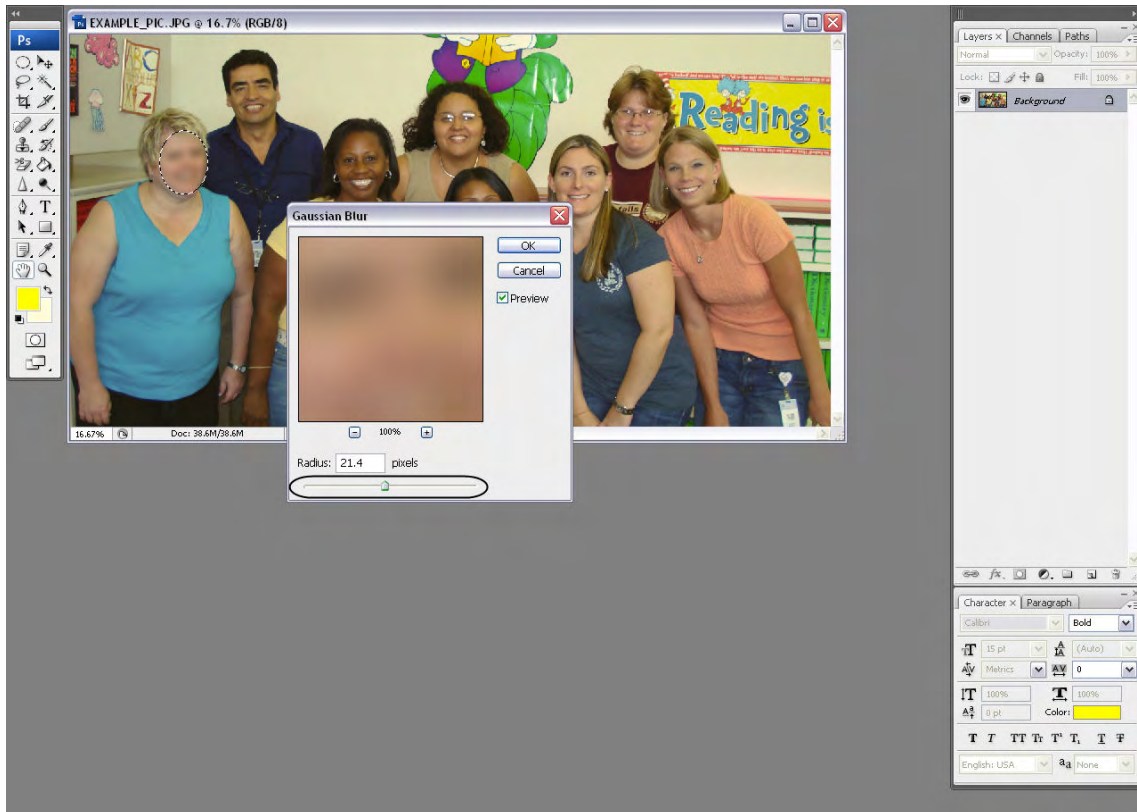
2. Create a circle (or rectangle) around the portion of your image you wish to blur.



3. Click on FILTER from the top tool bar. Select BLUR. Select GAUSSIAN BLUR.



- Adjust the amount of blur you wish by sliding the bar at the bottom of the screen that popped up. Remember you want to blur the image so that all identifying characteristics are unidentifiable, but don't blur it so much that it doesn't look human or you can't tell what the original object was.



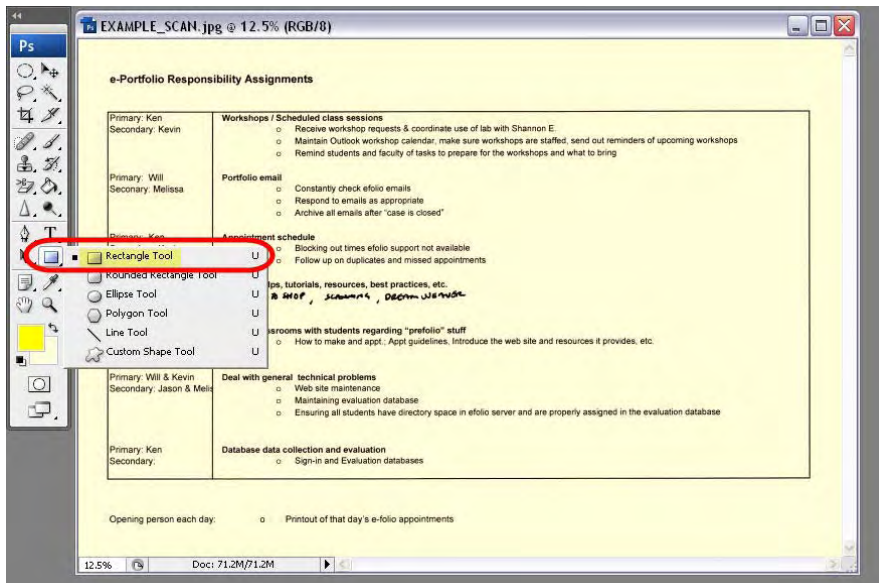
- Click OK.

Highlight when you need to

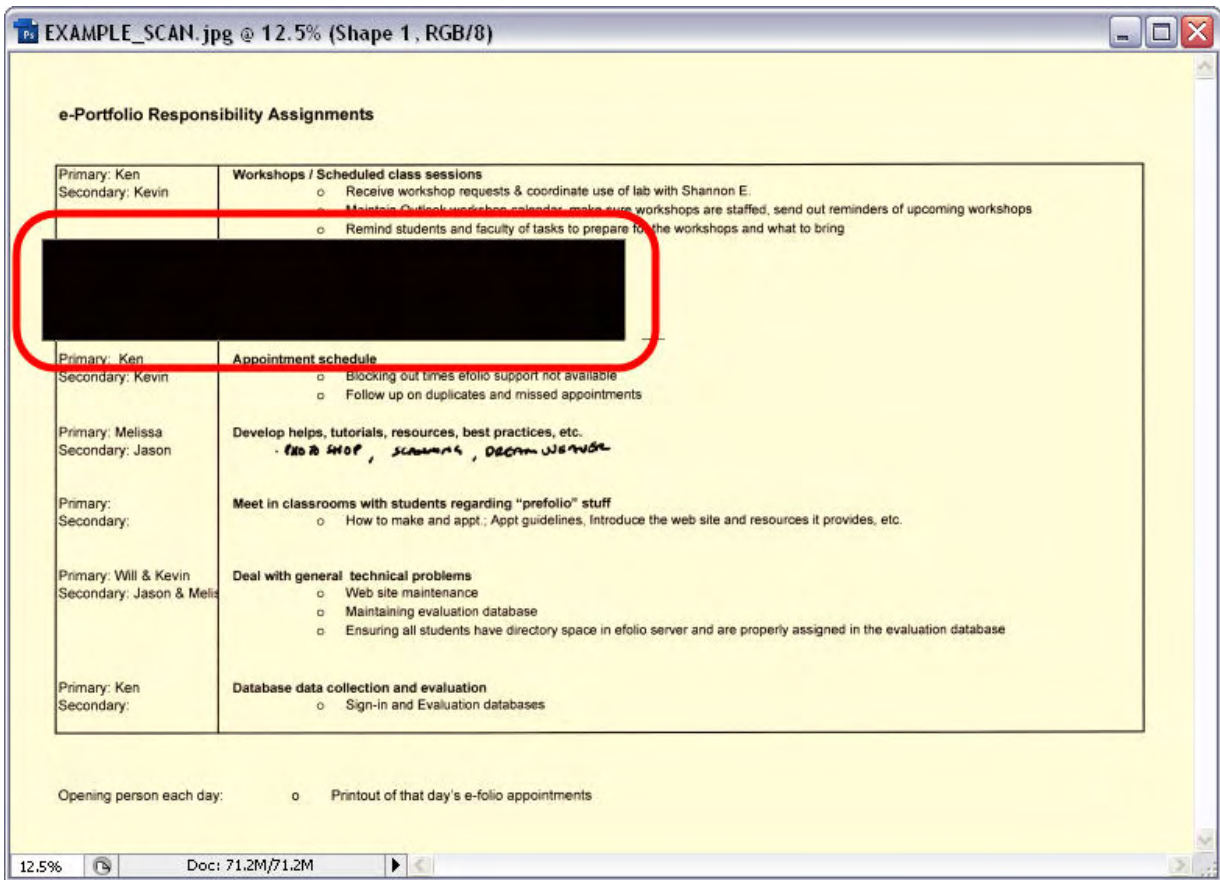
For some of your pieces of evidence, especially scanned documents, you may want to highlight a section of the document that specifically addresses your evidence.

Steps:

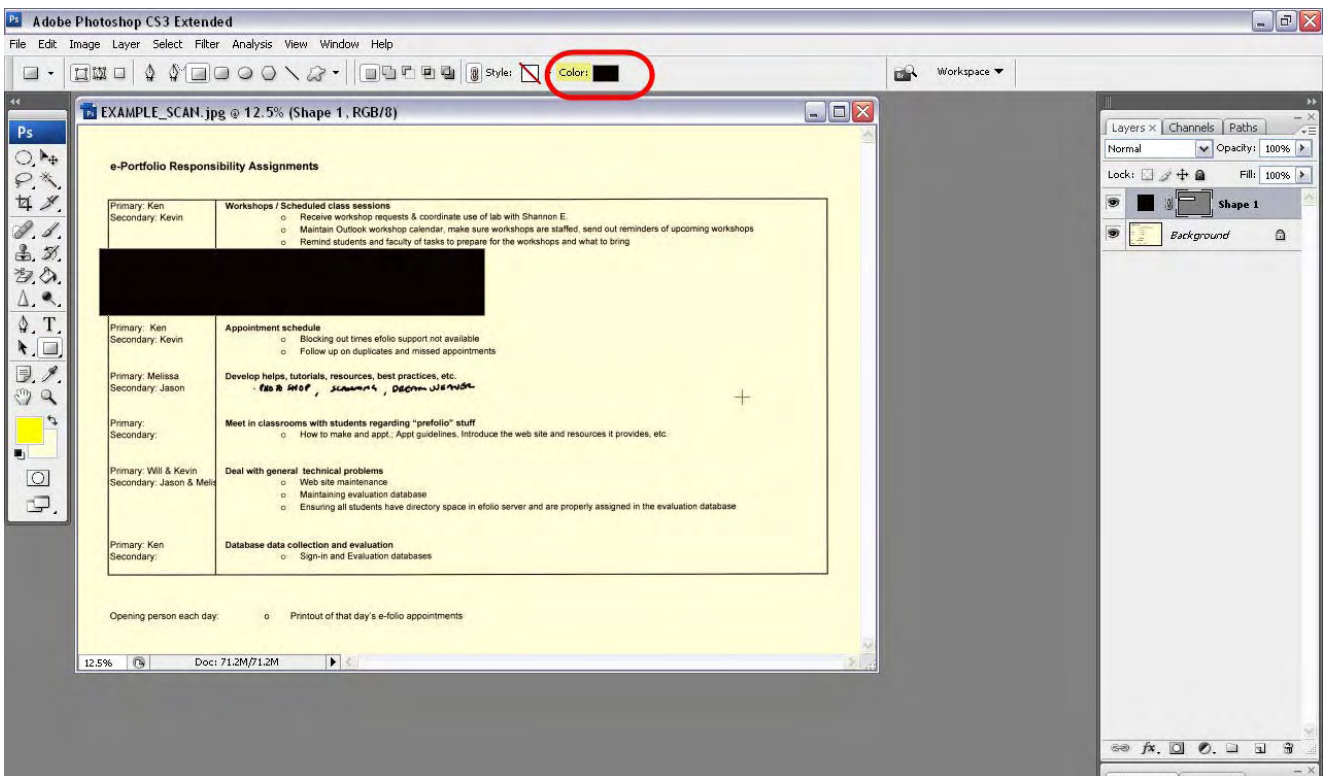
- Select the RECTANGLE TOOL from the left tool bar.



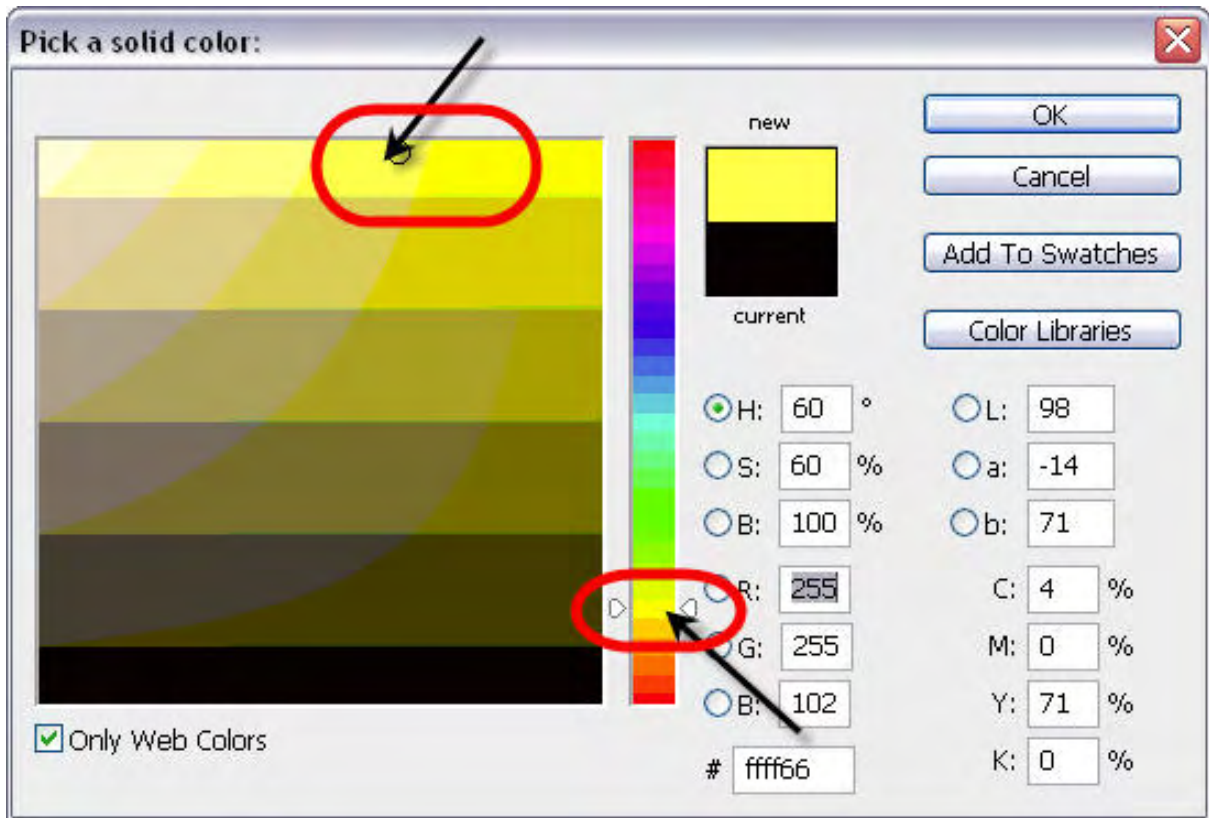
2. Create a rectangle around the portion of the document you wish to highlight.



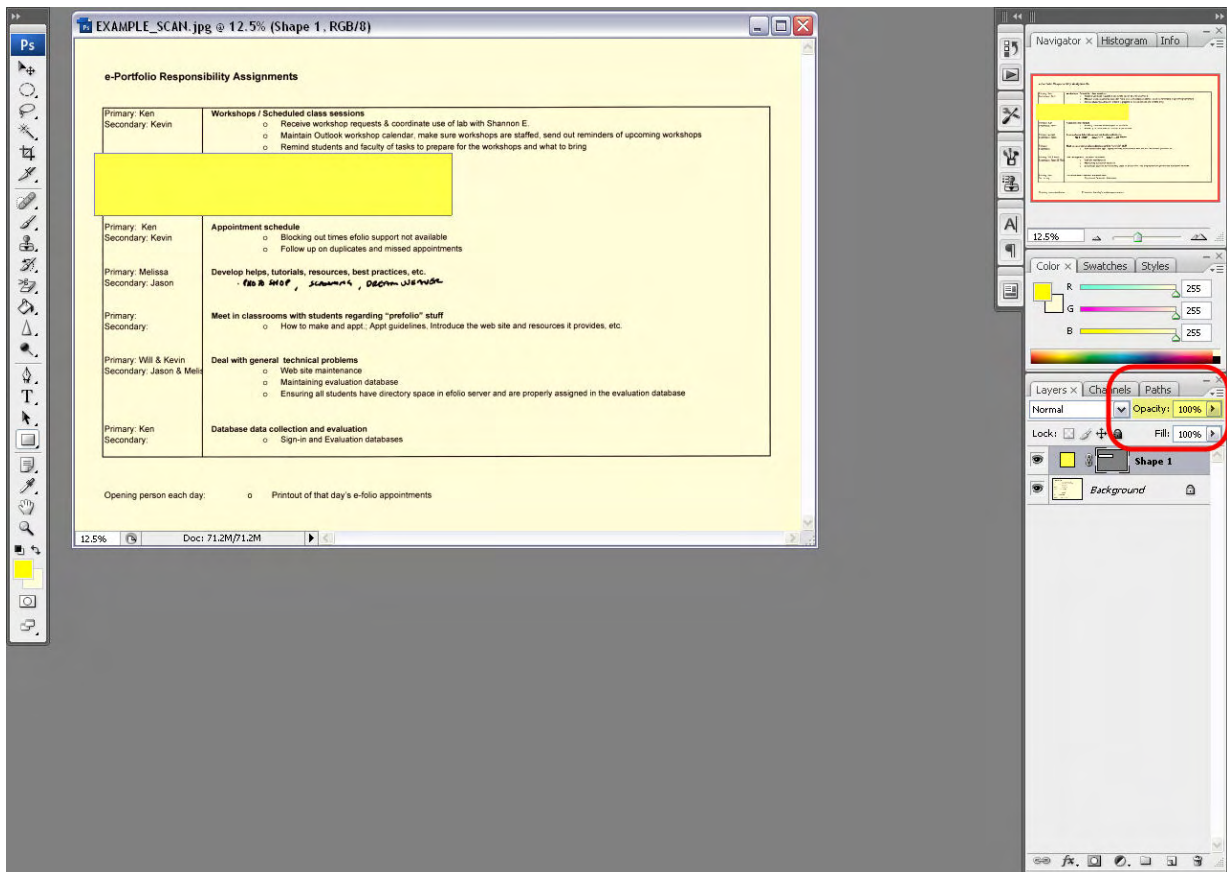
3. Click on the black box at the top that has "Color:" next to it.



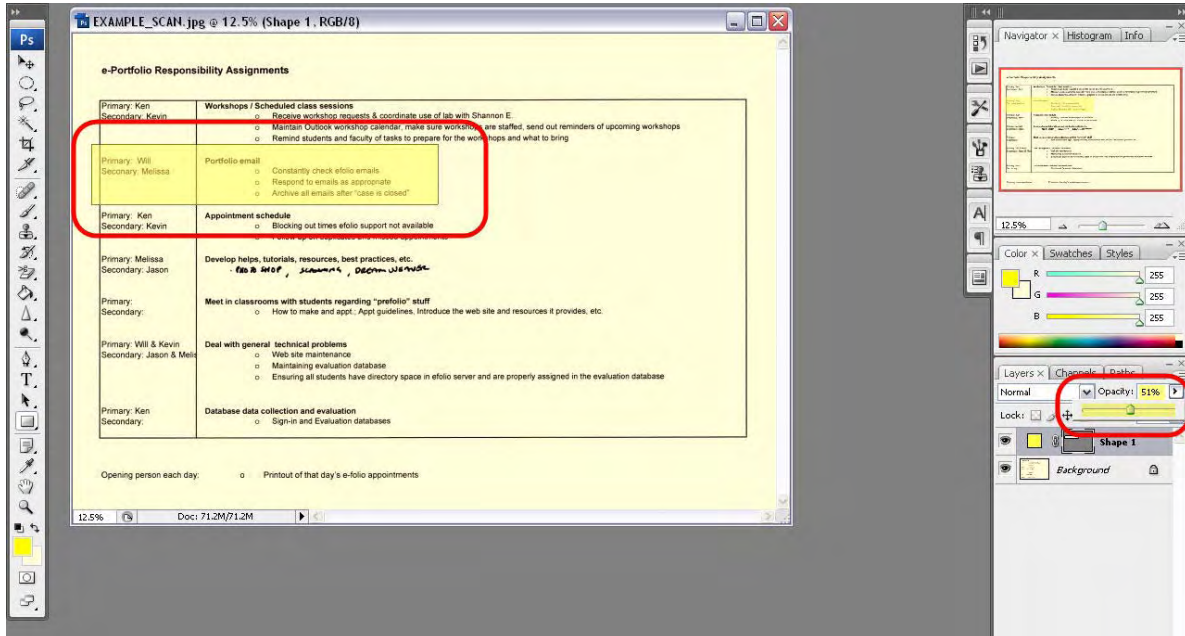
- Click on the yellow part of the color slide bar. Click on the top part of the square so that a bright yellow is selected.



- Click OK.
- On the right tool bar, find the box labeled "Opacity:".



- Click on the percent box next to it.
- Using the slide bar, choose the desired vibrancy of highlighting by lowering the opacity. Notice the opacity (how transparent your image is) of your highlighted box will change.

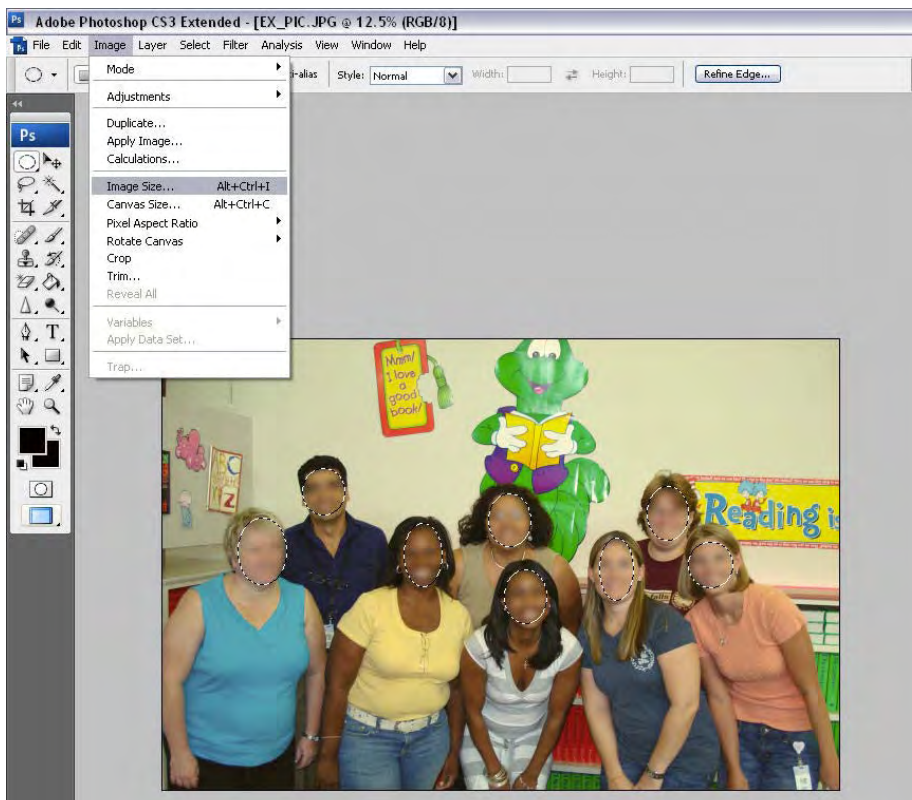


Adjust image size

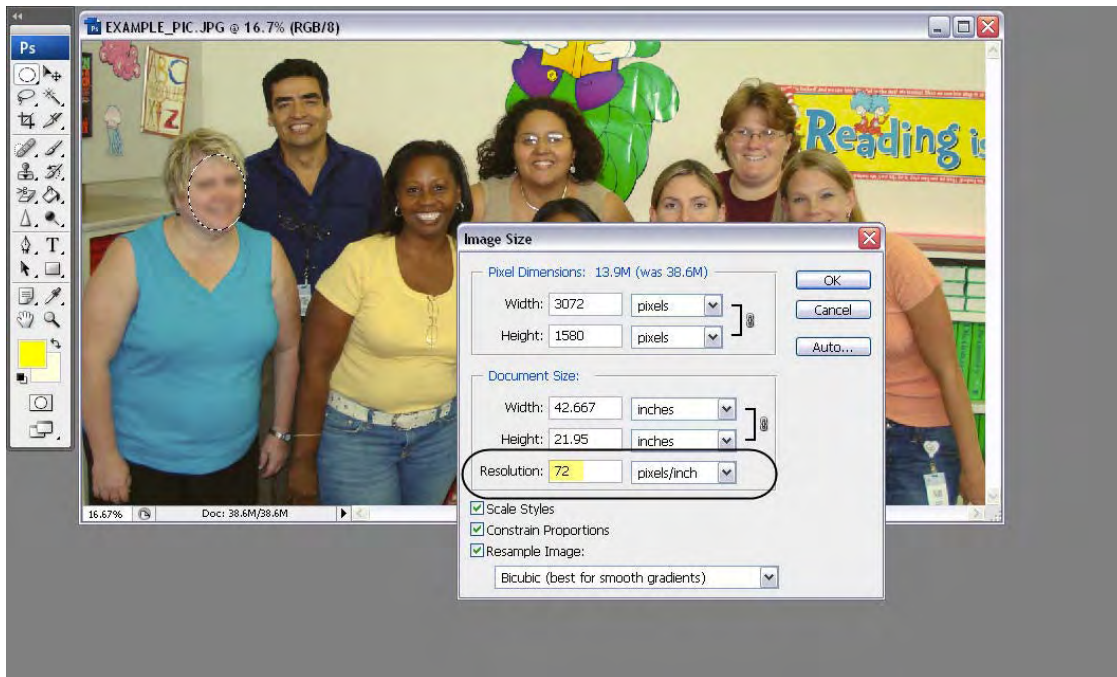
This step is crucially important so that your image will upload to the web in a reasonable file size and appropriate dimensions.

Steps:

- Click on IMAGE from the top tool bar. Select IMAGE SIZE.



2. Change the resolution to 72 pixels/inch.

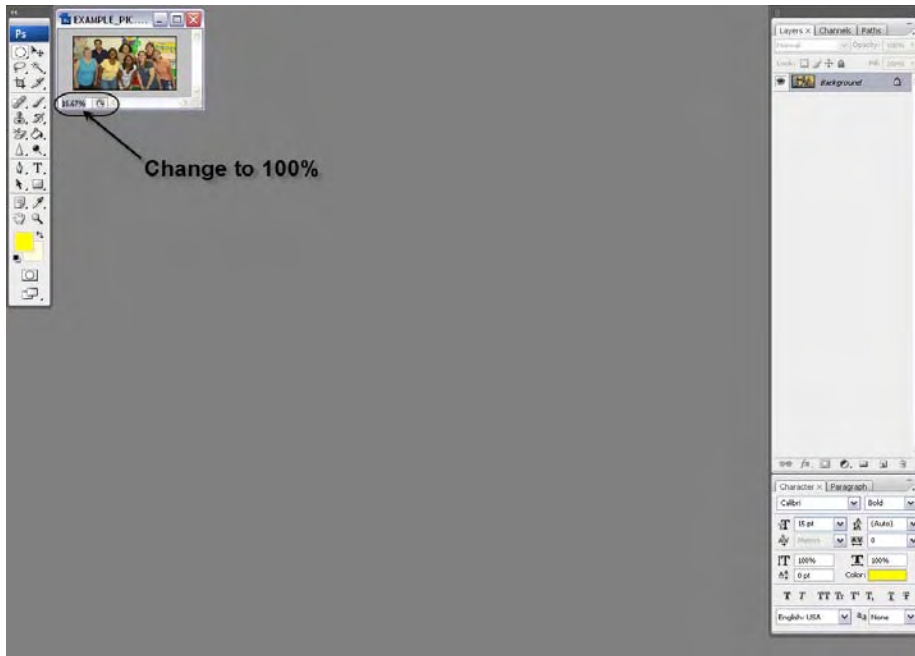


3. Change the Pixel Dimensions WIDTH to 850 pixels or less. (The width and height are locked so all of your proportions will remain the same.)



4. Click OK.

5. Your picture will now appear very small in your work space. To view it at the size it will appear as on the web, change the view to 100%. (This is a good way to double-check that you adjusted your image size correctly.)

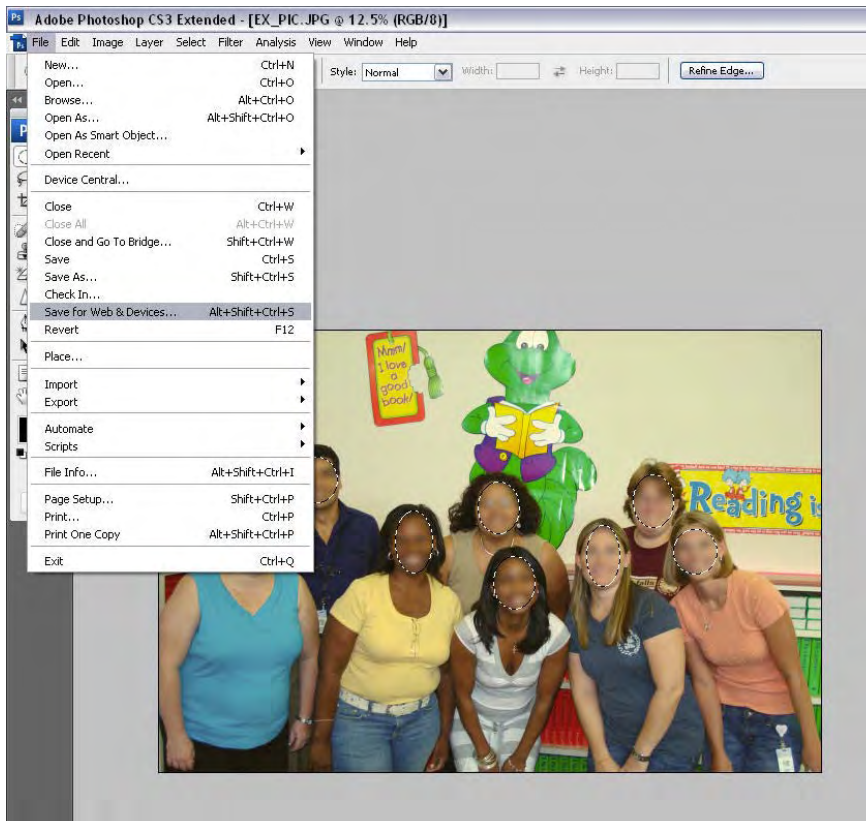


Save for web and devices

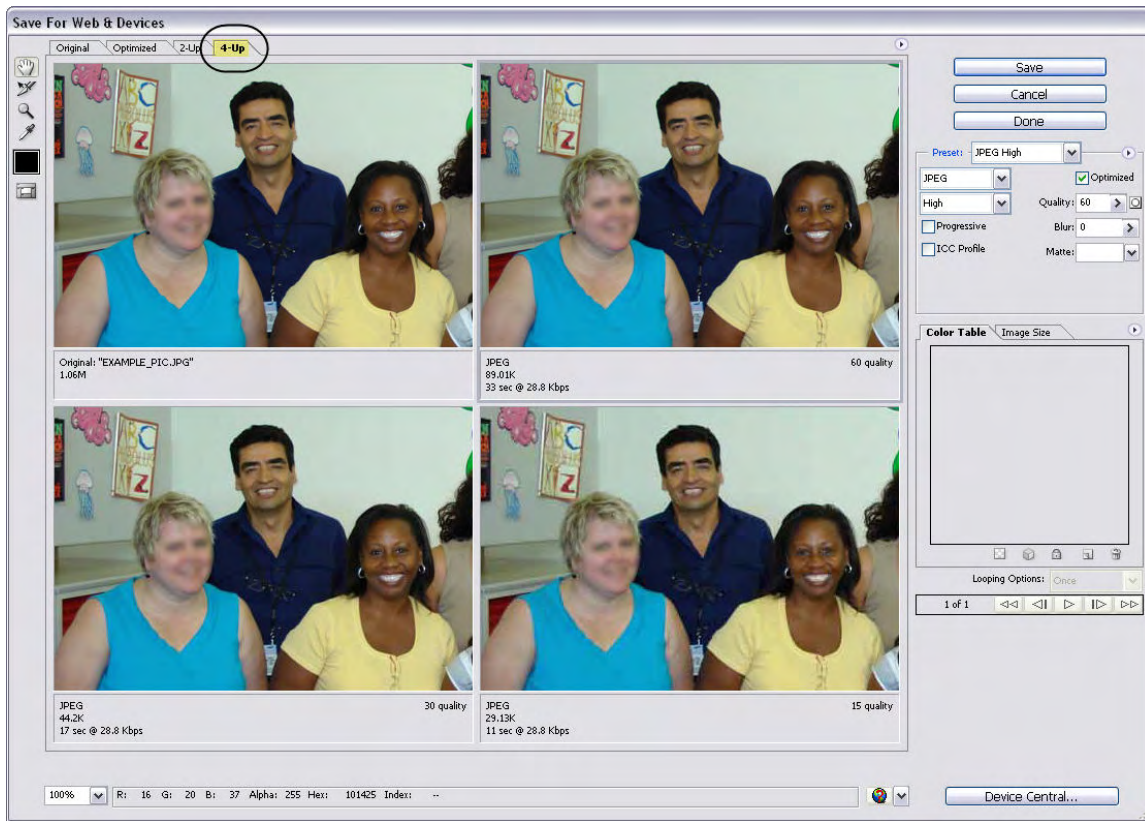
This last step is also critical for uploading your pictures to the web.

Steps:

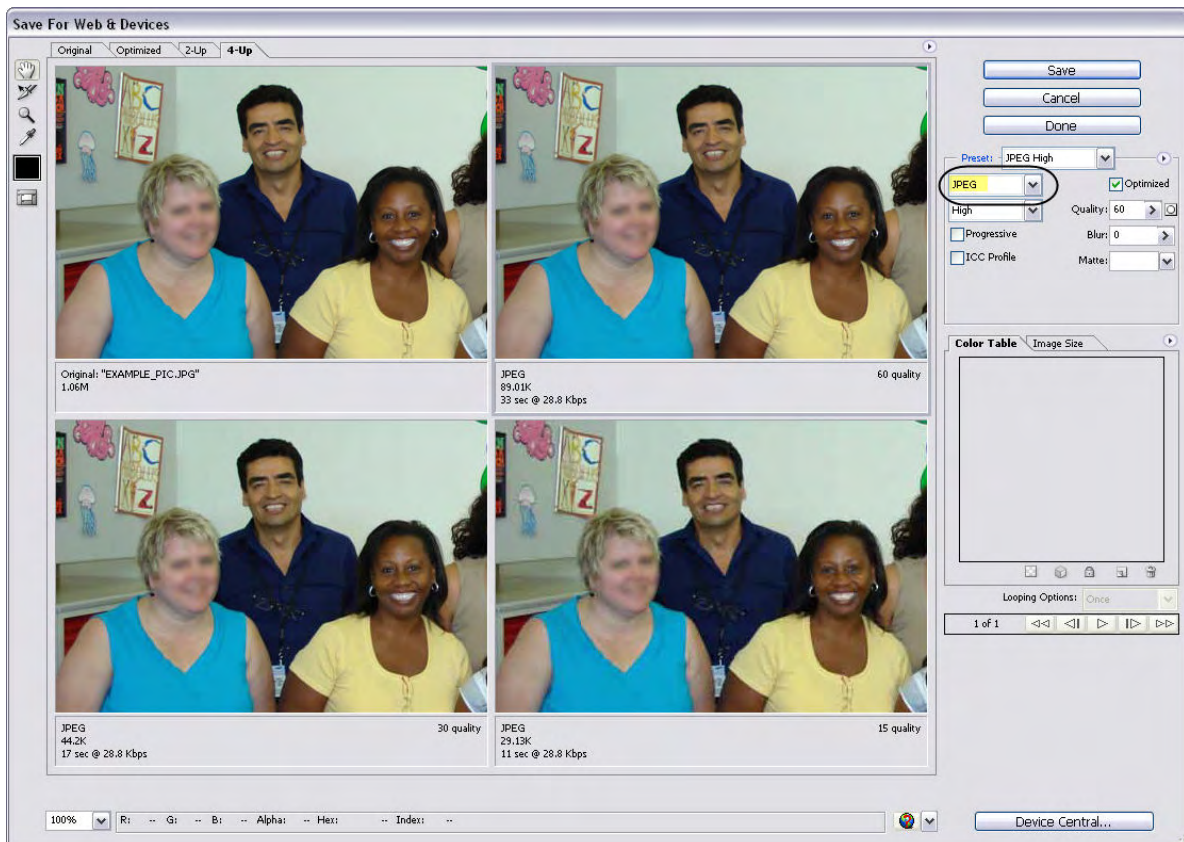
1. Click on FILE. Select SAVE FOR WEB & DEVICES.



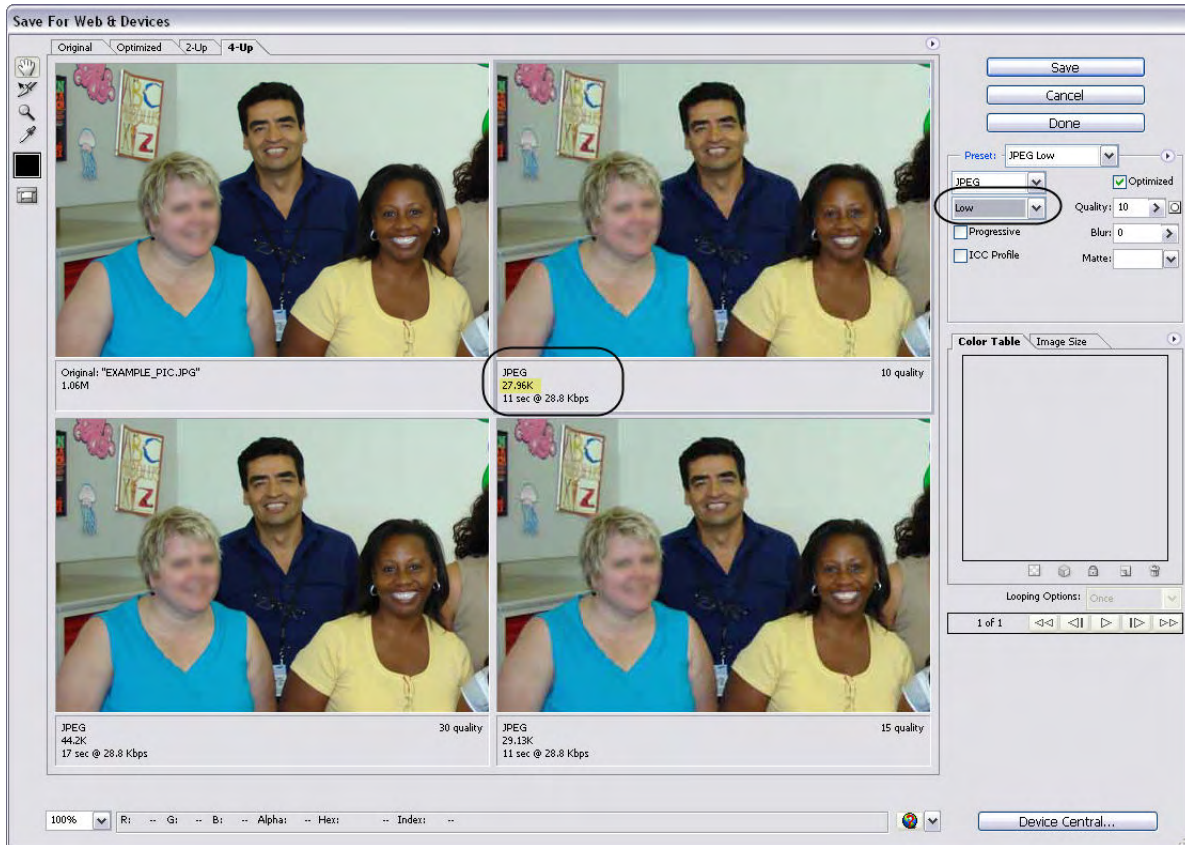
2. Choose the 4-UP tab at the top left.



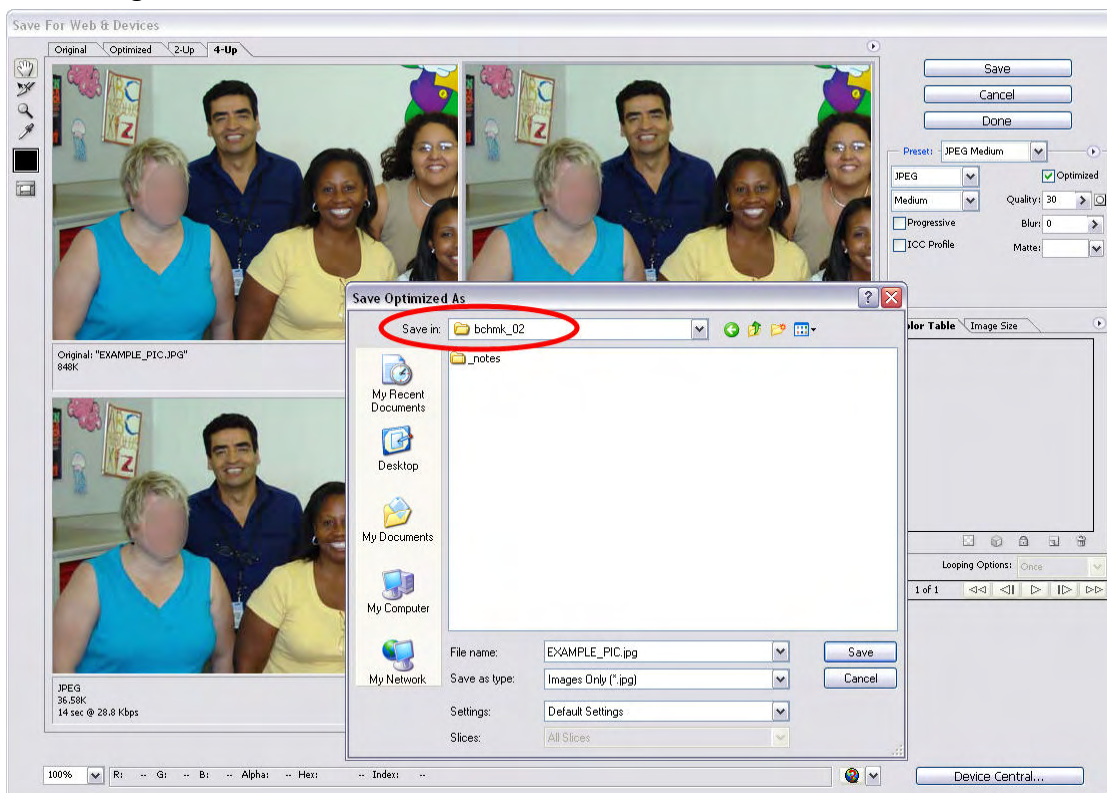
3. Select JPEG from the drop down menu in the right-side tool bar.



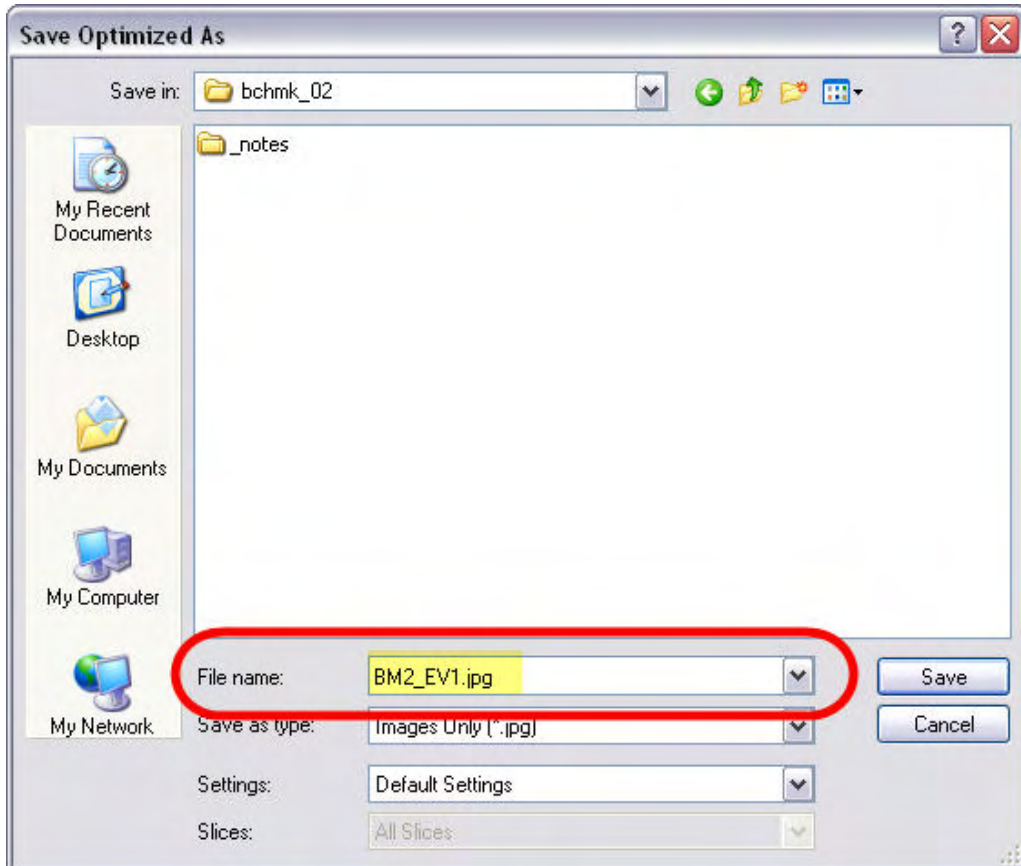
4. Choose the picture that has a file size less than 42k.
 - a. (You may have to adjust the quality to medium or low from the drop down menu.)



5. Click SAVE.
6. Select your flash drive. Within your e-folio folder, open the benchmark folder that this piece of evidence goes with.



7. Save it using the file name "BM*_EV*.jpeg". Replace the * with the number of the benchmark you are going to use the image in, and with the number of the evidence page you are using it for.



8. You may now close Photoshop. You do not need to save again, since you already saved as a JPEG in your benchmark folder.

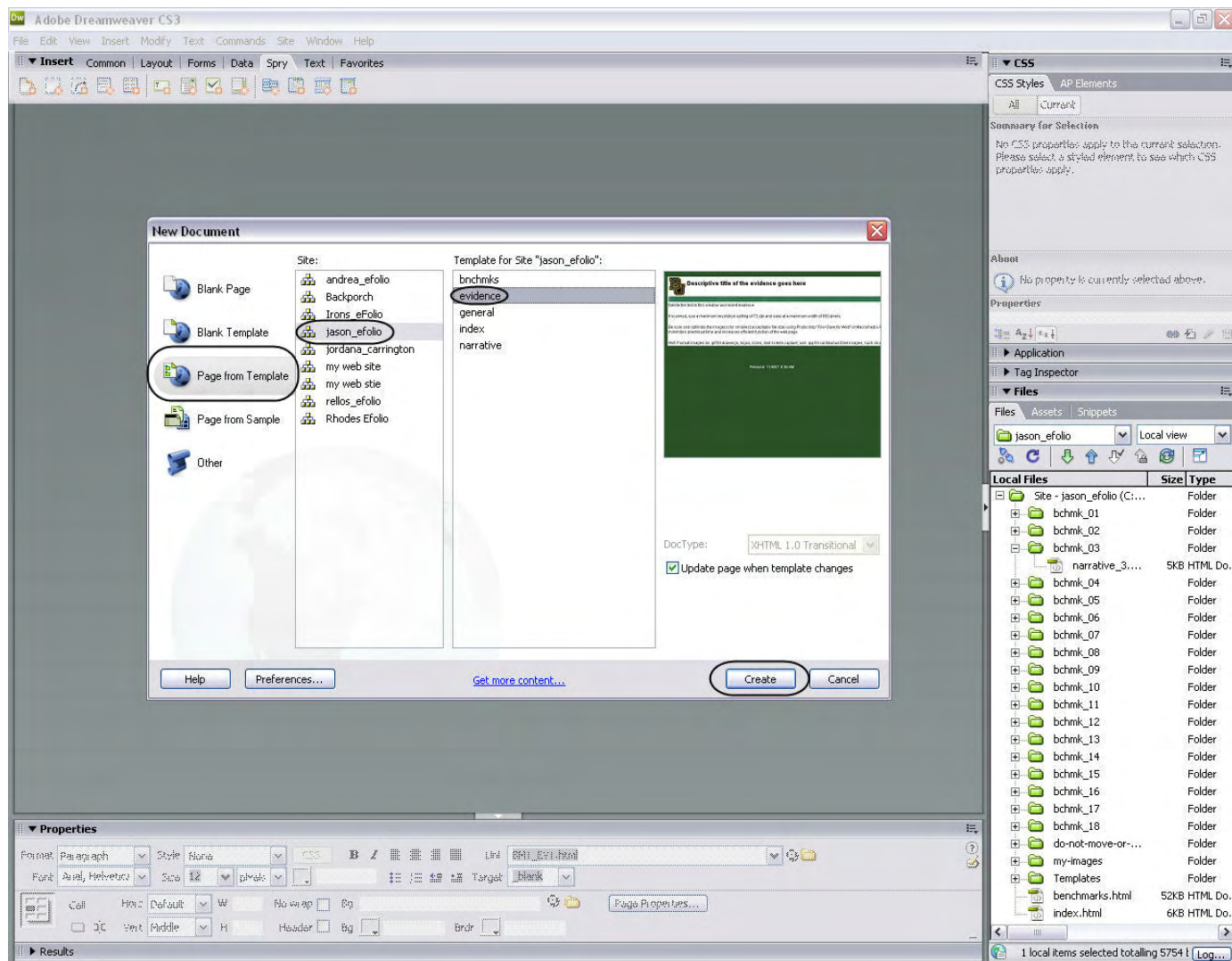
Creating an Evidence Page & Inserting Evidence

For all of your benchmarks you must provide evidence that demonstrates you meeting that benchmark. This is accomplished through the collection of evidence, such as pictures, scanned documents, videos, etc. The description of the evidence goes in your narrative page. The actual evidence is placed on a separate page called an evidence page, and then linked to your narrative page. An evidence page is an .html webpage you create in Dreamweaver that has a piece of evidence on it. A piece of evidence is a picture, video, or other scanned document (do not forget to edit your image before inserting; see tutorial “Editing Images using Photoshop”). You may have two, three, or more evidence pages for a single narrative page. Also, do not forget to link your evidence page with your narrative page (see tutorial “Creating a link” for instructions).

Creating an Evidence Page

Steps:

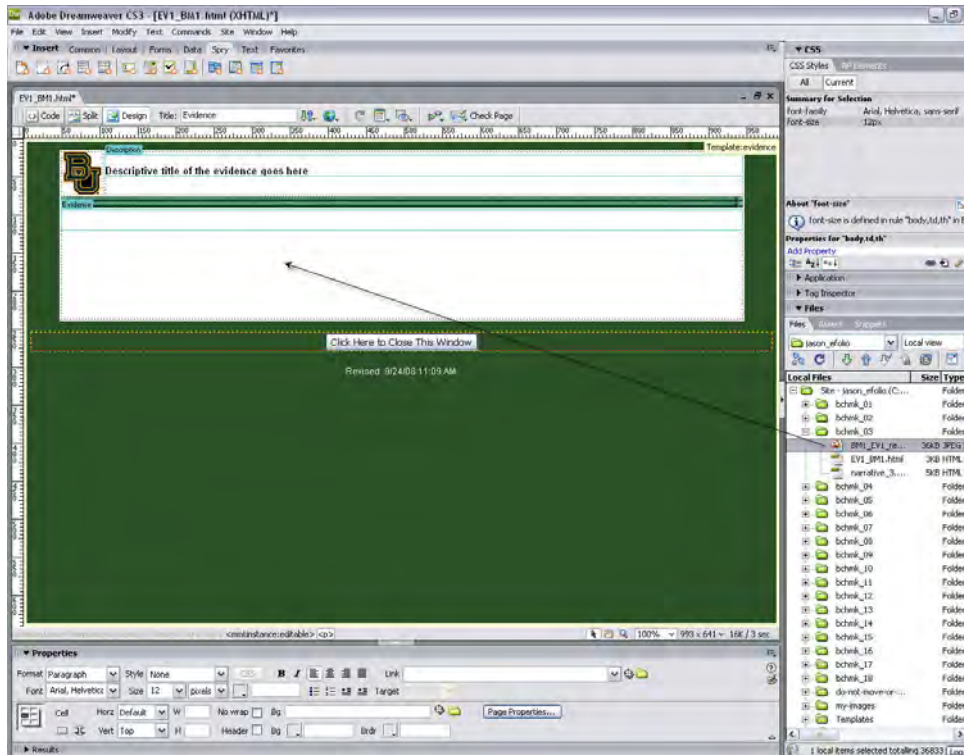
1. Open up Dreamweaver (make sure you have set-up Dreamweaver correctly; see tutorial “Setting up Dreamweaver”)
2. Click on FILE. Select NEW.
3. Choose PAGE FROM TEMPLATE from left side tabs. Choose your name site. Choose EVIDENCE. Click on CREATE.



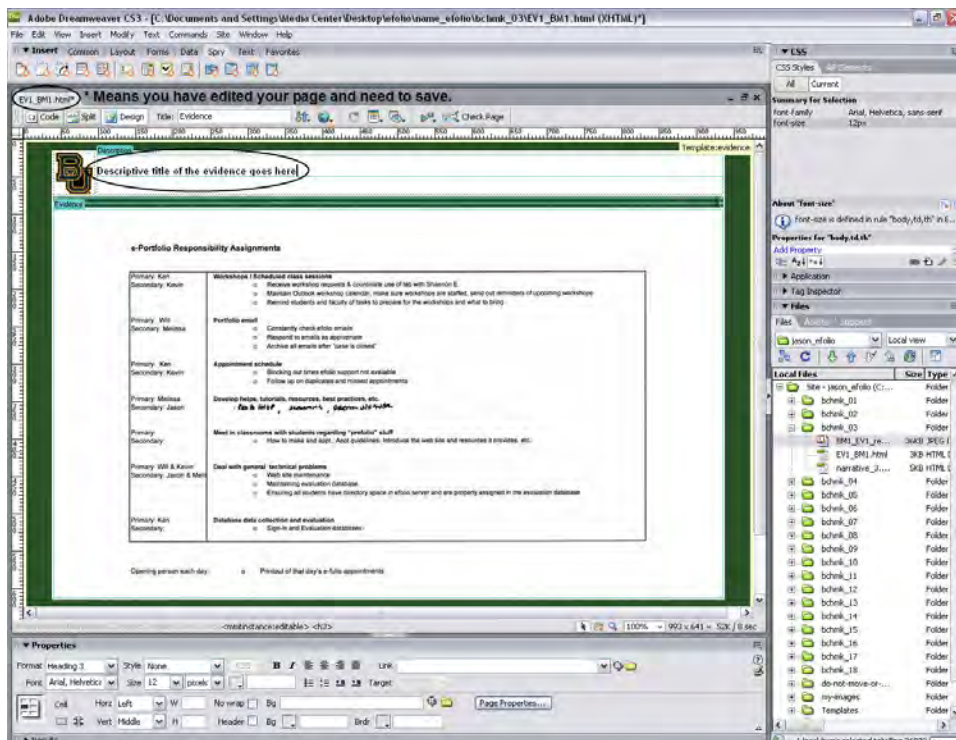
Inserting Evidence

Steps:

1. Open your evidence page, if it is not already opened.
2. Delete text.
3. Click on evidence you want to insert. (It should be saved in the appropriate benchmark folder.)
4. Drag the evidence into the template box.



5. Add caption to briefly describe evidence if desired. (Main description should be in your narrative page.)
6. Rename title to describe evidence.



Using Word Documents as Evidence

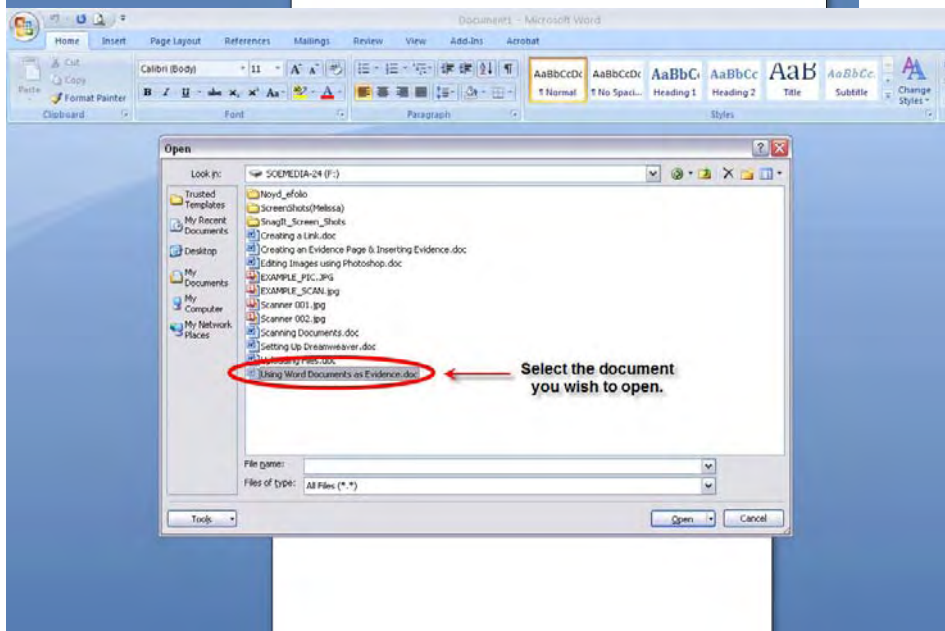
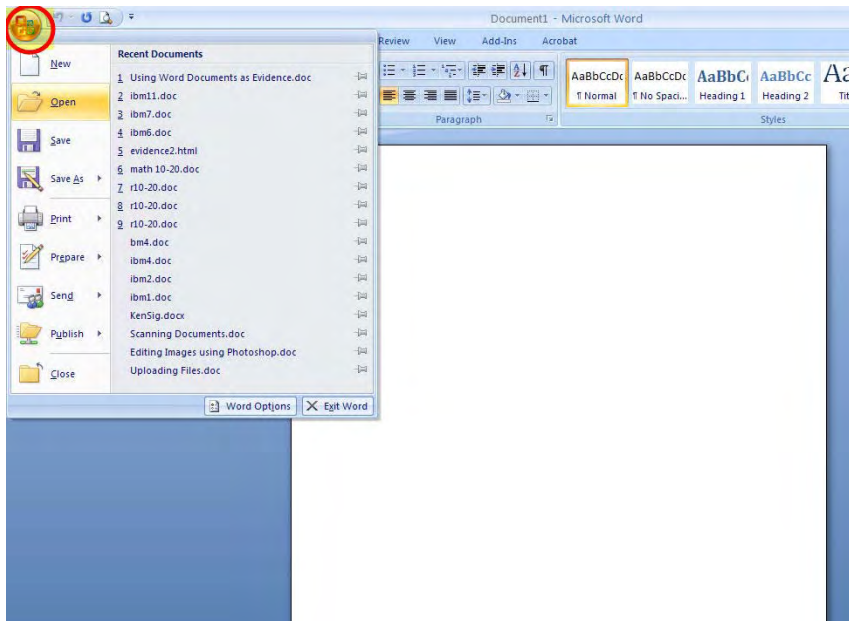
For some of your benchmarks you may need to use Word documents you created as evidence. These may be items like lesson plans or parent newsletters. This tutorial will walk you through a couple different options of how to do that.

Paste Special

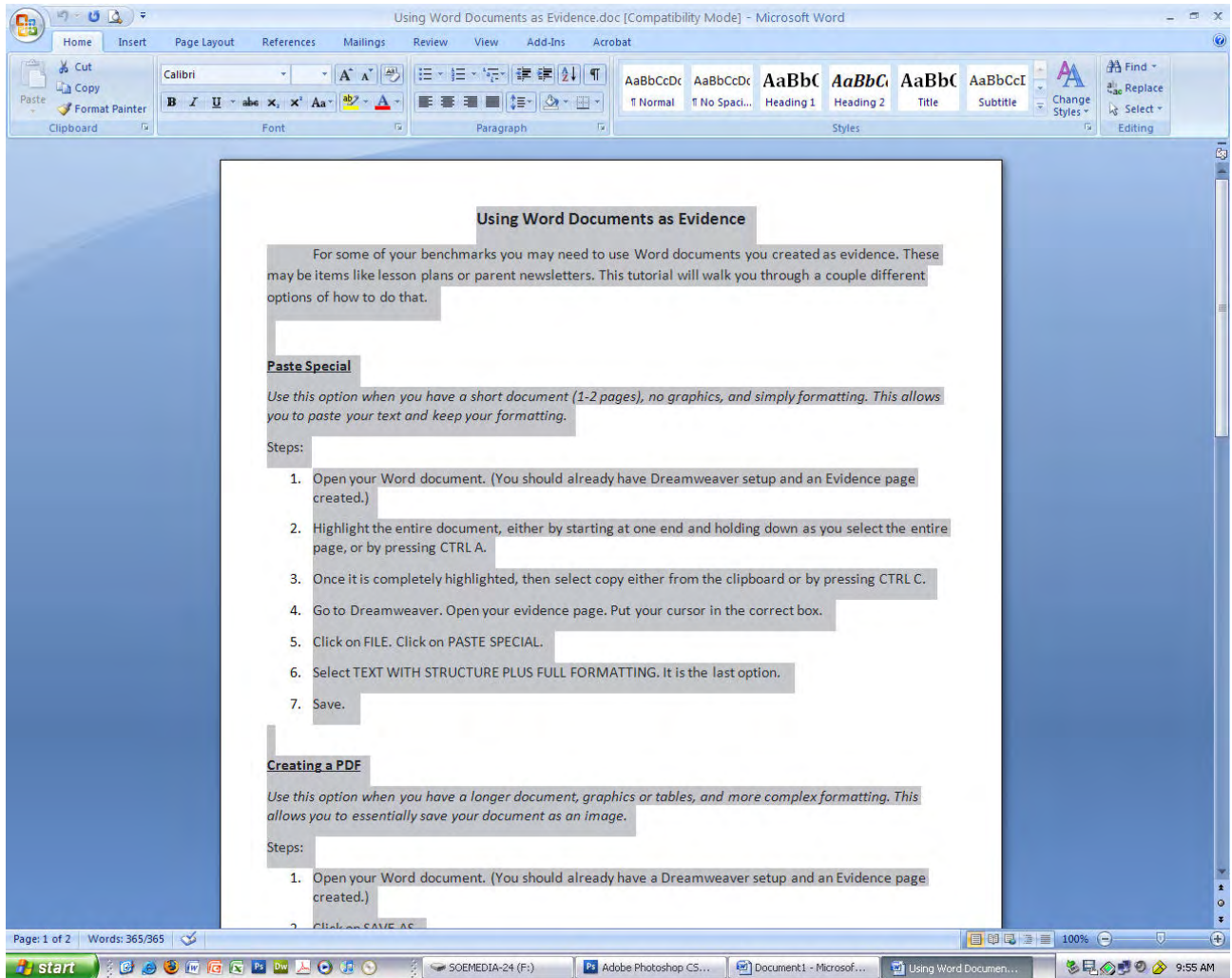
Use this option when you have a short document (1-2 pages), no graphics, and simple formatting. This allows you to paste your text and keep your formatting.

Steps:

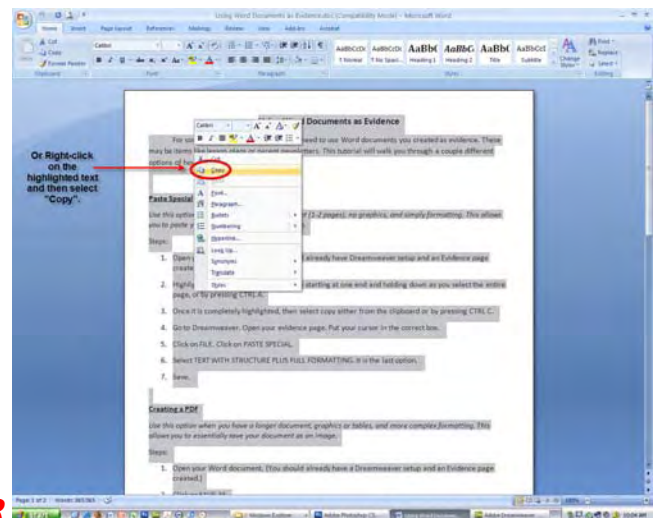
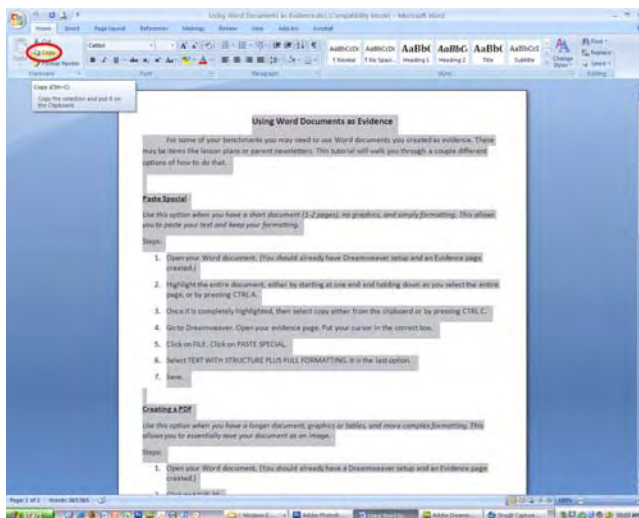
1. Open your Word document. (You should already have Dreamweaver setup and an Evidence page created.)



- Highlight the entire document, either by starting at one end and holding down as you select the entire page, or by pressing CTRL A.

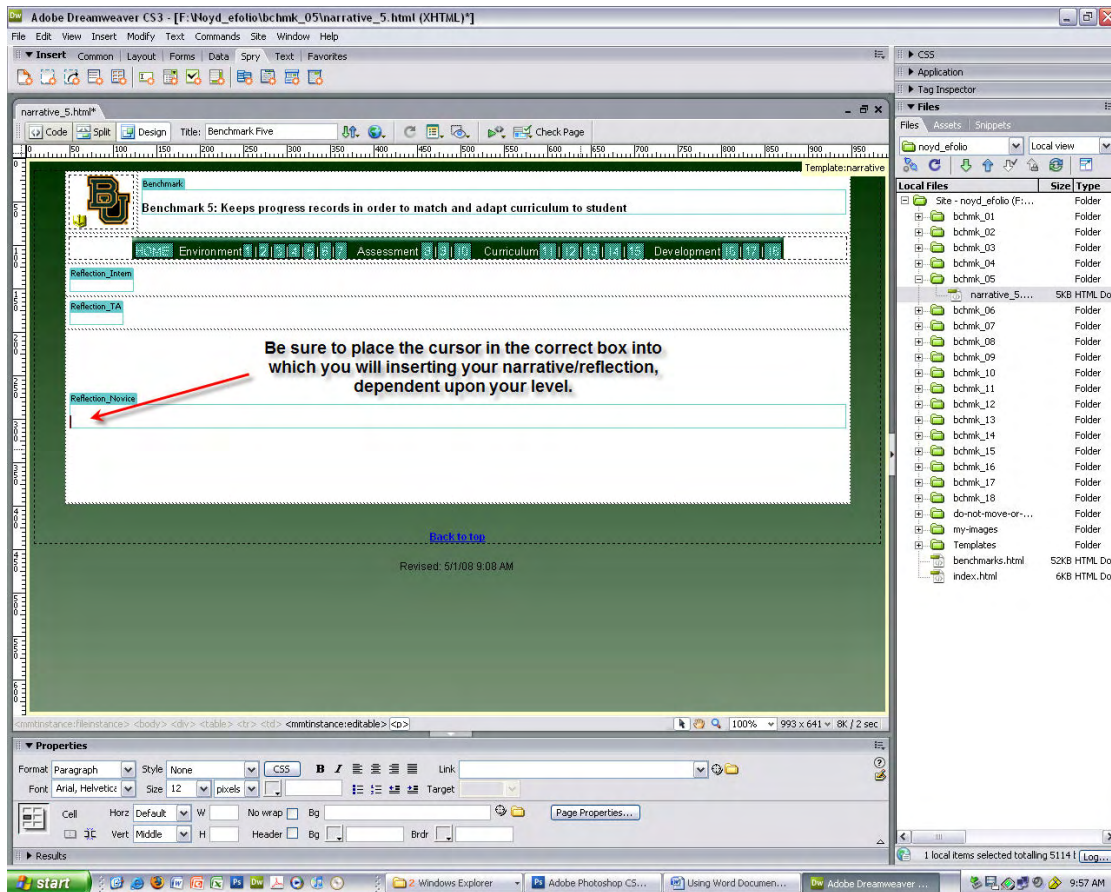


- Once it is completely highlighted, then select copy either from the clipboard or by right-clicking.

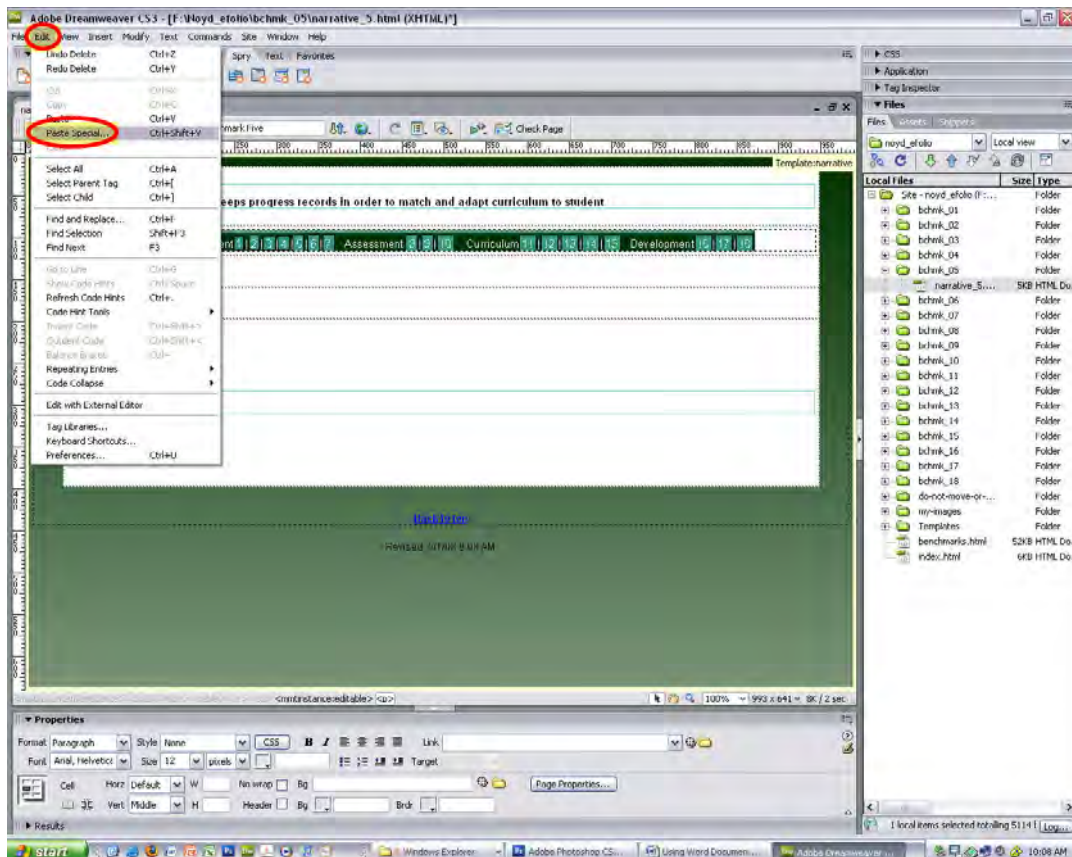


OR

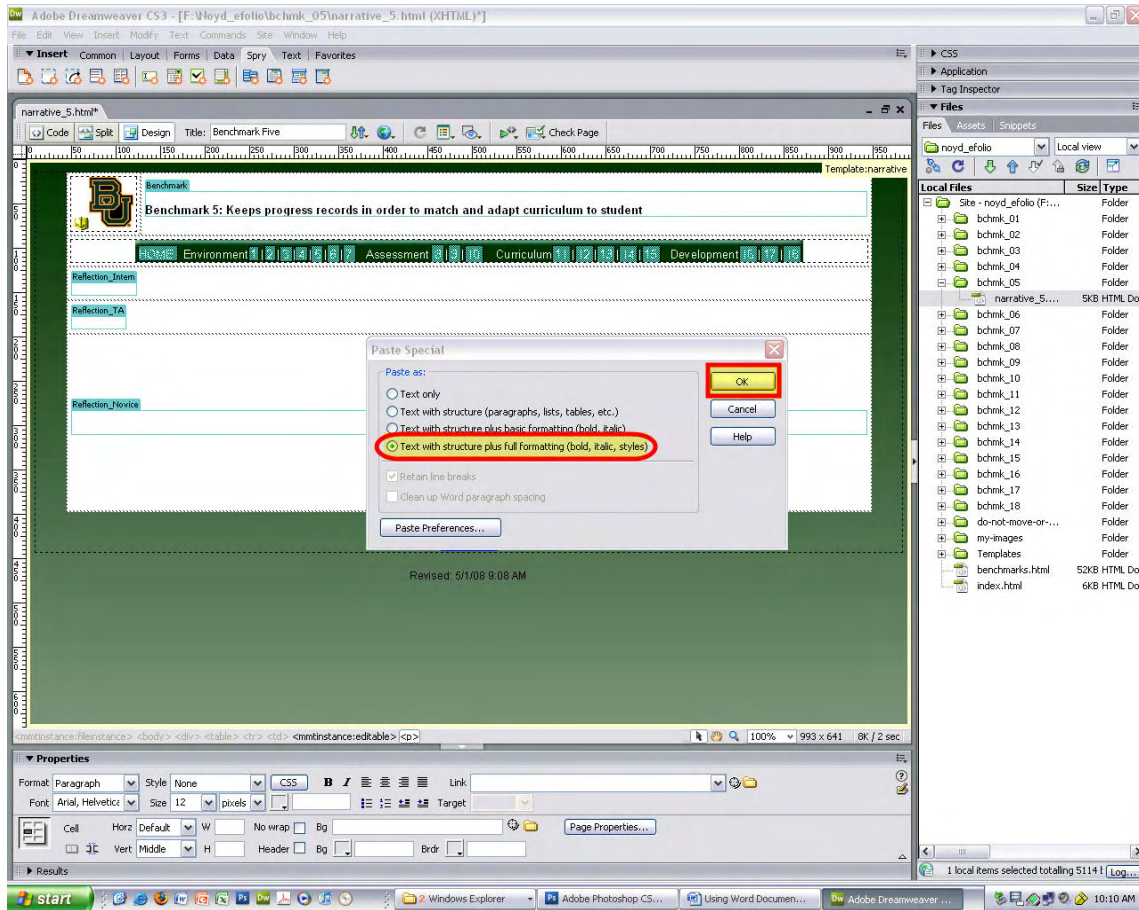
4. Go to Dreamweaver. Open your evidence page. Put your cursor in the correct box.



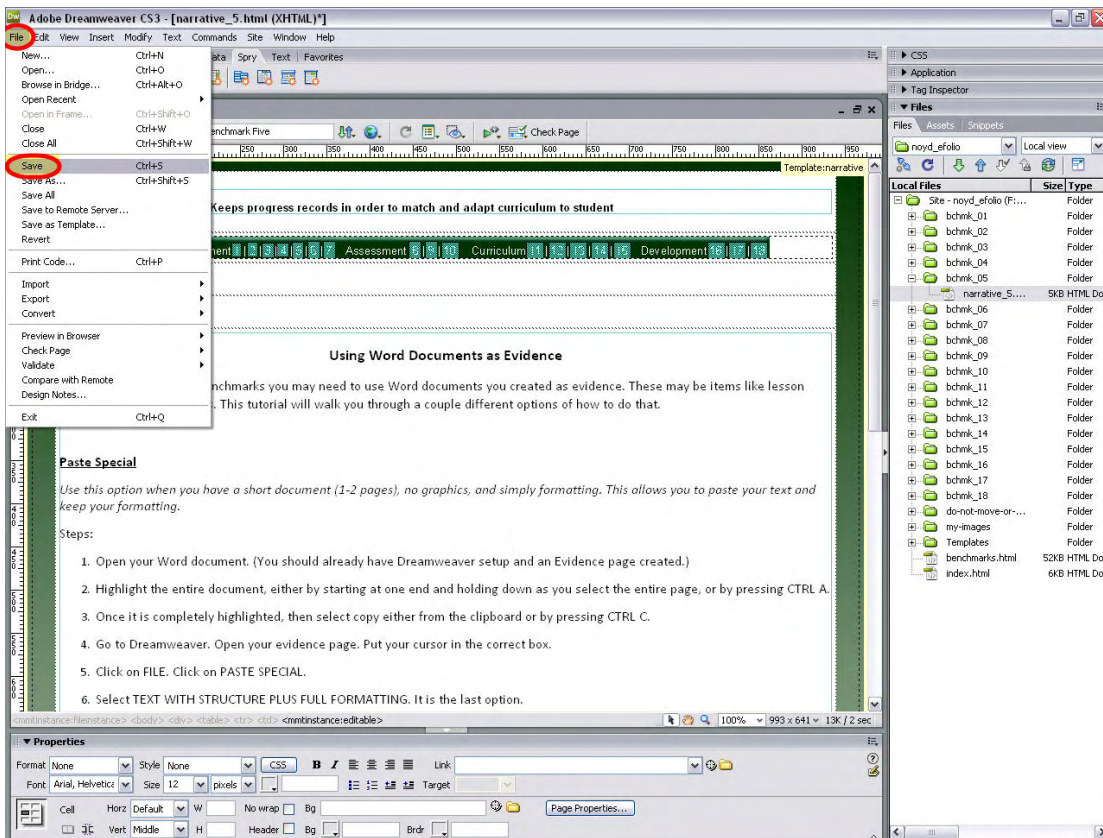
5. Click on EDIT. Click on PASTE SPECIAL.



6. Select TEXT WITH STRUCTURE PLUS FULL FORMATTING. It is the last option.



7. Save.

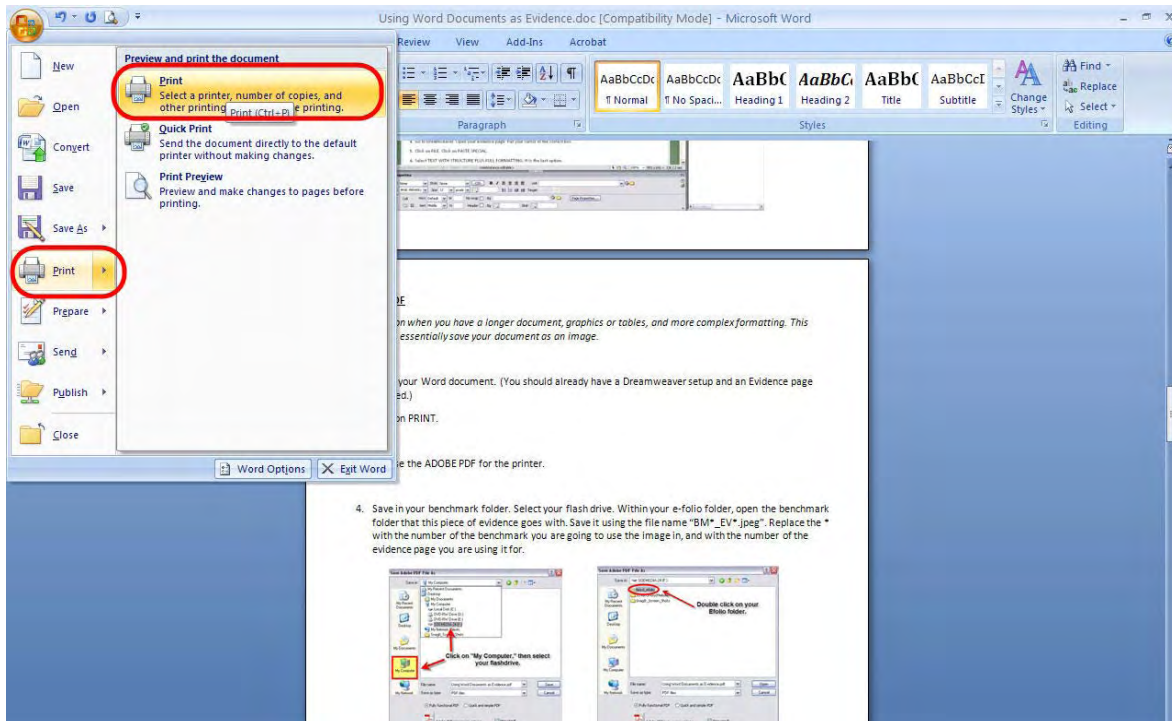


Creating a PDF

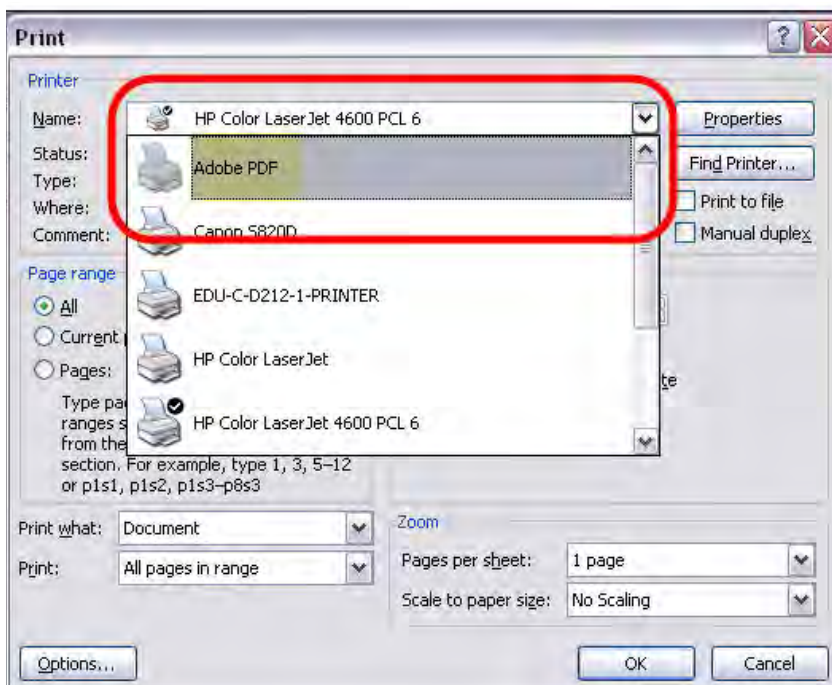
Use this option when you have a longer document, graphics or tables, and more complex formatting. This allows you to essentially save your document as an image.

Steps:

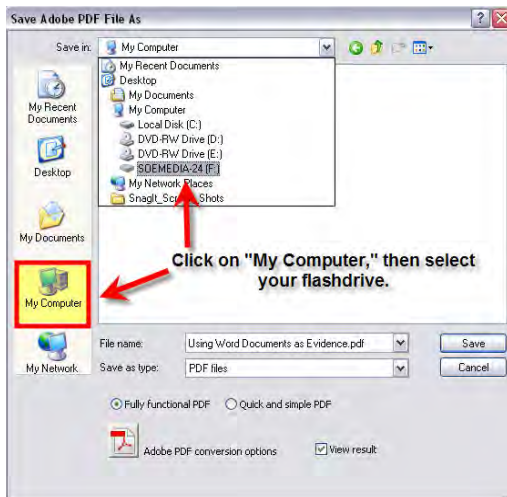
1. Open your Word document. (You should already have a Dreamweaver setup and an Evidence page created.)
2. Click on PRINT.



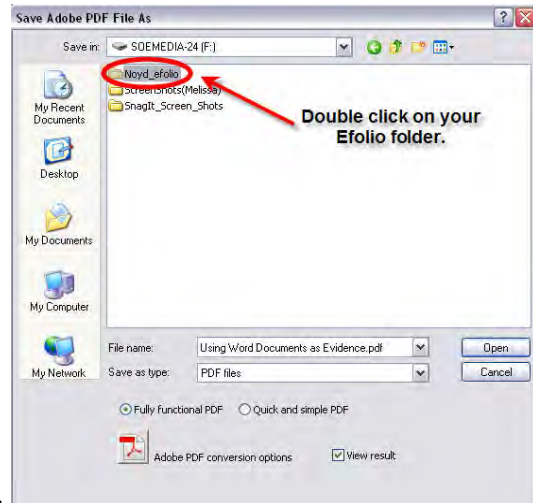
3. Choose the ADOBE PDF for the printer.



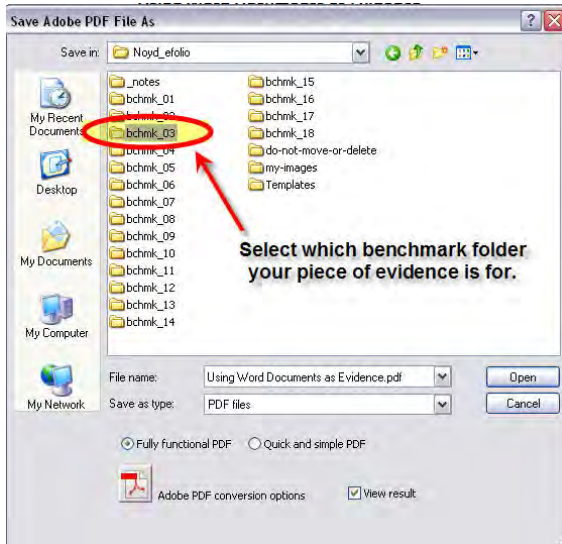
- Save in your benchmark folder. Select your flash drive. Within your e-folio folder, open the benchmark folder that this piece of evidence goes with. Save it using the file name "BM*_EV*.jpeg". Replace the * with the number of the benchmark you are going to use the image in, and with the number of the evidence page you are using it for.



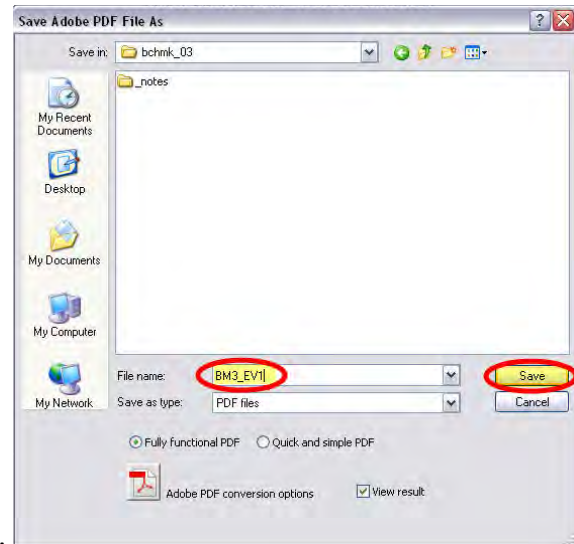
A.



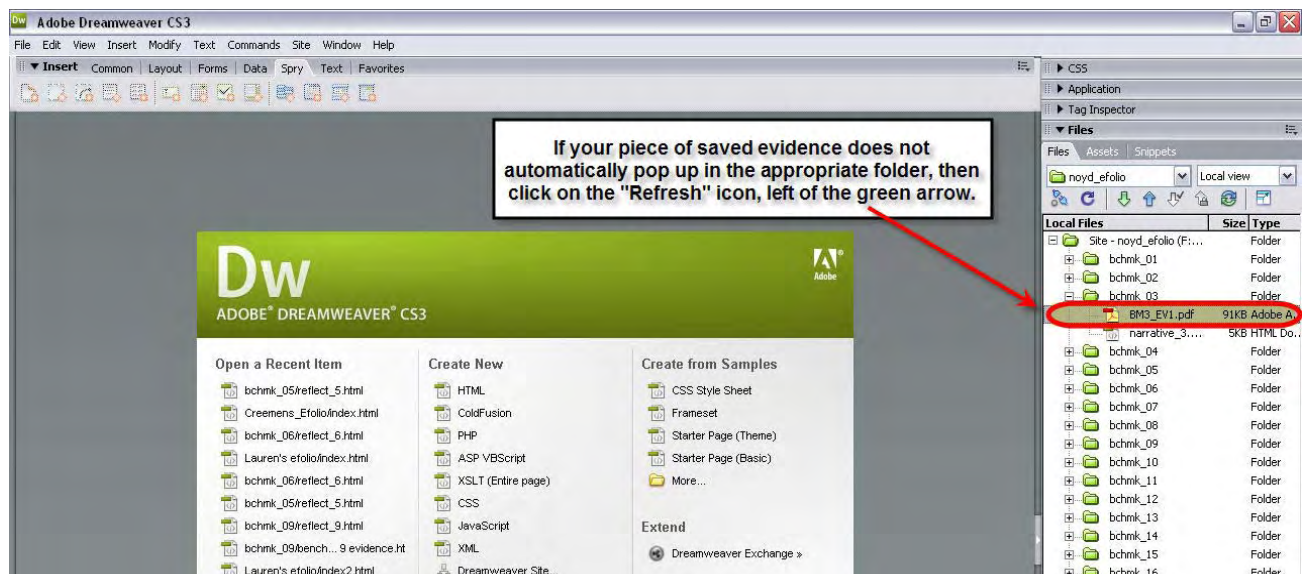
B.



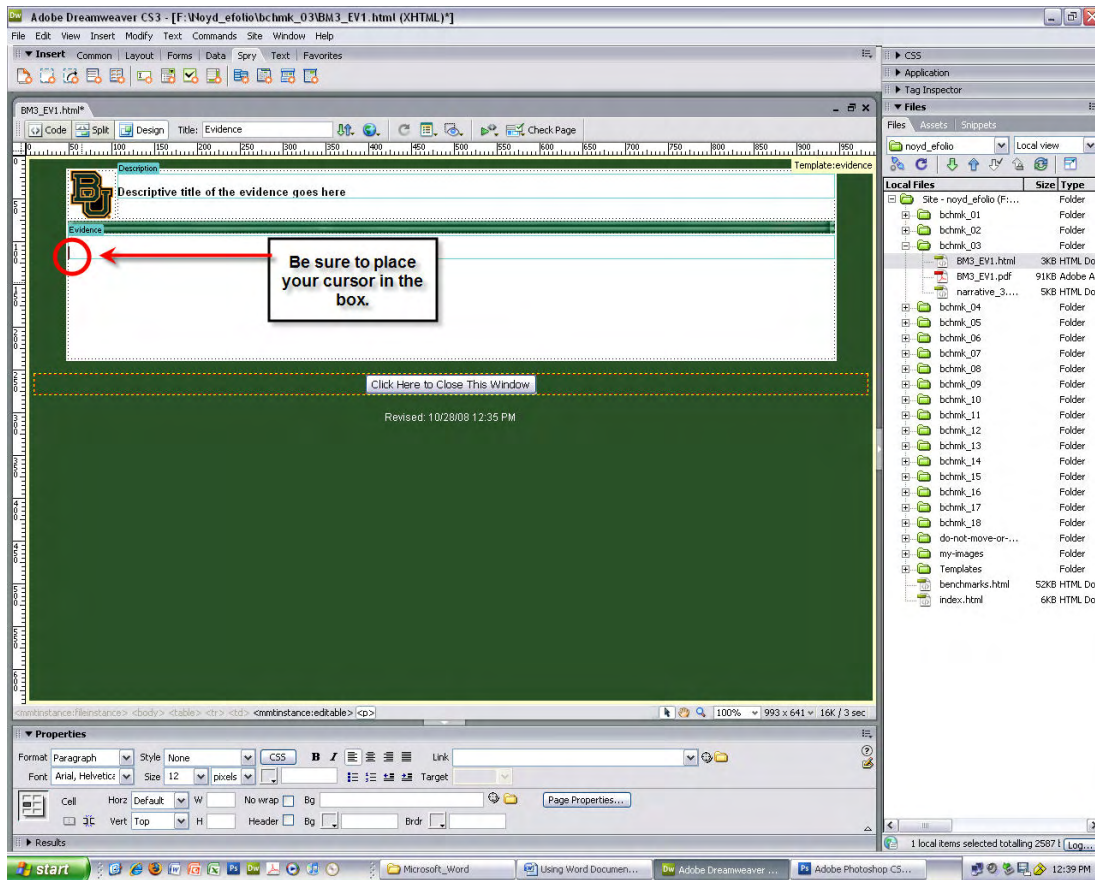
C.



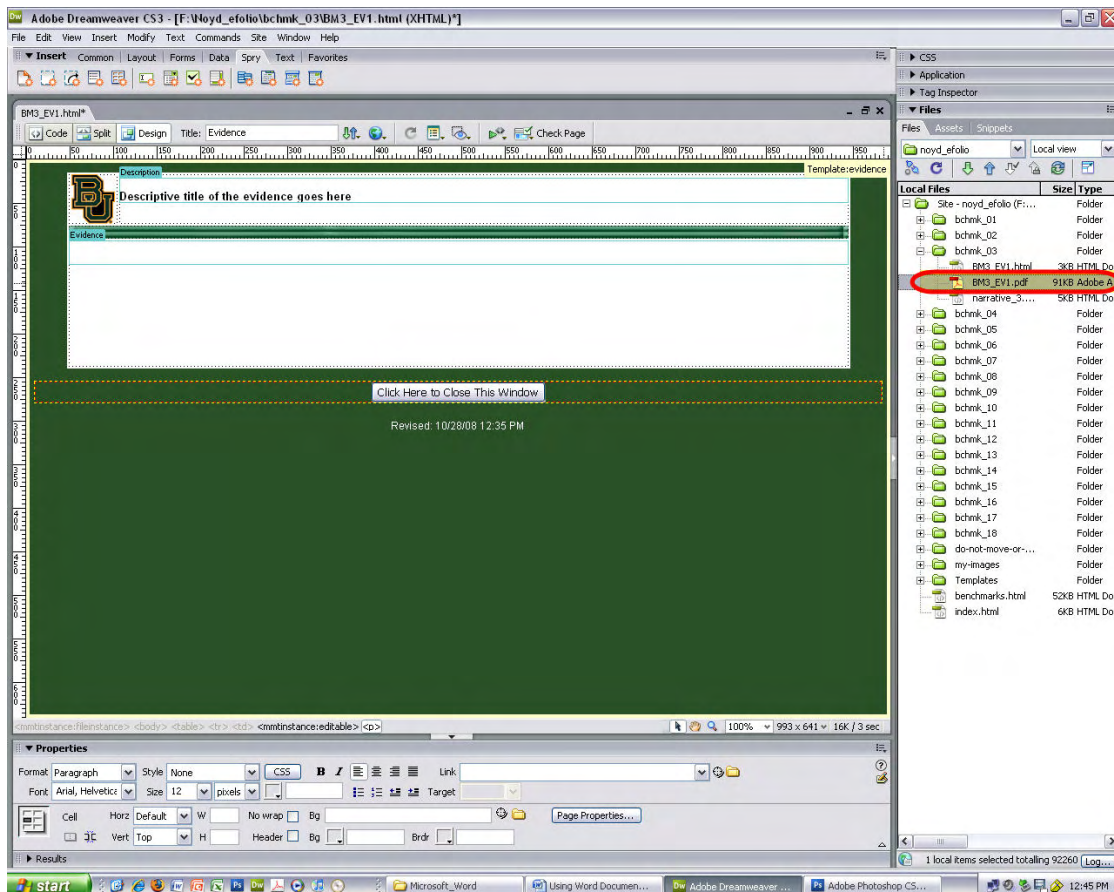
D.



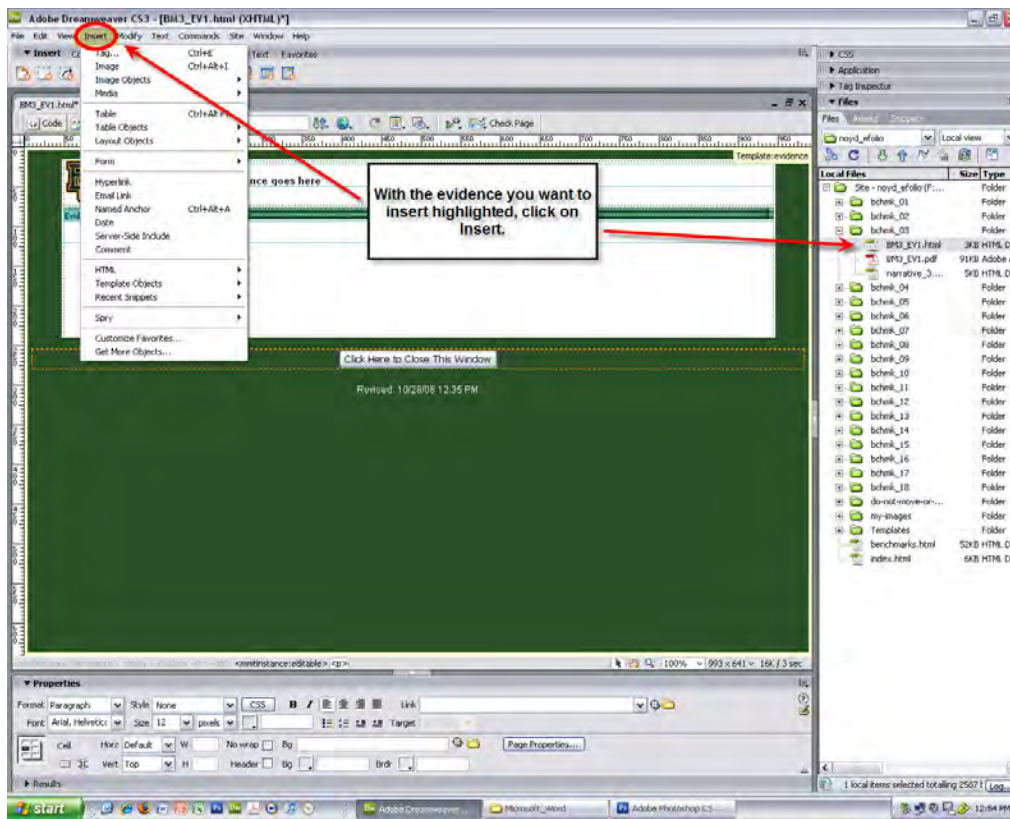
5. Go to Dreamweaver. Open your evidence page. Put your cursor in the correct box.



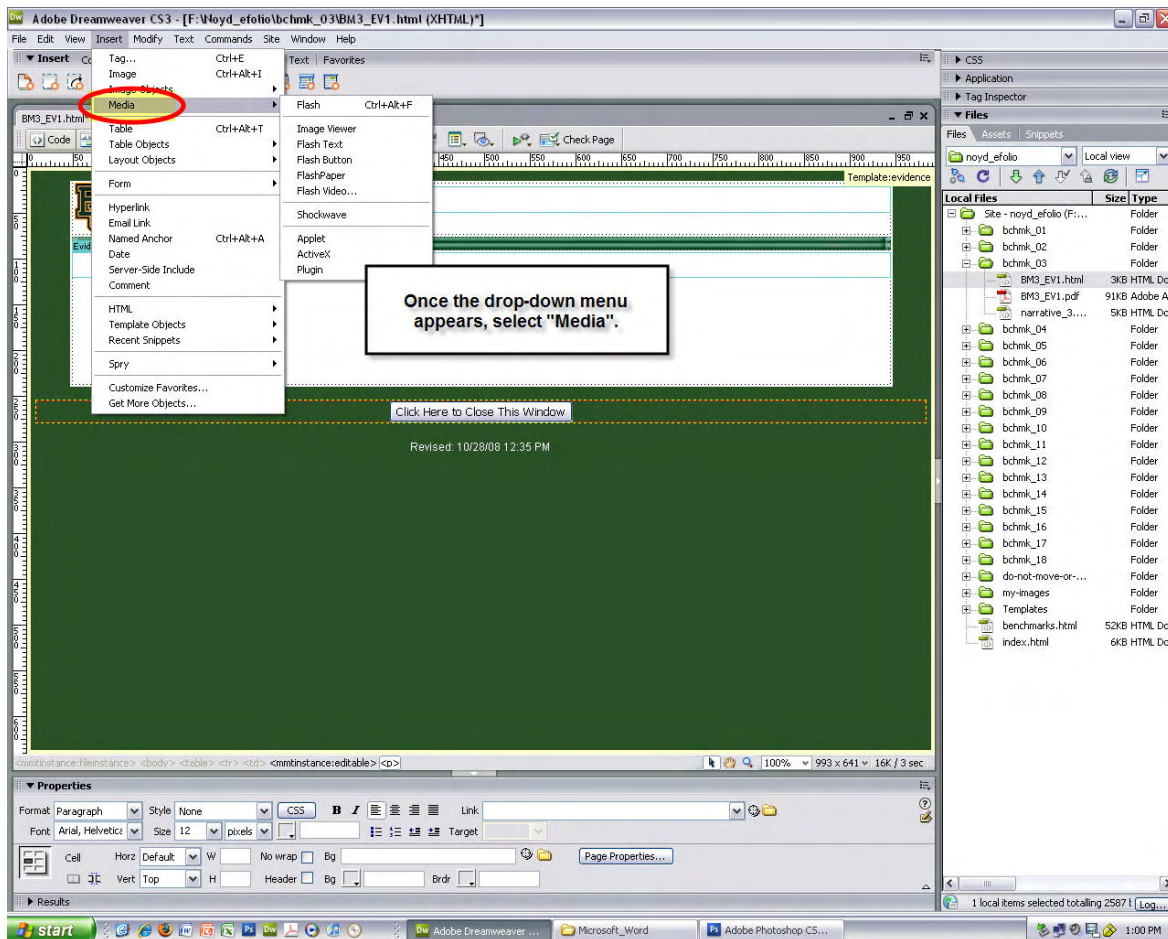
6. Click on evidence you want to insert. (It should be saved in the appropriate benchmark folder.)



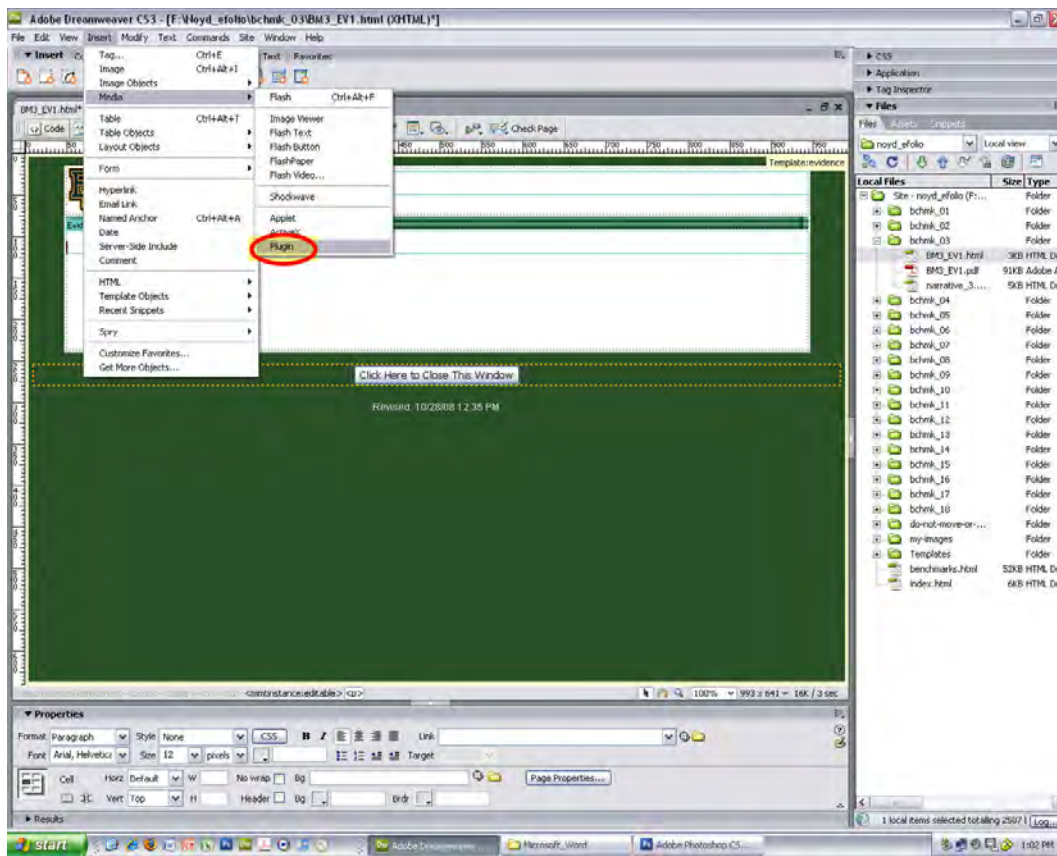
7. Click on INSERT.



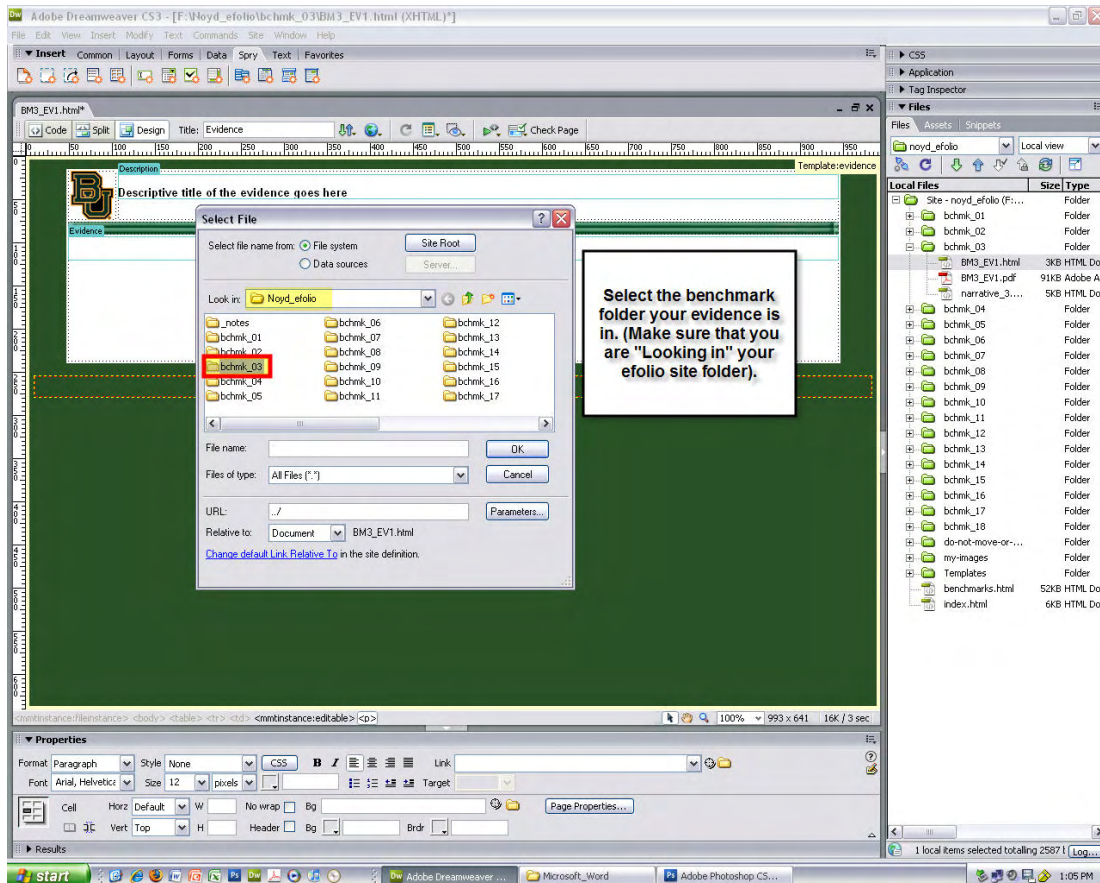
8. Select MEDIA.



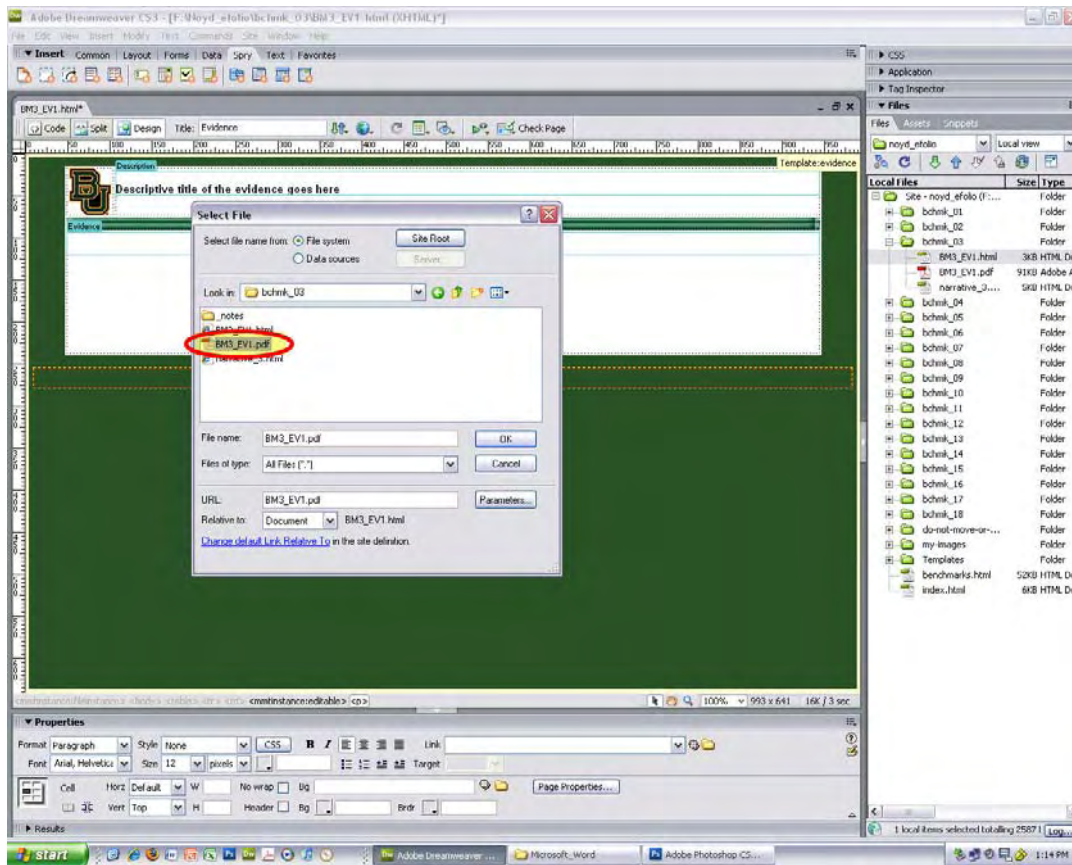
9. Select PLUGIN.



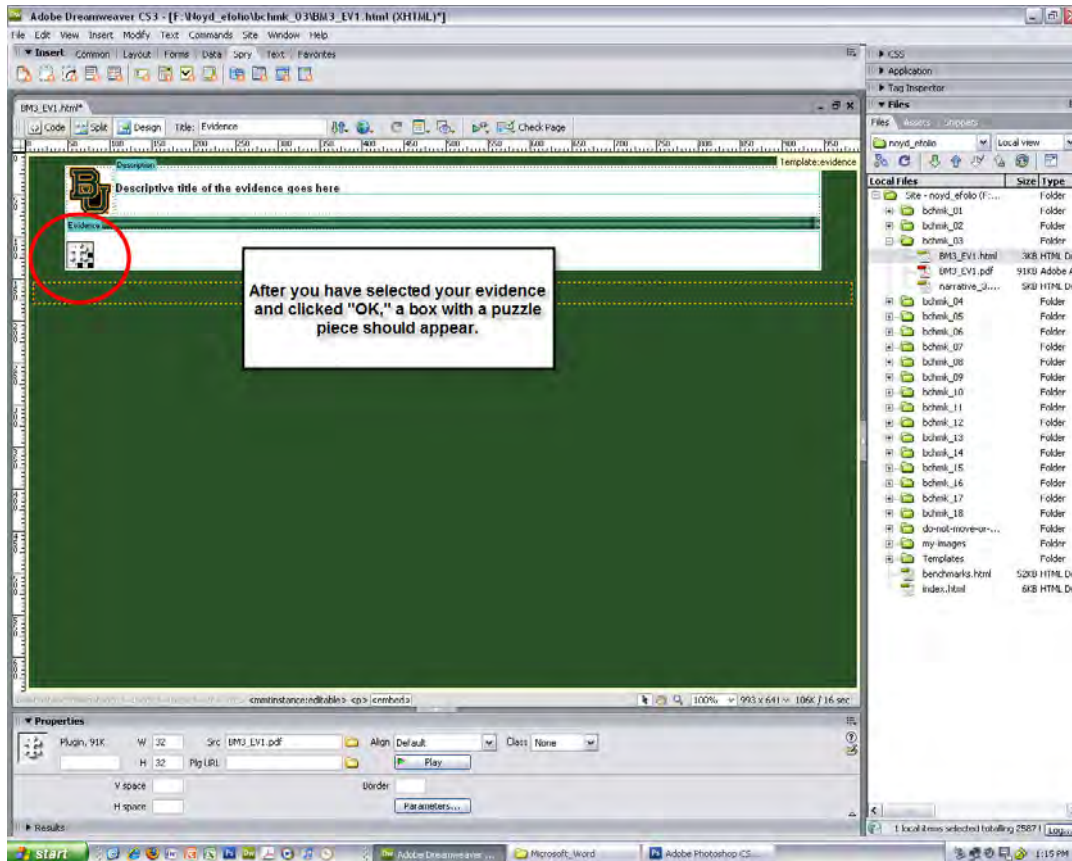
10. Select the benchmark folder your evidence is in.



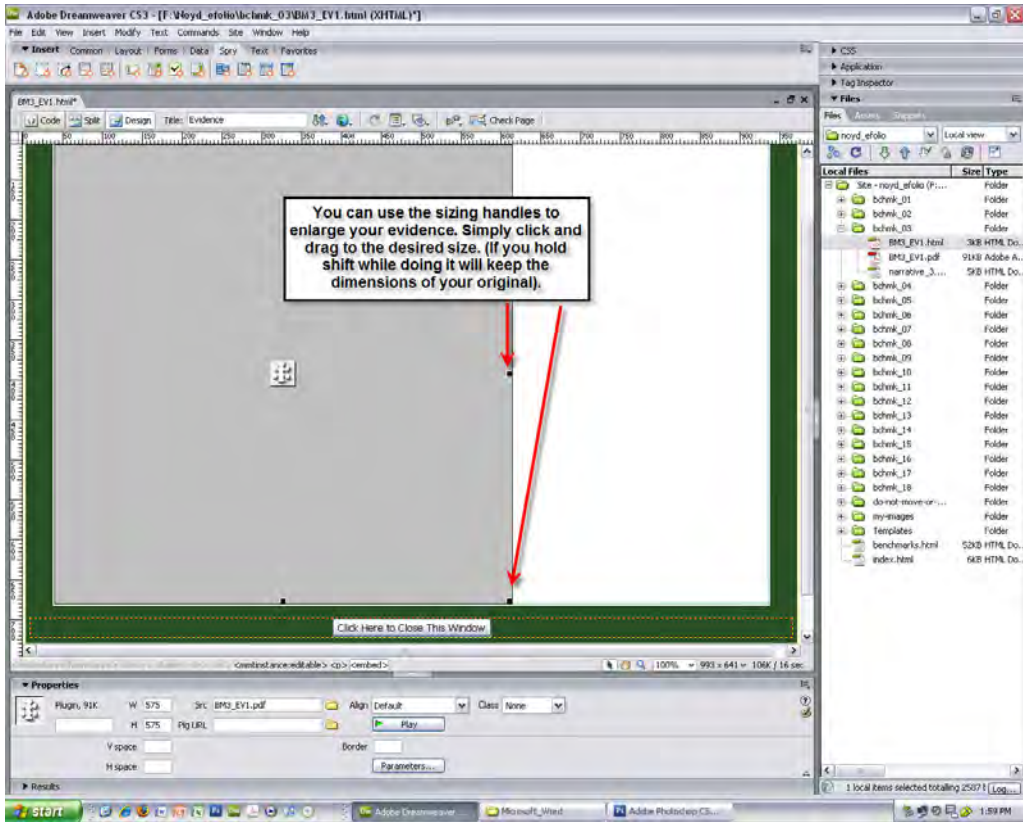
11. Select your evidence (which is saved as a pdf)



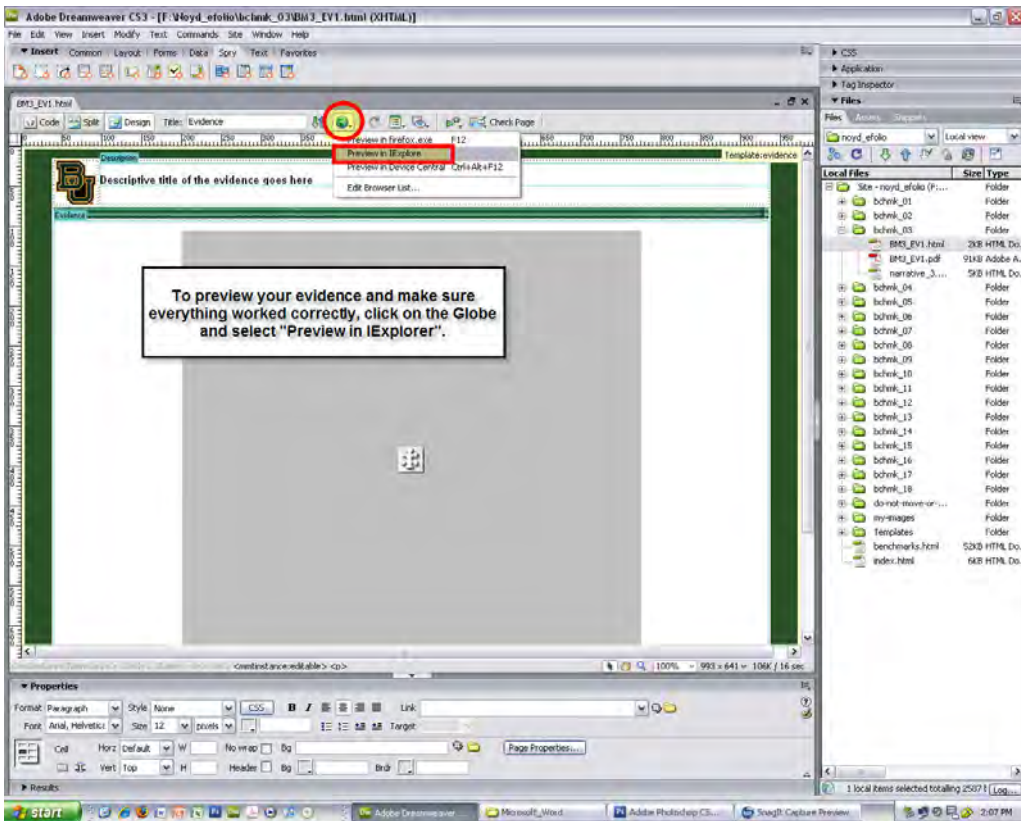
12. After you have selected your evidence and clicked "OK", a box with a puzzle piece should appear.



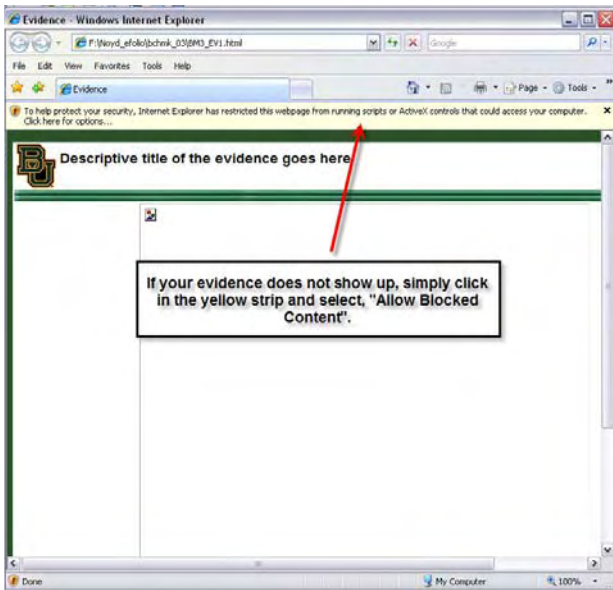
13. You can use the sizing handles to enlarge your evidence. Simply click and drag to desired size.



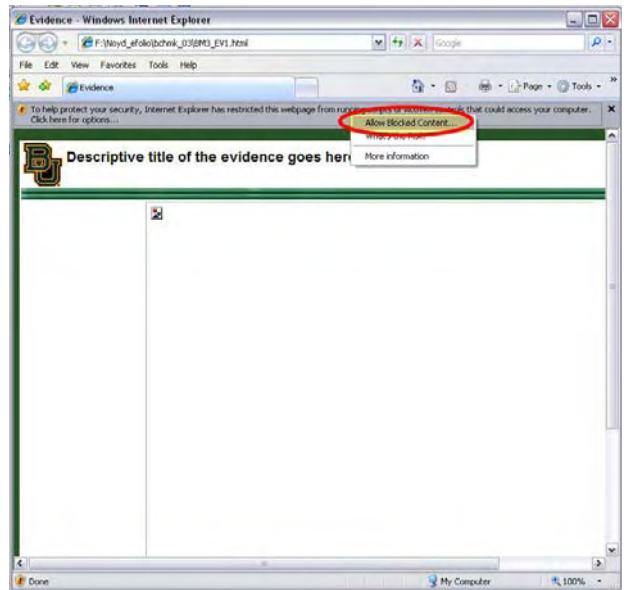
14. To preview your evidence and make sure everything is working correctly, click on the Globe and select "Preview in IExplorer"



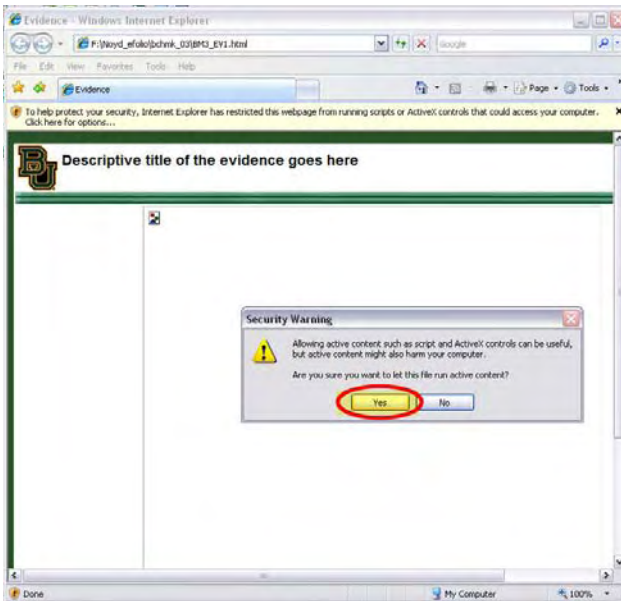
a.



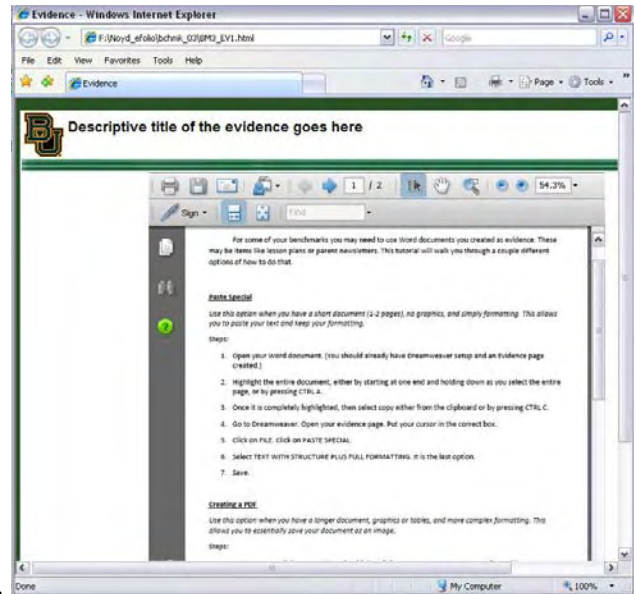
b.



c.

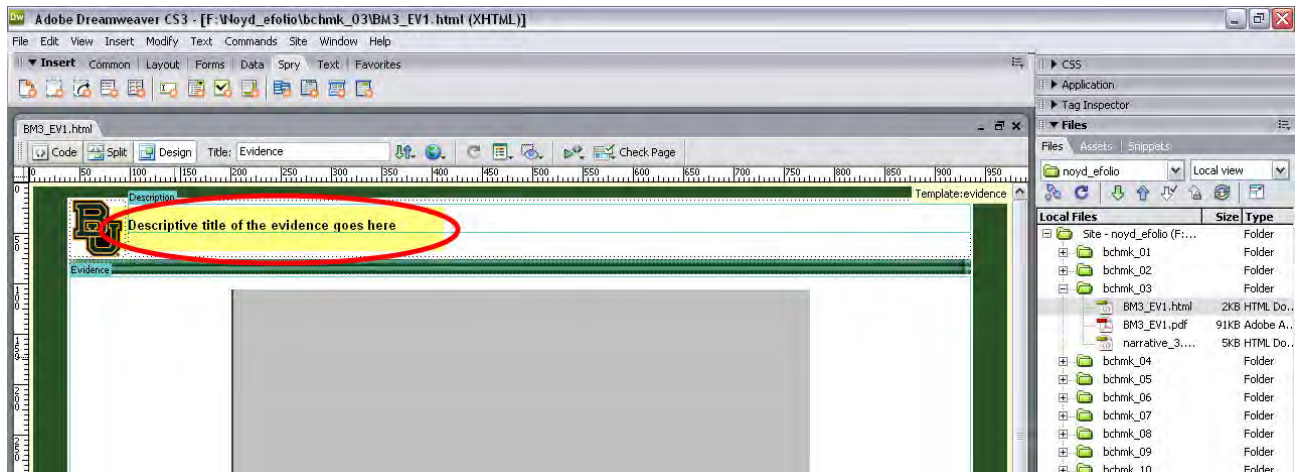


d.



e.

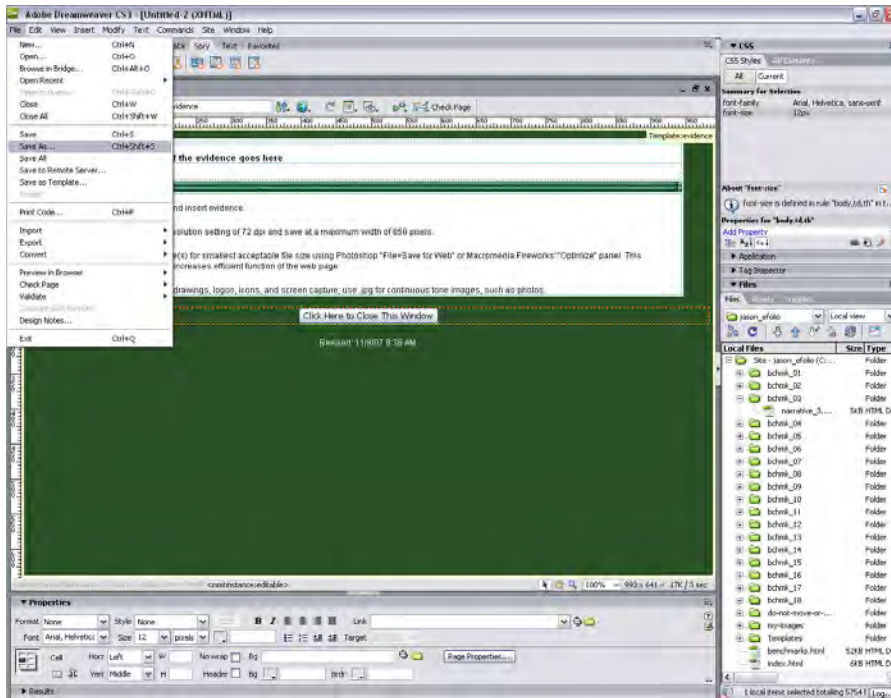
15. Add caption to briefly describe evidence if desired. (Main description should be in your narrative page.)



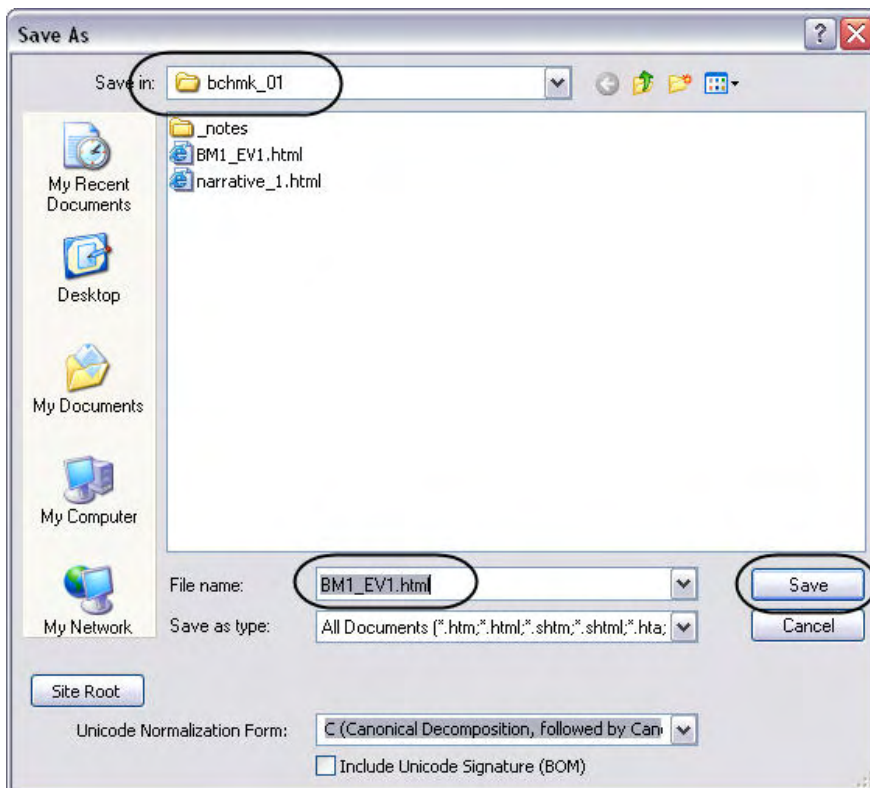
Saving your Evidence Page

Steps:

1. Click on FILE. Select SAVE AS.



2. Select your flash drive. Within your e-folio folder, open the benchmark folder that this piece of evidence goes with.
3. Save as "BM*_EV*" (Replace the * with the number of the benchmark you are going to use the evidence page for, and with the number of the evidence page).

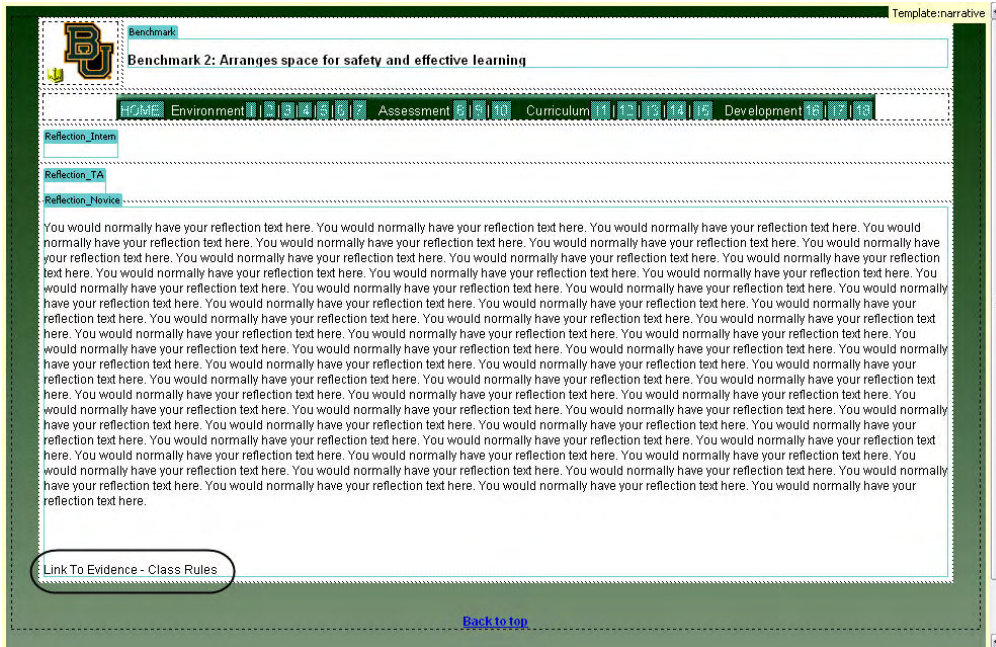


Creating a Link

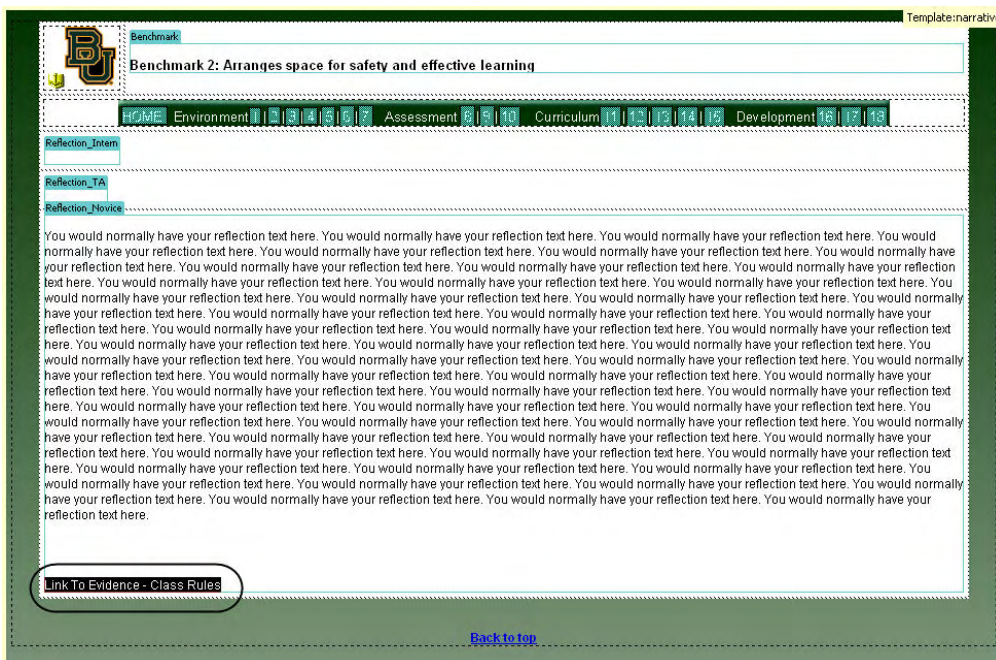
Whenever you create an evidence page, you must link it to your narrative page. A hyperlink allows a person to travel from one webpage to another. You simply click on the hyperlink and it will transport you to another webpage.

Steps:

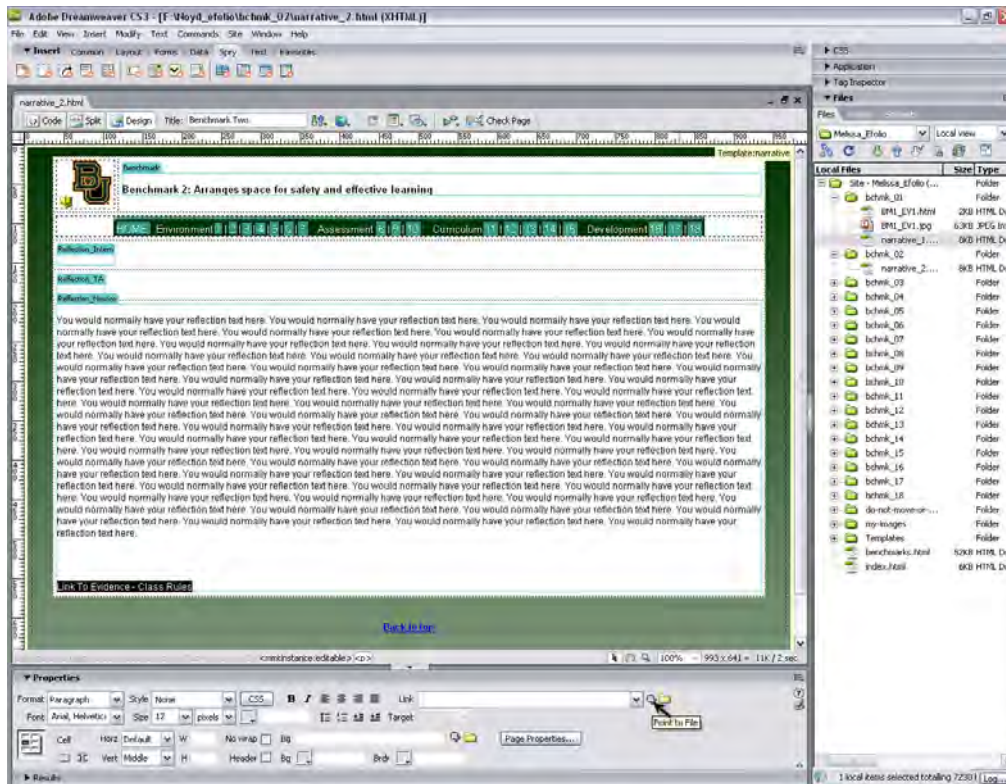
1. On your narrative page, type in the text you wish to use as your hyperlink. “Link to Evidence – Class rules” is a good example. Links usually appear at the end of your narrative. Make sure it is in the appropriate box (i.e. novice, intern, TA).



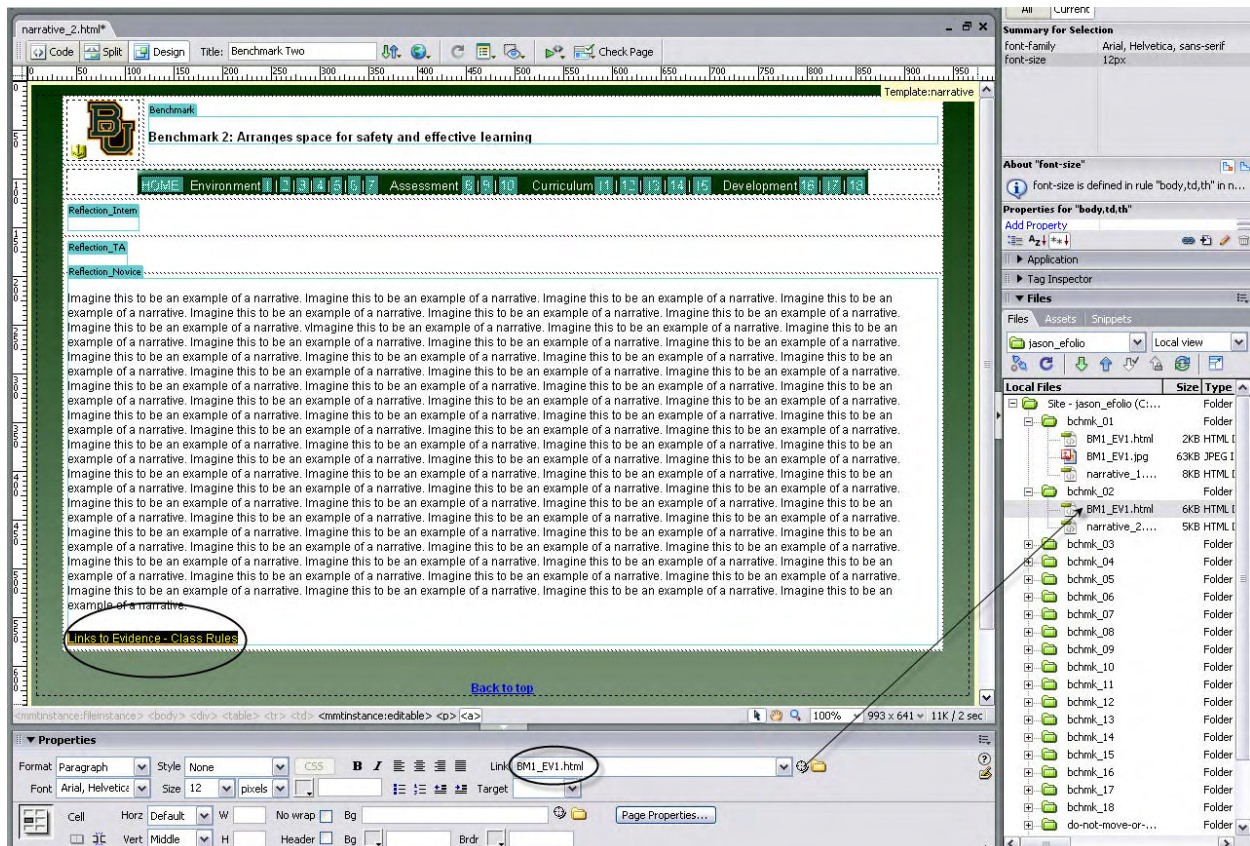
2. Highlight the text for your hyperlink by clicking on one end of the text and holding down on the left-hand click until you reach the other end of the text.



- At the bottom properties tool bar you will find target symbol next to a white text box that is labeled "Link:".



- Left-click on that target symbol and drag the arrow it creates all the way up to the evidence page you wish to link it to that is in a benchmark folder. *Remember in order to drag, you need to continuously keep your finger on the left-click. **Make sure you are linking to your evidence page and not the .jpeg image.



Uploading Files

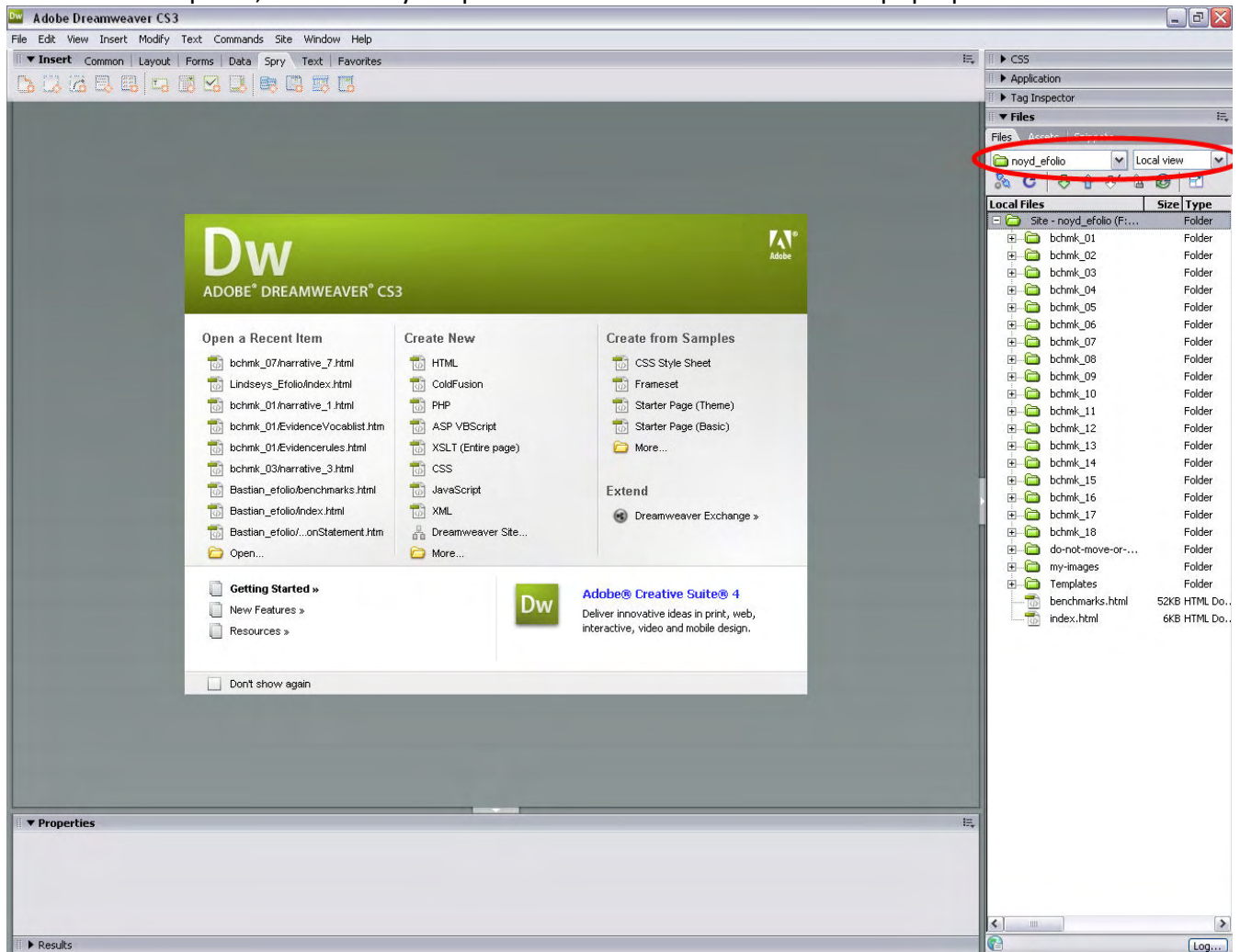
After adding or modifying pages in Dreamweaver, you must upload (put) them to the portfolio server in order to see them on the internet. You need to do this every time you work on your portfolio so that your portfolio site stays up to date. Also, remember you must first set up Dreamweaver correctly before you can upload your files. (See tutorial: Setting Up Dreamweaver)

There are two options when uploading your files:

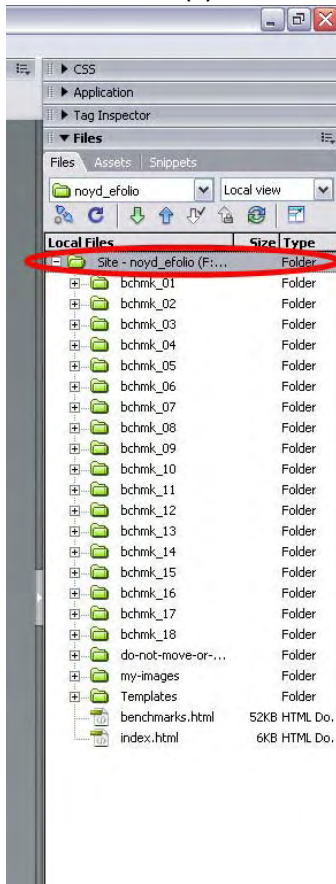
Uploading (put)

Steps:

1. In the Site files panel, make sure your portfolio site is selected in the Site pop-up menu.

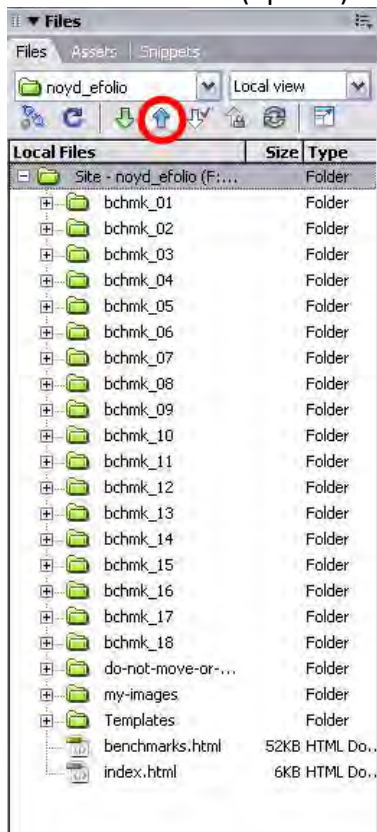


2. Select the file(s) in the Local view you wish to upload.



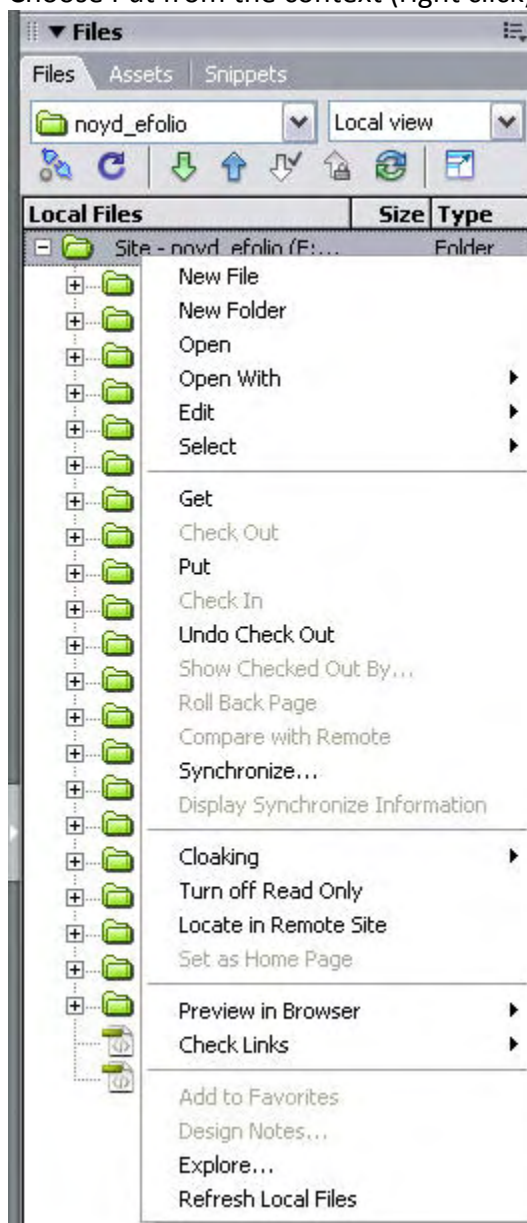
3. Do one of the following to put the file:

a. Click the blue Put (upload) arrow  on the Site panel toolbar




OR

- b. Choose Put from the context (right click) menu



Note: When you click Put, Dreamweaver connects automatically if you have the remote information set up properly.

If the file you wish to upload is currently open, you can instead choose Site > Put from the Document menu or use the  arrows from the document toolbar to put the file.

If the file has not been saved, a dialog box may appear (depending on your preference setting in the Site panel of the Preferences dialog box) allowing you to save the file before putting it on the remote server.

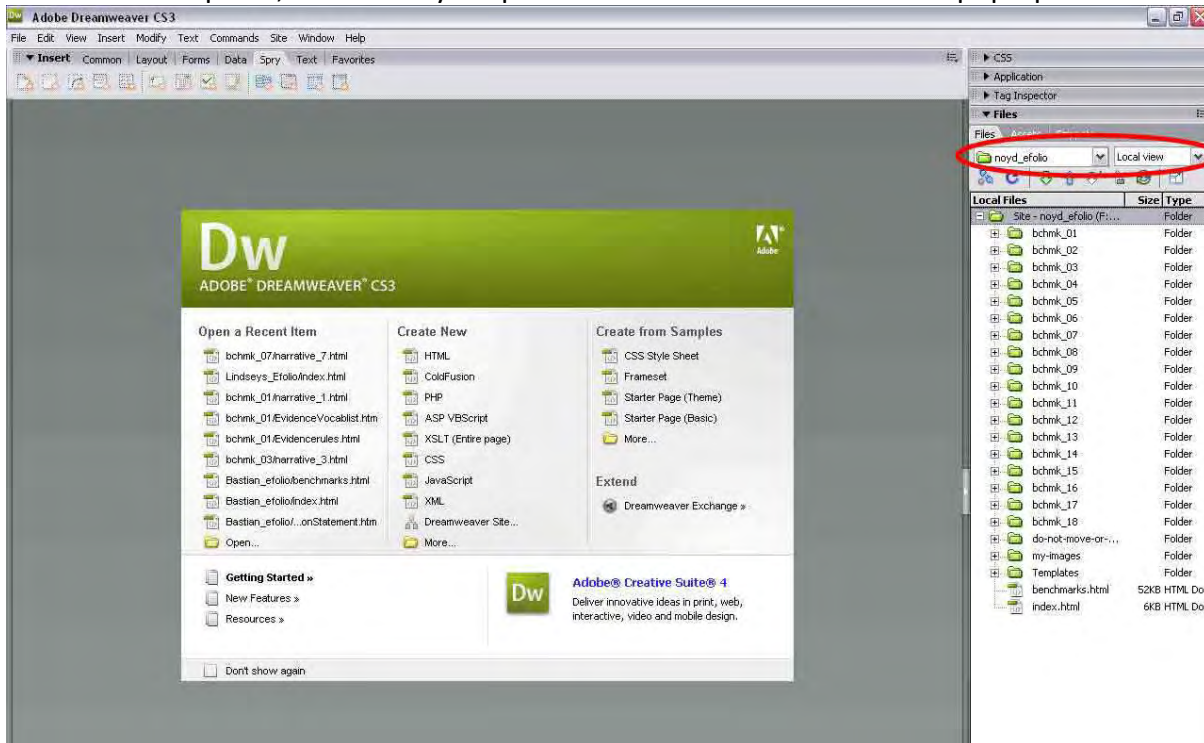
A dialog box appears, asking if you want to put dependent files. Dependent files include images and other files necessary for the page to display properly. To upload dependent files, click Yes; to skip them, click No. *Hint: If the remote site already contains copies of the dependent files, click No. If you are unsure, click Yes.*

Using the Synchronize option

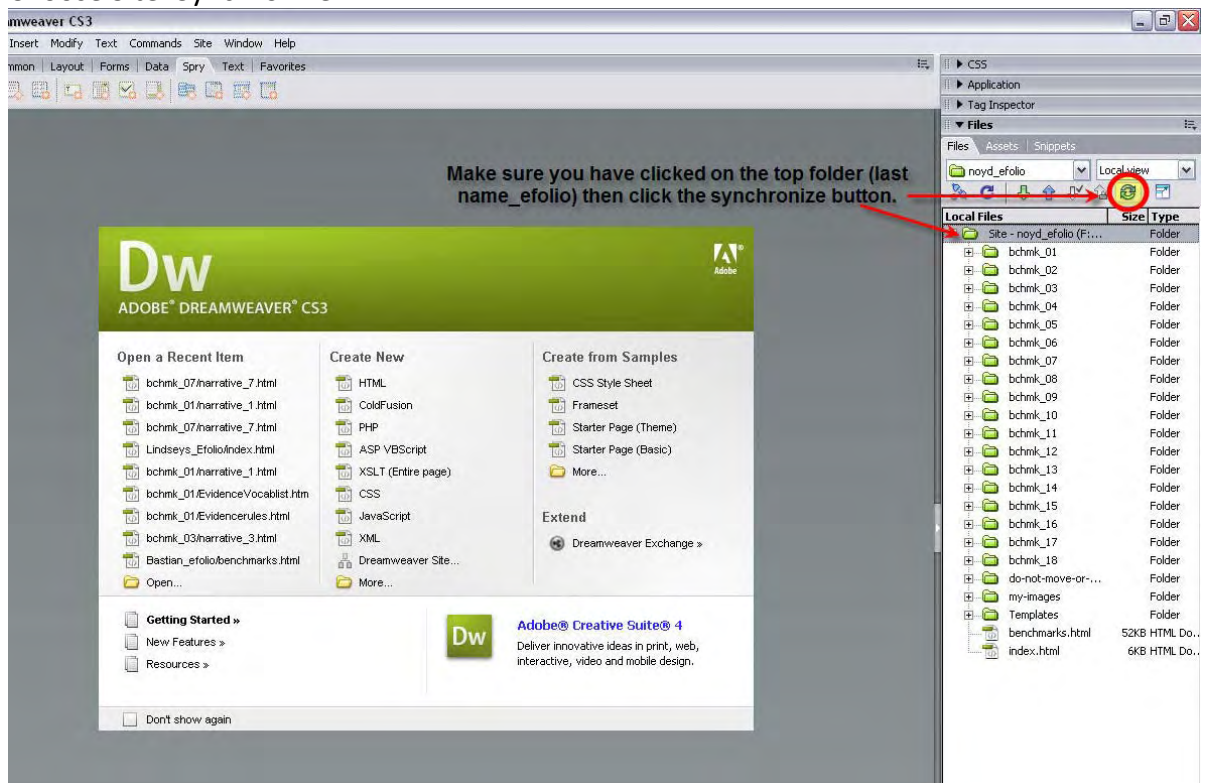
You can use the synchronize option if you are unsure which of your files have been uploaded; this option checks all of the files in your portfolio to see if they need updating.

Steps:

1. In the Site files panel, make sure your portfolio site is selected in the Site pop-up menu.

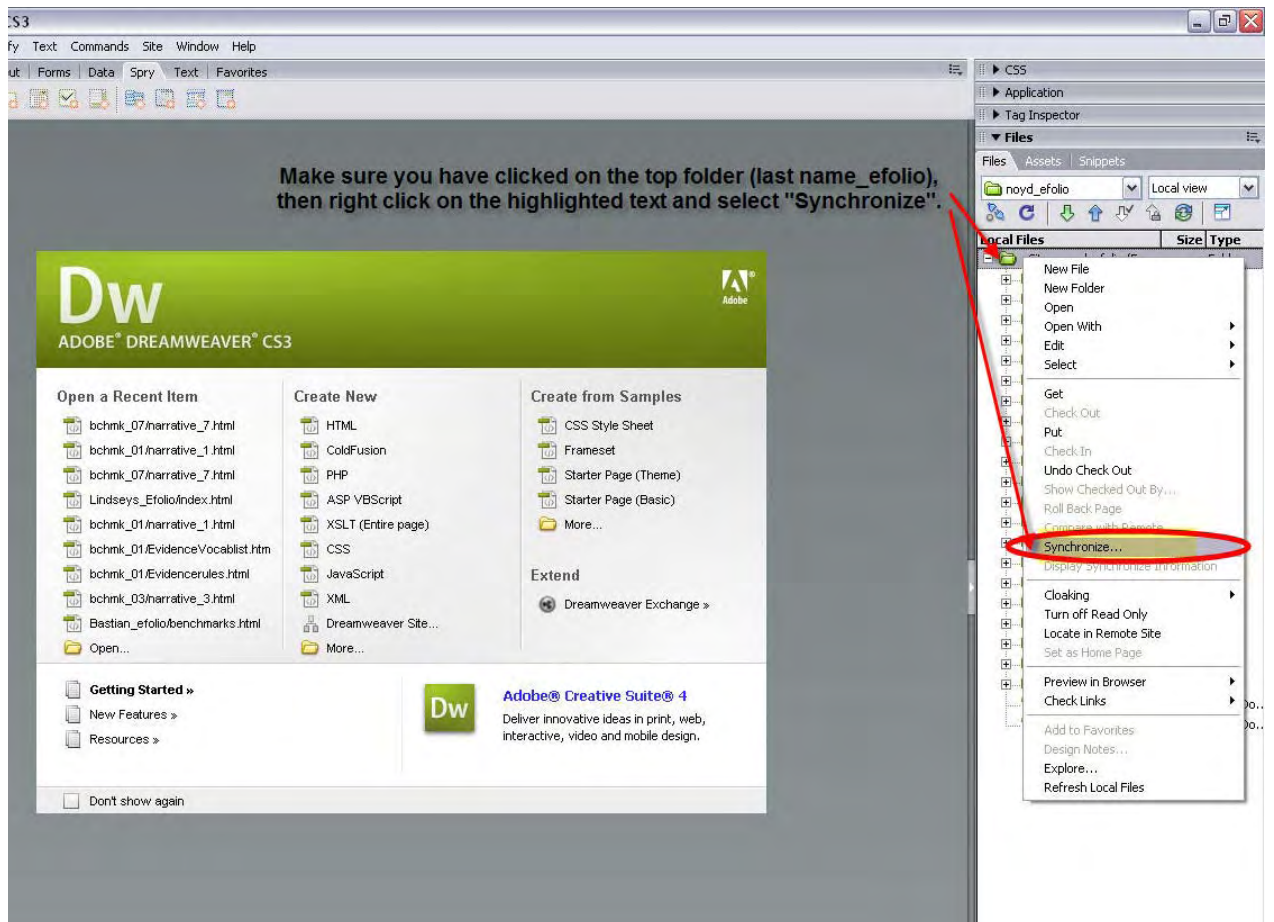


2. In the Site panel, do one of the following to synchronize:
 - a. Choose Site>Synchronize.

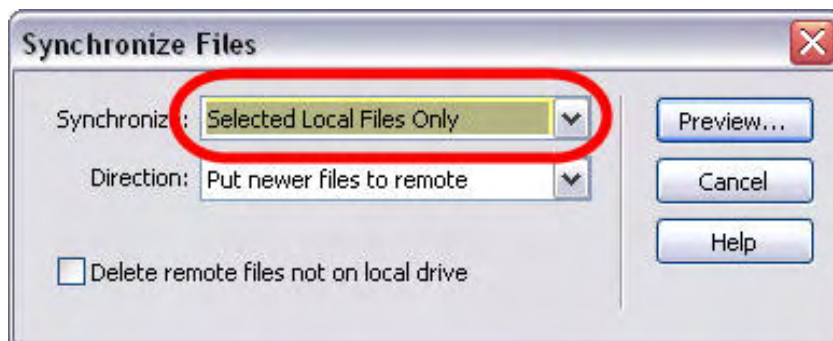


OR

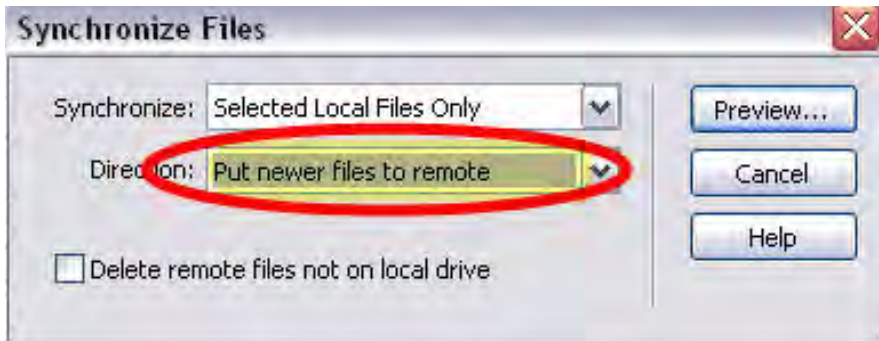
- b. Right-click (Windows) or Control-click (Macintosh), and then select Synchronize from the context menu.



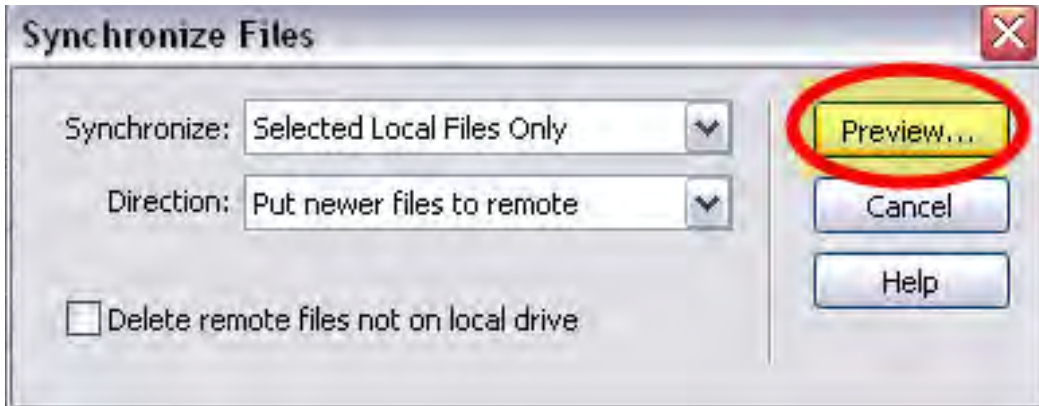
3. In the resulting dialog box:
 - a. Choose 'Select Local Files Only'.



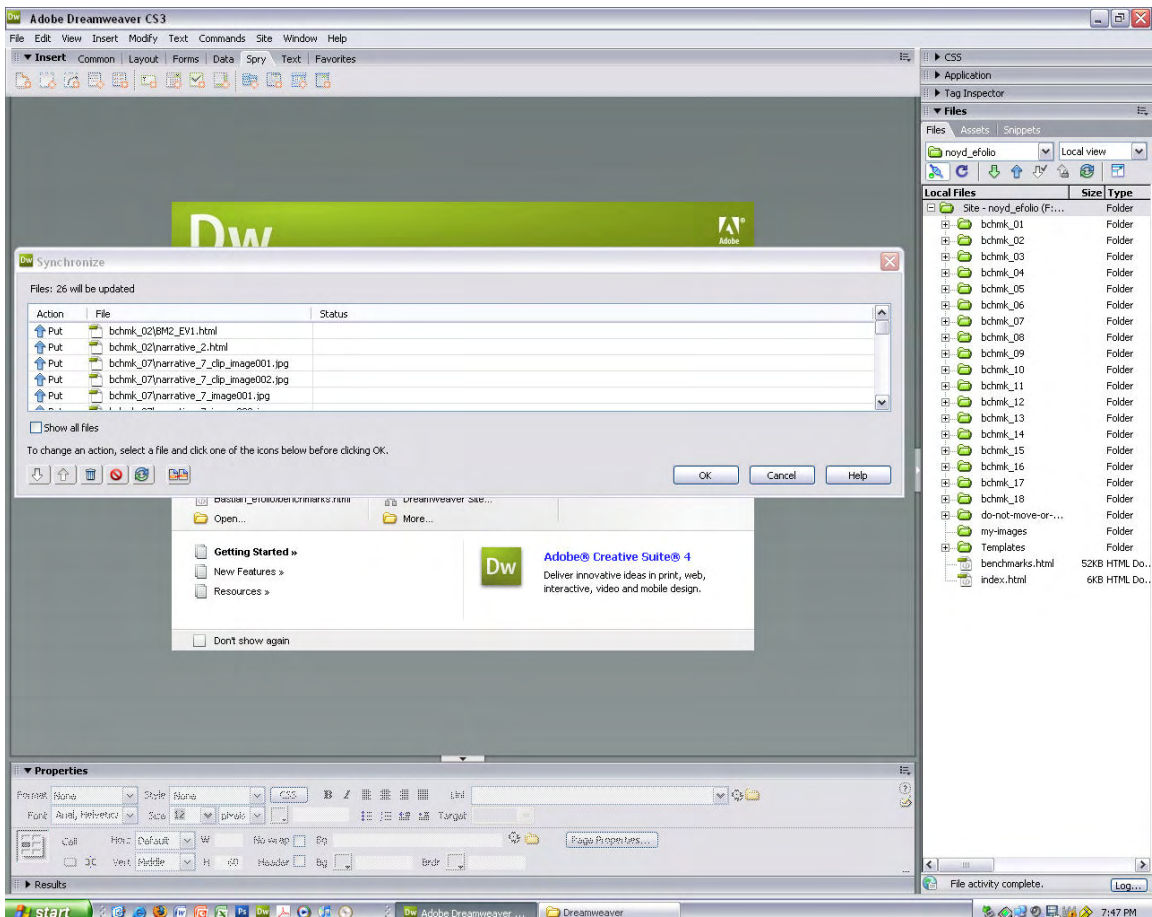
- b. Choose "Put Newer Files to Remote" to upload all the local files that have more recent modification dates than their remote counterparts.



c. Click Preview



d. In the Synchronize Files preview, verify which files you want to delete, put, and get. If you do not want Dreamweaver to delete, put, or get a particular file, deselect it by clicking the checkbox to the left of the file. Click OK.



- e. Dreamweaver automatically transfers (and deletes as necessary), and then updates the dialog box with the status. The window will automatically close when it is finished.
- f. Check your website via an internet browser by going to: portfolio.baylor.edu. Make sure that all of your changes were updated to the site.

Note: Dreamweaver automatically synchronizes files. If the files are already in sync, Dreamweaver lets you know you that no synchronization is necessary.

Note: If you check "Delete remote files not on local drive", any files on your remote site not in your local site will be deleted!