E - Portfolio Tutorial Guide

Includes instructions for:

Scanning Images

Editing Images Using Photoshop

Setting Up Dreamweaver

Creating & Inserting Evidence

Linking Evidence Pages

Uploading Files

Retrieving a Copy of Your E-Folio from the Server

...and more!

For more help or to set up an appointment:

www.baylor.edu/soe/ps

Updated: September 2012   Provided by: **Media Center**

Table of Contents

Scanning Documents

Some benchmark evidence is a physical document or other artifact such as printed evaluations or student work. This tutorial gives instructions for scanning these using the scanners in the Learning Resources Center. (See tutorial *Creating an Evidence Page & Inserting Evidence* for how to insert scanned documents into your portfolio.)

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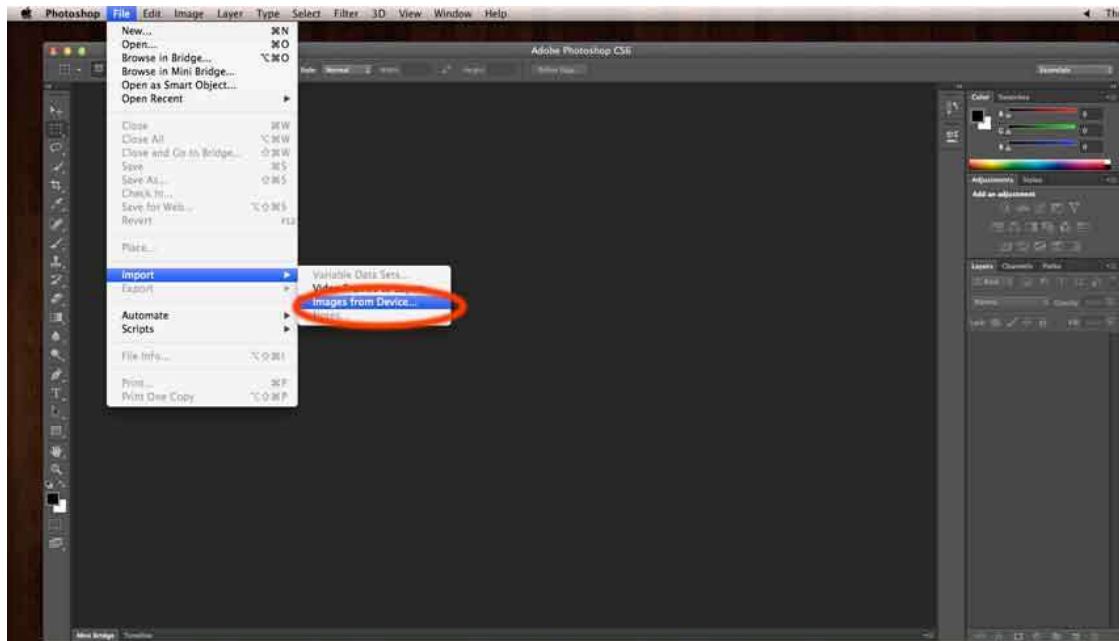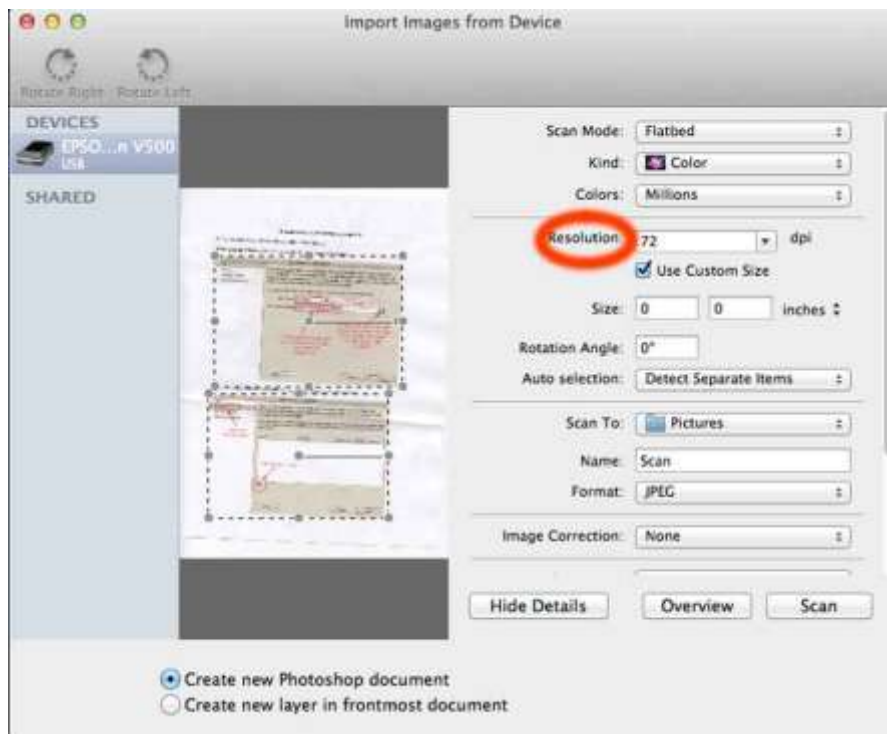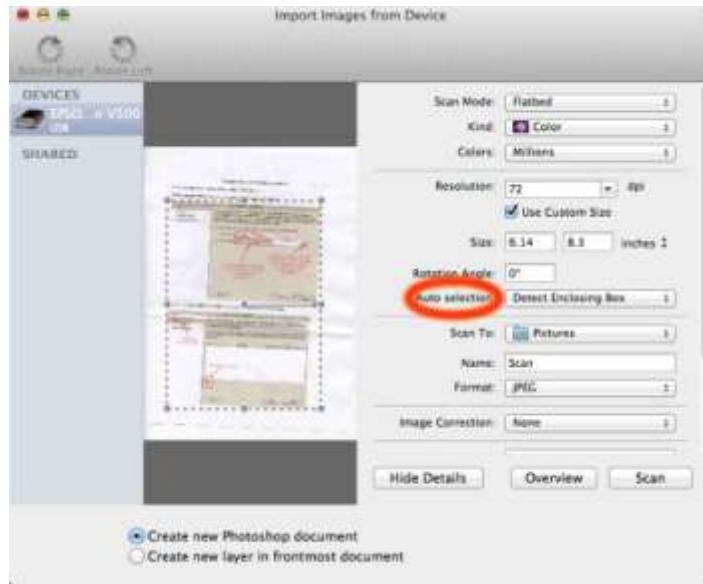

2. Close the scanner.

On a Mac:

1. Open PHOTOSHOP. Click on FILE. Select IMPORT. Select IMAGE FROM DEVICE.
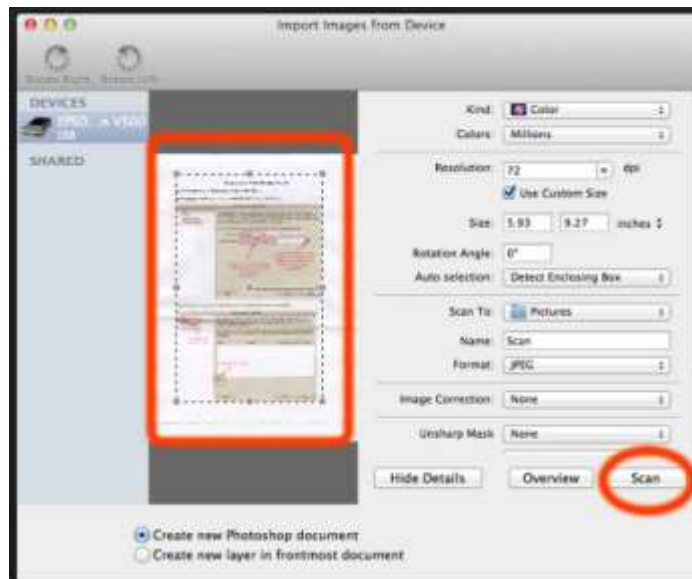

2. The document or artifact on the scanner should appear in the preview area on the left side of the pop-up box. Change the "Resolution" field to "72."

3. Change the "Auto selection" field to "Detect Enclosing Box."

4. Drag the corners of the dotted line box to the area to be scanned. Click on SCAN.


5. The document or artifact will be scanned and the image will open in Photoshop. Save the image on your flash drive as a JPEG. When done scanning, edit the resulting image(s) for web use using Photoshop. (See tutorial *Editing Images Using Photoshop,* page 20.) **YOU MUST EDIT IT IN PHOTOSHOP. IT IS NOT YET FORMATTED CORRECTLY.**

6. **Do not forget to remove the original from the scanner.**
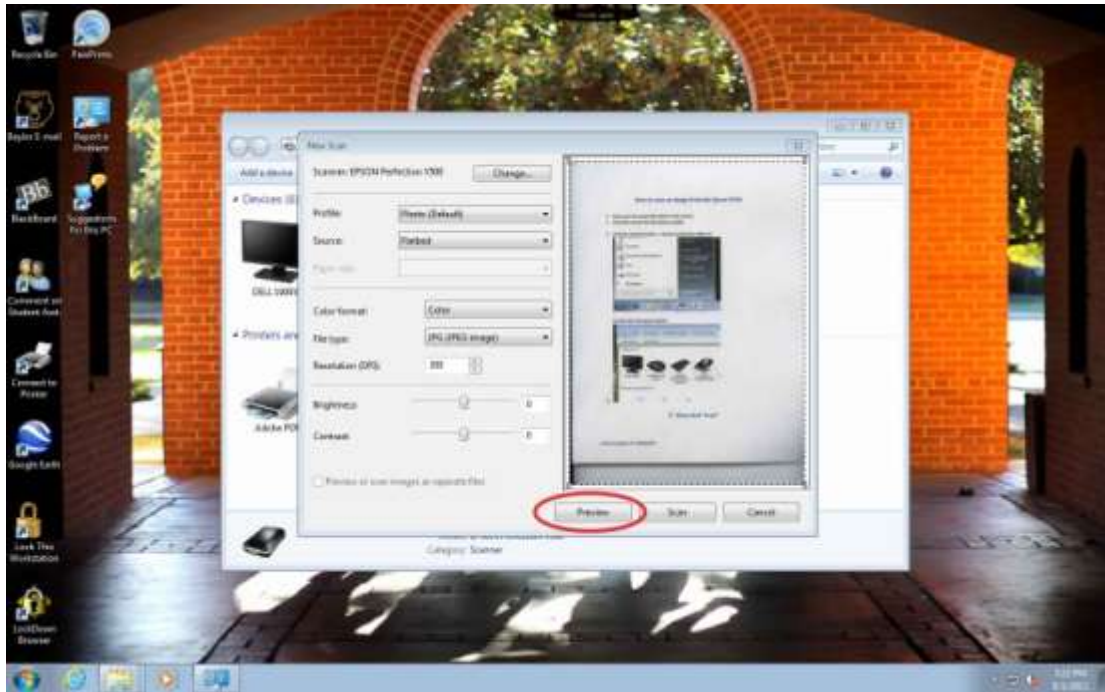
On a PC:

1. On the START menu select DEVICES AND PRINTERS.
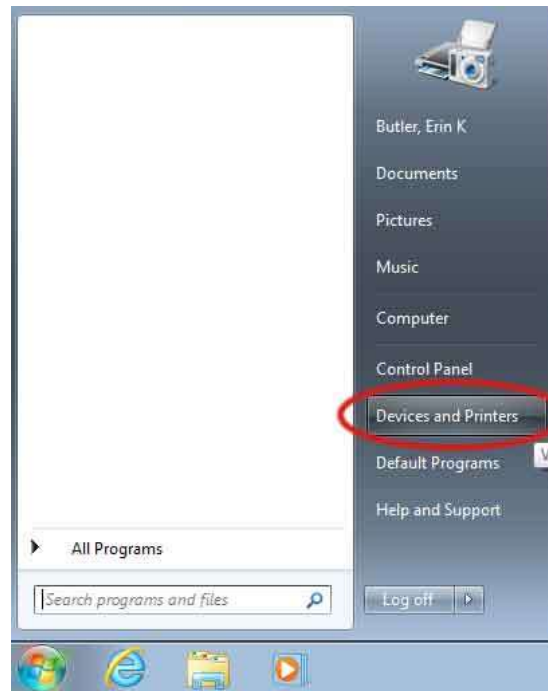
2. Select the EPSON Perfection V500 Scanner.
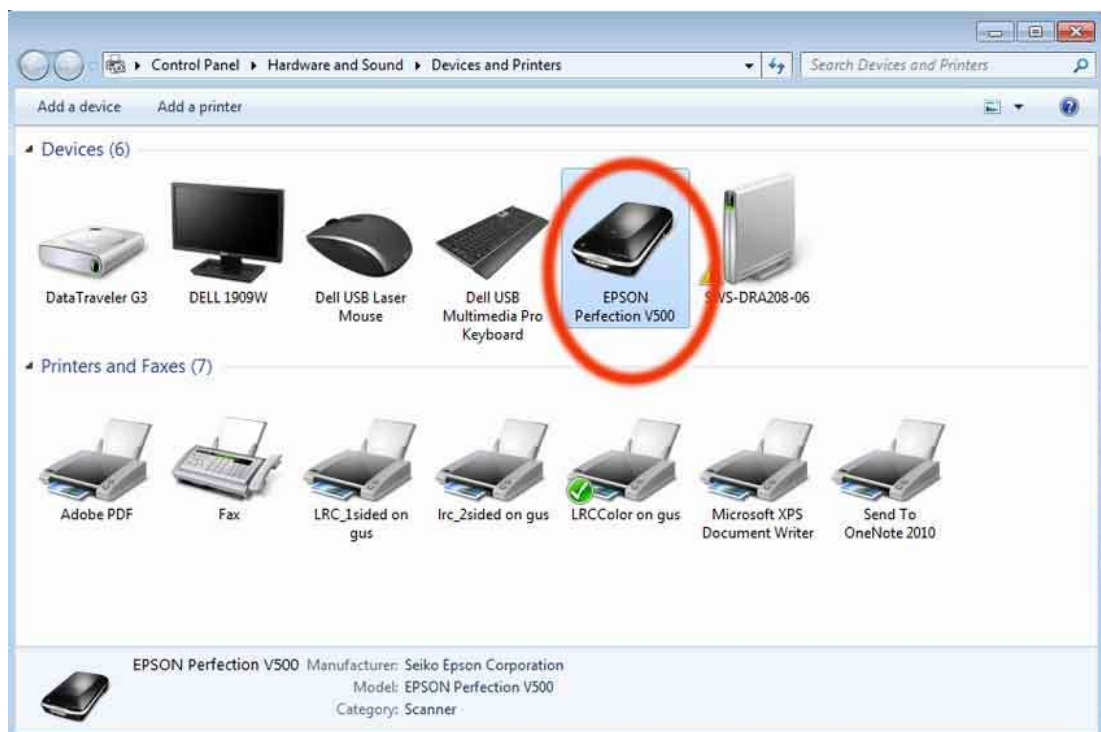
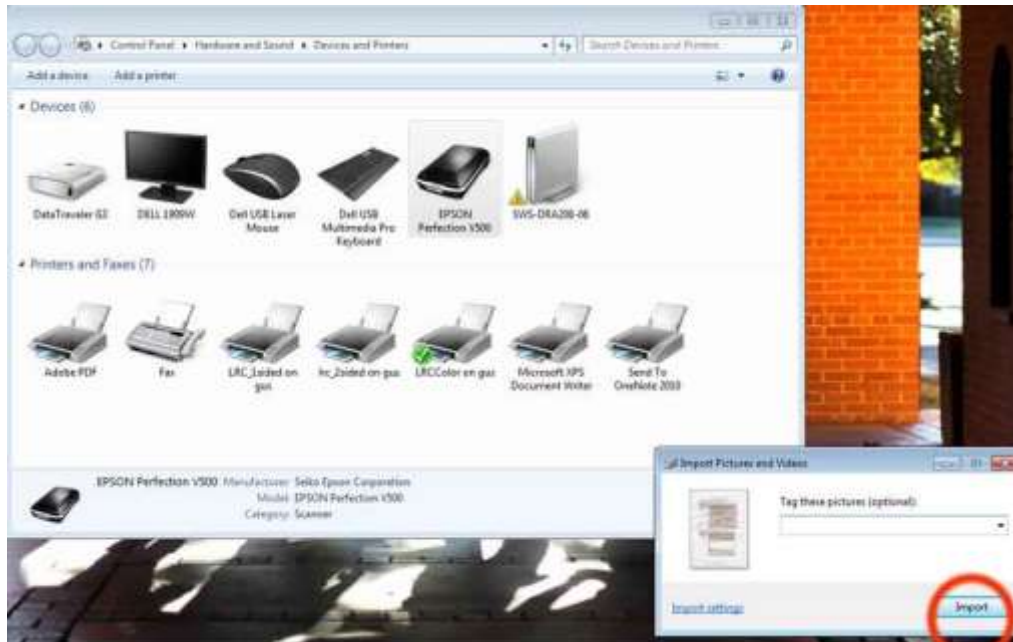3. When the screen below appears, select PREVIEW.

4. Move the corners of the dashed line box around the portion of the image to be scanned.
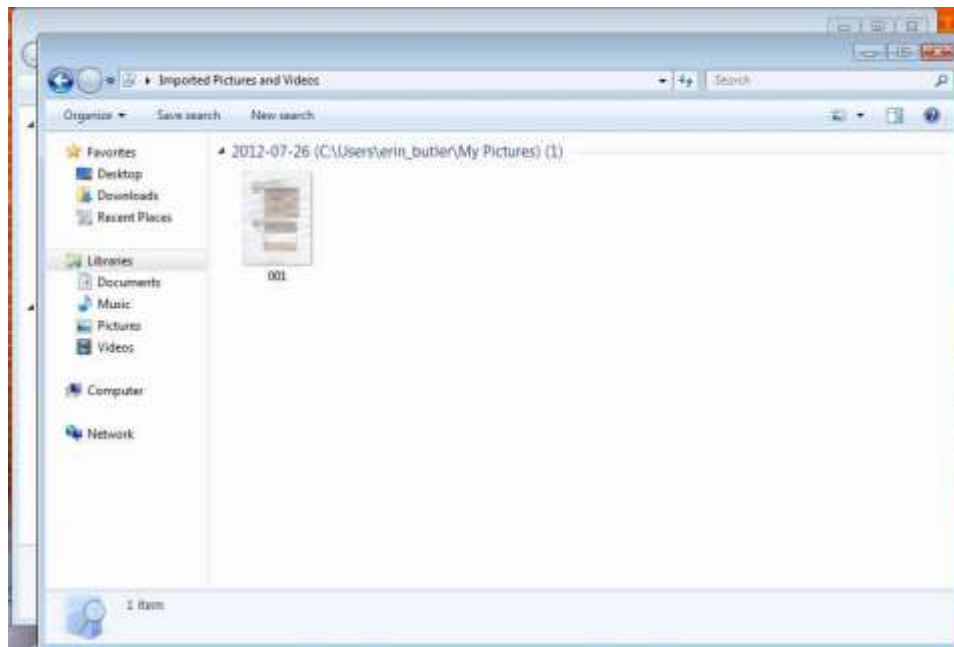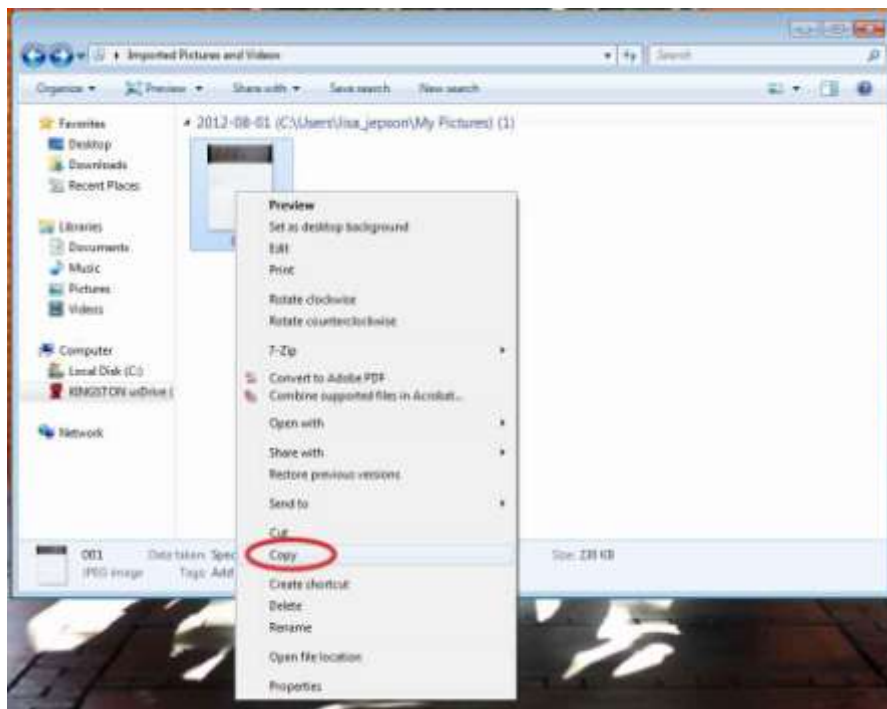
5. Select SCAN.

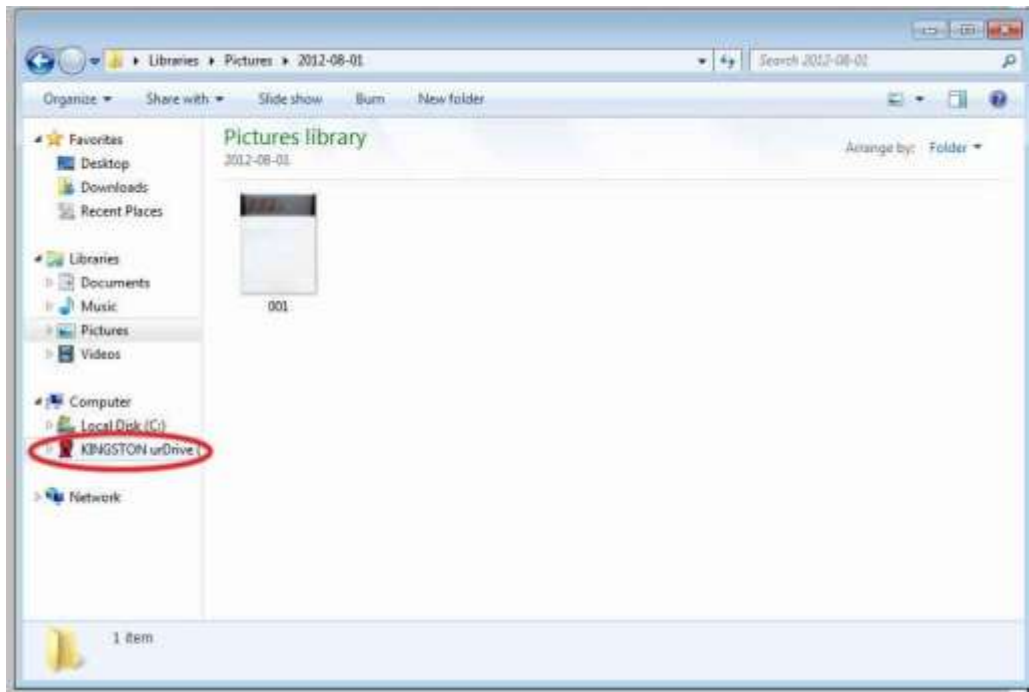6. When the window below appears, select IMPORT.

7. The image will now be saved in the 'My Pictures' library on the computer.
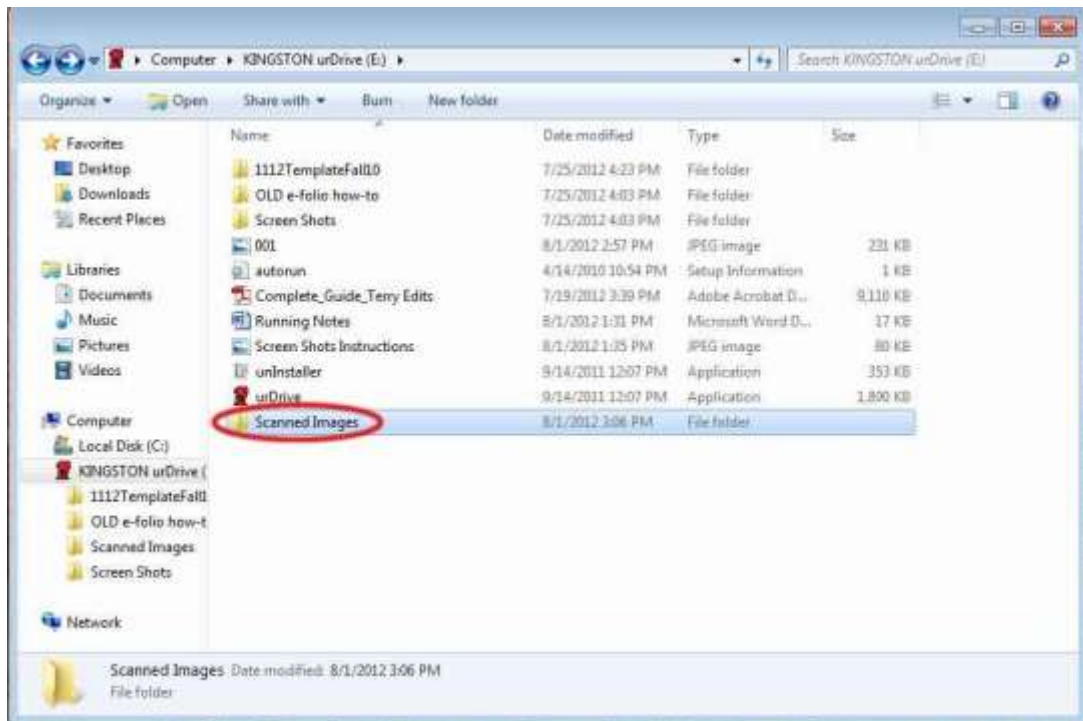

8. The image needs to be saved to your flash drive. Use the following instructions to copy the image to your flash drive. Right click on the image and select COPY.
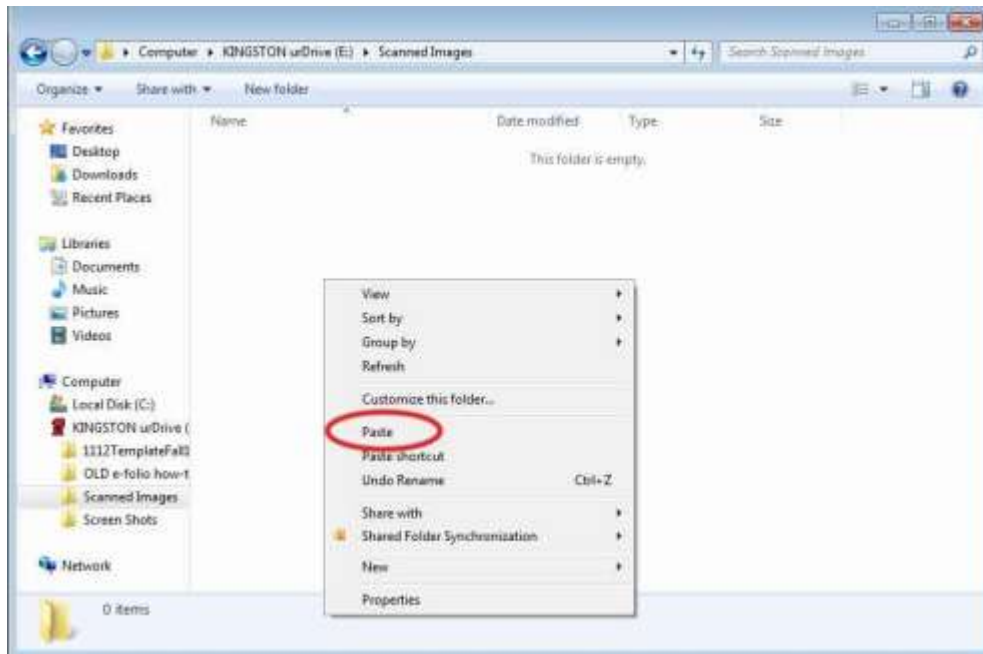
9. In the left-hand menu, select your flash drive.

10. Select the folder on your flash drive where you will save the image. In this example, a
scanned images folder was created to save all scanned images.

11. Right click in the open space and select PASTE.

12. You now must open your image in Photoshop and edit it for web use. (See tutorial
Editing Images Using Photoshop, page 20.) **YOU MUST EDIT IT IN PHOTOSHOP; IT IS
NOT YET FORMATTED CORRECTLY.**

Using Word Documents as Evidence / Taking Screen Shots

For some benchmarks, you will use things on a computer as evidence—Word or PDF documents (e.g., lesson plans or parent newsletters), web pages, images, etc. This tutorial instructs in capturing a portion of a computer screen like a Word document using a screen shot.
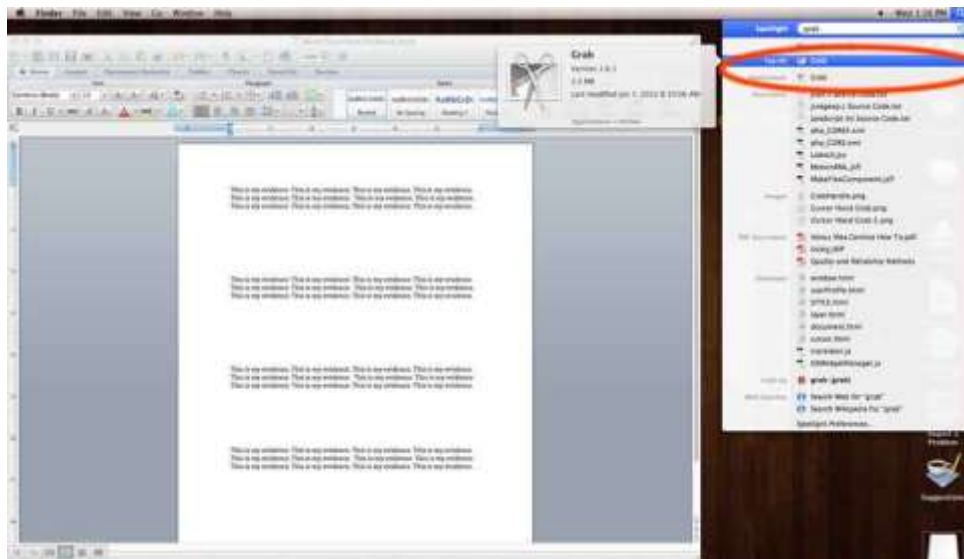
For PC, see page 16. For Mac, see below.
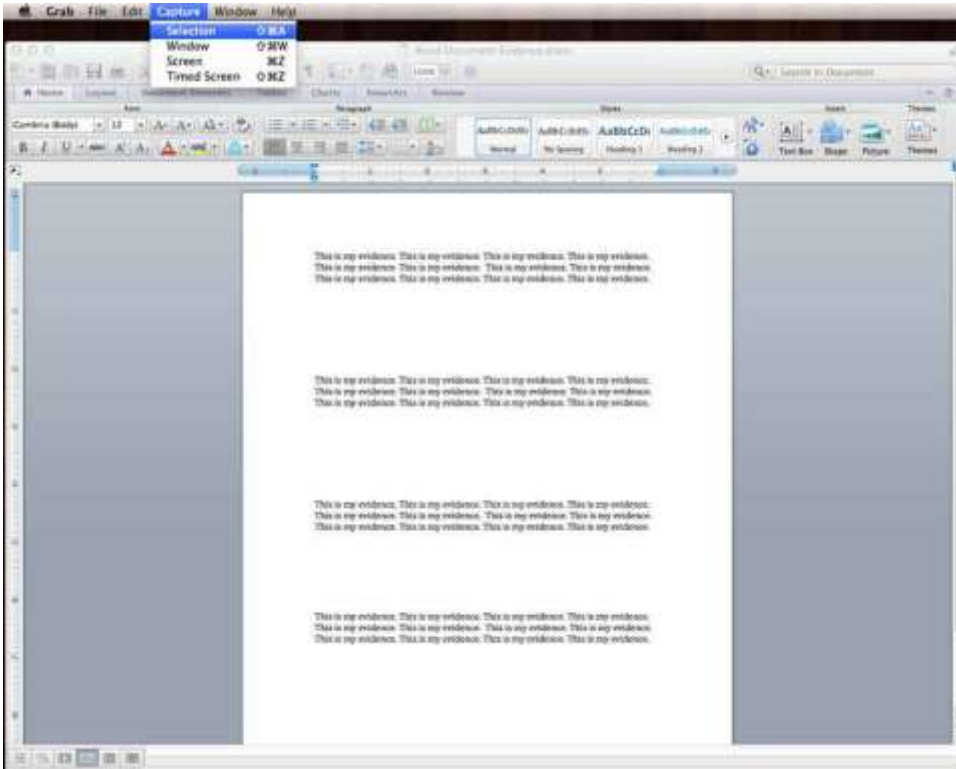
On a Mac, there are two options:

1. Grab application
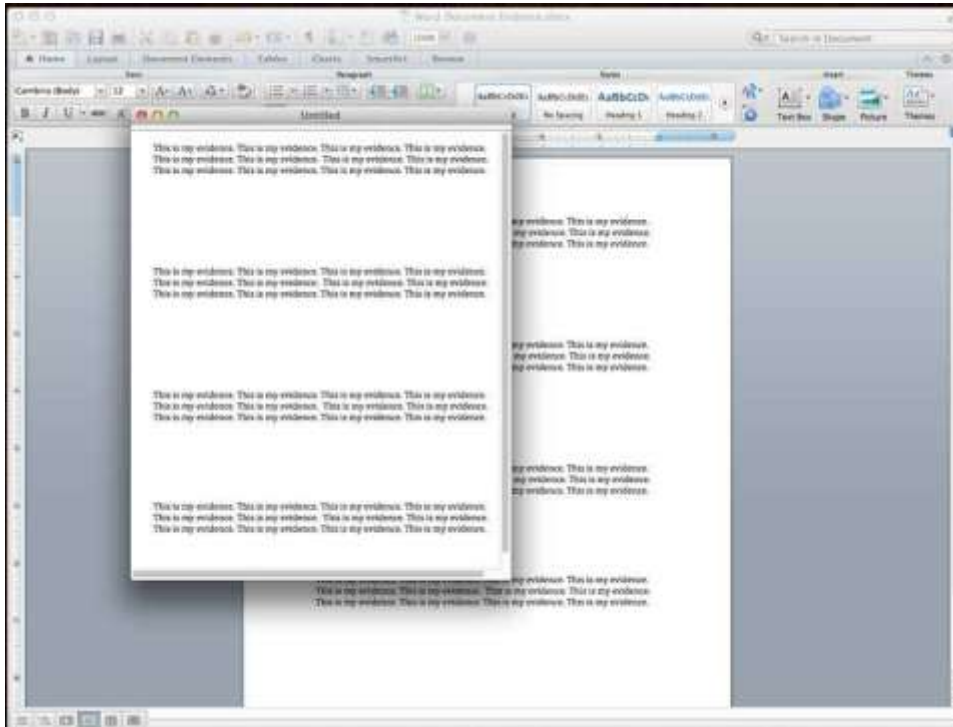2. Shift-Control-Command-4

Grab application

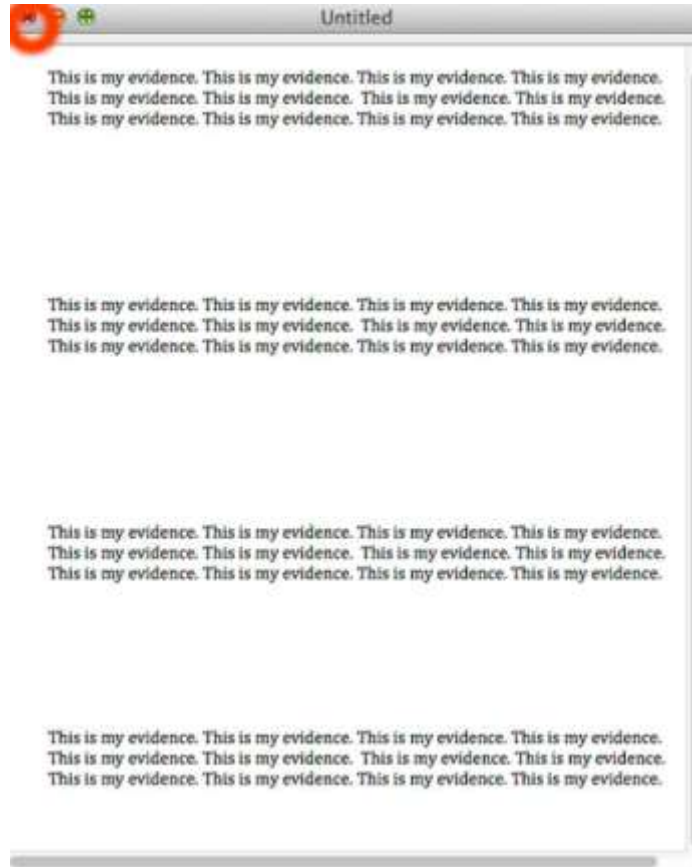1. With the item displayed on the computer (like the Word document here), open the Grab application.

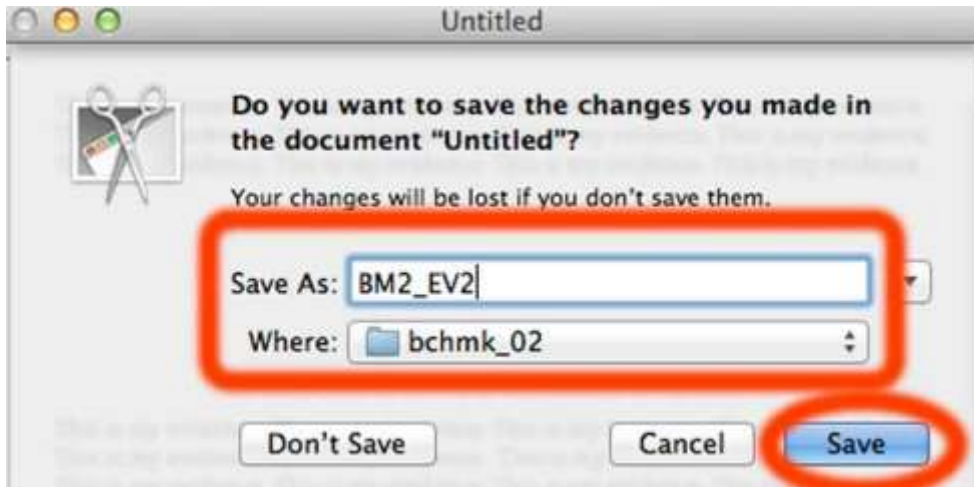2. Click on the "Capture" menu option and choose "Selection".

3. Select the area to capture.

4. Click the red "x" in the top left-hand corner of the selection.
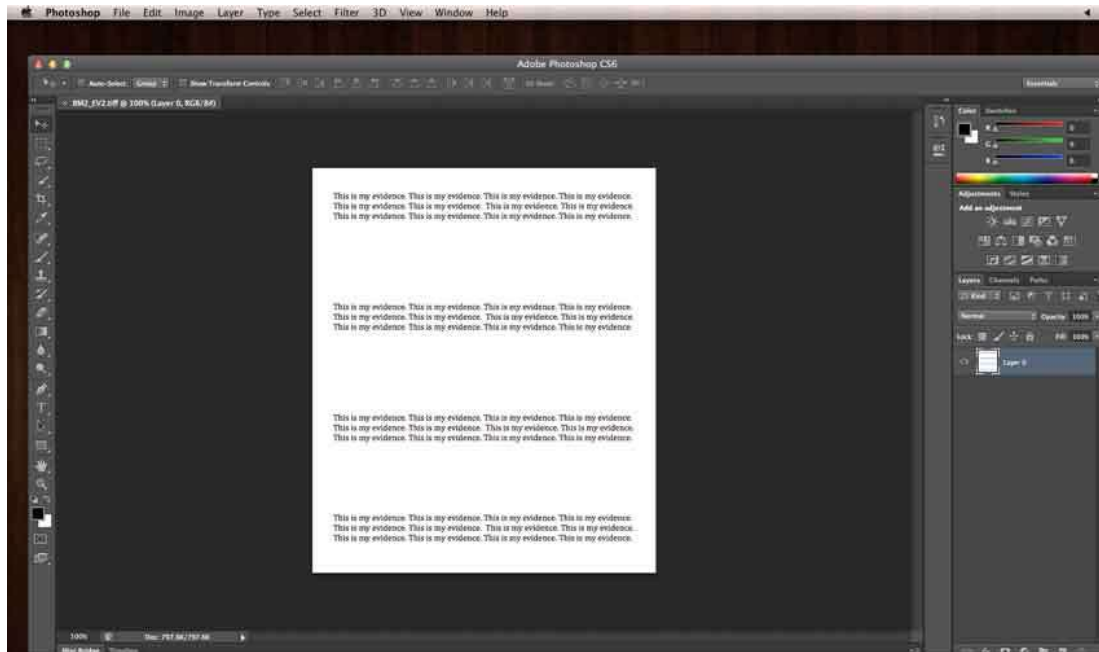

5. Save the selection in the appropriate folder using the file name "BM*_EV*". Replace the * with the number of the benchmark you are going to use the image in and with the number of the evidence page you are using it for.

6. Open Photoshop. Click on "File". Select "Open".
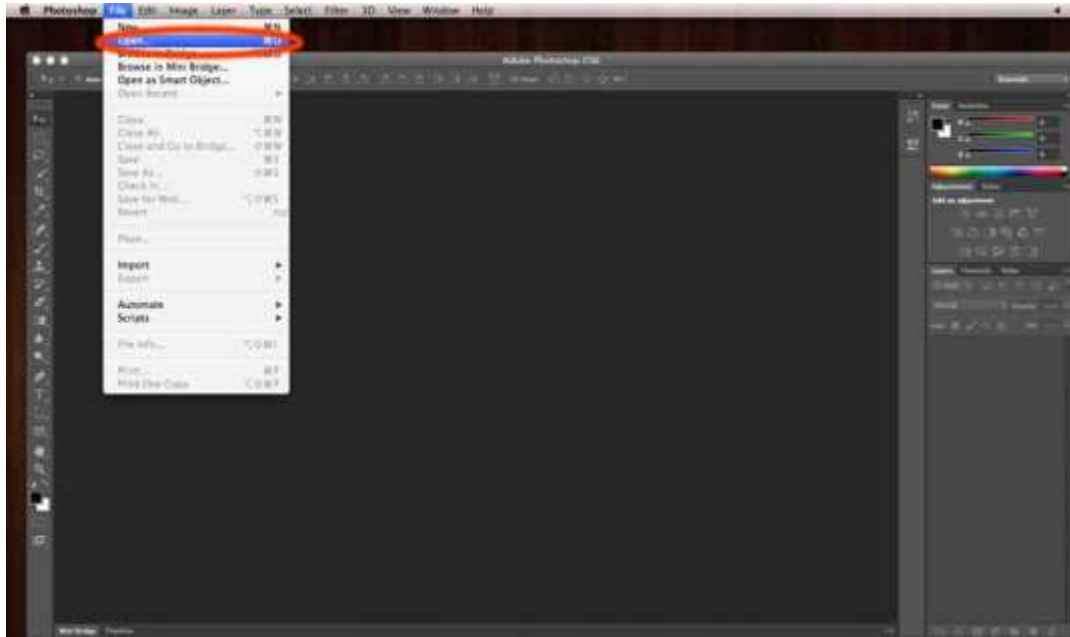
7. Open the captured image and edit as needed. (See tutorial *Editing Images Using Photoshop*, page 20.)

Shift-Control-Command-4

1. With the item displayed on the computer (like the Word document here), hold down Shift-Control-Command-4.
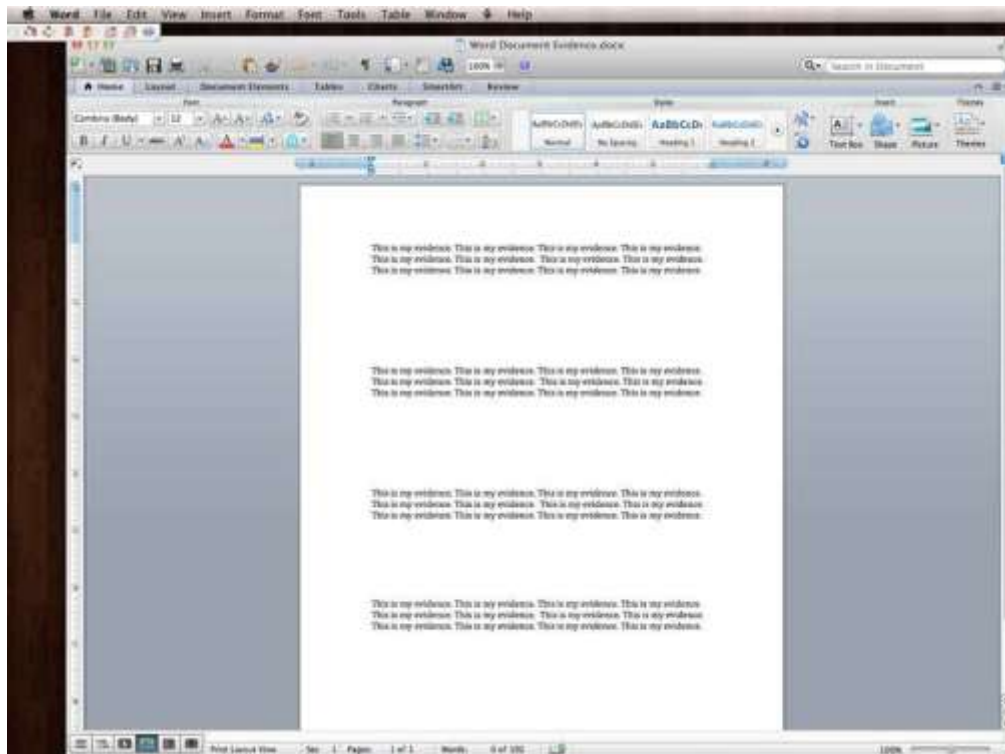
2. Select the area to capture.
3. In Photoshop, click on "File" and "New".
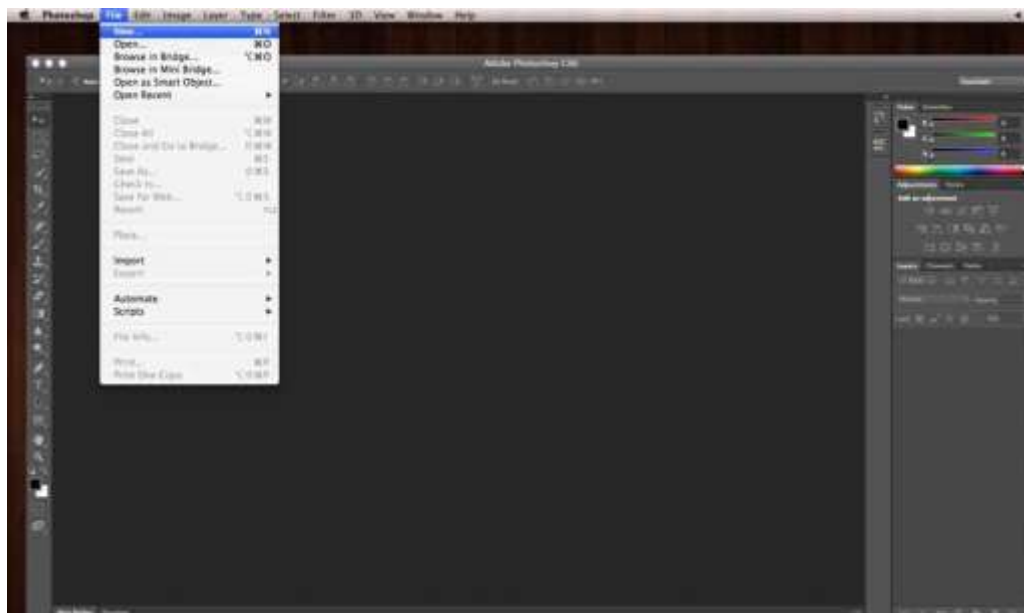
4. Click on "Edit" and select "Paste".
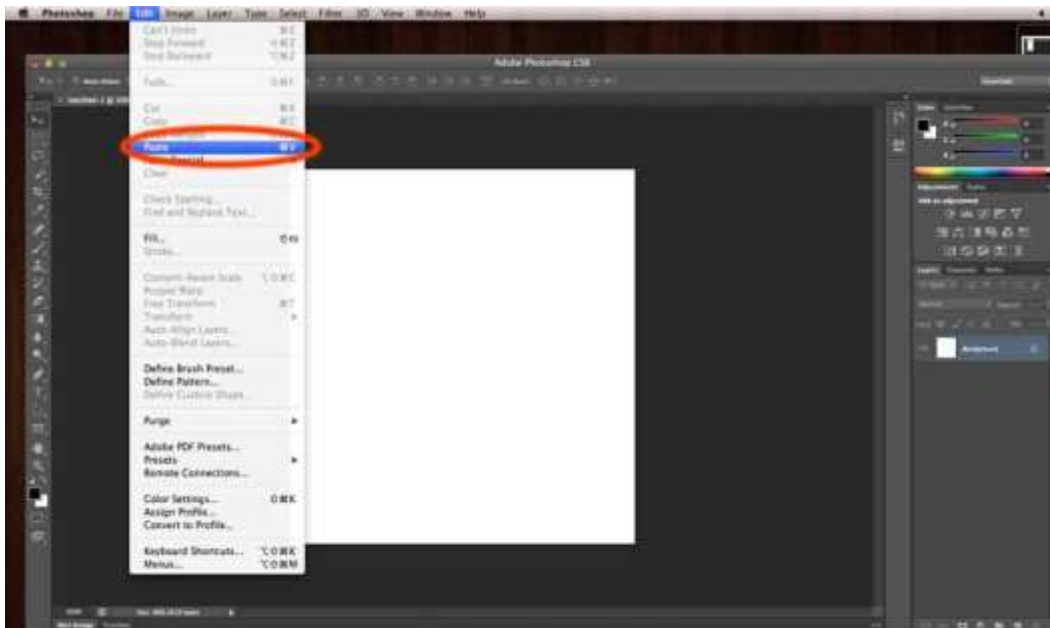
5. Edit as necessary. (See tutorial *Editing Images Using Photoshop*, page 20.)
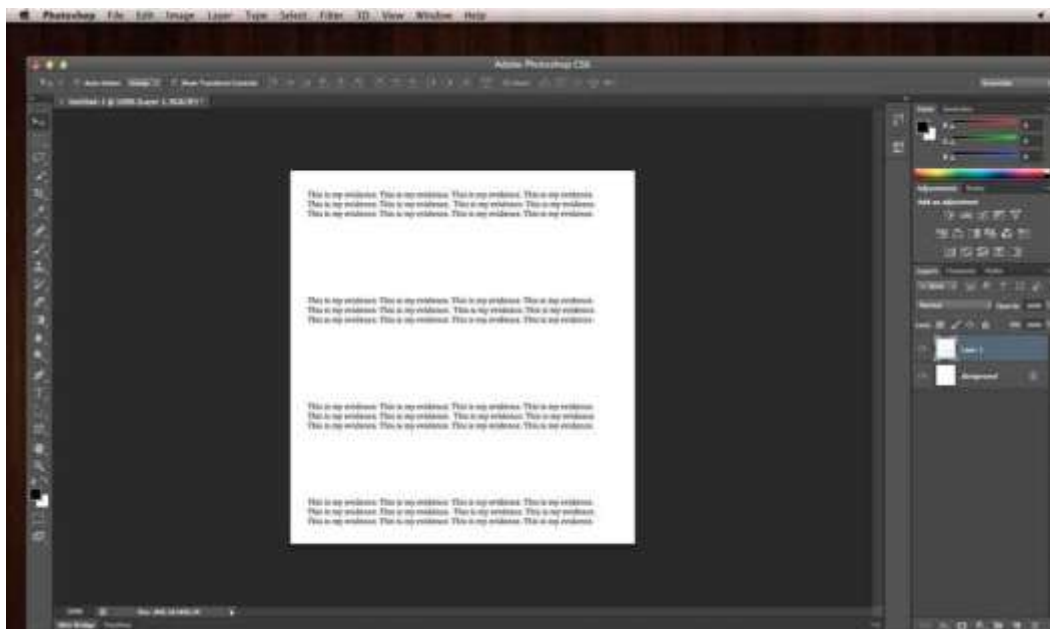
On a PC:

1. With the item displayed on the computer (like the Word document here), press the "Print Screen" button on the keyboard or "Alt"+"Print Screen" to capture just the active window.
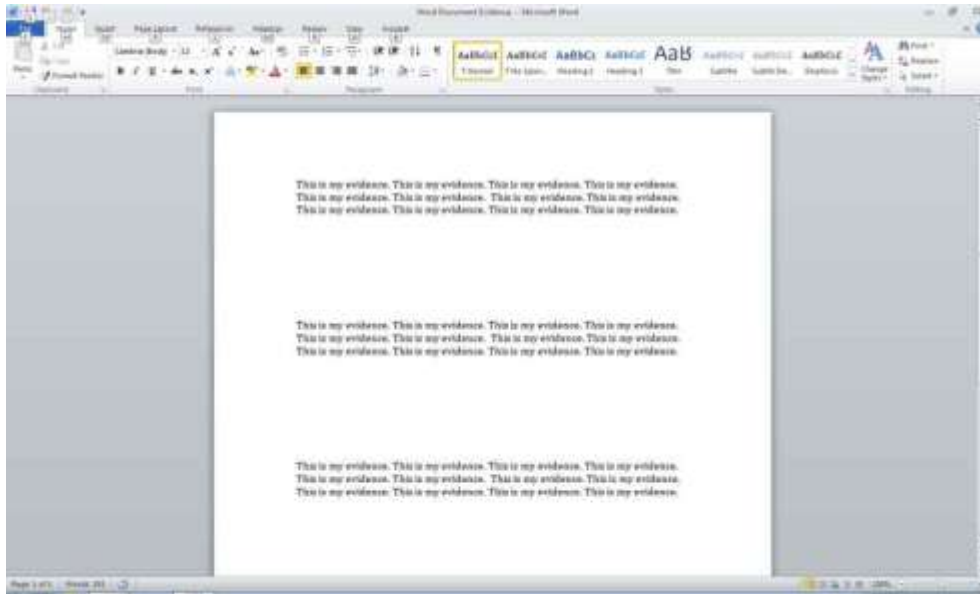
2. Open Photoshop. Click on "File". Select "New".

3. Click on "Edit". Select "Paste".

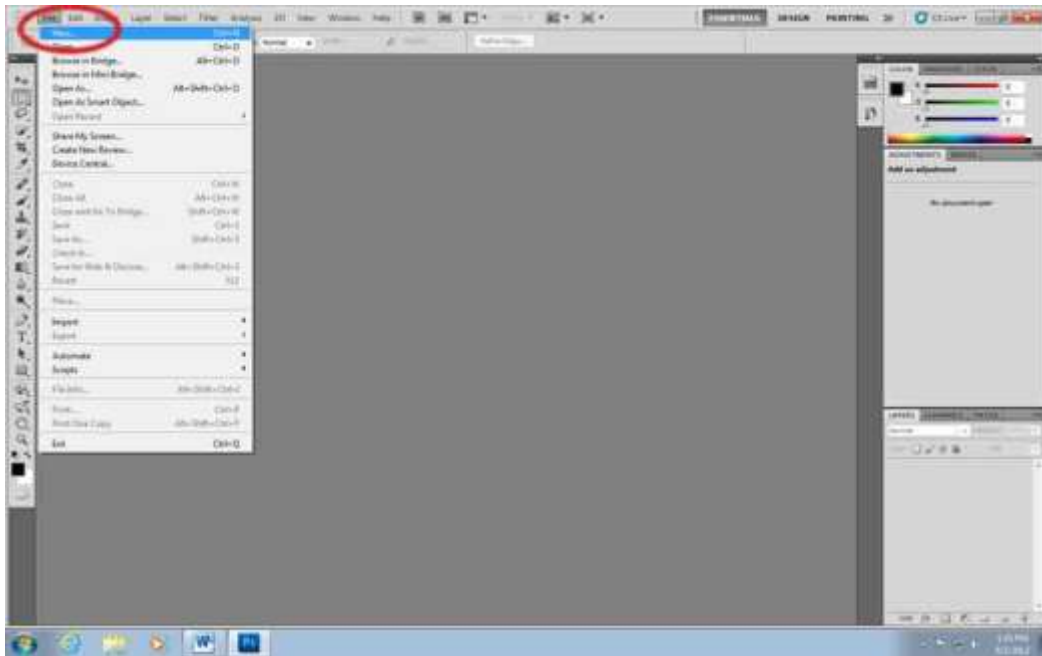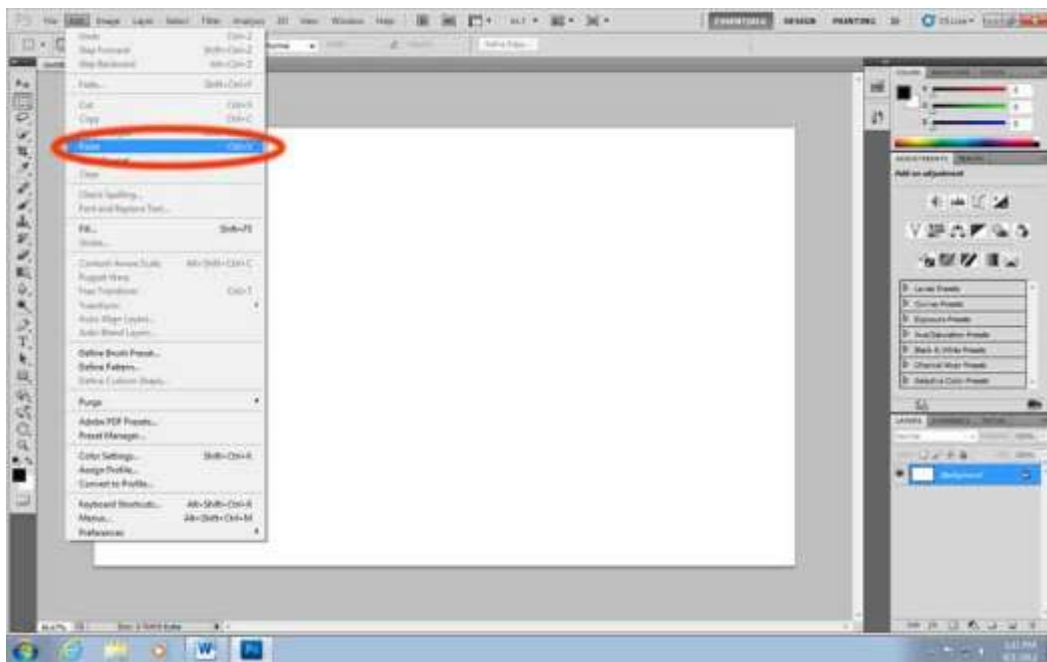4. Edit as necessary. (See tutorial *Editing Images Using Photoshop*, page 20.)
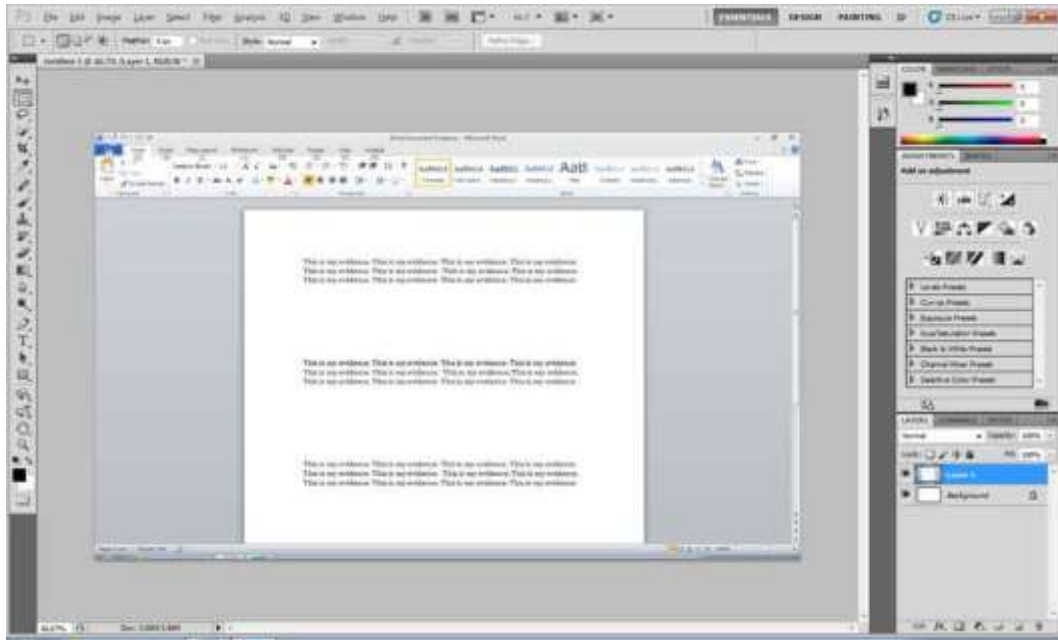
Editing Images Using Photoshop

There are five basic steps to remember when editing images for your e-portfolio:

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

Open the image in Photoshop if it is not already.

1. Click on "File" and select "Open".
2. Navigate to the image on your flash drive or wherever you saved it. Click on "Open".
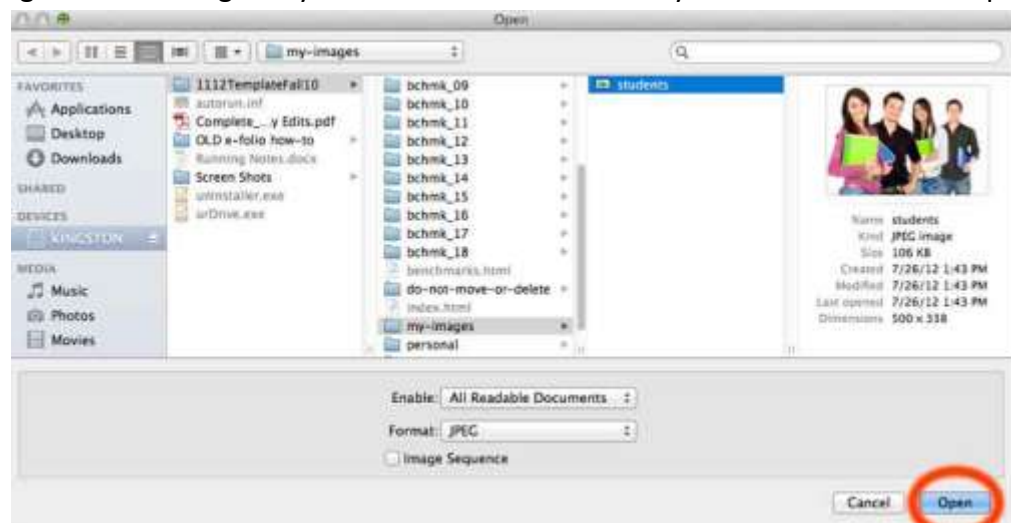
3. Your image should appear in Photoshop.

Cropping Images

Many images contain excess background or subject matter that does not pertain to the evidence you wish to show. Cropping is a useful tool in making the portfolio more professional and drawing attention to the desired content.

1. Select the CROP TOOL.

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

3. Right-click. Select "Crop".

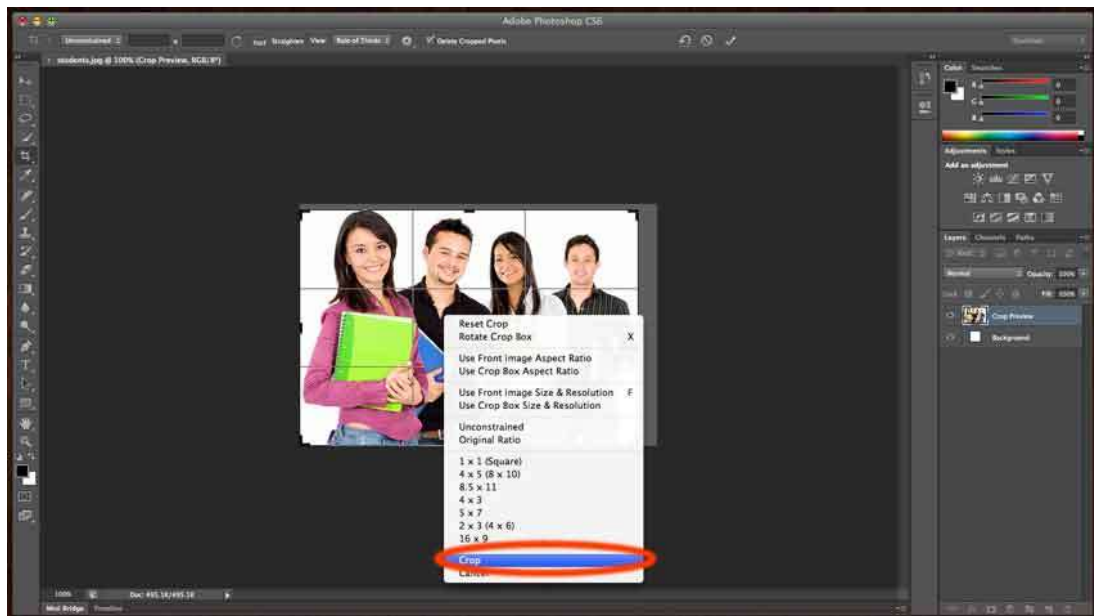4. Extraneous parts of the image will be removed:

Blurring Images

Identities of minors must be kept confidential; therefore, it is important to blur *anything* that might identify them. This includes faces, names, and *any other* potentially identifying aspect.

1. Select the RECTANGULAR MARQUEE TOOL if blurring names, or the ELLIPTICAL MARQUEE TOOL (Left-click and hold down, then select the dotted-circle option) if blurring faces.

2. Create a circle (or rectangle) around the portion of the image to be blurred.
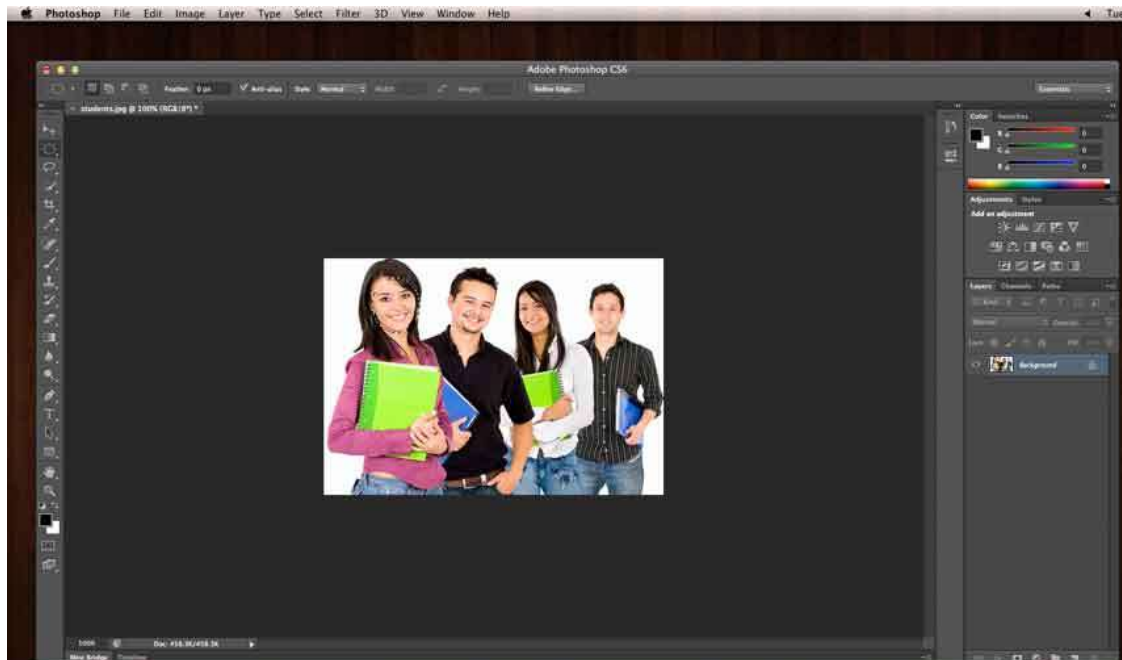
3. Click on "Filter" from the top tool bar. Select "Blur". Select "Gaussian Blur".
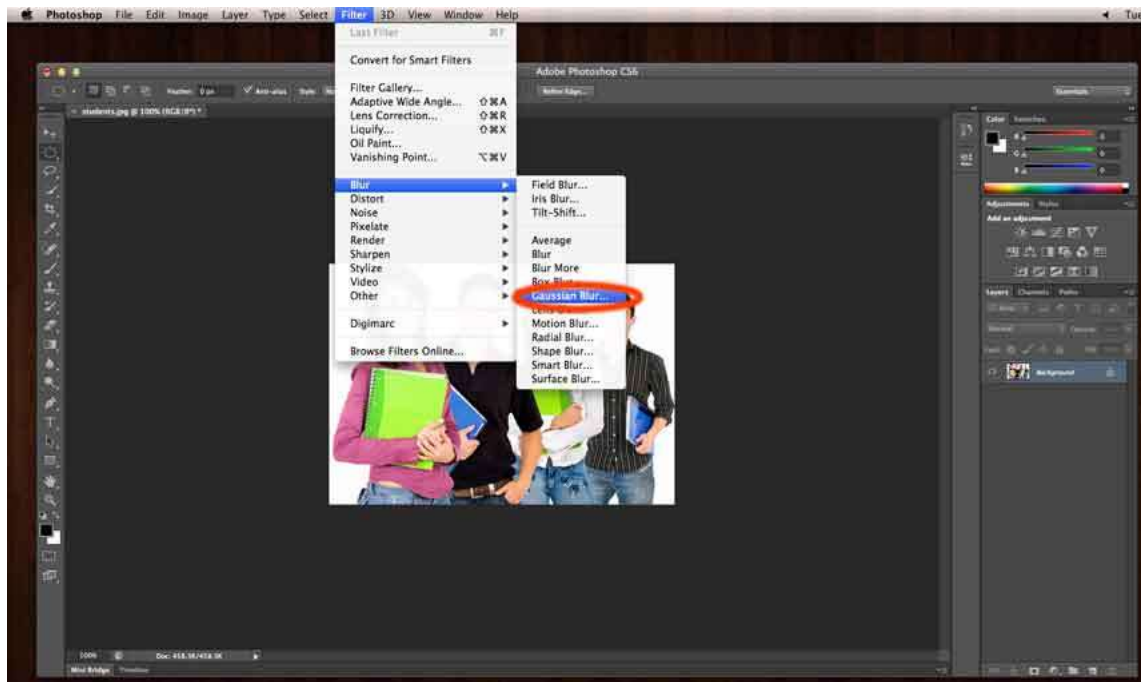
4. Adjust the amount of blur by sliding the bar at the bottom of the pop-up screen. Blur the image so that all identifying characteristics are illegible, but not so much that you can't tell what the original object was.

5. Click "OK".

Highlighting

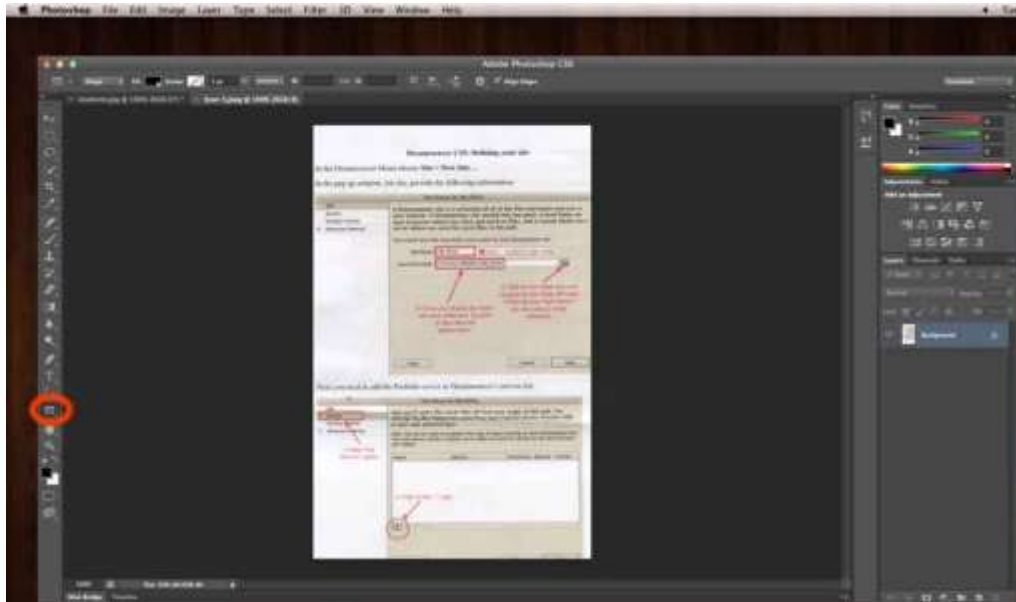Some evidence, especially in scanned documents, may require highlighting a section that specifically addresses the evidence.

1. Select the RECTANGLE TOOL from the left tool bar.

2. Create a rectangle around the portion of the document to highlight.
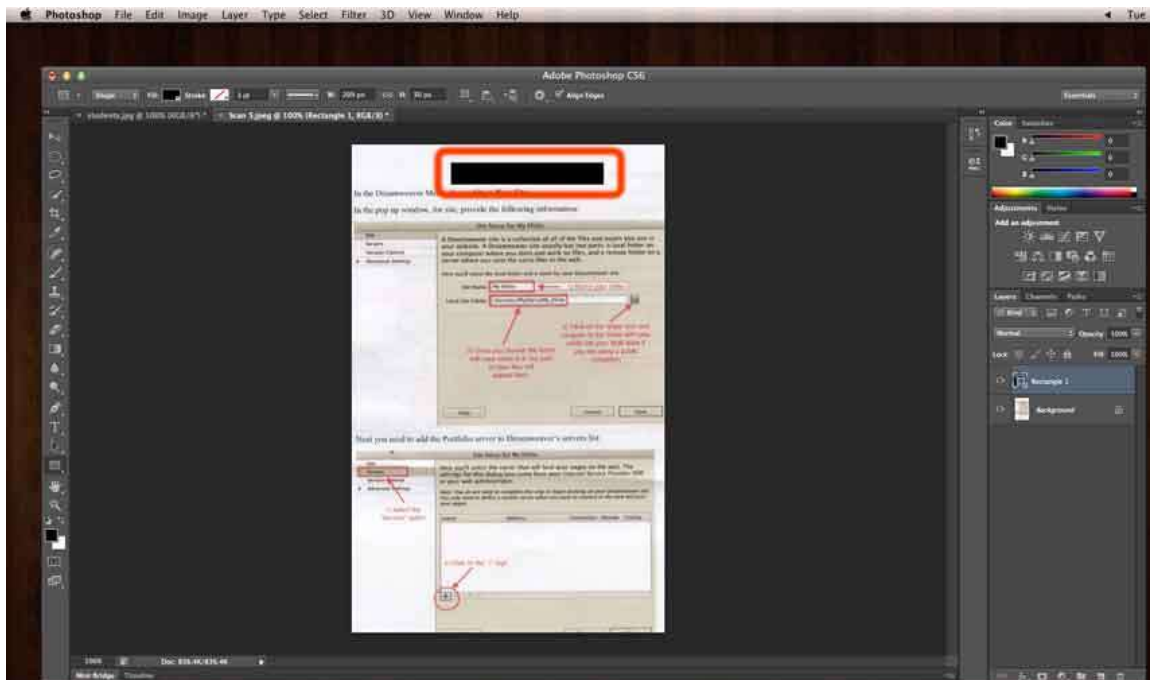
3. Click on the color box in the top left.

4. Click on the color slide bar to select the desired highlight color. Click on the top part of the square so that a bright shade is selected.
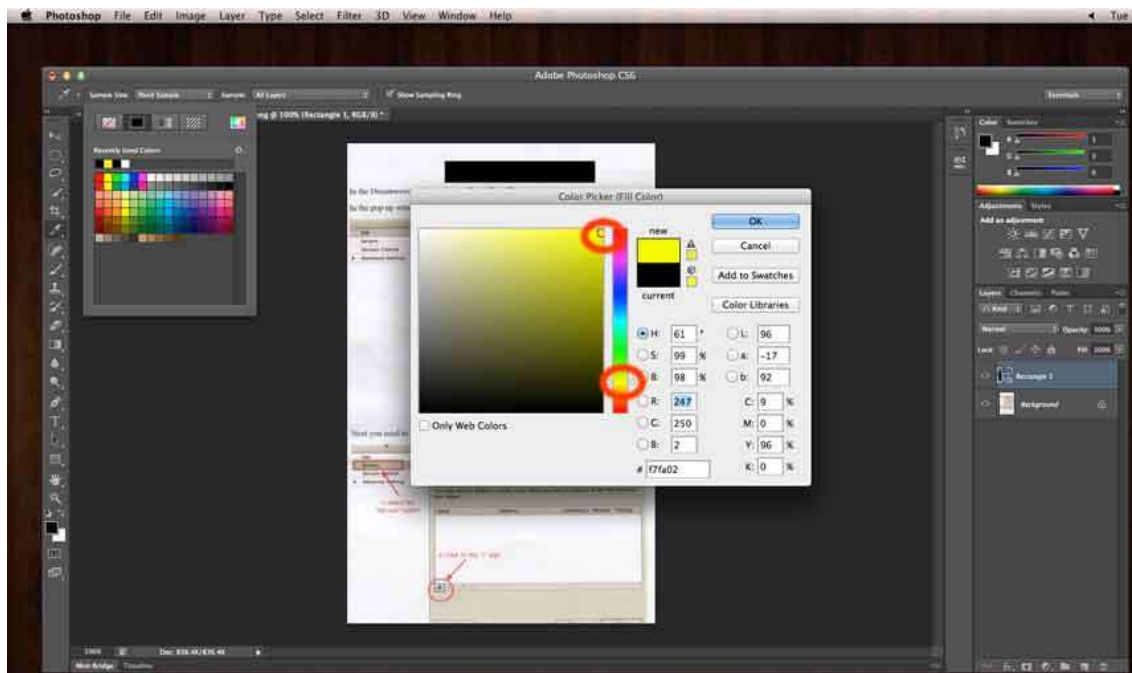
4. Click "OK".

5. On the right tool bar, find the box labeled "Opacity".
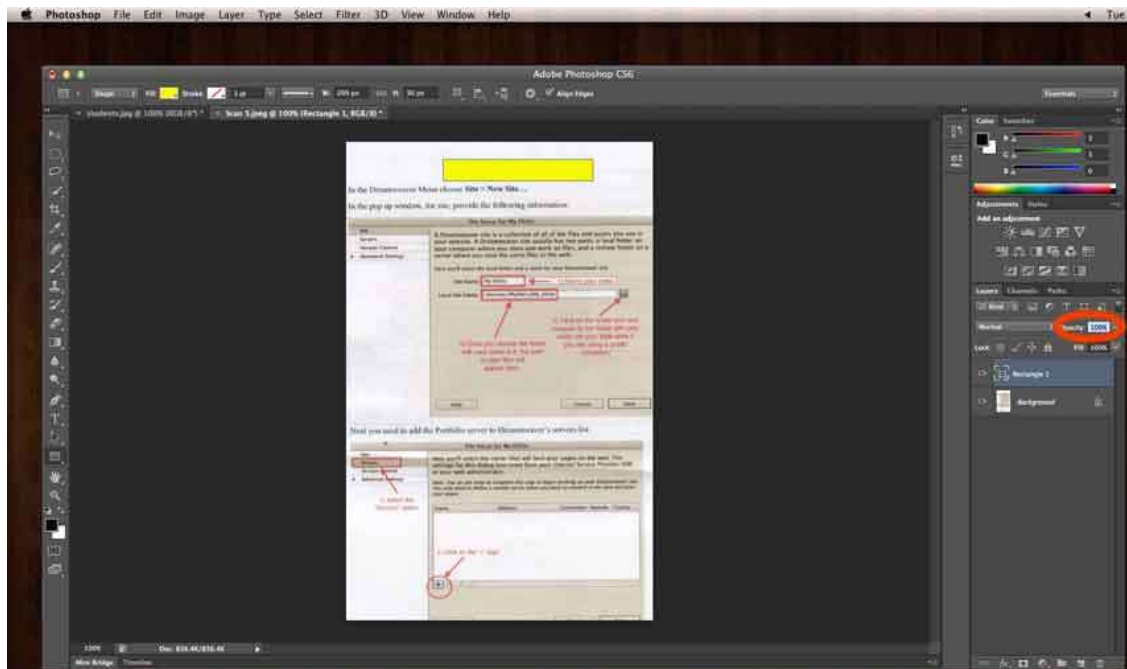
6. Click on the percent box next to it.
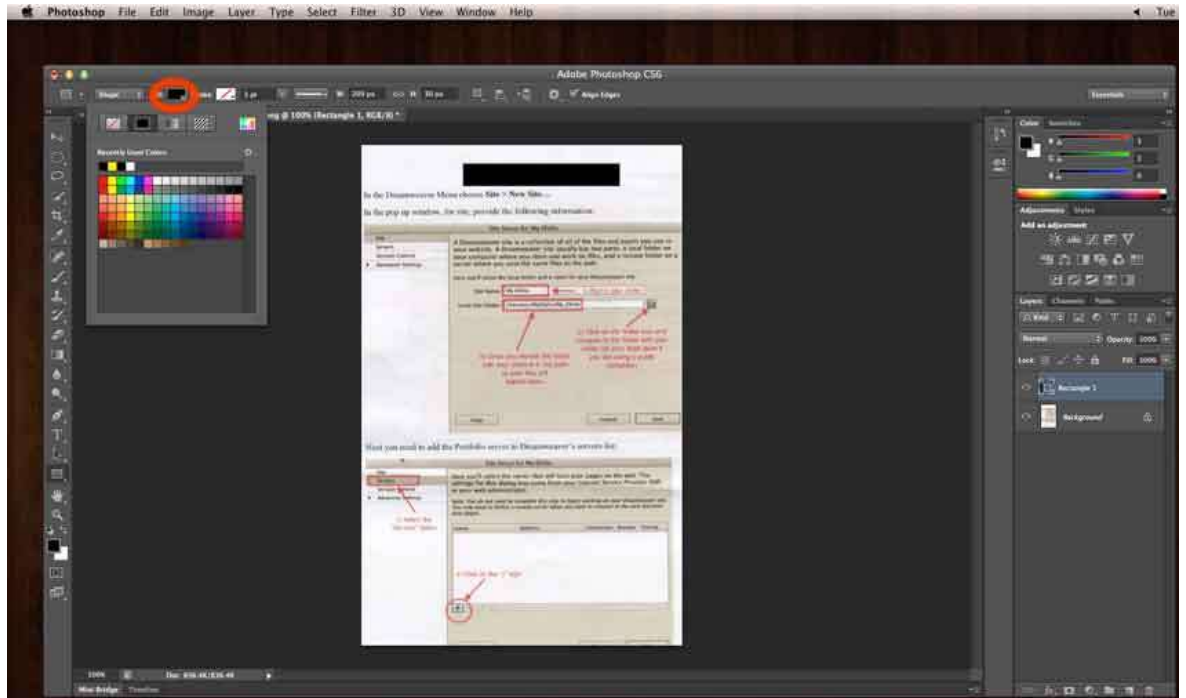7. Using the slide bar, choose the desired vibrancy of highlighting by lowering the opacity. Notice the opacity (how transparent your image is) of your highlighted box will change.
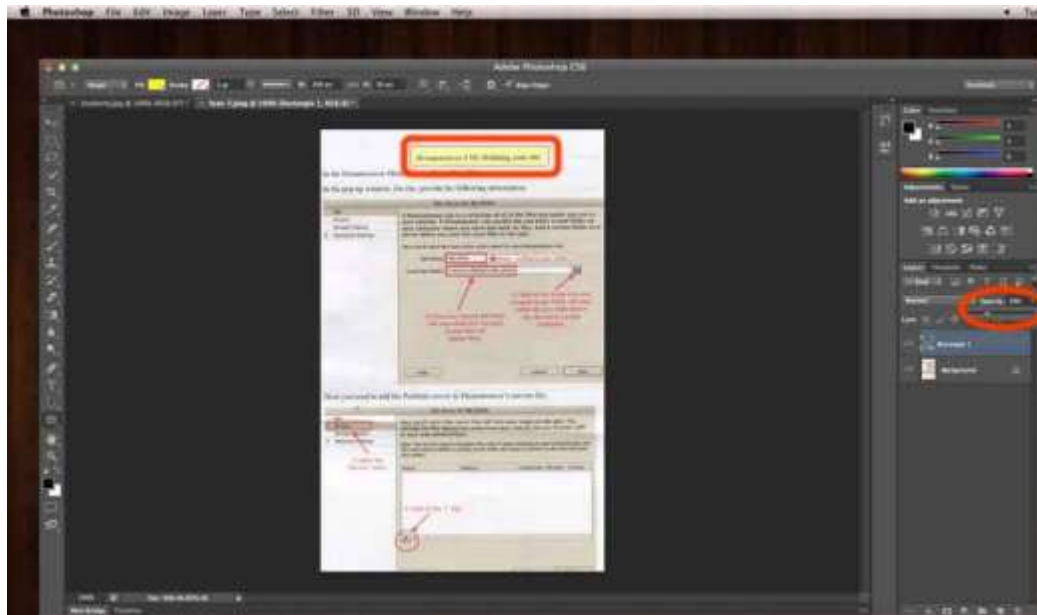
Adjusting Image Size

This step is crucially important so images in the efolio are the appropriate dimensions.

1. 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 as long as "Constrain Proportions" is checked so images resize automatically to the correct proportions.)

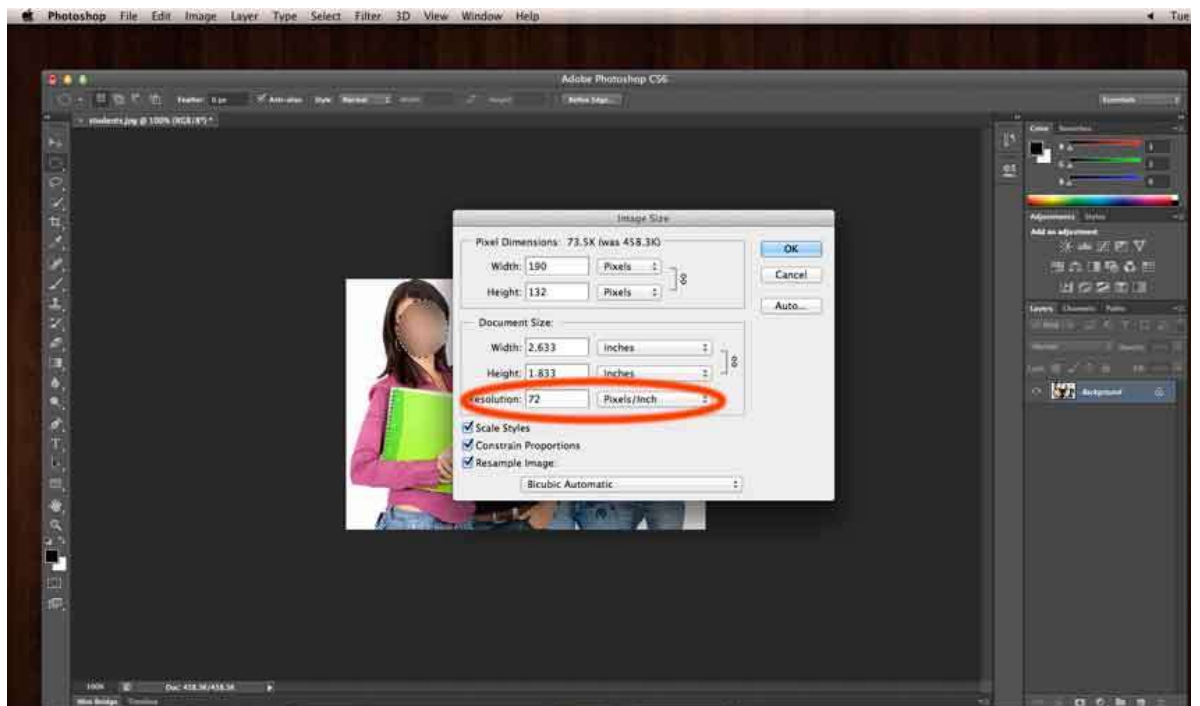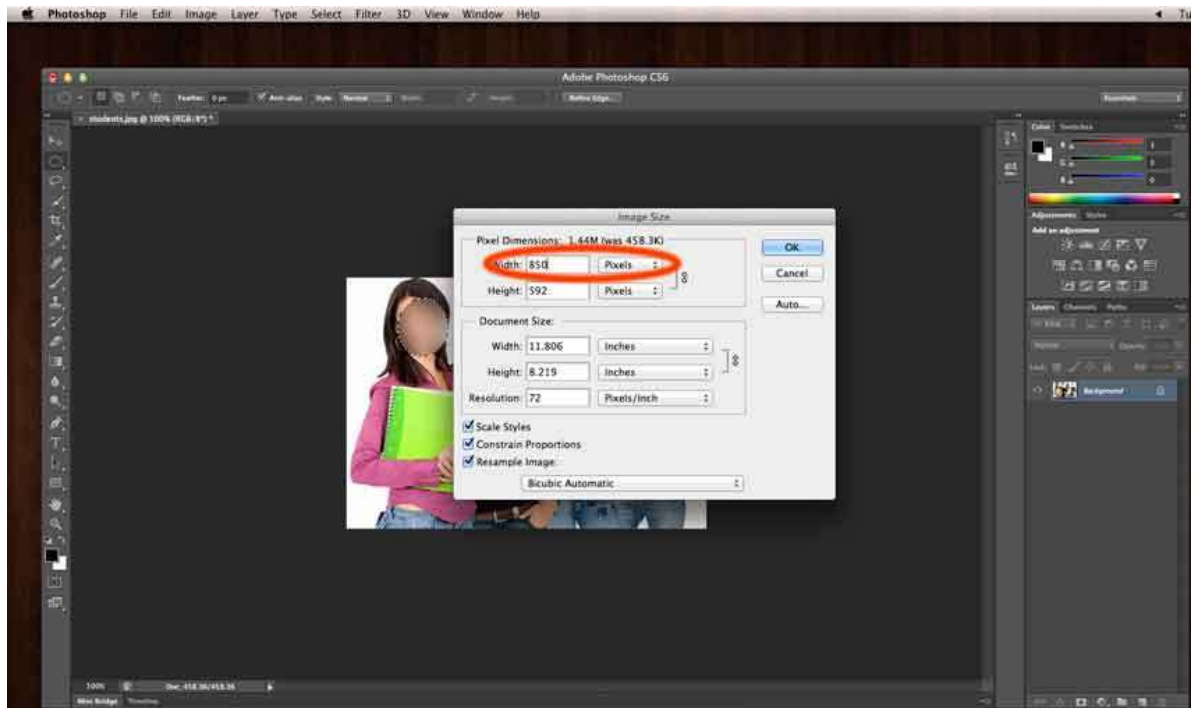3. Click "OK".
4. The resulting image often appears very small in the work space. To view it at the size it will appear on the web, change the view to 100%. (Hold down the Control key and click the "+" key until the percentage at bottom left is 100%.) This is a good way to double-check that image size is adjusted correctly.

Saving for Web and Devices

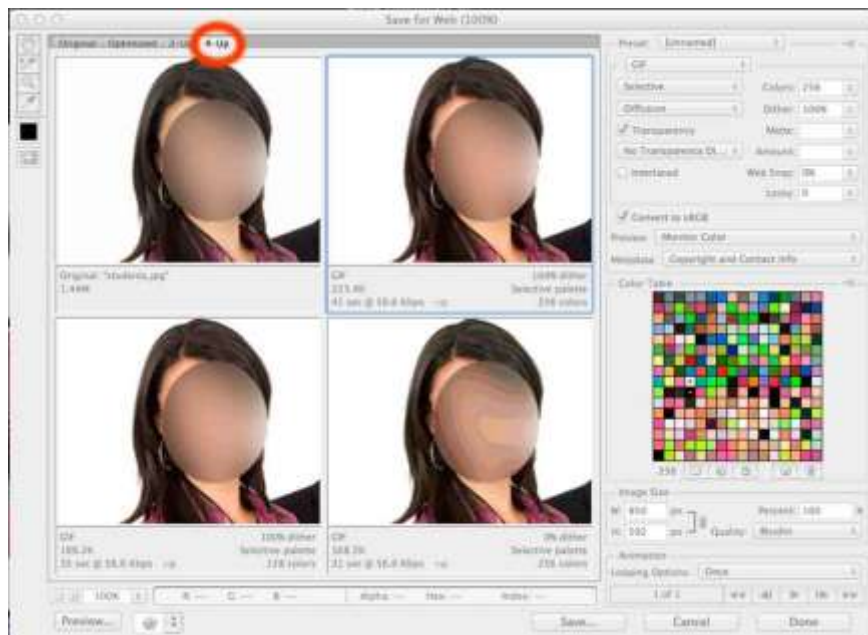This last step is also critical for optimizing images to a small file size for quick display in a browser over the internet.
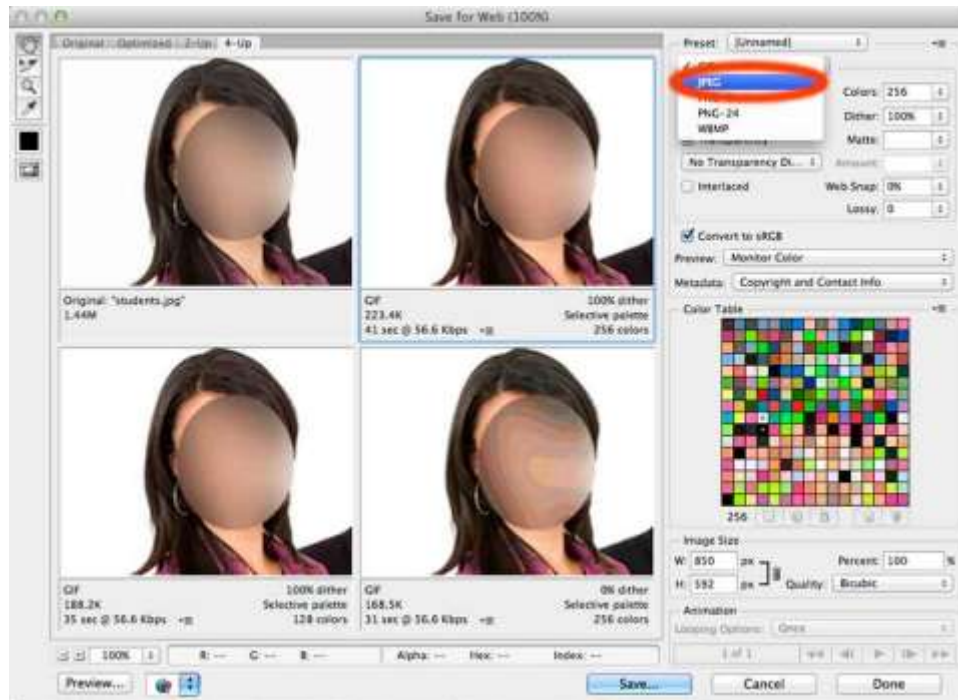
1. Click on "File". Select "Save for Web & Devices".

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

3. Use the menu in the right-side tool bar to select image type. Images *with* fine gradients of color like photographs are usually best saved as JPEG files; images *without* color gradients are usually best saved as GIF files.

4. Click on the window you want to optimize and adjust the quality. The drop-down Preset menu has various quality settings. Select another window and try a different setting. Choose the image that has the smallest file size for an acceptable quality.
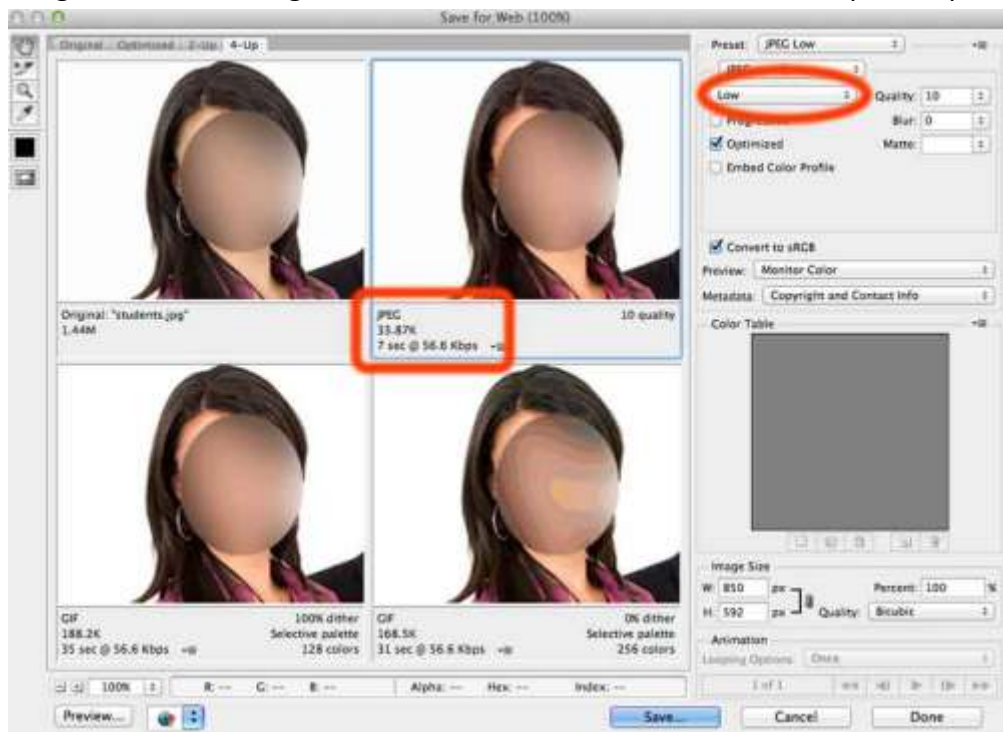
4. Click "Save".
5. Select your flash drive. Within your e-folio folder, open the benchmark folder this piece of evidence goes with.
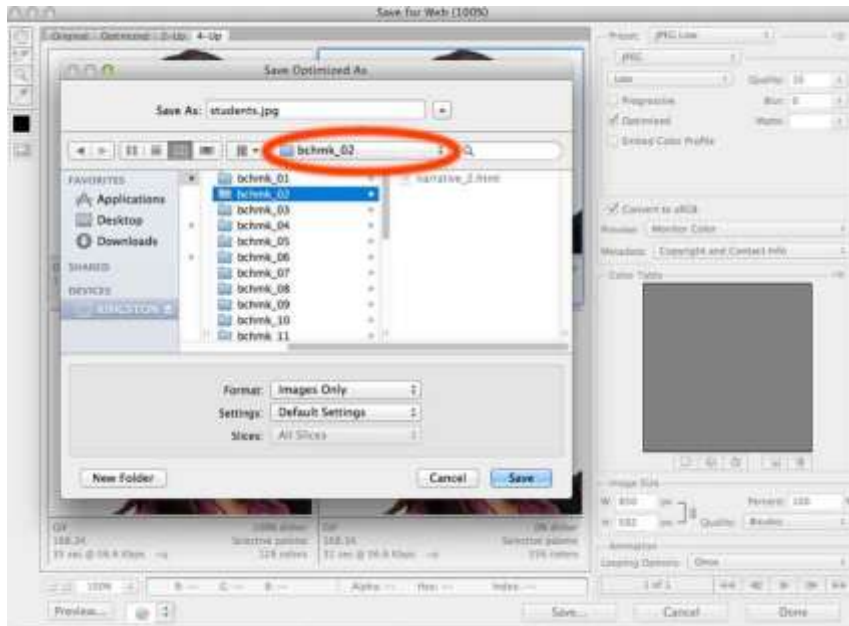
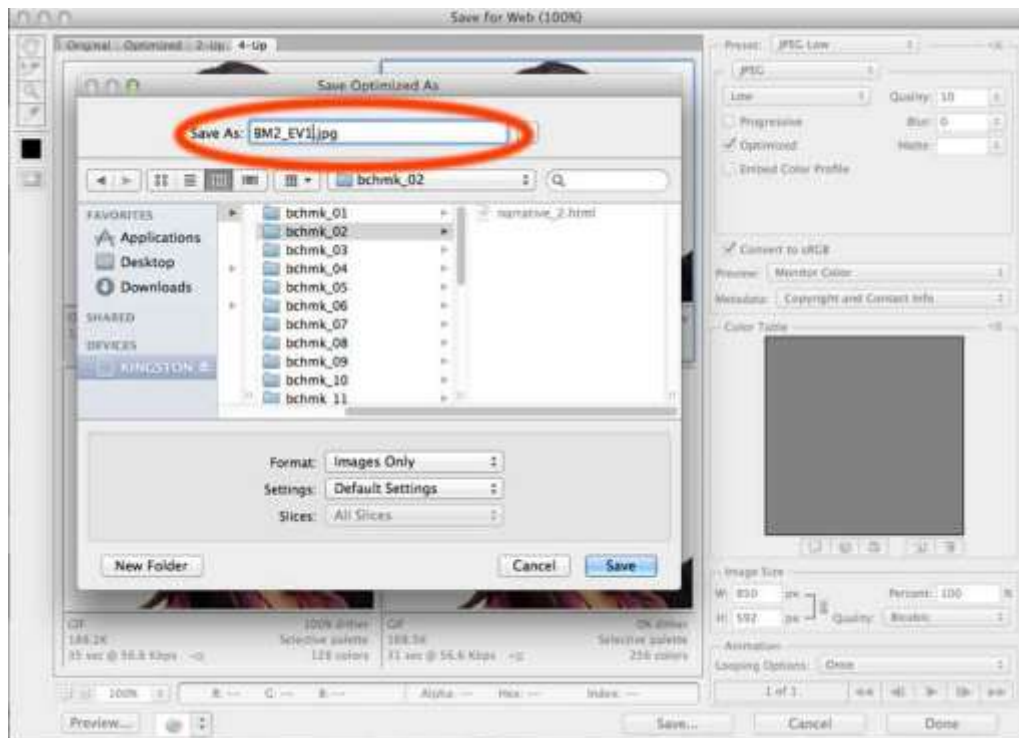6. Save it using the file name "BM*_EV*.jpeg". Replace the * with the number of the benchmark you are going to use the image in, and with the number of the evidence page you are using it for.


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

Setting up Dreamweaver

Every time you work in Dreamweaver on a new computer, you must provide specific
information so that the application knows where your files are kept and where to upload them
to your web presence. Dreamweaver does a lot of work in the background to keep you out of
trouble and requires this information to do so. *NEVER simply double-click on one of your efolio
files and begin modifying it! Always first give it the information it needs to work for you.*

1. Plug the Flash drive containing your electronic portfolio into a USB drive on the
   computer and open Dreamweaver. You should see the screen below:
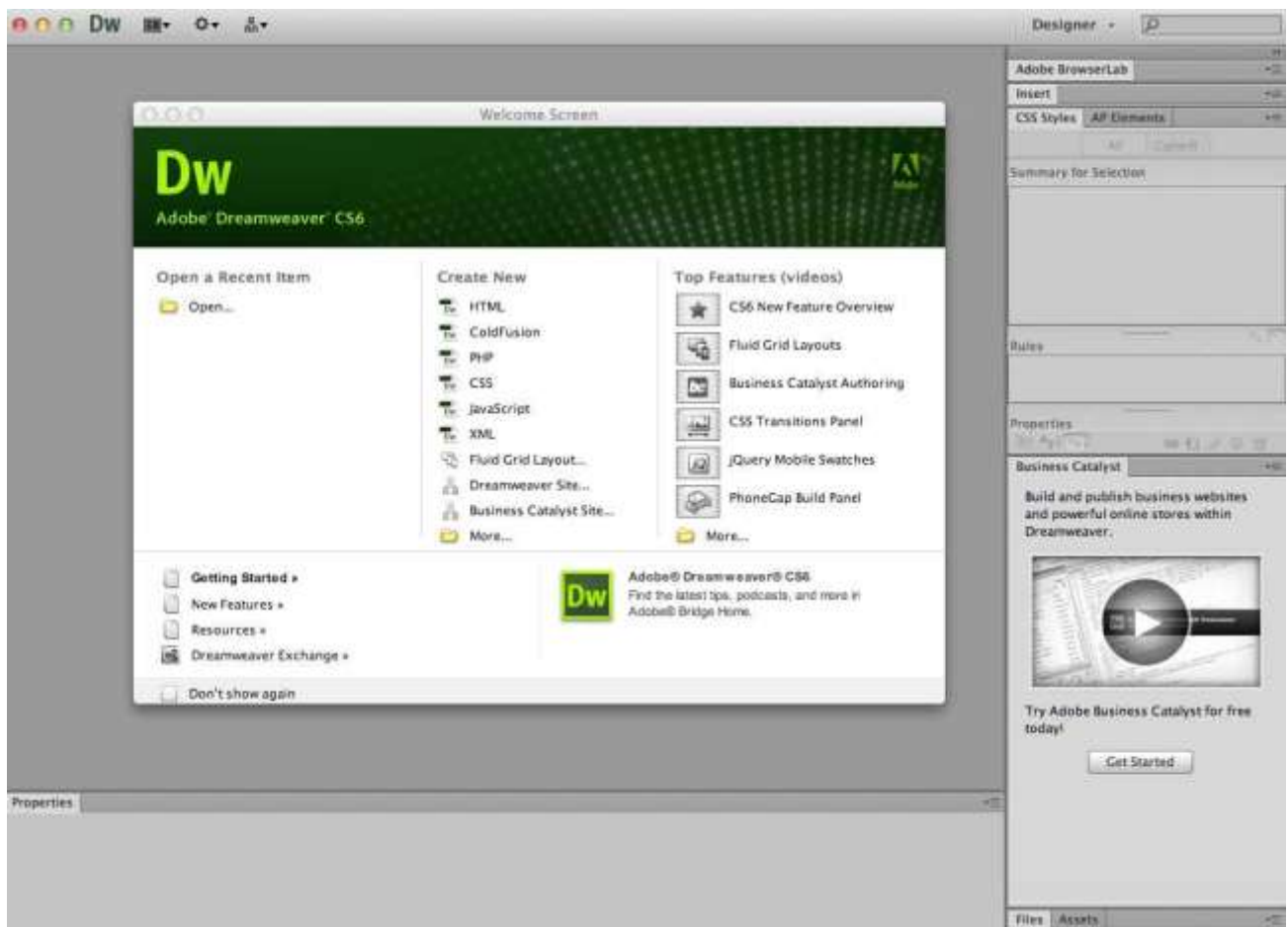
2. Next give Dreamweaver the information it needs to work by defining your electronic
   portfolio site information. This is how Dreamweaver knows how to handle your files and
   connects to your efolio server for uploading. It is something that needs to be done
   EVERY TIME you use Dreamweaver on a campus computer.
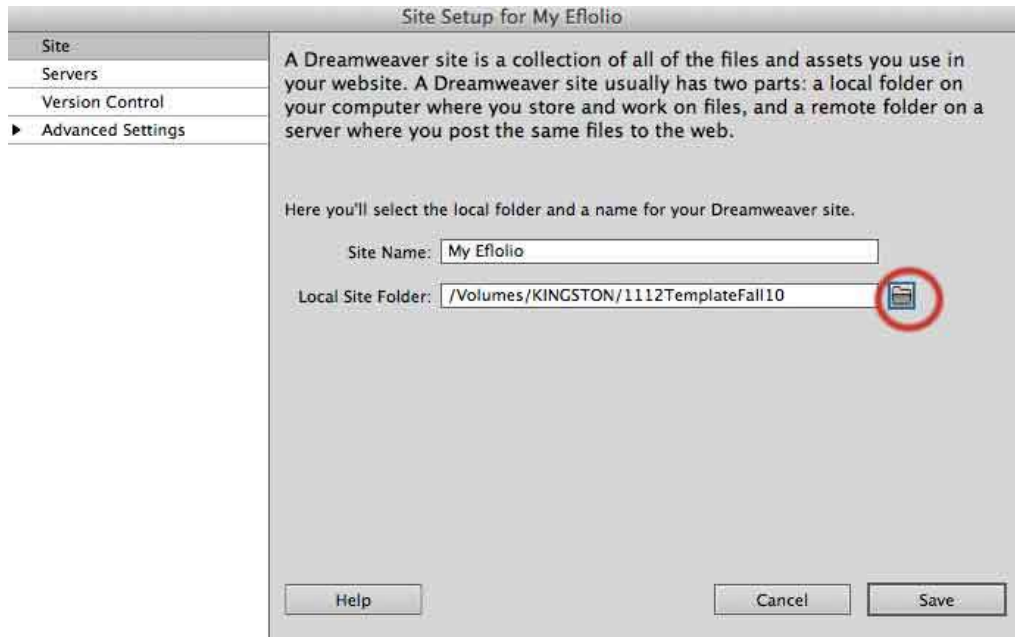
3. To define your site, click on the "Site" menu option and select "New Site". The "Site" menu option is between "Commands" and "Window".
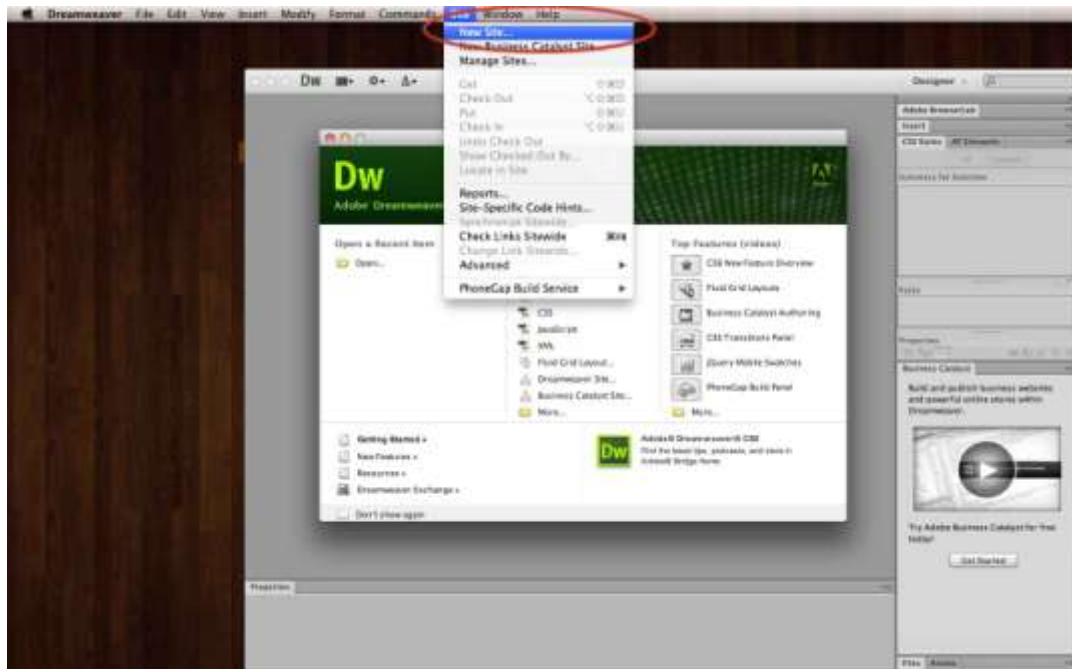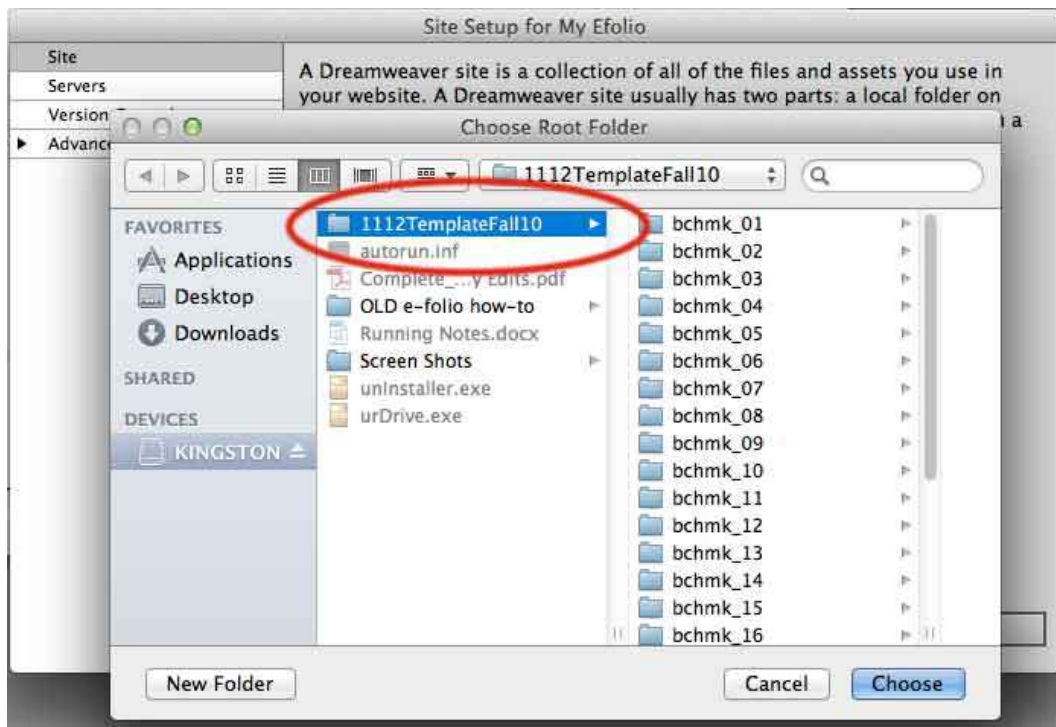

4. In the "Site Name" field, type in a descriptor like your first name_efolio" (Ex. John_efolio)
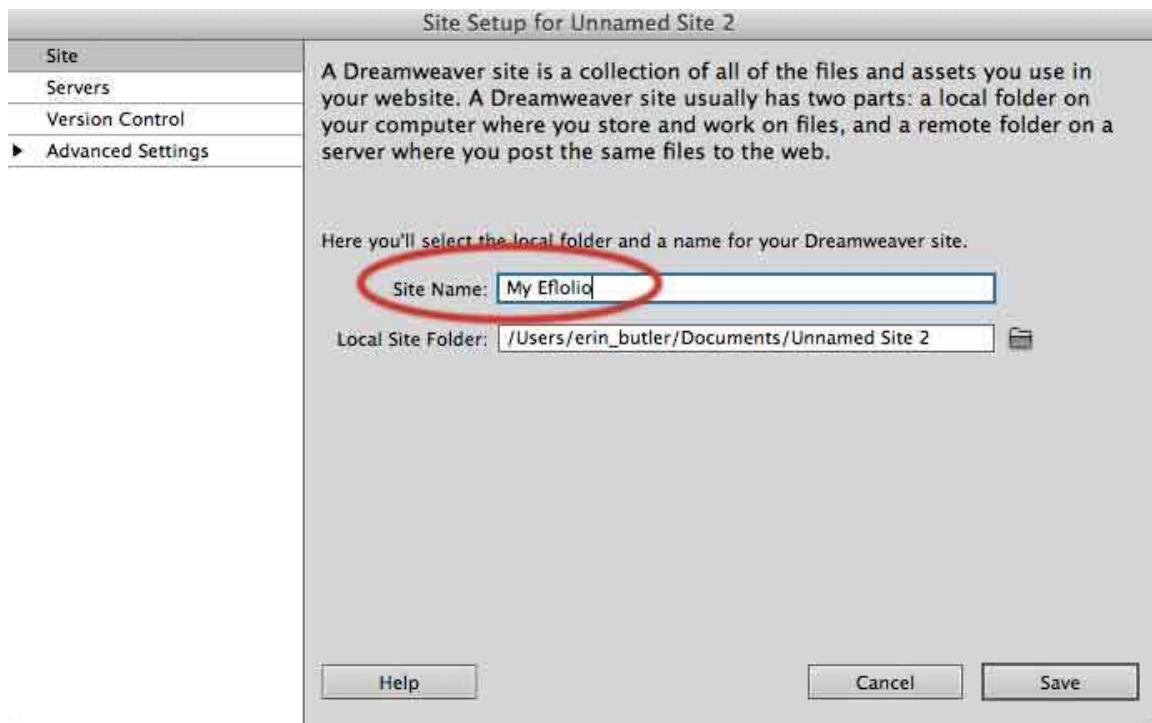
5. Click on the folder icon to the right of the "Local Site Folder" field.

6. Select the folder with your electronic portfolio files in it. In this example, the '1112TemplateFall10' folder is where all electronic portfolio files are located (the root folder). Click OPEN.

7. You will know you have selected the correct folder when see all 18 benchmarks on the screen along with "my-images", "templates", and "do-not-move-or-delete" files. Do not select any of the individual folders; just click the "Select" or "Choose" button.
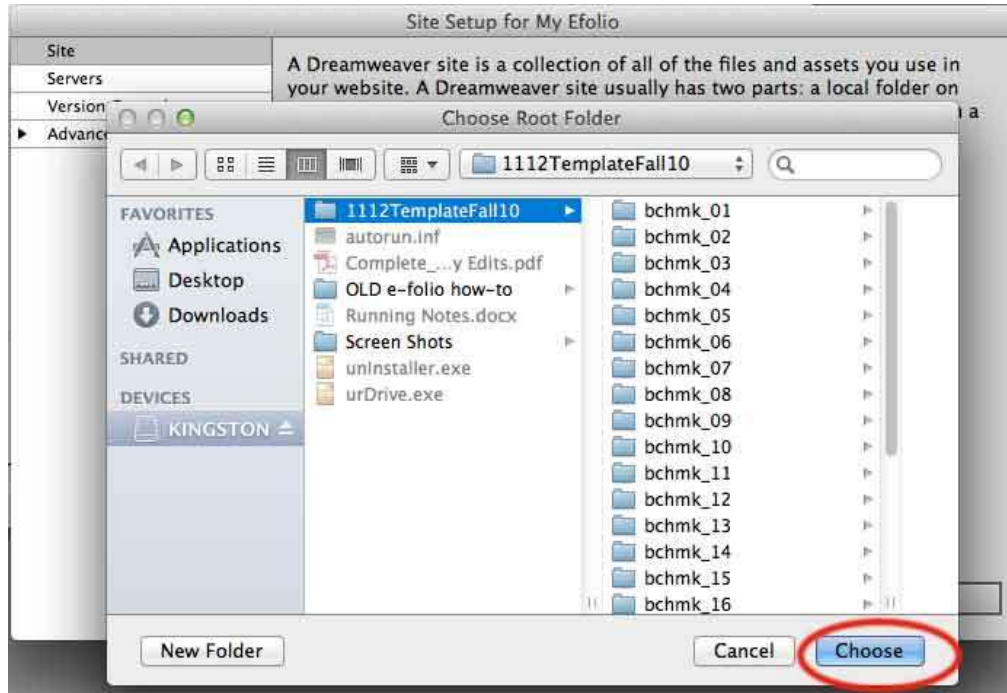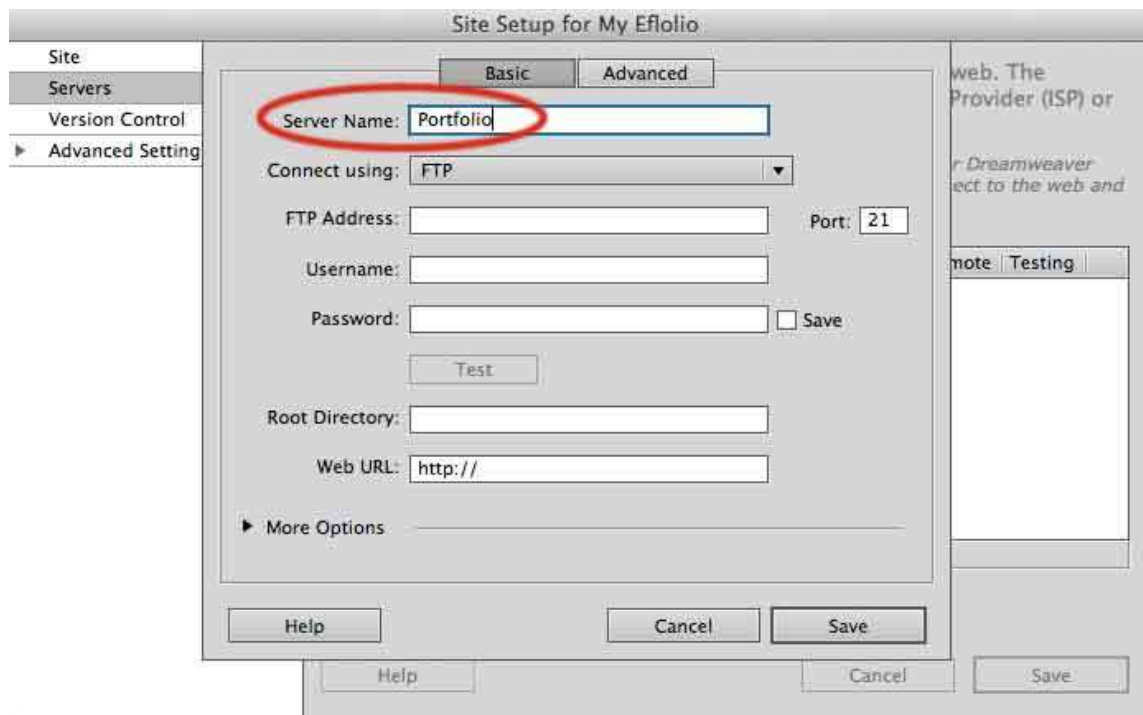

8. After clicking the "Select" or "Choose" button, the following screen will appear. Notice that the path to "name of your e-folio" now appears in the "Local Site Folder" box.
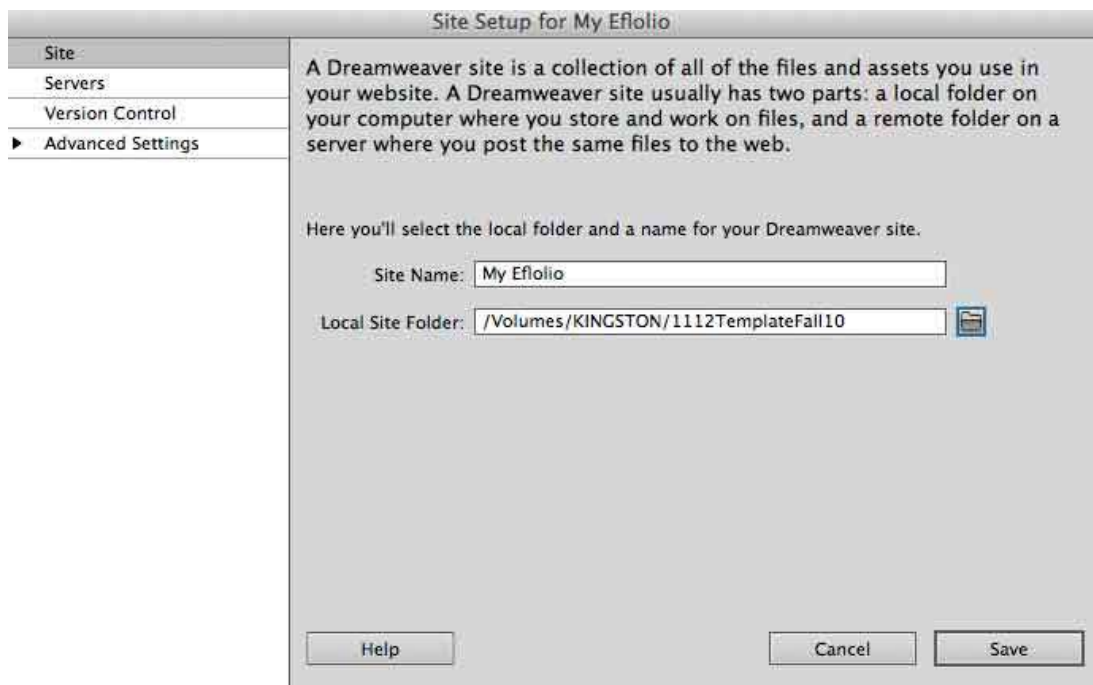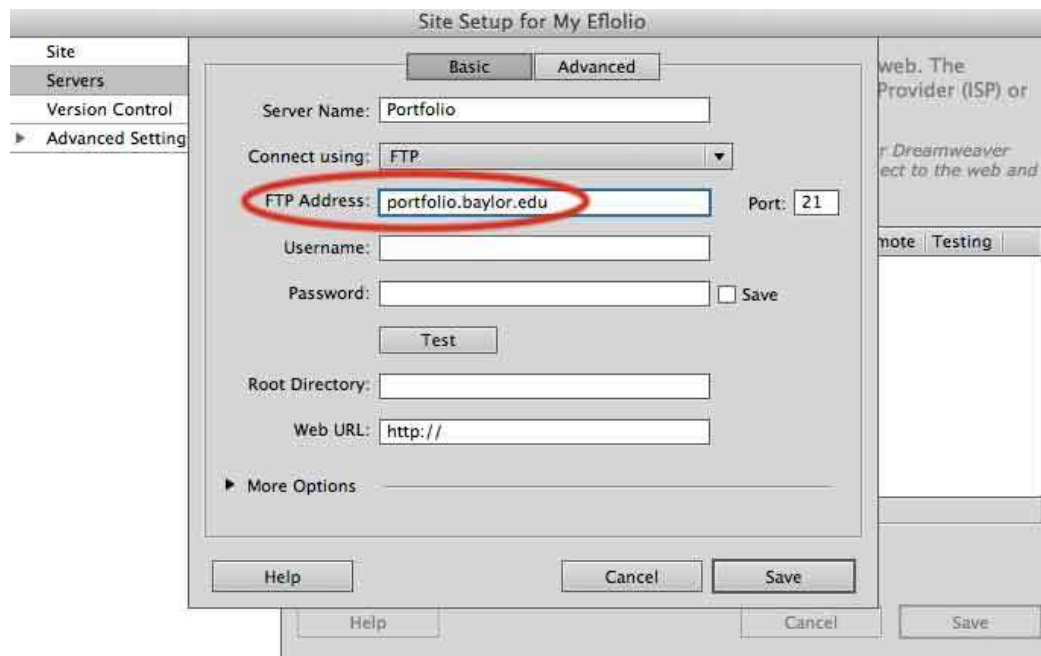
9. Click on the "Servers" option, on the left side. Then, click on the "+" option.
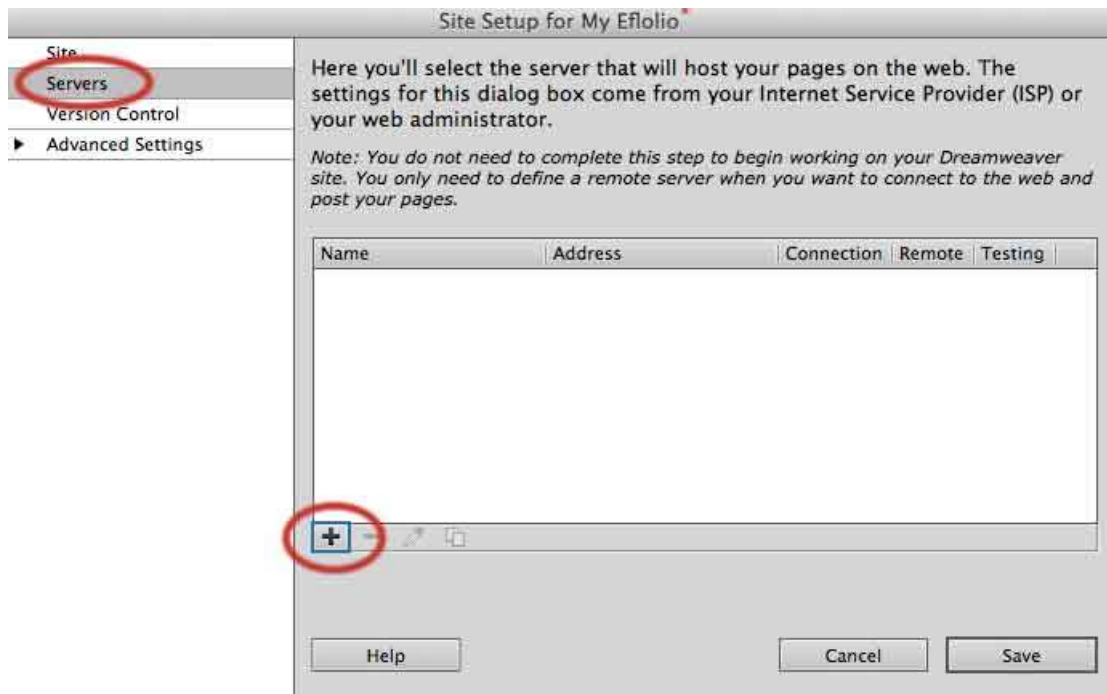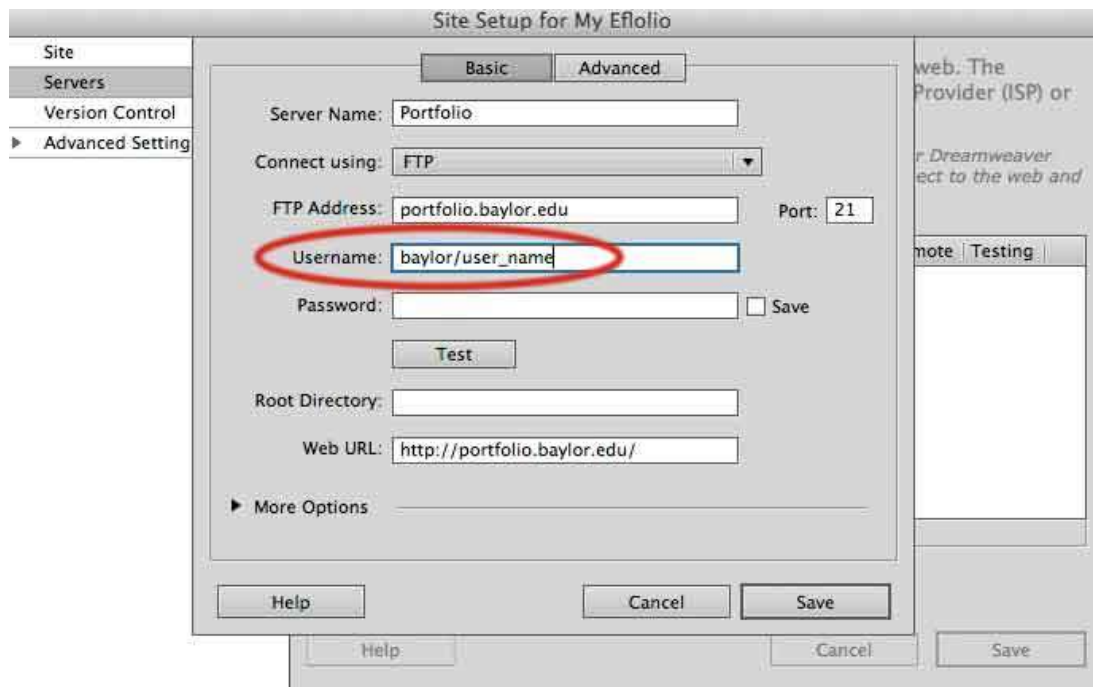

10. In the "Server Name" field, type "Portfolio".

11. In the "FTP Address" field, type "portfolio.baylor.edu".

12. In the "Username" field type "baylor/Bear_ID" (Ex: Baylor/John_Smith)

13. In the 'Password' field, type your current Baylor e-mail password.

14. In the "Root Directory" field type, the capital letter of your firstname/BearID. (Ex:

J/John_Smith).

15. In the "Web URL" field, type "http://portfolio.baylor.edu/user_name" (Ex:
http://portfolio.baylor.edu/John_Smith). Make sure there is not an extra first initial
included before the User_Name.
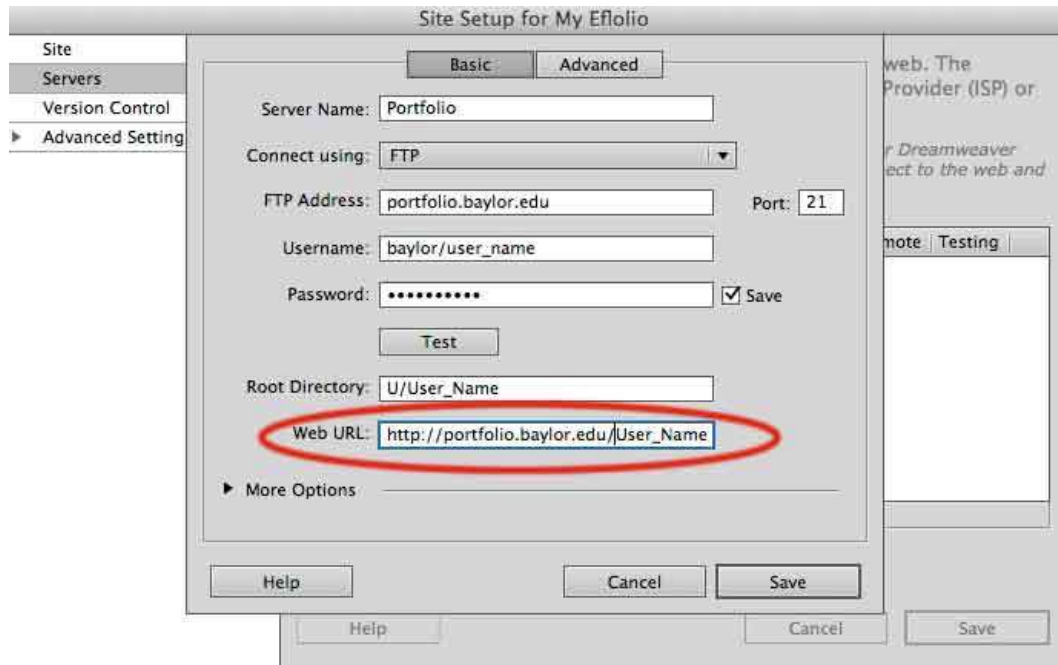
16. Finally, click the "Test" button.
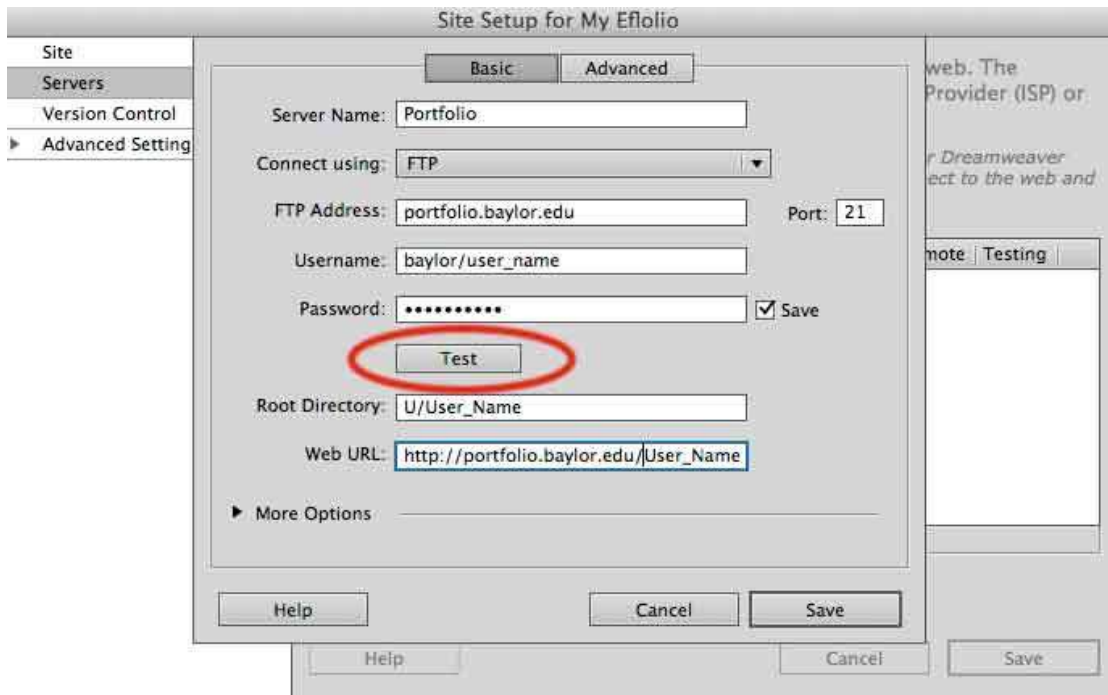
If all information is correct, you will see the following screen:

If you receive the box below, go back and double check that you filled out all of the information in the four fields correctly.
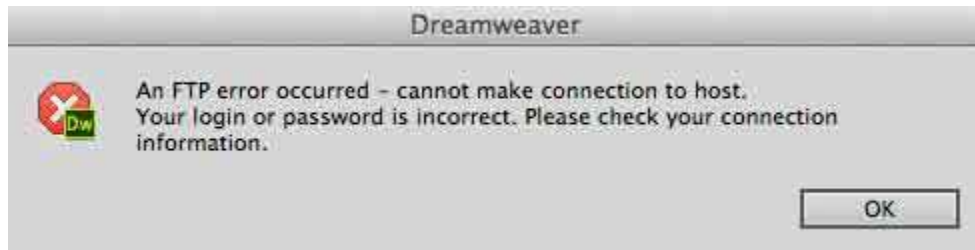
17. Once you have connected successfully, click the "Save" button:
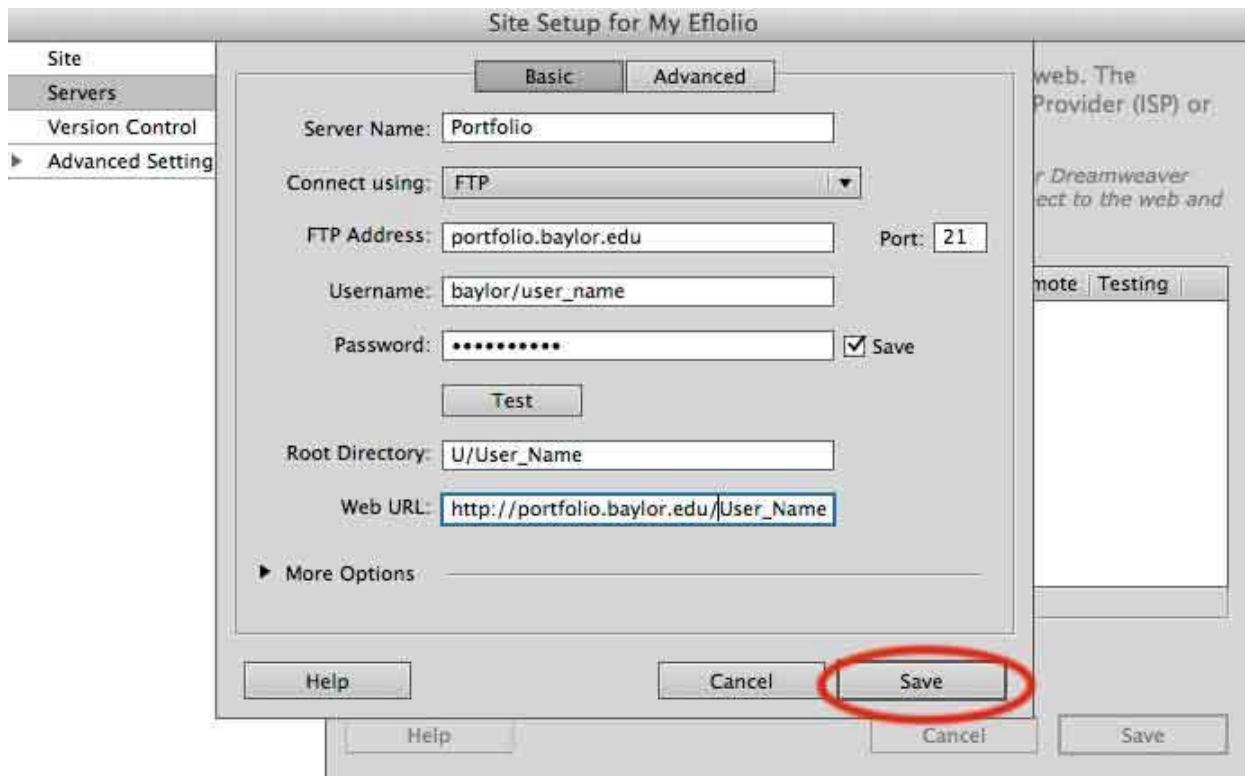
18. Click the next Save" button:
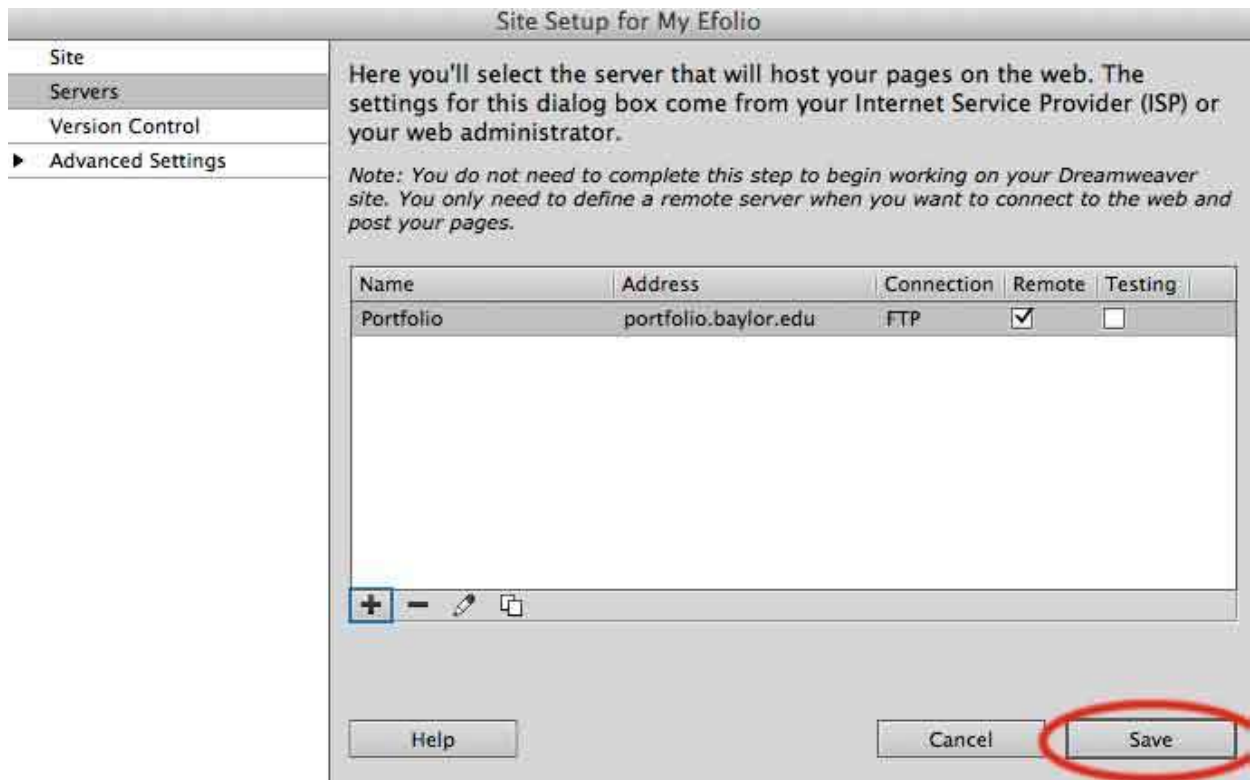
19. The workspace should now look like this:

*Notice that all your folders appear on the right side and are green. If your folders are NOT green, make sure the setting menu above the folders is set to "Local View".

Creating an Evidence Page & Inserting Evidence

All benchmarks must be documented with proof demonstrating that you meet that requirement. This is accomplished through collection of evidence such as pictures, scanned documents, videos, etc. of your various education experiences. A description of the experience goes in your narrative page for the relevant benchmark. The actual proof (photos, videos, scanned documentation) is placed on a separate evidence page with a link to it from your narrative. These pages and links are created in Dreamweaver. You may have two, three, or more evidence pages for a single narrative.
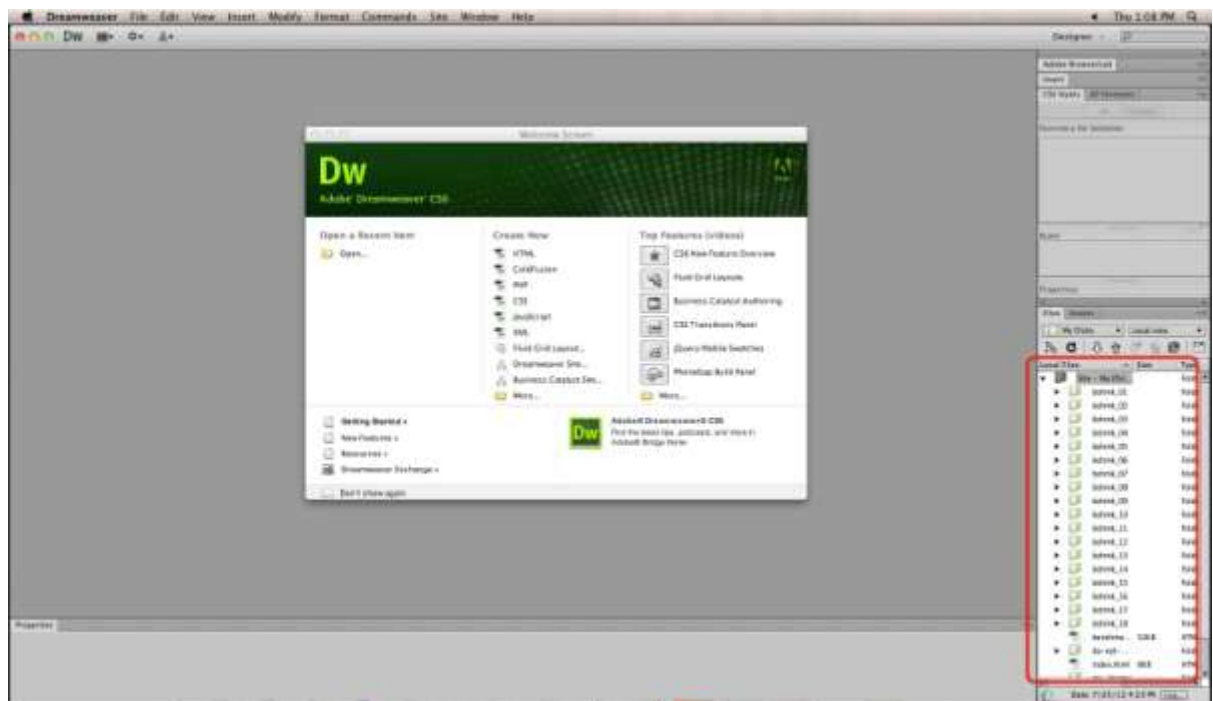
Creating an Evidence Page

1. Open Dreamweaver. (Make sure you have set-up Dreamweaver correctly by defining your site. (See the tutorial *Setting Up Dreamweaver*.)
2. Click on "File". Select "New".
3. Choose "Page from Template" from the left side tabs. Choose your site name. Choose "evidence". Click on "Create".
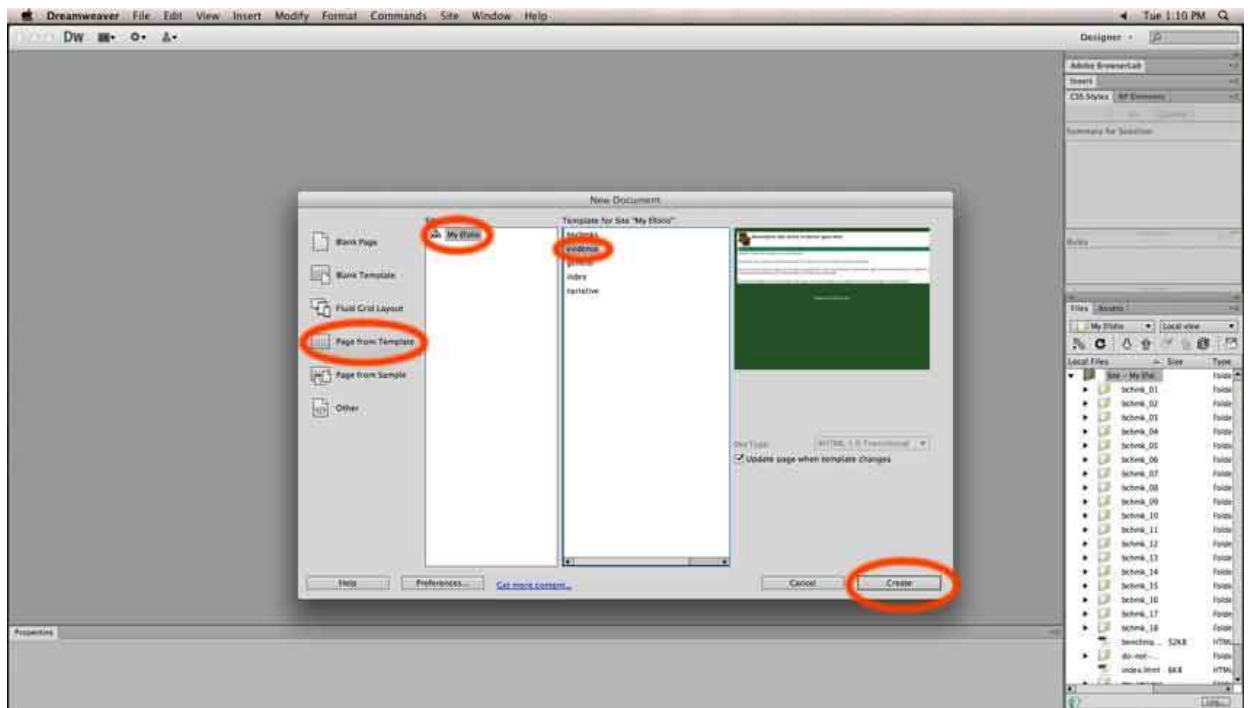
Inserting Evidence

1. Open the evidence page, if is not already open.
2. Delete the instructional text already on the page.
3. Click on evidence you want to insert. (***It should be saved in the appropriate benchmark folder***. Do not forget to edit images *before* inserting. See tutorial *Editing Images using Photoshop*.)
4. Drag the evidence into the template box and drop in the field under the tab.

5. Add a brief description above or below the evidence you inserted if appropriate. (The main description is in your narrative page.)
6. Rename the title to the right of the logo to something descriptive of the evidence.
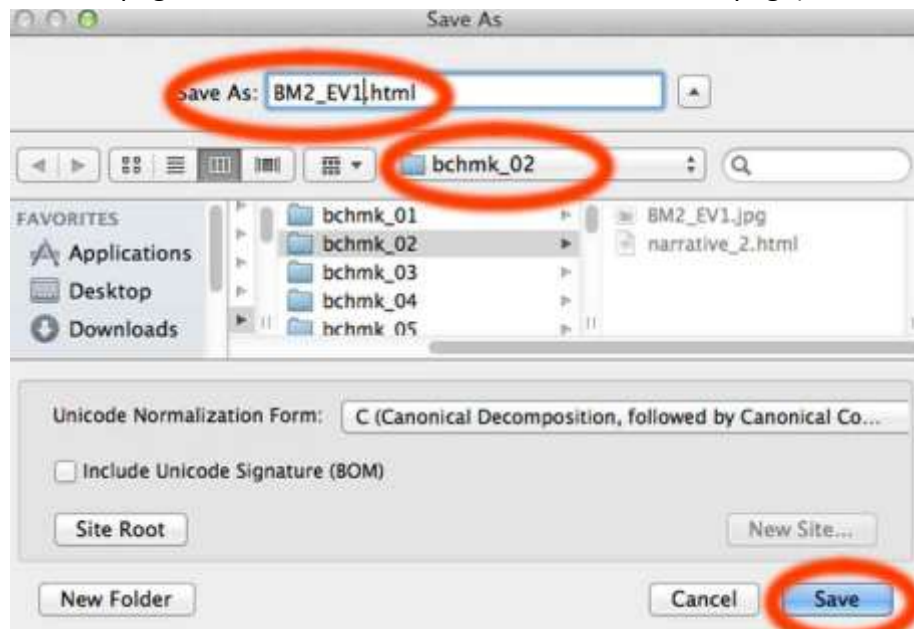
Saving Evidence Pages

1. Click on "File". Select "Save As".

2. Select your flash drive. Within your e-folio folder, open the benchmark folder that this 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 to it from the narrative page. A hyperlink allows navigation from one webpage to another. Click on the hyperlink and it will take you to another webpage.

1. On the related narrative page, type in the text to be used as the hyperlink. "Link to Evidence – Class rules" is a good example. Links usually appear at the end of the associated narrative. Make sure it is in the appropriate box (i.e. Novice, Intern, TA).
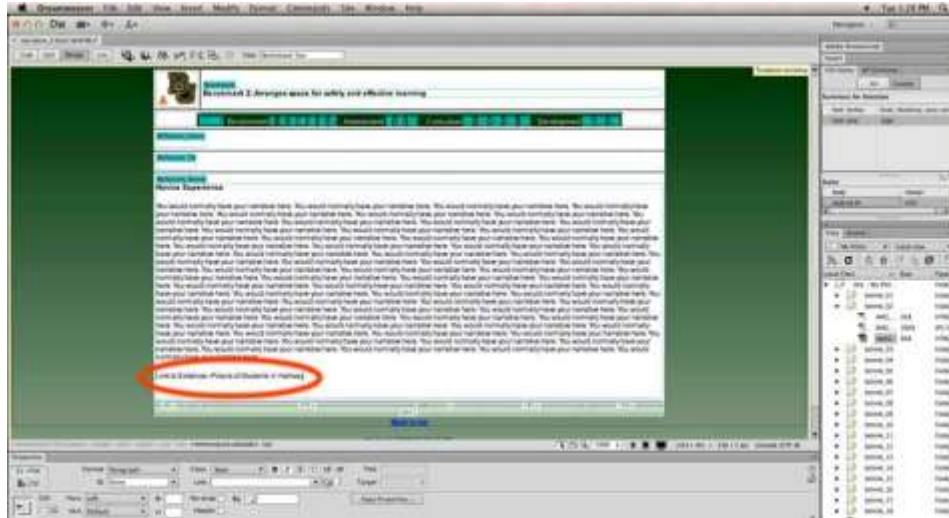

2. Highlight the text for the hyperlink by left-clicking at one end and holding down and dragging to the other end of the text before releasing the mouse button.
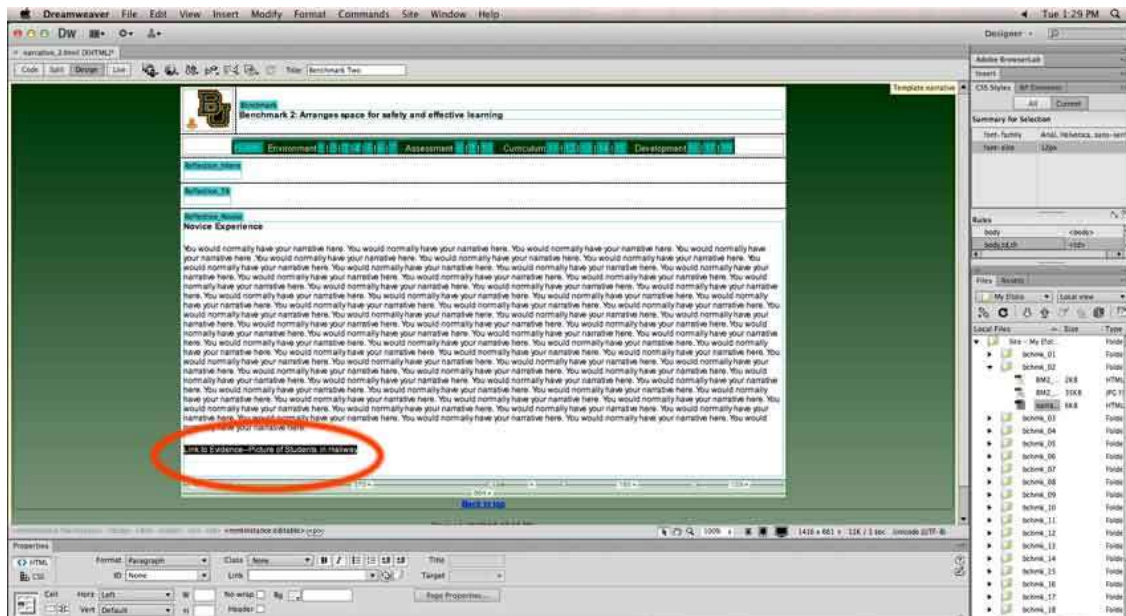
3. The properties tool bar the bottom contains a target symbol next to a white text box labeled "Link:"


4. Left-click on the target symbol and drag the arrow it creates across to the evidence page in the benchmark folder you wish to link to. (Remember in order to drag, you need to continuously hold down on the left-mouse button. Make sure you are linking to your evidence .html page and not the .jpeg image.)
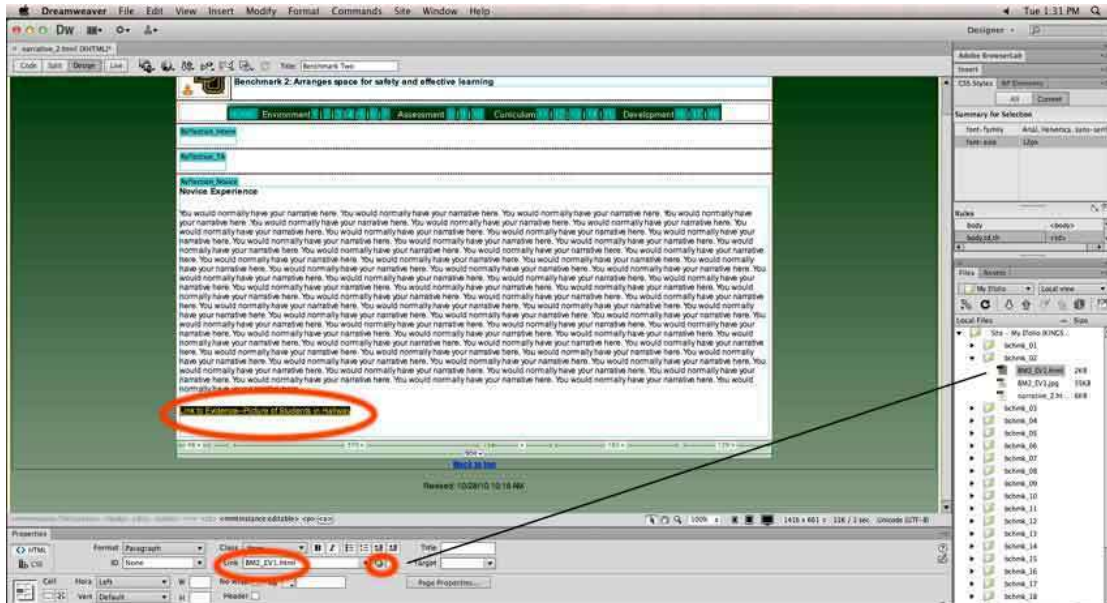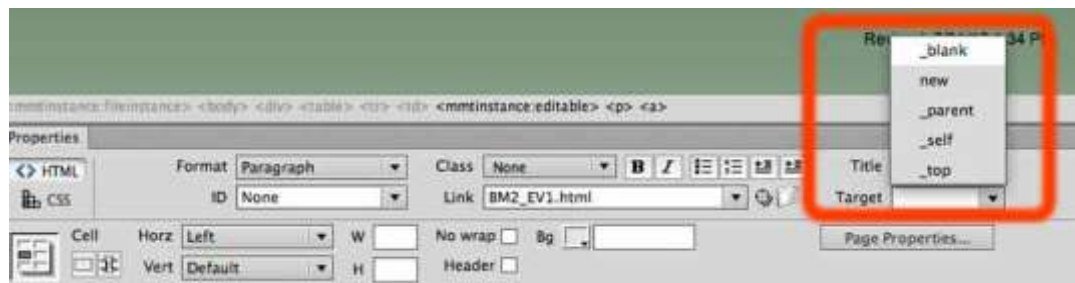
5. The hyperlink text should now be underlined and blue.
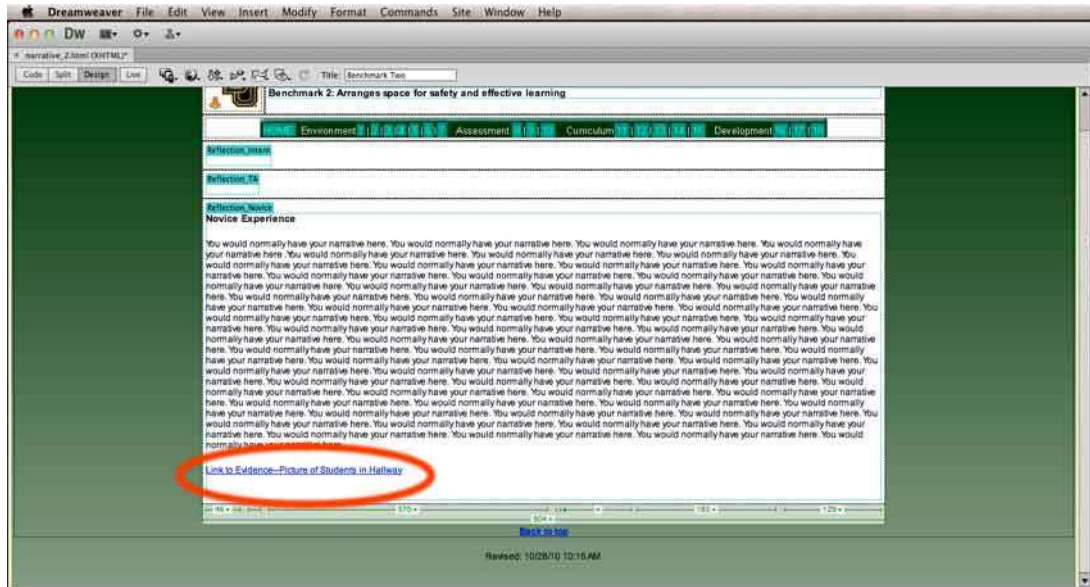
6. In that white text box in the bottom properties tool bar, it should have the name of the evidence page it links to.
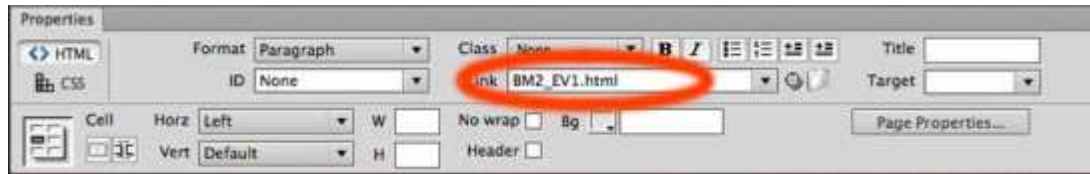

7. From the "Target" drop down menu by the "Link" box, select "_blank".

8. Save the narrative page.

9. Test the link using the preview/debugging tool reached by clicking on the World icon. (Note this opens and looks at your *local files* on the flash drive, NOT files you have uploaded to the internet. This allows a check of links and look before uploading to the remote web space. *They are not visible over the internet until they are uploaded there.* See next page for those instructions.*)
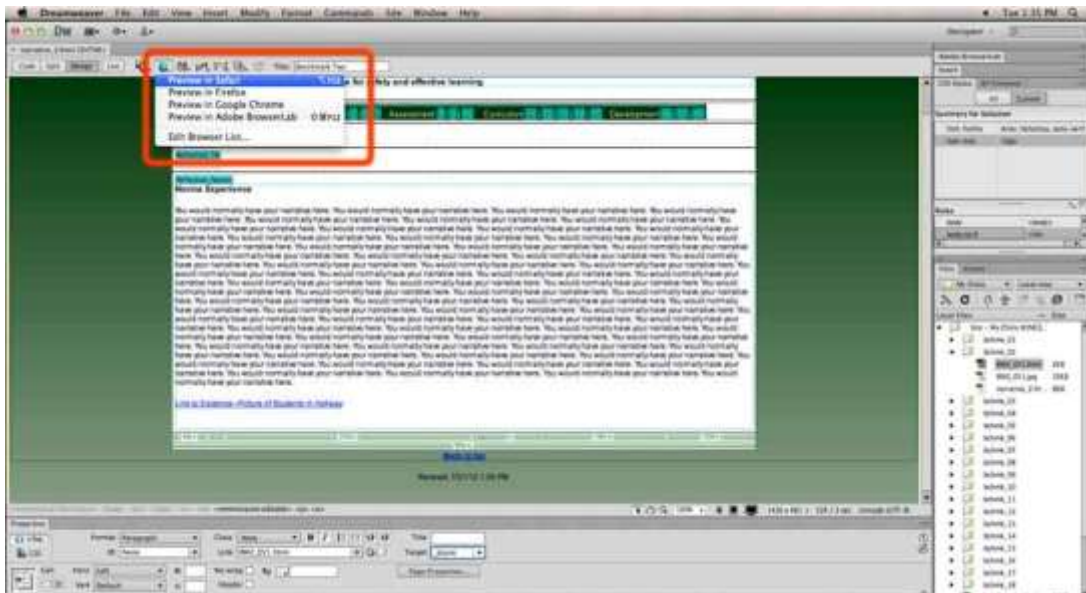
Uploading Files

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 files. (See tutorial *Setting Up Dreamweaver*)

There are two options when uploading files:

## Using the Uploading (put) option:

1. In the Files panel, make sure your portfolio site is selected in the Site pop-up menu.
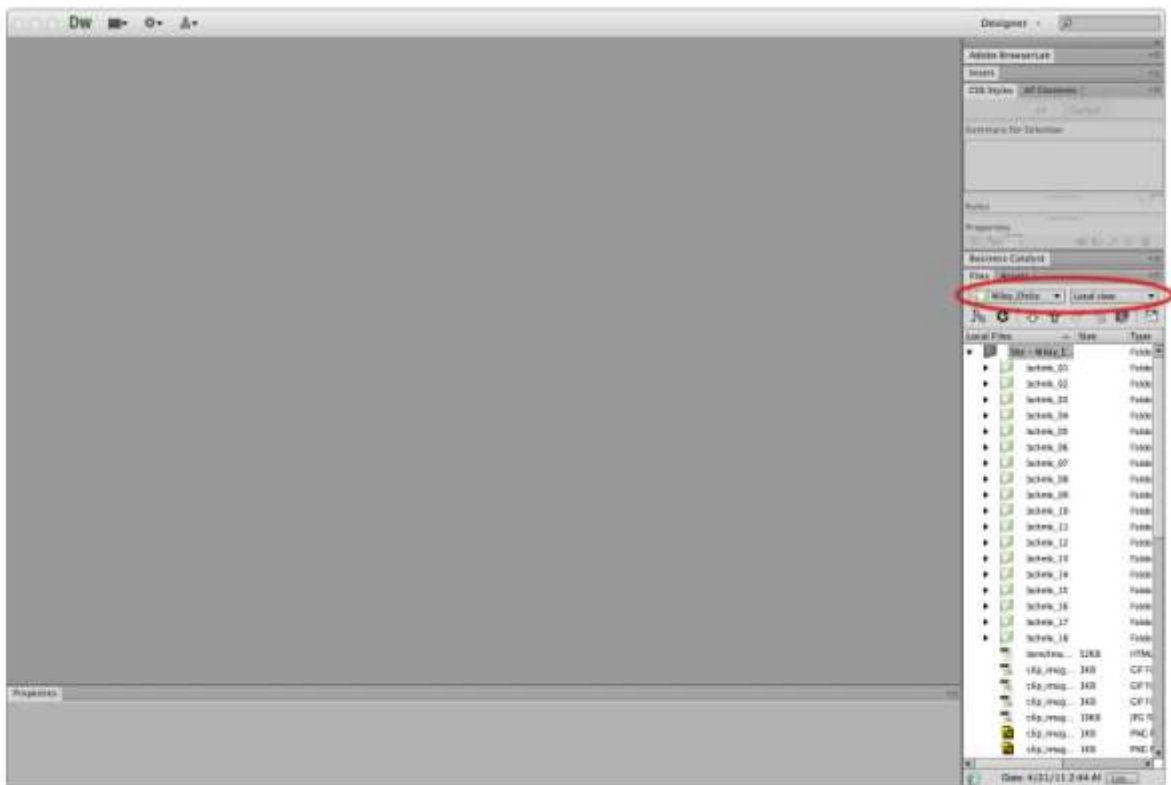
2. Select the file(s) in the local view you wish to upload. Normally you only upload files you work on that session, but you can upload the entire site by selecting the topmost root folder (example 1). In example two, the second image shown, only Benchmark 3 was edited; so only that file is selected for upload. Be very sure if you choose to upload your entire site that you want to overwrite your server files with those on your flash drive.
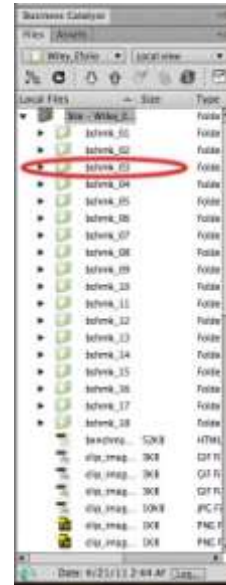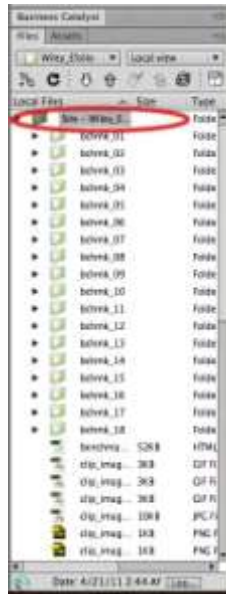
3. Click the blue Put (upload) arrow on the Site panel toolbar.
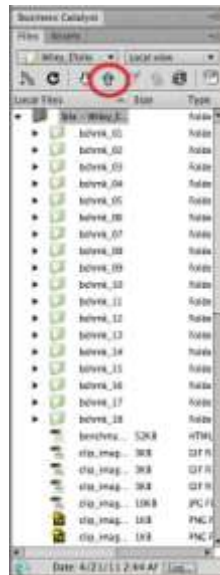
NOTES:

- When you click Put, Dreamweaver connects automatically if you have the remote information set up properly.
- If the file has not been saved, a dialog box will appear prompting you to save the file before putting it on the remote server.
- A dialog box appears asking if you want to put depending 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. If the remote site already contains copies of the dependent files, click No. If you are unsure, click Yes.
- Check your website via an internet browser by going to: http://portfolio.baylor.edu/youruser_name. Make sure all of your changes were updated to the site.

Using the Synchronize Option:

Use the synchronize option if you are unsure which of your files have been uploaded. This option checks all of the files in your local portfolio root folder to see if they need to be put to the remote server.

1. In the Files panel, make sure your local portfolio site is selected in the site pop-up menu.
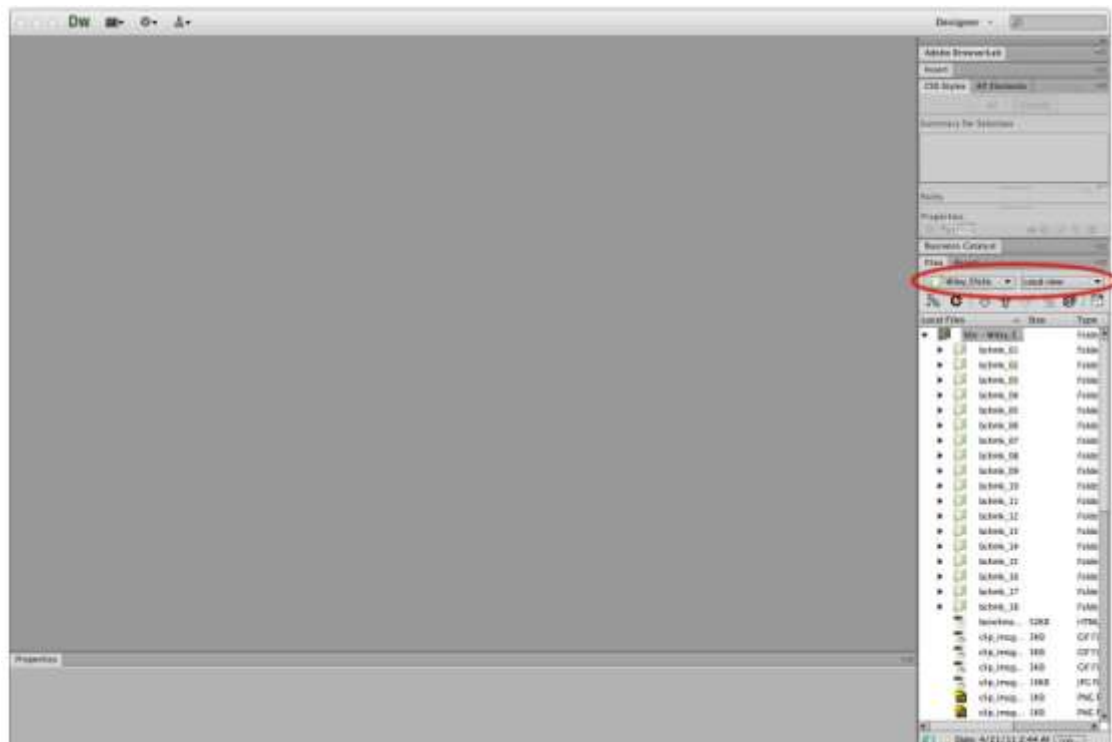
2. Make sure you have clicked on the top (root) folder of the local files to select your entire site or a subfolder to select it for review. Then click the synchronize button.
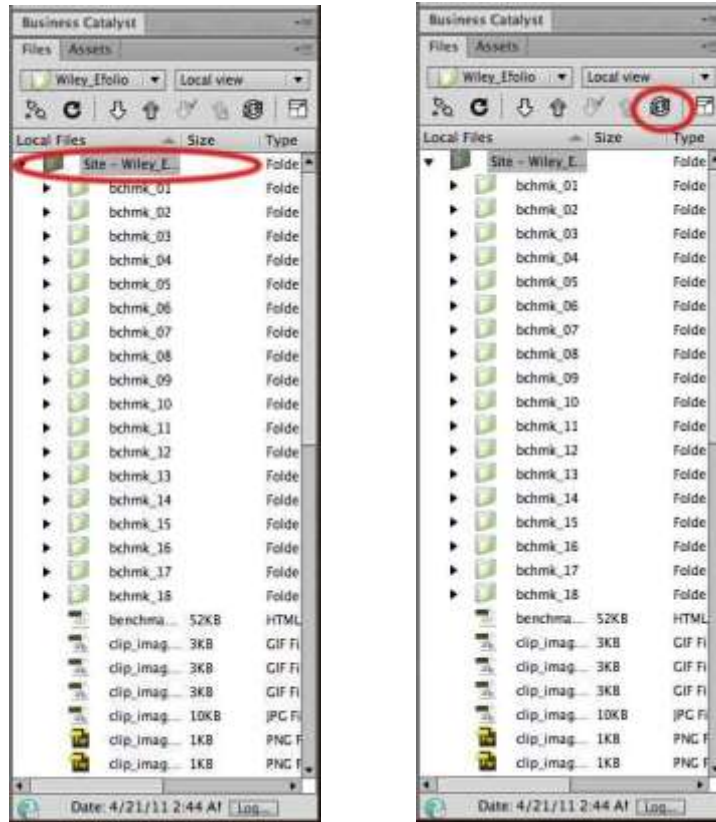
3. A window will appear. Make sure the synchronize and direction fields read as below. Then click the preview button.
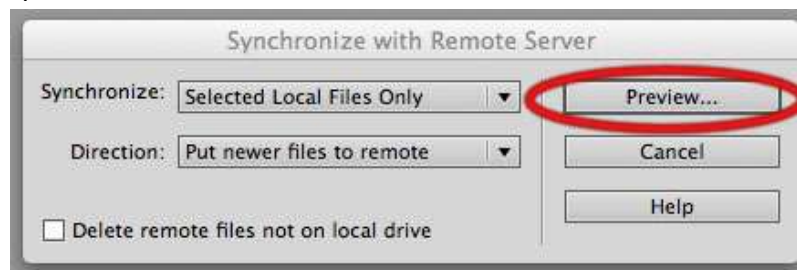
4. In the Synchronize Files preview, verify which files you want to delete, put, and get. To change an action, use the buttons at the bottom of the dialog box. Click OK.
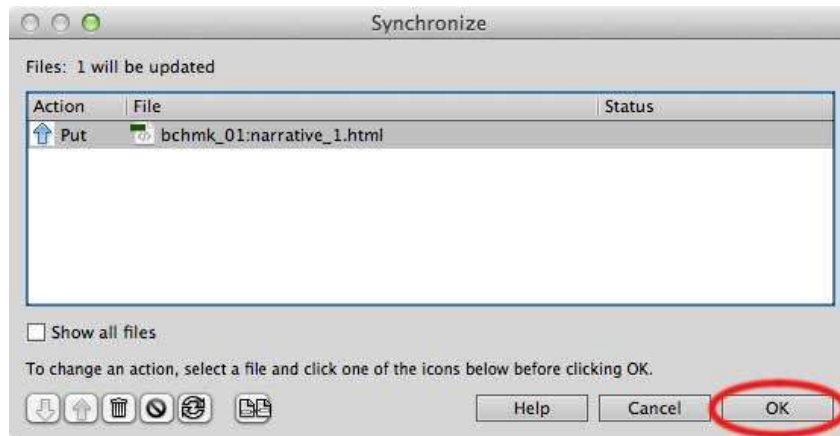
NOTES:

- Dreamweaver automatically synchronizes files. If the files are already in sync, Dreamweaver lets you know that no synchronization is necessary.
- Check your website via and internet browser by going to: http://portfolio.baylor.edu/youruser_name. Make sure that all of your changes were updated to the site.
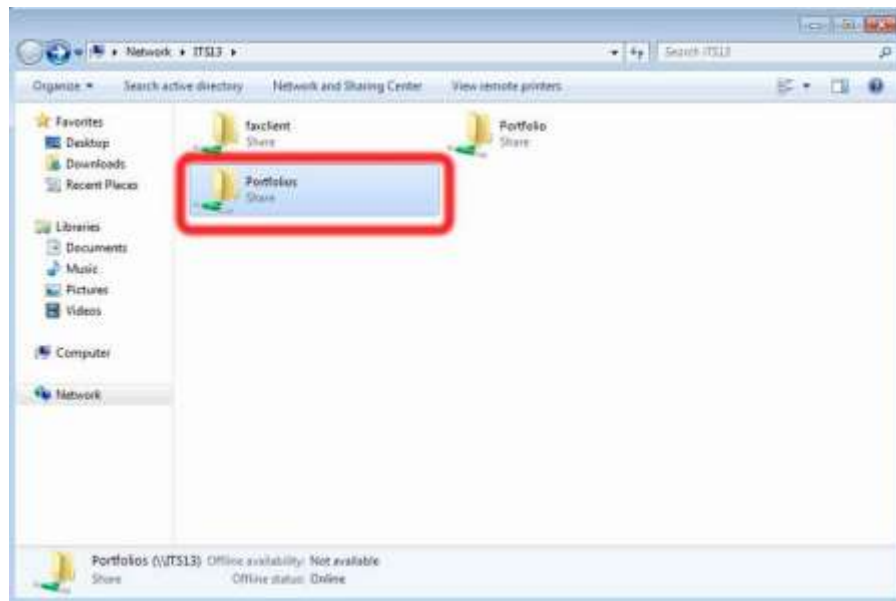
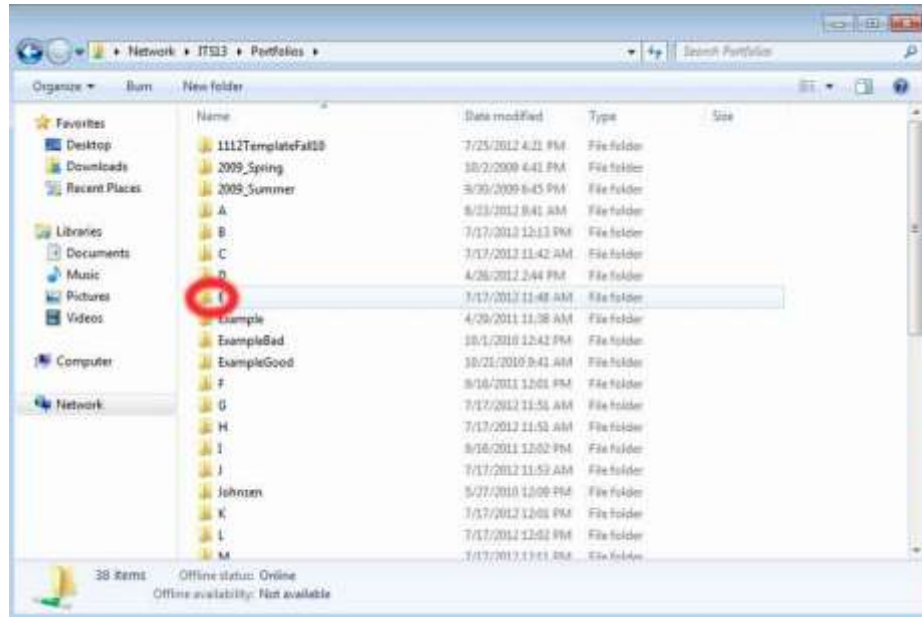# Retrieving a Copy of Your E-Folio from the Server

On a PC:

1. Log on to any computer that is part of the Baylor network.
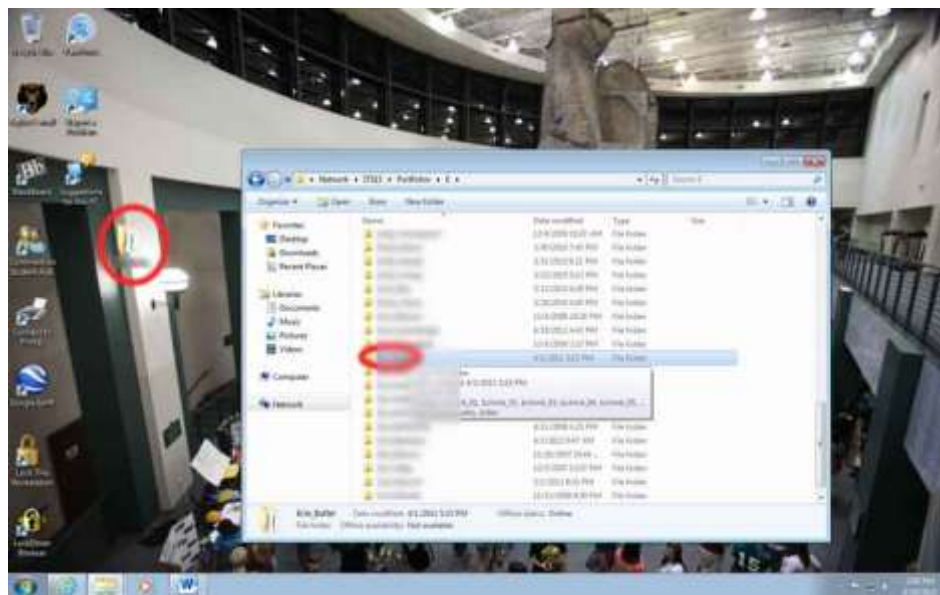2. Open Internet Explorer and in the address field type: \\ITS13

3. In the resulting window, double click on the "Portfolios" folder.

4. In the resulting window, double click on the folder with your first initial.
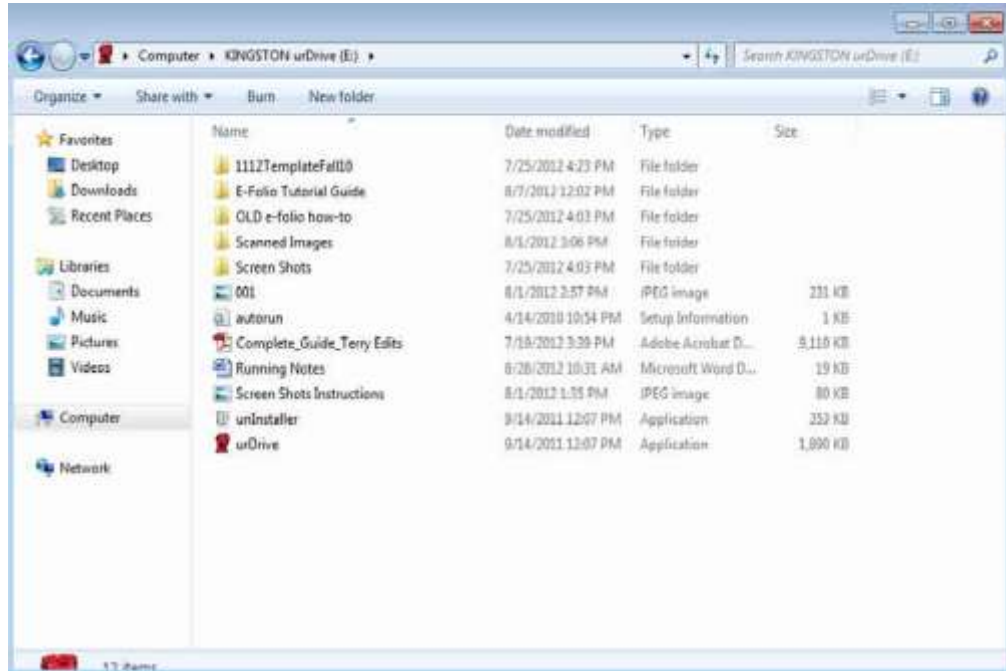

5. Locate the folder with your bear_id. Click on it and drag it to the desktop of the computer to make a copy.
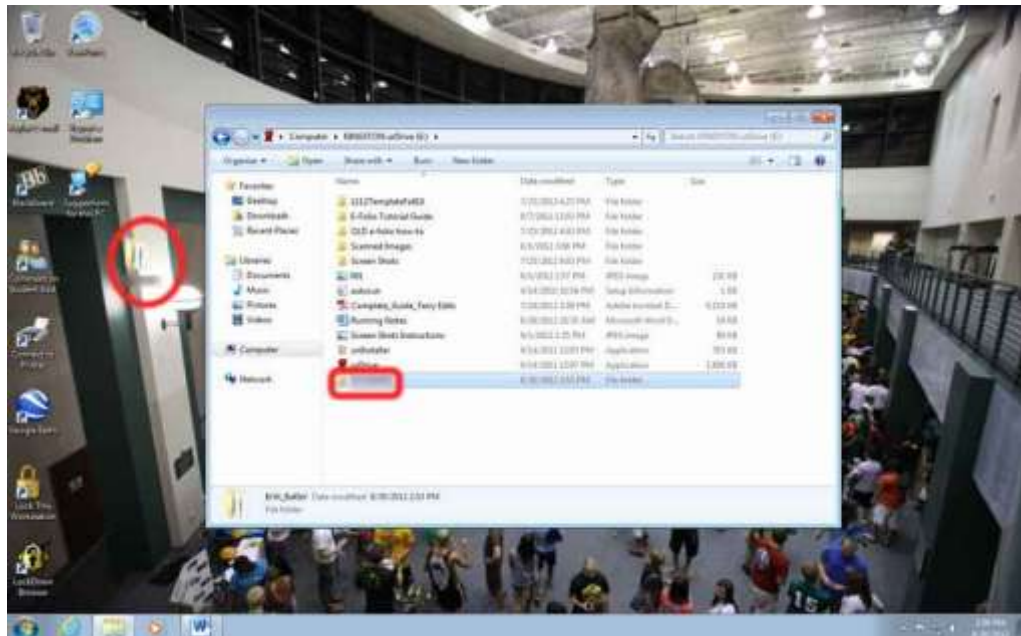

6. Close Internet Explorer.

7. Open your flash drive in a window.

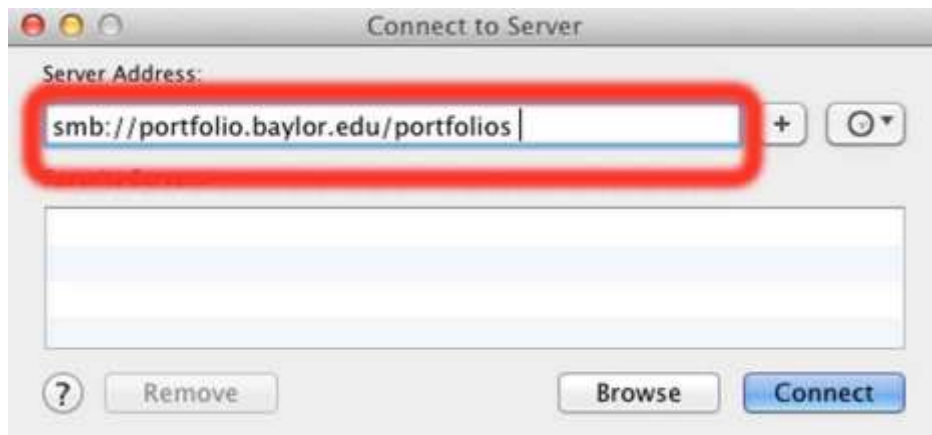8. Drag your E-Folio from the desktop to your flash drive.

9. You can now work on your E-Folio as you normally would.

On a Mac:

1. Log on to any computer that is part of the Baylor network
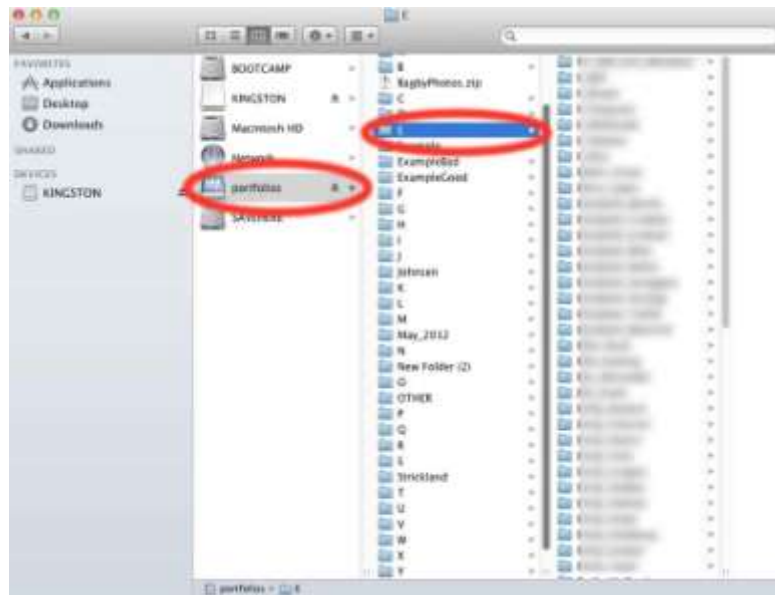2. Click on "Go" in the Finder menu. Then click, "Connect to Server"

3. In the pop-up window, type in smb://portfolio.baylor.edu/portfolios and click "Connect."
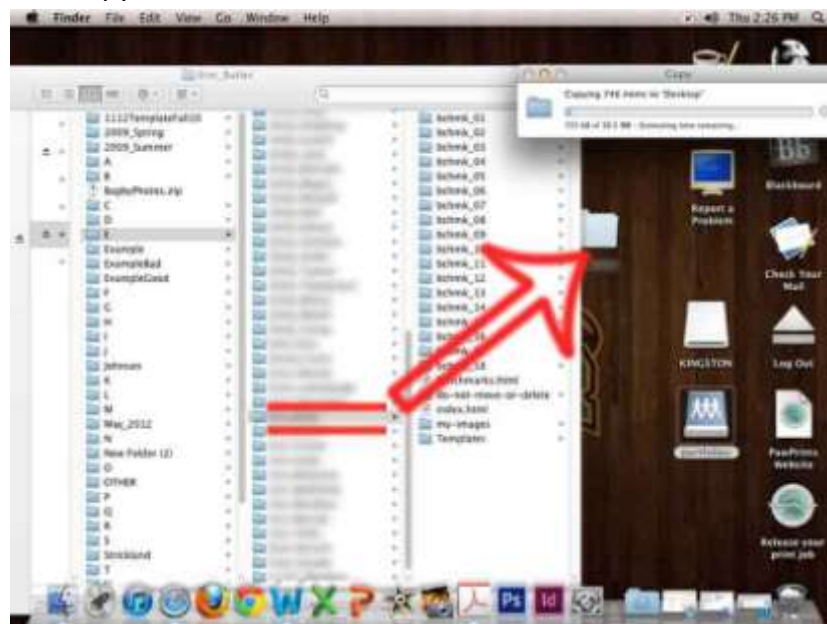

4. In the resulting window, enter your Bear_Id and password and click "OK"

5. In the resulting window, double click on the folder with your first initial.
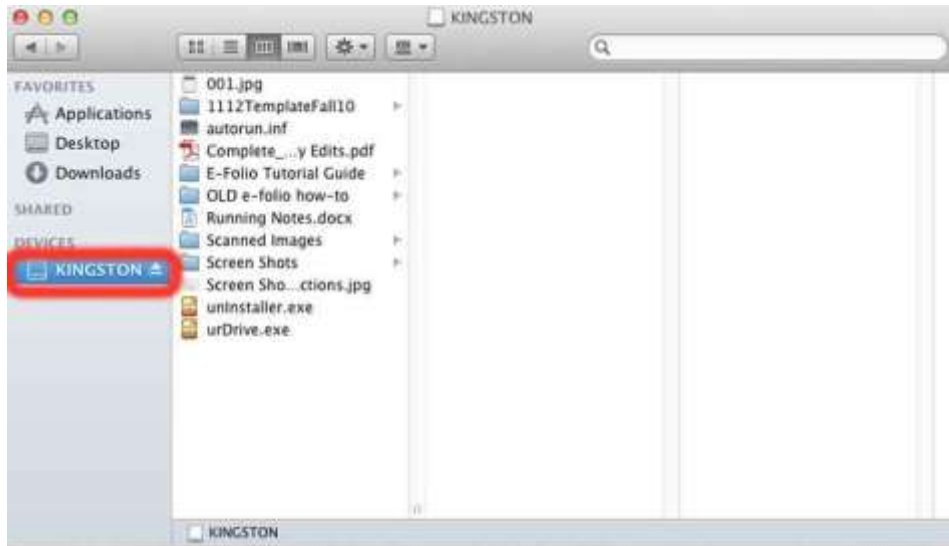

6. Locate the folder with your bear_id and click on it and drag it to the desktop of the computer to make a copy.
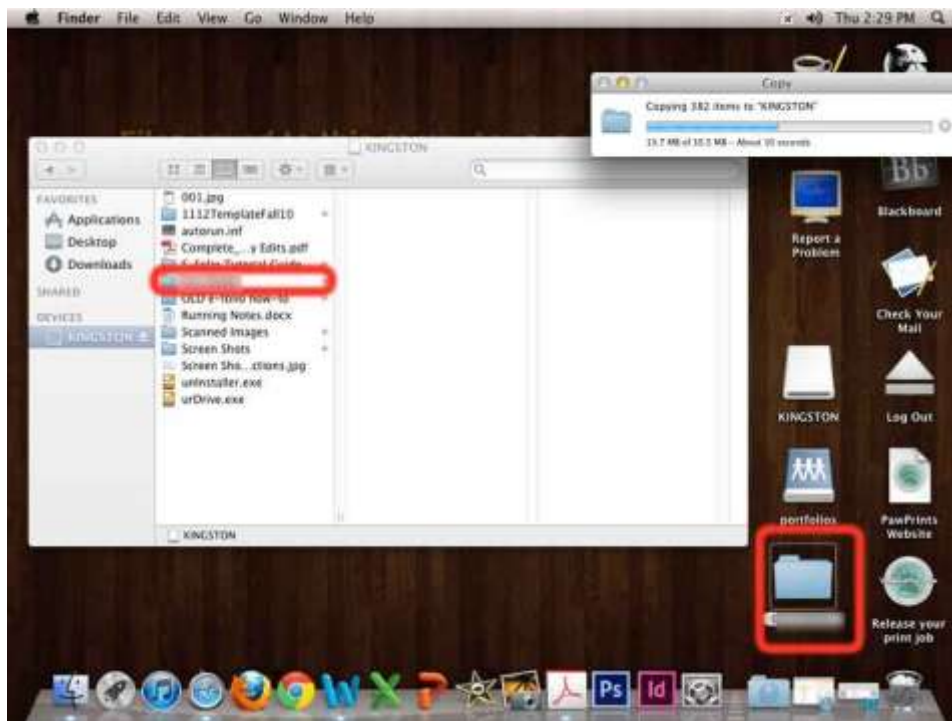

7. Close the finder window with the portfolio server.

8. Open your flash drive in a finder window.

9. Drag your E-Folio from the desktop to your flash drive.

10. You can now work on your E-Folio as you normally would.