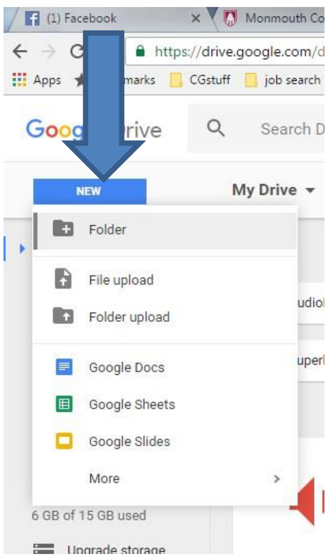
Senior Portfolio Setup Handout

You will need to sign up for a Google/G-mail account. When you do that you will have an account in Drive. (You can use one you already have established, but set up a separate folder for the Senior Portfolio)

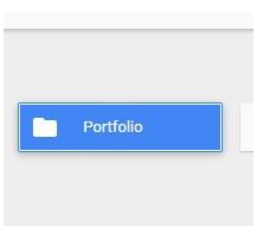
Saving course reflections and artifacts (Artifacts are the class projects, papers, pictures, etc. that you wrote your class reflection statements about.) **to Google Drive.**

1. Make sure your files are clearly names identifying which class they come from and which one is the artifact and which one is the reflection.

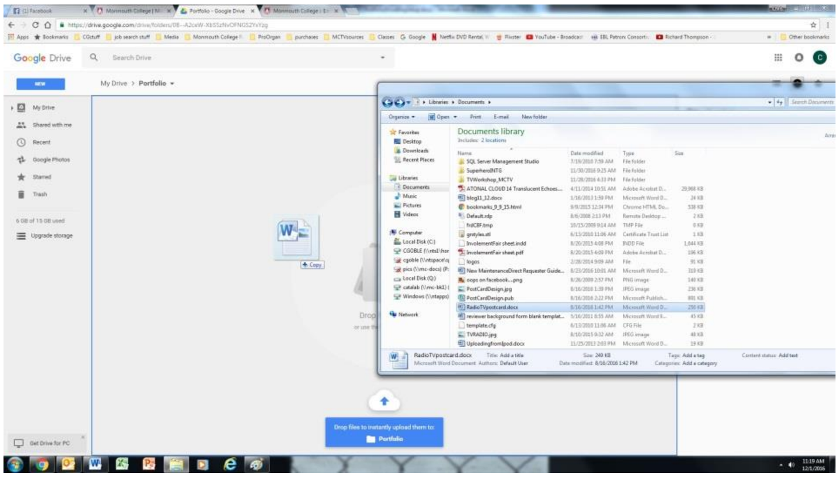
2. To create a new folder. Click on the new button and select folder. Then name it.



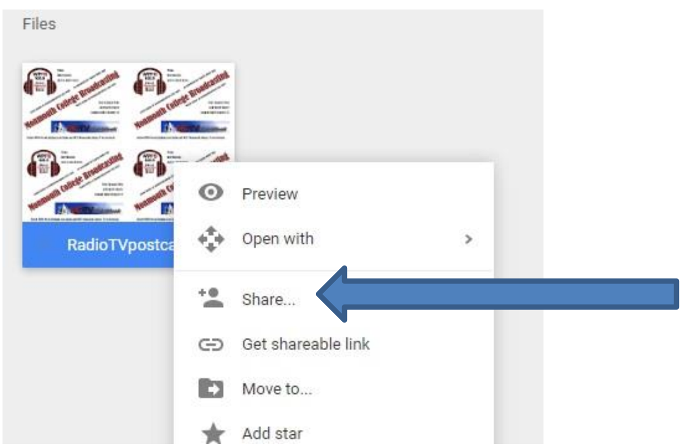
3. Find the folder icon and double click on it to open the folder.



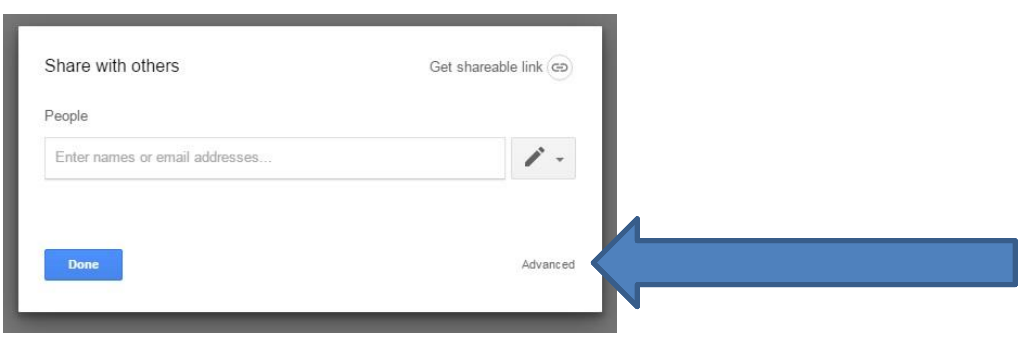
4.	With the folder open, you can just drag and drop the reflection file and the artifact file into the folder.



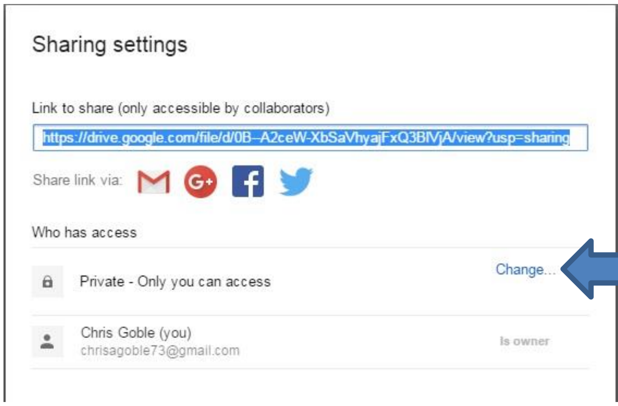
5.	Now you need to set the files so they can be accessed by hyperlink. Right-click on the file and click on Share.



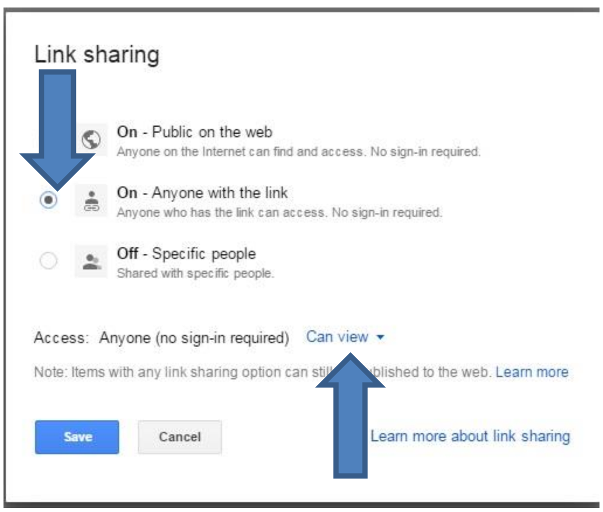
6.	Click on Advanced.



7. You will need to click Change, so the file is no longer set to Private (that should be the default setting).



8. Click On- Anyone with link. This will allow anyone you share the link with to view the file. So when you place it on a web page as a hyperlink it is viewable.



7. Also make sure that the Access is set to Can view. Then Click Save.

8. Then you can copy the hyperlink from here when you need it, anytime. All you have to do is right click select share.

Setting up your Senior Portfolio

1. Choose a free website service you like, (Wix, Weebly, Wordpress, etc.). If you have trouble figuring this out, we have a included a tutorial for Wordpress that can guide you thru the whole process.

2. When picking your domain name/ website address, use this **FirstnameLastnameCOMMPortfolio** We would like to have some consistency in the url's.

3. When putting a name on the site (like a title for the page) Stay professional. Something line **FirstName LastName Senior Communication Portfolio**

4. Choose a professional template that you feel works.

5. The portfolio must have required pages… Home Page… Resume… Internships… Professional Work Samples… Course Reflections…

6. Make sure you set the Course Reflections page up as a Blog Page. This should be a function in most free website services. You may have to look it up on Google to see how to do it.

7. Each course reflection should be added to your portfolio as a blog post.

   - Create a new blog post and title it with the course name/number (for example: COMM 269 Multi-Media Production)

   - Copy and paste the text of the reflection to the blog post

   -Type the name of the artifact at the top of the post and hyperlink it to the artifact in your Google Drive.

COMM 269- Media Production

august 15, 2016 by communicationstudiesmc

Hidden Homeless Documentary

The video documentary, "Hidden Homeless", introduces a general viewing audience to the ideas of rural homelessness and the special challenges faced by these individuals. A common technique when tackling a larger social issue is to look at the issue through the story of one individual, which this piece does through Brandy. The choice to allow our subject and experts to do all of the talking was another stylistic choice in how to organize this message. This allows the audience

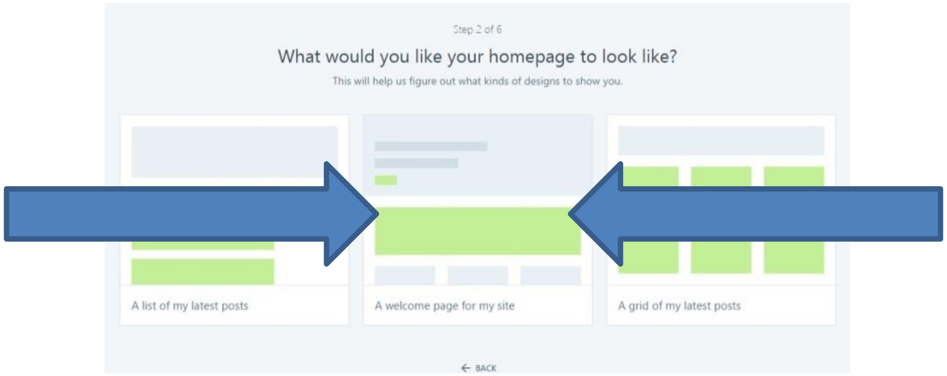
8. After you complete each designated reflection assignment in each COMM class you should complete this process. You will finish the rest of the portfolio in Jr. & Sr. Colloquium.

9. **Don't forget to put the files on Drive and remember your passwords. You must remember this to complete the portfolio and the COMM major.**

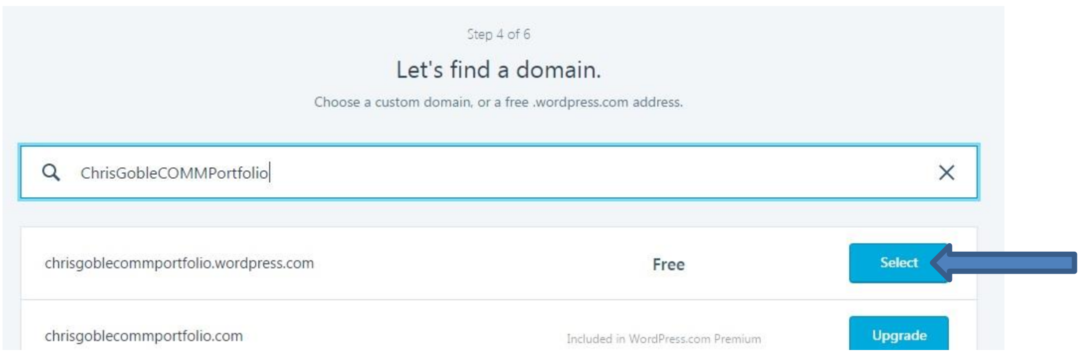
Senior Portfolio Setup on WordPress

Creating your basic portfolio site using wordpress.com

1. Go to www.wordpress.com and click getting started. If you have already created a site for anther class you can simply log in and skip to Number 11.
2. In Step One, pick Education & Organizations, then College Education.
3. In Step Two, select A Welcome page for my site as your homepage.

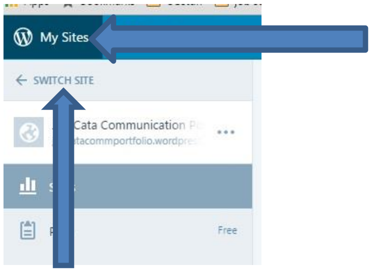


4. In Step Three, choose a template for now. You can change this later is you like.
5. In Step Four, use this as your domain name.   **FirstnameLastnameCOMMPortfolio**



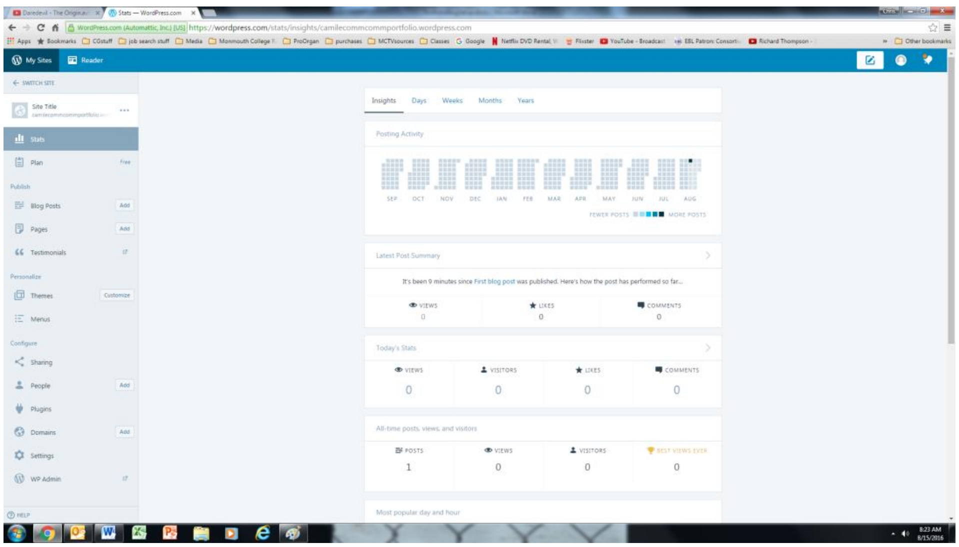
6. Then Click Select on the Free option. (if you would like to pay for your own domain name or any of the other premium services that is entirely up to you. For the portfolio requirement, the free version is all the department requires.) If you already have a blog on Wordpress, go to My Sites and click add a new blog.
7. In Step Five select the Free option as well.
8. In Step Six, input your email and select a password.
9. **At this point you will need to confirm the blog in your email**. So go to the email you input in creating the page and click on the link they sent. When you click the confirmation, it will open up a log in window. Log in.

10. Click on My Sites.



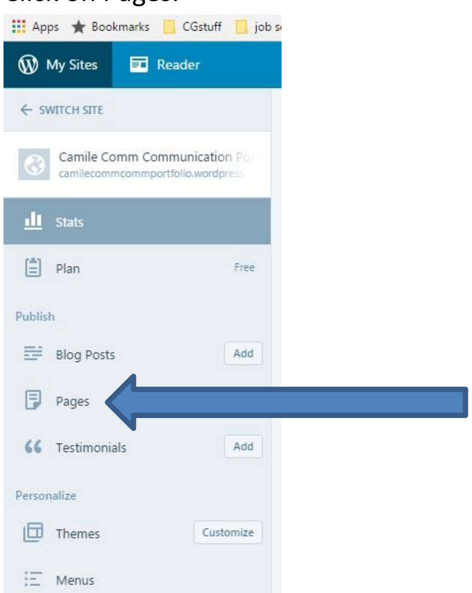
11. At this point, you will see your site listed. **(*note if you already had a wordpress account, you can click Switch Site. And then add a new site. When you do that you will need to go back to Number 2 and set up the site)**

12. Click on My Sites. It should take you to a screen like the one below.



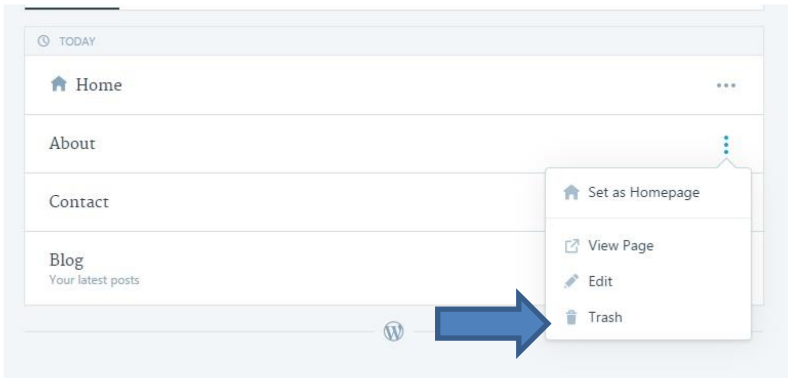
13. We are now going to add the pages that you need to the site.

14. Click on Pages.

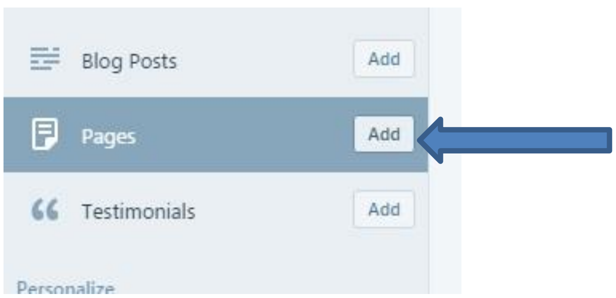


15. You will now see all the pages created by the template. This will be different for each template.

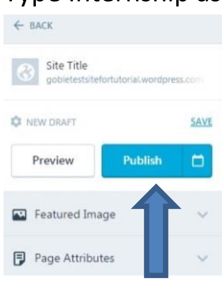
16. Your portfolio needs the Welcome (or Home), About, Contact and Blog page. But you can delete any other. Click on the 3 dots by the name and select Trash



17. We need to add a few pages to the menu. Click on Add.



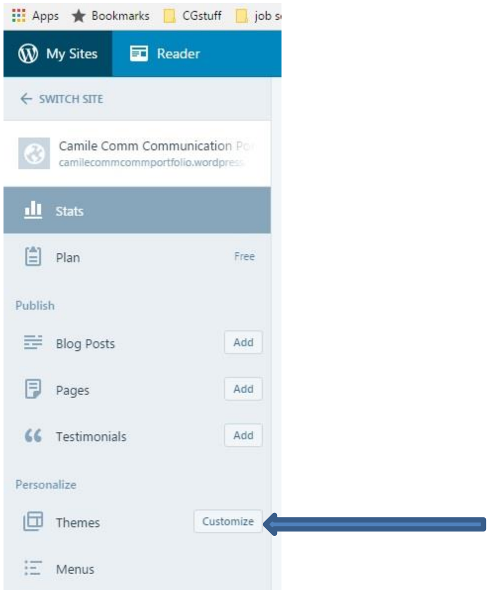
18. Type Internship as the name and put Under Construction in the text



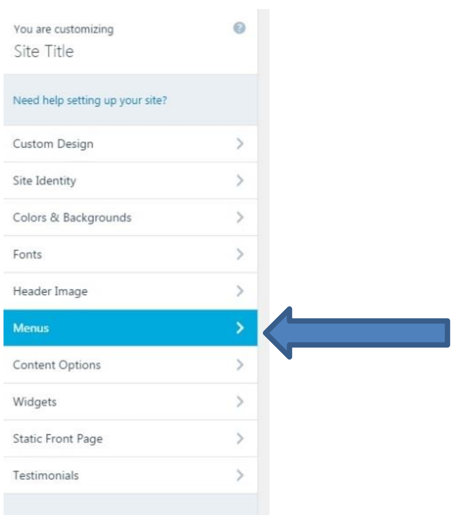
19. Click Publish

20. Repeat this process and create a Professional Work Samples Page.

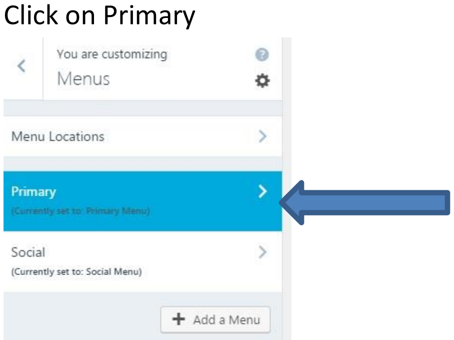
21. **Organizing the Menu and Changing Page Names**: Click on the Customize Button by Themes



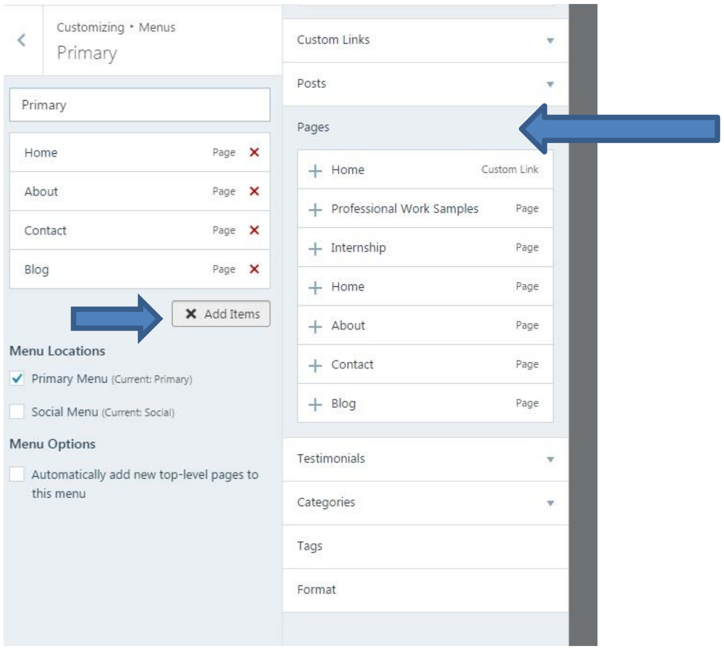
22. Click on Menus.



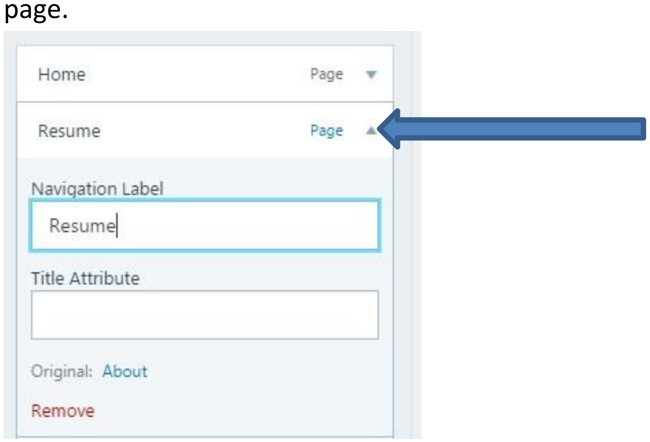
23. Click on Primary



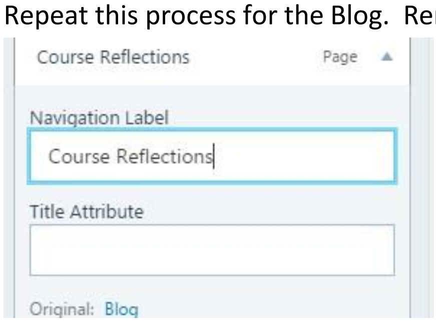
24. We need to now add the pages we created to the menu. Click on Add Items.



25. Click on Pages . Then Click on the + by the 2 pages we created.
26. Click Save and Publish.
27. Now we are going to change the names of a few pages. Click on the arrow by the About page.

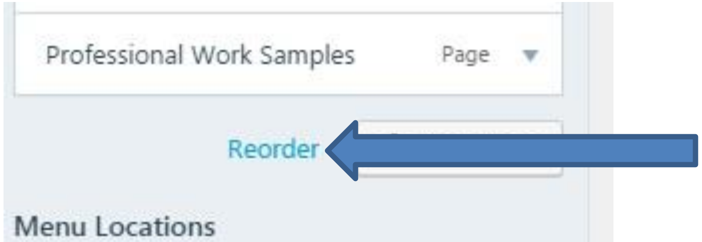


28. Change its name to Resume.
29. Repeat this process for the Blog. Renaming it Course Reflections.

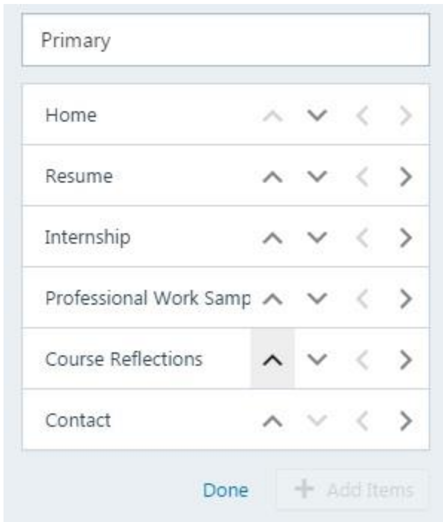


30. Click Save and Publish.

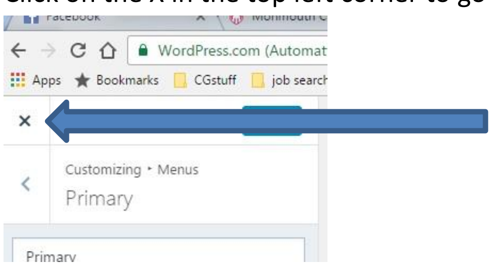
31. Now we will reorder the menu. Click on Reorder.



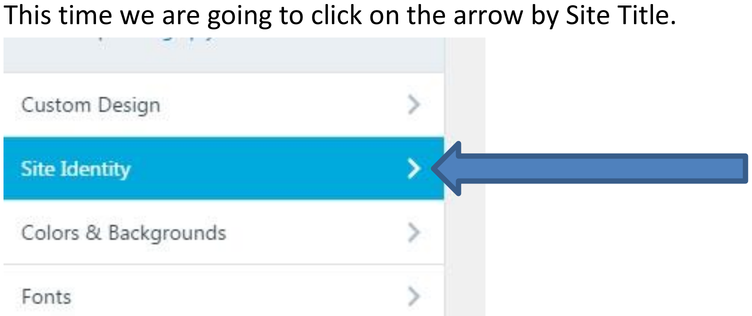
32. By clicking on the up or down arrow by each menu item, but them in this order.



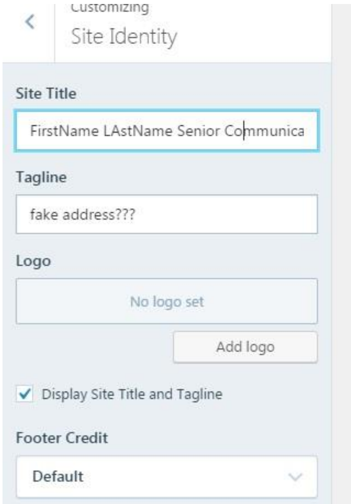
33. Click Done and then Save and Publish.
34. Click on the X in the top left corner to go back to the main dashboard area.



35.
36. We need to now change the site title.
37. Once again click on the Customize button by Themes.
38. This time we are going to click on the arrow by Site Title.



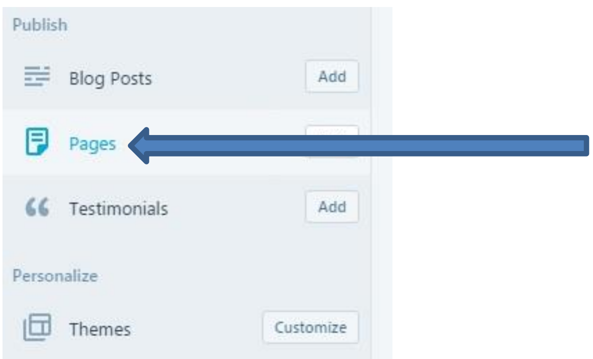
39. Change the site title to **FirstName LastName Senior Communication Portfolio**



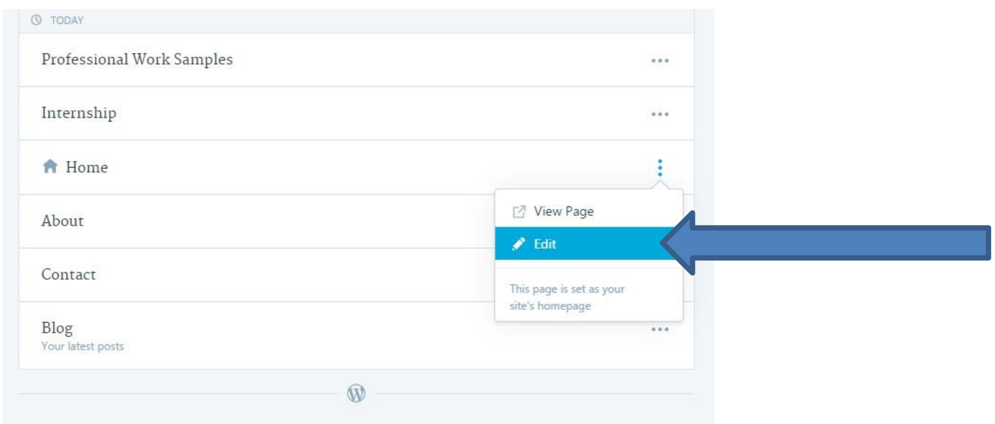
40. You can change the tagline to your address or other contact information.
41. Click Save and Publish. And then on the X.
42. There could be a number of other items you want to customize. Experiment with it and see what you can change.

43. Adding Information to Pages.

44. Click on Pages in the Main Dashboard Menu

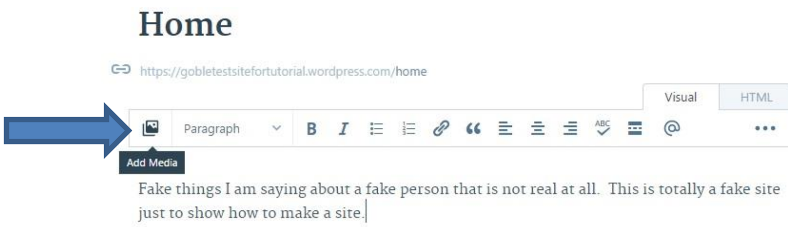


45. Click on the 3 dots next to the page you want to edit. I am selecting the Home page. Then click Edit.

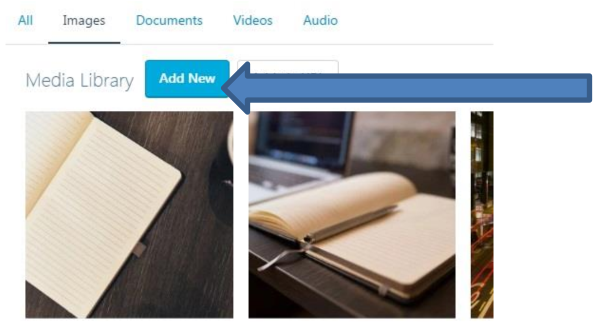


46. Now you can type new text into this or any page. Later for the home page you will create a statement for the page. Right now just introduce yourself in a short sentence or two.

47. This page will also feature a professional picture of you. Click and place the cursor at the beginning of the text you just typed. Click on the Add Media button in the menu bar.

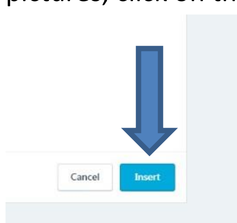


48. Click on the Images tab and then Add New.

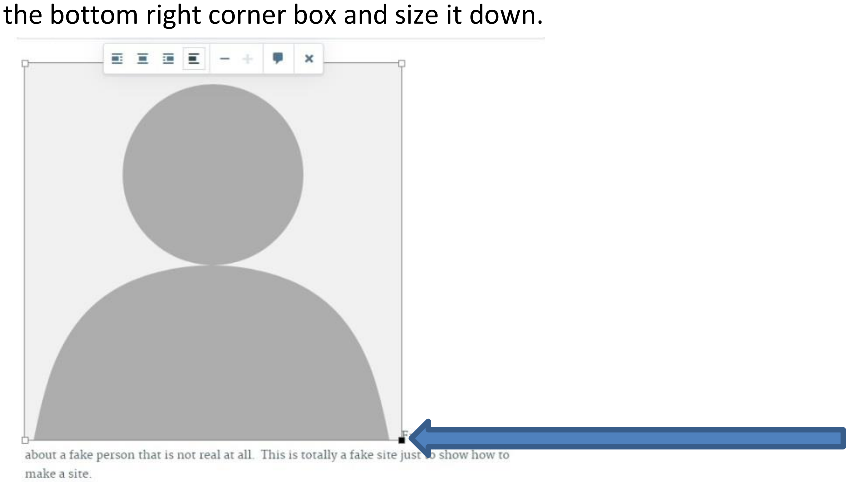


49. Now you can upload a picture from your computer to the website.

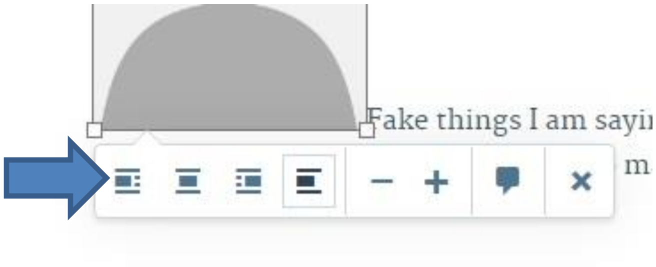
50. Click Insert and the picture will go where you have the cursor. If you upload multiple pictures, click on the one you want to insert so it is highlighted.



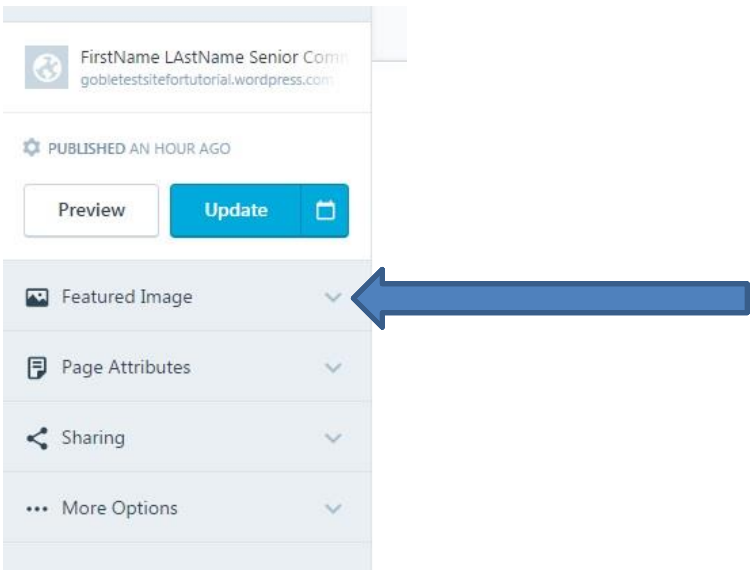
51. Now you can see the picture is on the page. Click on the picture and you can resize it. Click on the bottom right corner box and size it down.



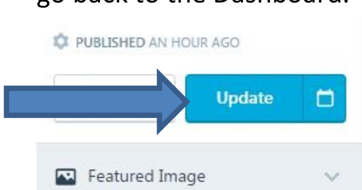
52. Now to get the text to flow around it, click on the icon that is first in the picture control tool box.



53. This will cause the text to align around the picture which will look more professional.
54. There are standard font controls and text controls also on the page. Experiment with them. Also, your template may have featured images on the pages, you may need to delete them.

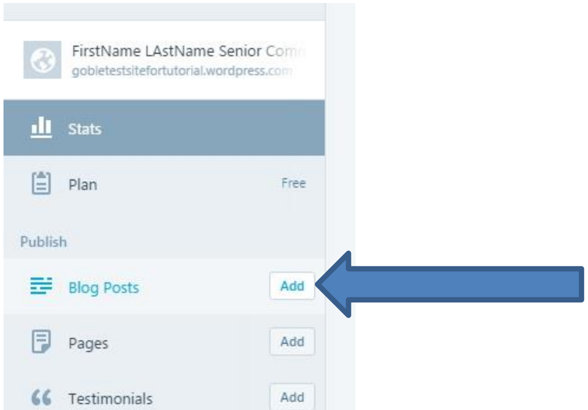


55. When you are done Click Update to save the changes to the page. Then click on My Sites to go back to the Dashboard.



56. **Adding a Blog Post/ Reflection Statement**

57. Click on Add by Blog Posts



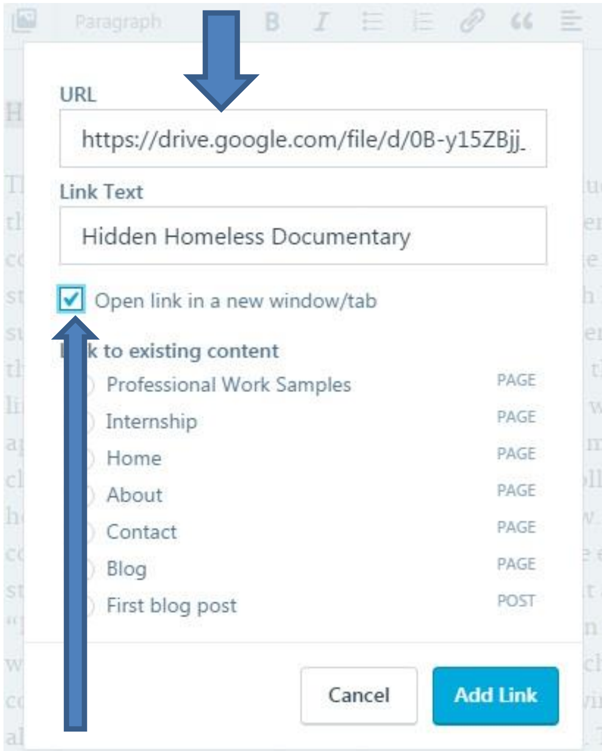
58. This will look and function exactly the same as page editing. Type in a title, for the reflections it is the course title. Then you will copy and paste the text of your reflection into the body of the post.

59. Now to insert a hyperlink. This process is the same on pages as it is here on blog posts.

60. Put the cursor before your test and type a name for the artifact and hit enter. Then highlight it.

61. Click on the Hyperlink Icon. It looks like a link of chain.

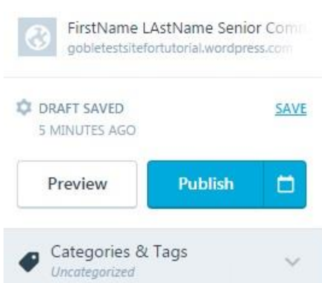
62. Now the hyperlink box will appear. Get the url for your artifact from the file in Drive. Copy and paste it into the URL box.



63. Make sure you click on the box by Open link in new window/tab. This looks more professional to have the artifacts open in a new tab.

64. Click Add Link/

65. Now Click Publish to finish.

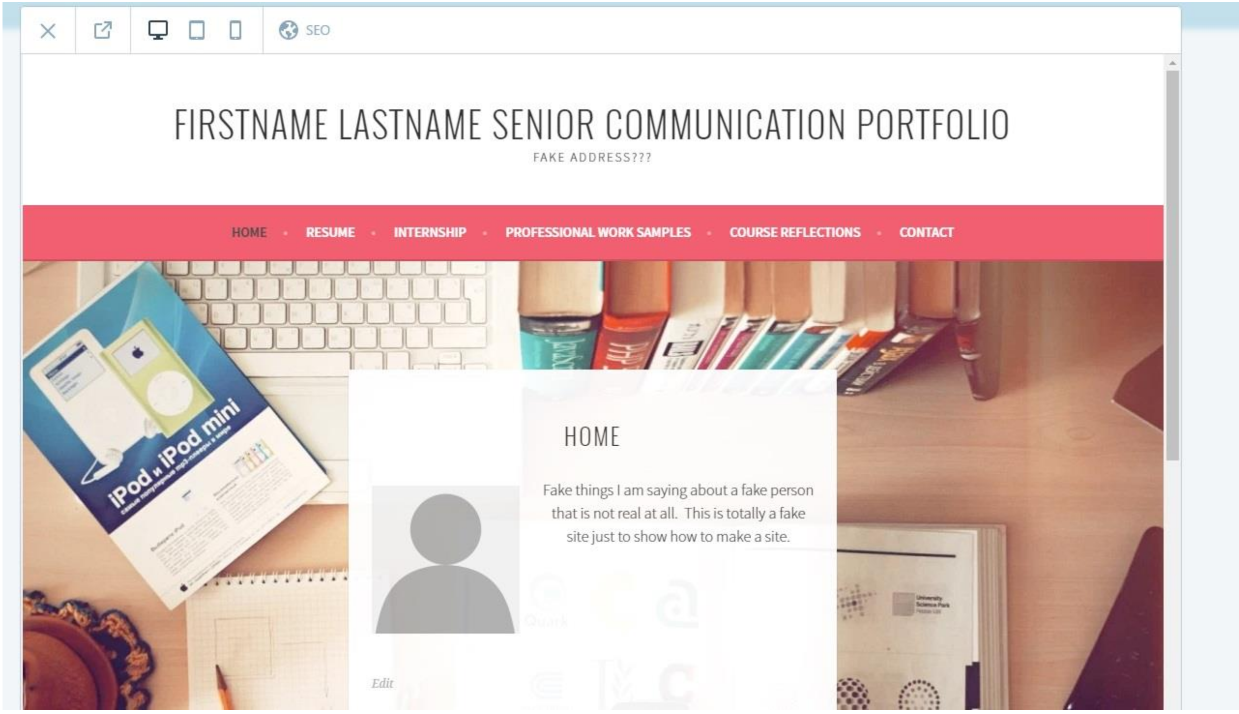


66. There are a lot of other functions here too. Experiment.

67. Click on My Sites.

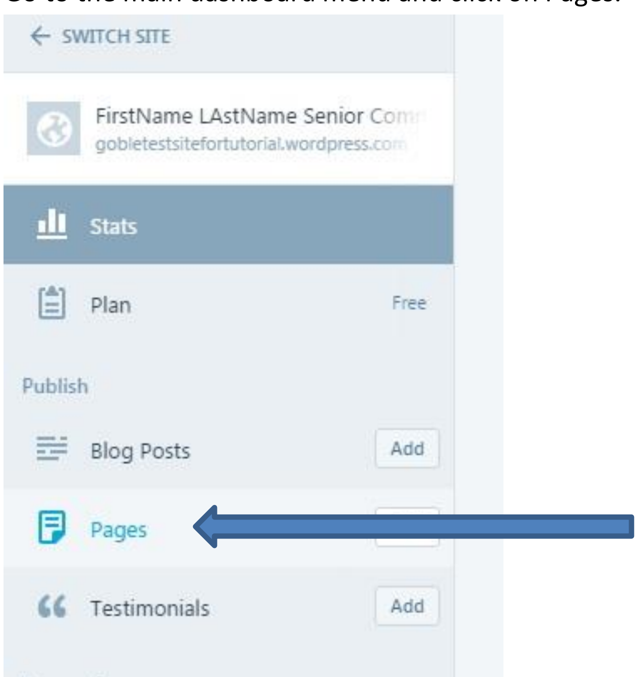
68. From the main control dashboard, you can preview the site by clicking on the site name at the top left

69. This is how mine looks….

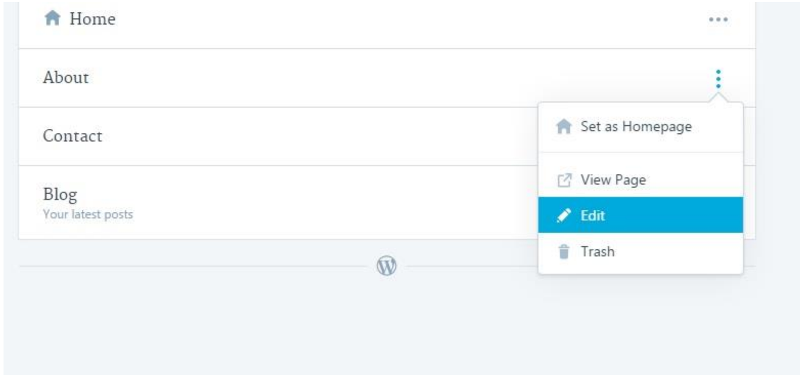


70. Updating pages

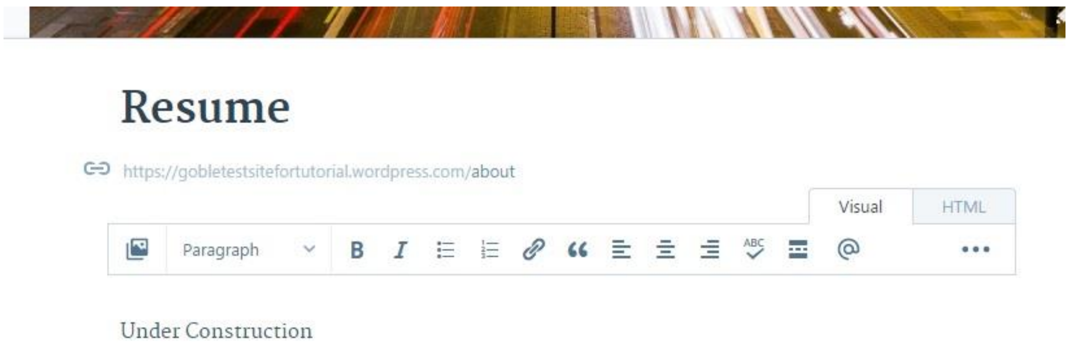
71. Go to the main dashboard menu and click on Pages.



72. Click on the 3 dots by the About page and click edit.



73. Click on the title “About” and change it to Resume. Then in the main text type “Under Construction”



74. Click Update.

75. You now should have the basic set up done. Now experiment with making it your own.