

Student ePortfolio

Using WPM to Create and Edit Your Ithaca College Website

Overview

Student ePortfolios are provided by Ithaca College as personal websites. All of the specialty language and code has been omitted to provide a consistent format and to make sites easy to build and use. Student ePortfolios can be a great forum to display your professional and academic experience to potential employers and other audiences..

Logging On

Department sites can be accessed from any web browser simply by going to <https://www.ithaca.edu/wpm>. Use your Netpass username and password to log on.

My Profiles

Selecting **My Profiles** under Profile Navigation will return you to the WPM homepage. On this page, all the WPM profiles delegated to you will appear. Clicking on any of these profiles will bring you to the editing navigation for that specific profile.

Left-Hand Navigation

In the left-hand navigation panes you will find links that enable you to manage all the aspects of your ePortfolio. There are five separate panes to manage the various features of your profile. The first one pertains to the main menu where you will find all of your profiles and profiles for which you have been delegated responsibility. The second concerns your settings regarding color scheme and viewing rights; the third allows you to edit your site's content; the fourth informs you of how much of your 25 megabytes of space are being used and allows you to request a quota increase if necessary. Lastly, the fifth pane permits you to provide Information Technology Services with your Web Profile Manager feedback. See figure 1.

Preferences

Preferences options are used to specify whether or not you would like your ePortfolio included in the Ithaca College public listing. Simply select the radio button that matches your preference.

Themes

Themes allow you to choose the color scheme for your site. To change your theme select **Themes** in the Settings navigation pane. Then simply select the radio button next to the color scheme of your choice. Do not forget to click **Save Your Settings**.

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Figure 1: Navigation

Quick Guide

Viewing Rights

Viewing rights allow you to dictate who may see your site. To edit your viewing rights select **Viewing Rights** from the Settings navigation pane. You may designate several combinations of access for your site.

- No access: only you will be able to view your ePortfolio. When you visit the site you will be asked to authenticate with your username and password.
- Limited access: give access to any combination of IC groups, or particular IC people. If you would like to give particular people outside of the IC community access to your site, you will have to assign them a username and password.
- Public: allow anyone to see your ePortfolio

Intro Page & Custom Sections

Your intro page is the first page visitors will see when they go to your site. To begin developing content, select **Intro Page** in the Manage Content pane. From there select the **Edit** icon.

The content developer works like most word-processing programs. You can use the toolbar to copy, cut, and paste text, as well as change the formatting by bolding or italicizing text.

If you would like to create a hyperlink, highlight the text you wish to make a hyperlink and select the hyperlink icon (figure 2). Then enter the link type from the drop down menu, the protocol from the drop down menu, and enter the URL or web address.



Figure 2: Hyperlink icon

To create content, simply enter your text in the window, and don't forget to click **Save Your Work**. *Creating content for custom sections works exactly the same way.*

Setting an Image

You may select a picture to appear in the top right-hand section of your page. Most file formats are compatible including JPEG, PNG, GIF and BMP. However, your file will not be accepted if it is larger than 10MBs.

1. To set an image, select the **Set Image** icon from the Intro Page or Custom Sections menu.
2. Select **Choose File** and browser your files for your desired picture.
3. Double-click on the file you would like to set as your image.
4. You must then give your picture an ALT Tag. This brief caption is meant to assist the visually impaired. If you so choose, your ALT Tags can be used as caption by selecting the appropriate radio buttons.
5. Select **Upload and save your image**

Reordering Custom Sections

Your custom sections may be ordered however you would like in the left-hand navigation of your site. To change the order of your custom sections:

1. Select **Custom Sections** under Manage Content
2. Use the up and down arrows on the left of each custom section to change the order.

Preview vs. Live Profile



Figure 3: Preview Icon



Figure 4: View Live Profile

There are two ways to preview your site. However, one view is more accurate than the other. Next to some pages, like the Intro page, you will see a **Preview** icon (figure 3). Selecting this icon will give you a general idea of what your site looks like, but the formatting will be inaccurate. To see what your site actually looks like select the **View Live Profile** icon (figure 4), which appears in the top-right corner of all WPM pages. This will show you your actual profile and allow you to navigate the site just as a visitor would.

Photo Galleries

Photo Galleries are used to combine uploaded images into one, compact location. To create a Photo Gallery:

1. Select the **Photo Galleries** link under Manage Content
2. Select **Add a New Gallery** and give the Gallery a title and description (optional)
3. Choose whether to skip the thumbnail view (small previews of photos when Gallery is opened)
4. Select **Save New Gallery and Start Adding Images**
5. Add photos by selecting **Add New Image to this Gallery** and then upload the images

Choosing a Poster

Designating a poster for your album makes the photo of your choice the representative for the entire album on your galleries listing page. This will only work if you have more than one album. To make an image a poster, simply select the **Make Poster** icon (figure 5) next to that image.



Figure 5: Make Poster

Documents

Documents is a section of your site that allows you to make downloads available to visitors, files will not be imbedded in your site. It is important to keep in mind that only certain types of files may be uploaded. Those file types include:

- Images: JPEG, PNG, TIFF
- PDF Documents
- Microsoft Office: Word, Excel, PowerPoint
- Zip Archives
- Media: MP3, QuickTime, Windows Media, AVI, Flash

To Upload a Document

1. Select the **Documents** link under Manage Content
2. Select the **Add Document** icon (figure 6)
3. Browse your computer for your document and double-click your selection
4. Select a folder for your document from the dropdown menu
5. Give your document a filename, title and description (optional)



Figure 6: Add Document

6. Click **Save New Document**

Taxonomy

You can design your folder and subfolder taxonomy however you like. You can add subfolders to the documents folder and then put as many subfolders within those folders as you like. To create a subfolder:

1. Select the **Add Subfolder** icon next to the documents folder you would like your subfolder to be located within.
2. Give your folder a title. This is the title visitors will see.
3. Specify the folder name, which will be part of the URL address.
4. Confirm your folder is in the correct location by selecting a location from the drop down menu.
5. Give your folder a description if you would like.
6. Do not forget to click **Create Folder**.

Blogs

Blogs can be used to post text, media and files to a site within a faculty profile. To create a blog and post:

1. Select the **Blogs** link under Manage Content
2. Click **Create a New Blog**
3. Give the new blog a name and tagline then click **Create the blog**
4. Choose to hide or show your blog by selecting the appropriate radio button. You may want to keep your blog hidden until you have prepared initial content. Then select **Continue**.
5. Once created, new posts can be added to the blog by selecting **New Post**.
 - a. Blog posts can also contain HTML snippets (YouTube videos, Google Video, etc.) To add these, select **Add an HTML snippet** at the bottom of the New Blog Entry page. Copy the HTML snippet from the source and paste it into the embed box.
 - b. Select **Save post**.
6. You can change the title and tagline of the blog at anytime by selecting the **Title & tagline** icon.
7. You may give your blog a detailed description and image by selecting the **Image & about page** icon.
8. If you would like to invite guests to blog on your site, select the **Bloggers** icon. Please note that only members of the Ithaca College community can be added as guest bloggers. Enter your guest's name or user name into the directory search box on the left-hand side and click **Search**. Once you have added all of your guest bloggers, click **Save changes**. Guest bloggers will have delegated responsibility to the blog, but not to the rest of the profile and can be added or removed at anytime.
9. To show or hide your blog simply click on the light bulb icon. If your blog is live the icon will be white, if your blog is hidden the icon will be yellow.
10. To delete your blog select the **delete** icon.

Dates List

Dates lists can be used to remind visitors to your site of important upcoming dates. To add a dates list to your site:

1. Go to **Dates Lists** under Manage Content
2. Select **Add a date**
3. Select the calendar icon (figure 7) and specify a date
4. Select how many weeks prior to your event you would like the date to show from the dropdown menu
5. Give your event a title and specify the URL (optional) with the http protocol
6. Select a radio button for whether or not the link should open in a new window
7. Click **Save**



Figure 7: Calendar Icon

Featuring Your Dates List

Even though you have created a dates list, it will not show up on your website until you specify where you would like it featured. To feature your sidebar dates list on a particular page:

1. Select the page where you would like your dates list to appear from the Manage Content navigation pane
2. Select **Sidebar** next to the chosen page
3. Select **Feature a New Profile Element**
4. At the bottom of the page click **Feature Upcoming Dates**

Your dates list will now appear on the page you selected

Quota

By default, ePortfolios allocated 25 Megabytes (MB). If this is not a sufficient amount of space, students can request a quota increase by clicking on **Request a quota increase** in the Disk Quota pane. Enter a brief description of why you require additional space and click **Send Your Request**.

Talkback

If you feedback on WPM, select the **Comments, Feedback, and Bug Reports** link in the Talkback pane. Provide as detailed a description as you can and click **Send**.

WPM Help

Web Profile Manager has a built-in help index. Using this tool, topics and questions can be searched to answer basic, frequently asked questions. This is your first troubleshooting resource guide.

For More Information

A variety of support services are available from ITS if you would like additional help:

Computer training on a variety of topics is available to faculty, staff, and students at no charge through the Technology Learning Center (TLC). Check out the current TLC training schedule online at <https://www.ithaca.edu/its/workshops>

Online documentation and tutorials on IC-supported computing software and systems are available at <https://www.ithaca.edu/its/traindoc>

Frontline computing support is available through the ITS Helpdesk in 104 Job Hall; send e-mail to helpdesk@ithaca.edu or call 607-274-1000.

Backline consulting support is available in the Technology Learning Center, room 101 Friends Hall.

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