

# WPM: Student ePortfolios

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.

**Important note:** As of Fall 2013, no new ePortfolios will be created in WPM because IC will be moving to Taskstream for online portfolios. Existing ePortfolios will expire in August of 2014. Students should take action to salvage their ePortfolio content by archiving data or moving to Taskstream before August 2014. See <http://www.ithaca.edu/its/traindoc> or contact the ITS Helpdesk at (607) 274-1000 or [helpdesk@ithaca.edu](mailto:helpdesk@ithaca.edu) for more information.

## Logging On

Department sites can be accessed from any web browser simply by going to <https://www.ithaca.edu/wpm>. Use your email 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

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## 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 a 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.

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## Publishing Content

After editing content or setting an image on the Intro Page and Custom Sections pages and saving your work, your content is still unpublished and is only viewable to site maintainers via the View Draft Profile button (explained further down on this page). To publish your content when it is ready for public viewing, you must click **Publish Changes (Figure 3)** on the Intro Page or Custom Section page. Leave **Final** selected from the drop down menu, unless you would like WPM to display what you added and deleted. Add any comments about the changes you made and click **Publish (Figure 4)**. Your content is now live and publicly viewable.

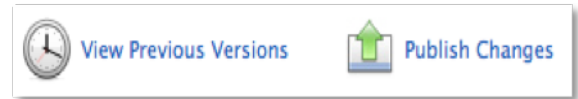


Figure 3: View Previous Versions and Publish Changes

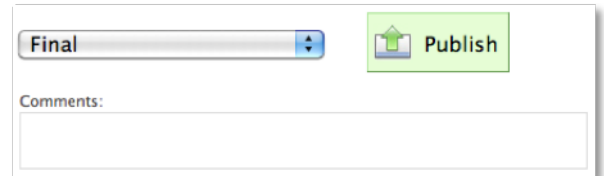


Figure 4: Add Comments and Publish

With WPM Version 1.8, users can now **View Previous Versions (Figure 3)** when in the editing window of the Intro Page or Custom Sections. Users can view any previously published content for that page and the associated comments. If desired, a previous version can be restored to replace current content by clicking **Restore This Version**.

## View Draft Profile vs. View Live Profile

There are two ways to preview your site. **View Draft Profile (Figure 5)** displays what *unpublished* content will look like formatted into the design of the web page in a new tab. Note that under the View Draft Profile button, you can click **Email Link** to open up the default email application on your computer to send a link of the draft profile (to a Primary Content Manager, for example) before publishing the content to go live. **Reset Access** will void the old link, which you can do after making further changes. The other option for previewing your site is **View Live Profile (Figure 5)**. This option displays *published* content formatted into the design of the web page in a new tab and is what visitors to your site currently see.



Figure 5: View Draft Profile VS View Live Profile

## 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. Choose to **Show (Figure 6)** the gallery
6. Add photos by selecting **Add New Image to this Gallery**

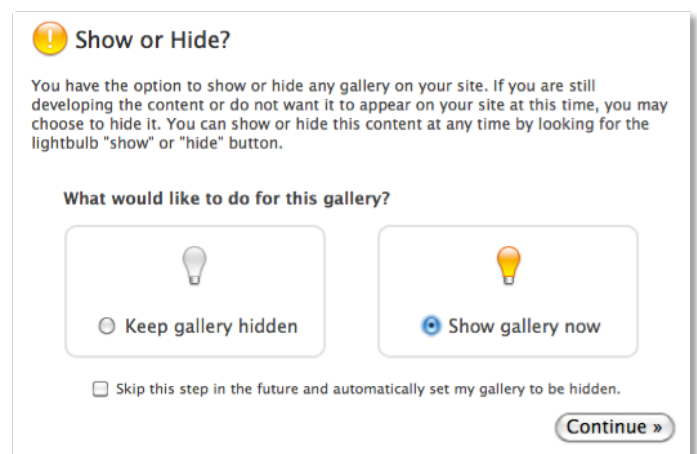


Figure 6: Show or Hide

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## 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 7**) next to that image.

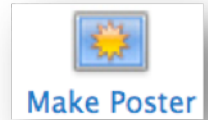


Figure 7: Make Poster

## 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 8**)
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)
6. Click **Save New Document**



Figure 8: Add 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. The 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**.

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## 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 9**) 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 9: Calendar Icon

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## 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.

## FAQs

The FAQ (Frequently Asked Questions) feature allows WPM site owners to include a searchable database of frequently-asked questions in their sites. FAQs may be grouped into categories and tagged with keywords. The FAQ Reports tool provides data on popular searches, failed searches, and popular questions. FAQs may be featured in Sidebars in a variety of ways. For instance, site owners may choose to include a search box, highlight a specific question, or show a list of FAQ categories.

To utilize FAQs in your website:

1. Click **FAQs** under Manage Content
2. Click **Edit Introduction Copy**
3. Enter an introduction text that you would wish to have appear on the FAQs home page.
4. Click **Save**
5. Click **Manage Categories**
6. Enter a category name next to “Create new category” and click **Add**
7. Click **Create New Question**
8. Enter the question
9. Enter the answer
10. Select the existing category the question falls under, or add a new category
11. Enter tags separated by commas—words more specific than the category
12. Enter search term keywords separated by commas—what you think visitors might type in
13. Enter an internal note—reasons for updating a FAQ, alternative answers
14. Click **Save**
15. Click **Manage Questions** to edit, show/hide, delete questions and their answers
16. Click **Reporting** to review the most popular questions, popular searches, and failed searches

## Content Collections

The Content Collections feature allows WPM site owners to present information in special layouts that cannot be achieved in standard WPM pages. Content collections are built for situations where you are showing information on multiple things that each has an associated image. The items may be displayed in List View or Grid View layout, and can optionally be organized in categories, which allows for an additional presentation

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option of showing the groupings as tabs. When you create a new content collection, you can choose whether you want all of the information on your items to be part of the content collection, or if each item should act as a link to some pre-existing content, which in the system is described as "self-contained pages" verses "off-site links."

Some example uses for Content Collections might include "Featured Student-Faculty Research Projects," "Our specialized classrooms," "Notable Alums," "Meet our office's administrative staff," or "List of Visiting Authors."

Collections may be featured in Sidebars in several different ways. For instance, site owners may choose to highlight a specific content collection or point to a random content collection item from a category. When you are ready to launch a collection on your site, you do so by choosing its menu location in the "Custom Sections" module. As this feature makes a lot more sense when you actually use it, we encourage you to play around with it in your Test/Experimentation profile; knowing its capabilities will help you find the places it can enhance your site the most.

To utilize Content Collections on your website:

1. Click **Content Collections** under Manage Content
2. Click **Create a New Content Collection**
3. Enter the name of your collection
4. Write an optional description of your collection
5. Enter Collection Item (singular and plural)
6. Enter a short name to act as the end of the URL for the link to the content collection
7. Choose either **Self-Contained Pages** or **Off-Site Links**. You can create content for each item using Self-Contained Pages, or you can redirect to websites within your ePortfolio or to other external websites for each item. **NOTE: Once you select this and save, you will NOT be able to change this in the future.**
8. Choose whether or not you need to organize your items into categories (if you have many items). If yes, check the box to display categories as tabs, if desired.
9. Select either **List View** or **Grid View**
10. Click **Create My New Collection**
11. Click on the content collection you created from the Content Collections page under Manage Content
12. If you chose to have categories, click **New Category**, enter the name and click **Create Category**
13. Click **Add Item** next to your category, or next to your content collection, depending on whether or not you have categories
14. Enter the item name
15. Enter a short description no more than 150 characters
16. Enter a longer description
17. Select a category from the drop down menu, if applicable
18. Click **Create My New Item**
19. If desired, click **Browse...** and select an image from your hard drive to represent the item. If you don't want to include an image, click **Do nothing and go back**.
20. Enter an ALT Tag and choose whether or not you want it to display as a caption.

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21. Click **Upload and save your image**.
22. Click the light bulb to **Show** the item.
23. Click **Return to “[content collection title]”** to add more items to your collection.

## 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

For more information on WPM: Student ePortfolios, drop in to the Technology Learning Center anytime between 9:00am and 5:00pm Monday through Friday when a workshop is not in session, or call the TLC at x4-3139. For additional help, contact the ITS Helpdesk at [helpdesk@ithaca.edu](mailto:helpdesk@ithaca.edu) or x4-1000.

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