

Setting Up Your Website for Your Electronic Teaching Portfolio

Signing Up

The tool we recommend you use to build your ePortfolio is Weebly (<http://www.weebly.com/>). This guide will walk you through the setup process, but Weebly also has extensive Help videos here: <http://help.weebly.com/beginners-guide.html>.

The first thing you'll need to do is sign up



Sign up with Facebook

or

Full Name

Email

Password

Sign up. It's free!



Select a Theme

The first step to create your portfolio is to select a theme. Weebly has over a hundred themes to choose from and you can look over them by scrolling down the Choose a Theme page. We recommend that you choose a simple, professional-looking theme. You might consider looking for themes where the menu runs vertically down the screen. If you choose a horizontal menu, because the portfolio has so many pages with long titles, your menu linking to the various pages may not show entirely.

Here are a couple examples:

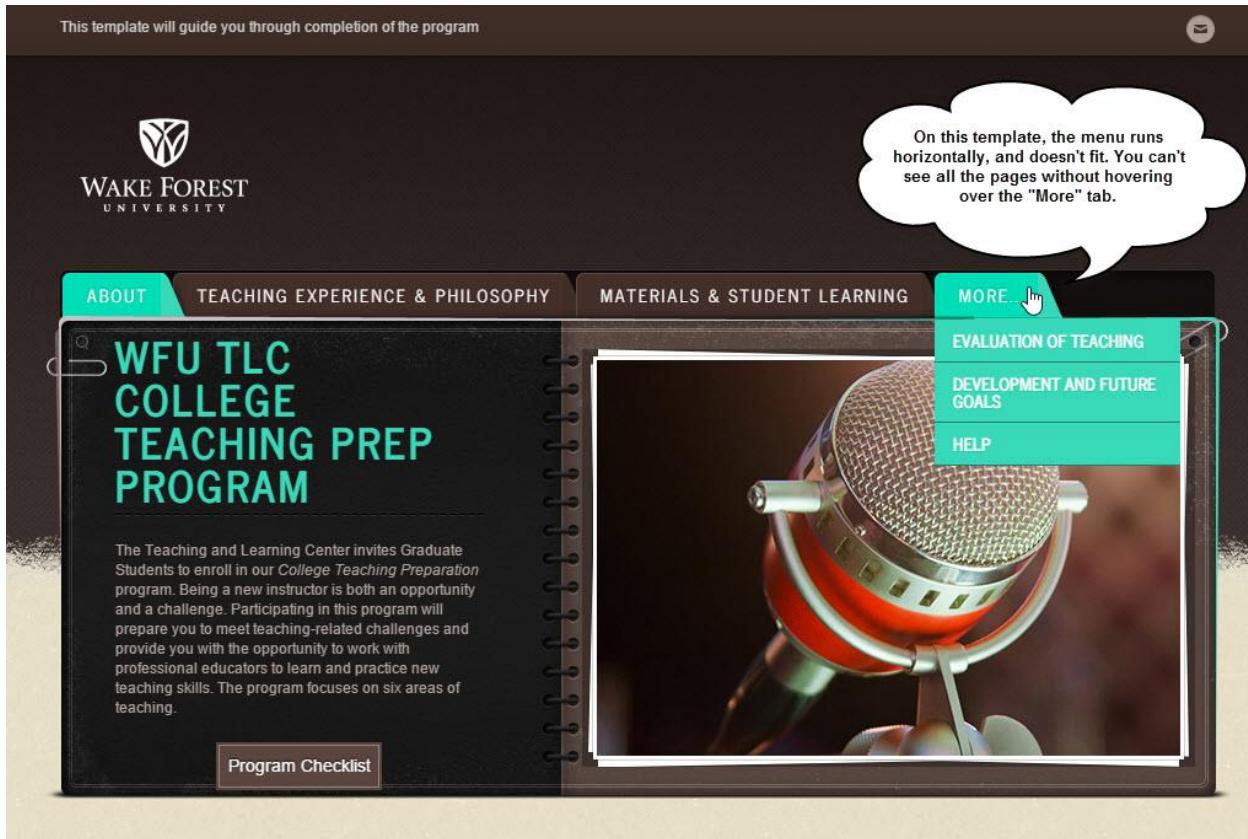
This template will guide you through completion of the program

WFU TLC COLLEGE TEACHING PREP PROGRAM

The Teaching and Learning Center invites Graduate Students to enroll in our College Teaching Preparation program. Being a new instructor is both an opportunity and a challenge. Participating in this program will prepare you to meet teaching-related challenges and provide you with the opportunity to work with professional educators to learn and practice new teaching skills. The program focuses on six areas of teaching.

Program Checklist

GETTING STARTED



If you really like a theme that has a horizontal layout, you can make some changes in the Settings area to make sure your pages don't get bundled under a "More" tab.

FREE ▾

BUILD DESIGN PAGES STORE SETTINGS ⓘ

Choose which pages to protect in the "Pages" tab.

Navigation

Make sure this box is **unchecked**

Group excess pages under "More..."

Facebook Sharing

Once you settle on a theme, click on it to select it. You don't need to spend too much time here, you can always change your theme later.

Choose Your Site's Address

Next you'll choose your site's address (also called a domain). Try to pick something professional sounding. Remember, you own this portfolio and will take it with you in the future.



Give Your Site a Title

In the title area of your theme, put *Your First Name Last Name's Teaching Portfolio* (e.g., John Doe's Teaching Portfolio)



Adding More Pages to Your ePortfolio

Now you'll need to add the rest of the pages to your ePortfolio. Creating a new page is a matter of going to the Pages tab and clicking the Add Page button.

W FREE ▾ BUILD DESIGN PAGES STORE SETTINGS ? ▾ PUBLISH ☰

Pages + Add

Add a Standard Page for the most flexibility

Tip: Drag pages up/down to reorder and left/right to create subpages.

Edit Page

Name your first page
Page Name

Hide page in navigation

Page Layout:

- Tall Header
- Short Header
- No Header **(No Header is best for most pages)**
- Landing Page

Visibility:

Advanced Settings +

Delete Page Copy Page **Save & Edit**

Name your first page Teaching Experience & Philosophy. Select the page layout you like (you can always change this later). Then click Save & Edit. You should see your new page in the menu on the left.

Pages + Add

About

Teaching Experience & Philoso...

Tip: Drag pages up/down to reorder and left/right to create subpages.

Edit Page

Page Name: Teaching Experience & Philosophy

Hide page in navigation

Page Layout:

- Tall Header
- Short Header
- No Header
- Landing Page

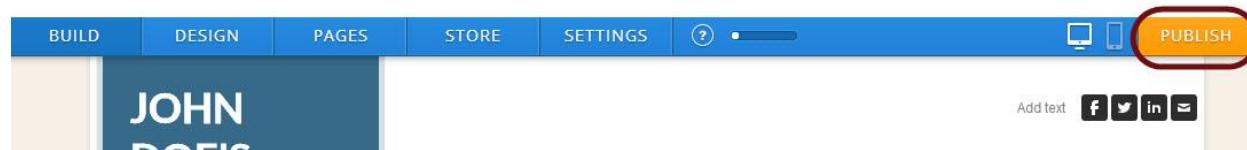
Do this three more times, naming your next three pages as follows:

- Materials & Student Learning
- Evaluation of Teaching
- Development and Future Goals

You should end up with a menu that has 5 different pages: About, Teaching Experience & Philosophy, Materials & Student Learning, Evaluation of Teaching, Development & Future Goals.

Publishing Your ePortfolio For Others to View

Once you've got your ePortfolio set up, click Publish in the upper right-hand corner



That's it! Your site is set up! Now you're ready to start putting content in. To add content, click on the *Build* tab at the top. You will see an editor on the left. Simply drag and drop the various elements to your page to start building. Review the Program template (<http://tlccollegeteachingprep.weebly.com>) for specific instructions on how to complete each page of your ePortfolio.

To learn how to add content to your pages, this is a good place to get started:

<http://kb.weebly.com/first-elements.html>, but you can also visit the Help links in the Program template: <http://tlccollegeteachingprep.weebly.com/help.html>.