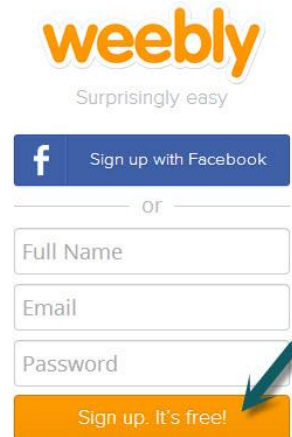


Setting Up Your Website for Your Electronic Teaching Portfolio

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



The image shows the Weebly sign-up interface. At the top is the Weebly logo with the tagline "Surprisingly easy". Below this is a "Sign up with Facebook" button. Underneath is the word "or" followed by three input fields: "Full Name", "Email", and "Password". At the bottom is an orange "Sign up. It's free!" button, which is pointed to by a green arrow.

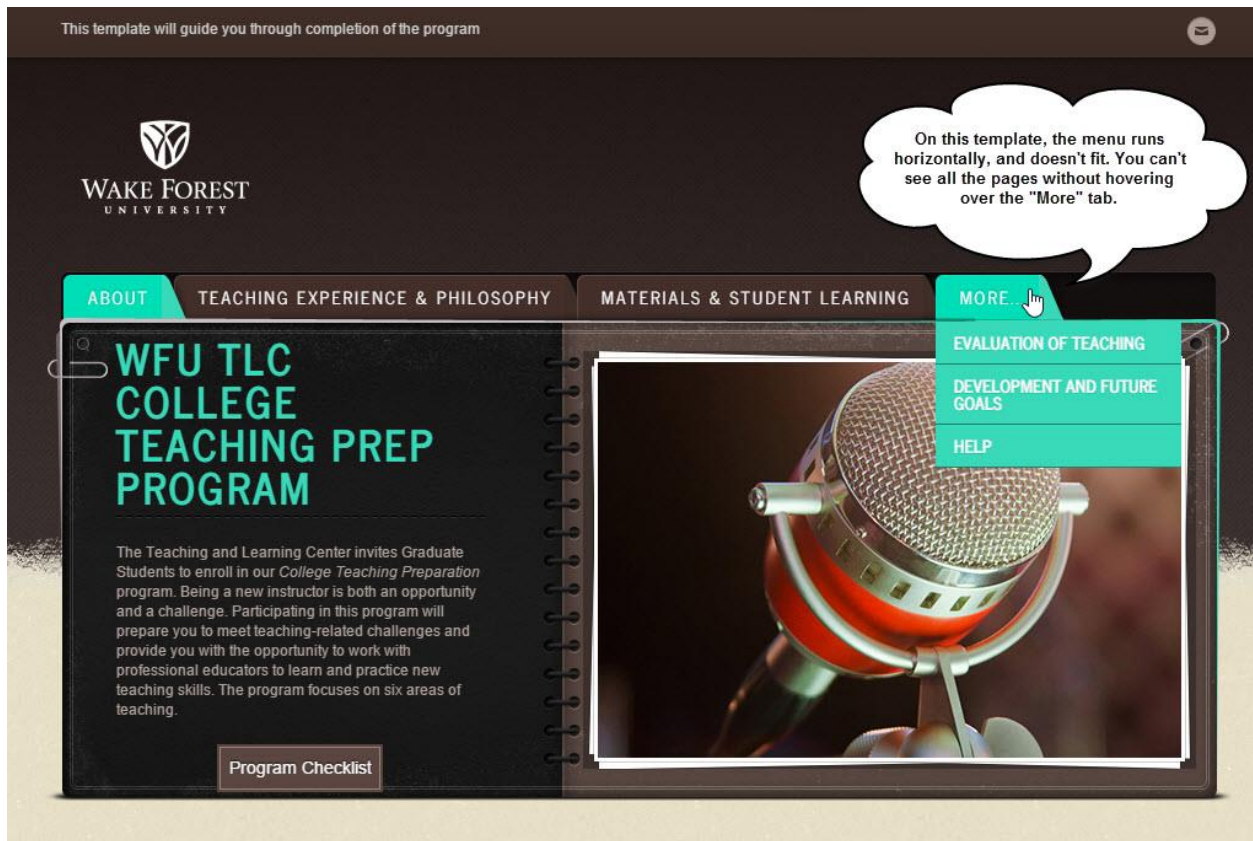
Select a Theme

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 pages with long titles, your menu linking to the various pages may not show entirely.

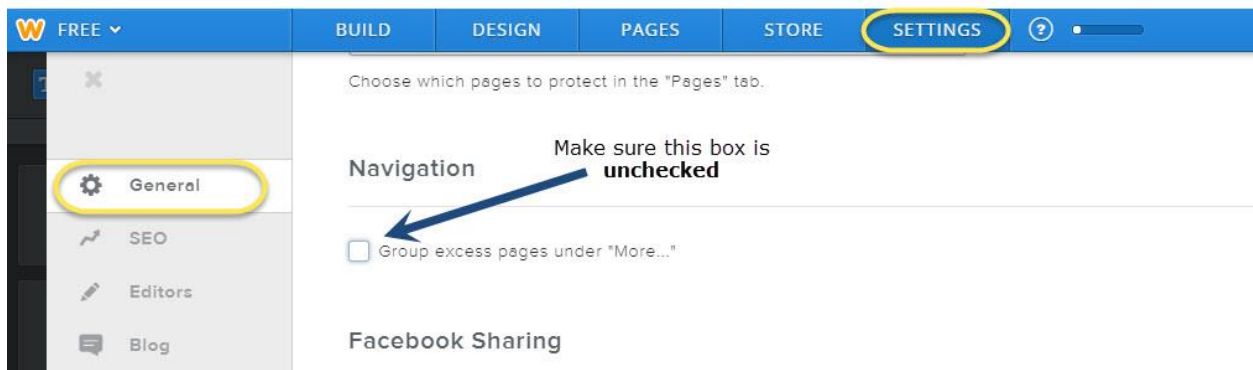
Here are a couple examples:



The image displays two website theme examples for Wake Forest University. The left example features a green vertical sidebar menu with the university logo at the top. The menu items are: About, Teaching Experience & Philosophy, Materials & Student Learning, Evaluation of Teaching, Development and Future Goals, and Help. A callout box points to the menu with the text: "On this template the menu runs vertically, so all pages can be seen". The right example is a light green template titled "WFU TLC COLLEGE TEACHING PREP PROGRAM". It includes a paragraph of text about the program and a "Program Checklist" button. A small note at the top right of this template says: "This template will guide you through completion of the program".



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.



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.

Choose Your Website Domain

This is the address where people will find your website online.

Use a Subdomain of Weebly.com
A great way to get your website started

http:// .weebly.com **Available**

Register a New Domain
For a more professional online presence

http://www. .com

Connect a Domain You Already Own
Choose a plan and connect your domain in the next step

http://

Continue

Indicates if the name you've chosen is available

Name your website here

Click continue when you're done

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.

FREE BUILD DESIGN **PAGES** STORE SETTINGS PUBLISH

Pages + Add

- Standard Page
- Blog Page
- Store Page
- External Link

Add a Standard Page for the most flexibility

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

Edit Page

Page Name: (Name your first page Teaching Experience & Philosophy)

☐ Hide page in navigation

Page Layout: ☐ Tall Header ☐ Short Header ☒ No Header ☐ Landing Page (Pick the page layout (No Header is best for most pages))

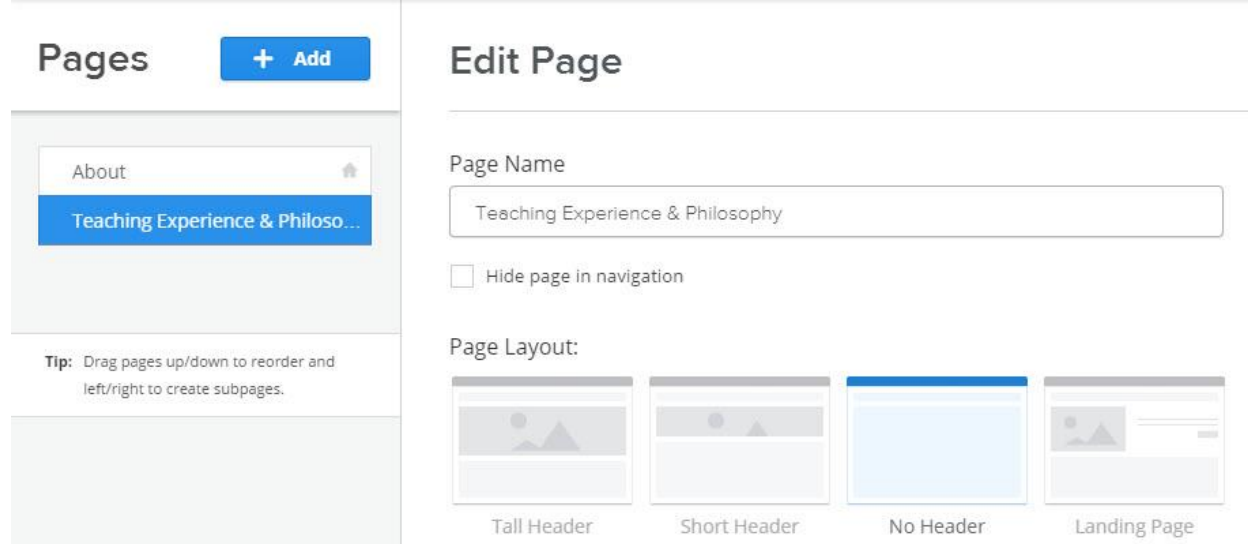
Visibility:

Advanced Settings +

Save when you're done (you can always change any of these settings later)

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.



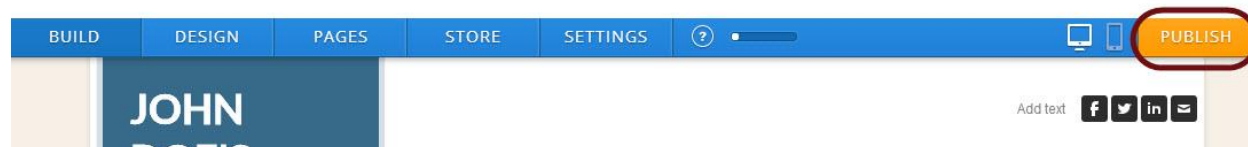
Do this three more times, naming your next three pages as follows:

- 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://tlccollege Teaching Prep.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://tlccollege Teaching Prep.weebly.com/help.html>.