Phase 1 - Getting Started
Phase 2 - Setting a Theme
Phase 3 - Setting up Pages
Phase 4 - Making a Menu
Phase 5 - Adding Video to your Page
Phase 6 - Setting Up Your Contact Page
Phase 7 - Extra Website Content + Final Design

ePortflio Tutorial
Website Design
Phase 1 – Start Up ePort Design

- Getting Started – Phase 1
- Step 1 – Setting Up a Theme
- Start of Week 2 – Expectations
  1. Review Tutorial Start Up Phase
  2. Set up a Theme
  3. *Submit your link title on Box.psu*

*see next slide – HOW to submit ePort on box*
ePort LINK SUBMISSION STEPS:

1. Create an account
2. go to Folder - 493 SUM2015 ePortfolios
3. click on "NEW" @ top left
4. click on "New Bookmark"
5. fill out or paste link @ Address of page / content (check that it is copied correctly)
6. fill out @ Name (see proper title instructions below + example of mine)
   *Title as: "ePort + last name + first name"
7. fill out @ Description = "ePort"

DONE - check and see if it opens up to your site
Getting Started

Log in with PSU access info

Create A Website Easily

Sites At Penn State gives students, faculty, and staff the ability to create websites and blogs quickly and easily. Get started today!

Click here to start a --> new site

Some Examples of Sites At Penn State
Setting up Domain Name

- On this page you will set your url (domain name) which is how people can manually find your site.

Create a Site  Site Directory

By filling out the form below, you can add a site to your account. There is no limit to the number of sites that you can have, so create to your heart’s content, but blog responsibly!

If you’re not going to use a great domain, leave it for a new user. Now have at it!

Site Name:
sites.psu.edu/

Site Title:

Privacy:
I would like my site to appear in search engines, and in public listings around this network.

- You also have the option of letting people search for your site using search engines like Google here
Kines 493

just another weblog

HOME SAMPLE PAGE

Hello world!

1 reply

Welcome to Sites At Penn State. This is your first post. Edit or delete it, then start blogging!

This entry was posted in Uncategorized on April 13, 2015. Edit

RECENT POSTS

Hello world

RECENT COMMENTS

Anonymous on Hello world

ARCHIVES

April 2015

CATEGORIES

Uncategorized

META

Site Admin
What’s Next?

- In the top left hand corner there is a tab that says “My Sites” (there is a little key icon to the left of it). **Find your site in the drop down menu and click on it.**
- This will take you to your sites Dashboard. **From here is where you will make all the changes you need for your site.**
Dashboard
Step 1 – Setting Up A Theme

- First thing we want to do is set up a theme for the site which will influence how your site is setup and looks.
- It's important to have your theme picked first because different themes offer different options and layouts.
- You can always change themes but be aware that if could lose features because the new theme doesn't offer it.
Step 1 – Setting Up A Theme

Theme can be found under the appearance tab here ->
Step 1 – Setting Up A Theme

- For this tutorial we will use the “Genesis for PSU” theme.
- To understand how to create a site it will be more clear to use this theme and follow the tutorial step by step. This way you may understand how the features work.
- Then you can change themes and play with the software better.
Step 1 – Setting Up A Theme

This is the theme we want. Just hover over it and click “Activate”
Step 1 – Setting Up A Theme

Notice how the dashboard menu changes once the theme is activated, giving us a new option.
Step 1 – Setting Up A Theme

- You can always check and see what your site currently looks like by going to the top of the page and clicking the title of your website.
- In this tutorial’s case, the site is called Kines 493. It will have a little house next to it.
Hello world!
April 13, 2015 by Benjamin Daniel Rivera — 1 Comment (Edit)
Welcome to Sites At Penn State. This is your first post. Edit or delete it, then start blogging!
Filed Under: Uncategorized

RECENT POSTS
Hello world!

RECENT COMMENTS
Anonymous on Hello world!

ARCHIVES
Phase 2

ePort Design

- Start Up + Step 1 Completed
- Step 2 – Setting Up Pages
- **Start of Week 3 – Expectations**
  1. Review Tutorial Steps 1-2
  2. Set up Pages
  3. Sections B-C (ePort Rubric)
Pages are what you will put your website’s information on for people to bring up on their screens.

Where to create a new page can be found on the “Pages” tab on the left hand menu of the dashboard.
Step 2 – Setting Up Pages

Here is where you can manage all your pages on your website. By default a “Sample Page” is made. Delete the sample page and click on “Add New” to start your new page (either circle link will do the trick).
Here we can start to add the content for your website.
Step 2 – Setting Up Pages

“Add Media” is where you can add pictures, files and videos to your page.

Here is where the content of your page goes.

“Visual” tab will give you a Word like style to make chances to text and positioning. “Text” gives you HTML code ability.

<- The title of your page is how you will find this page and also will be what will appear when you create a menu.

<- “Publish” will save and post whatever you have on your page to your site.
Here you can add or remove side bars. This is custom to only this page so you can have different layouts for each page.
Step 2 – Setting up Pages

Here is an example of an About or Introduction page and what it will look like on the website.
Step 2 – Setting up Pages

- Be aware that how your content is laid out on your page edit and how it looks on your website can be different.
- Website view is dependent on web browser size.
- Play with spacing and image placement and check how it looks on the browser until you get the look you want. (It can be odd at times)
Phase 3
ePort Design

- Start Up + Steps 1-2 Completed
- Step 3 – Setting Up a Static Homepage
- Start of Week 4 – Expectations
  1. Review Tutorial Step 3
  2. Set up Static Homepage
  3. Sections A-B-C-D (ePort Rubric)
Step 3 – Setting up a Static Homepage

- If you click on your site’s name, it will take you to your Homepage.

Which at the moment will give you this page. This is a default post that was made with your site. We will want to make our newly made about page to be our homepage so people can learn about you the second they come to your site.
To change your website to a static homepage go to your dashboard and hover over “Settings” on the left hand menu then click “Reading”.

Step 3 – Setting up a Static Homepage
Step 3 – Setting up a Static Homepage

Change the settings in the red circle to what is in the red box then hit save.
Now your homepage is set to your About page.

You can perform this task with any other page you make by going to Settings->Reading, then finding the title of the page you want to make your homepage in the drop down menu.
Phase 4
ePort Design

- Start Up + Steps 1-2-3 Completed
- Step 4 – Creating a Menu
- Start of Week 5 – Expectations
  1. Review Tutorial Step 4
  2. Set up Menu (ePort Rubric order)
  3. Sections A-B-C-D-E-F (ePort Rubric)
Next we will tackle creating a menu which will help people viewing your site to easily view all your pages you publish.

I have made a second page called Philosophy/Ethics.
Step 4 – Creating a Menu

<- Hover over “Appearance” on the left menu and click on menu.
Step 4 – Creating a Menu

1) Enter the name of the menu.

2) Once you make a new menu your pages will appear on the left. Check the box in front of the page you wish to add to the menu then click “Add to Menu”.

3) When you add your pages to the menu they might not be in the order you wish. Simply drag the pages to the order you wish.

4) You can also create sub menus by dragging a page under another one in “Menu Structure”. This will create a drop down menu within your menu on your website. Lastly just click “Primary Navigation Menu” box and it save menu.
Now when you view your website you will see a menu on top with the pages you selected. You can change this menu as many times as you like or swap it out for another menu you created.
Phase 5
ePort Design

- Start Up + Steps 1-2-3-4 Completed
- Step 5 – Adding Video to Your Site
- **Start of Week 6 – Expectations**
  1. Review Tutorial Step 5
  2. Set up Menu (ePort Rubric order)
  3. Sections A-B-C-D-E-F-G (ePort Rubric)
  4. Intro Video Recording
  5. Presentation Recording
Step 5 – Adding Video to Your Site

- To add video to your site you can go to the One Button Studio PSU offers on campus
- Go to http://mediacommmons.psu.edu/
Step 5 – Adding Video to Your Site

- Click on “Contact Us” and then click on “Request an Appointment (University Park)”
Step 5 – Adding Video to Your Site

Under “Type of Assignment” pick “One Button Studio”
Step 5 – Adding Video to Your Site

- For information on how the One Button Studio works go to: http://mediacommmons.psu.edu/faculty/one-button-studio/
- All that is needed is a flash drive (USB connection)
Once you have your video clip you can upload it to your website two ways.

1. You can upload the file direct to your media library and add it on your page.
2. You can upload your video to YouTube then embed the video onto your page.

The YouTube option will allow you to adjust the size of your video on your page but you will need a google account to use YouTube.
Step 5 – Adding Video to Your Site

- Embedding video from YouTube is a simple process. Once you have an account go to YouTube and click “Upload”
Once your video is uploaded make sure it is set to public. This means anyone can see it. Next click on “Share” to open the different sharing options you have.
Step 5 – Adding Video to Your Site

This is the code you want to copy and paste on your page to add the video.
You can either change the size of the video right on YouTube or later in the embed code given to you by Youtube.

This is how you can the size of the video on YouTube
Step 5 – Adding Video to Your Site

- Note when you add the code to the page and update the page the code will change.
- That is normal so don’t freak out and think you did something wrong.
Step 5 – Adding Video to Your Site

Here is an example of the difference when you change the size of the video. Remember to try to keep the ratio between height and width the same so your video doesn’t become skew. This example I have a normal size video then I decrease the size by half.
Phase 6
ePort Design

- Start Up + Steps 1-2-3-4-5 Completed
- Step 6 – Setting Up a Contacts Page
- Middle of Week 6 – Expectations
  1. Review Tutorial Step 6
  2. Set up Contacts Page (section K)
  3. Sections A-B-C-D-E-F-G-H (ePort Rubric)
  4. Recordings submitted on ePort (2)
  5. Contacts Page Set Up
The most easy way to have a contacts page is just to have a page with your contact information on it. Problem here is that anyone on the internet can get your personal information... Which is not good. Here is a way to still allow people to contact you while protecting yourself from harassment.
Step 6 – Setting Up a Contacts Page

- Go to Dashboard and click “Plugins” on the left hand menu.
- Scroll down the options until you find “Gravity Forms” then click activate.
Step 6 – Setting Up a Contacts Page

Notice the “Forms” option is now shown on the left hand menu. Click on “Forms”.
When on the forms page click on the “Add New” on the top of the page.
Name your form whatever you wish. In this case I will just call mine Contacts.
After you save the name you should be brought to this page.
On this page there will be a rundown of how to add things to your form.

You can add lots of options to your form but for now we will just ask people to include their: Name, Email, A Message and add a security feature to prevent people sending you hundreds of spam emails (CAPTCHA).
Step 6 – Setting Up a Contacts Page

- All the options we need can be found under the “Advance Fields” Tab on the right hand side of the screen.
- Only the option to let people include a message. This is called the “Body”.
- It will be found under a different tab. You can find this option under “Post Fields” which is just right under the “Advance Fields” tab on the right hand side of the screen.
Step 6 – Setting Up a Contacts Page

1. Select A Field Type
   Start by selecting a field type from the nifty floating panels on the right.

2. Click to Add A Field

Start Over There
Pick a field... any field. Don't be shy.

This is where the message portion can be found.
The way to add these option is a drag and drop.
Click and hold “Name” and drag it all the way to the left until you see a large rectangle appear.
Then drop it and the option will be added.

When you add a second option be sure you move your cursor over the option you already added. This is the only way to get the ability to drop the second option. You will be able to set the order of the options here as well.
Here is what your basic contact form will look like after you drag and drop the four options. Order can be your choice.
Step 6 – Setting Up a Contacts Page

- To set certain options as required (meaning the person cannot submit without filling all required fields out first) click the small arrow on the field you want.
- It will be located in the top right corner of the field.
- This will expand the field showing many options. There will be a “Rules” area at the bottom. Just check the box in front of required and save the form.
Step 6 – Setting Up a Contacts Page
Step 6 – Setting Up a Contacts Page

- For this tutorial, make all fields required in order to submit the form.
- Under the Email field there will be an option to prevent someone from submitting using the same email. This can also help prevent spam if you check it.
Step 6 – Setting Up a Contacts Page

- Click “Update Form” on the left hand side to save the work you have done.
- Next we need to setup the setting for your form so that when people submit their information that it will go to the email of your choosing.
- Also we can set how that information will look when you get the email.
Step 6 – Setting Up a Contacts Page

- Click on “Form Settings” on the top menu.
Step 6 – Setting Up a Contacts Page

Here we can change the title of the form if needed. Scroll down to the bottom of this page and click the box in front of “Enable Anti-Spam Honeypot”. This will help manage spam. (Seen in red box)
Step 6 – Setting Up a Contacts Page

- Next option is the “Confirmations” tab. Here you can set the message people will get after they successfully submit their information.
- There is a default message already made. I will keep the one given but you can always go and change it if you wish.
Step 6 – Setting Up a Contacts Page

Where you put your email -> (where messages will be sent)

<- Where you can set how the name appears. All options can be found in the drop down menu here.

To avoid any issues you can just copy what I have listed here.
Step 6 – Setting Up a Contacts Page

With the setting from before, this is what the email you will get to the account you stated will look like. As always you can play with different fields to get the information you want to get.
Step 6 – Setting Up a Contacts Page

- Now to add this form to a page just create a page called “Contacts”.
- You will find a button called “Add Form” now on your top menu.
Step 6 – Setting Up a Contacts Page

- A screen will pop up. Just find the form you want and select it.
- There is an option here to show the title of the form or not. Uncheck the box otherwise you will get a double title on your page like below.
If you add the form and forgot to uncheck the box you can just delete the code on your page and add the form again or just change:

```
title="true"       to       title="false"
```

```
[gravityform id="1" title="true" description="true"]
```

```
[gravityform id="1" title="false" description="true"]
```
Step 6 – Setting Up a Contacts Page

Your finished contacts page will look like this. The calendar is optional.
Step 6 – Setting Up a Contacts Page

- The last tab is “Notifications”. Here is where you will setup where you want the peoples information to go to.
- You can also arrange the information in the way you wish to read it.
Phase 7 – Final Submission ePort Design

- Start Up + Steps 1-2-3-4-5-6 Completed
- Completion of ePortfolio – Submitted on Box
- **End of Week 6 – Expectations**
  1. Review Tutorial Steps 1-6
  2. *Use of TRI and Templates* (concrete examples)
  3. ALL Sections (ePort Rubric)
  4. Recordings submitted on ePort (2)
  5. Contacts Page Set Up
  6. *References Listed + proofread* (Mechanics)
Example of a Basic Website

- To give you an idea of what a basic coaching website could look like you can go to my finish site.
  
  http://sites.psu.edu/default/

- Notice how you can use the five steps learned to make a fully working site.

- Try to make the site reflect who you are.
Below is the URL for my personal website: [http://sites.psu.edu/coaching/](http://sites.psu.edu/coaching/)

This site contains some more features that advance themes offer.

I also included more personal information about me letting viewer get a better feel for me.