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**

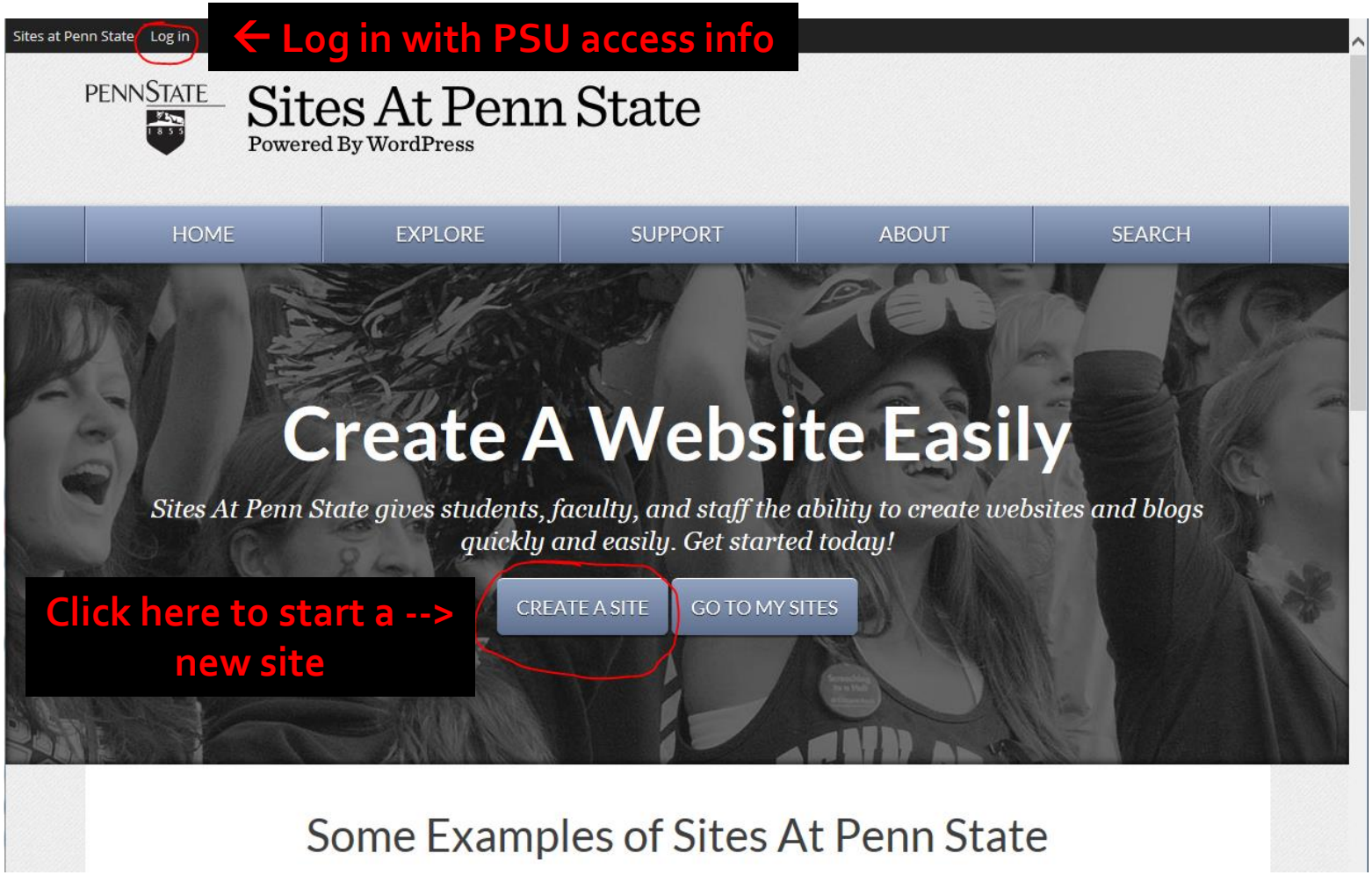
1. Review Tutorial Start Up Phase
2. Set up a Theme
3. ***Submit your link title on Box.psu***

see next slide – HOW to submit ePort on box

HOW TO SUBMIT your ePortfolio link on Box

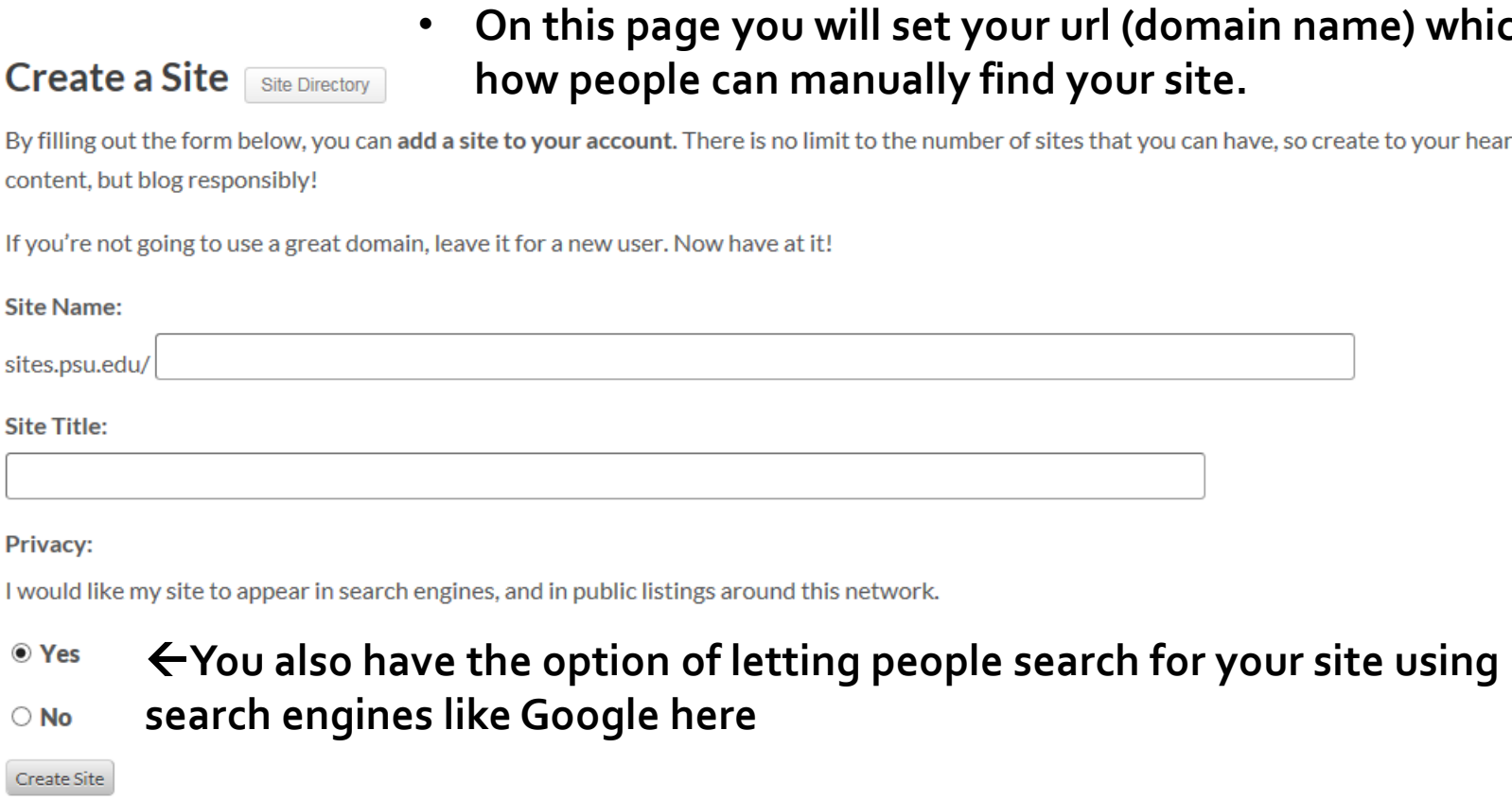
- **ePort LINK SUBMISSION STEPS:**
- 1. *Create an account*
- *2. go to Folder - **493 SUM2015 ePortfolios***
- *3. click on **"NEW"** @ top left*
- *4. click on **"New Bookmark"***
- *5. fill out or **paste link @ Address of page / content** (check that it is copied correctly)*
- *6. fill out **@ Name** (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



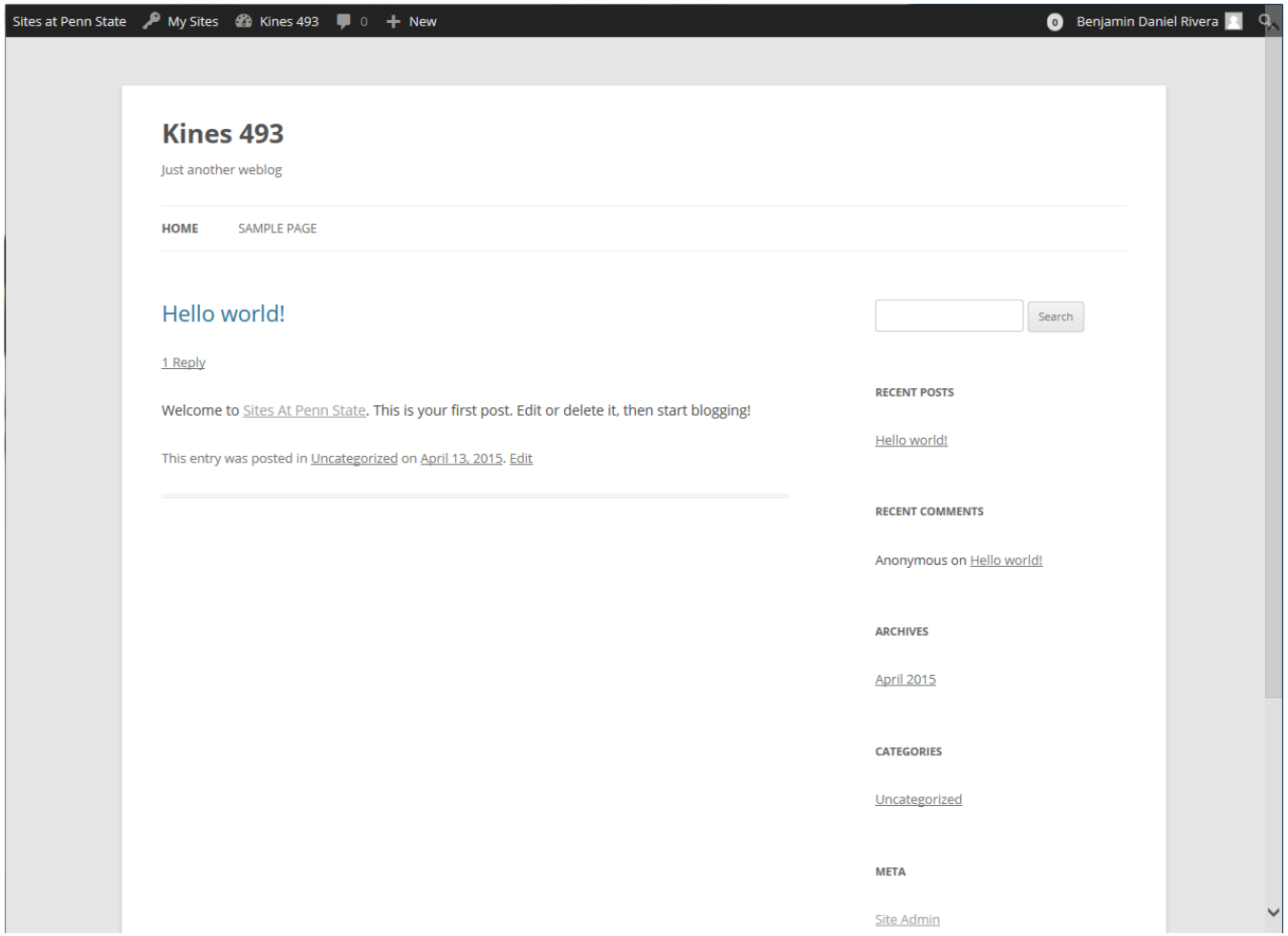
Setting up Domain Name

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



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

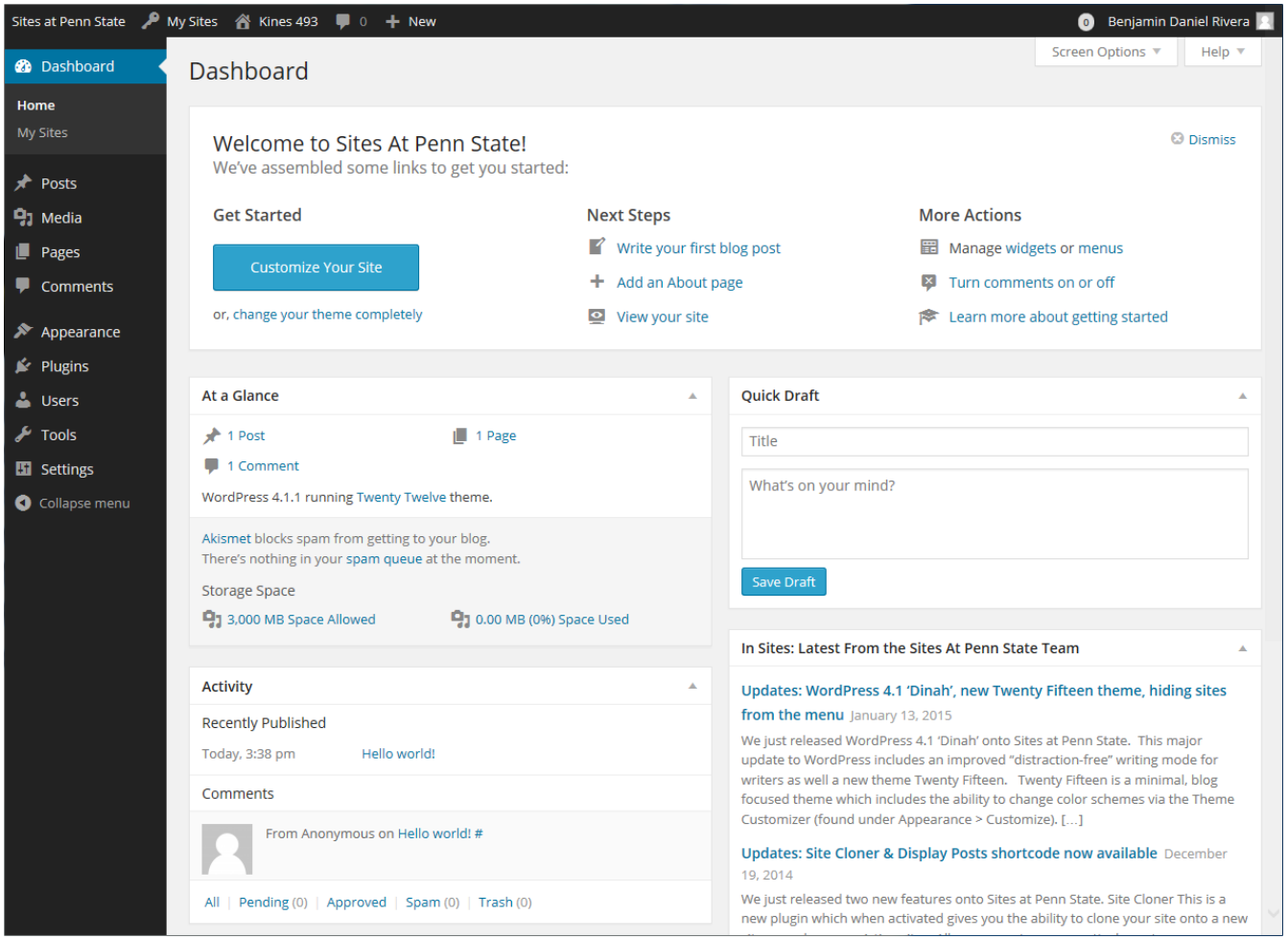
Default Blank Site



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

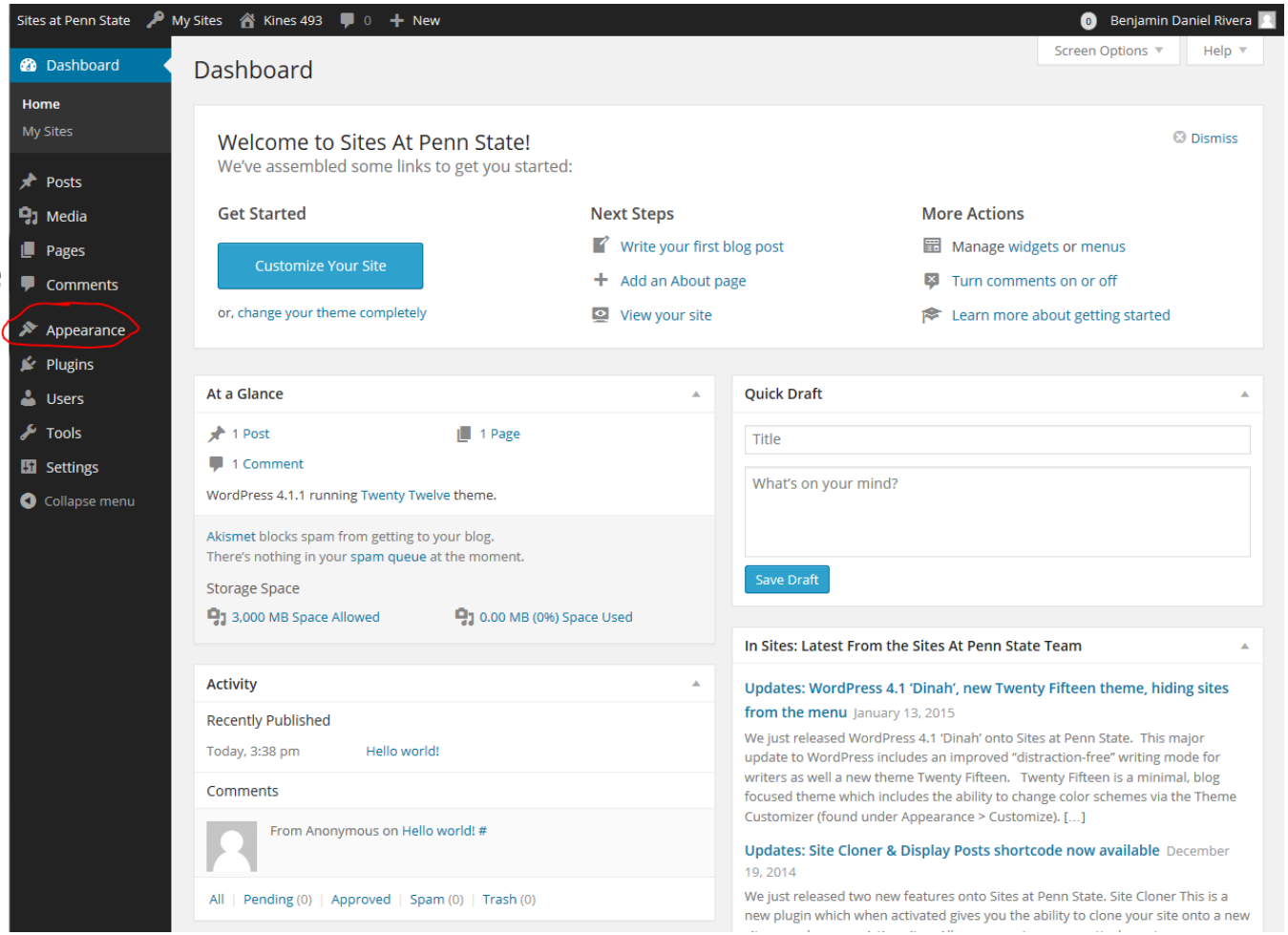

Sites at Penn State
My Sites
Kines 493
0
New
Benjamin Daniel Rivera
Screen Options
Help
Dashboard
Home
My Sites
Posts
Media
Pages
Comments
Appearance
Plugins
Users
Tools
Settings
Collapse menu
Dashboard
Welcome to Sites At Penn State!
We've assembled some links to get you started:
Dismiss
Get Started
Customize Your Site
or, change your theme completely
Next Steps
Write your first blog post
Add an About page
View your site
More Actions
Manage widgets or menus
Turn comments on or off
Learn more about getting started
At a Glance
1 Post
1 Page
1 Comment
WordPress 4.1.1 running Twenty Twelve theme.
Akismet blocks spam from getting to your blog.
There's nothing in your spam queue at the moment.
Storage Space
3,000 MB Space Allowed
0.00 MB (0%) Space Used
Quick Draft
Title
What's on your mind?
Save Draft
Activity
Recently Published
Today, 3:38 pm
Hello world!
Comments
From Anonymous on Hello world! #
All | Pending (0) | Approved | Spam (0) | Trash (0)
In Sites: Latest From the Sites At Penn State Team
Updates: WordPress 4.1 'Dinah', new Twenty Fifteen theme, hiding sites from the menu January 13, 2015
We just released WordPress 4.1 'Dinah' onto Sites at Penn State. This major update to WordPress includes an improved "distraction-free" writing mode for writers as well a new theme Twenty Fifteen. Twenty Fifteen is a minimal, blog focused theme which includes the ability to change color schemes via the Theme Customizer (found under Appearance > Customize). [...]
Updates: Site Cloner & Display Posts shortcode now available December 19, 2014
We just released two new features onto Sites at Penn State. Site Cloner This is a new plugin which when activated gives you the ability to clone your site onto a new

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.
- Its 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

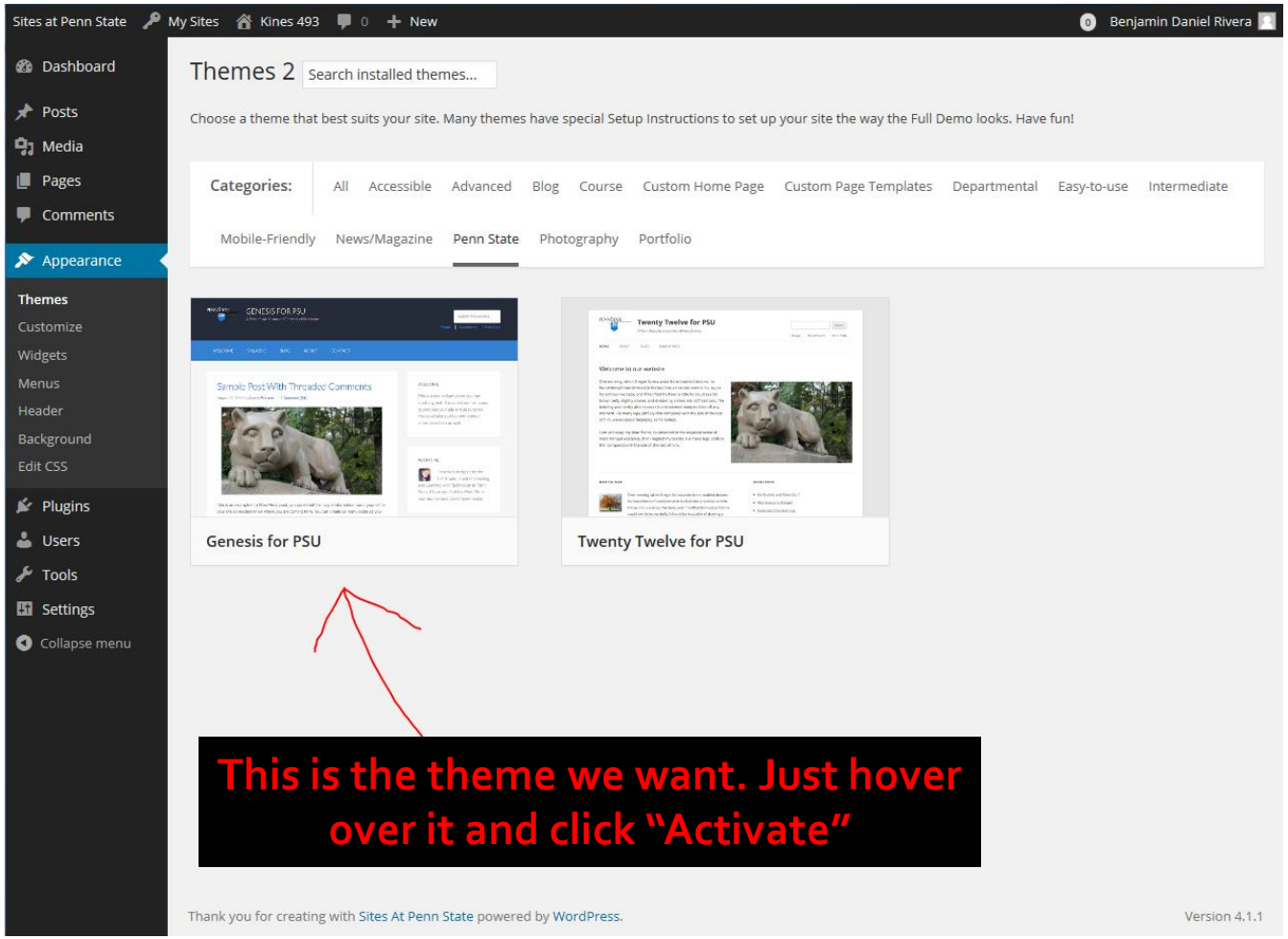
Theme can be found under the appearance tab here ->



Step 1 – Setting Up A Theme

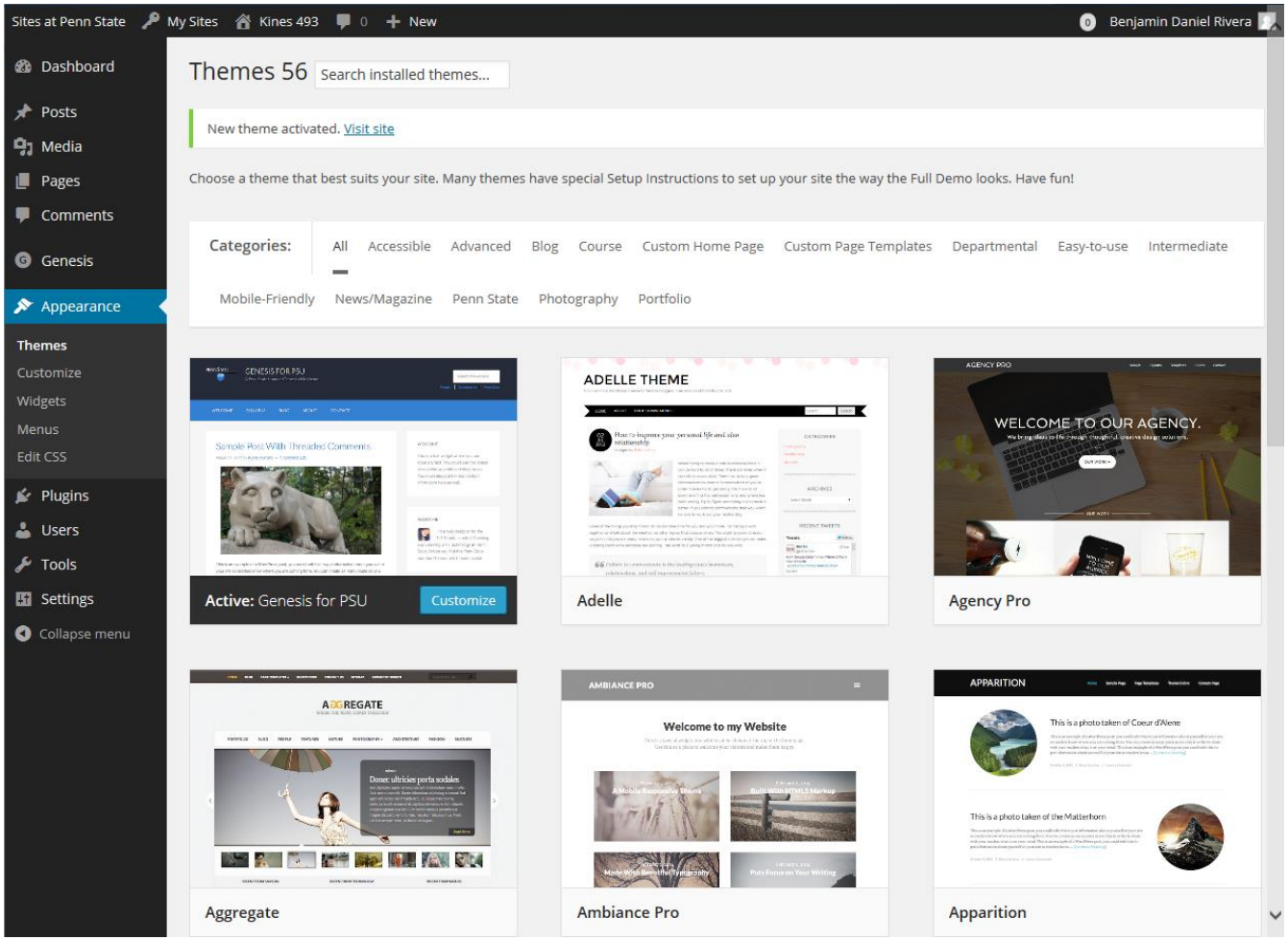
- For this tutorial we will use the "Genesis for PSU" theme.
- To understand how to create a site it will be more clear to use this theme and follow the tutorial step by step. This way you may understand how the features work.
- Then you can change themes and play with the software better.

Step 1 – Setting Up A Theme



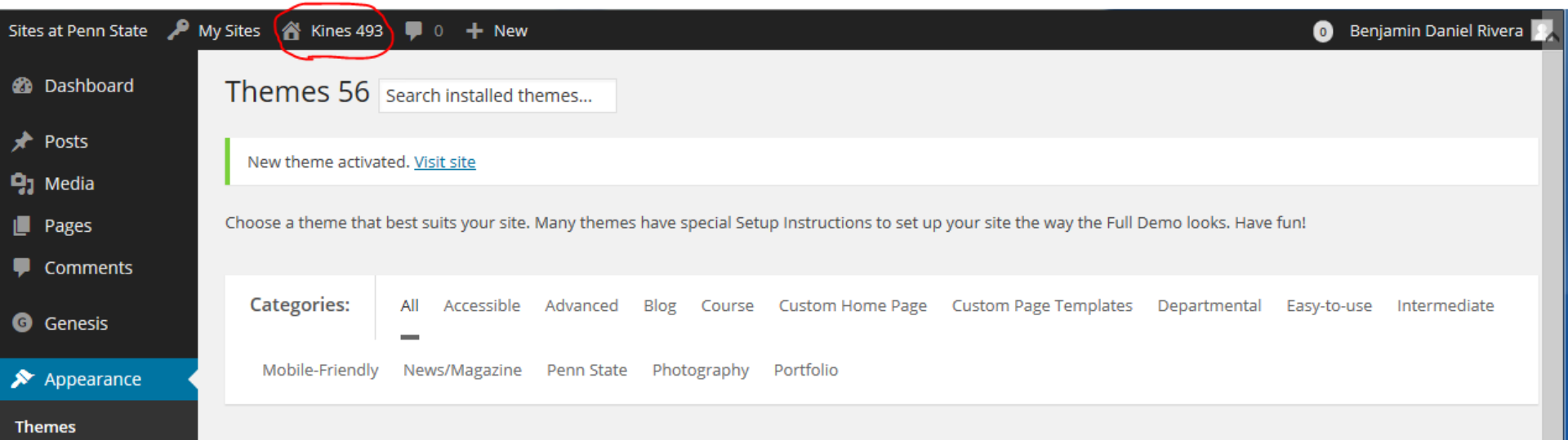
Step 1 – Setting Up A Theme

Notice how the dashboard menu changes once the theme is activate giving us a new option.

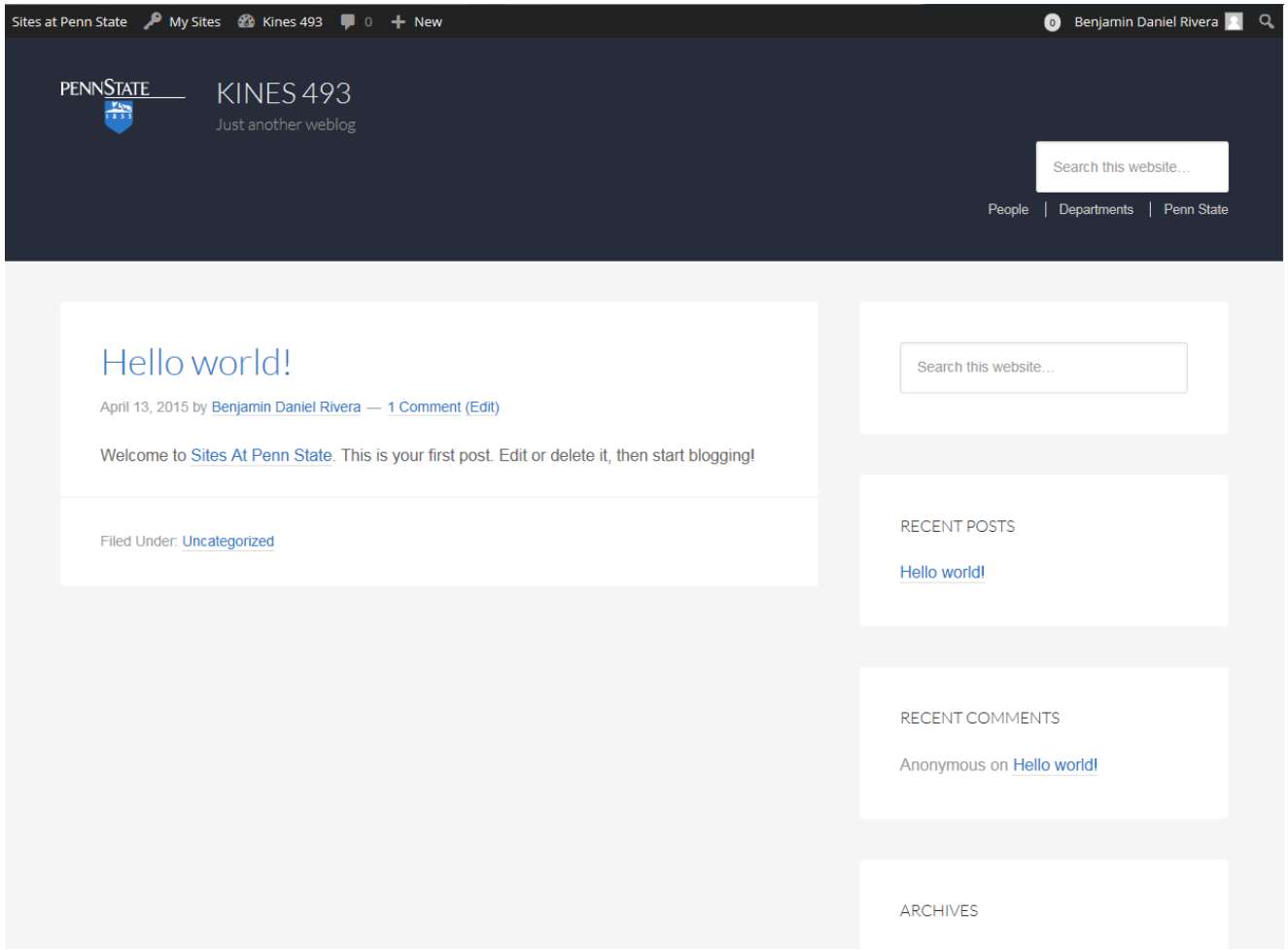


Step 1 – Setting Up A Theme

- 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.



Your Site with a Theme Added



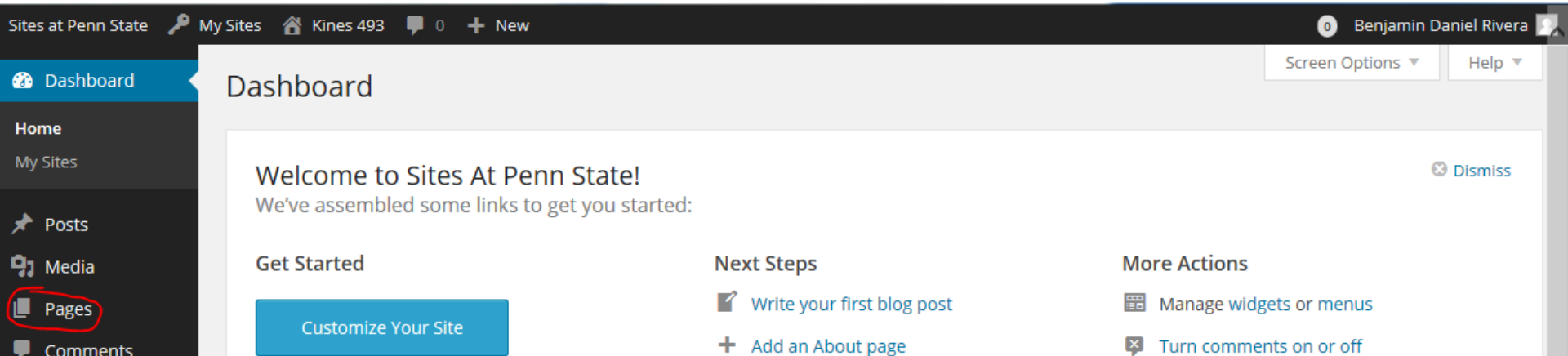
Phase 2
ePort Design

- **Start Up + Step 1 Completed**
- **Step 2 – Setting Up Pages**
- **Start of Week 3 – Expectations**

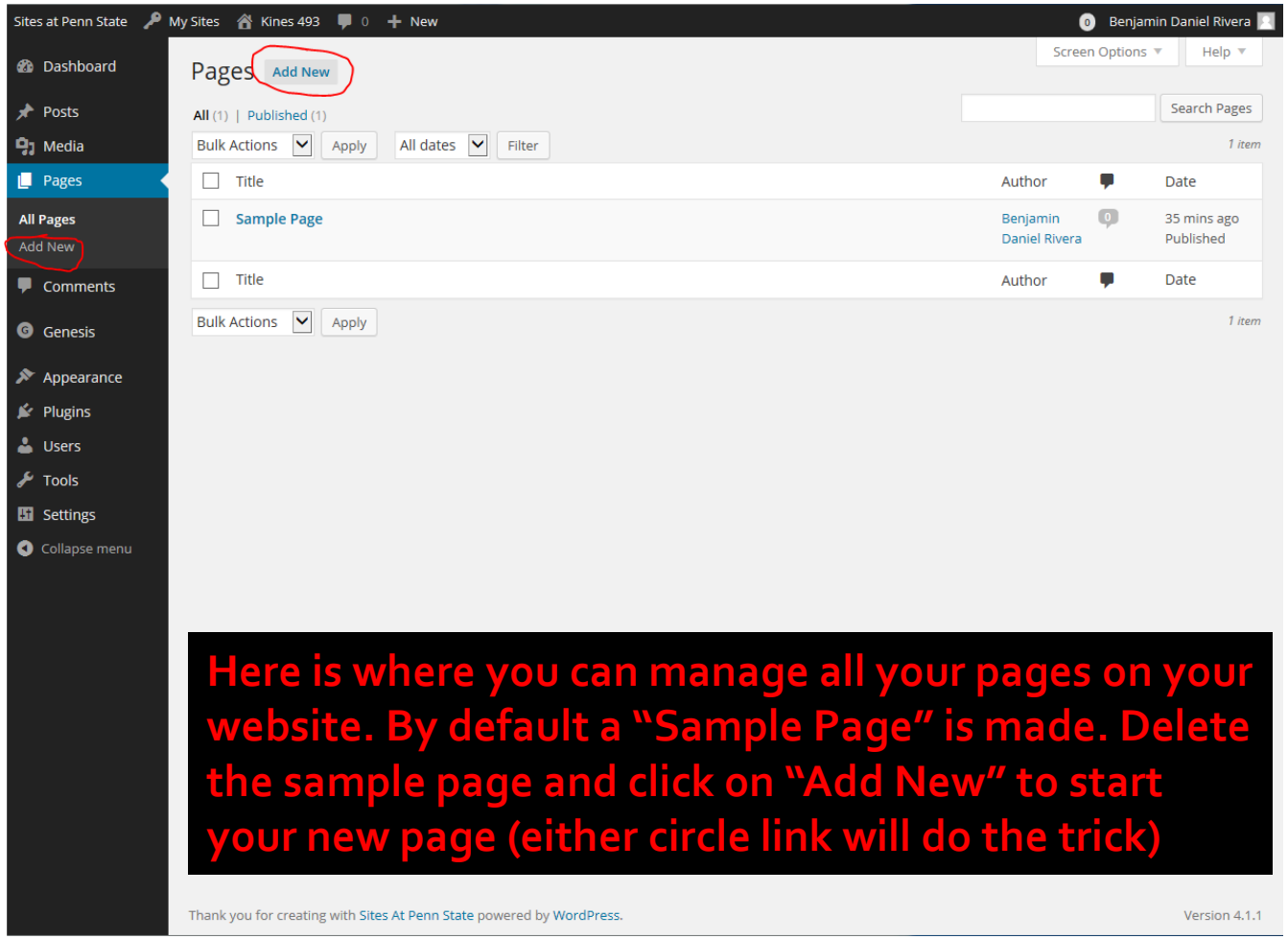
1. Review Tutorial Steps 1-2
2. Set up Pages
3. Sections B-C (ePort Rubric)

Step 2 – Setting Up Pages

- 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

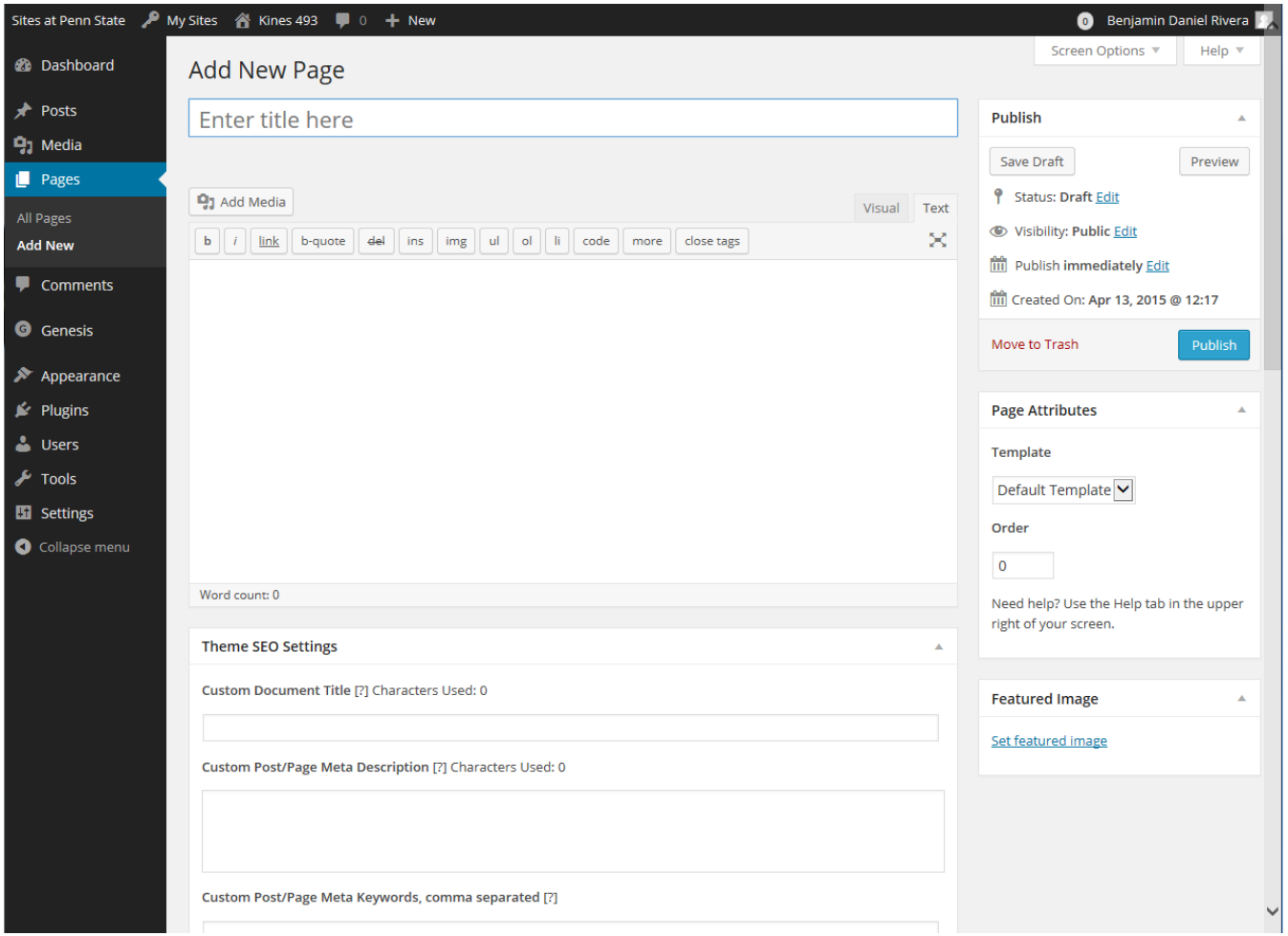


Step 2 – Setting Up Pages

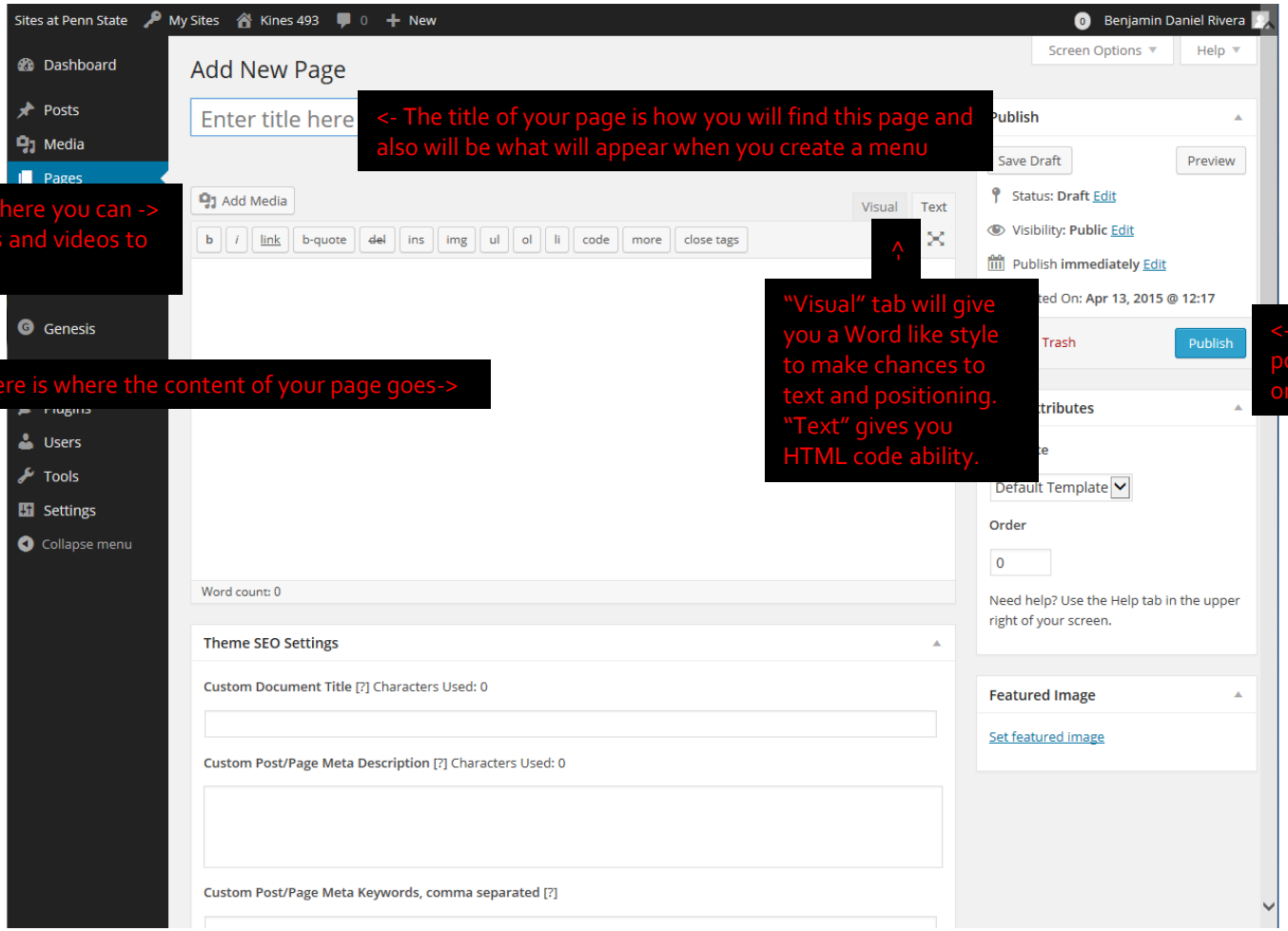


Step 2 – Setting Up Pages

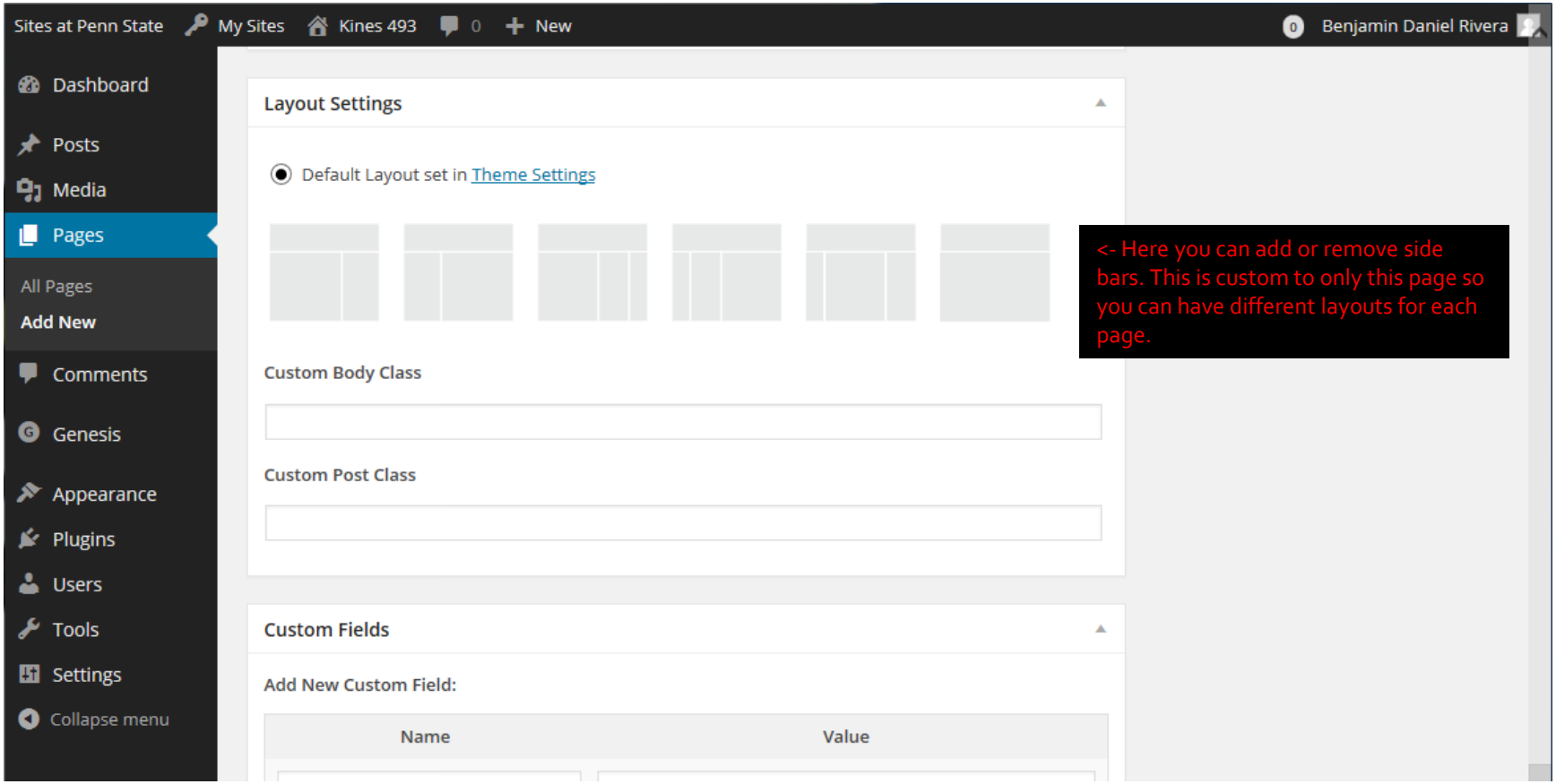
Here we can start to add the content for your website.



Step 2 – Setting Up Pages



Step 2 –Setting Up Pages



Step 2 – Setting up Pages

Page Edit

Website look

Here is an example of a About or Introduction page and what it will look like on the website.

Step 2 – Setting up Pages

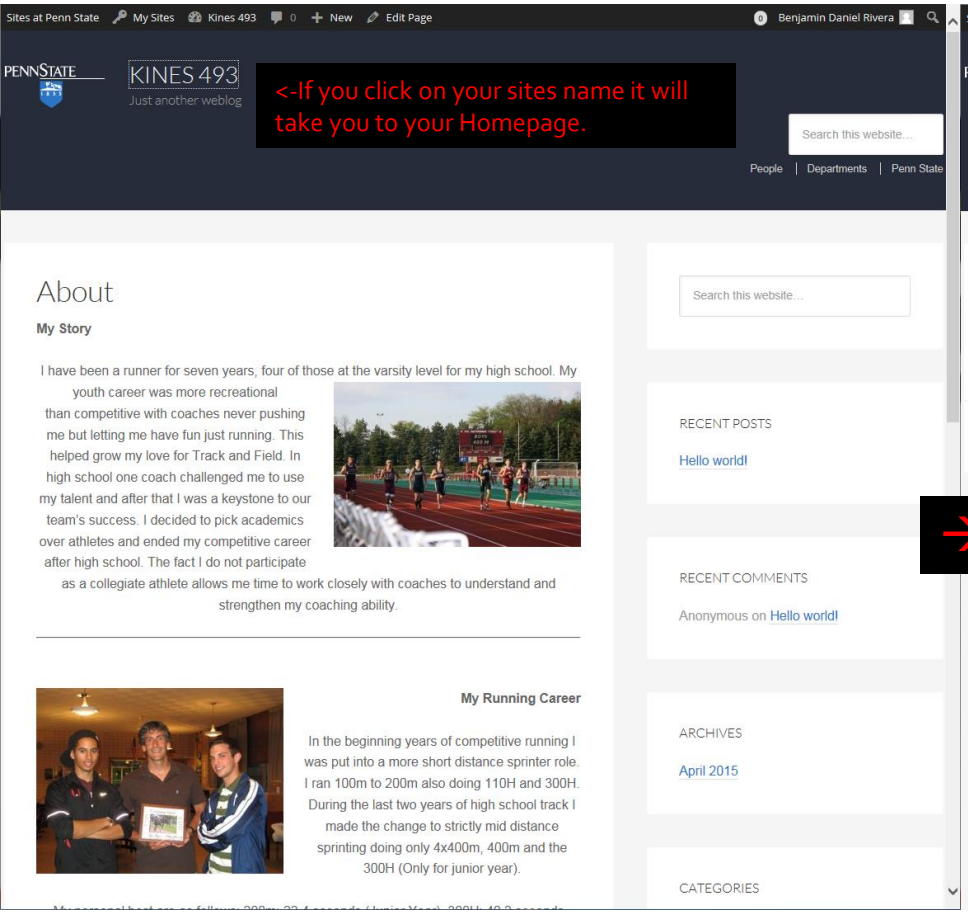
- Be aware that how your content is laid out on your page edit and how it looks on your website can be different.
- Website view is dependent on web browser size.
- Play with spacing and image placement and check how it looks on the browser until you get the look you want. (It can be odd at times)

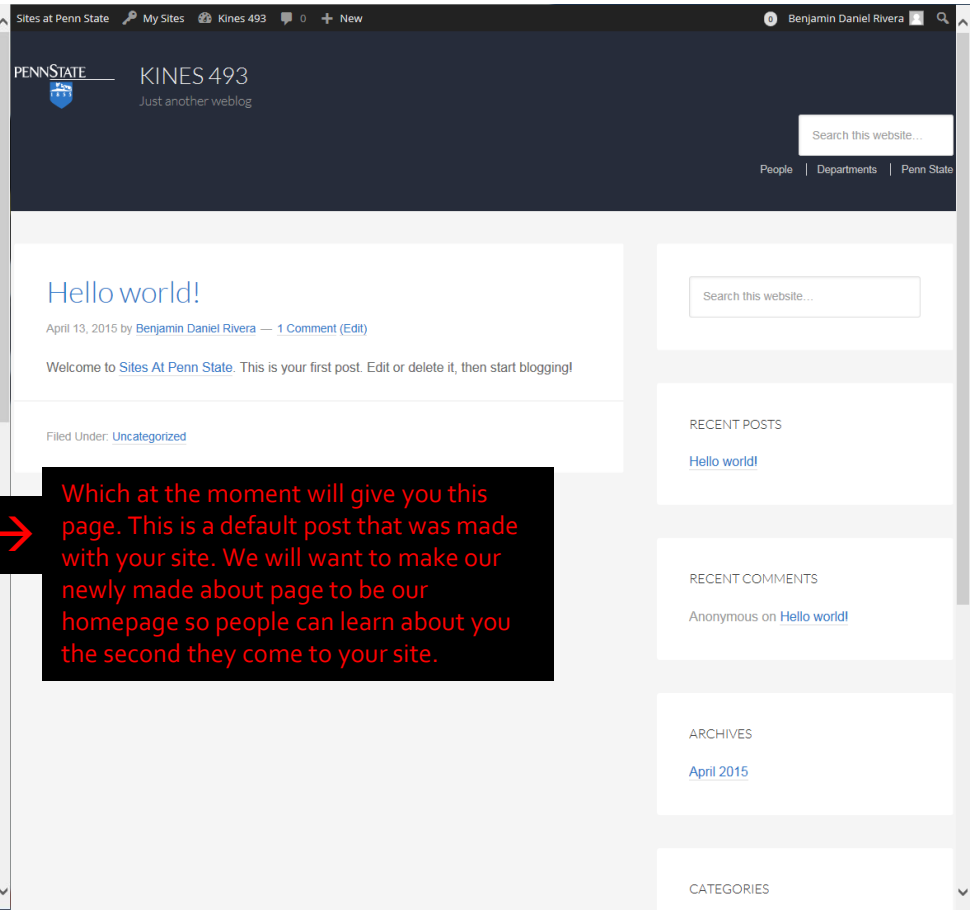
Phase 3
ePort Design

- **Start Up + Steps 1-2 Completed**
- **Step 3 – Setting Up a Static Homepage**
- **Start of Week 4 – Expectations**

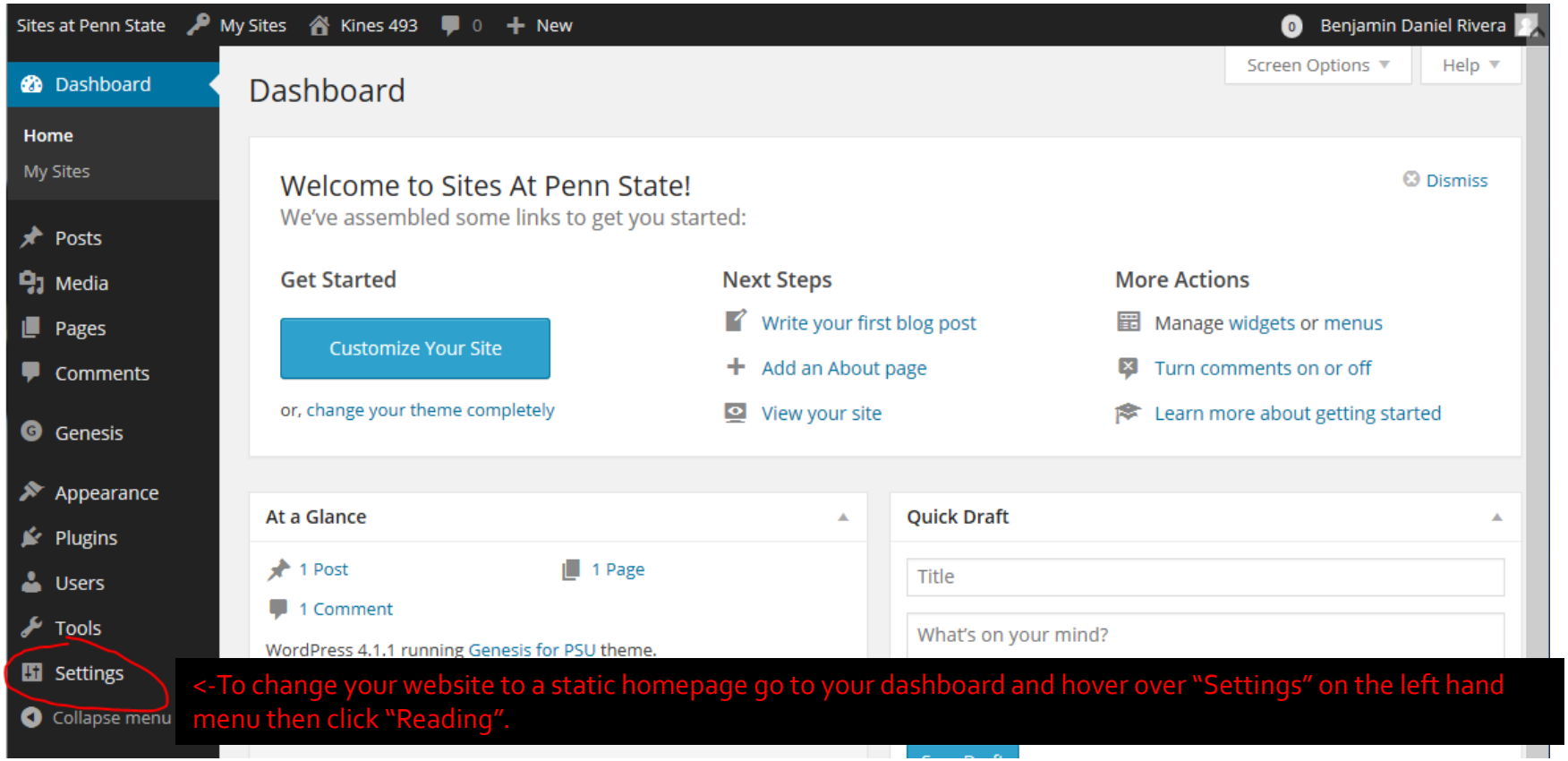
1. Review Tutorial Step 3
2. Set up Static Homepage
3. Sections A-B-C-D (ePort Rubric)

Step 3 – Setting up a Static Homepage

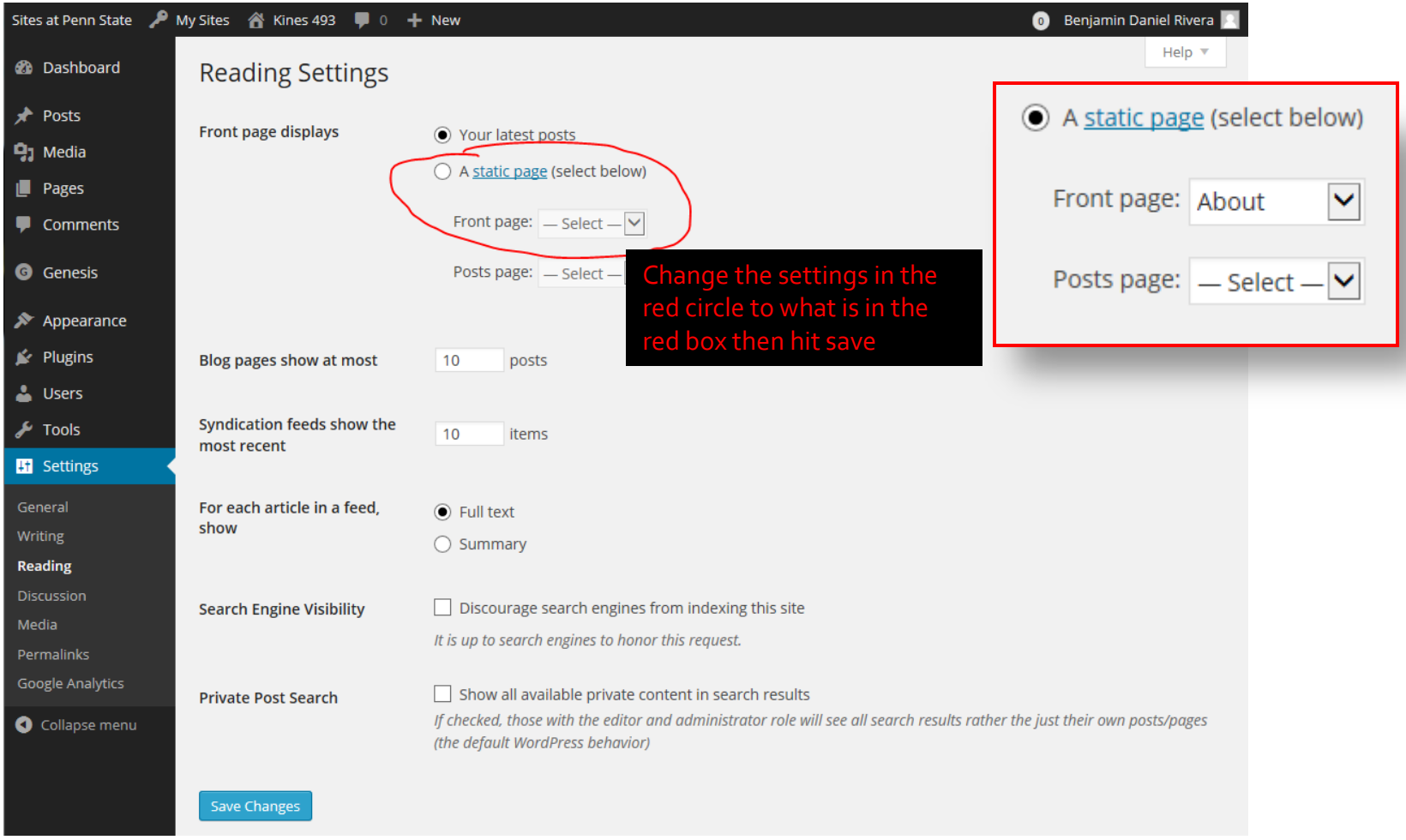




Step 3 – Setting up a Static Homepage



Step 3 – Setting up a Static Homepage



Step 3 – Setting up a Static Homepage

- 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.

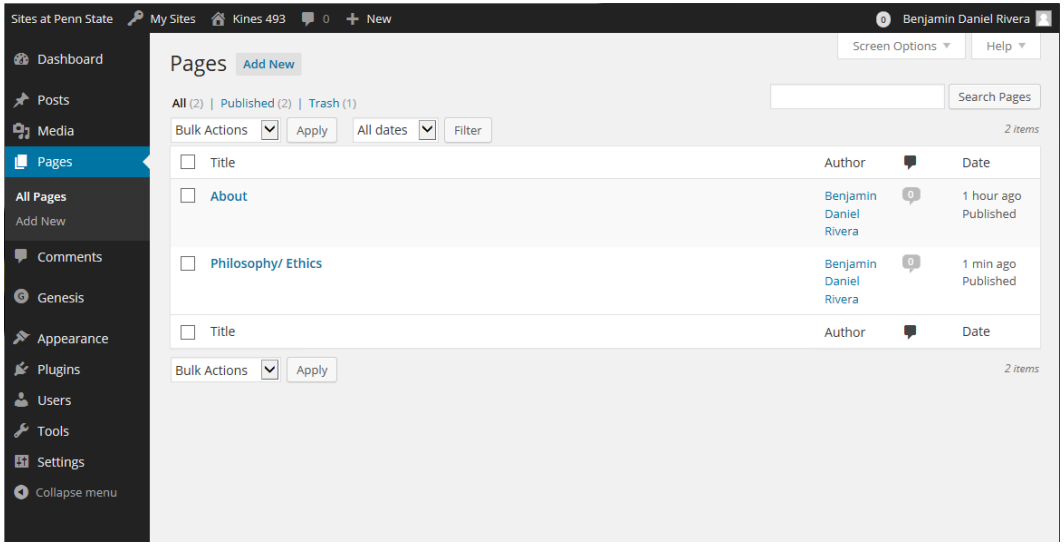
Phase 4
ePort Design

- **Start Up + Steps 1-2-3 Completed**
- **Step 4 – Creating a Menu**
- **Start of Week 5 – Expectations**

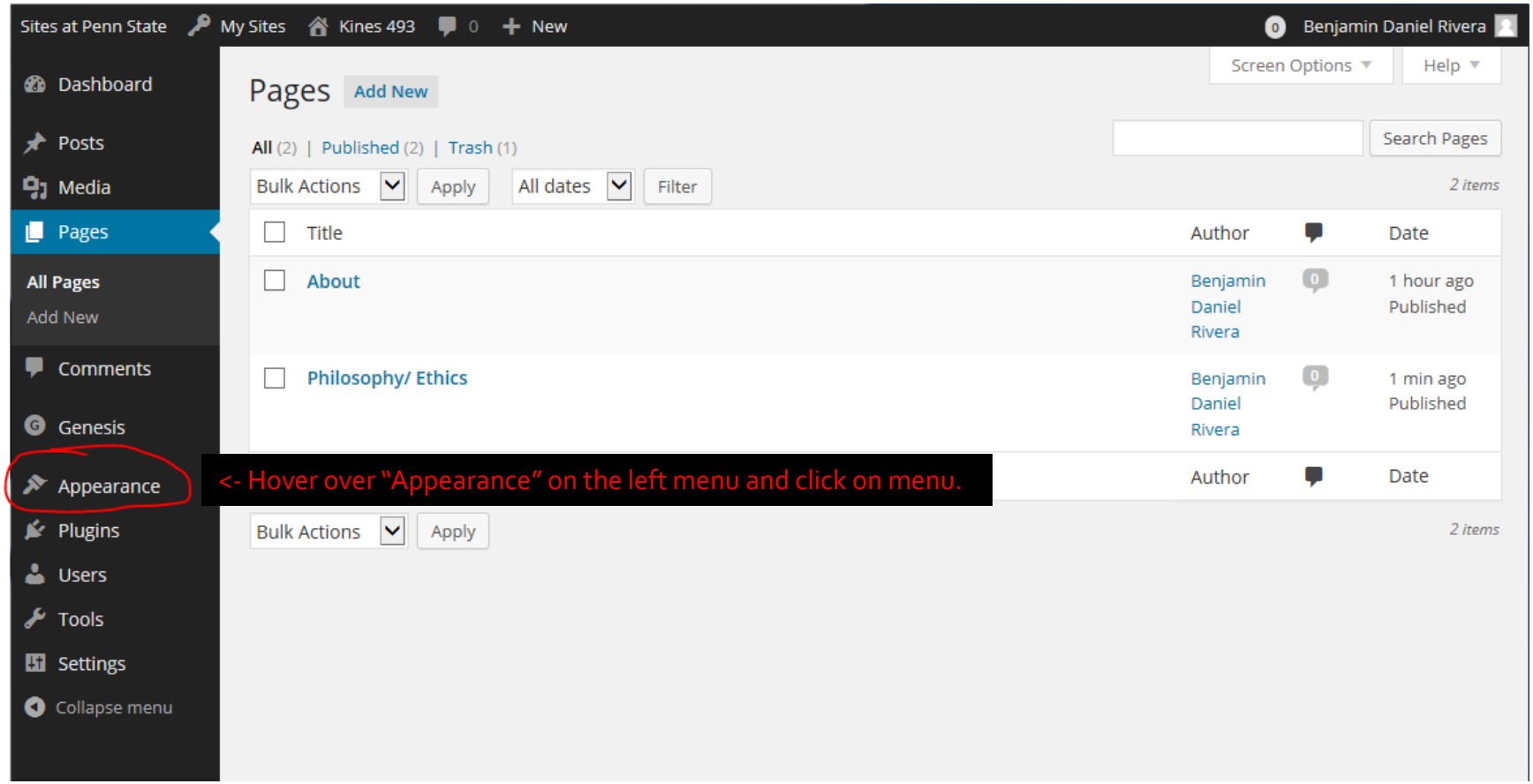
1. Review Tutorial Step 4
2. Set up Menu (ePort Rubric order)
3. Sections A-B-C-D-E-F (ePort Rubric)

Step 4 – Creating a Menu

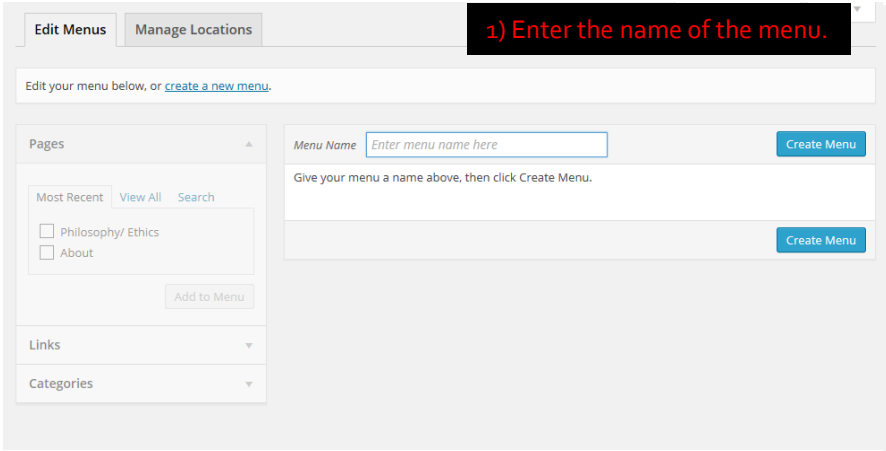
- Next we will tackle creating a menu which will help people viewing your site to easily view all your pages you publish.
- I have made a second page called Philosophy/ Ethics.

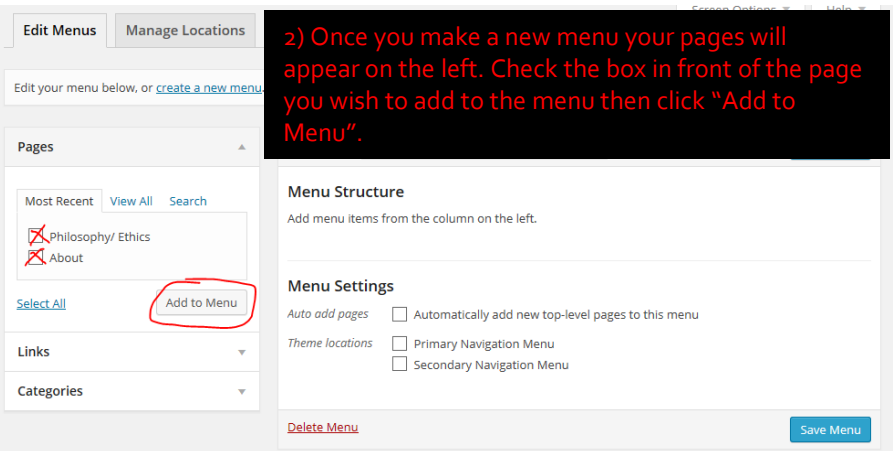


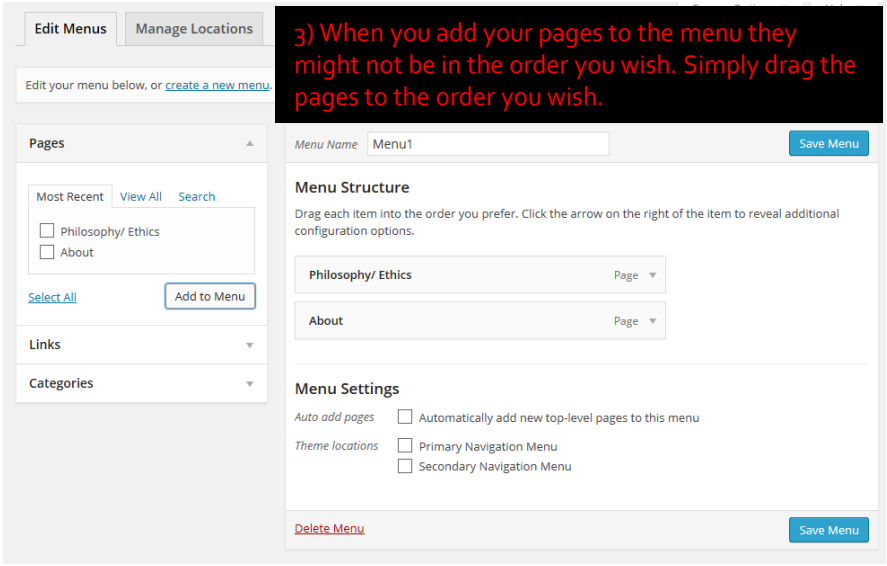
Step 4 – Creating a Menu

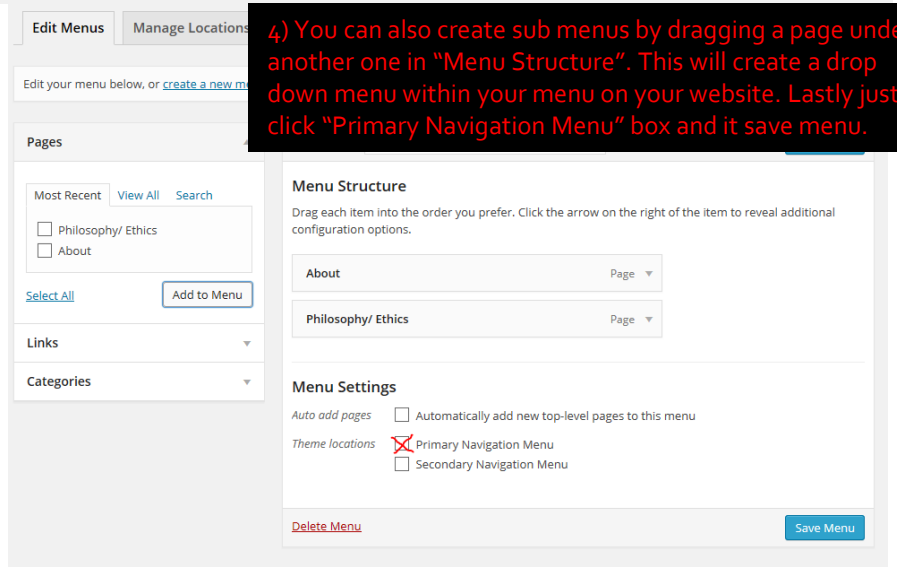


Step 4 – Creating a Menu



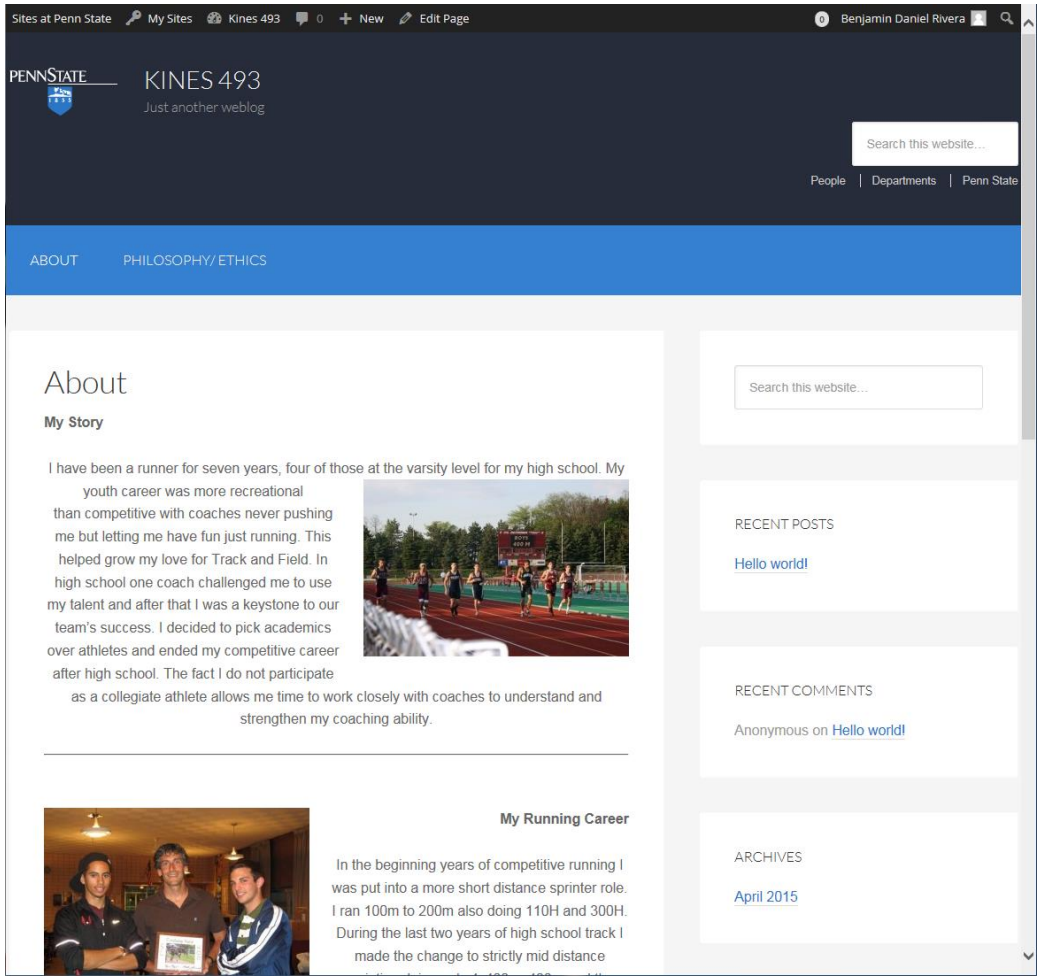






Step 4 – Creating a Menu

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.



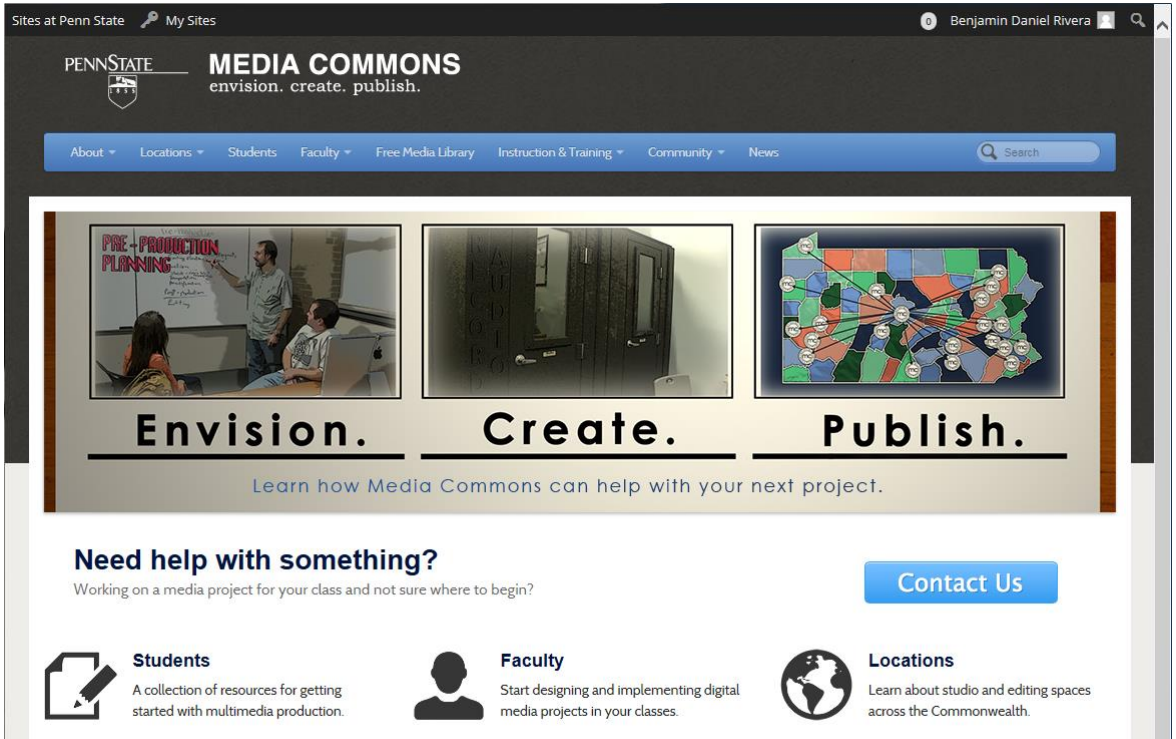
Phase 5
ePort Design

- **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

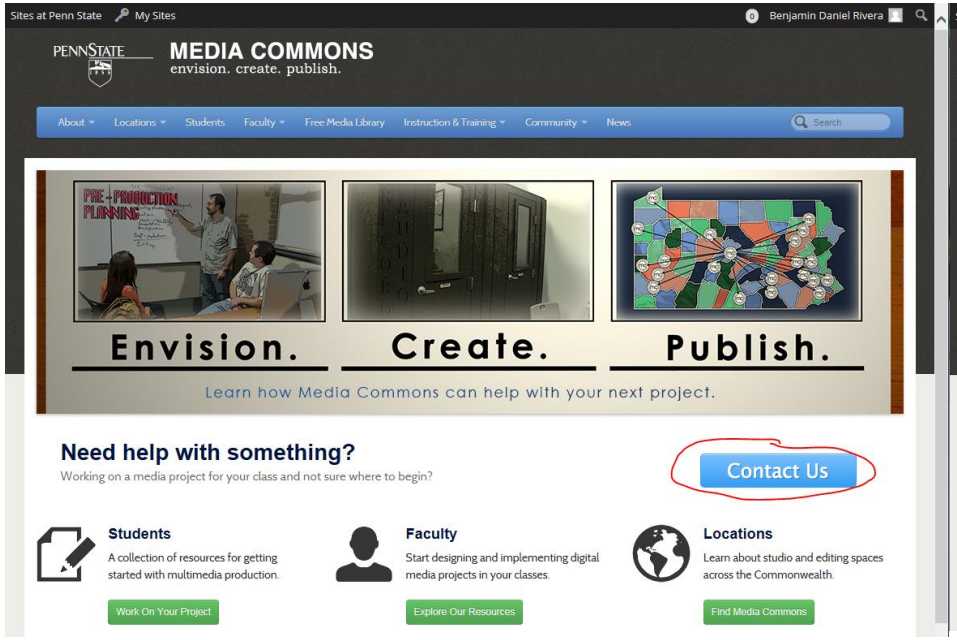
Step 5 – Adding Video to Your Site

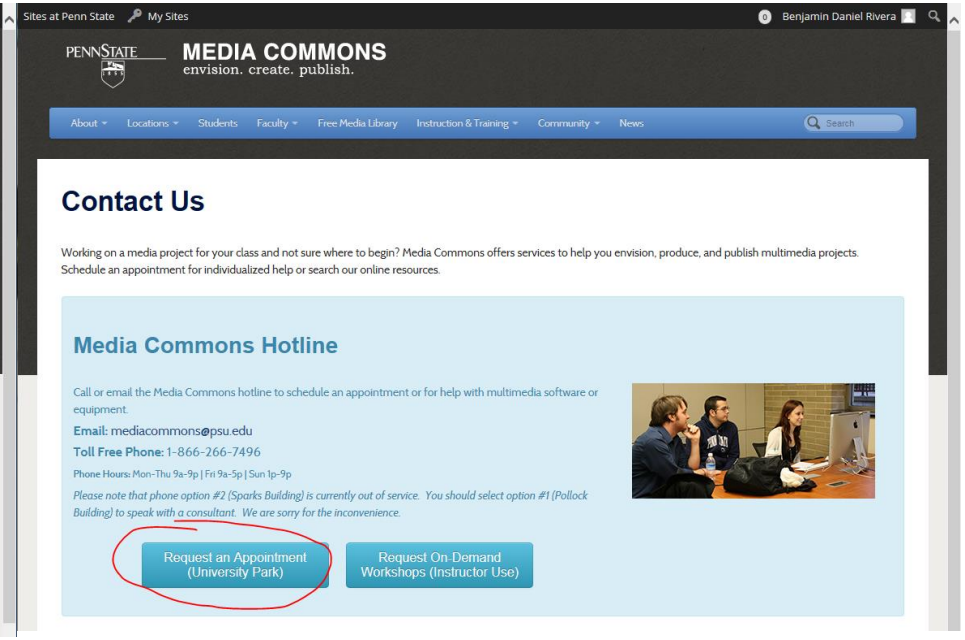
- To add video to your site you can go to the One Button Studio PSU offers on campus
- Go to http://mediacommons.psu.edu/



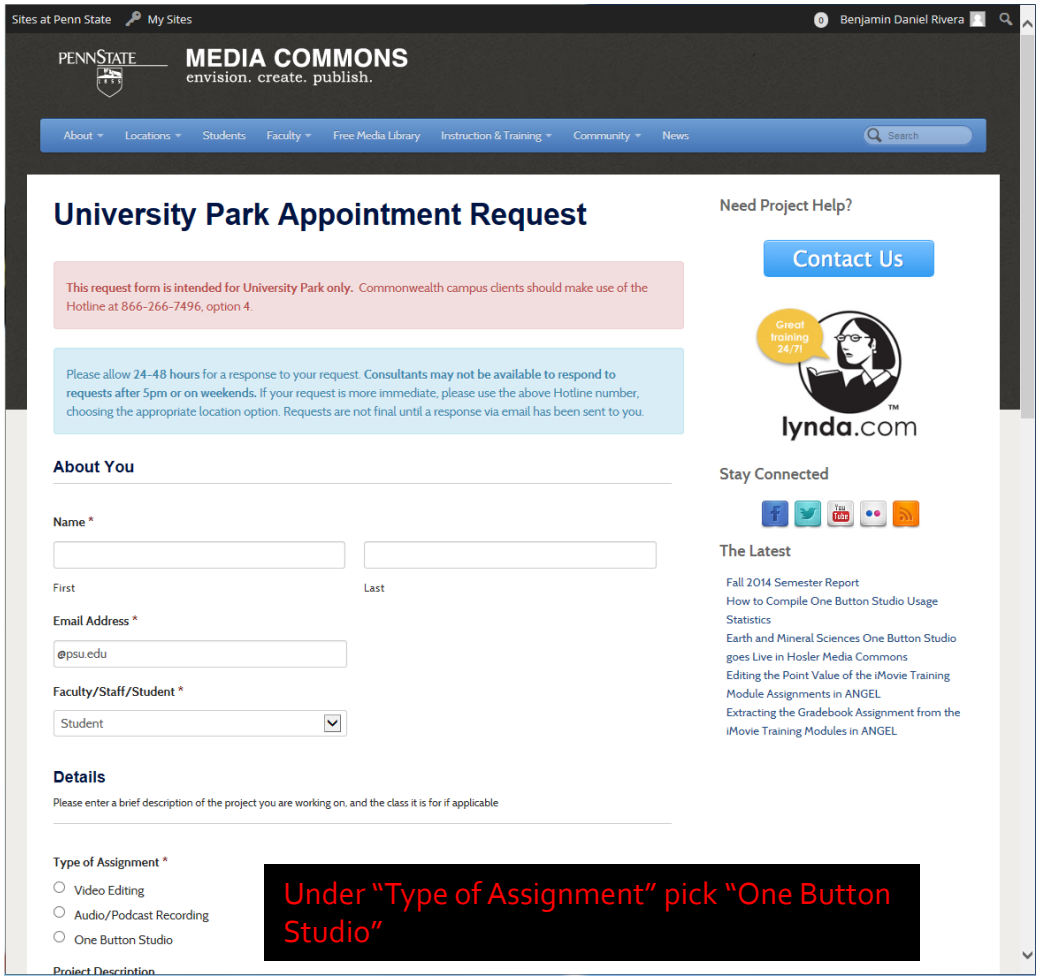
Step 5 – Adding Video to Your Site

- Click on "Contact Us" and then click on "Request an Appointment (University Park)"





Step 5 – Adding Video to Your Site



Step 5 – Adding Video to Your Site

- For information on how the One Button Studio works go to: http://mediacommons.psu.edu/faculty/one-button-studio/
- All that is needed is a flash drive (USB connection)

Step 5 – Adding Video to Your Site

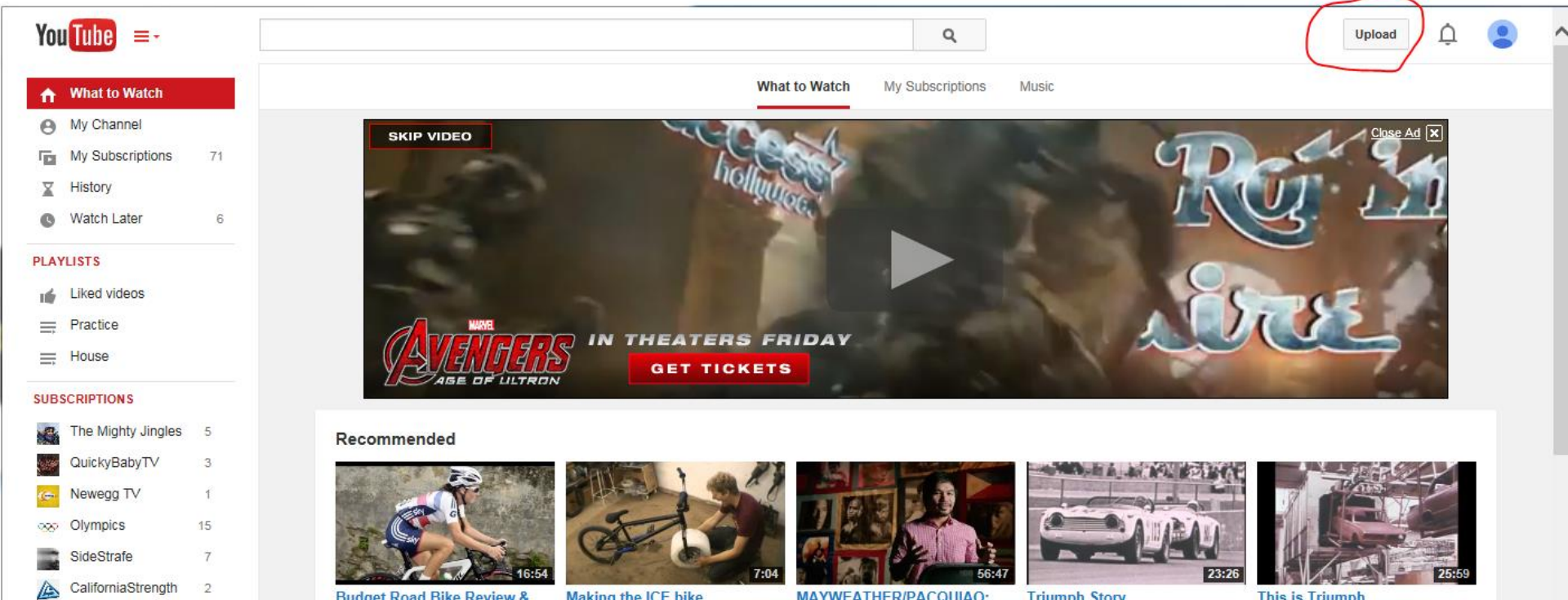
- Once you have your video clip you can upload it to your website two ways.

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.

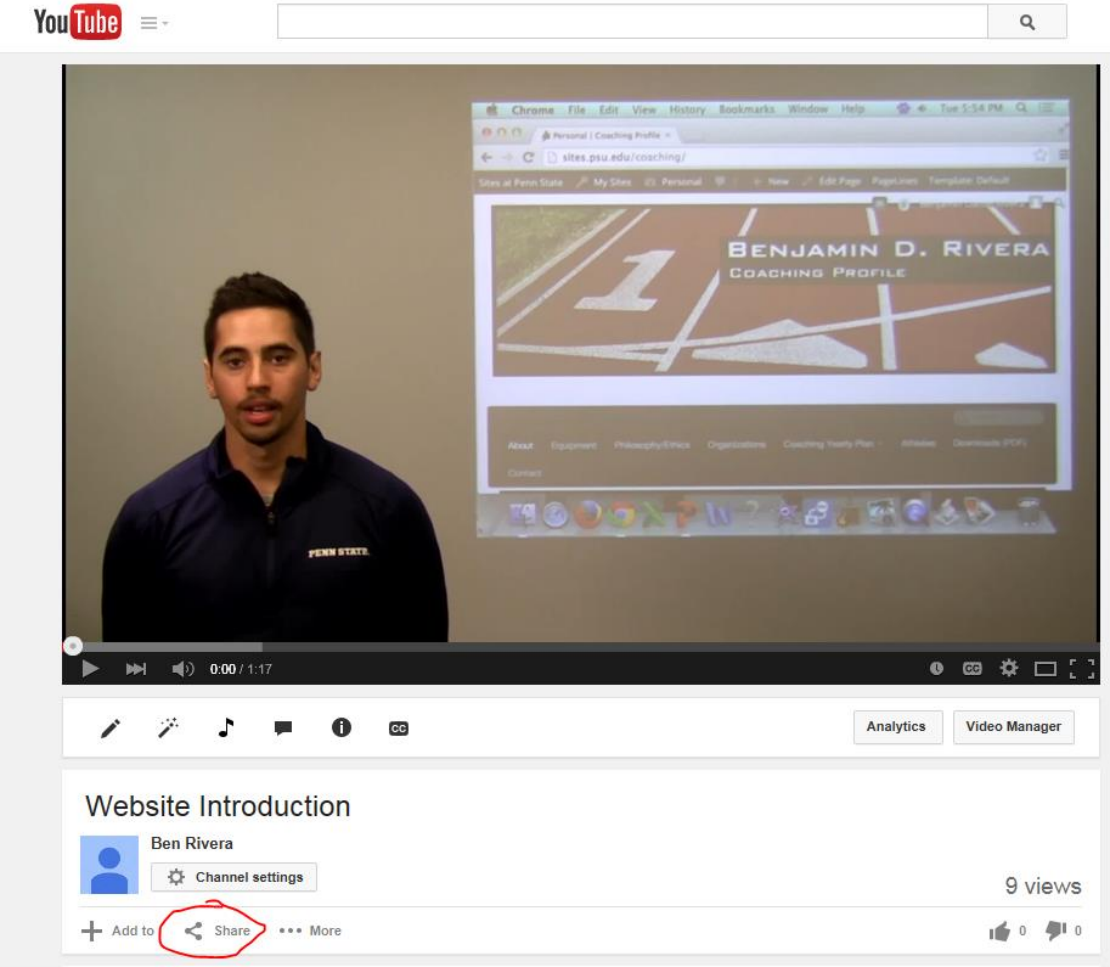
Step 5 – Adding Video to Your Site

- Embedding video from YouTube is a simple process. Once you have an account go to YouTube and click "Upload"



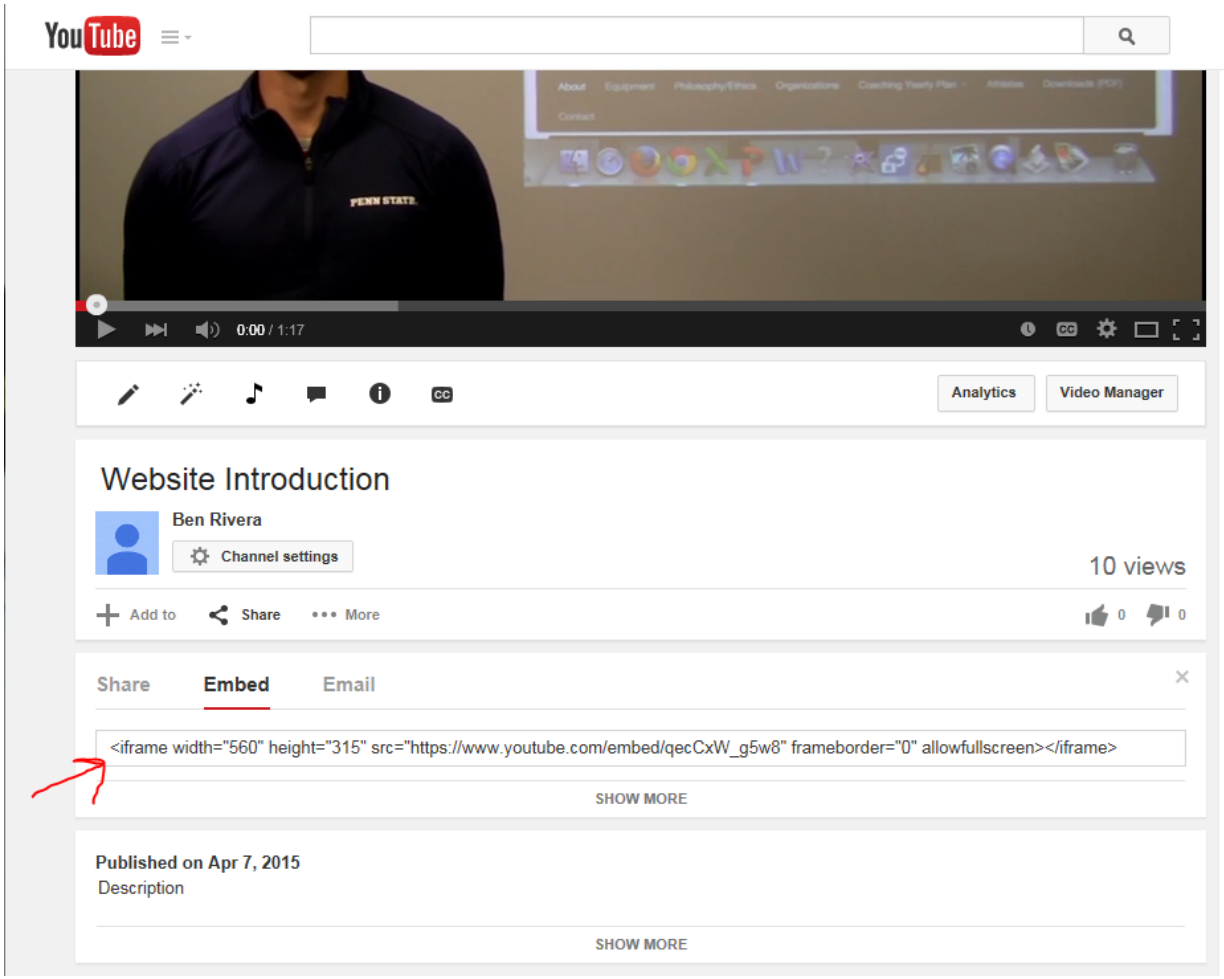
Step 5 – Adding Video to Your Site

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.



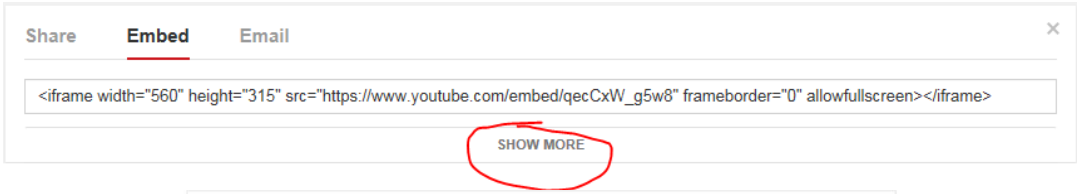
Step 5 – Adding Video to Your Site

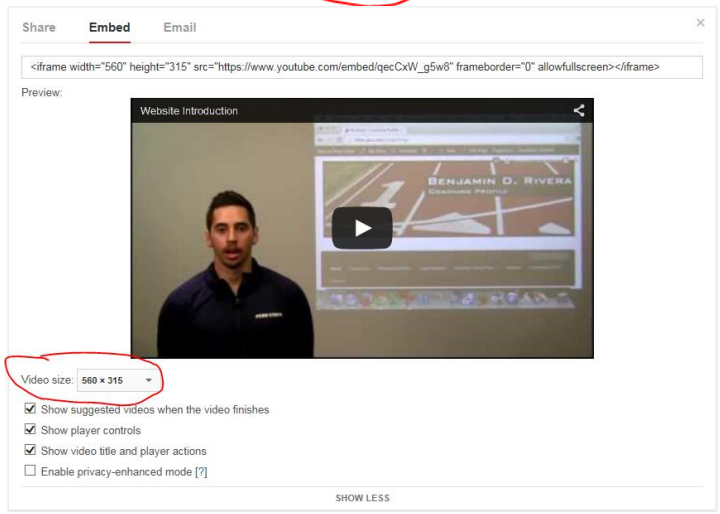
This is the code you want to copy and paste on your page to add the video.



Step 5 – Adding Video to Your Site

- You can either change the size of the video right on YouTube or later in the embed code given to you by Youtube.

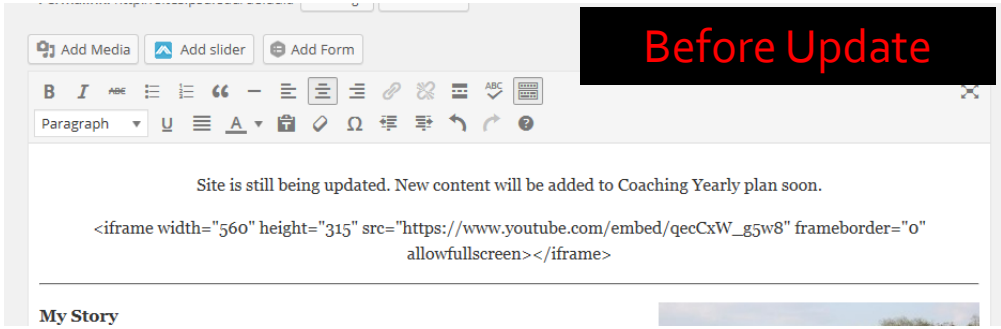


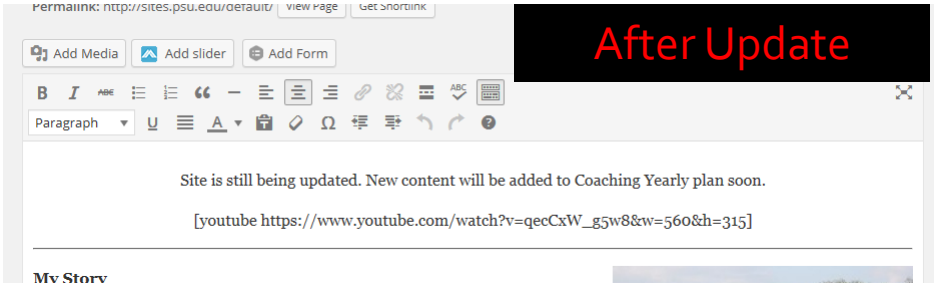


This is how you can the size of the video on YouTube

Step 5 – Adding Video to Your Site

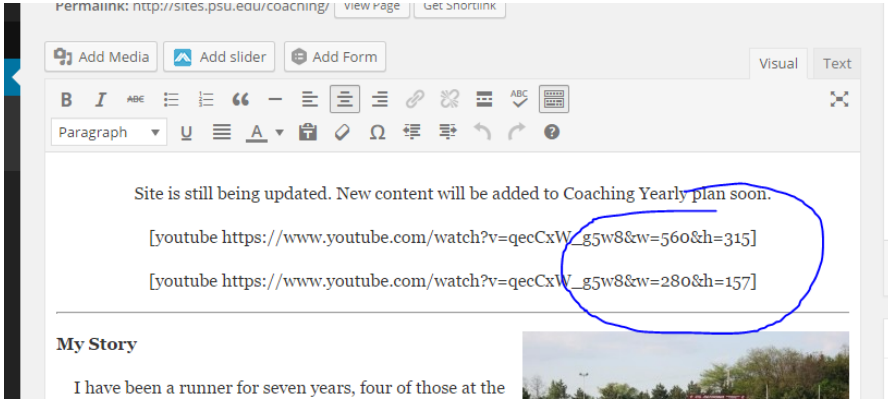
- Note when you add the code to the page and update the page the code will change.
- That is normal so don't freak out and think you did something wrong.

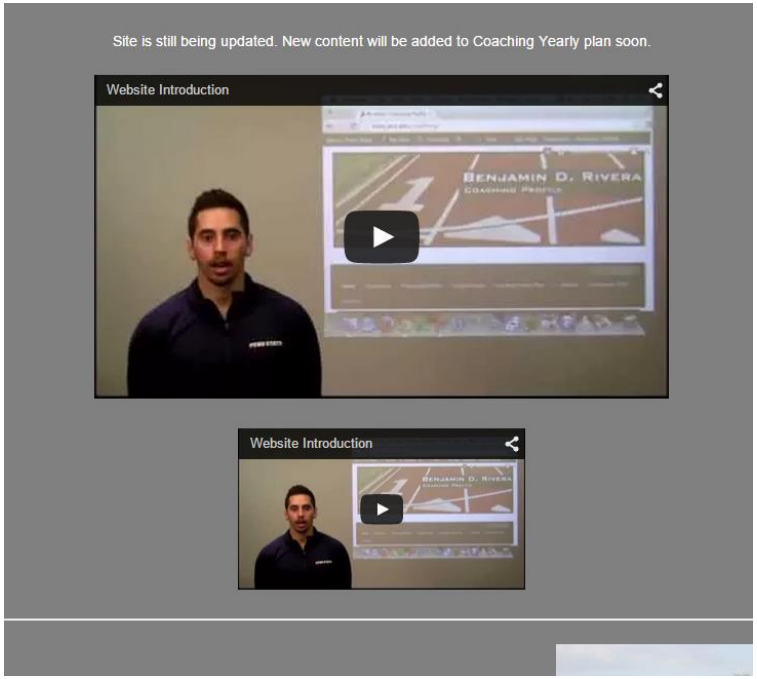




Step 5 – Adding Video to Your Site

- 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**

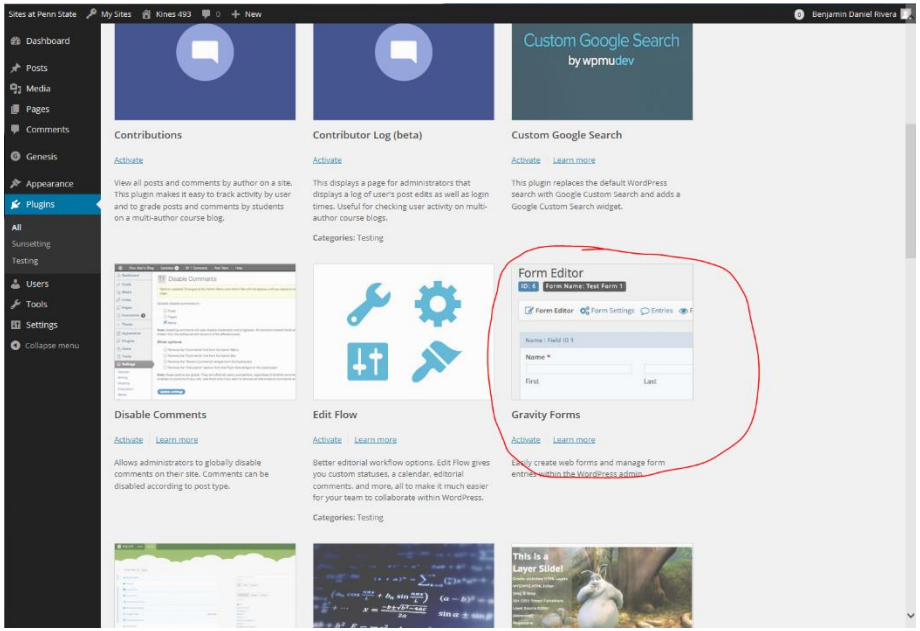
1. Review Tutorial Step 6
2. Set up Contacts Page (section K)
3. Sections A-B-C-D-E-F-G-H (ePort Rubric)
4. Recordings submitted on ePort (2)
5. Contacts Page Set Up

Step 6 – Setting Up a Contacts Page

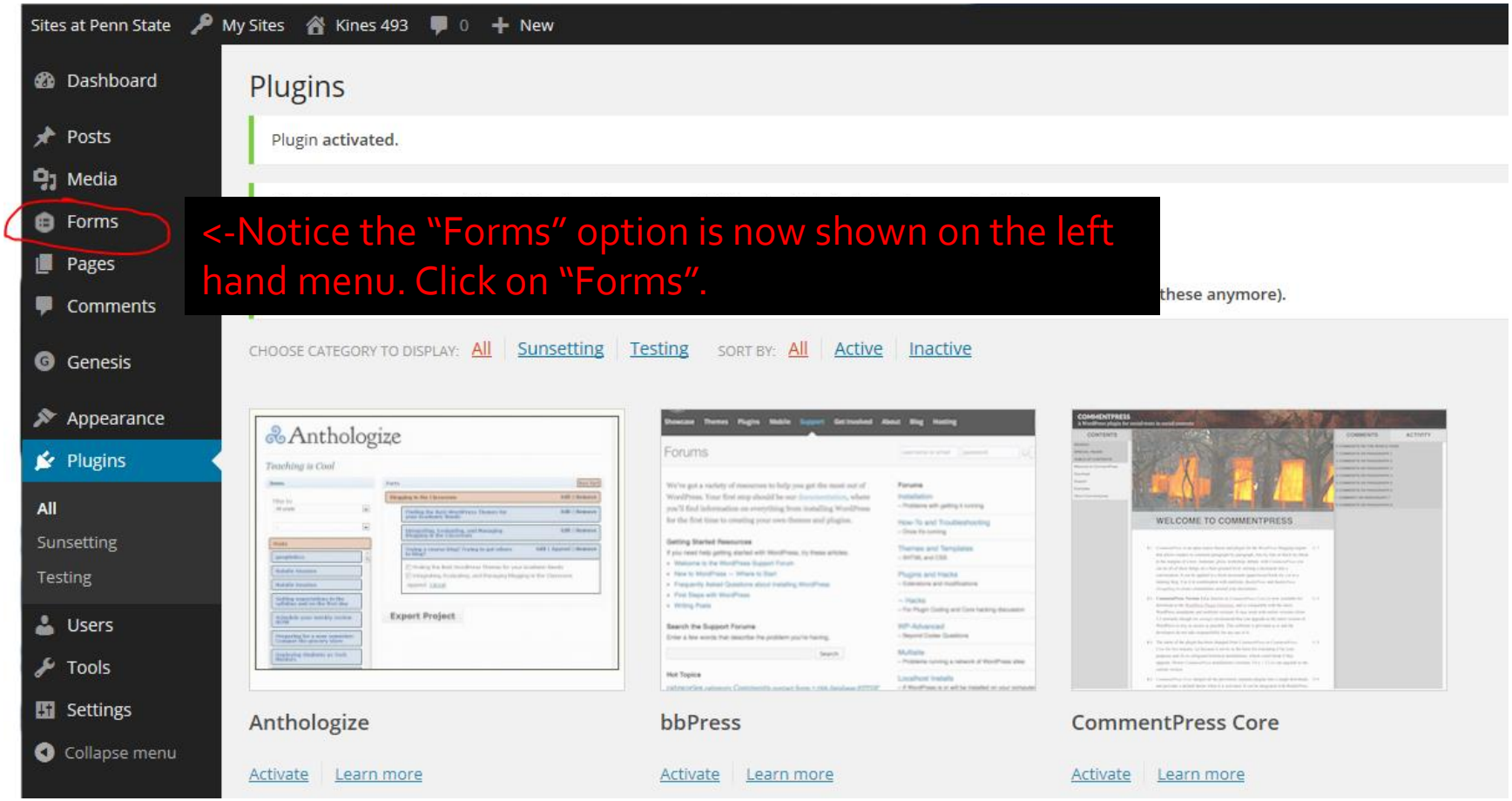
- The most easy way to have a contacts page is just to have a page with your contact information on it.
- Problem here is that anyone on the internet can get your personal information… Which is not good.
- Here is a way to still allow people to contact you while protecting yourself from harassment.

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.

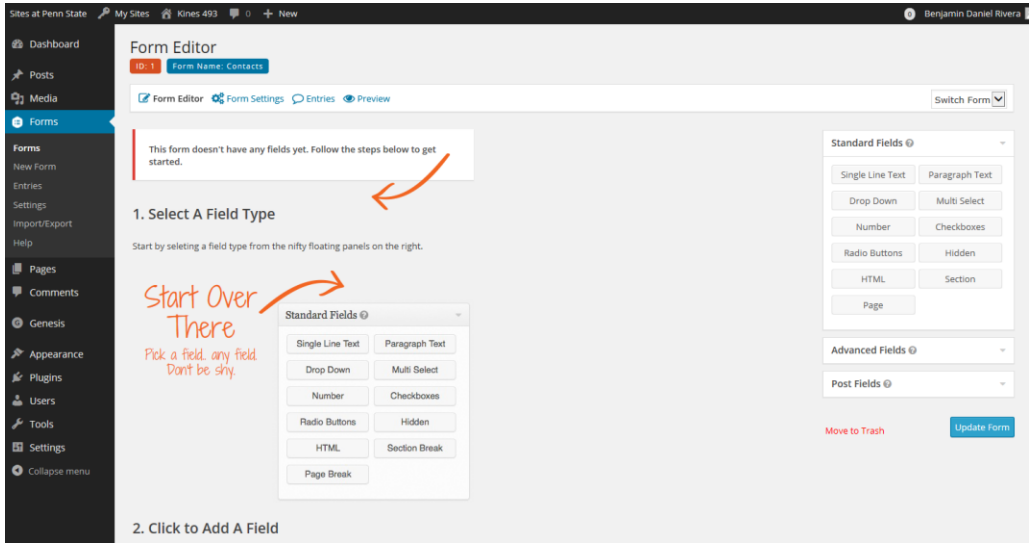


Step 6 – Setting Up a Contacts Page



Step 6 – Setting Up a Contacts Page

- 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.



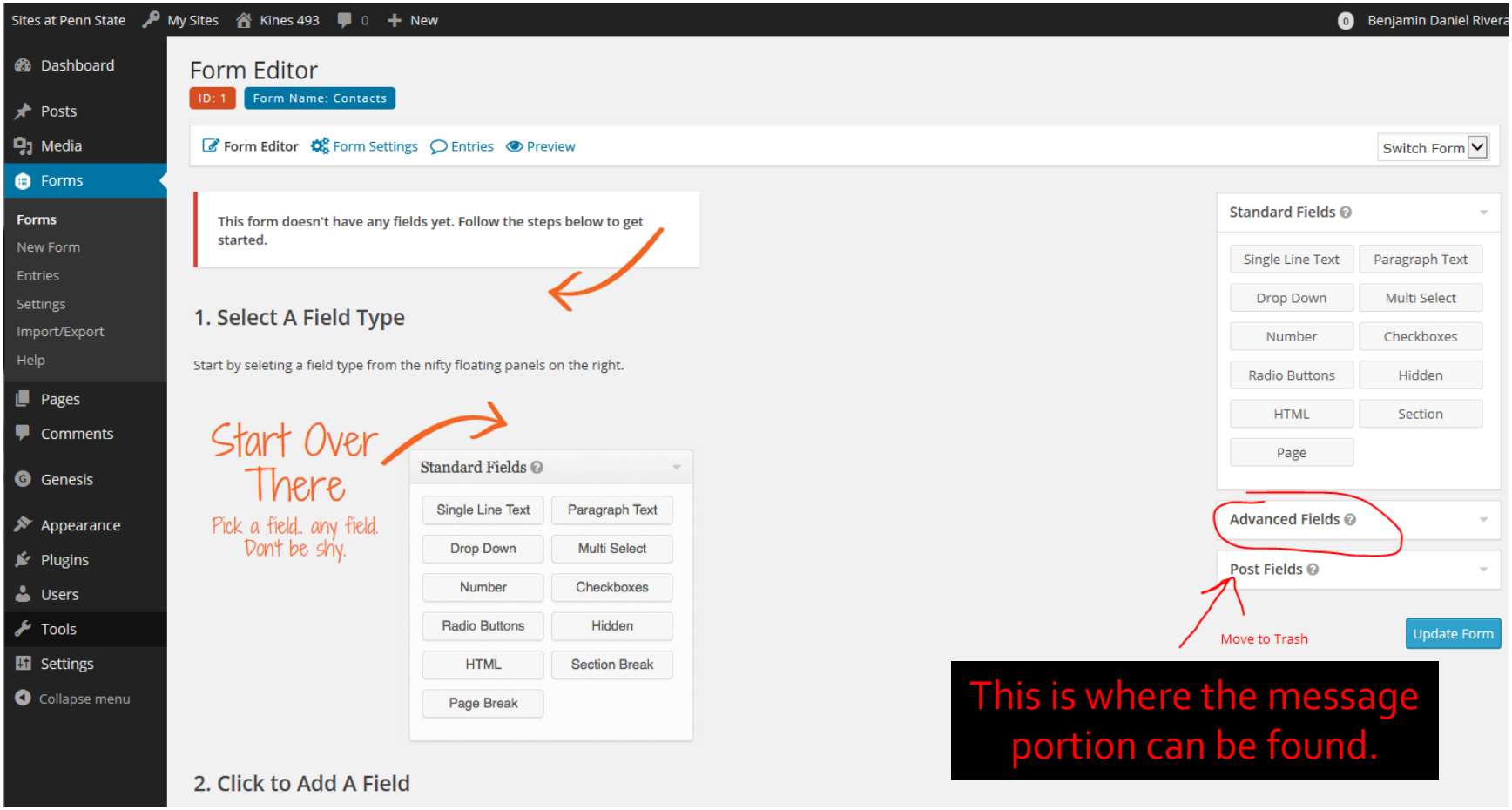
Step 6 – Setting Up a Contacts Page

- On this page there will be a run down 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

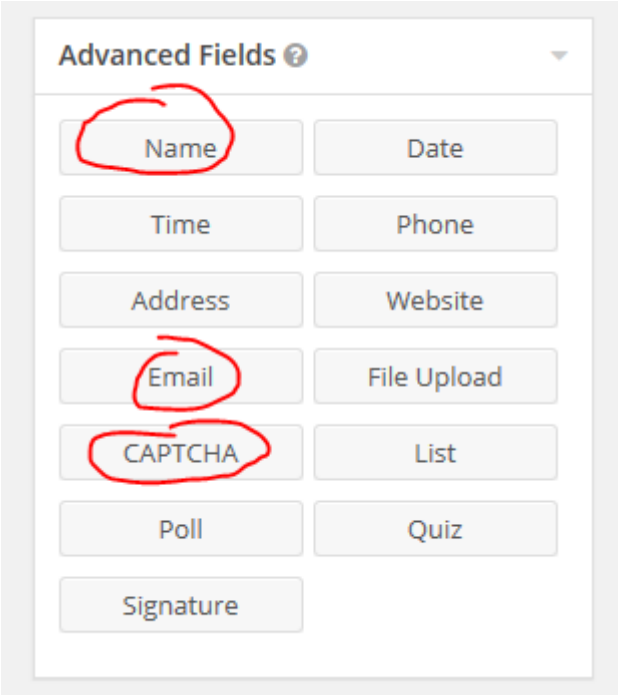
- All the options we need can be found under the "Advance Fields" Tab on the right hand side of the screen.
- Only the option to let people include a message. This is called the "Body".
- It will be found under a different tab. You can find this option under "Post Fields" which is just right under the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

Step 6 – Setting Up a Contacts Page



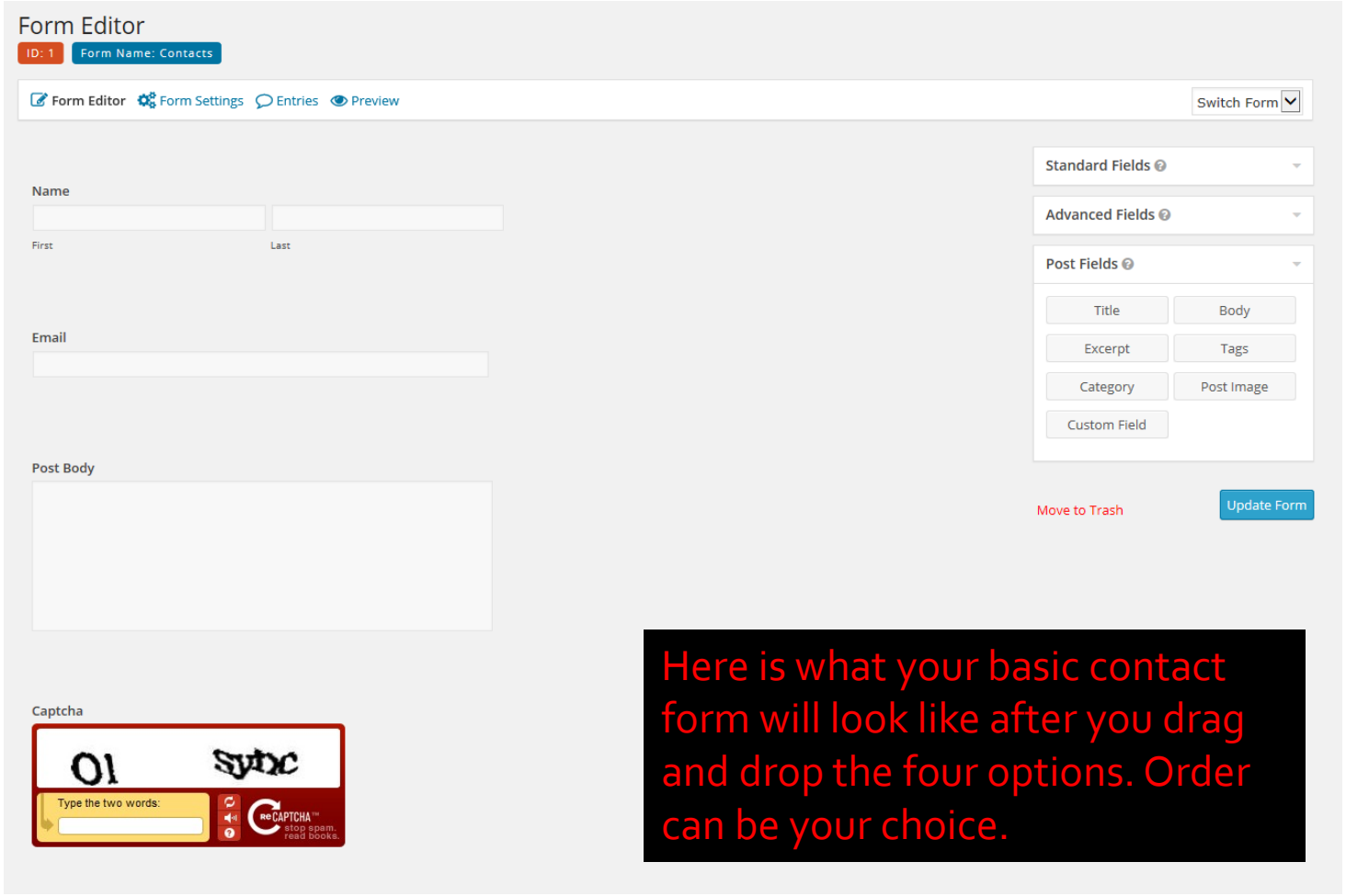
Step 6 – Setting Up a Contacts Page

- 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

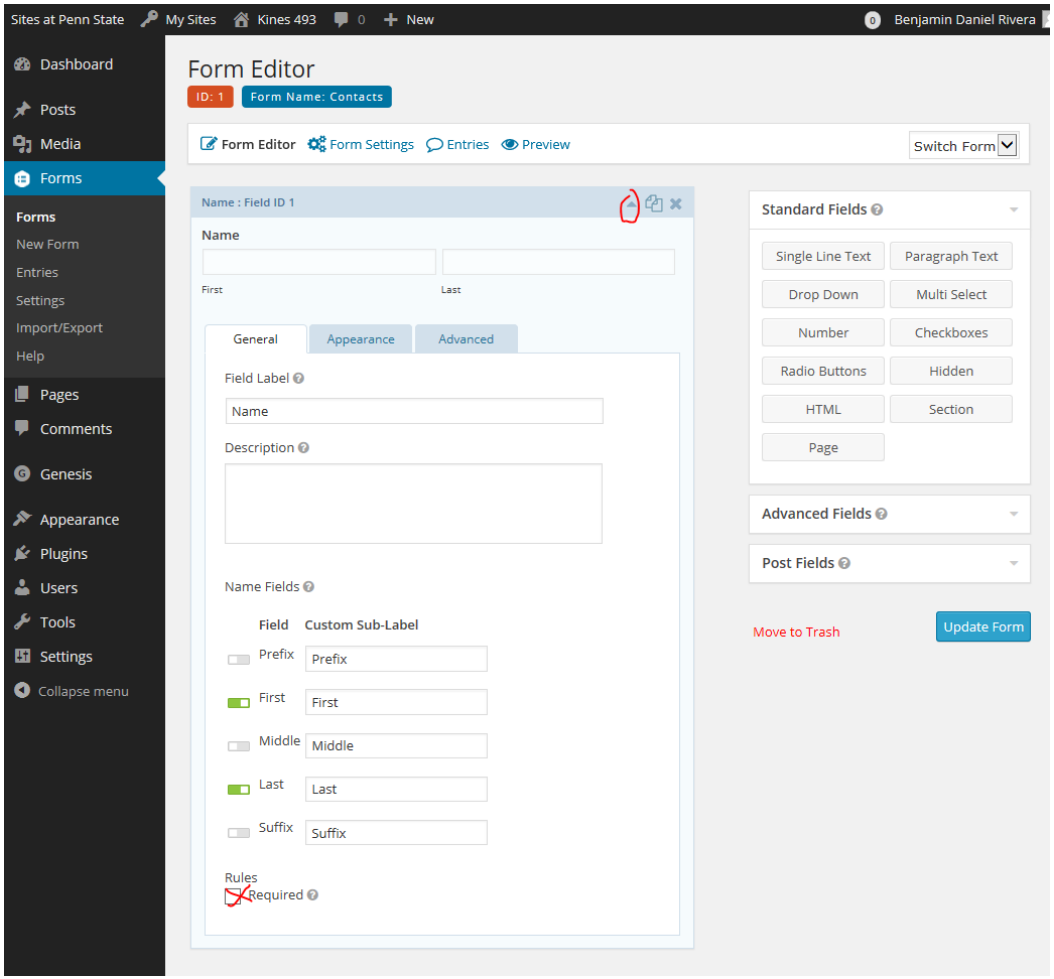
Step 6 – Setting Up a Contacts Page



Step 6 – Setting Up a Contacts Page

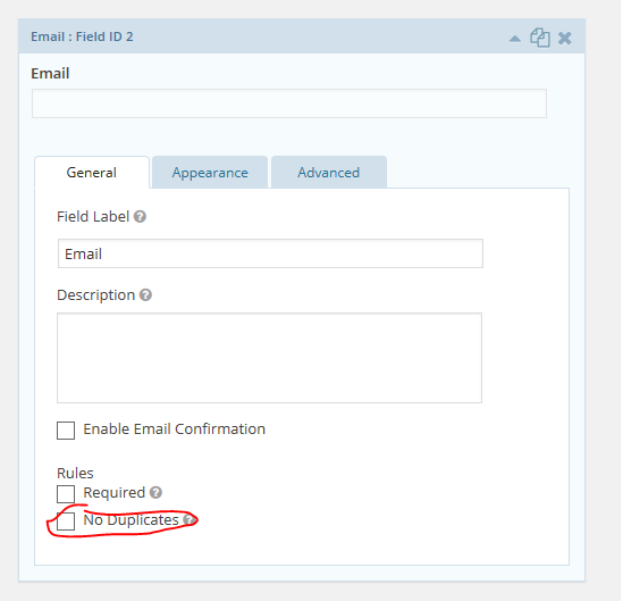
- To set certain options as required (meaning the person cannot submit without filling all required fields out first) click the small arrow on the field you want.
- It will be located in the top right corner of the field.
- This will expand the field showing many options. There will be a “Rules” area 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.

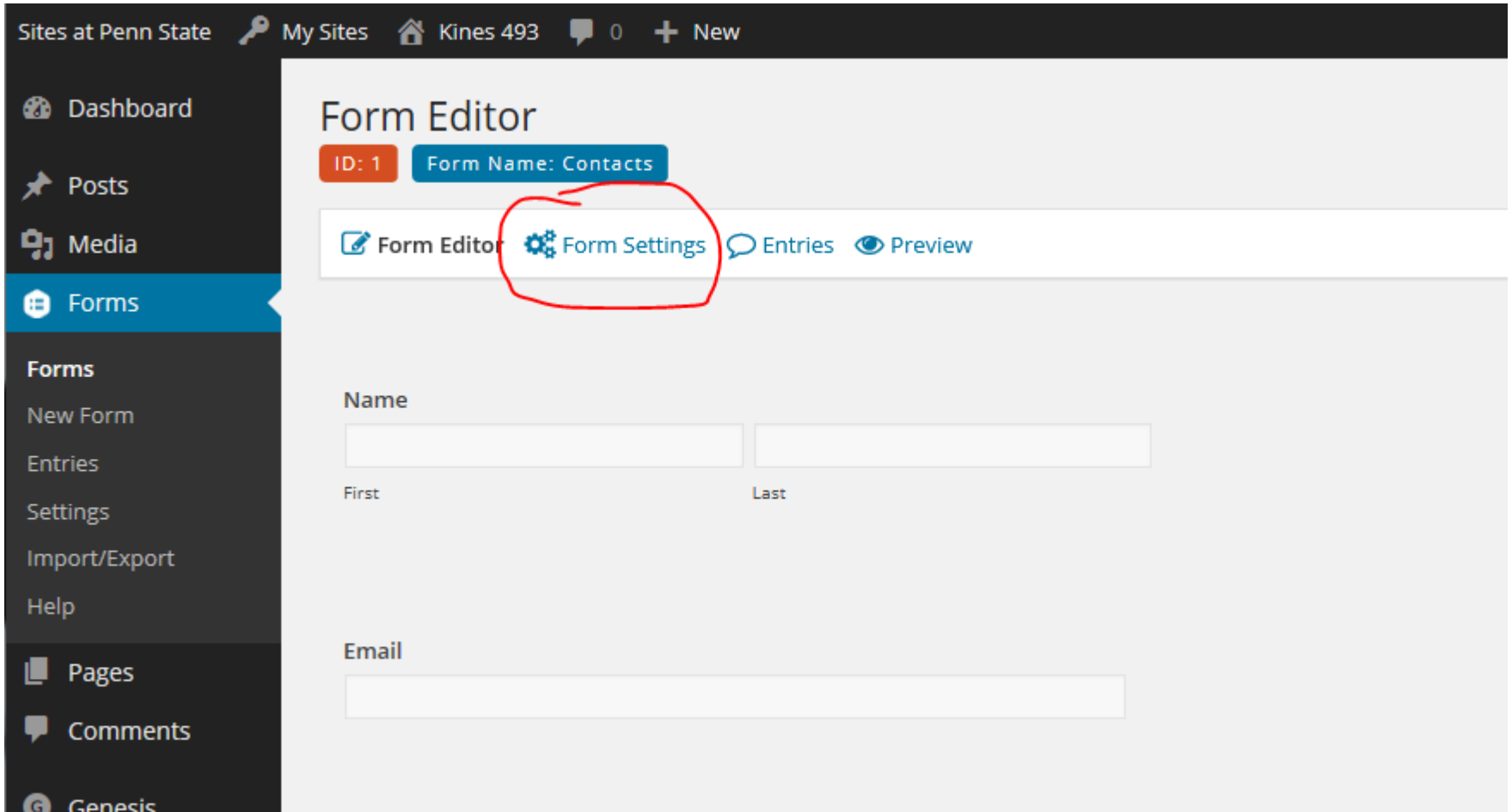


Step 6 – Setting Up a Contacts Page

- 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.

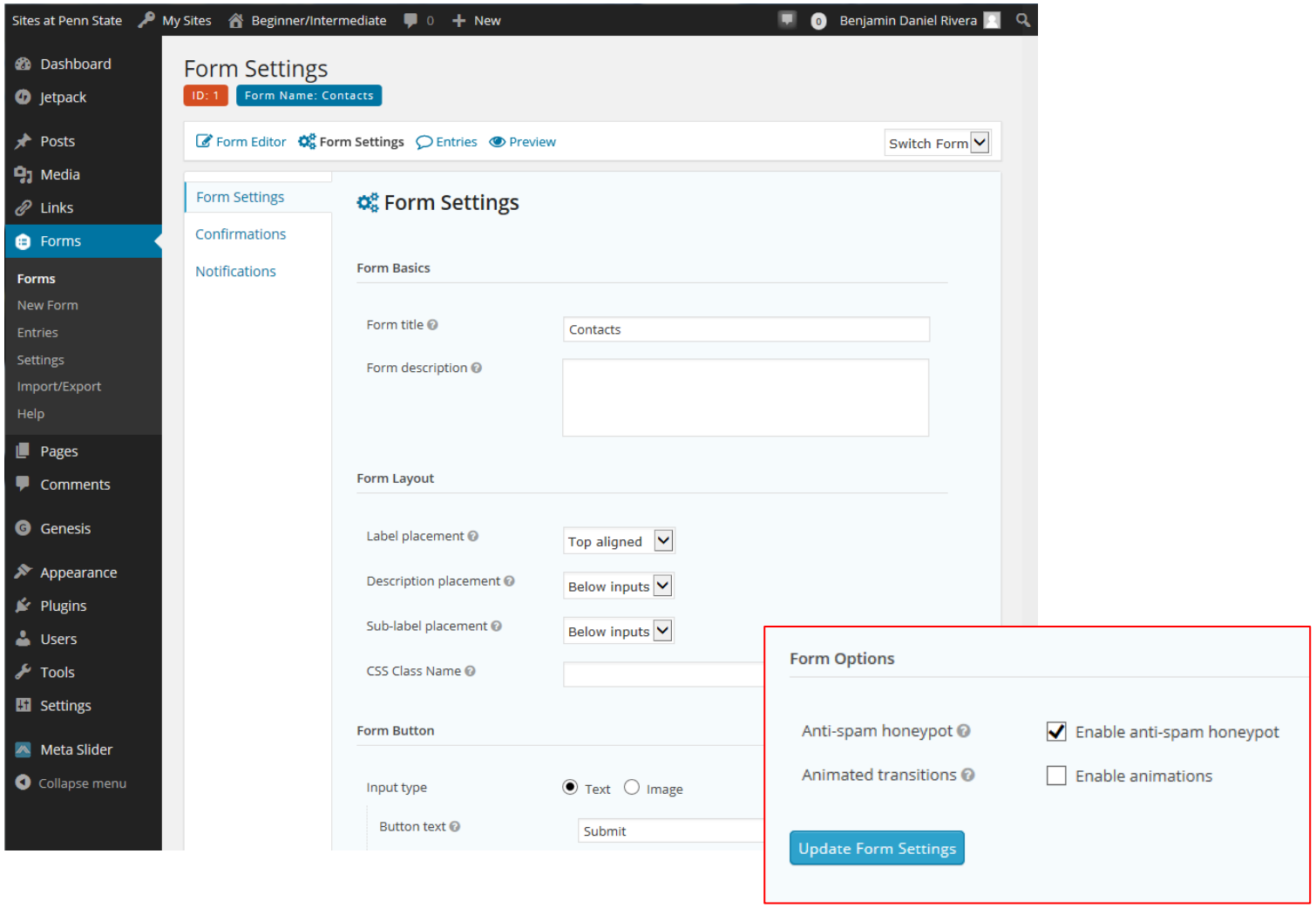
Step 6 – Setting Up a Contacts Page

- 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)

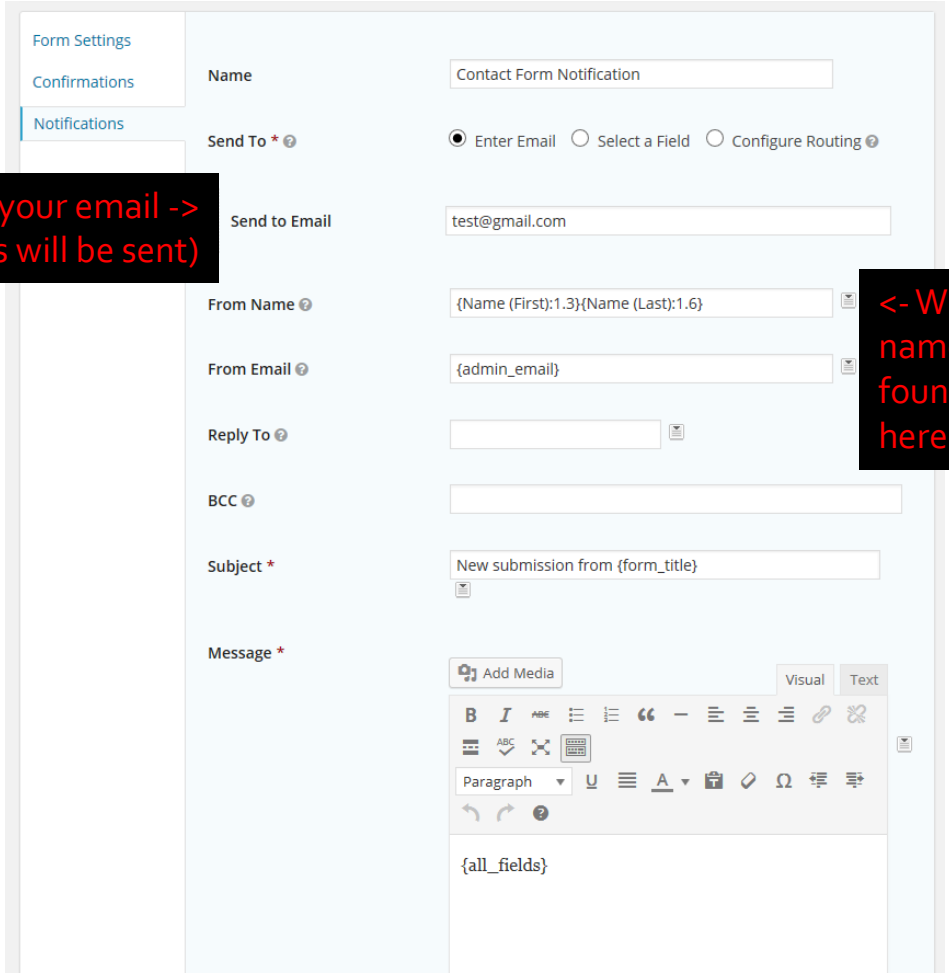


Step 6 – Setting Up a Contacts Page

- Next option is the “Confirmations” tab. Here you can set the message people will get after they successfully submit there 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)

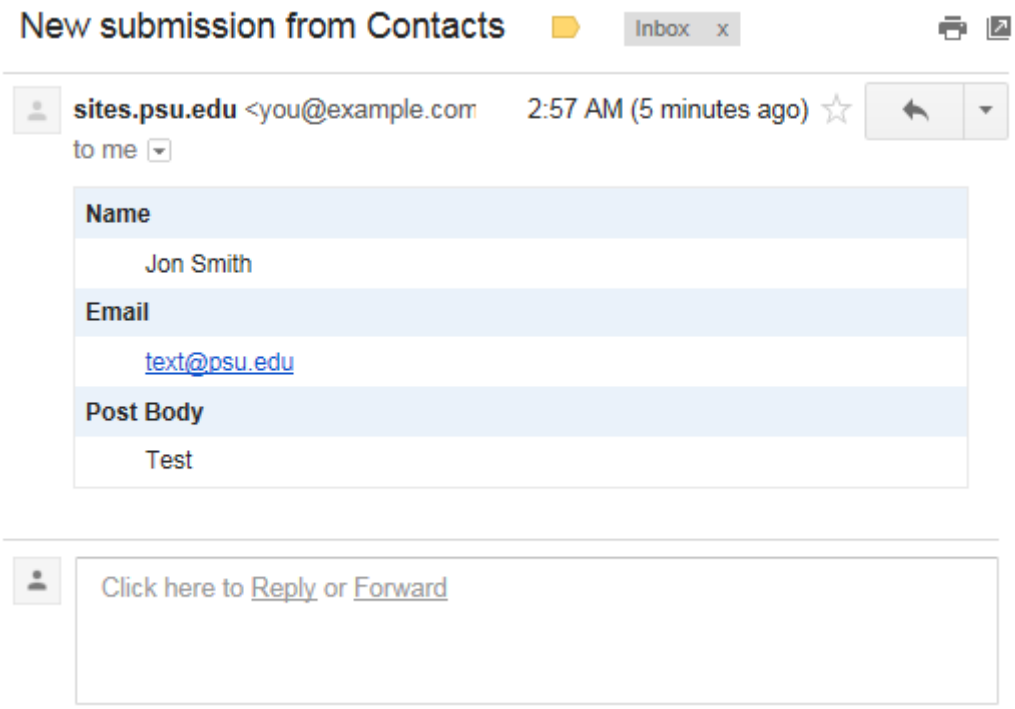


<- Where you can set how the name appears. All options can be found in the drop down menu here.

To avoid any issues you can just copy what I have listed here.

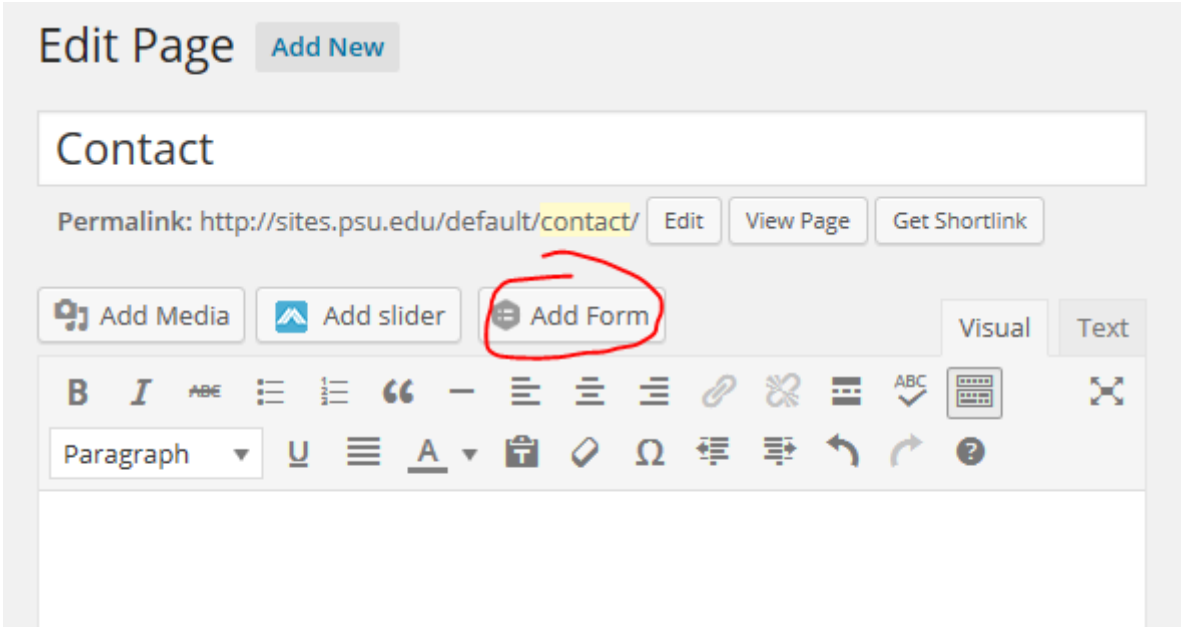
Step 6 – Setting Up a Contacts Page

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.



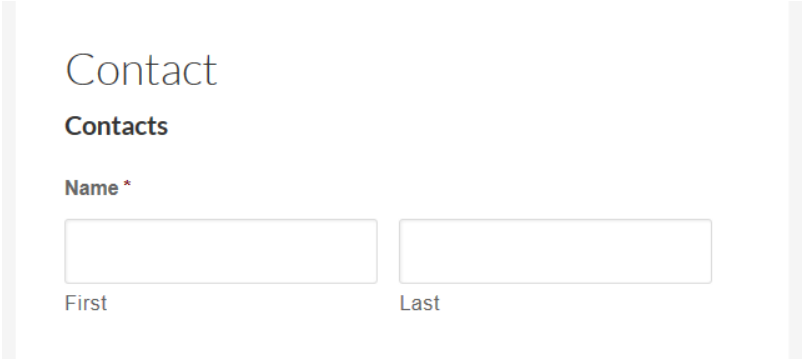
Step 6 – Setting Up a Contacts Page

- 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

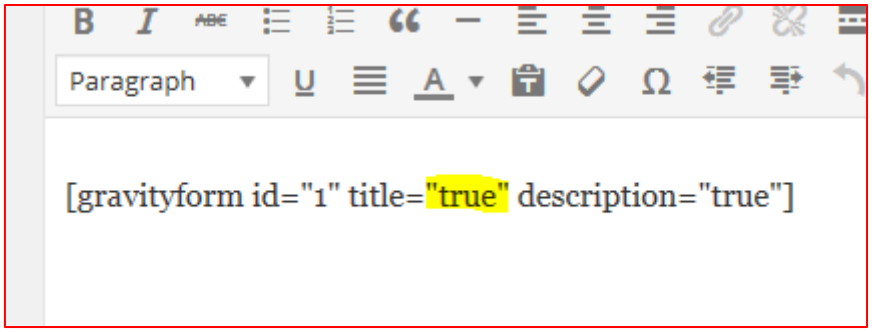
- A screen will pop up. Just find the form you want and select it.
- There is an option here to show the title of the form or not. Uncheck the box otherwise you will get a double title on your page like below.

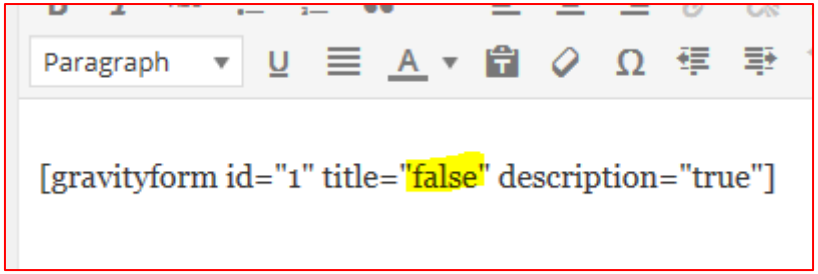


Step 6 – Setting Up a Contacts Page

- 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:

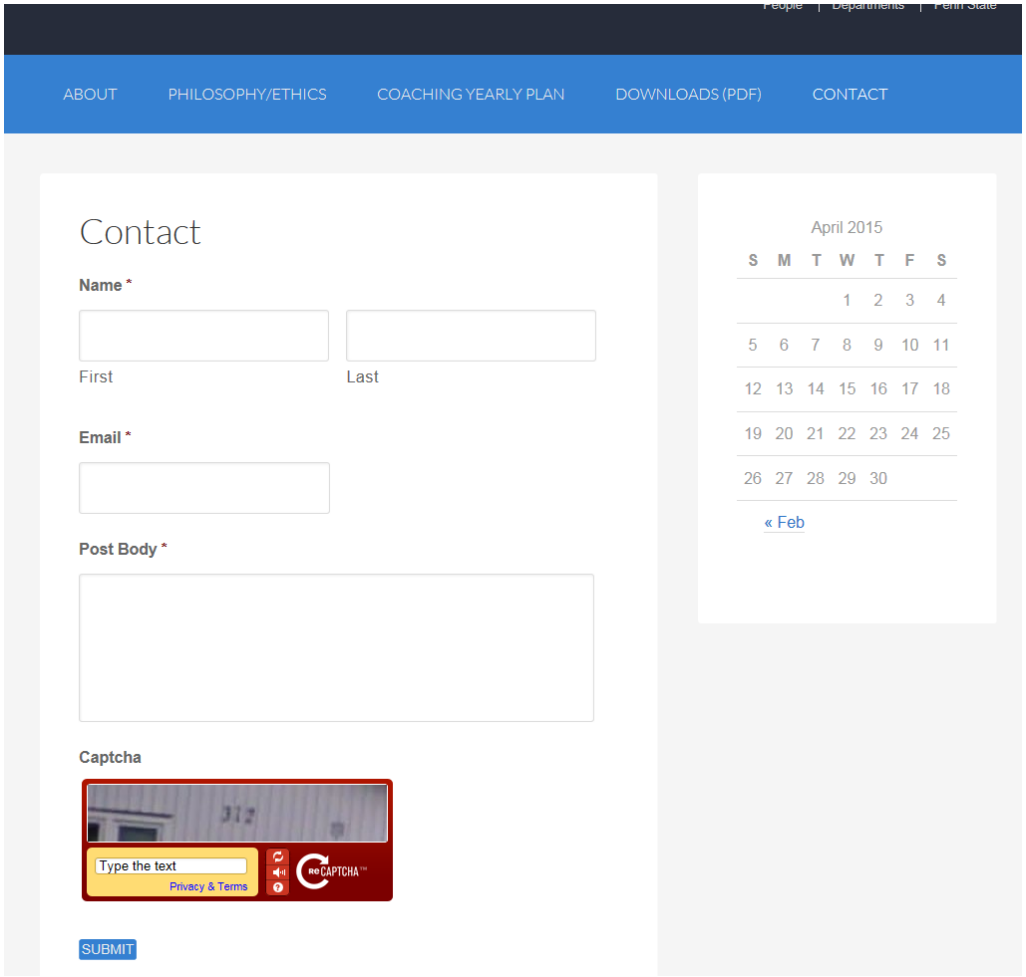
  title="true" to title="false"





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.

Example of My Personal Website

- Below is the URL for my personal website:
  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.