

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

ePortfolio 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

The screenshot shows the homepage of 'Sites At Penn State'. At the top left, there is a 'Log in' link circled in red. A black box with red text and a left-pointing arrow contains the text 'Log in with PSU access info'. The main header features the Penn State logo and the text 'Sites At Penn State Powered By WordPress'. Below this is a navigation bar with buttons for 'HOME', 'EXPLORE', 'SUPPORT', 'ABOUT', and 'SEARCH'. The main content area has a background image of students and the heading 'Create A Website Easily'. Below the heading is a sub-headline: 'Sites At Penn State gives students, faculty, and staff the ability to create websites and blogs quickly and easily. Get started today!'. At the bottom of this section are two buttons: 'CREATE A SITE' (circled in red) and 'GO TO MY SITES'. A black box with red text and a right-pointing arrow is positioned to the left of the 'CREATE A SITE' button, containing the text 'Click here to start a --> new site'. Below the main content area, the text 'Some Examples of Sites At Penn State' is centered.

Sites at Penn State [Log in](#) ← Log in with PSU access info

PENN STATE
1853

Sites At Penn State

Powered By WordPress

HOME EXPLORE SUPPORT ABOUT SEARCH

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

CREATE A SITE GO TO MY SITES

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

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:

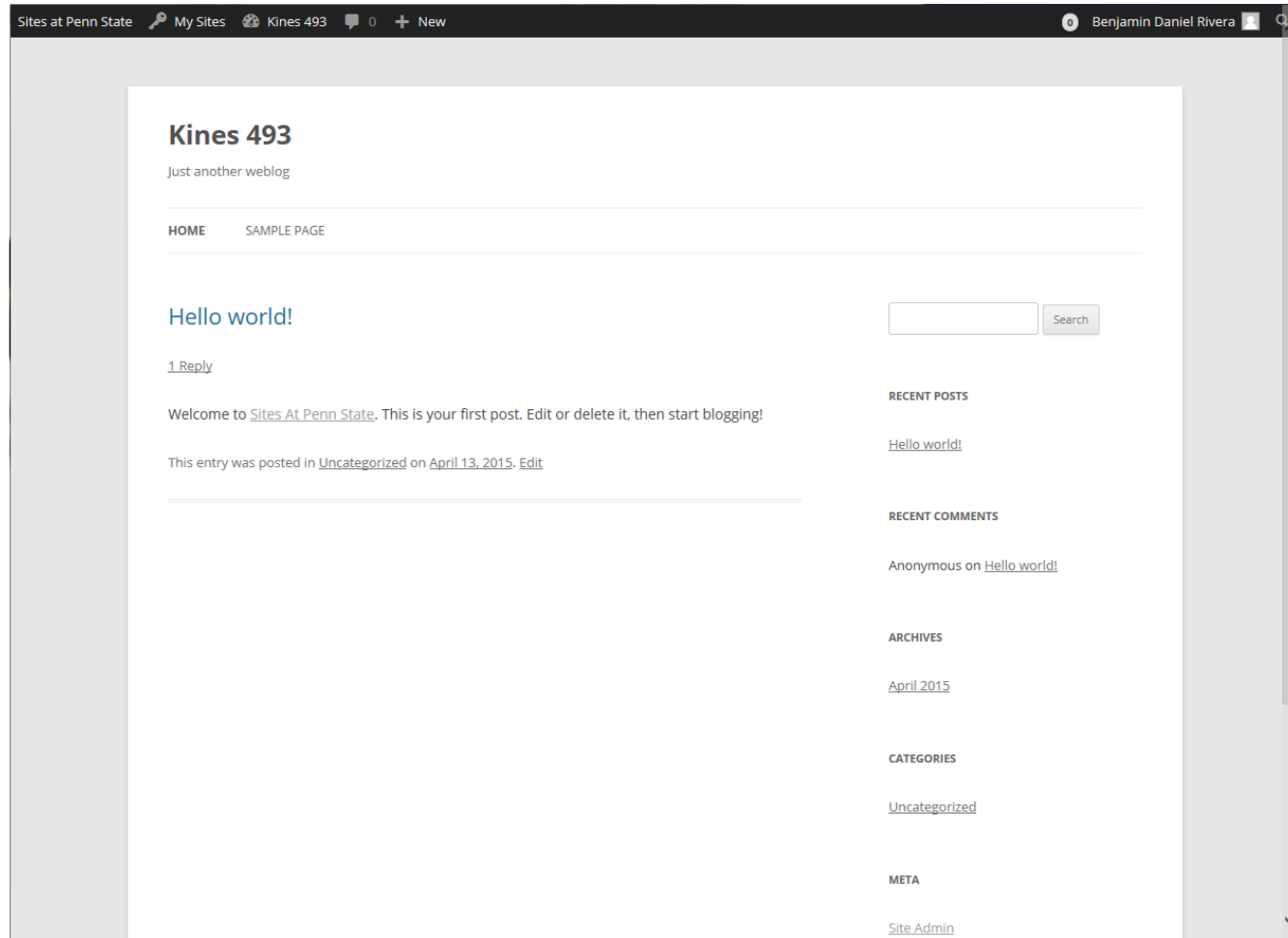
I would like my site to appear in search engines, and in public listings around this network.

Yes

No

← 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

The screenshot shows the WordPress dashboard for a user named Benjamin Daniel Rivera. The interface is divided into a left sidebar with navigation links and a main content area. The main content area features a welcome message, a 'Get Started' section with a 'Customize Your Site' button, and three columns of 'Next Steps' and 'More Actions'. Below these are sections for 'At a Glance' (showing 1 post, 1 page, 1 comment, and storage space), 'Quick Draft' (with a text input and 'Save Draft' button), and 'In Sites: Latest From the Sites At Penn State Team' (with two news items about WordPress updates).

Sites at Penn State My Sites Kines 493 0 + New Benjamin Daniel Rivera

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](#)

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 as 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

Activity

Recently Published

Today, 3:38 pm [Hello world!](#)

Comments

From Anonymous on [Hello world!](#) #

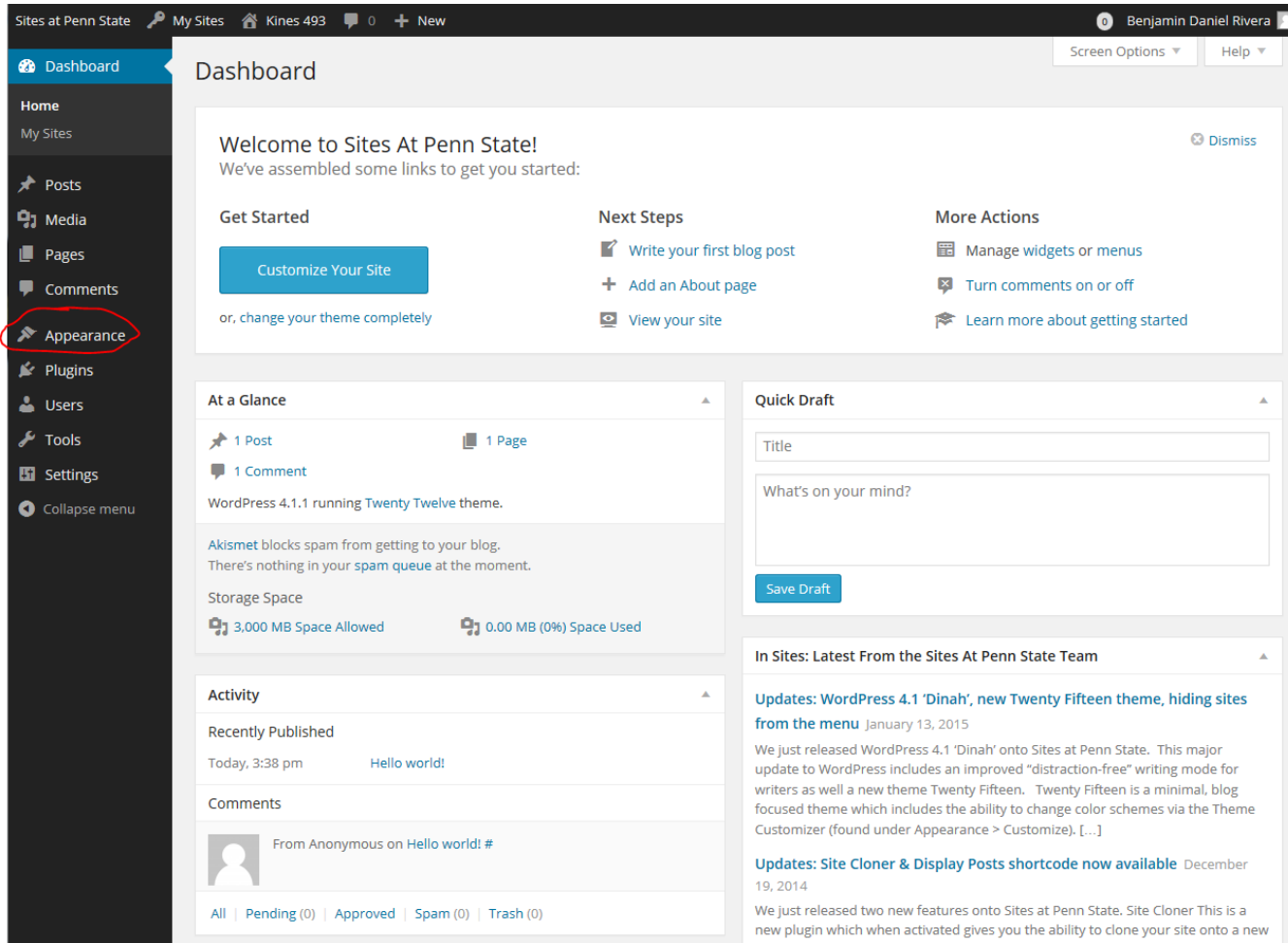
[All](#) | [Pending \(0\)](#) | [Approved](#) | [Spam \(0\)](#) | [Trash \(0\)](#)

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 it 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 ->



The screenshot shows the WordPress dashboard for 'Sites at Penn State'. The user is Benjamin Daniel Rivera. The dashboard includes a sidebar with navigation options: Home, My Sites, Posts, Media, Pages, Comments, Appearance (highlighted with a red circle), Plugins, Users, Tools, Settings, and Collapse menu. The main content area displays a 'Welcome to Sites At Penn State!' message with a 'Dismiss' link. Below this, there are three sections: 'Get Started' with a 'Customize Your Site' button and the text 'or, change your theme completely'; 'Next Steps' with links to 'Write your first blog post', 'Add an About page', and 'View your site'; and 'More Actions' with links to 'Manage widgets or menus', 'Turn comments on or off', and 'Learn more about getting started'. The dashboard also features several widgets: 'At a Glance' showing 1 Post, 1 Page, and 1 Comment; 'Quick Draft' with a 'Save Draft' button; 'Storage Space' showing 3,000 MB Space Allowed and 0.00 MB (0%) Space Used; 'Activity' showing 'Recently Published' and 'Comments'; and 'In Sites: Latest From the Sites At Penn State Team' with news items about WordPress 4.1 'Dinah' and Site Cloner & Display Posts shortcode.

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

The screenshot shows the WordPress 'Themes 2' interface. On the left is a dark sidebar with a menu: Dashboard, Posts, Media, Pages, Comments, Appearance (highlighted), Themes, Customize, Widgets, Menus, Header, Background, Edit CSS, Plugins, Users, Tools, Settings, and Collapse menu. The main content area is titled 'Themes 2' and has a search bar 'Search installed themes...'. Below the search bar is a text prompt: 'Choose a theme that best suits your site. Many themes have special Setup Instructions to set up your site the way the Full Demo looks. Have fun!'. There are two filter rows: 'Categories:' with options 'All', 'Accessible', 'Advanced', 'Blog', 'Course', 'Custom Home Page', 'Custom Page Templates', 'Departmental', 'Easy-to-use', 'Intermediate'; and a second row with 'Mobile-Friendly', 'News/Magazine', 'Penn State' (underlined), 'Photography', and 'Portfolio'. Two theme preview cards are shown: 'Genesis for PSU' and 'Twenty Twelve for PSU'. The 'Genesis for PSU' card features a lion image and the text 'Single Post With Threaded Comments'. A red arrow points from the bottom text box to the 'Genesis for PSU' card. At the bottom of the interface, there is a footer: 'Thank you for creating with Sites At Penn State powered by WordPress.' on the left and 'Version 4.1.1' on the right.

Themes 2 Search installed themes...

Choose a theme that best suits your site. Many themes have special Setup Instructions to set up your site the way the Full Demo looks. Have fun!

Categories: All Accessible Advanced Blog Course Custom Home Page Custom Page Templates Departmental Easy-to-use Intermediate

Mobile-Friendly News/Magazine Penn State Photography Portfolio

Genesis for PSU

Twenty Twelve for PSU

This is the theme we want. Just hover over it and click "Activate"

Thank you for creating with Sites At Penn State powered by WordPress.

Version 4.1.1

Step 1 – Setting Up A Theme

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

The screenshot shows the WordPress 'Themes 56' dashboard. On the left, a dark sidebar menu is visible with the 'Appearance' option highlighted in blue. The main content area displays a notification 'New theme activated. Visit site' and a message 'Choose a theme that best suits your site. Many themes have special Setup Instructions to set up your site the way the Full Demo looks. Have fun!'. Below this, there are filter tabs for 'Categories' (All, Accessible, Advanced, Blog, Course, Custom Home Page, Custom Page Templates, Departmental, Easy-to-use, Intermediate) and 'Mobile-Friendly' (News/Magazine, Penn State, Photography, Portfolio). The main area features a grid of theme preview cards, including 'Genesis for PSU', 'Adelle', 'Agency Pro', 'Aggregate', 'Ambiance Pro', and 'Apparition'. The 'Genesis for PSU' card is currently active, as indicated by a blue bar at the bottom of the preview and a 'Customize' button.

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.

Sites at Penn State My Sites **Kines 493** 0 + New Benjamin Daniel Rivera

Dashboard Posts Media Pages Comments Genesis Appearance Themes

Themes 56 Search installed themes...

New theme activated. [Visit site](#)

Choose a theme that best suits your site. Many themes have special Setup Instructions to set up your site the way the Full Demo looks. Have fun!

Categories: All Accessible Advanced Blog Course Custom Home Page Custom Page Templates Departmental Easy-to-use Intermediate Mobile-Friendly News/Magazine Penn State Photography Portfolio

Your Site with a Theme Added

The screenshot shows a WordPress site interface. At the top, the navigation bar includes 'Sites at Penn State', 'My Sites', 'Kines 493', and '+ New'. The user profile 'Benjamin Daniel Rivera' is visible in the top right. The site header features the Penn State logo and the title 'KINES 493' with the tagline 'Just another weblog'. A search bar is located in the top right of the header area. Below the header, the main content area displays a 'Hello world!' post by Benjamin Daniel Rivera, dated April 13, 2015. The post includes a welcome message and is categorized as 'Uncategorized'. The right sidebar contains several widgets: a search bar, a 'RECENT POSTS' widget showing 'Hello world!', a 'RECENT COMMENTS' widget showing a comment from 'Anonymous on Hello world!', and an 'ARCHIVES' widget.

Sites at Penn State My Sites Kines 493 0 + New Benjamin Daniel Rivera

PENNSTATE KINES 493 Just another weblog

Search this website...

People | Departments | Penn State

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](#)

Search this website...

RECENT POSTS

[Hello world!](#)

RECENT COMMENTS

Anonymous on [Hello world!](#)

ARCHIVES

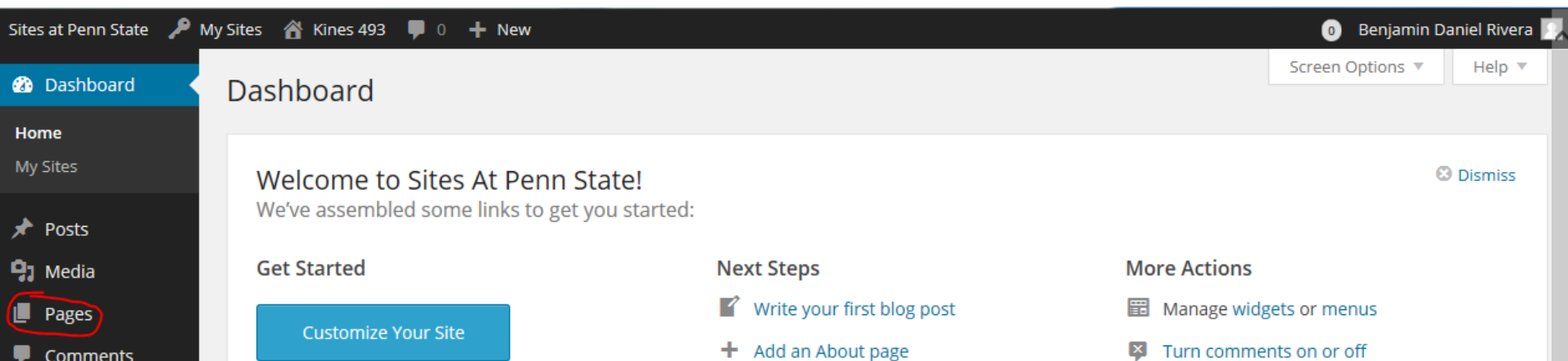
Phase 2

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)

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



The screenshot shows the WordPress dashboard interface. At the top, the site name 'Sites at Penn State' is visible, along with navigation links for 'My Sites', 'Kines 493', and a '+ New' button. The user's name 'Benjamin Daniel Rivera' is in the top right corner. The left-hand menu is expanded, showing options like 'Dashboard', 'Home', 'My Sites', 'Posts', 'Media', 'Pages', and 'Comments'. The 'Pages' option is highlighted with a red circle. The main content area displays a welcome message: 'Welcome to Sites At Penn State! We've assembled some links to get you started:'. Below this, there are three columns of suggestions: 'Get Started' with a 'Customize Your Site' button; 'Next Steps' with 'Write your first blog post' and 'Add an About page'; and 'More Actions' with 'Manage widgets or menus' and 'Turn comments on or off'. A 'Dismiss' button is located in the top right of the main content area.

Step 2 – Setting Up Pages

Sites at Penn State My Sites Kines 493 0 + New Benjamin Daniel Rivera

Dashboard Posts Media Pages All Pages Add New Comments Genesis Appearance Plugins Users Tools Settings Collapse menu

Pages **Add New** Screen Options Help

All (1) | Published (1) Search Pages

Bulk Actions Apply All dates Filter 1 item

<input type="checkbox"/>	Title	Author	Date
<input type="checkbox"/>	Sample Page	Benjamin Daniel Rivera	35 mins ago Published
<input type="checkbox"/>	Title	Author	Date

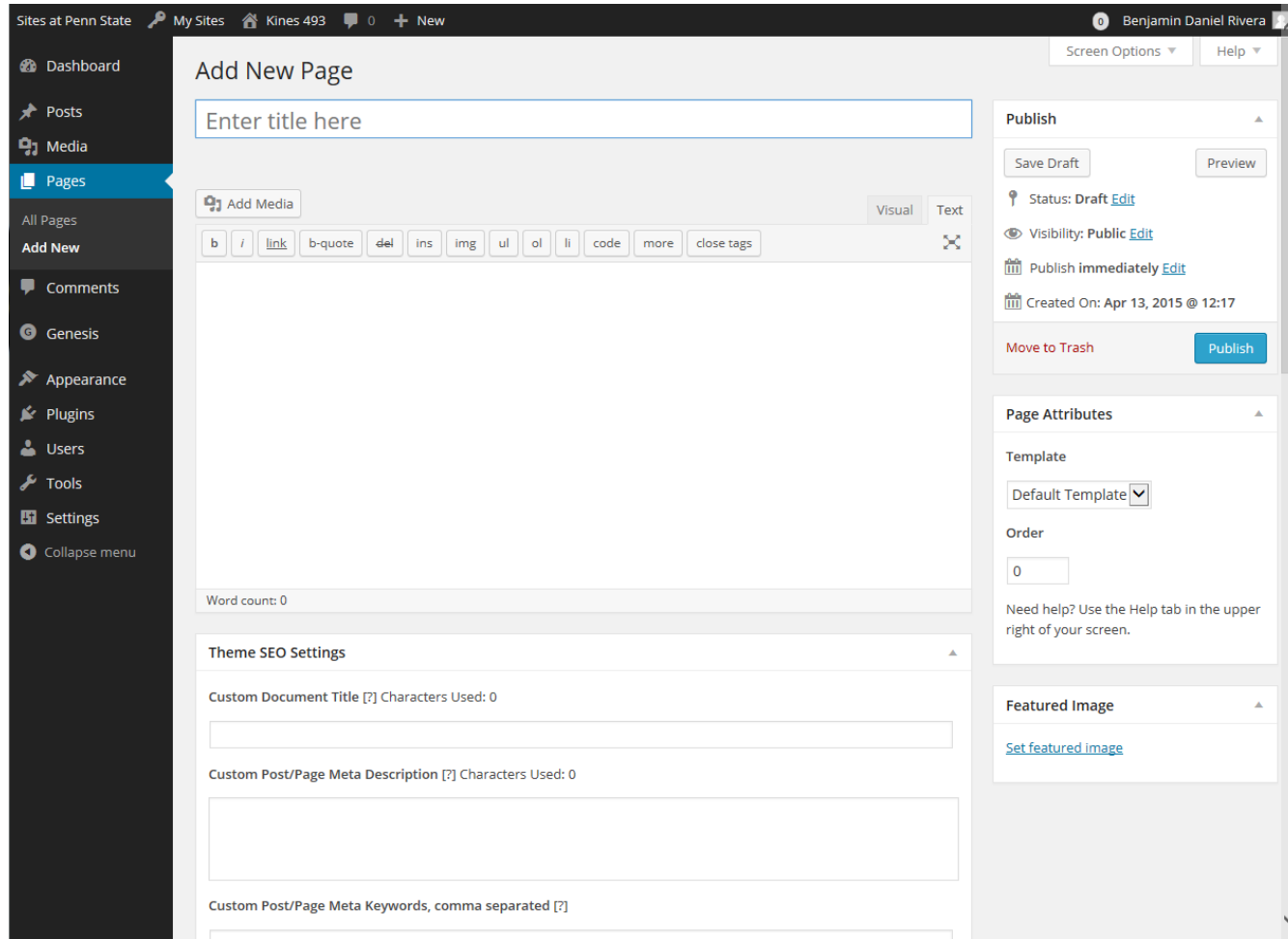
Bulk Actions Apply 1 item

Thank you for creating with Sites At Penn State powered by WordPress. Version 4.1.1

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)

Step 2 – Setting Up Pages

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



The screenshot displays the WordPress 'Add New Page' editor. The interface includes a left-hand sidebar with navigation options such as Dashboard, Posts, Media, Pages (highlighted), Comments, Genesis, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main content area features a title input field with the placeholder 'Enter title here', an 'Add Media' button, and a rich text editor with 'Visual' and 'Text' tabs. The rich text editor toolbar contains icons for bold, italic, link, quote, delete, insert, image, list, link, code, and close tags. Below the editor is a 'Word count: 0' indicator. The 'Theme SEO Settings' section includes fields for 'Custom Document Title [?] Characters Used: 0', 'Custom Post/Page Meta Description [?] Characters Used: 0', and 'Custom Post/Page Meta Keywords, comma separated [?]'. On the right side, the 'Publish' panel shows 'Save Draft', 'Preview', 'Status: Draft Edit', 'Visibility: Public Edit', 'Publish immediately Edit', and 'Created On: Apr 13, 2015 @ 12:17'. Below this is a 'Page Attributes' panel with 'Template' set to 'Default Template', 'Order' set to '0', and a 'Need help?' message. The 'Featured Image' panel includes a 'Set featured image' link.

Step 2 – Setting Up Pages

The screenshot shows the WordPress 'Add New Page' editor. The interface includes a left sidebar with navigation options like Dashboard, Posts, Media, Pages, Genesis, Plugins, Users, Tools, Settings, and Collapse menu. The main content area has a title field with the placeholder 'Enter title here', an 'Add Media' button, and a rich text editor with tabs for 'Visual' and 'Text'. The right sidebar contains publishing options such as 'Publish', 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', and 'Publish immediately'. Below the editor are sections for 'Word count: 0', 'Theme SEO Settings', and 'Featured Image'.

Annotations on the screenshot:

- Top Left:** "Add Media" is where you can -> add pictures, files and videos to your page.
- Title Field:** <- The title of your page is how you will find this page and also will be what will appear when you create a menu
- Visual/Text Tabs:** "Visual" tab will give you a Word like style to make changes to text and positioning. "Text" gives you HTML code ability.
- Right Side:** <- "Publish" will save and post whatever you have on your page to your site.
- Main Content Area:** Here is where the content of your page goes->

Step 2 –Setting Up Pages

Sites at Penn State My Sites Kines 493 0 + New Benjamin Daniel Rivera

Dashboard
Posts
Media
Pages
All Pages
Add New
Comments
Genesis
Appearance
Plugins
Users
Tools
Settings
Collapse menu

Layout Settings

Default Layout set in [Theme Settings](#)

<- Here you can add or remove side bars. This is custom to only this page so you can have different layouts for each page.

Custom Body Class

Custom Post Class

Custom Fields

Add New Custom Field:

Name	Value
------	-------

Step 2 – Setting up Pages

Page Edit

The screenshot shows the WordPress 'Edit Page' interface. The page title is 'About' and the permalink is 'http://sites.psu.edu/tutorialkines493/about/'. The page content includes a 'My Story' section with text about the author's running career and a 'My Running Career' section with text about competitive running. There are two images: one of a track race and one of three people holding a certificate. The interface includes a left sidebar with navigation options like 'Dashboard', 'Posts', 'Media', 'Pages', 'All Pages', 'Comments', 'Genesis', 'Appearance', 'Plugins', 'Users', 'Tools', and 'Settings'. The top navigation bar shows 'Sites at Penn State', 'My Sites', 'Kines 493', and 'New View Page'. The bottom status bar indicates 'Word count: 389' and 'Last edited by Benjamin Daniel Rivera on April 16, 2015 at 1:19 pm'.

Website look

The screenshot shows the website's front-end view for the 'About' page. The page title is 'About' and the subtitle is 'My Story'. The page content includes the same text and images as the 'Edit Page' view. The website header features the Penn State logo and the text 'KINES 493 Just another weblog'. There is a search bar and navigation links for 'People', 'Departments', and 'Penn State'. The right sidebar contains sections for 'RECENT POSTS' (with a link to 'Hello world!'), 'RECENT COMMENTS' (with a comment from 'Anonymous on Hello world!'), 'ARCHIVES' (with a link to 'April 2015'), and 'CATEGORIES'.

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

Sites at Penn State My Sites Kines 493 Benjamin Daniel Rivera

PENNSTATE KINES 493 Just another weblog

<-If you click on your sites name it will take you to your Homepage.


Search this website...

People | Departments | Penn State

About

My Story

I have been a runner for seven years, four of those at the varsity level for my high school. My youth career was more recreational than competitive with coaches never pushing me but letting me have fun just running. This helped grow my love for Track and Field. In high school one coach challenged me to use my talent and after that I was a keystone to our team's success. I decided to pick academics over athletics and ended my competitive career after high school. The fact I do not participate as a collegiate athlete allows me time to work closely with coaches to understand and strengthen my coaching ability.



My Running Career

In the beginning years of competitive running I was put into a more short distance sprinter role. I ran 100m to 200m also doing 110H and 300H. During the last two years of high school track I made the change to strictly mid distance sprinting doing only 4x400m, 400m and the 300H (Only for junior year).

ARCHIVES

April 2015

CATEGORIES

Sites at Penn State My Sites Kines 493 Benjamin Daniel Rivera

PENNSTATE KINES 493 Just another weblog

Search this website...

People | Departments | Penn State

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!](#)

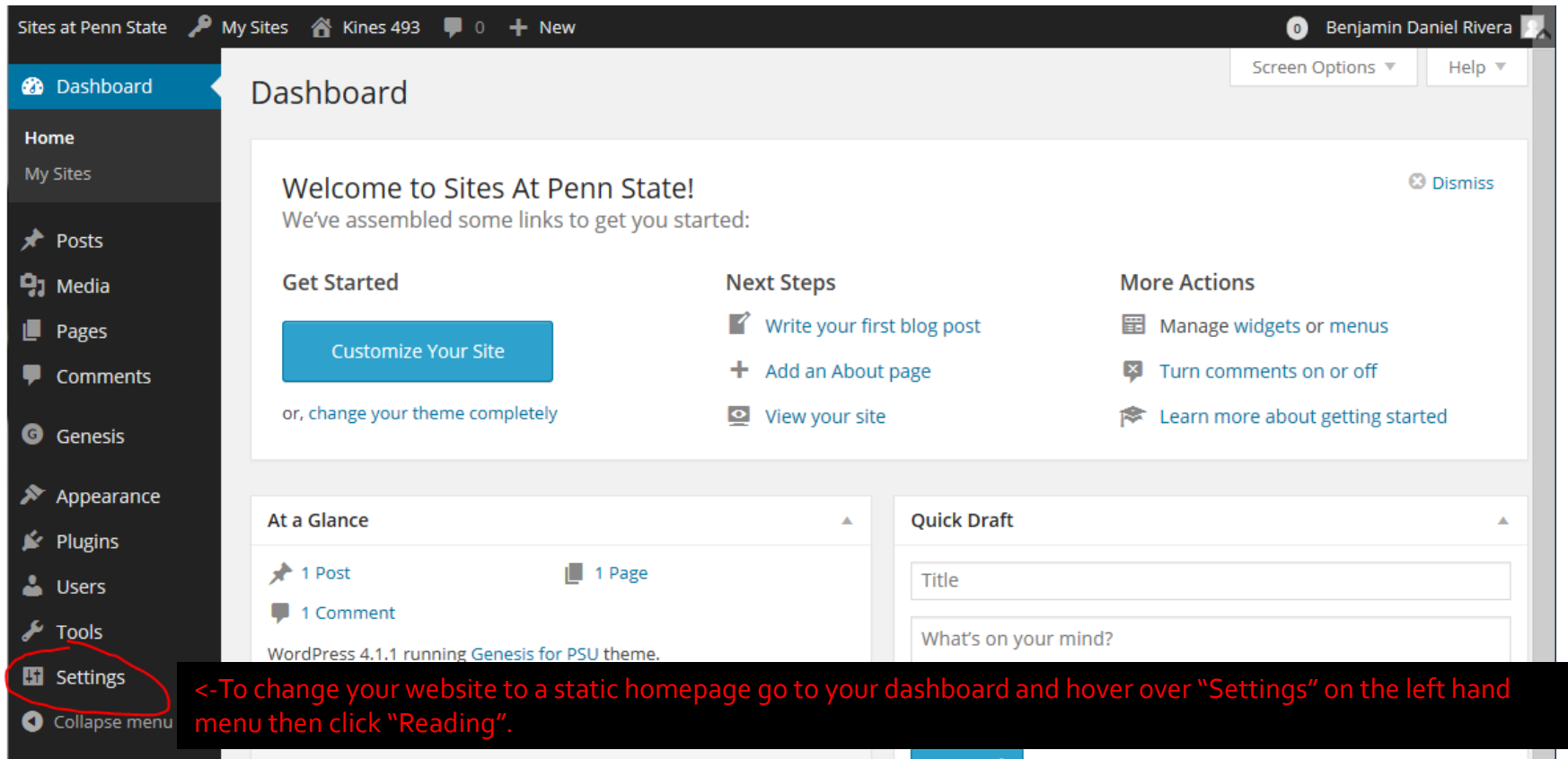
ARCHIVES

[April 2015](#)

CATEGORIES

→ 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.

Step 3 – Setting up a Static Homepage



The screenshot shows the WordPress dashboard for 'Sites at Penn State'. The left-hand navigation menu is visible, with the 'Settings' option circled in red. The main content area displays a 'Welcome to Sites At Penn State!' message and several action boxes: 'Get Started' with a 'Customize Your Site' button, 'Next Steps' with links to 'Write your first blog post', 'Add an About page', and 'View your site', and 'More Actions' with links to 'Manage widgets or menus', 'Turn comments on or off', and 'Learn more about getting started'. Below these are 'At a Glance' and 'Quick Draft' widgets.

Settings

<-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

The screenshot shows the WordPress 'Reading Settings' page. The left sidebar contains navigation links: Dashboard, Posts, Media, Pages, Comments, Genesis, Appearance, Plugins, Users, Tools, Settings (highlighted), General, Writing, Reading, Discussion, Media, Permalinks, and Google Analytics. The main content area is titled 'Reading Settings' and includes the following sections:

- Front page displays:** Radio buttons for 'Your latest posts' (selected) and 'A static page (select below)'. A red circle highlights the 'A static page' option. Below it is a 'Front page: — Select —' dropdown menu.
- Blog pages show at most:** A text input field with '10' and the label 'posts'.
- Syndication feeds show the most recent:** A text input field with '10' and the label 'items'.
- For each article in a feed, show:** Radio buttons for 'Full text' (selected) and 'Summary'.
- Search Engine Visibility:** A checkbox for 'Discourage search engines from indexing this site' with the text 'It is up to search engines to honor this request.' below it.
- Private Post Search:** A checkbox for 'Show all available private content in search results' with explanatory text below it.

A red box highlights the 'A static page (select below)' radio button, the 'Front page: About' dropdown, and the 'Posts page: — Select —' dropdown. A black callout box with red text says: 'Change the settings in the red circle to what is in the red box then hit save'. At the bottom left, there is a blue 'Save Changes' button.

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.

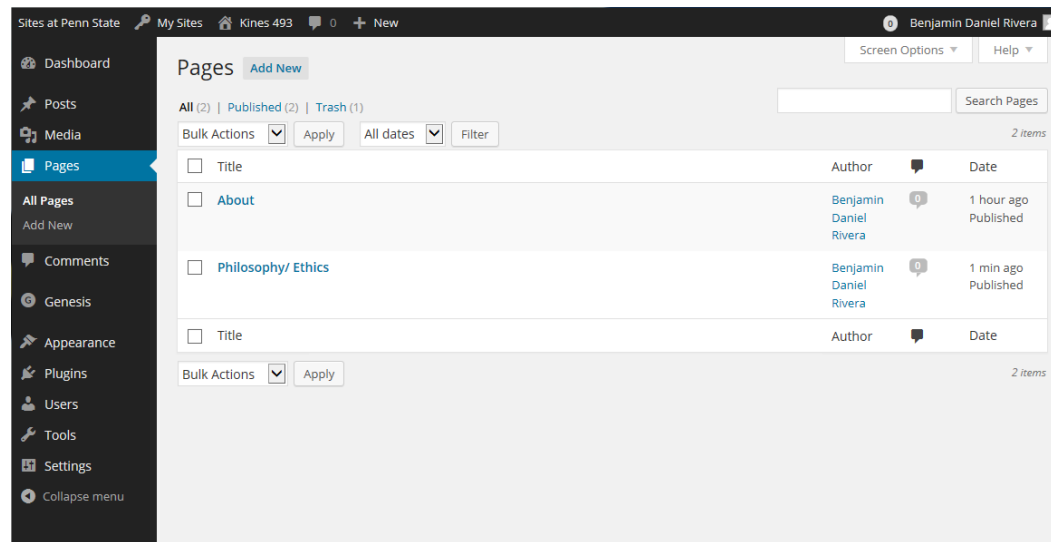
Phase 4

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

Sites at Penn State My Sites Kines 493 0 + New Benjamin Daniel Rivera

Dashboard Posts Media Pages All Pages Add New Comments Genesis Appearance Plugins Users Tools Settings Collapse menu

Pages Add New

All (2) | Published (2) | Trash (1)

Bulk Actions Apply All dates Filter

<input type="checkbox"/>	Title	Author	Date
<input type="checkbox"/>	About	Benjamin Daniel Rivera	1 hour ago Published
<input type="checkbox"/>	Philosophy/ Ethics	Benjamin Daniel Rivera	1 min ago Published

Bulk Actions Apply

2 items

2 items

<- Hover over "Appearance" on the left menu and click on menu.

Step 4 – Creating a Menu

1) Enter the name of the menu.

Edit your menu below, or [create a new menu](#).

Pages

Most Recent View All Search

Philosophy/ Ethics
 About

Add to Menu

Links

Categories

Menu Name [Create Menu](#)

Give your menu a name above, then click Create Menu.

[Create 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".

Edit your menu below, or [create a new menu](#).

Pages

Most Recent View All Search

Philosophy/ Ethics
 About

[Select All](#) [Add to Menu](#)

Links

Categories

Menu Structure

Add menu items from the column on the left.

Menu Settings

Auto add pages Automatically add new top-level pages to this menu

Theme locations Primary Navigation Menu
 Secondary Navigation Menu

[Delete Menu](#) [Save 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.

Edit your menu below, or [create a new menu](#).

Pages

Most Recent View All Search

Philosophy/ Ethics
 About

[Select All](#) [Add to Menu](#)

Links

Categories

Menu Name [Save Menu](#)

Menu Structure

Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.

Philosophy/ Ethics Page ▾

About Page ▾

Menu Settings

Auto add pages Automatically add new top-level pages to this menu

Theme locations Primary Navigation Menu
 Secondary Navigation Menu

[Delete Menu](#) [Save Menu](#)

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.

Edit your menu below, or [create a new menu](#).

Pages

Most Recent View All Search

Philosophy/ Ethics
 About

[Select All](#) [Add to Menu](#)

Links

Categories

Menu Structure

Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.

About Page ▾

Philosophy/ Ethics Page ▾

Menu Settings

Auto add pages Automatically add new top-level pages to this menu

Theme locations Primary Navigation Menu
 Secondary Navigation Menu

[Delete Menu](#) [Save 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.

Sites at Penn State My Sites Kines 493 Benjamin Daniel Rivera

PENNSSTATE KINES 493 Just another weblog

Search this website...


People | Departments | Penn State

ABOUT PHILOSOPHY/ETHICS


About

My Story

I have been a runner for seven years, four of those at the varsity level for my high school. My youth career was more recreational than competitive with coaches never pushing me but letting me have fun just running. This helped grow my love for Track and Field. In high school one coach challenged me to use my talent and after that I was a keystone to our team's success. I decided to pick academics over athletes and ended my competitive career after high school. The fact I do not participate as a collegiate athlete allows me time to work closely with coaches to understand and strengthen my coaching ability.



My Running Career



In the beginning years of competitive running I was put into a more short distance sprinter role. I ran 100m to 200m also doing 110H and 300H. During the last two years of high school track I made the change to strictly mid distance

Search this website...

RECENT POSTS

[Hello world!](#)

RECENT COMMENTS

Anonymous on [Hello world!](#)

ARCHIVES

[April 2015](#)

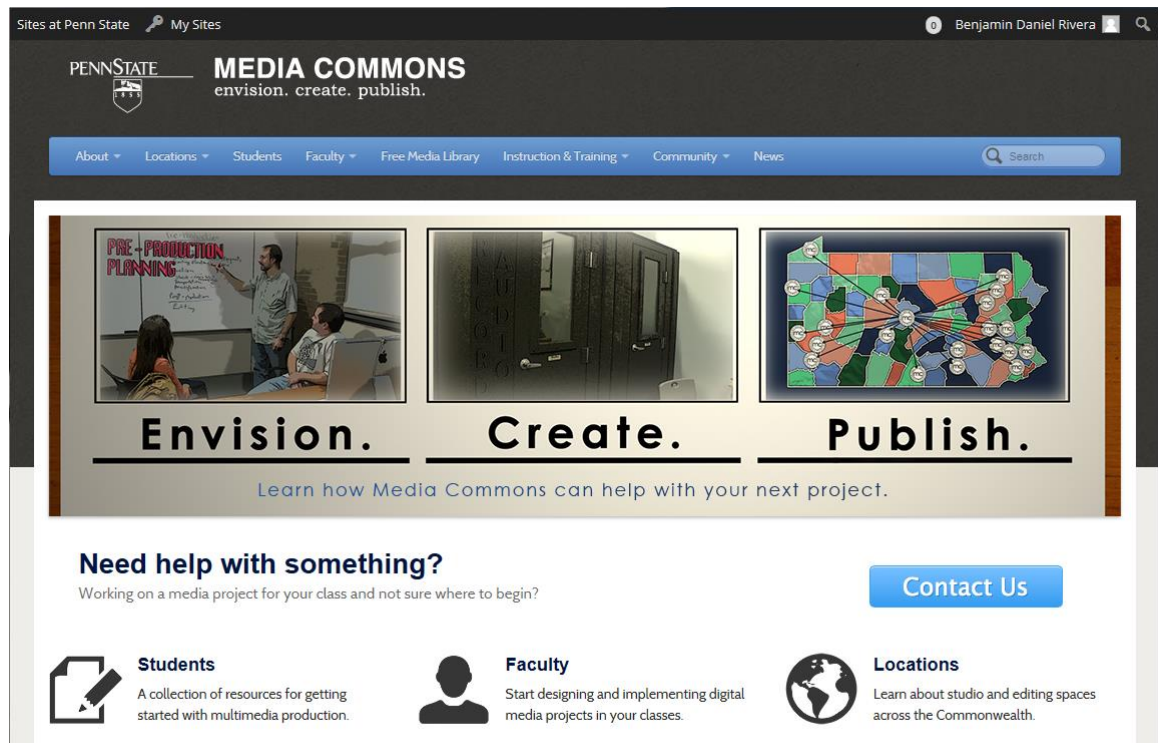
Phase 5

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/>



The screenshot shows the Penn State Media Commons website. At the top, it says "Sites at Penn State" and "My Sites" with a user profile for Benjamin Daniel Rivera. The main header features the Penn State logo and the text "MEDIA COMMONS envision. create. publish." Below this is a navigation menu with links for "About", "Locations", "Students", "Faculty", "Free Media Library", "Instruction & Training", "Community", and "News", along with a search bar. The main content area is divided into three columns: "Envision." with a photo of a classroom, "Create." with a photo of a studio, and "Publish." with a map of Pennsylvania. Below these columns is the text "Learn how Media Commons can help with your next project." A section titled "Need help with something?" includes a "Contact Us" button and the text "Working on a media project for your class and not sure where to begin?". At the bottom, there are three icons: a notepad for "Students" (resources for multimedia production), a person for "Faculty" (designing digital media projects), and a globe for "Locations" (studio and editing spaces).

Sites at Penn State My Sites Benjamin Daniel Rivera

PENNSSTATE MEDIA COMMONS
envision. create. publish.

About Locations Students Faculty Free Media Library Instruction & Training Community News Search

Envision. **Create.** **Publish.**

Learn how Media Commons can help with your next project.

Need help with something?
Working on a media project for your class and not sure where to begin? [Contact Us](#)

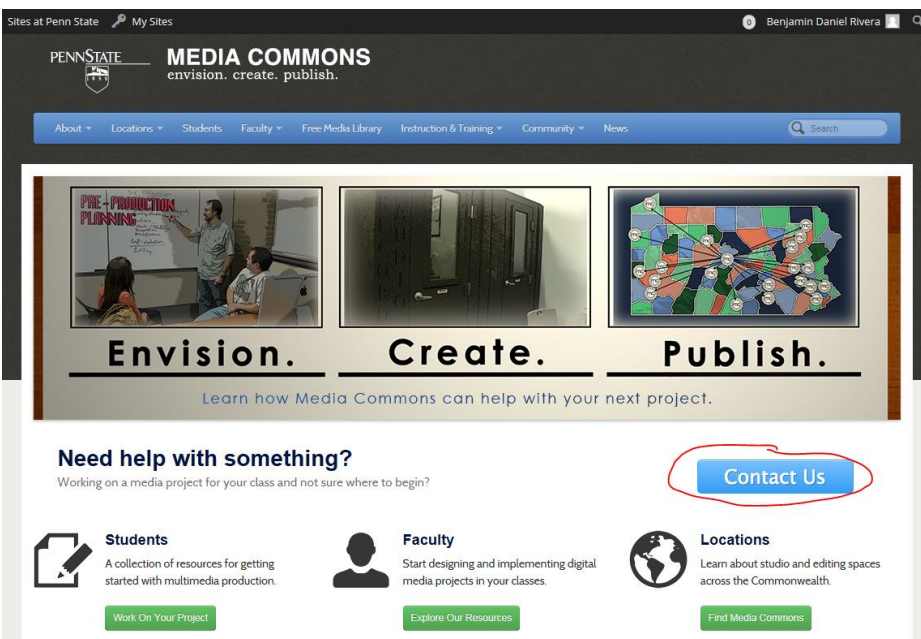
Students
A collection of resources for getting started with multimedia production.

Faculty
Start designing and implementing digital media projects in your classes.

Locations
Learn about studio and editing spaces across the Commonwealth.

Step 5 – Adding Video to Your Site

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



Sites at Penn State My Sites Benjamin Daniel Rivera

PENNSTATE MEDIA COMMONS
envision. create. publish.

About Locations Students Faculty Free Media Library Instruction & Training Community News

Envision. Create. Publish.

Learn how Media Commons can help with your next project.

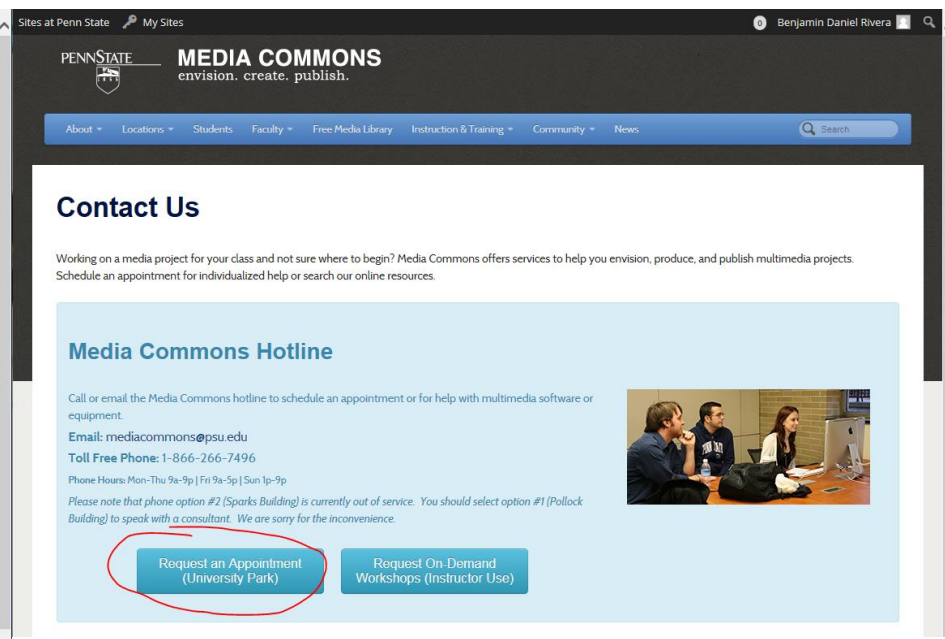
Need help with something?
Working on a media project for your class and not sure where to begin?

Contact Us

Students
A collection of resources for getting started with multimedia production.
Work On Your Project

Faculty
Start designing and implementing digital media projects in your classes.
Explore Our Resources

Locations
Learn about studio and editing spaces across the Commonwealth.
Find Media Commons



Sites at Penn State My Sites Benjamin Daniel Rivera

PENNSTATE MEDIA COMMONS
envision. create. publish.

About Locations Students Faculty Free Media Library Instruction & Training Community News

Contact Us

Working on a media project for your class and not sure where to begin? Media Commons offers services to help you envision, produce, and publish multimedia projects. Schedule an appointment for individualized help or search our online resources.

Media Commons Hotline

Call or email the Media Commons hotline to schedule an appointment or for help with multimedia software or equipment.
Email: mediacommons@psu.edu
Toll Free Phone: 1-866-266-7496
Phone Hours: Mon-Thu 9a-9p | Fri 9a-5p | Sun 1p-9p
Please note that phone option #2 (Sparks Building) is currently out of service. You should select option #1 (Pollock Building) to speak with a consultant. We are sorry for the inconvenience.

Request an Appointment (University Park)

Request On-Demand Workshops (Instructor Use)

Step 5 – Adding Video to Your Site

Sites at Penn State My Sites Benjamin Daniel Rivera

PENNSTATE MEDIA COMMONS
envision. create. publish.

About Locations Students Faculty Free Media Library Instruction & Training Community News Search

University Park Appointment Request

This request form is intended for University Park only. Commonwealth campus clients should make use of the Hotline at 866-266-7496, option 4.

Please allow 24-48 hours for a response to your request. Consultants may not be available to respond to requests after 5pm or on weekends. If your request is more immediate, please use the above Hotline number, choosing the appropriate location option. Requests are not final until a response via email has been sent to you.

About You

Name *

First Last

Email Address *

@psu.edu

Faculty/Staff/Student *

Student

Details

Please enter a brief description of the project you are working on, and the class it is for if applicable

Type of Assignment *

- Video Editing
- Audio/Podcast Recording
- One Button Studio

Project Description

Need Project Help?

Contact Us

Great Training 24/7

lynda.com

Stay Connected

The Latest

- Fall 2014 Semester Report
- How to Compile One Button Studio Usage Statistics
- Earth and Mineral Sciences One Button Studio goes Live in Hosler Media Commons
- Editing the Point Value of the iMovie Training Module Assignments in ANGEL
- Extracting the Gradebook Assignment from the iMovie Training Modules in ANGEL

Under "Type of Assignment" pick "One Button Studio"

Step 5 – Adding Video to Your Site

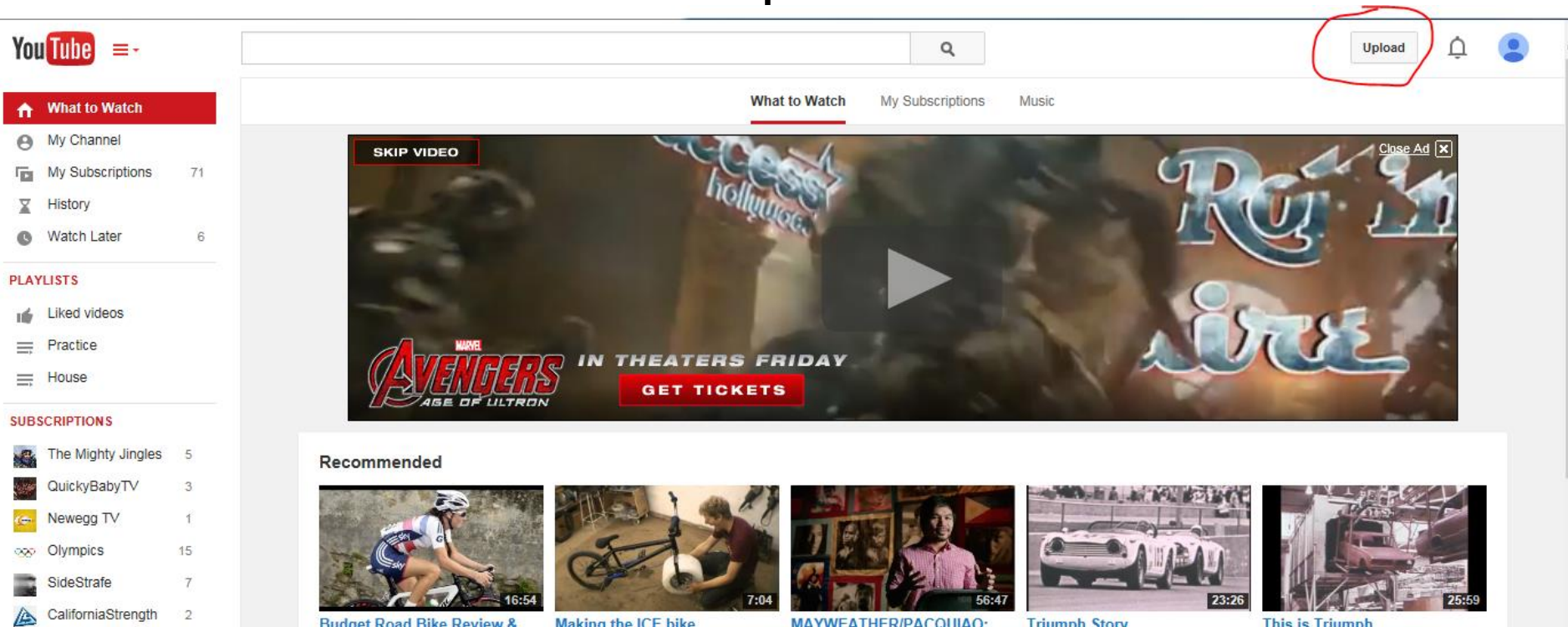
- For information on how the One Button Studio works go to:
<http://mediacommons.psu.edu/faculty/one-button-studio/>
- All that is needed is a flash drive (USB connection)

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

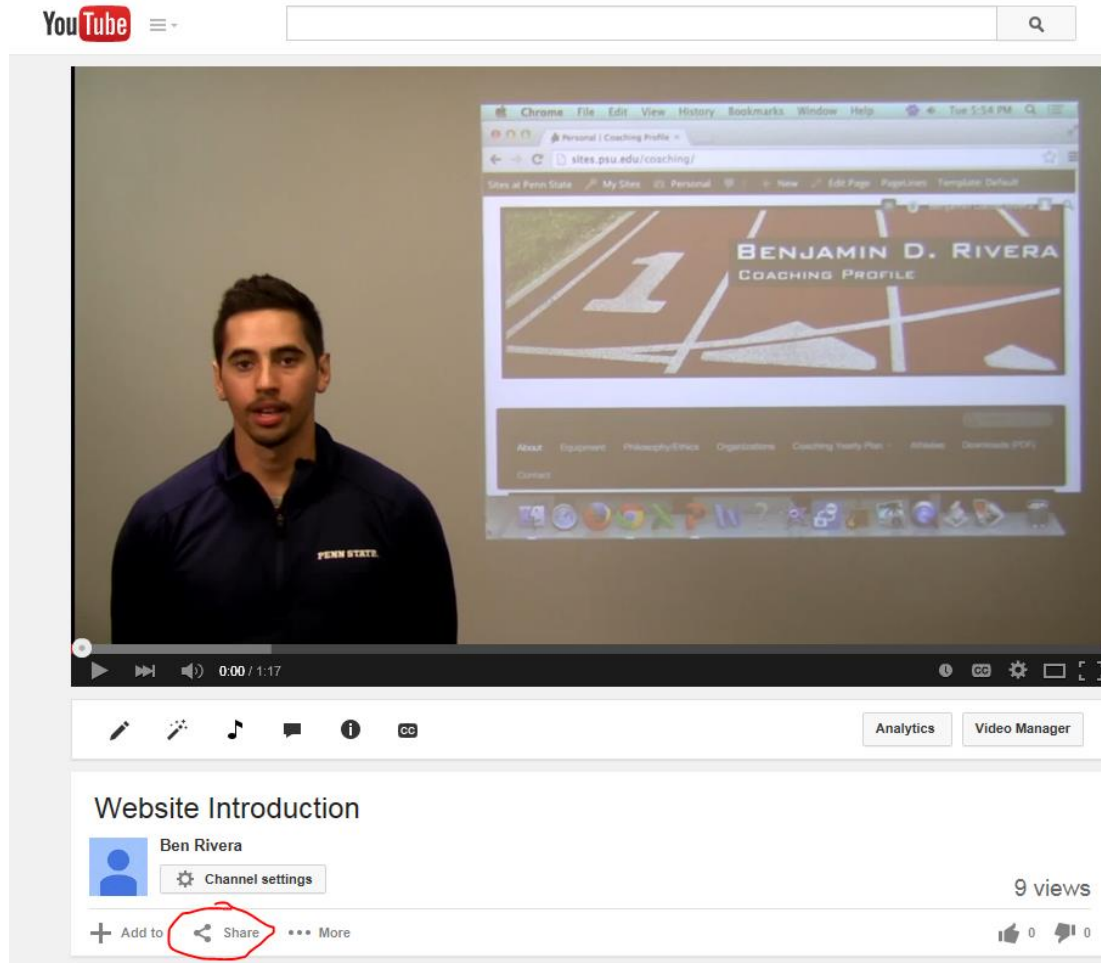
- Embedding video from YouTube is a simple process. Once you have an account go to YouTube and click “Upload”



The image shows a screenshot of the YouTube homepage. The 'Upload' button in the top right corner is circled in red. The main content area features a video player for 'Avengers: Age of Ultron' with a 'SKIP VIDEO' button and a 'Close Ad' button. Below the video player is a 'Recommended' section with five video thumbnails: 'Budget Road Bike Review & Making the ICE bike' (16:54), 'MAYWEATHER/PACQUIAO' (7:04), 'MAYWEATHER/PACQUIAO' (56:47), 'Triumph Story' (23:26), and 'This is Triumph' (26:59). The left sidebar contains navigation options like 'What to Watch', 'My Channel', 'My Subscriptions', 'History', 'Watch Later', 'PLAYLISTS', and 'SUBSCRIPTIONS'.

Step 5 – Adding Video to Your Site

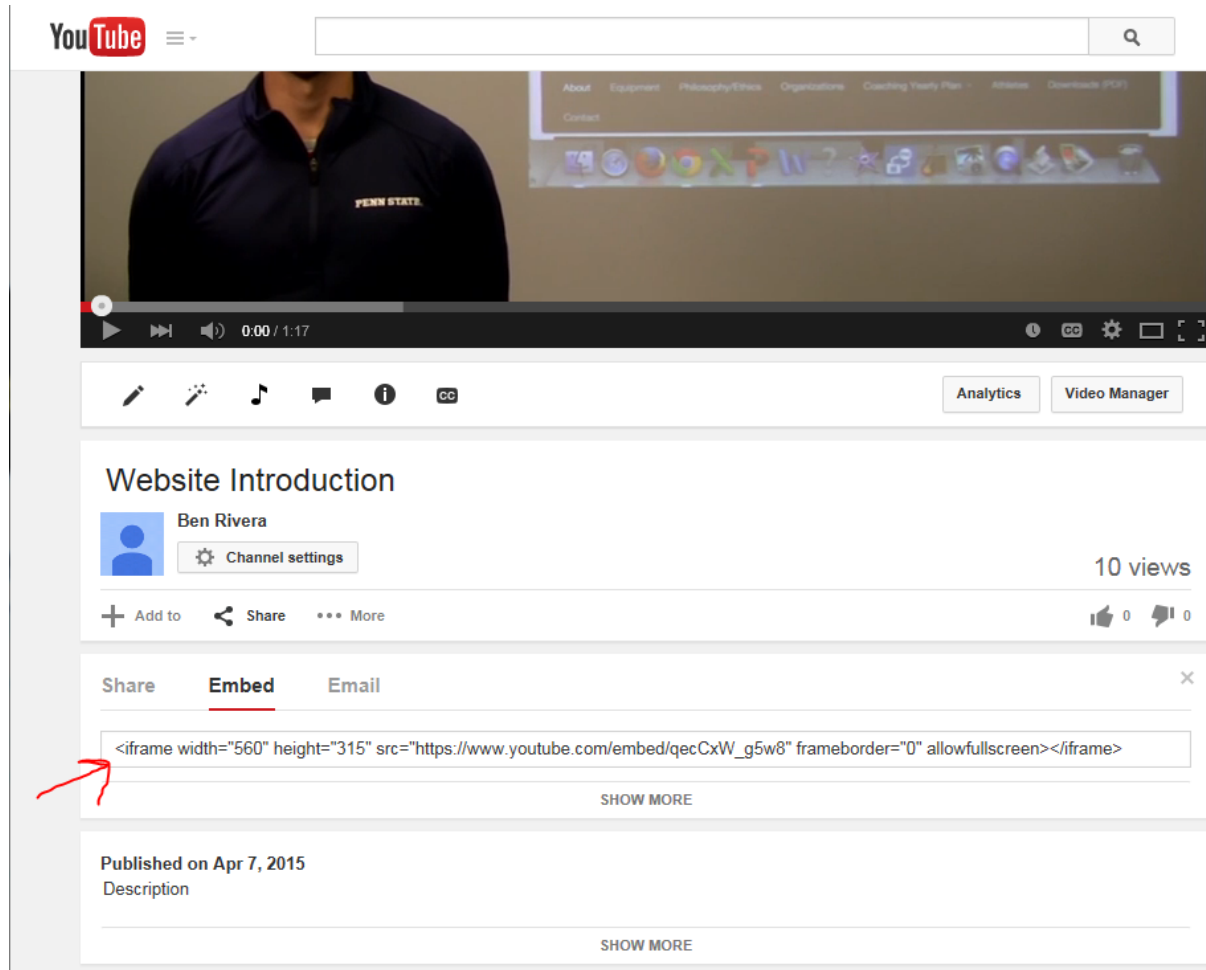
Once your video is uploaded make sure it is set to public. This means anyone can see it. Next click on “Share” to open the different sharing options you have.



The screenshot shows a YouTube video player interface. The video content features a man in a dark blue Penn State jacket standing in front of a screen displaying a website. The website is titled "BENJAMIN D. RIVERA COACHING PROFILE" and includes sections for "About", "Equipment", "Philosophy/Place", "Organizations", "Coaching Yearly Plan", "Affiliates", and "Downloads (PDF)". The video player controls at the bottom show a progress bar at 0:00 / 1:17. Below the video player, the video title "Website Introduction" is displayed, along with the channel name "Ben Rivera" and a "Channel settings" button. The view count is "9 views". At the bottom of the video player, there are buttons for "Add to" (circled in red), "Share", and "More".

Step 5 – Adding Video to Your Site

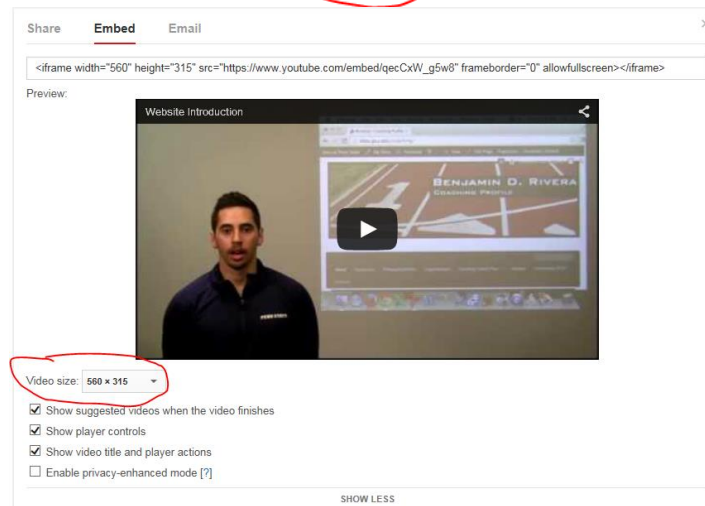
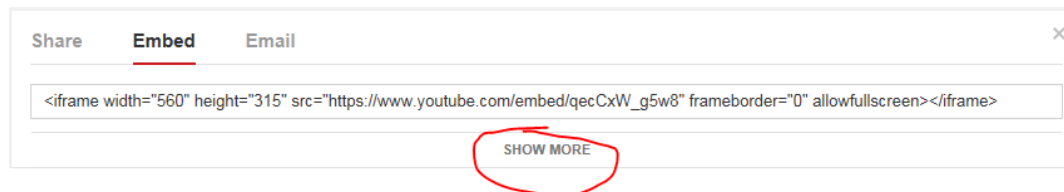
This is the code you want to copy and paste on your page to add the video.



The screenshot shows a YouTube video player interface. At the top, there is the YouTube logo and a search bar. The video player itself shows a man in a dark blue Penn State jacket. Below the video player, there are icons for editing, sharing, and other actions, along with buttons for 'Analytics' and 'Video Manager'. The video title is 'Website Introduction' by 'Ben Rivera', with '10 views' and 'Channel settings' options. Below the title, there are 'Add to', 'Share', and 'More' options. The 'Embed' tab is selected, and a text box contains the embed code: `<iframe width="560" height="315" src="https://www.youtube.com/embed/qecCxW_g5w8" frameborder="0" allowfullscreen></iframe>`. A red arrow points to this code box. Below the code box, there is a 'SHOW MORE' link. At the bottom, there is a 'Published on Apr 7, 2015' section with a 'Description' and another 'SHOW MORE' link.

Step 5 – Adding Video to Your Site

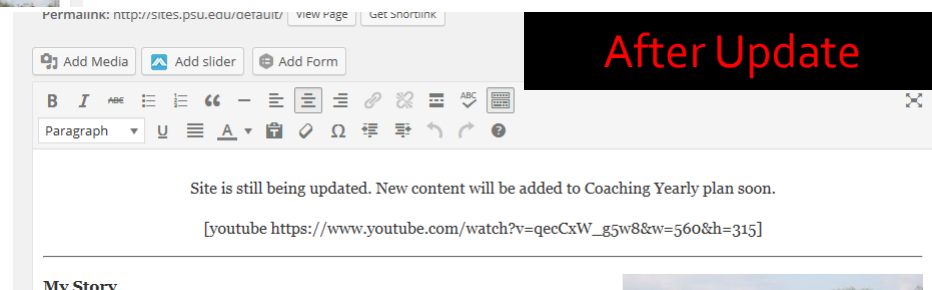
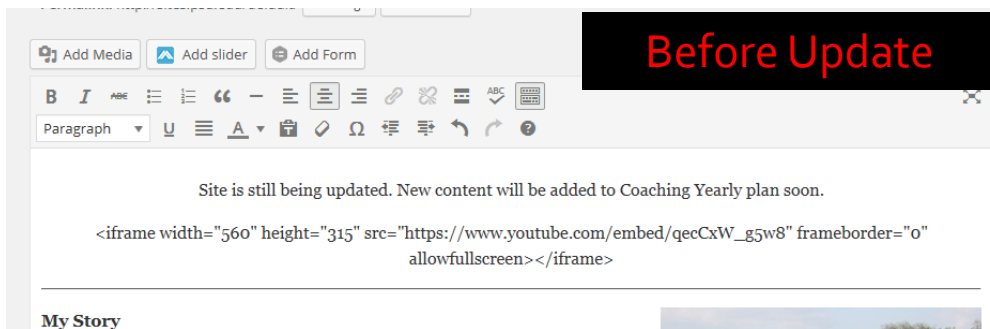
- You can either change the size of the video right on YouTube or later in the embed code given to you by Youtube.



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

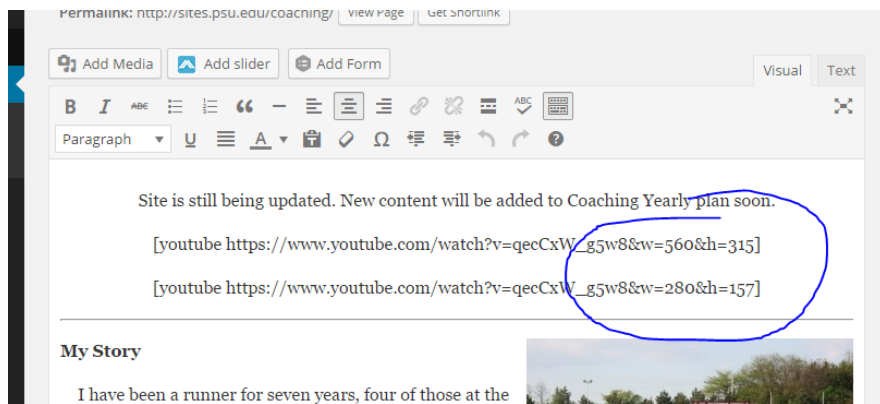
Step 5 – Adding Video to Your Site

- 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.



Permalink: <http://sites.psu.edu/coaching/> | view Page | Get Shortlink

Add Media Add slider Add Form

Visual Text

B I ABC [Rich Text Editor Icons]


Paragraph [Text Formatting Icons]

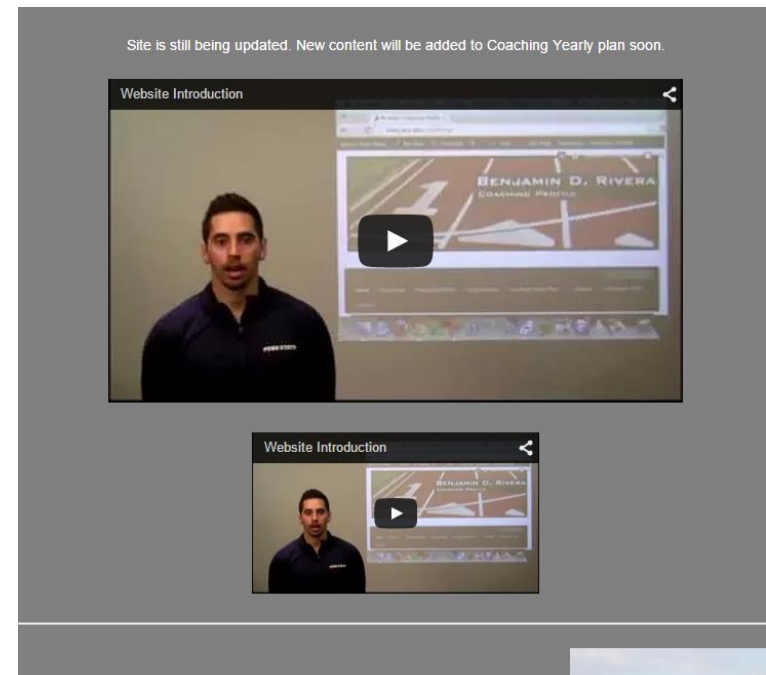
Site is still being updated. New content will be added to Coaching Yearly plan soon.

[youtube https://www.youtube.com/watch?v=qecCxW_g5w8&t=560&h=315]

[youtube https://www.youtube.com/watch?v=qecCxW_g5w8&t=280&h=157]

My Story

I have been a runner for seven years, four of those at the 



Site is still being updated. New content will be added to Coaching Yearly plan soon.

Website Introduction

Website Introduction

The image shows two versions of a video player on a website. The top version is a large player showing a man in a dark shirt speaking in front of a screen displaying a website introduction for Benjamin D. Rivera, Coaching Director. The bottom version is a smaller, scaled-down version of the same video player, demonstrating how the video content is proportionally reduced in size.

Phase 6

ePort Design

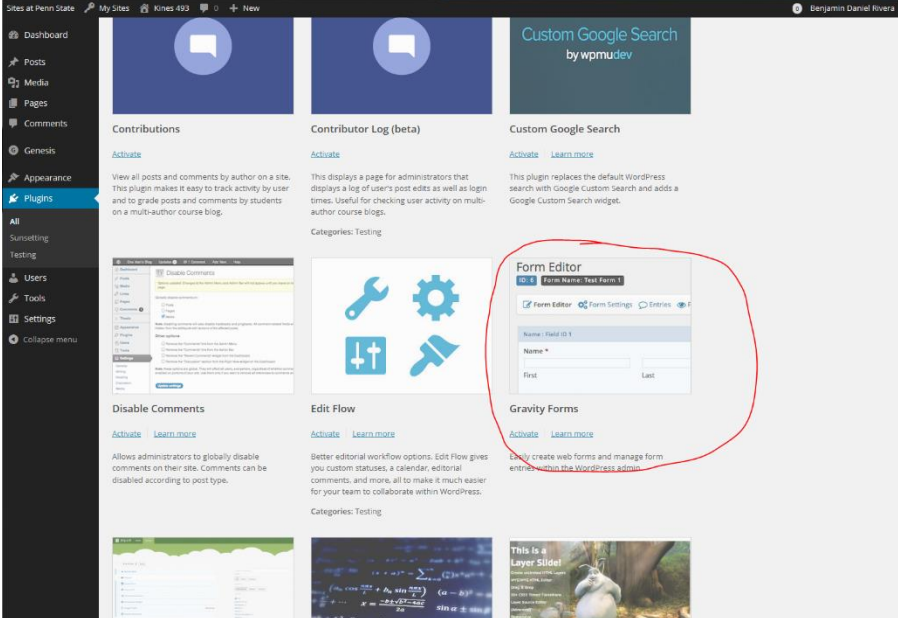
- Start Up + Steps 1-2-3-4-5 Completed
- Step 6 – Setting Up a Contacts Page
- **Middle of Week 6 – Expectations**
 1. Review Tutorial Step 6
 2. Set up Contacts Page (section K)
 3. Sections A-B-C-D-E-F-G-H (ePort Rubric)
 4. Recordings submitted on ePort (2)
 5. Contacts Page Set Up

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.

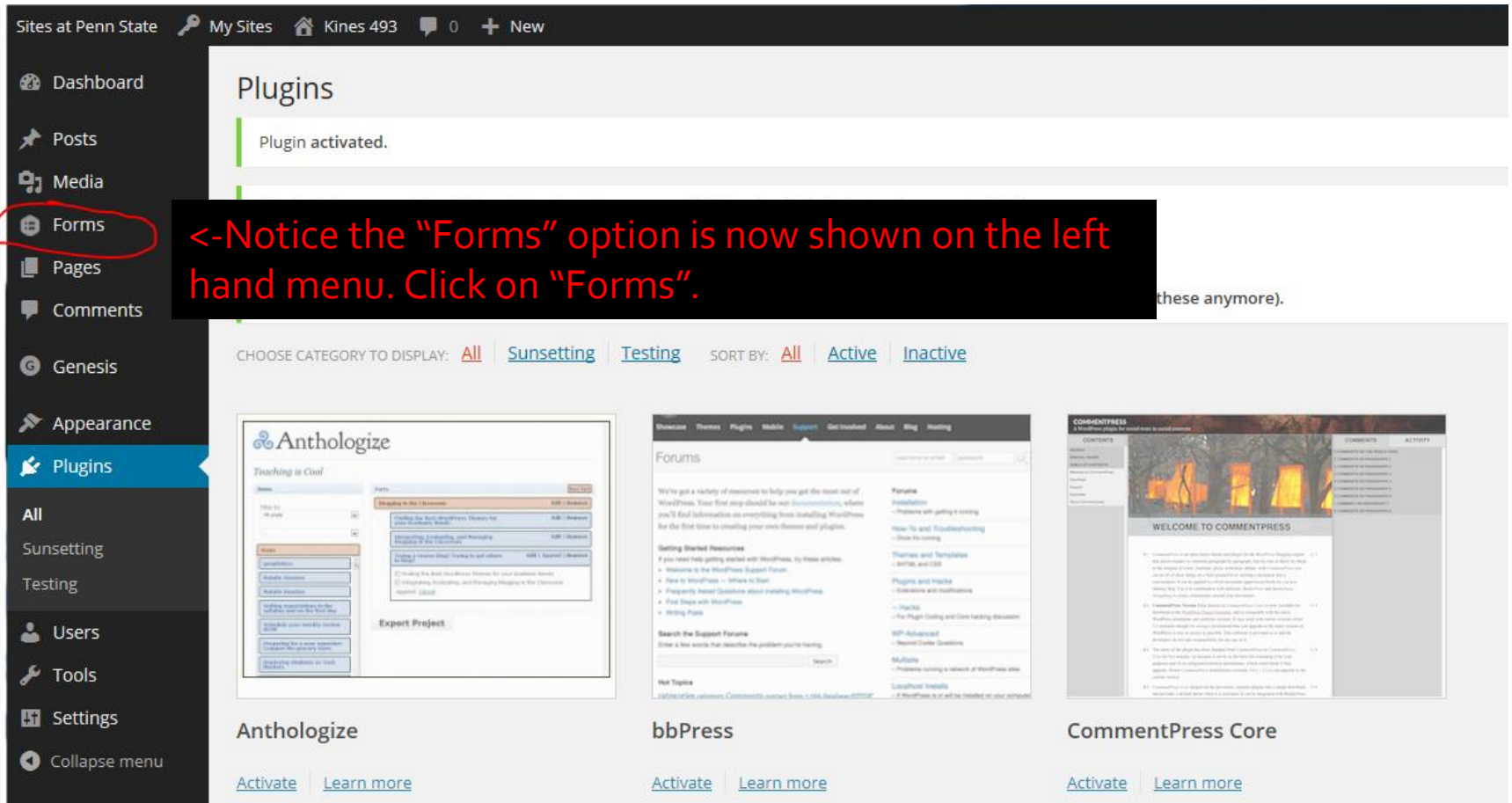
Step 6 – Setting Up a Contacts Page

- Go to Dashboard and click “Plugins” on the left hand menu.
- Scroll down the options until you find “Gravity Forms” then click activate.



The screenshot shows the WordPress dashboard interface. On the left, the 'Plugins' menu item is highlighted in blue. The main content area displays a grid of plugin cards. The 'Gravity Forms' card is circled in red. The card for 'Gravity Forms' includes the text: 'Gravity Forms', 'Activate', 'Learn more', and 'Easily create web forms and manage form entries within the WordPress admin.' The 'Form Editor' card is also visible, showing a preview of a form with fields for 'Name *' and sub-fields for 'First' and 'Last'.

Step 6 – Setting Up a Contacts Page



Sites at Penn State My Sites Kines 493 0 + New

Dashboard Posts Media **Forms** Pages Comments Genesis Appearance Plugins All Sunsetting Testing Users Tools Settings Collapse menu

Plugins

Plugin activated.

CHOOSE CATEGORY TO DISPLAY: All Sunsetting Testing SORT BY: All Active Inactive

Anthologize
Teaching is Cool
Activate Learn more

bbPress
Forums
Activate Learn more

CommentPress Core
WELCOME TO COMMENTPRESS
Activate Learn more

<-Notice the "Forms" option is now shown on the left hand menu. Click on "Forms".

these anymore).

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.

The screenshot shows the WordPress Form Editor interface. The top navigation bar includes 'Dashboard', 'Posts', 'Media', 'Forms', 'Pages', 'Comments', 'Genesis', 'Appearance', 'Plugins', 'Users', 'Tools', 'Settings', and 'Collapse menu'. The 'Forms' section is active, showing 'New Form', 'Entries', 'Settings', 'Import/Export', and 'Help'. The main content area is titled 'Form Editor' and shows a form named 'Contacts' (ID: 1). The form is currently empty, with a message: 'This form doesn't have any fields yet. Follow the steps below to get started.' Below this message, the first step is '1. Select A Field Type', with instructions: 'Start by selecting a field type from the nifty floating panels on the right.' A floating panel titled 'Standard Fields' is open, showing various field types: Single Line Text, Paragraph Text, Drop Down, Multi Select, Number, Checkboxes, Radio Buttons, Hidden, HTML, Section Break, and Page Break. A second floating panel titled 'Advanced Fields' and 'Post Fields' is also visible. At the bottom right, there are buttons for 'Move to Trash' and 'Update Form'. Handwritten orange annotations include an arrow pointing to the message box and another pointing to the 'Standard Fields' panel, with the text 'Start Over There Pick a field, any field Don't be shy.'

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

Sites at Penn State My Sites Kines 493 0 + New Benjamin Daniel Rivera

Dashboard Posts Media **Forms** Forms New Form Entries Settings Import/Export Help Pages Comments Genesis Appearance Plugins Users Tools Settings Collapse menu

Form Editor

ID: 1 Form Name: Contacts

Form Editor Form Settings Entries Preview Switch Form

This form doesn't have any fields yet. Follow the steps below to get started.

1. Select A Field Type

Start by selecting a field type from the nifty floating panels on the right.

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

Standard Fields

- Single Line Text Paragraph Text
- Drop Down Multi Select
- Number Checkboxes
- Radio Buttons Hidden
- HTML Section Break
- Page Break

Standard Fields

- Single Line Text Paragraph Text
- Drop Down Multi Select
- Number Checkboxes
- Radio Buttons Hidden
- HTML Section
- Page

Advanced Fields

Post Fields

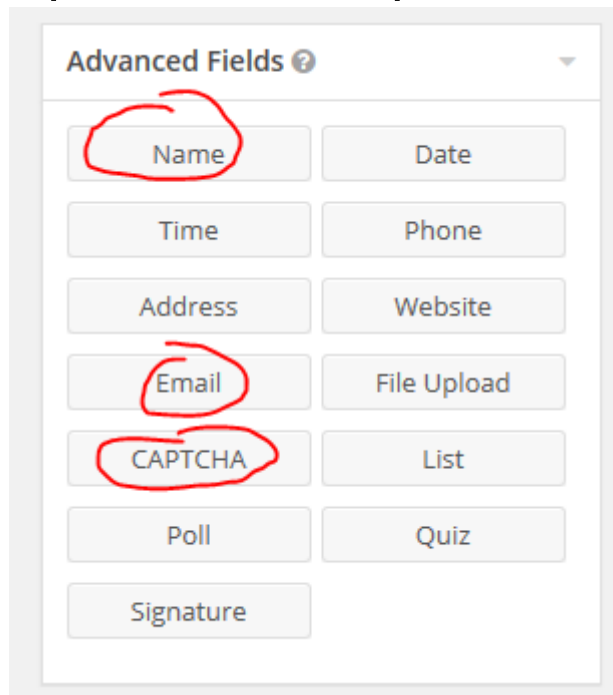
Move to Trash Update Form

2. Click to Add A Field

This is where the message portion can be found.

Step 6 – Setting Up a Contacts Page

- The way to add these options 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

Form Editor

ID: 1 Form Name: Contacts

Form Editor Form Settings Entries Preview Switch Form

Name

First Last

Email

Post Body

Standard Fields

Advanced Fields

Post Fields

Title Body

Excerpt Tags

Category Post Image

Custom Field

Move to Trash Update Form

Captcha

01 svtc

Type the two words:

reCAPTCHA™ stop spam, read books.

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

The screenshot displays the WordPress Form Editor interface. The top navigation bar includes 'Sites at Penn State', 'My Sites', 'Kines 493', and 'Benjamin Daniel Rivera'. The left sidebar contains a menu with 'Forms' highlighted, and sub-items like 'New Form', 'Entries', 'Settings', 'Import/Export', 'Help', 'Pages', 'Comments', 'Genesis', 'Appearance', 'Plugins', 'Users', 'Tools', 'Settings', and 'Collapse menu'. The main content area is titled 'Form Editor' and shows 'Form Name: Contacts' with 'ID: 1'. Below this are tabs for 'Form Editor', 'Form Settings', 'Entries', and 'Preview'. The form configuration is shown for 'Name: Field ID 1'. It includes a 'Name' field with 'First' and 'Last' sub-fields. The 'General' tab is active, showing 'Field Label' (Name), 'Description', and 'Name Fields' (Prefix, First, Middle, Last, Suffix). The 'Rules' section shows 'Required' is checked. On the right, there are sections for 'Standard Fields', 'Advanced Fields', and 'Post Fields', each with a dropdown menu. At the bottom right, there are 'Move to Trash' and 'Update Form' buttons.

Sites at Penn State My Sites Kines 493 Benjamin Daniel Rivera

Form Editor

ID: 1 Form Name: Contacts

Form Editor Form Settings Entries Preview Switch Form

Name: Field ID 1

Name

First Last

General Appearance Advanced

Field Label

Name

Description

Name Fields

Field	Custom Sub-Label
<input type="checkbox"/> Prefix	Prefix
<input checked="" type="checkbox"/> First	First
<input type="checkbox"/> Middle	Middle
<input checked="" type="checkbox"/> Last	Last
<input type="checkbox"/> Suffix	Suffix

Rules

Required

Standard Fields

- Single Line Text
- Paragraph Text
- Drop Down
- Multi Select
- Number
- Checkboxes
- Radio Buttons
- Hidden
- HTML
- Section
- Page

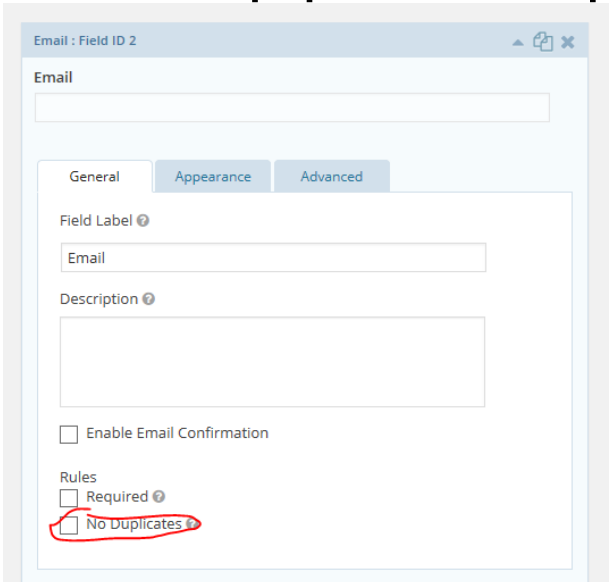
Advanced Fields

Post Fields

Move to Trash Update Form

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.



The screenshot shows a configuration window for an email field. The window title is "Email : Field ID 2". The main content area is titled "Email" and contains a text input field. Below this, there are three tabs: "General", "Appearance", and "Advanced". The "General" tab is active and contains the following settings:

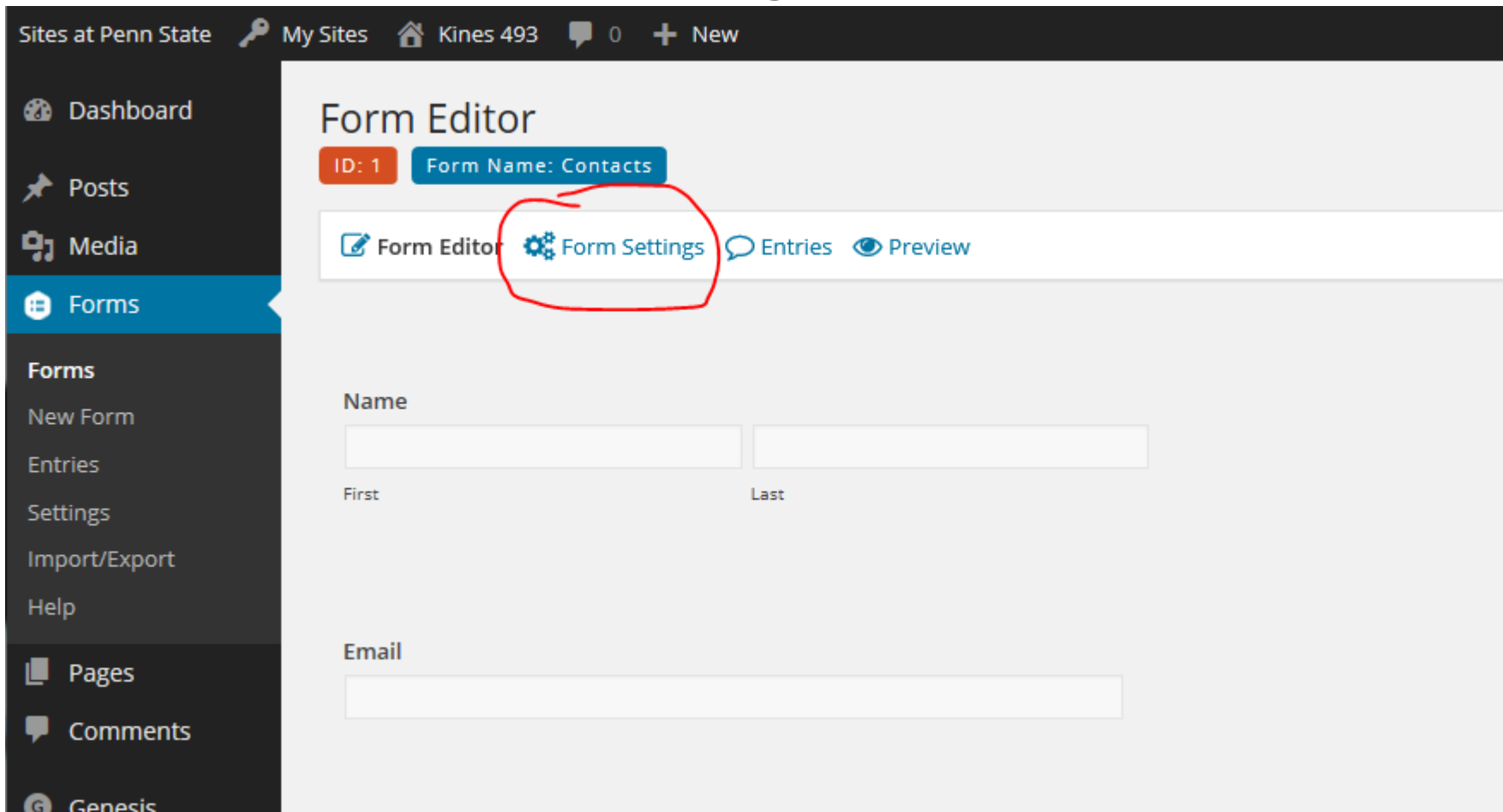
- Field Label**: A text input field containing "Email".
- Description**: A larger text input field, currently empty.
- Enable Email Confirmation**: A checkbox that is unchecked.
- Rules**: A section containing two checkboxes:
 - Required**: A checkbox that is unchecked.
 - No Duplicates**: A checkbox that is checked and circled in red.

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.



The screenshot displays the WordPress Form Editor interface. At the top, the navigation bar shows "Sites at Penn State", "My Sites", "Kines 493", "0" comments, and a "New" button. The left sidebar contains a menu with "Forms" highlighted in blue. Below the sidebar, the "Form Editor" title is visible, along with "ID: 1" and "Form Name: Contacts". A horizontal menu below the title includes "Form Editor", "Form Settings" (circled in red), "Entries", and "Preview". The main content area shows form fields for "Name" (split into "First" and "Last") and "Email".

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)

The screenshot shows the WordPress Form Settings interface for a form titled "Contacts". The interface is divided into several sections: "Form Basics", "Form Layout", "Form Button", and "Form Options".

- Form Basics:** Includes fields for "Form title" (set to "Contacts") and "Form description".
- Form Layout:** Includes dropdown menus for "Label placement" (set to "Top aligned"), "Description placement" (set to "Below inputs"), and "Sub-label placement" (set to "Below inputs"). There is also a "CSS Class Name" field.
- Form Button:** Includes a radio button for "Input type" (set to "Text") and a "Button text" field (set to "Submit").
- Form Options:** Includes checkboxes for "Anti-spam honeypot" (checked) and "Animated transitions" (unchecked). A blue "Update Form Settings" button is located at the bottom of this section.

The "Form Options" section is highlighted with a red border in the original image.

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

Form Settings

Confirmations

Notifications

Name: Contact Form Notification

Send To * : Enter Email Select a Field Configure Routing

Send to Email: test@gmail.com

From Name : {Name (First):1.3}{Name (Last):1.6}

From Email : {admin_email}

Reply To :

BCC :

Subject *: New submission from {form_title}

Message *: Add Media Visual Text

B *I* **ABC**

Paragraph

{all_fields}




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.

New submission from Contacts  Inbox x  

 **sites.psu.edu** <you@example.com> 2:57 AM (5 minutes ago) ☆  

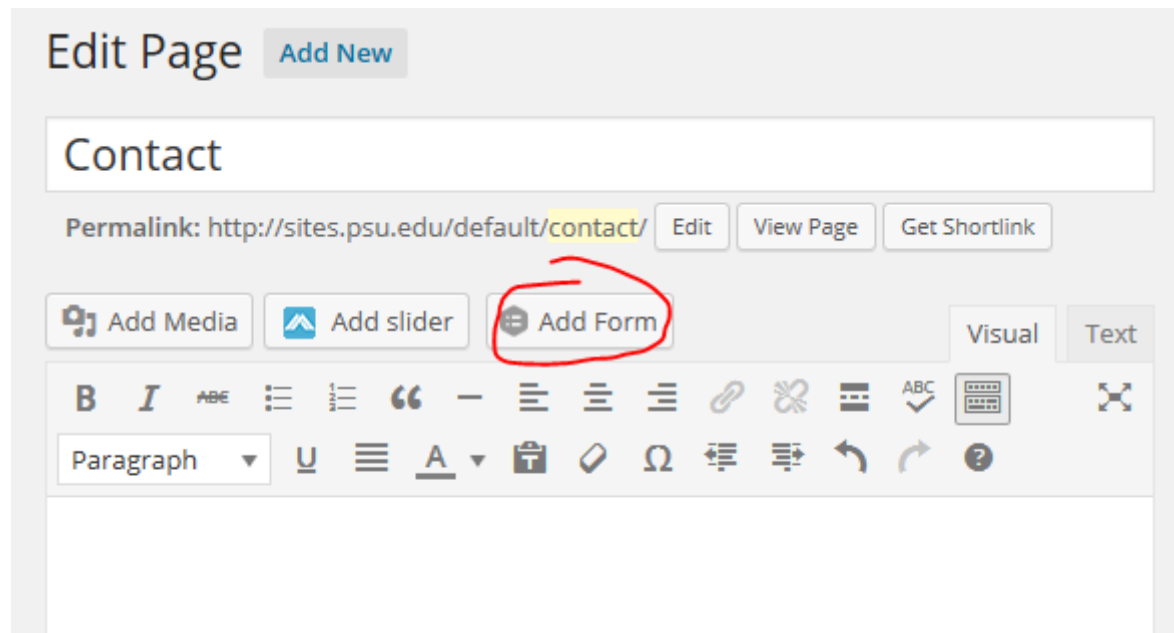
to me 

Name
Jon Smith
Email
text@psu.edu
Post Body
Test

 [Click here to Reply or Forward](#)

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.



The screenshot shows a contact form with a double title. The first title is "Contact" and the second is "Contacts". Below the titles is a "Name" field with a red asterisk. The name field is split into two input boxes: "First" and "Last".

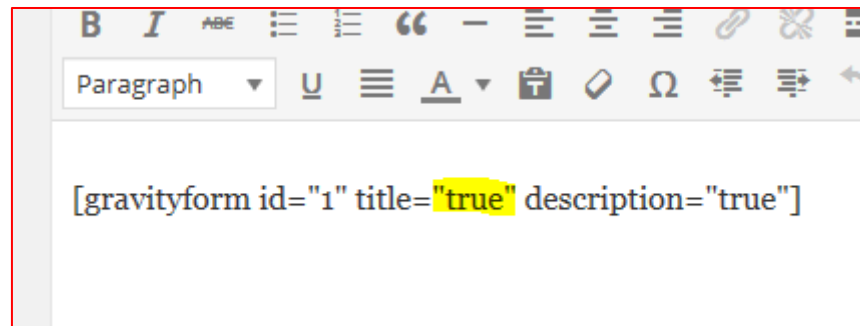
Contact
Contacts
Name *

First

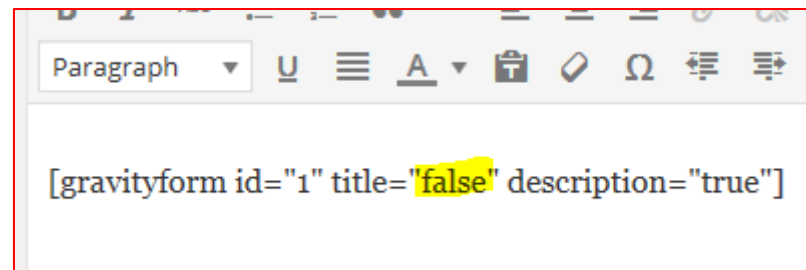
Last

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"



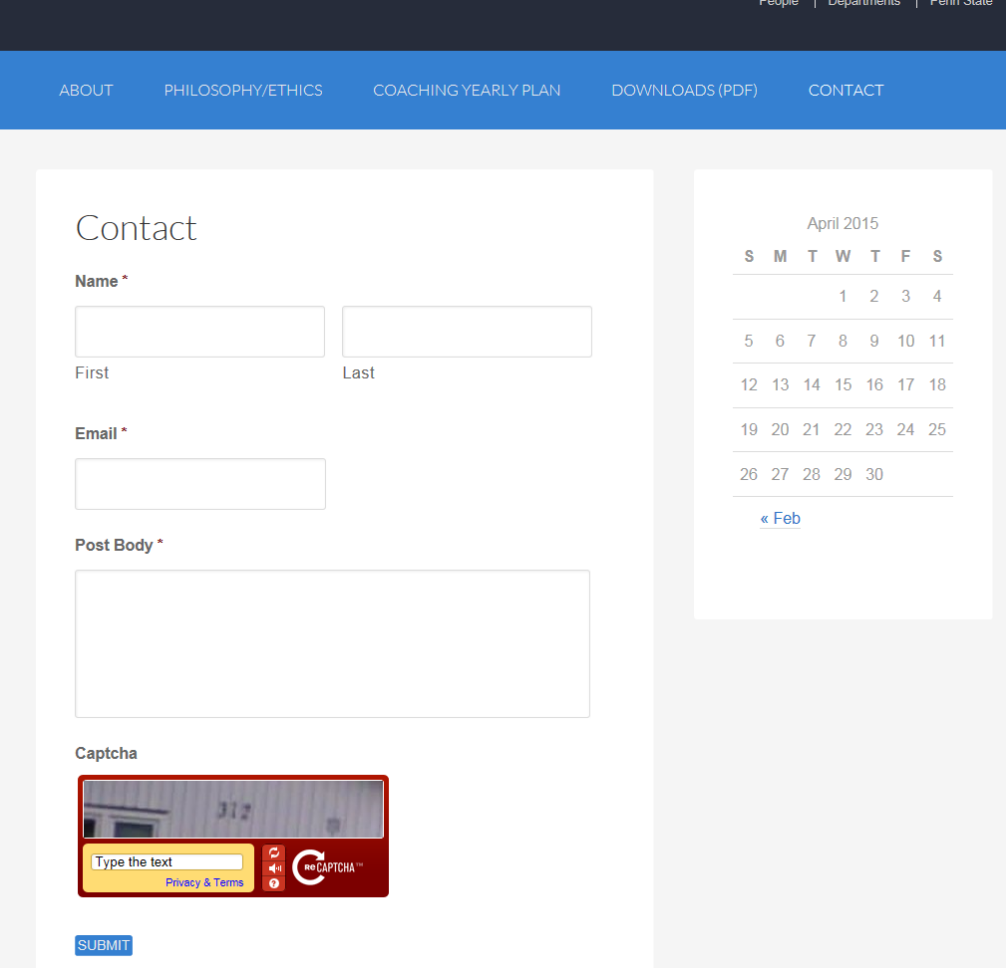
A screenshot of a rich text editor interface. The top toolbar includes icons for bold (B), italic (I), text color (ABC), bulleted list, numbered list, quote, link, unlink, and other standard editing tools. Below the toolbar, a dropdown menu shows 'Paragraph' selected. The main text area contains the code snippet: `[gravityform id="1" title="true" description="true"]`. The word "true" in the code is highlighted in yellow.



A screenshot of a rich text editor interface, similar to the one above. The top toolbar and dropdown menu are visible. The main text area contains the code snippet: `[gravityform id="1" title="false" description="true"]`. The word "false" in the code is highlighted in yellow.

Step 6 – Setting Up a Contacts Page

Your finished contacts page will look like this. The calendar is optional.



People | Departments | Penn State

ABOUT PHILOSOPHY/ETHICS COACHING YEARLY PLAN DOWNLOADS (PDF) CONTACT

Contact

Name *

First Last

Email *

Post Body *

Captcha

312

Type the text

Privacy & Terms

reCAPTCHA™

SUBMIT

April 2015

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

[« Feb](#)

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.