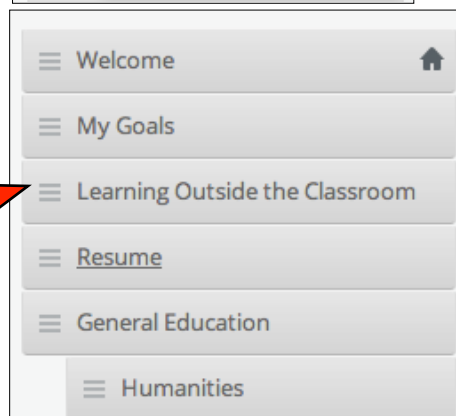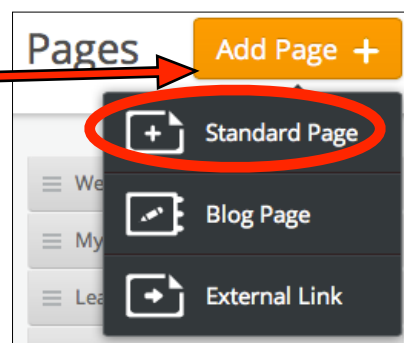# Creating an ePortfolio

For more help visit: www.slcc.edu/gened/eportfolio or mrwardseportfolio.weebly.com
You can also contact your Concurrent Enrollment teacher.

1. Sign up for an FREE Weebly account.

weebly
Surprisingly easy

f **Sign up with Facebook**

or

Full Name

Email

Password

Sign up. It's free!

- Go to Weebly.com
- Enter your Full Name, Email and Password.
  - It is recommended that you use an email other than your SLCC email, one that you will use for a while into the future.
  - Choose a username and password that you will remember. You will need this information every time you access your website at Weebly.com.
- Follow other in-site instructions to complete your account setup.
- Enter the name of your website and click "Continue."
  - Use your first name only, ex. "Mike's ePortfolio." You can change this later.
- Use "Option A: Subdomain of weebly.com" to create a domain name.
  - Keep it simple, ex. "mikeseportfolio".weebly.com
  - Don't enter "www" or "weebly.com" in the box. Those are added automatically.
- Some other tips.
  - Avoid putting any personal or identifying information on your website.
  - Remember that this is a professional site that you can use for you future college and career opportunities.
  - This is your website, so make it reflect your own style and interests.

## 2. Create an Outline for your ePortfolio.

- Click on the "Pages" tab at the top of the Weebly site editor screen.
- In addition to the Home/Welcome page, add the following pages.
  - My Goals
  - General Education
  - Learning Outside the Classroom (Other Interests)
  - Resume
- While you are in the Pages tab, you can also create a page(s) for your Concurrent Enrollment and other classes.
  - Create a page such as "Humanities."
  - Click and hold on the page in your pages list.
  - Place it under and to the right of the general education page.
- When you are done, click on the "Save & Edit" button.

Pages   **Add Page +**

[+] **Standard Page**
[✎] **Blog Page**
[→] **External Link**

≡ Welcome 🏠
≡ My Goals
≡ Learning Outside the Classroom
≡ Resume
≡ General Education
    ≡ Humanities

Your page setup should look something like this.
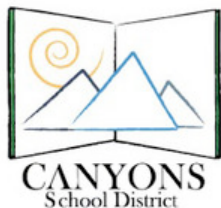
3. Choose a design and create a page layout.
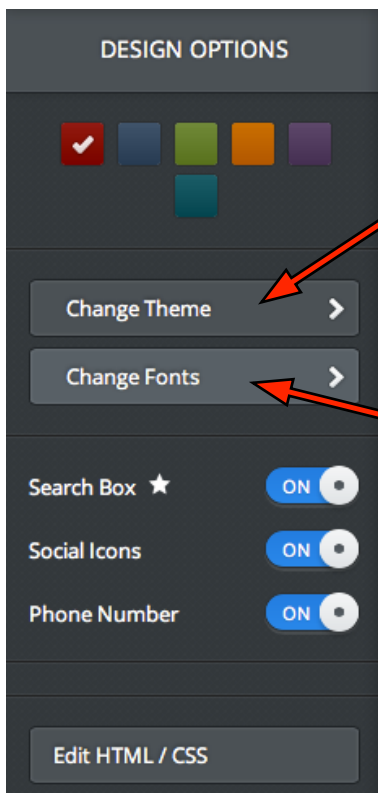
Weebly has dozens of preloaded designs. You can do a lot to edit photos, change fonts and even create and upload your own designs.

- Click on the "Design" tab at the top of the Weebly site editor screen.
- Click on the "Change Theme" menu button.
- Choose a design that has the basic look and layout that works for your ePortfolio.
  - All of the page titles should be visible on the home page.
  - Location of menus and navigation panes should be where you would like them to appear.
  - You can preview a layout by rolling your mouse over the thumbnail image and clicking on the "Preview" button.
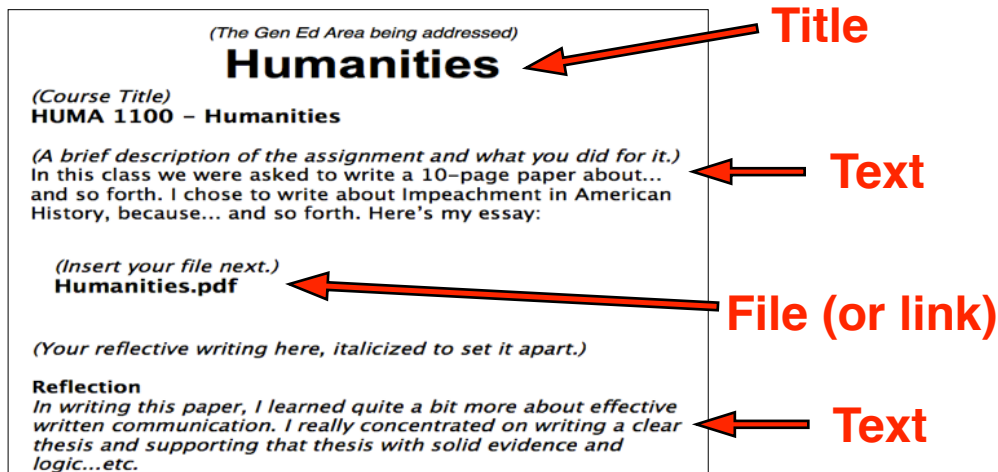- Also under the "Design" tab, you can change fonts and text colors and sizes.

Use the "Build" tab to add elements to your pages.

- Drag and drop design elements to your pages.
  - Add a title to every page.
  - Add text and at least one image to every page.
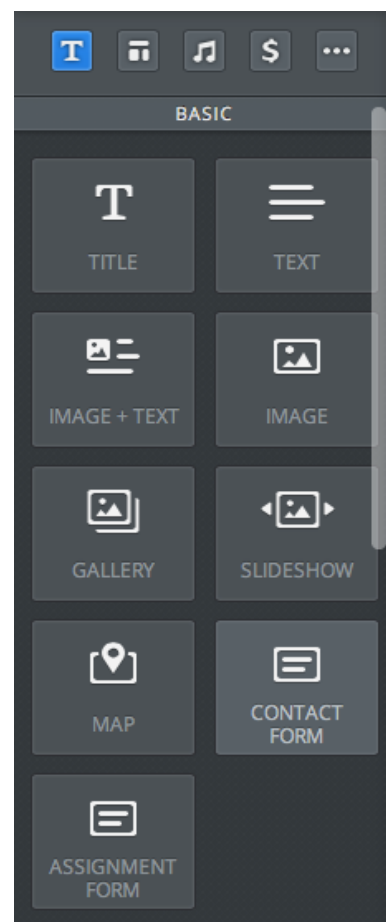
4. Add content to your class page for your Signature Assignments.

Use the elements in the "Build" tab to create a class page.

(The Gen Ed Area being addressed)
Humanities ← Title

(Course Title)
HUMA 1100 – Humanities

(A brief description of the assignment and what you did for it.)
In this class we were asked to write a 10–page paper about... and so forth. I chose to write about Impeachment in American History, because... and so forth. Here's my essay: ← Text

(Insert your file next.)
Humanities.pdf ← File (or link)

(Your reflective writing here, italicized to set it apart.)

Reflection
In writing this paper, I learned quite a bit more about effective written communication. I really concentrated on writing a clear thesis and supporting that thesis with solid evidence and logic...etc. ← Text

5. Add your ePortfolio to your SLCC MyPage.

1. Go to www.slcc.edu.
2. At the top of the site, click on "MyPage Login."
3. Enter your User Name and Password*.
4. Click on the tab marked "Student."
5. In the bottom right corner is a window labeled "ePortfolio."
6. Copy and paste your complete URL (website address) and click "Save."

*If you don't know your User Name and Password, click the link under "Change My Password OR Forgot my username or password" just below the login box. You will need your S-Number, birthdate, and the last 4 digits of your Social Security Number.