Online Student Portfolios

Note: this is an interactive document. The hyperlinks below work when viewed with Acrobat. Use the page number as a hyperlink to return to this menu.

For additional help/training on your portfolio, use the following resources:
- Video tutorials at jschooltech.org
- Make an appointment with a technology trainer by emailing jschooltech@ku.edu or by calling 864-4601
- Each theme may have some different properties, don't be afraid to ask for help.

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Best practice is to keep your portfolio updated during your time at KU. You are also encouraged to seek feedback on it through your professors or career counseling/advising.
Creating a Portfolio
- Open a browser and go to http://portfolios.journalism.ku.edu/
- Click on Create a portfolio in the upper right corner

- Log in with your KU Online ID and password

- Enter the access code _______________ (provided by professor or advising and click submit)

- Your portfolio has been created.

Logging in to Your Portfolio
- Open a browser and go to http://portfolios.journalism.ku.edu/
- Click on Student Login in the upper right corner

- Log in with your KU Online ID and password
- You will be redirected to the dashboard
Your dashboard is where you begin for all additions, edits and functions of your page. You can access it any time by selecting dashboard or mousing over your name. You can also visit your site using the same drop down.

**Changing Themes**
- Click on Appearance > Themes in the left sidebar

As you select themes, read carefully and look at demos. Make sure the free version has the features you want. Look for a design that is clean and timeless. Make sure the documentation and user guide is well written for the theme you select. You may want to look for a responsive design if there is a chance you will want this site to work well on mobile devices.

- View each theme by clicking Live Preview

- Once you find a theme, click Activate
Creating Menus

- Edit your menu via Appearance/Menu. You can either edit a menu or create a new one.

Most themes will support only one menu. Set the menu you just created as the active menu by selecting it in the upper left pane and clicking Save.

Add items to your menu by using the panes on the left.
- Any pages you create will show up by clicking View All under the pages pane. Don’t forget to add a link to the Home page.
- You may need to create some pages at this point to add to your Menu. To do this, go to Pages >Add New. At this stage it is fine to have blank pages as you build menus.

The menu items can be reordered and nested by clicking and dragging them within the right pane.

Note: Creating menus can be a confusing process, make sure to check out our video on this topic at jschooltech.org.
It is important that you recognize the difference between pages and categories. Pages are stand alones and only have static content. Categories can be a collection of different posts.

- Add categories to your menu by going to Posts > Categories

- Categories will be an important feature for your portfolio, allowing you to organize content by type or class.
- These are added to the menus the same way pages are.

**Customizers**

- Many themes will let you customize various parts. This is accessed under Appearance > Customize.

- Your customizer may look different depending on your theme. This is where having good theme documentation is helpful.
### Changing the Header

- Some themes support a header image
- To Change it, click on Appearance > Header

- Pay attention to any size suggestions for your header. If in doubt, choose an image with larger dimensions than suggested as you can always crop it.
- Choose your image file and click Upload

### Changing the Sidebar Content

- Most themes will support at least one sidebar referred to as a Widget Area. You can add listings of recent posts, categories, twitter feeds, social media buttons and a multitude of other items to these areas.

**NOTE:** your options for widgets are dependent on your theme, so again, choose your theme carefully.
- Click on Appearance > Widgets to view your widget areas
- The right sidebar will display all of the widget areas your current theme supports.

- The left pane shows all widgets available to you.
• Drag widget items to the appropriate areas on the right pane. They can be reordered clicking and dragging them.
• Each Widget has different options that can be changed by clicking on the arrow in the right pane. This will allow you to change titles, twitter feeds, add custom HTML or Text, etc.

Widget Tips: Be choosy with your widgets. Things like Twitter feeds can slow things down and while cool, may not add to your page. Social media icons can also be iffy - a better practice is to provide a menu link to your linkedin profile. (This is done exactly like your home page link.)

Formatting a Post
• Begin a post by selecting Posts > Add New

Tip: If you select All Posts you can quick edit / select to edit and view posts. You can also trash posts, which you should immediately do to the “Hello World” post.

• Editing your post is like using any text editor

• Options along the right of your post are critical and should not be ignored

• If you are working on a post and not yet finished, select Save Draft.
• Select Preview to see how your post will appear
• Use the Edit button next to Publish Immediately to schedule a post to publish at a later date/time
• Select Publish when your post is finished
• You can always go back and change a post’s status to draft here via Status or under the Quick Edit menu of All Posts
Posting Options

• The appearance of post formats vary from theme (another important reason to make sure your theme has good documentation)
• You can use your theme’s documentation to view how these different formats will appear.

Using Tags and Categories

• Categories can be added in the post page or through the dashboard under Posts > Categories
• Again, think of these as topical collections.
• One way someone can tell your portfolio is unfinished/uncleaned is via a category. Never leave something uncategorized.

• Tags also can be added in the post page or through the dashboard under Posts > Tags
• Think of tags as subtopics/more specific than categories
• These can help people find your content easier.

• Select featured image to set the dominant image for your post - this will appear in different locations and formats depending on your theme.
• By clicking the Set Featured Image button you will be directed to the Media Library where you can either select an image you have already uploaded OR upload a new image.
**Adding Photos**

- You can add photos to posts by selecting the Add Media button above your post or by selecting Add New from below the Media section in the Dashboard. Viewing the Library lets you view all uploaded images.

- If you select an image in the media library, you can edit its caption, alt text, etc.

- From here you can select Edit Image to scale or crop your image

**Tip:** Once you have added an image OR a gallery, you can select it within your post and then click edit to return to these menus OR the ‘x’ to delete it.
Adding Photo Galleries
- Photo galleries are added from the post you are creating.
- Select Add Media

- In the Insert Media window, select Create Gallery. You can either Upload Files or select ones already in the Media Library.

Tip: Once you have added an image OR a gallery, you can select it within your post and then click edit to return to these menus OR the ‘x’ to delete it.

- The gallery editor will let you delete, caption, add to and reorder files.
**Embedding a Résumé or PDF**
- Save your résumé as a PDF. Word will allow you to do this by clicking Save As and selecting PDF.
- Click Media > Add New on the left sidebar and select your PDF file to upload.

- The file will show up below the upload area. Click Edit.
- Copy the File URL from the right pane.
- Click Pages > Add New
- Switch the editor to Text mode by clicking the tab on the right.

- Type the following into the editor: `[gviewer file="PASTE FILE URL HERE"]`

- Publish the page. Résumés can also be added to posts in the same manner.

**Embedding a YouTube Video**
- Export your video using the instructions available in the media lab.
- Log in to your YouTube account (A Gmail account will work)
- Click the Upload button in the upper right section of the page.
- Select your video or drag and drop into the window to upload.
- Fill out the title and description information.
- If you don’t want your video listed on youtube, set it to Unlisted. If you set it to Private it will NOT embed.
- Click Publish, then click on the link to view your video.
- Click Share and copy the URL provided.
- Paste the URL to your story at the location you want it embedded.
- Do NOT make the URL into a hyperlink.
- When the page is published, WordPress will automatically embed the video.
Tips for About Me Statement

• Keep your About Me brief - a paragraph at most
• Focus on personal details that will show an employer your interests and provide the color that your resume may not.
• This is not the time to retell your life story. Try to focus on aspects of your life an employer would like to see in an employee.
• Make an appointment to edit at the Bremner Center, grammar/punctuation counts.
**Tips for Résumés**

- Keep it professional. Personality and a résumé that demonstrates your skills are good but it should look polished. (So leave the hot pink bubbles at home.)
- Subtle choices like selecting easy to read fonts, and colors that are trendy but timeless are important.
- Find ways to stand out. An Illustrator expert - design it in Illustrator.