**Workshop Overview: English 150 Web Portfolio September 2013**

**Logging in:**

* Log in to the Mac or the PC side of the computer. Open either Chrome or Firefox for the browser.
* Go to -- http://pages.stolaf.edu/eng150-fall2013
* You will see a list of portfolio sites in the right sidebar. Open your own site in a new window so that you have two windows side by side, the Eng. 150 WordPress site and your own WordPress site.

**Introducing the portfolio assignment:**

* Structure of the WordPress site for this assignment  
  Site title and tagline, main text area, horizontal menu, and right sidebar
* Pages and posts in the English 150 site  
  Pages: Main pages in a website and can be organized in many ways via the menu  
  Posts: Entries in a blog and are organized automatically in reverse chronological order
* Portfolio help:  
  Open-source images and audio/video clips  
  Technology guide: Text and video documentation / Examples of other portfolios

**Setting up your site and introducing the dashboard:**

* Log in to your own site by clicking on the "Log in" link in the right sidebar. Log in with your St. Olaf username and password.
* After login, you will see your dashboard.On the left are all the links you will be using. Mouse over each one and see the underlying links.
* To view your site, mouse over the name of your site (English 150) in the black bar at the top left of the site.
* To go back to the dashboard, mouse over the name of your site again (English 150), and you will see a link to the dashboard as well as themes, widgets, and menus.

**Making your portfolio private and open only to subscribers:**

* Go to the dashboard for your site and click on "Plugins" in the left sidebar.
* Scroll down to "Network Privacy" and click "Activate."
* In the left sidebar, click on "Settings" and then again on "Reading." Click the radio button next to the third option from the bottom "I would like my site to be visible only to Site subscribers."
* Click on the "Save changes" button at the bottom of the page.

**Selecting the portfolio theme**

* In the left sidebar, go to "Appearance" and click on "Themes."
* Scroll down to "Portfolio Press" and click "Activate." Later, you can select a different theme if you choose.

**Creating pages**

* In the left sidebar, go to "Pages" and "Add new."
* Create the first page for your site. Make the title "Home" and write "Home" in the main text box as well just so you have something there for now. Click the blue "Publish" button on the right side of the page.
* Quickly create all the pages needed for your site by following the same pattern. Here are the page names:  
  Author Bio, Artistic Statement, Journal, Word and Motion Collaboration, Prose, Poetry, Final Project, Links.

**Creating posts**

* For your journal, you will be creating posts rather than pages. In the left sidebar, go to "Posts" and click on "Add new." Add two posts called "Journal Entry 1" and "Journal Entry 2."

**Setting up the reading settings**

* In the left sidebar, go to "Settings" and click on "Reading." For "Front page displays," click the radio button for "A static page."
* Select "Home" for the "Front page."
* Select "Journal" for the "Posts page."
* Click "Save changes" at the bottom of the page.

**Setting up the media settings**

* In the left sidebar, go to "Settings" and click on "Media." Change the "Large size" to a Max Width of "600" and a Max Height of "600."

**Creating a menu**

* In the left sidebar, go to "Appearance" and select "Menus."
* Create a menu by typing in "Menu" next to "Menu Name at the top right of the page. Click the blue "Save menu" button.
* Add pages to your site by clicking in the box next to all of the pages you have created. Click "Add to menu."
* Add two category links to your menu by clicking on "Links" on the left side of the page.
* For the first one, enter "#" for the "URL" and "Author" for the "Link Text" and then click on "Add to menu."
* For the second one, enter "#" for the "URL" and "Assignments" for the "Link Text" and click on "Add to menu."
* You can order your menu by dragging the menu items up and down and by indenting the items that you would like to have in a dropdown menu.