

Setting up your portfolio

We encourage you to set up your portfolio when you first start the program so you can record your reflections as you go. You can choose the format for your ePortfolio reflections. This could be a private blog or a Word document or a Google Doc, further examples are provided below. You can keep the reflections private and draw on them for your FULT portfolio submission. We recommend that you share your blog entries/reflections with your peers as an opportunity to give and receive feedback.

Blog sites

Blogger

Blogger is a simple blog tool that you can use without setting up an account if you have a Google/Gmail account. <https://www.blogger.com/about/>.

Instructions for setting up a Blogger site

1. Navigate to <http://www.blogger.com> in your web browser.
2. Sign in using your Google Account, or click *Sign up* to create one. Your Username will also be your Gmail account name. (If you use Gmail, Google Drive, Google Groups, or orkut, you already have an account.)
3. Confirm your profile to select either a generic *Google+ Profile* or a limited *Blogger Profile*.
4. Click *Create a Blog*.
5. Select a *Blog title* and an available Address (*URL*) for your blog. The availability of the suggested address will be automatically checked.
6. Choose a *Template*, which will act as the basic design/layout of your blog.
7. Click *Create blog*.
8. Click on the title of your blog to go to your blog dashboard.

Make blog posts in Blogger

1. You can create new blog posts, edit posts, and edit pages from the *Posts* tab.
2. Click on *New Post*.
3. The title of your post goes in the text box next to *Post*.
4. The body of your post will get entered into the *Compose* text editor, where you will also be able to access basic text editor functions such as font size, text color, the ability to insert links. You can also use the *Edit HTML* tab to insert your post in HTML format, if you prefer.
5. The *Post Settings* section to the right of the *Compose* text editor will allow you to enable reader comments, HTML settings, and post the time and date.

6. You can now either select *Save* to save your post, *Preview* to preview your post before publishing to your blog, or *Publish* to publish your post directly to your new blog.

Wordpress

Wordpress has more features than Blogger and also enables you to manage the privacy of individual posts and pages. If you choose to use Wordpress you will need to set up an account.

Instructions for setting up a Wordpress site

Registration

1. Go to <http://WordPress.com>
2. Click on the orange *Get started* button, (or sign in if you already have an account).
3. Type in your email address, and create a username and password. Then add your blog address choice(s) – WordPress will provide immediate feedback re: whether your choice(s) are available. Next, choose the kind of account you want – *Beginner* gives you a free blog and has enough functionality for now. Click *Create blog*.
4. Check your e-mail to for the link to complete your registration. Go to your email, click the link, and registration is complete. Your account is now active!
5. Login to your new blog account with your username and password. In the upper menu bar, click on *My Blogs*, then select *Dashboard* under the Blog name.

Activate Your Theme

1. On the left side menu, choose *Appearance > Themes*.
2. Browse the WP theme library. When you find a FREE theme that looks interesting, click the words *Live Preview* just below the screen shot. If you like what you see, choose *Save and Activate* in the upper left corner of your page. The basic design of your blog is now in place.

Resources for using Blogger and Wordpress

- How to Start a Blog on Blogger <http://www.wikihow.com/Start-a-Blog-on-Blogger>
- Getting started with Wordpress.com <http://learn.wordpress.com/quick-start-guide/>