

ePortfolio Manual

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MS. THANH KING
MONTGOMERY COLLEGE | [DIGITAL LEARNING CENTER](#) | ROCKVILLE

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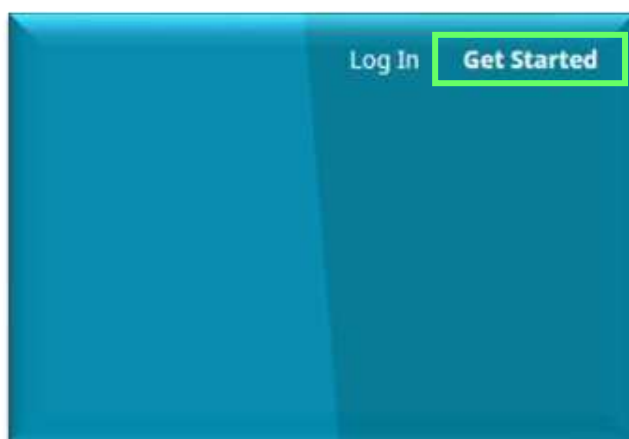
ePortfolio Website Using WordPress

PART 1: Create a WordPress Account

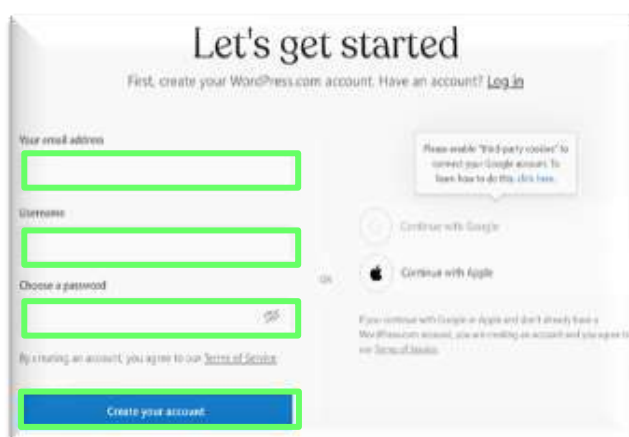
IMPORTANT:

- Use an email address that you check regularly so that you can receive updates from WordPress about your ePortfolio website
- For MC students, please use your MyMC username-based email address (e.g. jwilliams@montgomerycollege.edu)
- *DO NOT* use your full name email address (e.g. john.williams@montgomerycollege.edu)

1. Visit WordPress Website



- In a web browser, visit or click on this link <http://wordpress.com>
- At the WordPress homepage, click on the button “**Get Started**”



NEXT

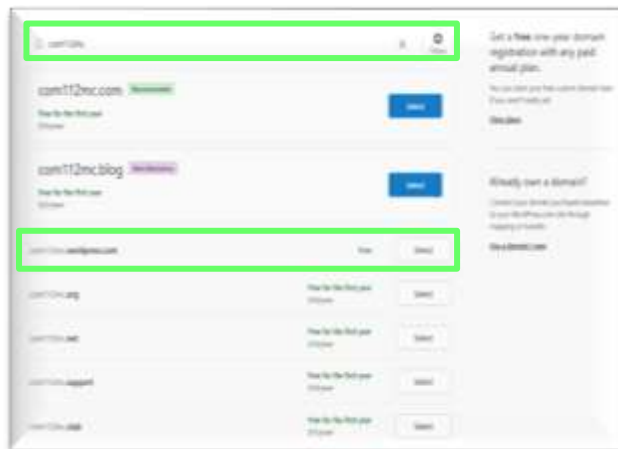
- Use your **Montgomery College email address** (e.g. jwilliams@montgomerycollege.edu)
- Choose a **Username** (e.g. jwraptomc). You can use the username to login to your ePortfolio account via WordPress
- Choose a **password** that you will use to log into your account via WordPress
- Click on the button “**Create your account**”

2. Choose a Domain



NEXT

- **Name a domain for your ePortfolio website**
- **DO NOT** use your name for your ePortfolio website address!
- Use either the same username (e.g. jwraptormc) or some descriptive keywords for your website address (a domain name)



NEXT

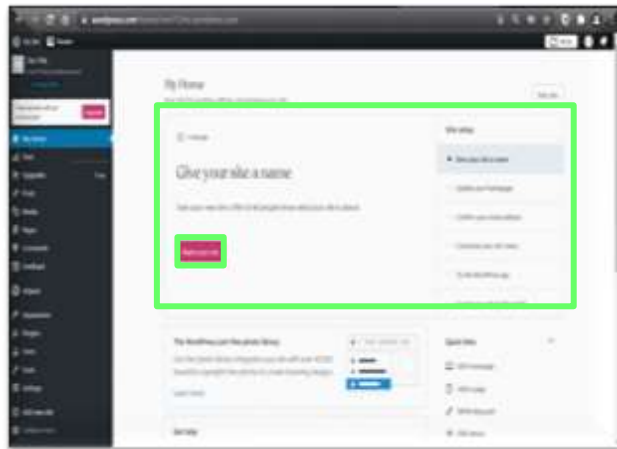
- By default, WordPress assigns a domain name for your website address which appears **“.wordpress.com”** – *This is a FREE hosting plan*
- **DO NOT** select **.com**; **.blog**; **.org**; **.net**; **.support** – *These are PAID hosting plans; FREE for ONLY first year!*
- Select your assigned website address **“.wordpress.com”** (e.g. com112mc.wordpress.com). Then, click on the button **“Select”**



NEXT

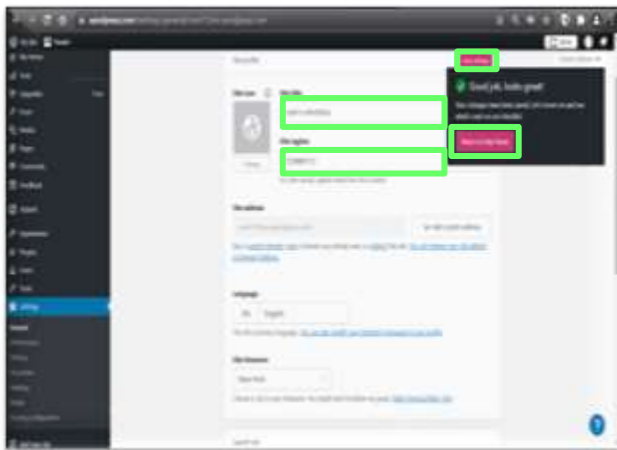
- **Choose a Hosting Plan**
- WordPress will show you a list of suggested PAID hosting plans
- **DO NOT** select any PAID hosting plans for your ePortfolio website!
- Under **Choose a plan** (It's above PAID hosting plans), click on the link **“Start with free site”**

3. Give Your Site a Name



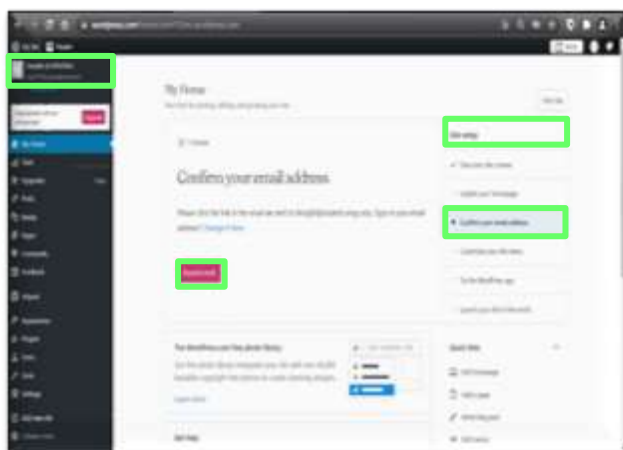
NEXT

- **Name your ePortfolio website**
- *DO NOT* use your full name in your ePortfolio title
- Under **Give your site a name**, click on the button “Name your site”



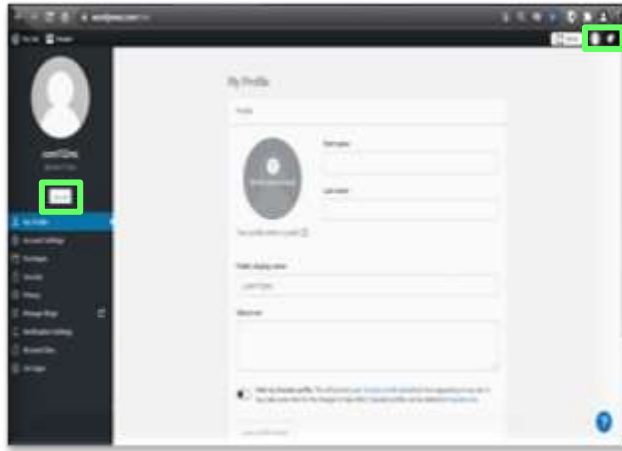
NEXT

- Use your first name for your ePortfolio title
- Under **Site Title**, type in [your first name]'s ePortfolio (e.g. John's ePortfolio) in the box
- Under **Site Tagline**, type in the *course of your class* (e.g. COMM112) in the box
- Click on the button “Save Settings”
- Then, click on the button “Return to My Home”



NEXT

- At the **Site Setup** panel on the right, click on “Confirm your email address”
- Then, click on the button “Resend email”
- Now, your ePortfolio account has been created



Montgomery College WordPress Template

NEXT

- You need to log out of your ePortfolio account
- Click on the **Person** icon (At the top right of the site, left of the bell icon)
- At the **Profile** panel on the left side, click on the button “**Log out**”
- **STOP HERE!**
- Now, you must confirm your email with WordPress first via your email
- Then, continue **PART 2: Import**



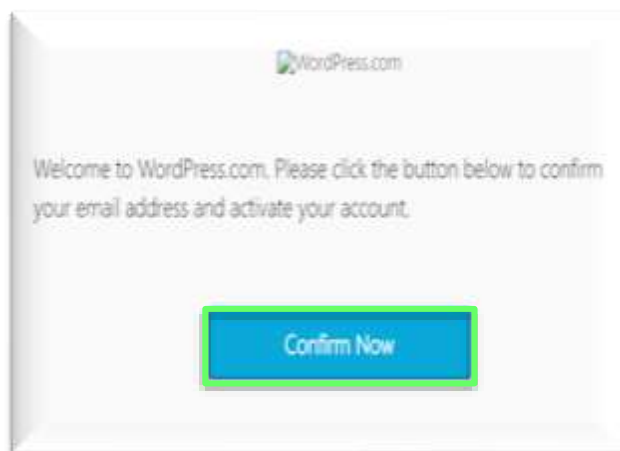
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ePortfolio Website Using WordPress

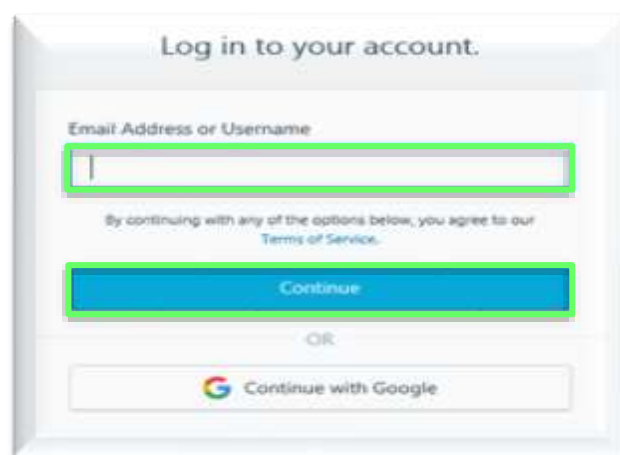
PART 2: Import Montgomery College WordPress Template

IMPORTANT: Complete PART 1 instructions FIRST before starting PART 2

1. Confirm Your Email with WordPress

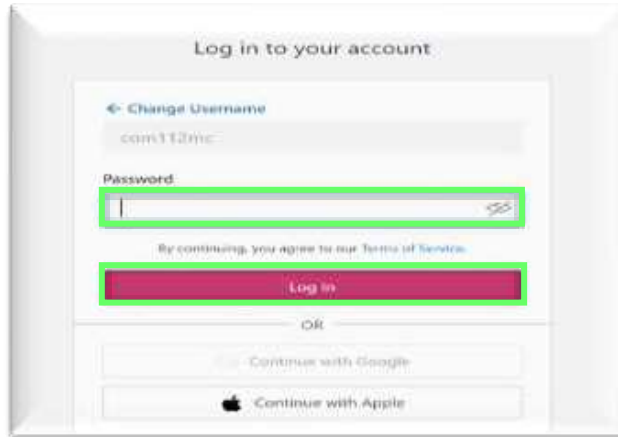


- **You must confirm your email with WordPress**
- Log into your Montgomery College (or personal) email and look for the email that WordPress sent you in order to activate your WordPress account
- Open the email from **WordPress.com**
- Then, click on the button "**Confirm Now**"



NEXT

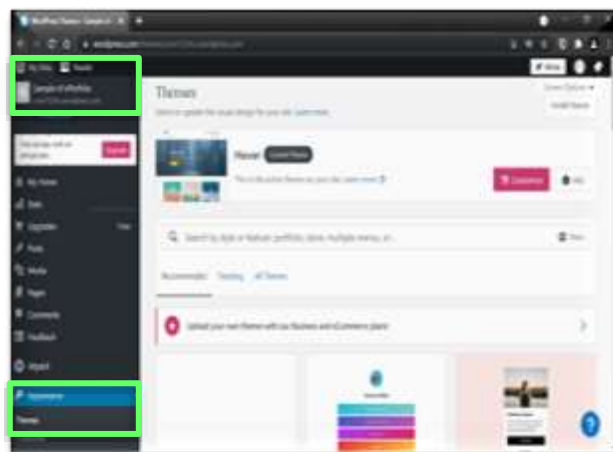
- Type in your Montgomery College (or personal) **email address** or **Username** to log in your WordPress account
- Click on the button "**Continue**"



NEXT

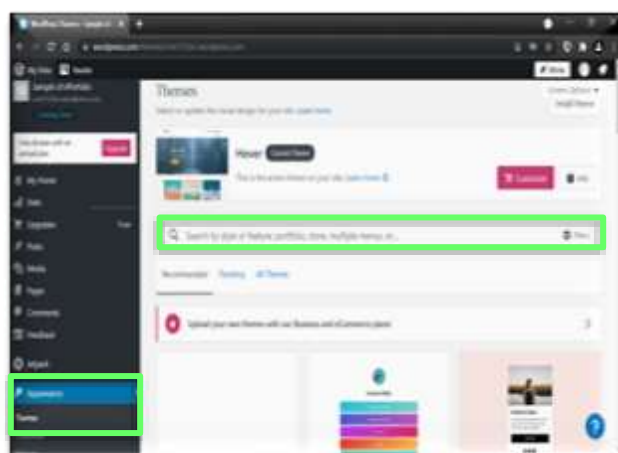
- Type in your **Password**
- Click on the button “**Log In**”

2. Set Your WordPress Theme



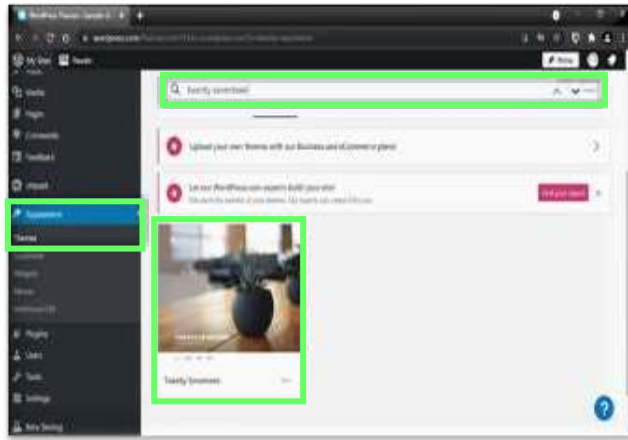
NEXT

- Select a **WordPress Theme for Your ePortfolio**
- Once logged into your ePortfolio account, click on “**Appearance**” (On the left panel **Menu Customization Options**)
- Then, select “**Themes**”



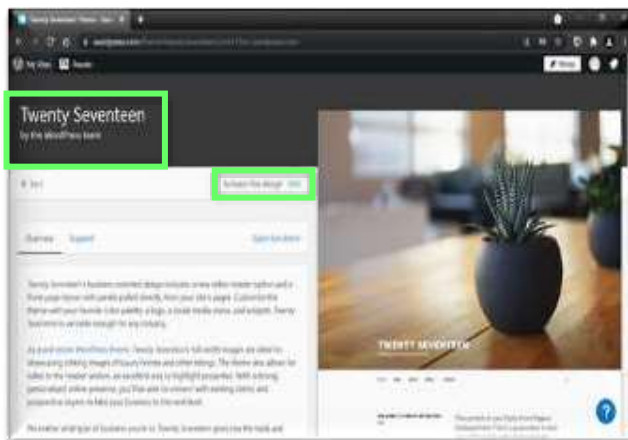
NEXT

- MC students are recommended to select the theme “**twenty seventeen**” which is used to import the Montgomery College WordPress Template
- In the **Search box**, type “**twenty seventeen**”



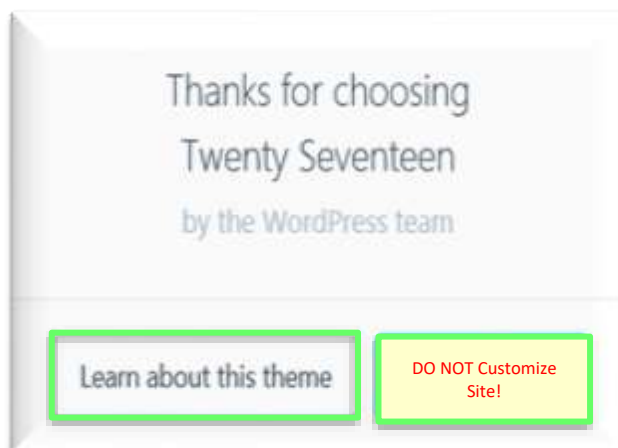
NEXT

- The theme “**Twenty Seventeen**” has the image “**Aloe Pot**” appearing in the search
- Click on the image “**Aloe Pot**” to select for your ePortfolio theme



NEXT

- Once theme **Twenty Seventeen** is selected, click on the button “**Activate this design FREE**”



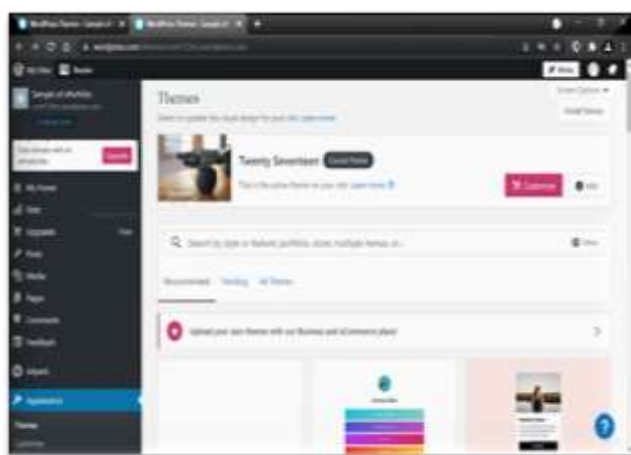
NEXT

- Once the theme activation is done, “**Thanks for choosing Twenty Seventeen**” displays
- *DO NOT* click on the button *Customize Site!*
- Click on the button “**Learn about this theme**”



NEXT

- An **Overview of the “Twenty-Seven” theme** is displayed
- *DO NOT click on the button Customize Site!*
- Click on the arrow **“Back”**

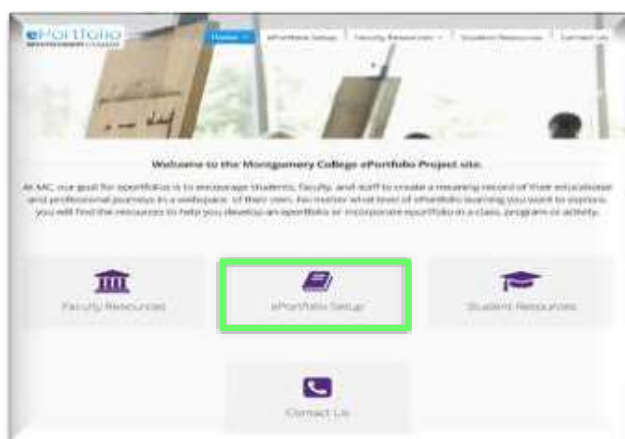


NEXT

- **STOP HERE!**
- *DO NOT close your ePortfolio account!*
- You will need to download the **“Montgomery College WordPress Template”** first
- Then, return to your ePortfolio account here to import the template into your ePortfolio site

3. Download Montgomery College WordPress Template

- In a web browser, visit or click on this link <http://mcblogs.montgomerycollege.edu/eportfolio/>

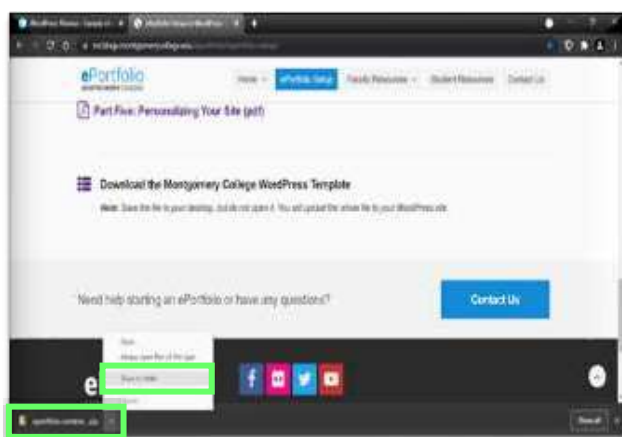


- At the **Montgomery College ePortfolio** homepage, click on the icon **“ePortfolio Setup”**



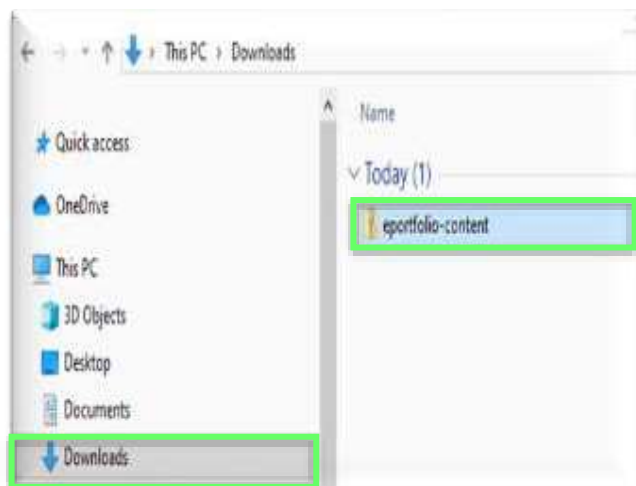
NEXT

- At the **ePortfolio Setup in WordPress** page, scroll down to the bottom of the page
- Then, click on the link “**Download the Montgomery College WordPress Template**”



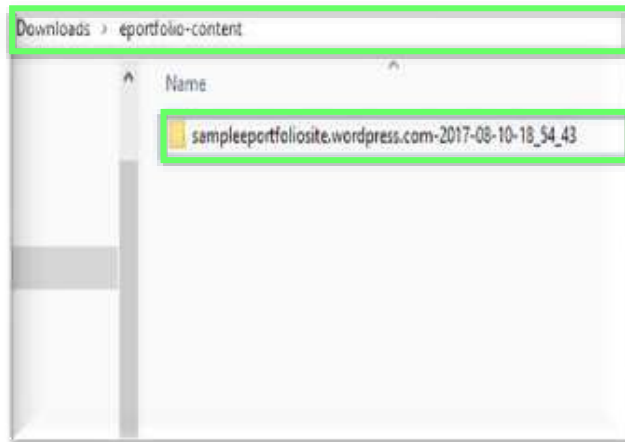
NEXT

- In the web browser, the file “**eportfolio-content.zip**” should be downloaded in the **Downloads** folder on your computer
- Click on the arrow at the file “**eportfolio-content.zip**” to select “**Show in folder**”



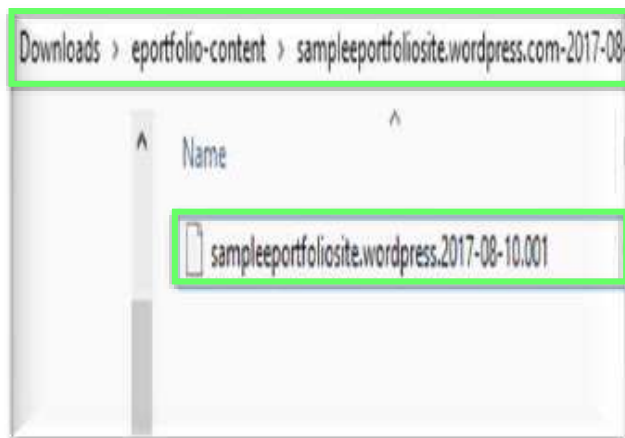
NEXT

- In the **Downloads** folder on your computer, double-click on the file “**eportfolio-content.zip**” to extract the zip file



NEXT

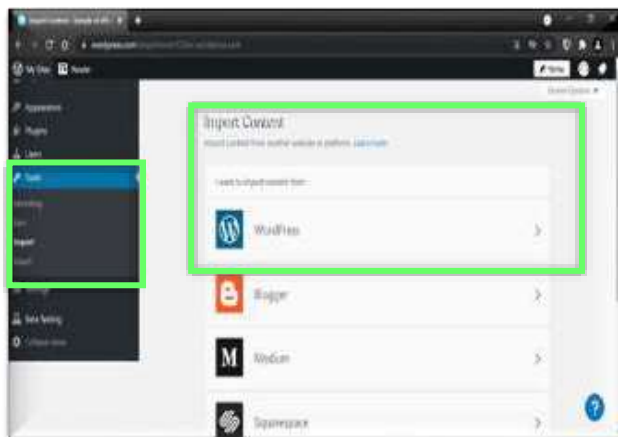
- At the **eportfolio-content** folder, double-click on the file **"sampleportfolio.wordpress.com-2017-08-10-18-54-43"**



NEXT

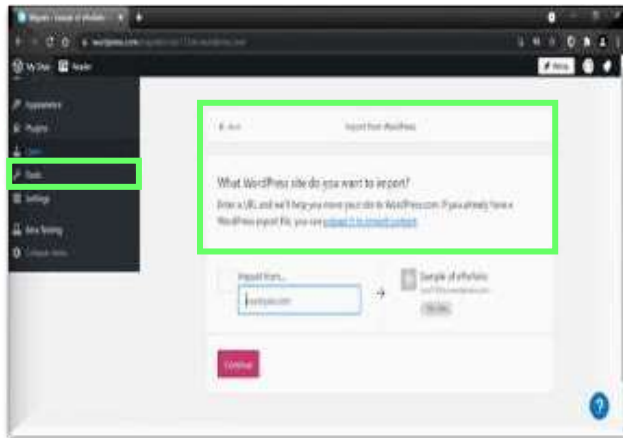
- At the **"sampleportfolio.wordpress.com-2017-08-10-18-54-43"** folder, you will see the file **"sampleportfolio.wordpress-2017-08-10.001.xml"**
- STOP HERE!**
- DO NOT** open the file **sampleportfolio.wordpress-2017-08-10.001.xml**

4. Import Montgomery College WordPress Template



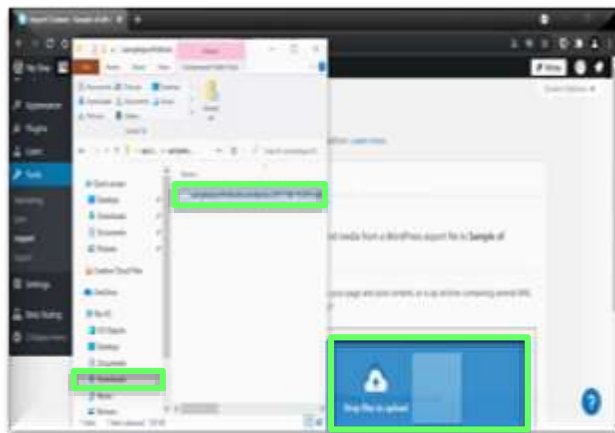
NEXT

- Now, return to your ePortfolio account via WordPress
- At the **Menu Customization Options** on the left panel, click on the arrow **"Tools"**
- Then, select **"Import"** (It's above the **Export** option)
- Under **Import Content** on the right, click on the arrow at **"WordPress"**



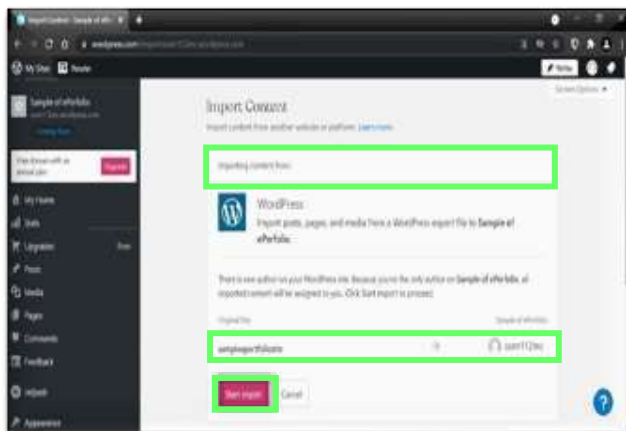
NEXT

- Under **Import from WordPress**, click on the link **“upload it to import content”**



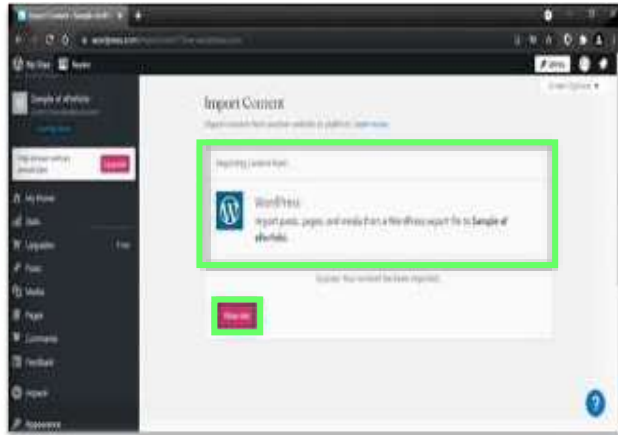
NEXT

- At the **Import Content**, drag the file **“sampleportfolio.wordpress-2017-08-10.001.xml”** from the **Downloads** folder
- Drop the file into WordPress area (**Drag a file or click to upload a file**)



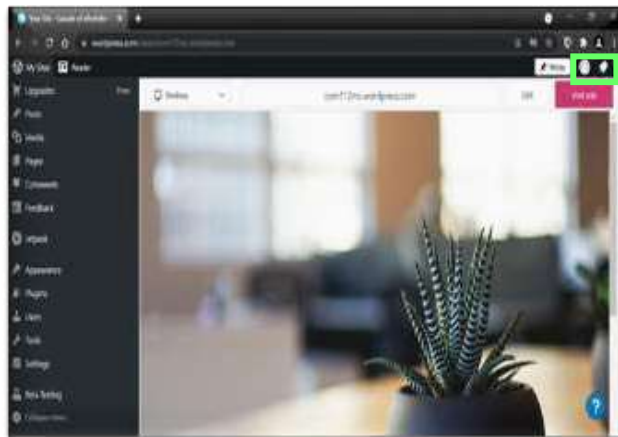
NEXT

- Under **Importing content from**, click on the button **“Start Import”**



NEXT

- Once the file **"sampleportfolio.wordpress-2017-08-10.001.xml"** is imported successfully, click on the button **"View Site"**



NEXT

- **Log out of your ePortfolio account**
- Click on the **Person** icon (On the top right corner of the site, it is left of the bell icon)
- At the **Profile** panel on the left side, click on the button **"Log Out"**
- **STOP HERE!**
- Now, you must confirm your WordPress import first (***Your WordPress import was successful***) via your email.

- Then, continue **PART 3: Customize Your ePortfolio Website**



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ePortfolio Using WordPress

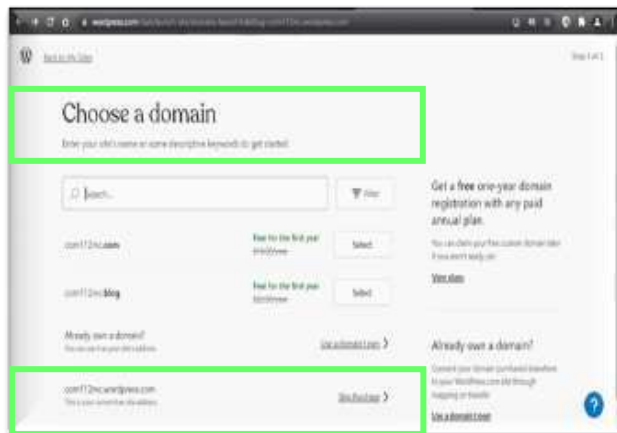
PART 3: Customize Your ePortfolio Website

IMPORTANT: Complete PART 2 instructions FIRST before starting PART 3

1. Confirm Your WordPress Import

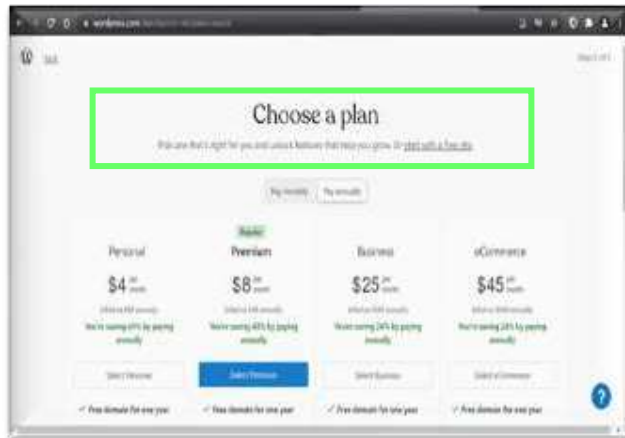


- Log into your **Montgomery College** (or personal) email and look for the email that WordPress sent to confirm your WordPress import (It will say ***“Your WordPress import was successful”***)
- Your website has not been published yet (**Only you can see it until it is launched**)
- Once logged into your ePortfolio account, click on the button **“Launch site”**



NEXT

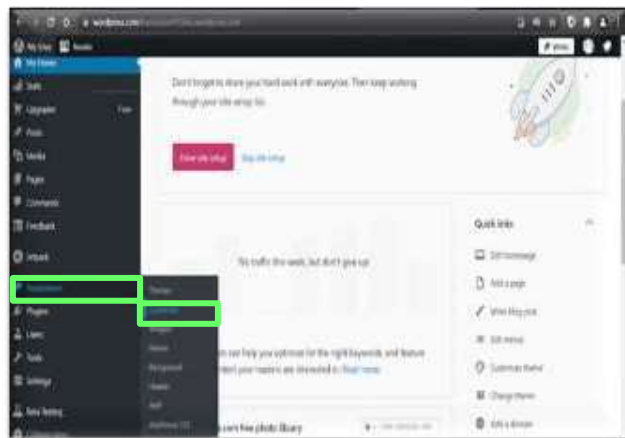
- **WordPress verifies your ePortfolio account**
- At **Choose a domain**, select **“Skip Purchase”** (your website address should be **“.wordpress.com”**)



NEXT

- **DO NOT** select any **PAID** hosting plans for your website!
- Under **Choose a plan**, click on the link **“Start with free site”**

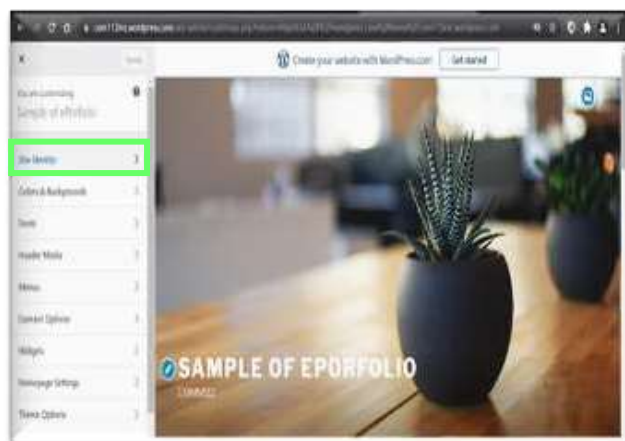
2. Customize Your ePortfolio



NEXT

- Once logged into your ePortfolio account, click on **“Appearance”** (On the left panel **Menu Customization Options**)
- Then, select **“Customize”**

3. Customize Your Site Title



NEXT

- **Name your Site Title or Tagline** (perform this step here if you missed this in the **PART 1 Instructions**)
- In your **ePortfolio Customization Settings**, click on **“Site Identity”**



NEXT

- Use your first name in your ePortfolio title
- At the **Site Title**, type in *[your first name]'s ePortfolio* (e.g. John's ePortfolio)
- At the **Site Tagline**, type in the *course of your class* (e.g. COMM112). Then, click on the button "**Save Changes**" (On the top right corner of the **Customizing Site Identity**)
- Click on the left arrow at **Customizing Site Identity** to close "**Site Identity**"

4. Customize Your Site Menu



NEXT

- At your **ePortfolio Customization Settings**, click on "**Menus**"
- At the **Menus**, select "**Main**"

NEXT

- At **Customizing-Menu-Main**, pull down the scroll bar on the right
- Under **Menu Locations**, check the box "**Top Menu (Current Main)**"
- Then, click on the button "**Save Changes**"
- Click on the arrow at **Customizing-Menu-Main** to close "**Main**"
- Click on the arrow at **Customizing Menu** to close "**Menus**"

5. Customize Your Homepage



NEXT

- At the **ePortfolio Customization Settings**, click on “**Homepage Settings**”

NEXT

- At the **Customizing Homepage Settings**, make sure the button “**A static page**” is selected (Under **Your Homepage displays**)
- Under **Homepage**, click on the arrow to select “**Welcome**”
- Then, click on the button “**Save Changes**”
- Click on the left arrow at **Customizing Homepage Settings** to close “**Homepage Settings**”
- Now, you have finished customizing your ePortfolio website
- Continue **PART 4: Edit Your ePortfolio Pages**

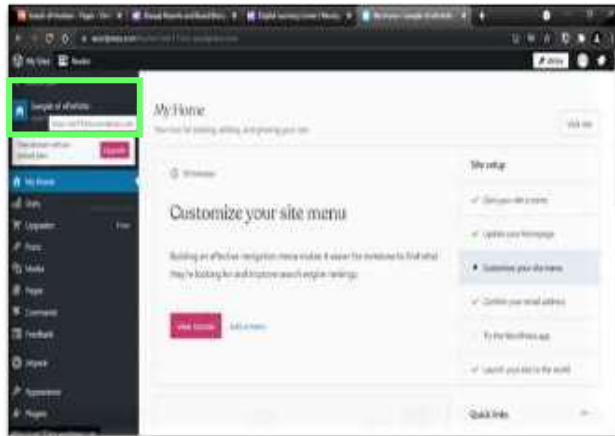


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ePortfolio Using WordPress

PART 4: Edit Your ePortfolio Pages

1. View Your ePortfolio Pages



NEXT

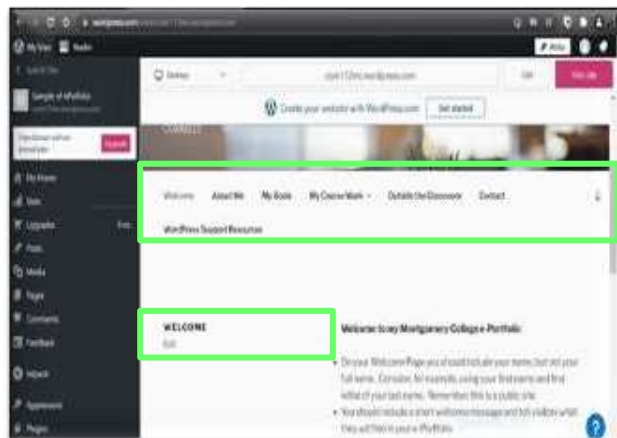
- **View your ePortfolio pages**
- In your ePortfolio account settings, click on the icon “**Home**” (*at your ePortfolio site title-address link*)



NEXT

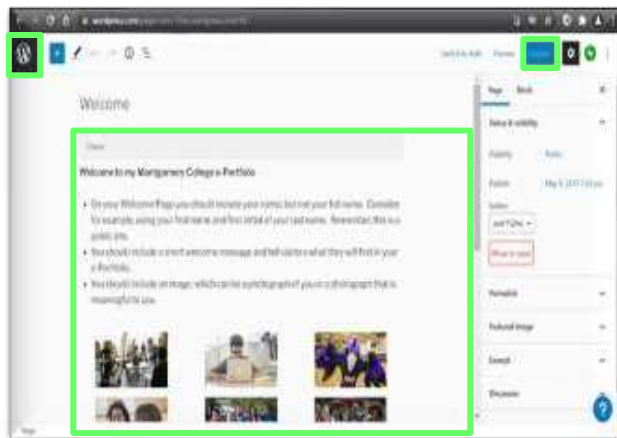
- Now, your ePortfolio website should display the **Montgomery College ePortfolio template pages** on the top menu
- Your ePortfolio pages are ready for you to edit

2. Edit Your ePortfolio Pages



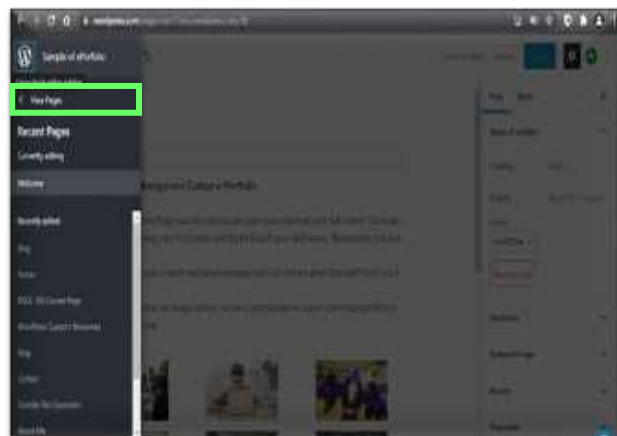
NEXT

- Edit each page on your ePortfolio site
- At your ePortfolio menu, select a **page** (e.g. Welcome)
- Then, click on “**Edit**” (It’s under the title)



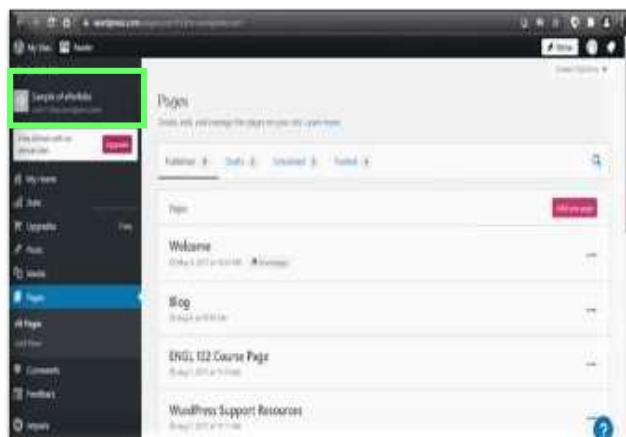
NEXT

- Now, you are editing the “**Welcome**” page
- Once a page is edited, click on the button “**Update**” (At the top right corner of the page)
- Then, click on the “**W**” icon



NEXT

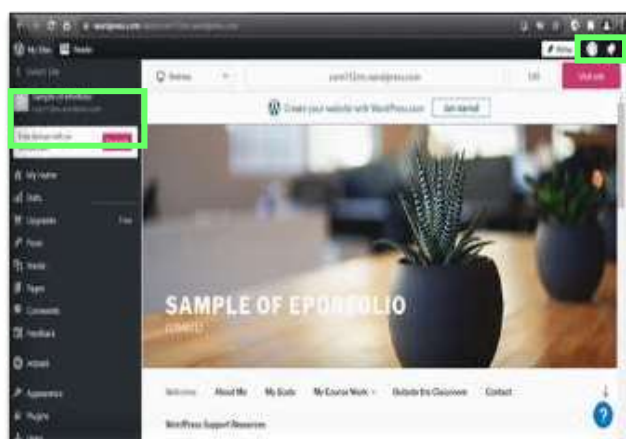
- At the ePortfolio pages menu, click on the link “**View Pages**” to return to the **Menu Customization Options**



NEXT

- Return to your ePortfolio site menu
- At the **Menu Customization Options**, click on the icon “Home” (at your ePortfolio site title-address link)
- Now, you are returning your ePortfolio site menu

3. Log In and Log Out of Your ePortfolio Account via WordPress



- Log out of your ePortfolio account via WordPress
- Once you finish editing your ePortfolio pages, click on the **Person** icon (At the top right of the site, left of the bell icon)
- At the **Profile** panel on the left side, click on the button “Log Out” of your ePortfolio account



NEXT

- Log in to your ePortfolio account via WordPress
- Once you return to your ePortfolio account, visit <http://wordpress.com>
- At the **WordPress** homepage, click on the button “Log In”
- Now, you are asked to log in to your ePortfolio account with **your email** (or **Username**) and **password**