eportfolio instructions using…

An electronic portfolio or eportfolio, as it is commonly called, is a collection of work that shows evidence of your capabilities. It is put together and managed by you. It is hosted on the Web to allow easy access for selected viewers. Eportfolios provide space to collect your accomplishments and reflect on your learning and experiences. It is a type of learning record that provides real evidence of academic achievement. Eportfolio is both a catalog of your accomplishments and a place for you to reflect on your developing abilities and understandings.

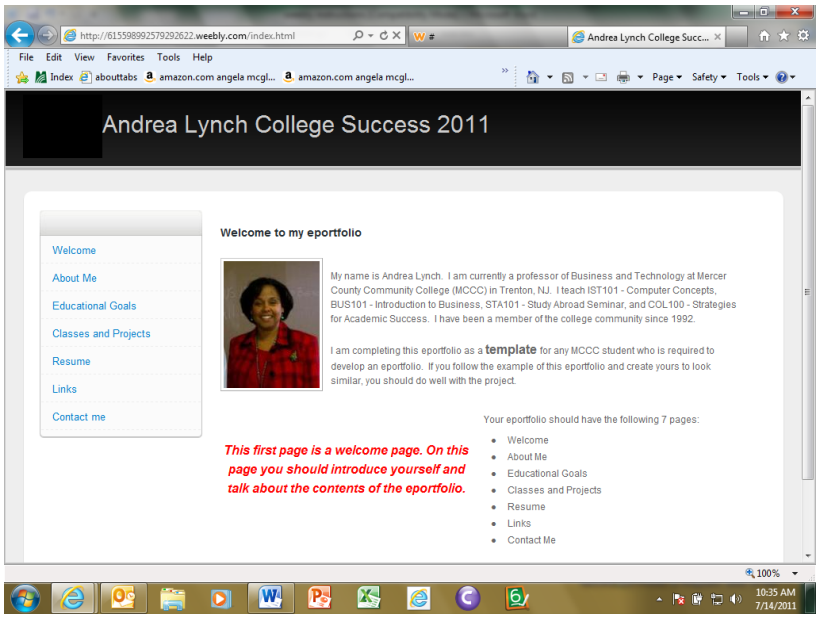
As a Mercer County Community College student you will be required to devolop an eportfolio. If you have access to a web host and a web page development tool, use it. We only ask that you follow the simple 7 page template for creating your page. The following link includes the eportfolio template you should follow: http://615598992579292622.weebly.com/index.html.

If you do not have a web host and web page development tool, you will be using WEEBLY, a free online web host. It is a very basic and easy to use tool. This handout will help you connect to WEEBLY and create your eportfolio.

There are 5 sections in this handout:

1. Register with Weebly
2. Login to Weebly
3. Edit a page in Weebly
4. Adding a page in Weebly
5. Publishing a page in Weebly

Click on the image below to get to the eportfolio template:

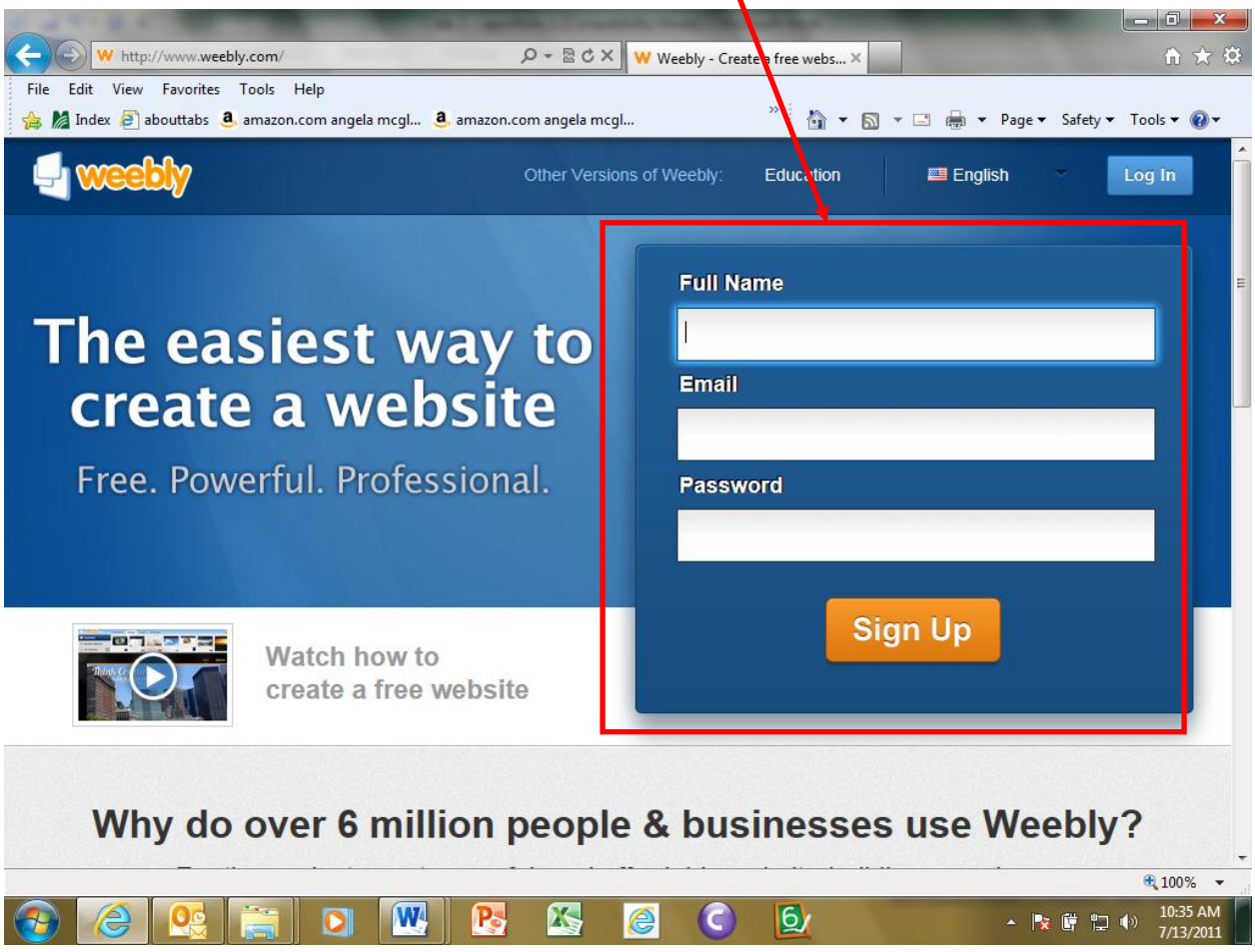


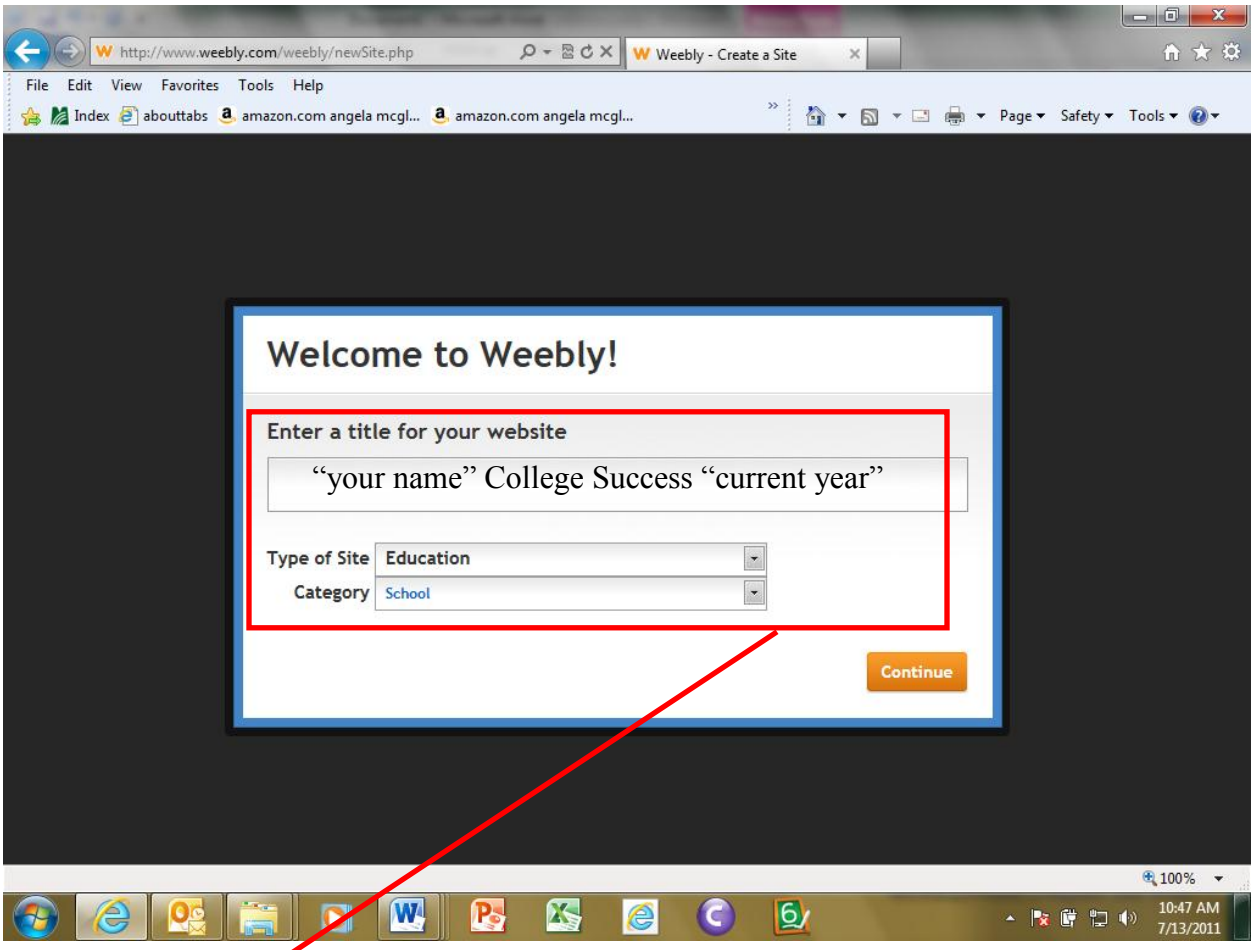
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1.) Regiser with Weebly:

1. To register for your free ePortfolio web site, visit www.weebly.com.

2. Complete this section.
   - Type your name
   - Type your Mercer Mail email account. If you are not sure what your Mercer email address is, see your instructor.
   - Select a password that you will be able to remember.
   - Click "sign up"

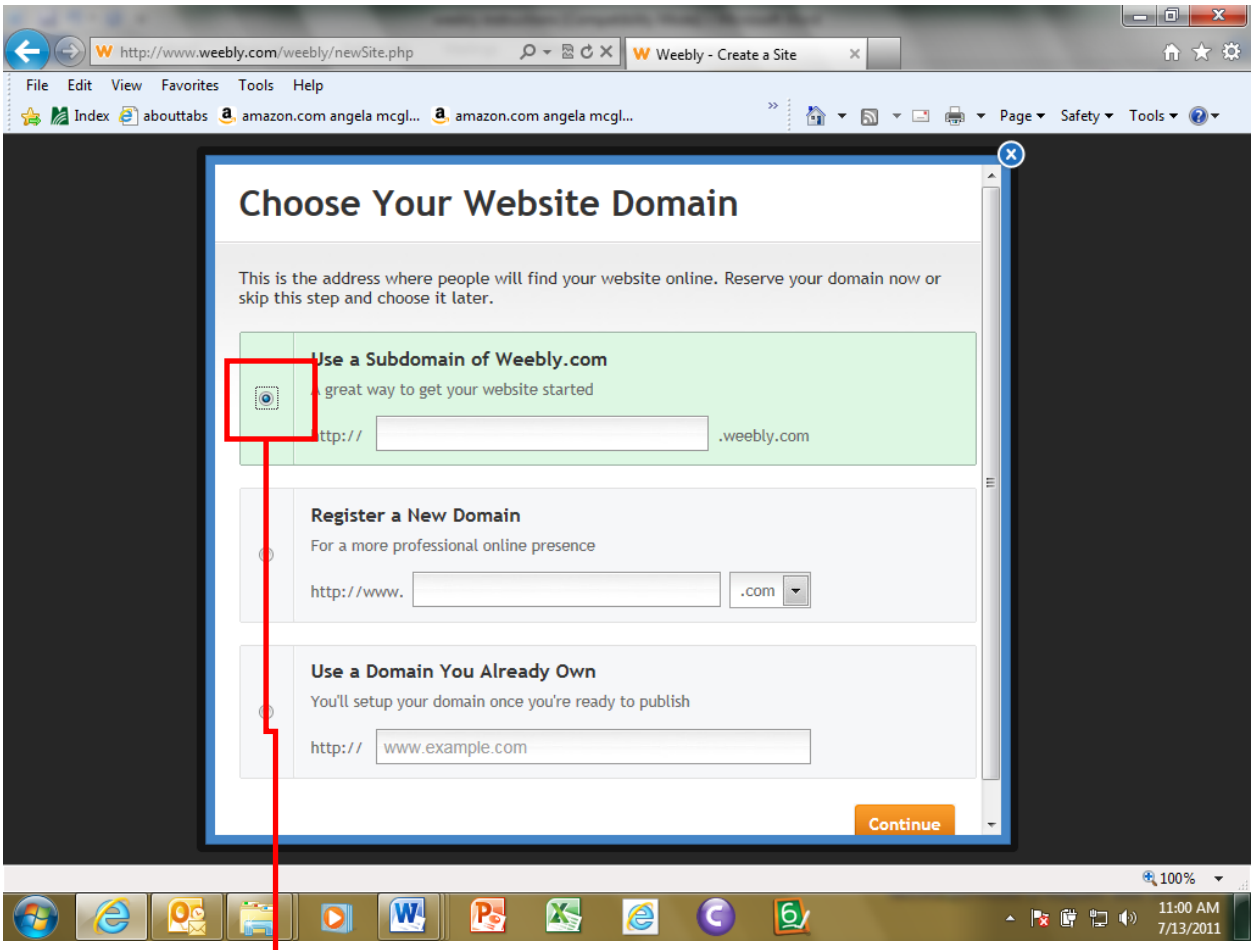




3. Next, give your web page a title. This is very important because this title will become the name of your web site.

   Title your page.
   - Replace the items in quotes with your personal information.
   - Type the title as "your name" College Success "current year"
   - For example, My page would be titled **Andrea Lynch College Success 2011**
   - Select the type of site to be, "Education".
   - Select the category to be "school".
   - Click "continue"

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4. Next, choose your website domain. This is sounds complicated but it is simple. Select the first item, "use a subdomain of Weebly.com".

    - What happens now is that Weebly will assign to your email address the web site www."your name" College Success "the year".weebly.com.
    - For example, my web page address would be www.Andrea Lynch College Success 2011.weebly.com
    - Click "continue"

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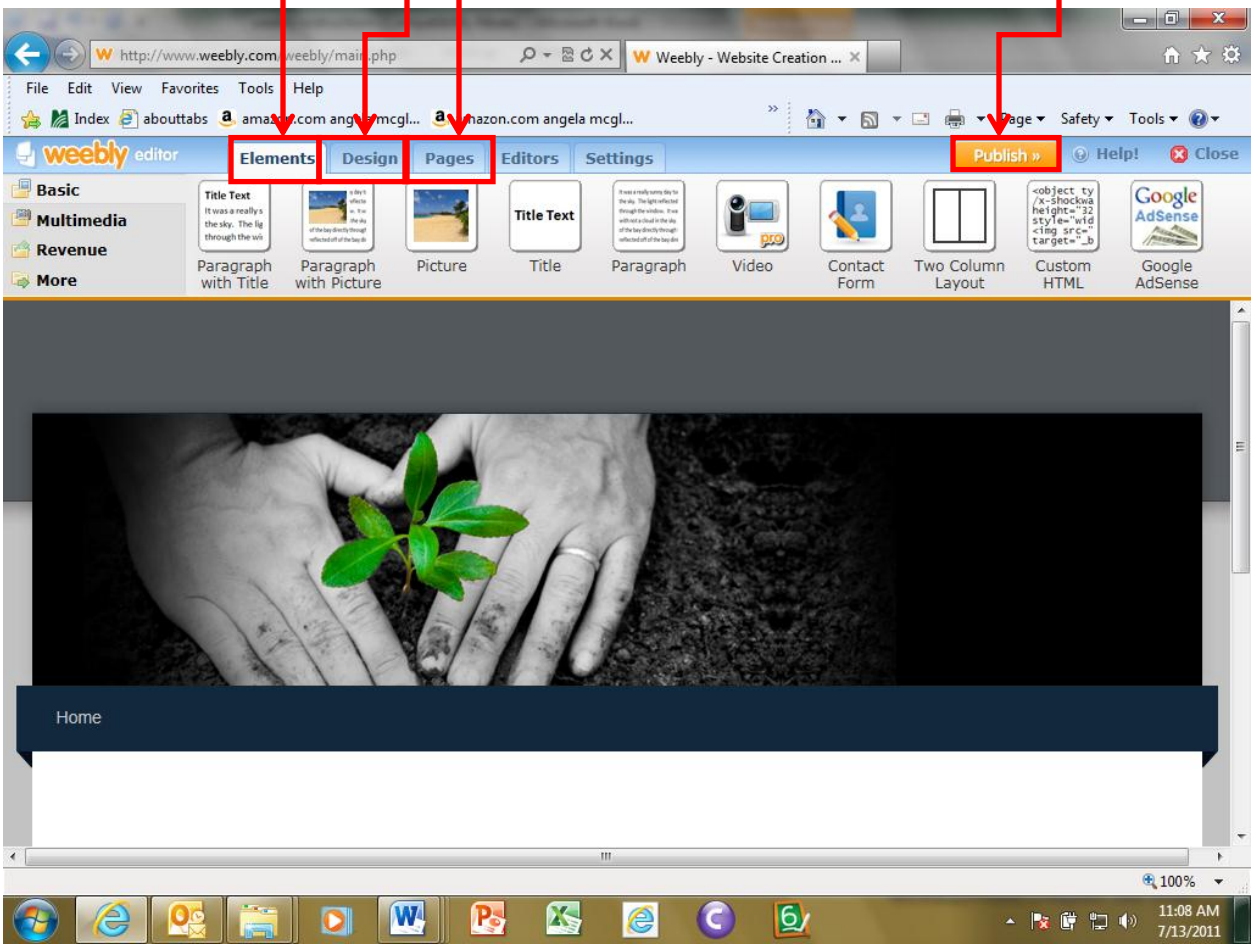
Now you will be brought to the main page to edit your ePortfolio. From here you can:

add text, hpyerlinks, pictures, music, and video (Elements tab),

add pages to the web site (Pages tab)

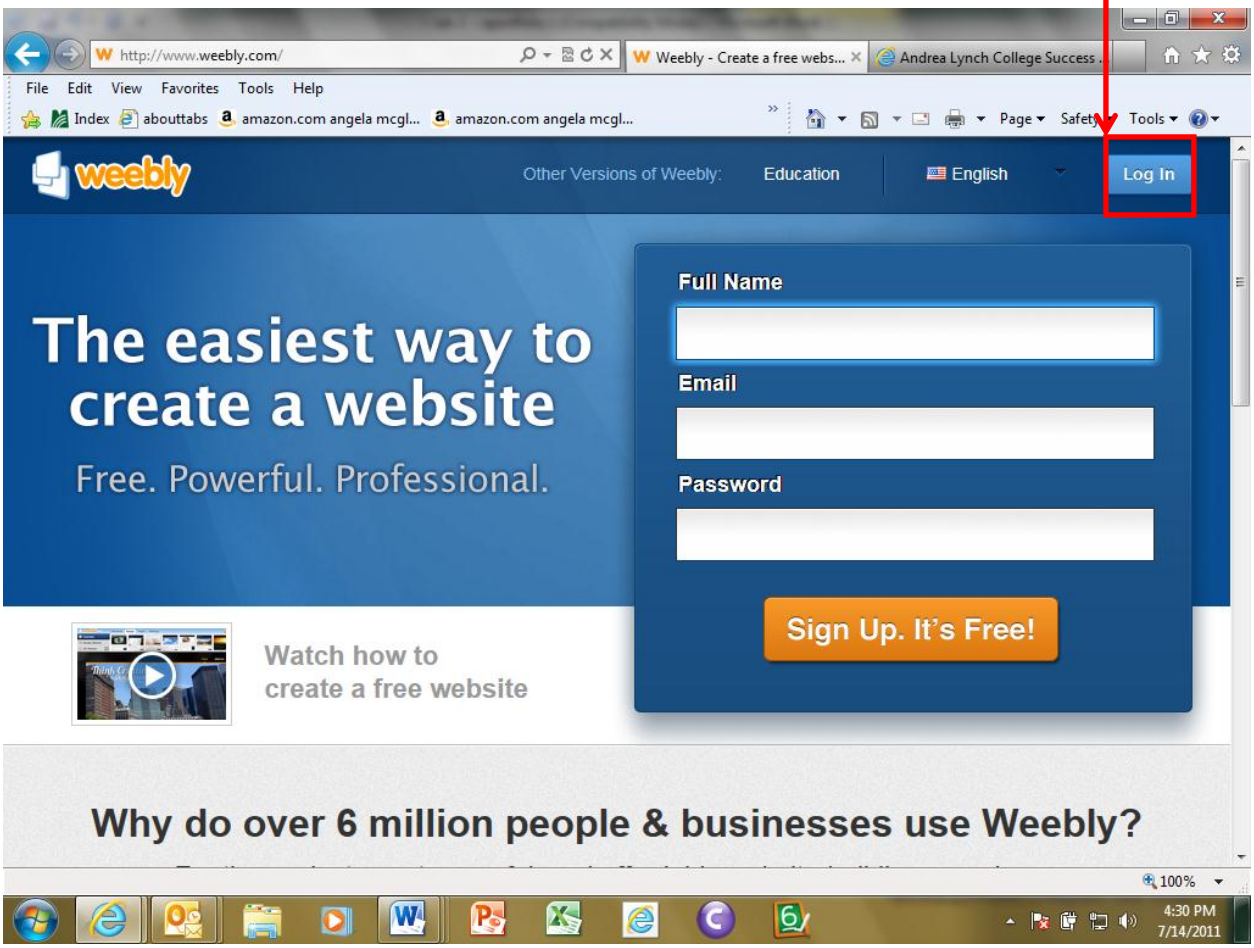
customize the look of your page (Design tab),

publish the page so that anyone on the Web can browse it (Publish button)

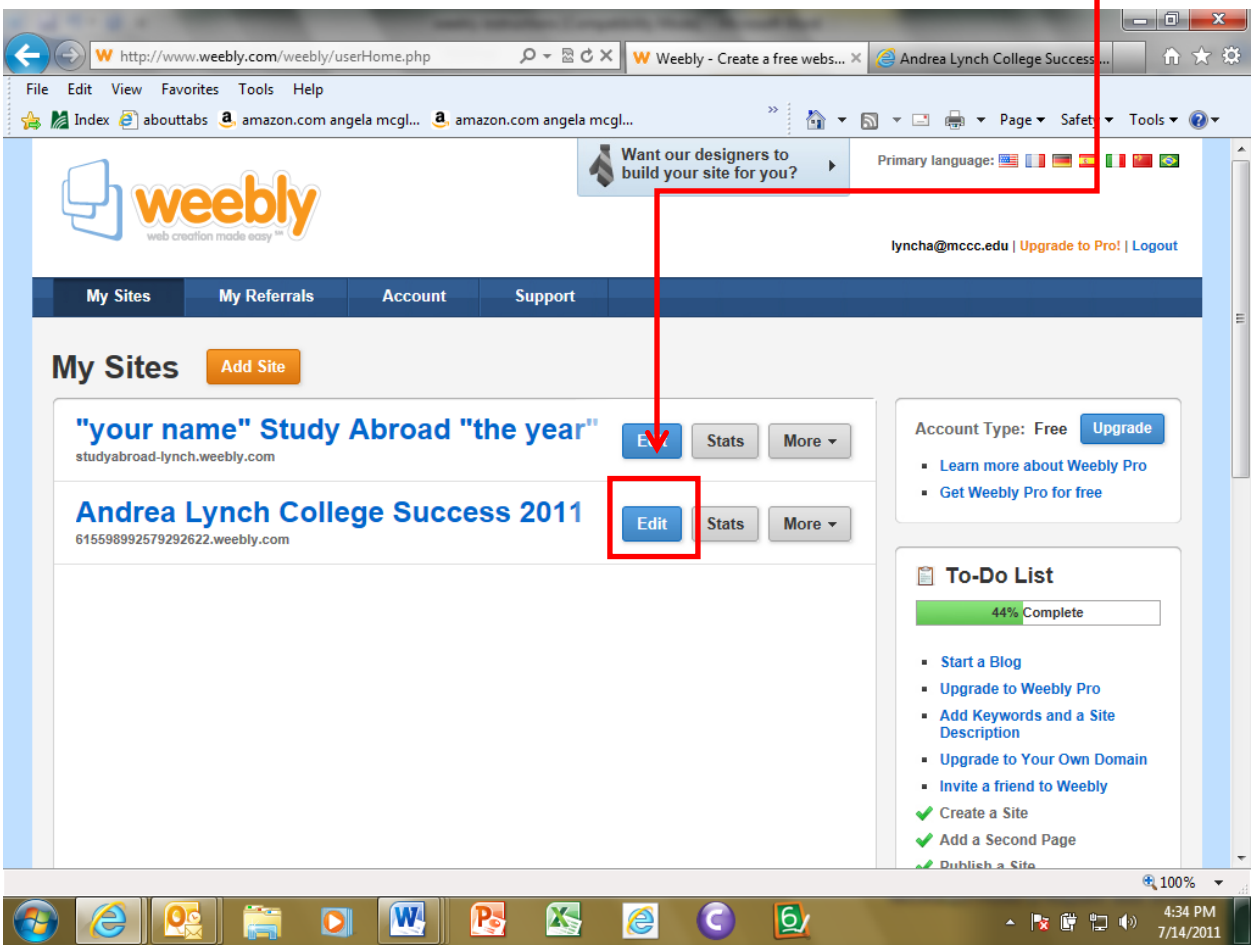


2.) Login to Weebly: by clicking here

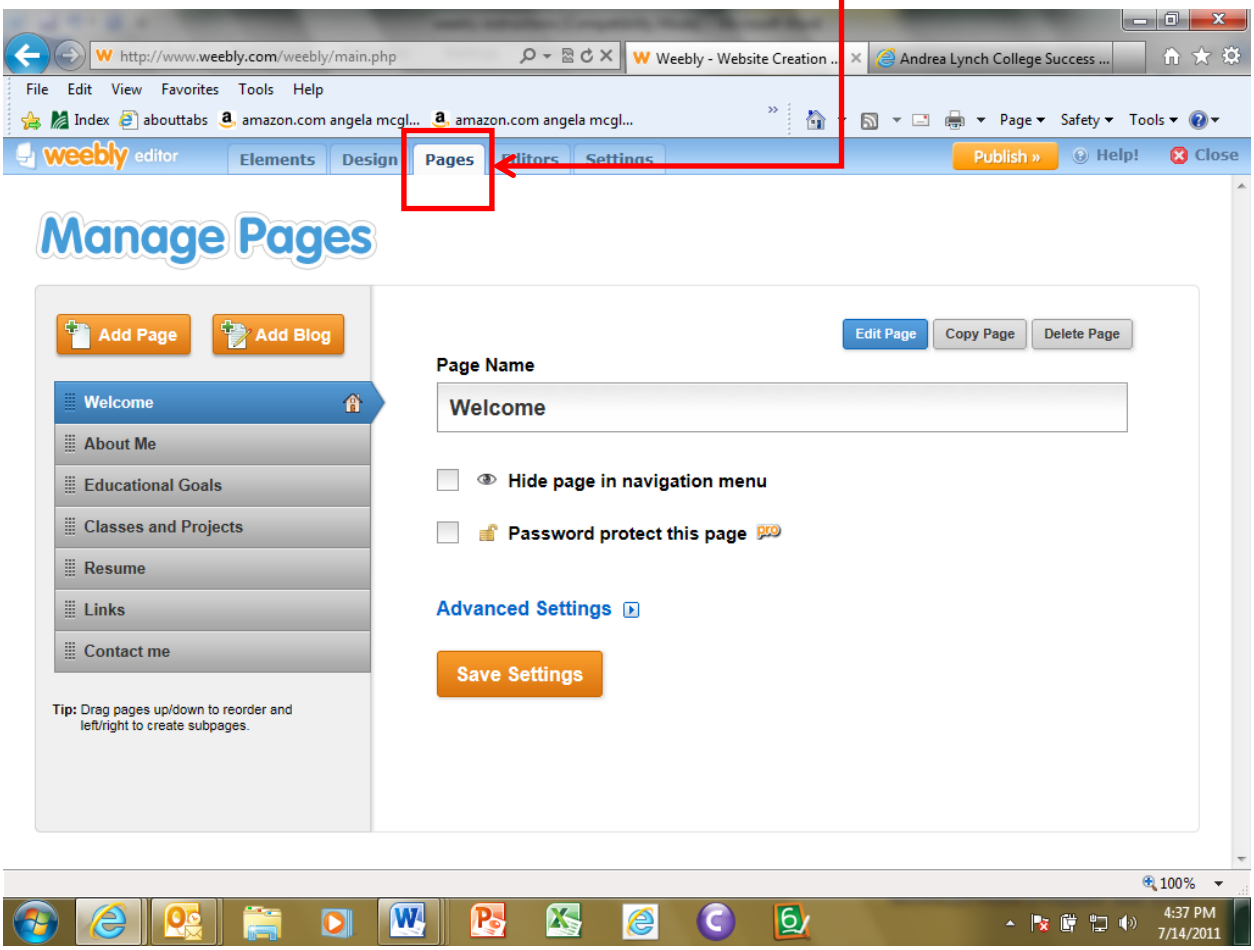
Visit the web site www.weebly.com. After clicking the "Log in" button, you will need to type your Mercer email address and password you used when you first registered with Weebly.



3.) Edit a page: Now that you are in, your main page will look similar to this. Click on the "Edit" button next to the page you want to edit. Weebly is a free tool and you can have no more than 2 pages before being asked to supply a credit card.

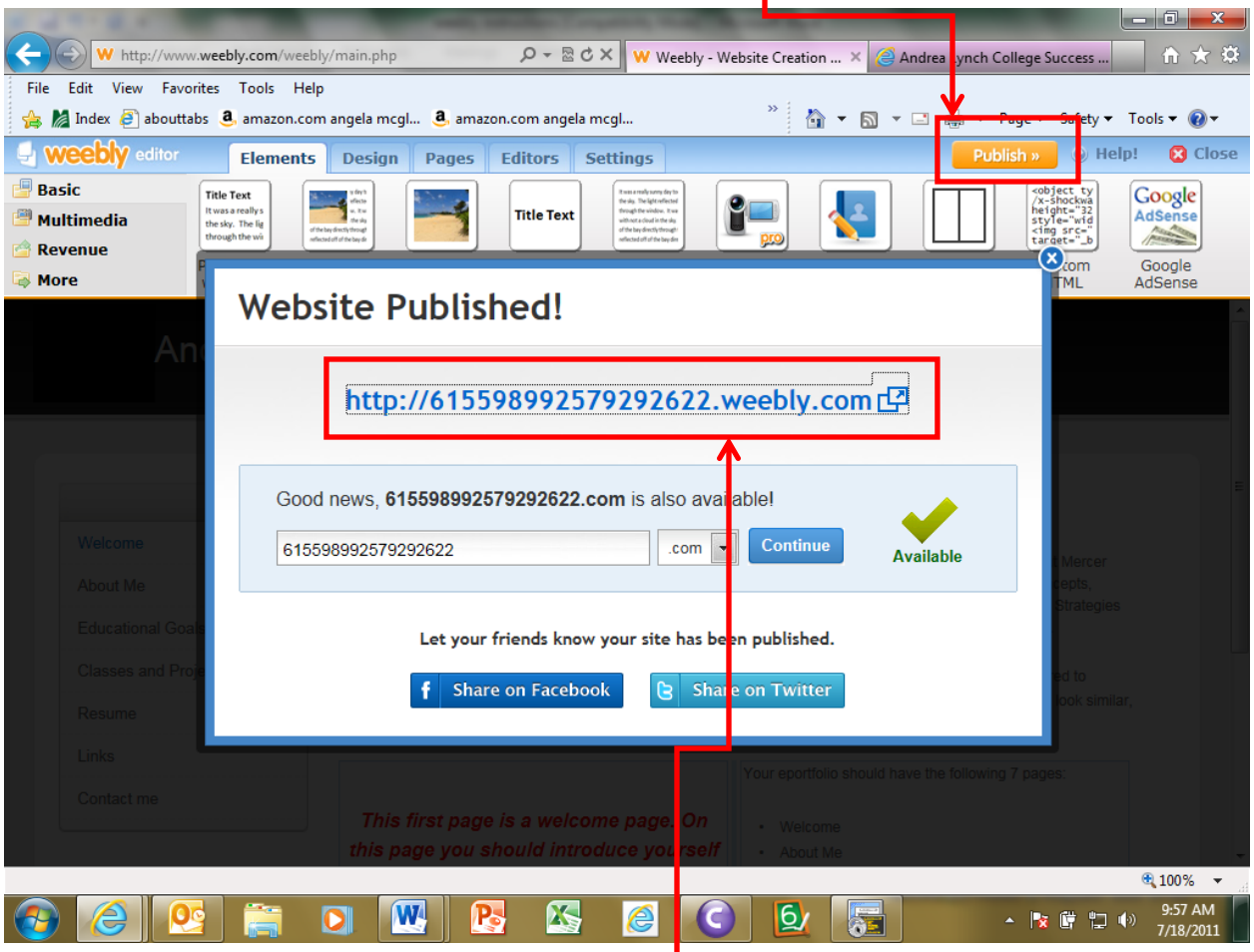


4.) **Adding a page**: click on the "pages" tab.



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5.) **Publishing your page**: Click here



6.) **To view your page**: Click here. This is the URL for your web site. You can email this to your instructor, mark it as a favorite, or copy and paste it into a MS-Word document. This URL is what you will need to type in or to click on to view your eportfolio live from the Web.