COL100 – Strategies for Academic Success
Fall 2011

Name:_____ Instructor:_____

Lab #3 – eportfolio

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1. Register with Weebly
   a. Find and print the eportfolio instructions for registering with Weebly.
   b. Start Internet Explorer.
   c. Visit the web page www.weebly.com
   d. Follow the instructions on the eportfolio registration handout to get registered with Weebly.
   e. Log out of Weebly.

2. Create 7 pages in Weebly.
   a. Visit the web page www.weebly.com to login to Weebly.
      - Follow instructions on the eportfolio registration handout to login to Weebly.
   b. Click on the "pages" tab
   c. Create the following 7 pages:
      - Welcome
      - About me
      - Educational Goals
      - Classes and Projects
      - Resume
      - Links
      - Contact Me
   d. Click "Save settings".

3. Select a design for your page.
   a. Click on the "Design" tab.
   b. Take some time to select a design for your eportfolio

4. Modify your "Welcome" page
   a. Click on the "Elements" tab.
   b. Select your "Welcome" page.
   c. Add 1 "paragraph with title" element to this page
   d. Take some time to modify your "Welcome" page to look like the template, http://615598992579292622.weebly.com/.
      - This page should contain a brief introduction of you, a brief description of what is in this eportfolio, and a picture of you. You can borrow a picture from Facebook or upload one from a camera.

5. Publish your page
   a. Click on the "publish" button.
   b. Do not accept any invitations to purchase a domain name. It is not necessary for this course!

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6. View your page
    a. Click on the link provided you by Weebly just after publishing your page. This lets you view your webpage live on the Web.

7. Send the link to your instructor.
    a. While viewing your web page live, right-click on the web page URL.
    b. Select copy
    c. Connect to Mercer Mail
    d. Create a new message
    e. Right-click in the body of the email message.
    f. Select paste. This should paste the URL of your web page into the body of the email message.
    g. Send this message to your instructor
        - The subject line of the message should be "**COL100 - Lab 3**". To get credit the email must be sent from your Mercer Mail account with the link to your eportfolio and correct subject line.

8. Logout, exit all programs, and shut down the computer.

For Homework:

9. Complete "**Reflection 2 - Intelligence, learning, personality"**
    a. Open MS-Word
    b. Type a response to the following:

> - Write a 200-word description of how your dominant intelligences, primary learning style and strongest personality type affect your studies, your relationships, your communication skills, and your career.

    c. Save the document to the "COL100" folder on your flash drive.
        - Name the file "**Reflection 2 – Intelligence, learning, personality**"
    d. Print the document
    e. Close the document
    f. Exit Word

10. Verify your file management – This is very important as you will need these files next lab to create your ePortfolio.
    a. Right-click on the Start button, open Windows Explorer.
    b. Open your flash drive
    c. You should see 2 files with the following names:
        - "**Reflection 1 – Educational Goals**", (Lab 1)
        - "**Reflection 2 – Intelligence, learning, personality**". (Lab 3)

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Grading Rubric – Lab #3:

	Possible Points	Points Earned
eportfolio 10 – eportfolio is live on the Web with 7 pages and a complete "welcome" page with introduction and picture of you. 9-1 – Missing or incomplete components 0 – Not attempted	A: 9,10 B: 8 C: 7 D: 6 F: 0-5	
Mercer Mail 10 – Sent email to instructor with subject and link from Mercer Mail account, subject line reads as indicated, link points to eporfolio. 9-1 – Email sent but missing or broken link, incorrect subject line. 0 – Message not sent to instructor from Mercer Mail account	A: 9,10 B: 8 C: 7 D: 6 F: 0-5	
Final grade	20	