



Dumfries and  
Galloway College

One step ahead

# managing your eportfolio with



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# about WordPress



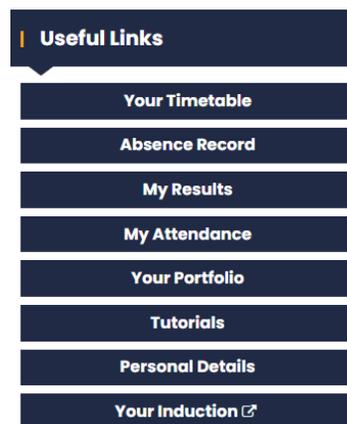
WordPress is a personal publishing system which is easy to use and fast. WordPress allows you to create your own web pages and blog entries. It is possible to upload documents, sound, video and pictures to your ePortfolio. You can choose to share your posts with everyone, your lecturer or keep them personal to yourself. You have a few themes to choose from which are designed to allow you to customize your portfolio. If you are unsure of the meaning of some terms in this manual, please see the glossary on page 10.

## your Homepage

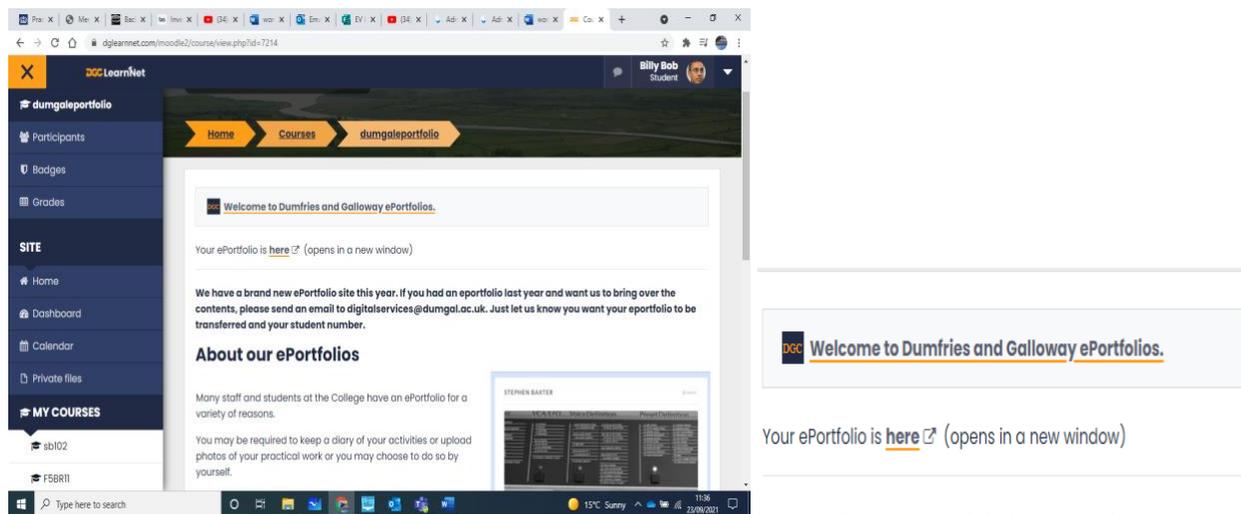
There are two ways to view your ePortfolio. You can type the web address into a browser window directly as <https://www.dgmymospace.dumgal.ac.uk/eportfolio/> followed by your **student ID number** so for example if your student id is 1234567 you would enter <https://www.dgmymospace.dumgal.ac.uk/eportfolio/1234567>

Note: to login you would need to add /wp-admin to the end of your portfolio address and use your student ID and college password to login e.g. <https://www.dgmymospace.dumgal.ac.uk/eportfolio/1234567/wp-admin>

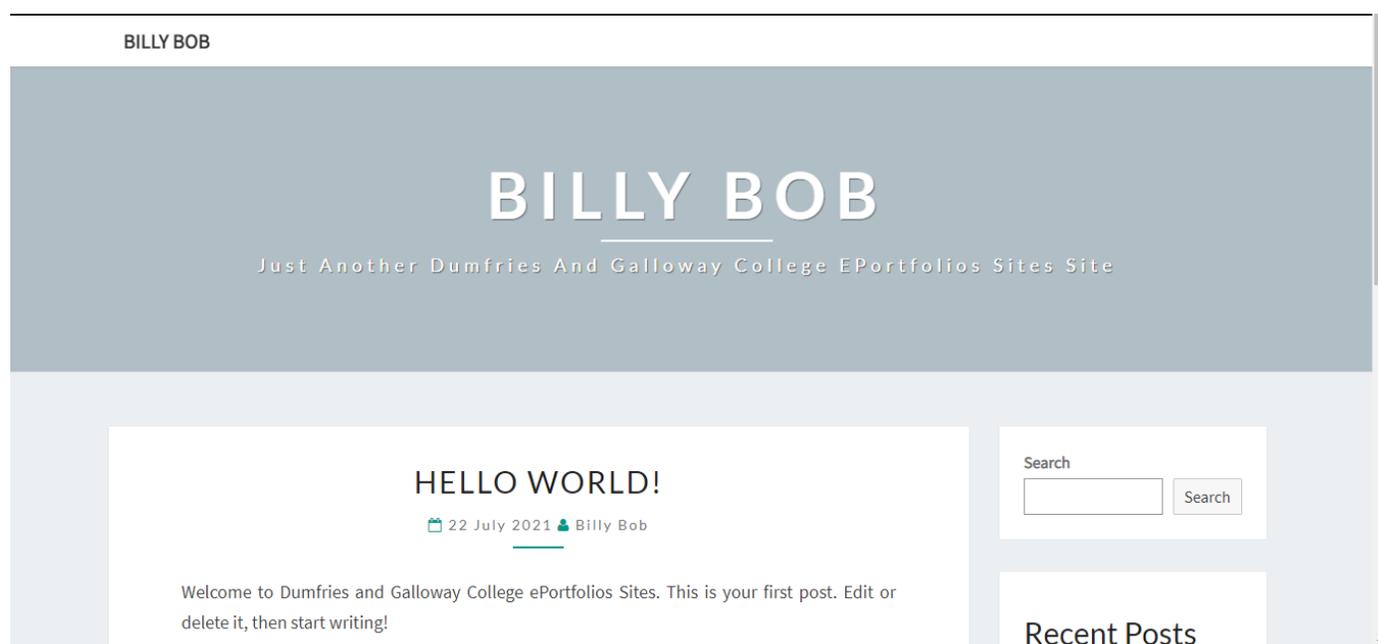
Alternatively, you can Login to LearnNet and click on the Your Portfolio button on the dashboard (right hand side on desktop, scroll down on mobile).



This section of LearnNet will provide you with a direct link to your ePortfolio. Click on the link provided to access it.



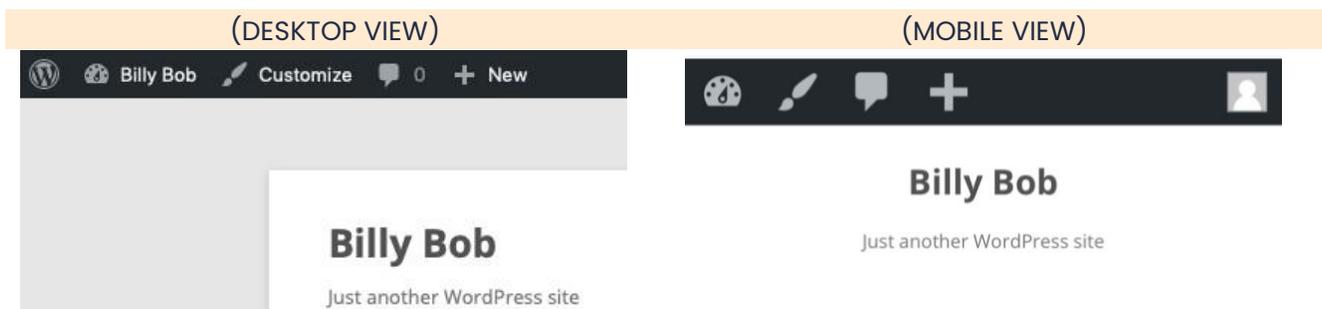
Once on your ePortfolio, you should see a screen like the one below (although you should see your own name or student number!). If you are using a mobile device, it will look simpler.



If you don't see this, check that you have typed the address and your student number correctly (and in lower case). If the page still won't work, tell your lecturer because it's possible that your ePortfolio hasn't been set up yet!

Later in this tutorial you will see how to start editing and posting your own information.

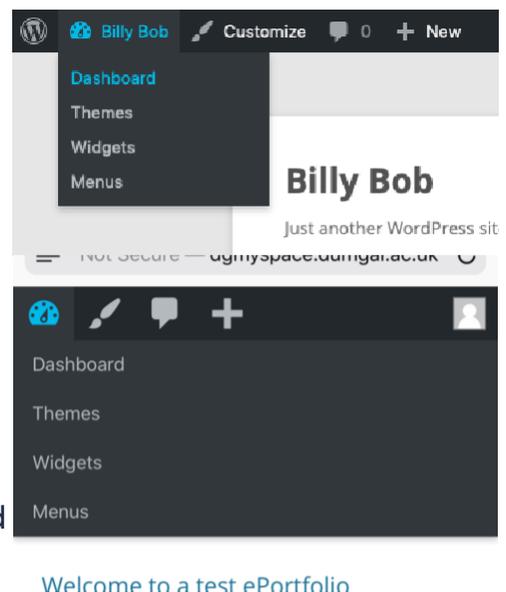
Once you have successfully logged in you will see a bar at the top of your ePortfolio like this one:



## the Dashboard

To access the dashboard (which is where you create and manage your ePortfolio) click the **site-admin** link in the meta menu in the side bar or hover over "Your Name" (top left) to reveal the admin menu.

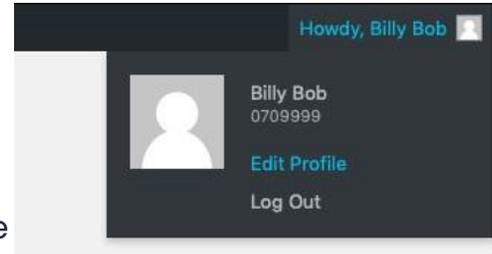
If you are on a mobile all you need to do is tap the dashboard icon (it looks a bit like the speed-o-meter on a car dashboard) to reveal the menu and click on "**Dashboard**"



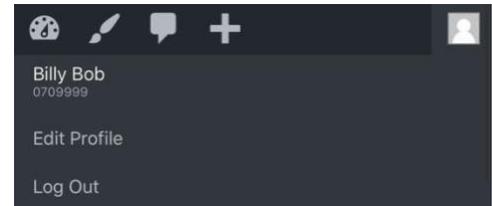
More Info: <https://ewp.guide/go/dashboard>

# Edit your Profile

First things first: you probably want to update your profile? The easiest way to do this is to hover over yourname on the far right of the top bar and click the **edit my profile** link at the top right of the page. You will be presented with your profile and personal options.



On Mobile tap the empty avatar picture to reveal the menu and tap on **“Edit Profile”**.



More Info: <https://ewp.guide/go/editing-your-profile>

## EDITOR OPTIONS

The options are mostly for entering information about yourself, changing editor options and your colour schemes.

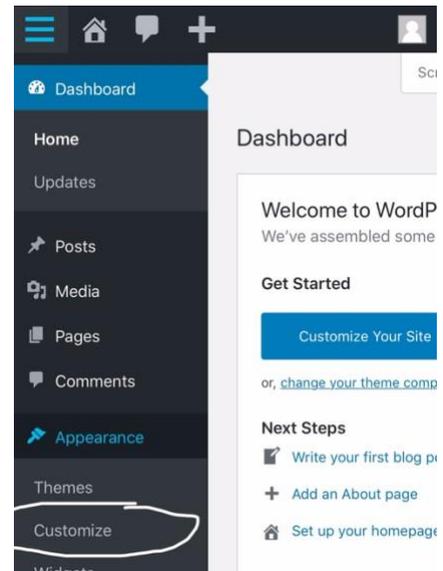
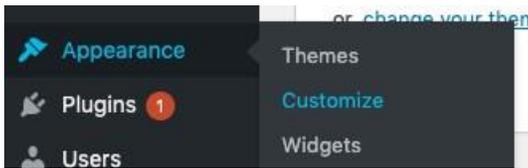
## CHANGING YOUR AVATAR

WordPress uses Gravatar for your avatar. The avatar that is displayed is called a Gravatar. A Gravatar is a Globally Recognized Avatar. To create a Gravatar, simply go to [gravatar.com](https://gravatar.com) and sign up. To use your Gravatar within WordPress, simply use the same email address in your Profile that you've configured within the Gravatar site and it will automatically display

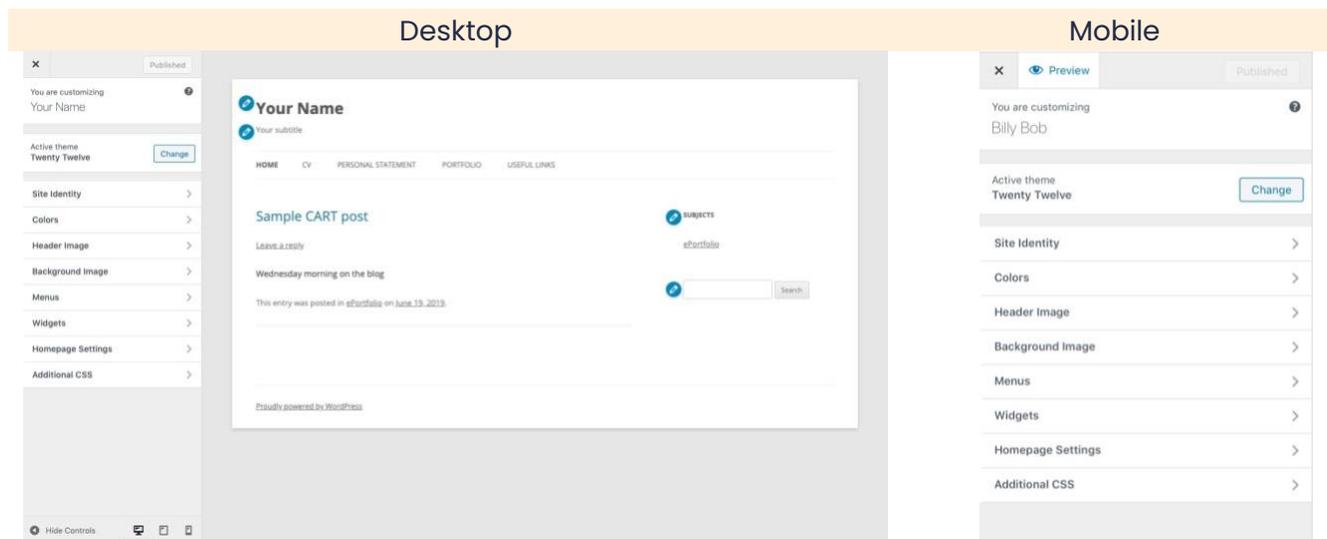
# Customizer

## EDITING YOUR SITE TITLE

By default, the Site Title will be set to **“Your Name”** you will want to change this. To do this hover over **“Appearance”** then click on **“Customize”**



On Mobile tap the hamburger menu (looks like 3 stacked horizontal lines) to reveal the admin menu then tap on **“Appearance”** to reveal the appearance menu and tap on **“Customize”**. This area will allow you to customize the theme installed on your ePortfolio and will look like below:

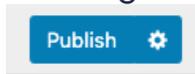
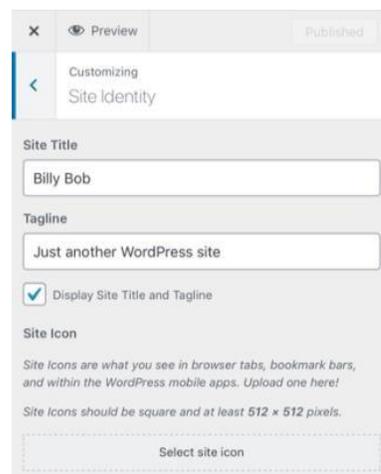


Click on **“Site Identity”** to change the title of your ePortfolio. Enter your name or the title of your ePortfolio into the field labelled **“Site Title”**. You can also enter in a short one-line description of your ePortfolio in the field labelled **“Tagline”**.

There is also an optional field to add a .ico icon to act as your ePortfolio icon. This appears in the tab in your browser. You can create one for free using

<https://favicon.io/>

Once you have finished making your changes the **“Publish”** button will change to blue and can be clicked. Click the button to save your changes.



## MORE OPTIONS

There are many more options available in Customizer. You can find out about each option here: <https://ewp.guide/go/customizing-your-site>

# Posts and Pages

## WHAT IS THE DIFFERENCE?

There is an important difference between **pages** and **posts** (posts appear under the categories heading). Pages are filled with fixed information; a good example would be your Curriculum Vitae (CV from now on). Although your CV changes, the CV page is always present, and you edit it when you need to add something new. Posts on the other hand happen at a given time. If you are familiar with **blogging**, posts are like blog entries. If you are not sure about blogging, blogs can best be described as diaries which display the latest entry first. They are a good way to build up evidence of your activities for an ePortfolio.

### Example **POSTs**:

1. *You apply for a job at a local company and get an interview. You could write a post about your experiences and file it under 'career opportunities', whether you get the job or not the work you have done to get the interview is important.*
2. *You are training to take part in a sporting event. You can write a post about your experiences and file under 'improving my skills'.*

### Example **PAGEs**:

1. *Your CV: If you wish to note your new job title and all of your responsibilities, the best place to do this would be your CV. Simply edit your CV when you have something to add.*
2. *My Qualifications: It makes sense to summarise all of your qualifications on one page. If you get more qualifications, add them to this page.*

## Making a New Page

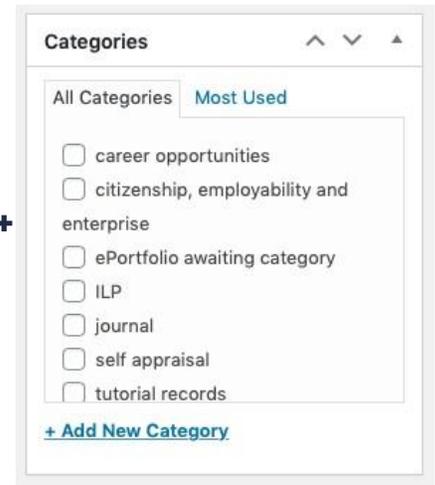
Pages are the basic requirements for your ePortfolio and can easily be edited by clicking on "Pages" in the menu and then clicking on the title of the page you want to edit. You can easily add new pages when you need them. You can call the pages anything you like. To make a new page hover on the new link on your dashboard then click the page link or visit the pages area in the dashboard and click the Add New button. You will find there are a few ways of achieving things so just use whatever method suits you best.

#### NOTE:

You can use a password protected page on your site for (optionally) storing anything personal. You can choose what password you set it as.

## MAKING A NEW POST

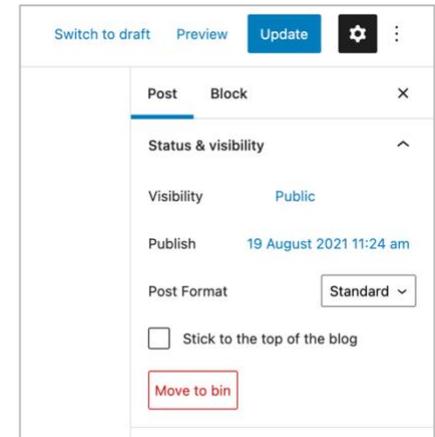
Making a new post is very similar to making a new page. When you create a post, you should try your best to choose a category for the post by clicking the checkbox next to that category. You can add new ones by clicking “+ Add New Category”



### Publish Settings

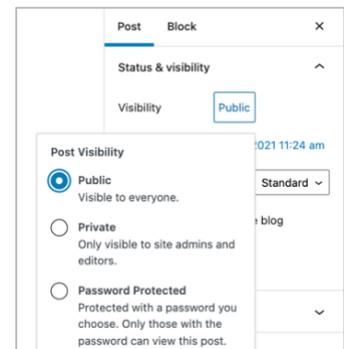
Posts are public unless saved as a draft, private or set as password protected.

By default every post will default to Publish after you click the blue “**Publish**” button.

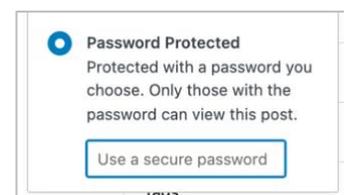


If you aren't ready to publish a post or page you can click the “Switch to draft” link (top right, to the left of the update button). This will save the post or page as a draft version that is only visible to yourself.

If you want to keep a post private (so it's only visible to yourself), Open the settings tab in your editor and click the Post tab. Then open the “Status and Visibility” section. Click the blue link next to “Visibility” this will give you more options to choose for. Set this to Private then click the blue “**Update**” button to save.



If you want to share a post only with your lecturer, then you will need to change it to “**Password Protected**” and set a password. Go to the “**Status and Visibility**” section and change it to “Password Protected” a small field will appear where you can input a password for that post. Save the post then share your post's password with your lecturer so they can access it.



Existing posts can be edited by clicking on “**posts**” and then clicking on the title of the post you want to edit.

## USING THE POST / PAGE EDITOR

You can find out more about the editors and how to use them here:



Block Editor: <https://ewp.guide/go/be/block-editor>

## NOTES ABOUT FILES AND SIZES

Although WordPress will resize images when you upload them, you don't want to be uploading huge files as they can be slow to upload and load if you are on a slow internet connection. You also want to make sure they are using the right file type for the web.

**Supported Image File Types** are as follows:

- .jpg (sometimes also appear as .jpeg)
- .gif
- .png

For the most part you will want to save your file as a jpg. However, if you need transparency you might want to use a png file instead.

Size wise while WordPress will resize your photos for you it's best not to upload huge high-resolution images because it will take a long time to upload and load on your website, it may even be too big to be uploaded. You can resize your images before upload if you need to. It can also be worth running it through a compressor to optimize it for the web.

We've included some tools to help you:

- Online Image Resize : <https://www.photopea.com/>
- Image Compressor: <https://shortpixel.com/online-image-compression>

If you are on a mobile there is a free app called “Image Size” that can help you with resizing.

**Supported Video File Types** are as follows:

- .mp4, .m4v (MPEG-4)
- .mov (QuickTime)
- .wmv (Windows Media Video)
- .avi
- .mpg
- .ogv (Ogg)
- .3gp (3GPP)
- .3g2 (3GPP2)

We do encourage you to upload videos onto services like YouTube or Vimeo where possible. However, don't use copyrighted music on these services as this could get you banned.

### **Other Supported Files**

To see the full list of supported files visit:



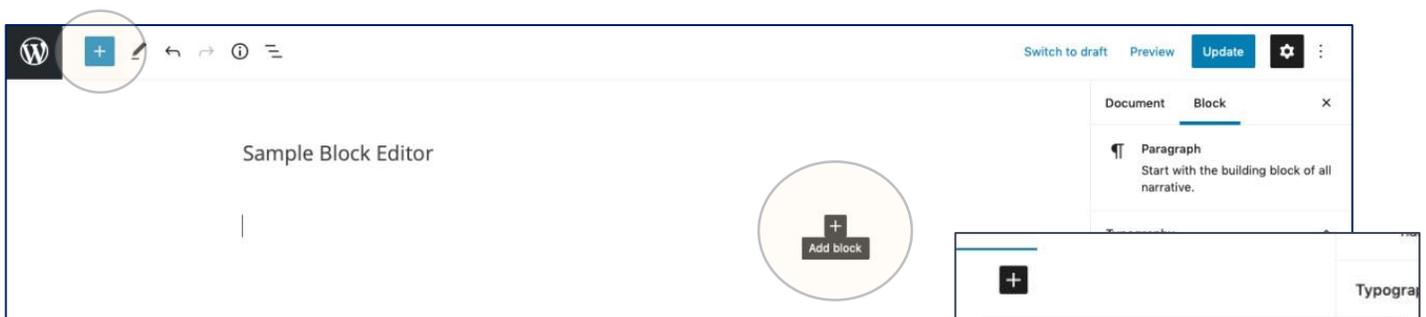
[https://codex.wordpress.org/Uploading\\_Files](https://codex.wordpress.org/Uploading_Files)

# Block Editor

## ADDING AN IMAGE

There is more than one way to add an image in the new Block Editor so we will only show you the simplest method here.

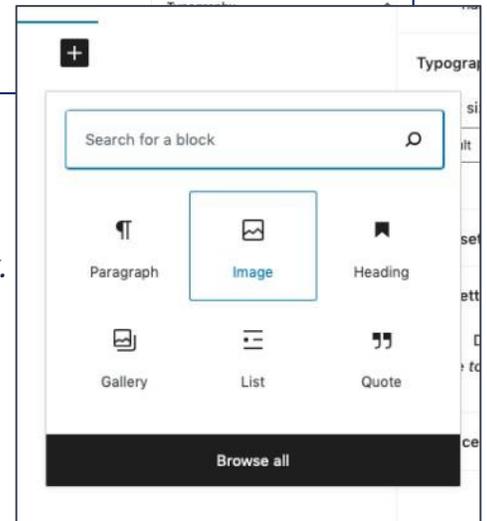
First click either the blue “+” button (top left) or the black “+” button in the editor (this should say “Add Block” when you hover over it).



When clicked this will show a range of the commonly used blocks including “Image”. You can search for a block by typing a keyword in the search field. You can also Browse all Blocks to see all the options. Click on the “Image” block.

The Paragraph Block will now convert to an Image Block where you have the option to upload an image, choose from an existing image or insert from a URL.

There are a number of options in the toolbar at the top of the image block. You can choose to transform it into a different kind of block. Add a default style to the block (rounded or square).

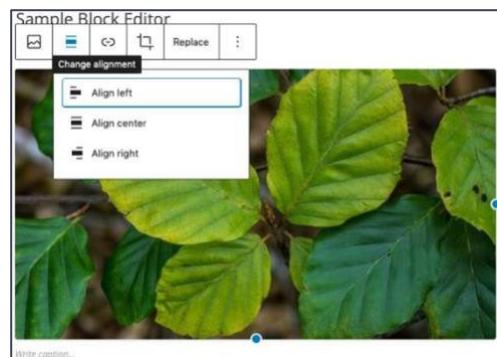


You can change the alignment of the image.

To change the image to a lightbox image you can link it to the media file by clicking the chain link icon.

You can also crop or replace the image.

To resize the image, you can drag the blue dots to the right and bottom of the image.



On the far-right sidebar, you will also see the options to add “Alt text” which is used by screen readers and change the image size.

Just below the image a field for adding a caption has been added along with some basic styling options including “bold”, “italic” and link. You can type directly into this field.

**For more information** visit:



<https://ewp.guide/go/be/image-block>

Other Blocks Include:



Cover Block: <https://ewp.guide/go/be/cover-block>



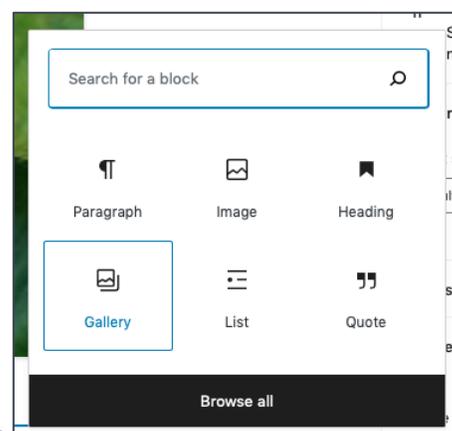
Media & Text Block: <https://ewp.guide/go/be/media-text-block>

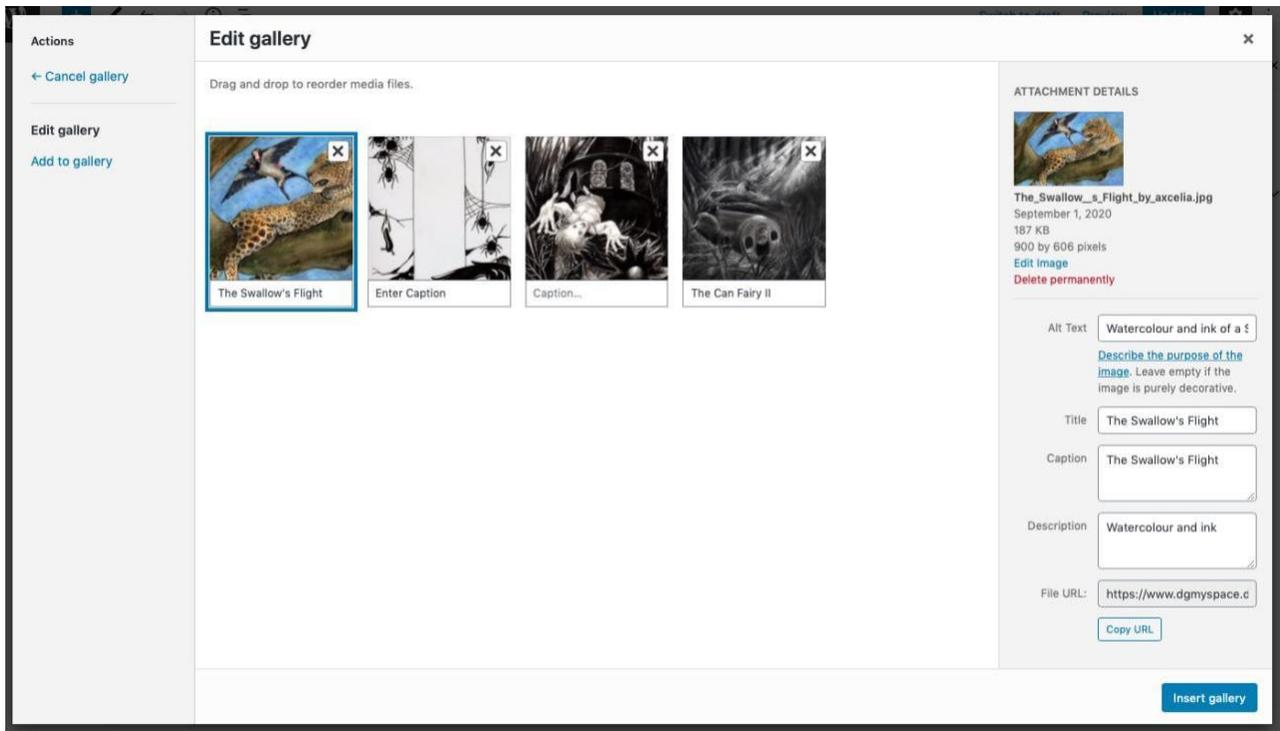
## ADDING A GALLERY

Adding a gallery of images is very similar to how you add a single image. Instead of selecting the “Image” block however you should look for a select the “Gallery” block.

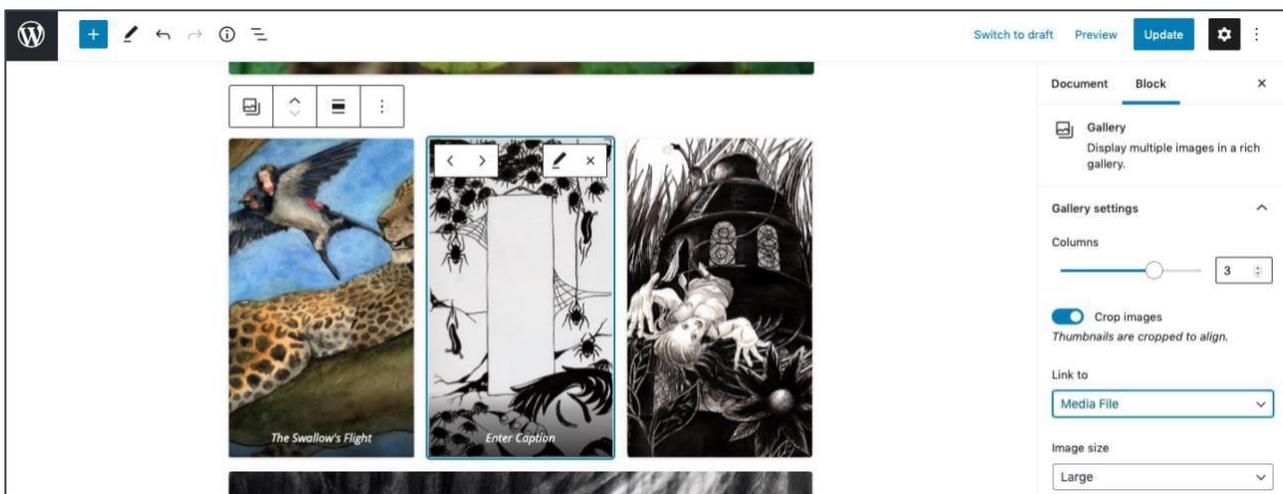
Like the image block you can upload or choose from existing images to add to your gallery.

You can then enter in captions and drag your images into the correct order before clicking “Insert Gallery” to add to your block.





Once added you will find you can edit captions directly on the images as well as edit the options in the block options in the sidebar to the right. This allows you to change the number of columns, allow thumbnail cropping and link them to the “Media File” (this means they will open in the lightbox.)



### For More Information:

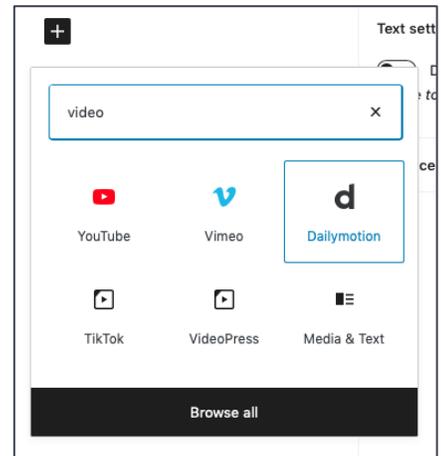


<https://ewp.guide/go/be/gallery-block>

## ADDING A VIDEO

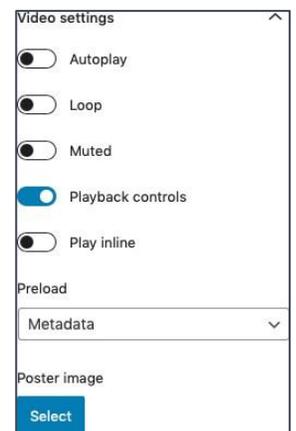
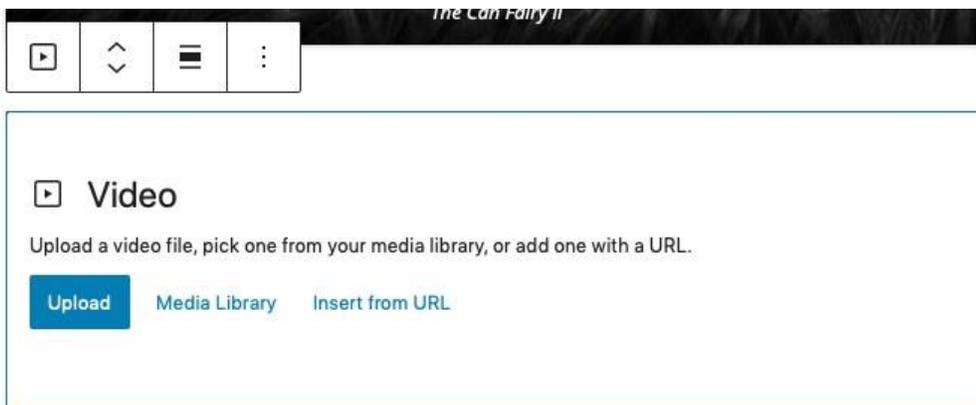
To add a video from YouTube or Vimeo click “Add Block” and search for “Video” this will show you a number of options. Click “**YouTube**”.

Paste your YouTube URL that you got from the Share button on your YouTube video and click “**Embed**”



The embedded video will now appear in your editor along with an option to add a caption.

To upload your own video to your ePortfolio you should choose the Video Block. Once uploaded you will also have a number of control settings to choose from in the block settings sidebar to the right.



## For more Information visit:



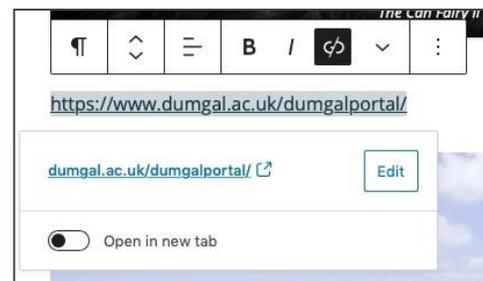
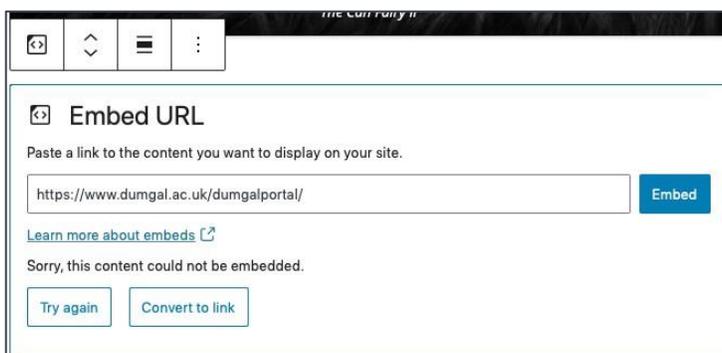
Embeds - <https://ewp.guide/go/be/embeds>

Video Block - <https://ewp.guide/go/be/video-block> Audio Block - <https://ewp.guide/go/be/audio-block>

## ADDING A LINK

Adding a link in the block editor is really simple. Just paste the URL into an empty paragraph block and it will change into the relevant block. If it's unable to embed it just click the button marked "Convert to link".

To edit the settings, click once on the link then click "Edit" to change the link text. You can also force it to open in a new tab by clicking on the "Open in New tab" toggle.



## For More Information :

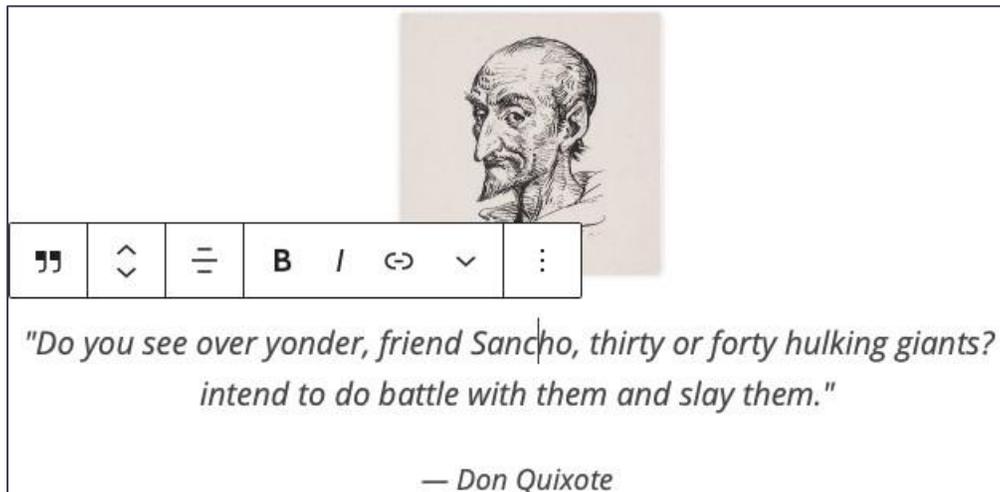


Paragraph Block : <https://ewp.guide/go/be/paragraph-block>

Embeds - <https://ewp.guide/go/be/embeds>

## ADDING A QUOTATION

There are a number of different quotation blocks you can use in the block editor. Just search for "Quote" and have a play with the settings on each (Pullquote is probably the simplest of all of them). All three options have a field for adding the citations below the quote.



### For More Information :



Pullquote Block : <https://ewp.guide/go/be/pullquote-block> Quote Block : <https://ewp.guide/go/be/quote-block>



Verse Block : <https://ewp.guide/go/be/verse-block>

## note about Accessibility

It is good practice to make your content accessible for users with disabilities. This can include a wide range of disabilities including dyslexia, visual impairments, hearing difficulties and muscle weakness. There are some simple things you can do to make your content accessible.

These include:

- Always adding alt tags to your images that describe your image
- Adding Captions to your images and videos
- Adding Transcripts to your Videos and audio files (YouTube can automatically transcribe your videos – although it can be worth going through and double checking them)
- Add titles to your links.
- Keep a good contrast between your text and your text background.

If you are interested in learning more about this visit:



<https://www.w3.org/WAI/perspective-videos/>

## Lightbox Plugin

Your ePortfolio should have the Simple Lightbox Plugin installed.

If this is not working, go to the plugins section in the admin area. This will show you a list of plugins. Look for the “Simple Lightbox Plugin” and check it is activated.



If it is not appearing as above, click the link “Activate” to activate.

If it is activated and still not working check that you have set your images to be linked to the “Media File” this must be set for the lightbox functionality to work.

If the plugin is missing or the lightbox functionality is not working let your tutor know as there may be an issue that needs to be looked at further.

## when you leave College

When you leave College, you need not lose the work you have done on your ePortfolio. Ask your personal tutor to get an 'export' of your ePortfolio. You will receive a WordPress XML file which you can use to import into your new WordPress host. If you need help with this instructions on what to do can be provided:

## Updates

Updates are managed by Dumfries and Galloway College so you do not need to worry about this .

# Image Resources / help with WordPress

Rather than present you with vast amounts of information about how to use your ePortfolio we instead direct your attention to the following resources which will provide you with as much or as little help as you may need to manage your ePortfolio.

## WORDPRESS RESOURCES

There is a free online guide to using WordPress, which is kept up to date, available here: <https://easywpguide.com/wordpress-manual/> you can also download it as a PDF.

- Overview of WordPress 5 (YouTube Video)  
<https://www.youtube.com/watch?v=jmqu4HC3zmo>
- Wordpress.org have their own tutorial pages.  
[https://codex.wordpress.org/Main\\_Page](https://codex.wordpress.org/Main_Page)
- and a forum to help you <https://wordpress.org/support/>

## ONLINE IMAGE GENERATORS / RESOURCES

- Favicon Generator : <https://favicon.io/>
- Online Image Resizer : <https://www.photopea.com/>
  - Click File -> Open -> select your file
  - Go to Image -> Image Size to resize.
  - Click File ->Export As -> JPG (or PNG)
- Image Compressor: <https://shortpixel.com/online-image-compression>

There are also Image Resize Apps available for your mobile device.



Apple App Store : [Image Size](#) Google Play Store : [Image Size](#)

If you require any further information, please get in touch with your tutor.

# Glossary

- WordPress:** WordPress is the blogging software we use to create student ePortfolios. Find out more about WordPress at <https://wordpress.org/>
- EPortfolio:** Your ePortfolio can be thought of as a web page which stores a diary of your achievements.
- Blog:** A blog is a set of articles written by someone to tell others what they are doing, how they feel or to comment on a subject.
- Theme:** A theme in your ePortfolio is a set of styles to help you personalise how your site looks.
- Dashboard:** The Dashboard in WordPress is where you manage all of your pages, posts and media files.
- UAM:** User Access Management.  
This is a plugin we use to allow you to restrict who can see your entries (you, your lecturer or everyone).