

Guidelines for Developing A College of Education e-portfolio Web Site

Step I: Download the e-portfolio Template

This step downloads to your computer the template for the Kansas State College of Education e-portfolio.

- Go to the following web site and download the compressed folder.
<http://www.k-state.edu/musiceducation/portfolio.zip>

If you are using a Macintosh, the computer will download and automatically "unstuff" the file (it is a compressed file that needs to be expanded). This process creates a file titled portfolio.zip and expands it to create a folder titled portfolio which contains many files. These will now appear on the Desktop.

If you are a Windows user, you will find a window behind the Netscape window allowing you to save the downloaded files to disk. Save these as portfolio.

If the compressed folder does not uncompress, you may need to actively unstuff the downloaded file to create the folder portfolio. Double click on the downloaded file (portfolio.zip), OR drag and drop the file into the Stuffit Expander or Aladdin Expander icon. If you are using a computer that does not have one of these programs, you will need to download Aladdin Expander to unstuff the file. This option is available on the KSU InfoTech web page (<http://www.k-state.edu/infotech/hardware-software/>). It is a FREE download.

****If you are working on a computer that is not your own, SAVE the portfolio folder to your personal flash drive and delete the folder on the desktop. Use the folder on your flash drive from this point on.**

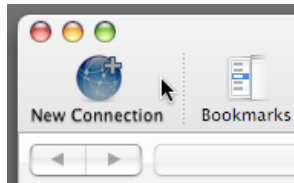
Place the folder in your "sites" folder. This is found by clicking on the little house in the finder. (PC users should create a folder for "sites" if you do not have one)

Step II: Publishing Your Portfolio Folder :

On a Mac – use Cyberduck

1. Start the program Cyberduck: If you do not have this program, go to:
http://www.apple.com/downloads/macosx/internet_utilities/cyberduck.html
Download it to your computer.

2. Click the New Connection toolbar button or File → New Connection. If you want to open a connection in a new browser window, choose File → New Browser first.



3. Complete the dialog box as indicated below:

Change: FTP to SFTP (SSH Secure File Transfer)

Server: unix.ksu.edu

Port: 22

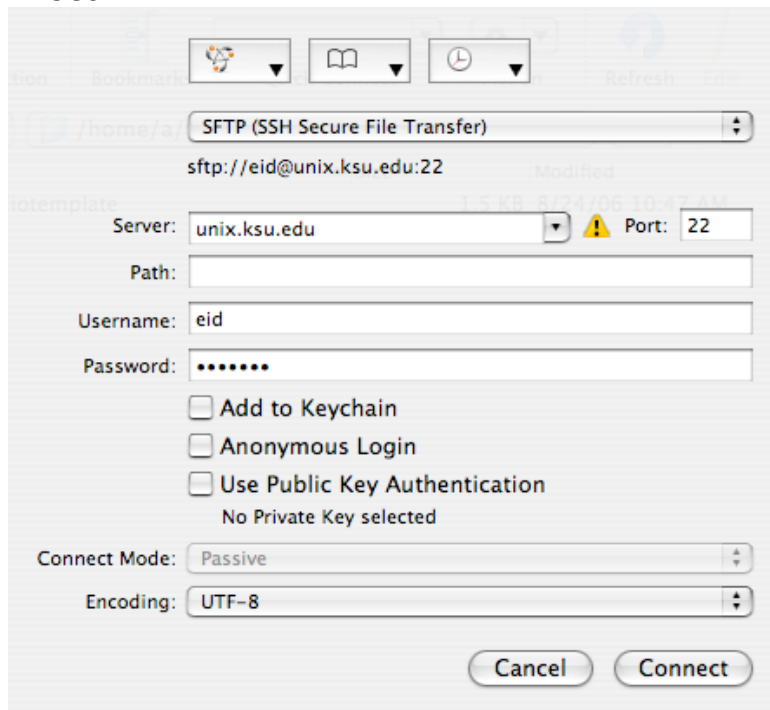
Username: your eid

Password: your password

Do not check "Add to keychain" unless this is your computer

Leave other boxes blank

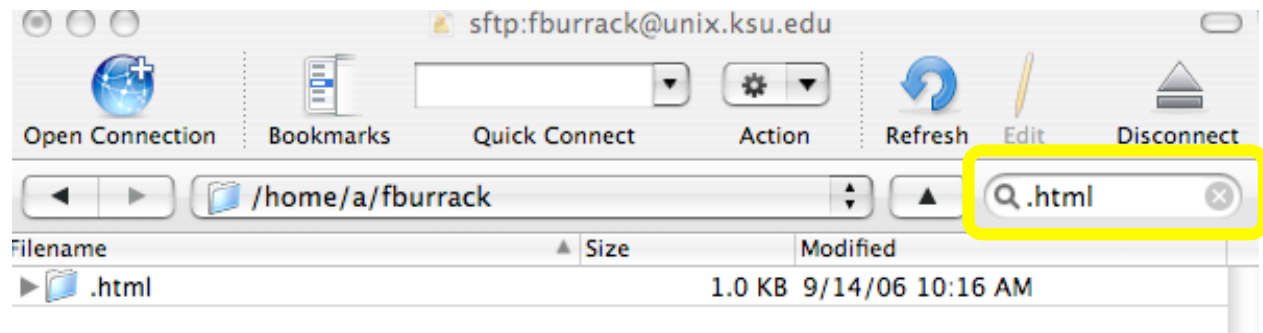
Then push "**Connect**"



If the following window comes up, click "allow". You can click "always" and then you will not see this window again.



Type .html in the control window that is shown in the yellow square below. Then double click on the .html folder to open your web space.

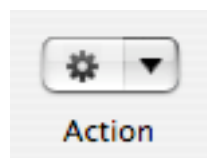


If your space does not have a .html folder: go to file, select “new folder”, type “.html” as file name, click “create”. After the .html folder is created, you need to give this folder the appropriate permissions so the contents can be publicly read on the web. Select the .html folder, while holding down the control key on your keyboard “ctrl” and click the mouse. A small window will appear, select “info”. Another window will open and only the following boxes should be checked:

Owner Read Write Execute
Group Read Execute

Then click “apply”.

After this is completed, pull down menu “Action” pull-down button and select “upload”



- Navigate to your local disk/folder that contains the folder of your e-portfolio (titled “portfolio”). Click “upload”.
- The folder will be transferred to your site.

If you are on a PC, you can use WinSCP. You can download this “free” from <http://www.k-state.edu/infotech/helpdesk/win32dl.html>. The host name and other information should be the same as above.

1. Start the program WinSCP.
2. Click on “Stored sessions” link in left panel. Complete the dialog box as indicated below:

Host name: unix.ksu.edu
Port: 22
Username: your eid
Password: your password
Click SFTP (allow SCP fallback)

Then push “**Login**”. In next window, click “**yes**”.

The frame that appears at the left is local files on your computer. The right frame is the remote files on the server.

If your remote space does not have a .html folder: Right click in the remote frame and a small window will open. Go to new directory. In the “Create Folder” window that appears, type .html. Click on “more”. In this new window to set the permissions. The following must be checked:

Owner	<input checked="" type="checkbox"/> R	<input checked="" type="checkbox"/> W	<input checked="" type="checkbox"/> X	
Group	<input checked="" type="checkbox"/> R		<input checked="" type="checkbox"/> X	<input checked="" type="checkbox"/> Set GID
Others	<input checked="" type="checkbox"/> R		<input checked="" type="checkbox"/> X	

Then click “OK”.

Double click on the .html folder to open this folder.

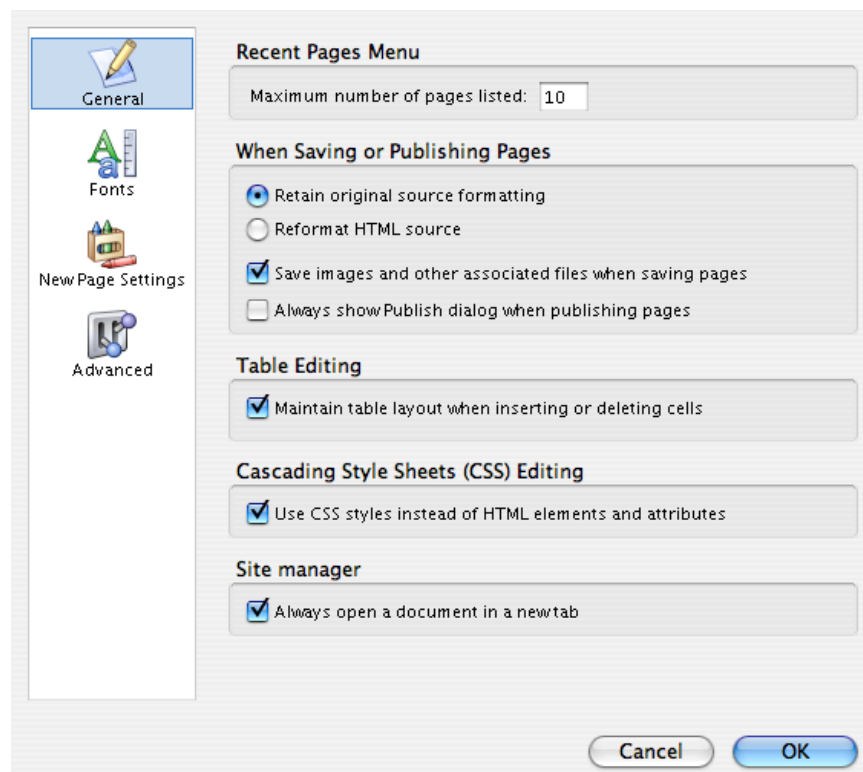
- Drag the folder titled “portfolio” from the local frame to the remote frame.
- On the copy window, click “copy”.

Step III. Edit the e-portfolio Template

You may use NVu which is a free program and cross platform, or your own software such as FrontPage or Dreamweaver.

This step helps you begin the process of personalizing your e-portfolio.

- Open NVu. (If you do not have a copy, download at: <http://www.nvu.com/download.php>)
- **IMPORTANT: click on the preferences and make certain that the section “When Saving or Publishing Pages” has selected “Retain original Source Formatting”.** If not, change the selection to this and click OK.



- Click on the ‘Open’ button at the top of the screen
- Find your portfolio folder, open it. Then click on the file index.htm to access what will become the home page of your personal e-portfolio.

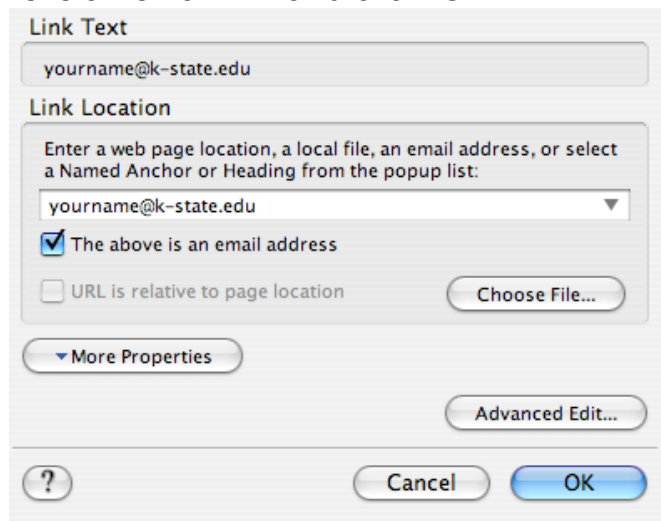
The web browser window should now show the e-portfolio home page titled *Professional Portfolio*. You may now begin the process of editing your e-portfolio:

Changing the "Student Name"

- Highlight Student Name (*by double clicking or dragging the cursor*) and replace it by typing in your name.
- **Save** this edited page (it updates the index.htm file in your portfolio folder).
***Remember to **Save** your work often.*

Changing the Email Address & Link

- Highlight the email address (**student@k-state.edu**) and **replace** it by typing in your email address. Then highlight your email address and click on the **Link** tool (the chain links) in the top menu bar. In the small window, type your email address in the box titled 'Link Location', then check the box indicating that this is an email link and click 'OK':



The screenshot shows a 'Link' dialog box with the following elements:

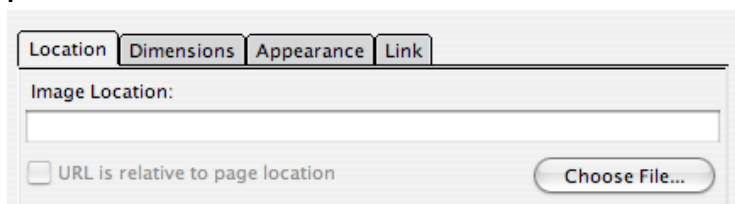
- Link Text:** A text input field containing 'yourname@k-state.edu'.
- Link Location:** A dropdown menu containing 'yourname@k-state.edu'.
- Instructions:** 'Enter a web page location, a local file, an email address, or select a Named Anchor or Heading from the popup list:'
- Checkboxes:**
 - The above is an email address
 - URL is relative to page location
- Buttons:** 'Choose File...', 'More Properties', 'Advanced Edit...', 'Cancel', and 'OK'.

- **Save** this edited page (it will update the index.htm file in your portfolio folder).

Adding Your Picture

You must first save a digital picture to your image folder that is in the portfolio folder (through scanning or digital photo).

Then **double click** on the empty picture. A box will come up with a square titled 'Image Location'.



The screenshot shows an 'Image' dialog box with the following elements:

- Tabs:** 'Location', 'Dimensions', 'Appearance', and 'Link'.
- Image Location:** An empty text input field.
- Checkboxes:**
 - URL is relative to page location
- Buttons:** 'Choose File...'.

Click **Choose File** and locate it the photo in your image folder of the portfolio folder, and **click** 'OK'. Your picture should appear but you might have to resize it so it looks appropriate. Delete the red words on the page, then **Save** the file.

Editing the Philosophy page:

1. Open the philosophy.htm page from the portfolio folder on your disk.
2. Replace the paragraph description and the red sentence with your philosophy (from your word processing document) over. You will most likely need to do some additional formatting.
3. Save your revised webpage to your disk.

Editing the Transcripts page:

1. Open the transcript.htm page from the portfolio folder on your disk.
2. Select "YOUR NAME" and replace this with your name.
3. Replacing the red sentence you can either:
 - a. Go to **KATS**, select **DARS**, type in your 'id number', click **List of K-State Courses Taken**, select and copy the information, then paste your classes and grades into the web-page;
or
 - b. scan your transcript into a jpg file and save it in your image folder. Then click on the image button at the top of the NVu page and select this image to be place on this page;
or
 - c. scan and save your transcript as a pdf file to your portfolio folder. Type the following sentence on the transcript.htm page "**Click here to access a pdf file of the transcripts**". Select this sentence and click on the chain link icon at the top of the page. A window will open with the Link Location box. Use the "Choose File" button to create the link to the pdf file from inside of the portfolio folder. Click "OK".
4. Save the edited transcript page to your disk.

Editing Entries: 2, 3, 4, 5, & 6 (*nothing needs to be added to entry3.htm, only the entry3part_.htm pages*)

1. Open the page that you wish to edit from the portfolio folder on your disk.
2. Type in the appropriate response to each question or information category. (*delete the instructions when you have completed the page*)
 - a. For entry 5 you will link your lesson plans, teacher observation rubrics, and your reflections to each of the appropriate captions. For items created in Word, 'save as web page' into your portfolio folder and link the appropriate caption to the web-page that you created. If you have a document that can

not save as a web-page, you can scan it into a pdf file and attach this via the link tool.

3. Save your revised webpage to your disk.

Linking a Power Point Presentation to the ePortfolio

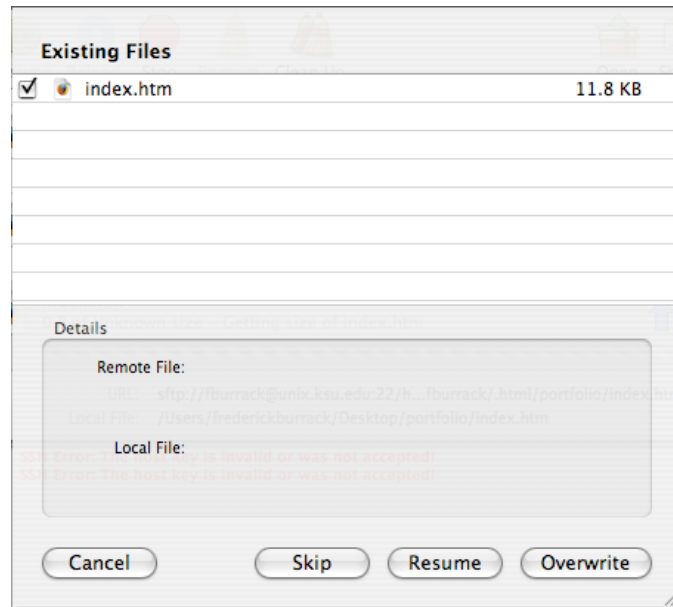
1. Open your power point presentation.
2. Choose the File menu and "Save as HTML" into your portfolio folder.
3. Powerpoint will lead you through the process. If you simply choose all the defaults, it will work.
4. Link the Powerpoint the same way other documents have been linked.

Step IV . Publishing your e-portfolio to Your Site

This step publishes the personal e-portfolio you have to the Internet so others can view it. Your instructor will evaluate the completed assignment by accessing it on the web.

Publishing Files Using Cyberduck

- Open Cyberduck as describe above.
- Have your .html folder is open and your finder window of your portfolio.
- Select the pages that you have changed and saved from the portfolio window on your desktop (you must save your work before you publish a page) and drag these pages into the Cyberduck window. You may use the command tool (open apple) to select various files, or the shift to select all files in a sequence.
- As they upload, a window will come up. Click 'Overwrite'.



You must publish your page to the web before you can view it with revisions. PC users using WinSPC use a similar action. The portfolio contents will be in the left window to be dragged to the web in the right window.

Step V. View Your ePortfolio Web Site on The WWW

You may now view your e-portfolio site on the WWW by accessing the following URL on a web browser: <http://www-personal.ksu.edu/~eid/portfolio>

{when it says 'eid', it means your eid, not the letters eid}