The Digital Portfolio: Instructions!

**Step 1: Logging in to Weebly**

1. Go to <students.weebly.com> (no www.) (hint: press ctrl + click to open that blue link)
2. Log in using the following information:
	* Username: same as Novell login (that you use to log on to the computer) + dp
	* Password: Naci2017
3. Change your password by clicking on Account Settings > Change my password
	* Remember: the best passwords have at least 1 capital letter, at least 1 number, and are random or nonsensical in nature!

**Step 2: Know How This is Going to Work**

* **Your portfolio will be password protected** so strangers cannot view your content. Only Ms. Hammond and your classmates will be able to access your website, since each site will have the following **Password: Naci2017**
* The best way to learn how to use new technology is to jump in and experiment. As you do so, I encourage you to follow the “3 Before Me” rule when you are struggling:
	1. Ask the person to your left
	2. Ask the person to your right
	3. Ask Google or the Weebly Help Page
	4. As Ms. Hammond

**Step 3: Create Your Digital Portfolio**

1. Use [Charlotte’s](http://charlotterdp2016.weebly.com/) or [Jeasela’s](http://jeaselagdp2016.weebly.com/) site, from last year’s class, (you will find links to these sites on the class website) as an example upon which to base your work (the password for each of these sites is **naci2016**).
2. Remember to keep the 5 Communication Variables (central idea, audience, purpose, form and context) in mind as you put together your website!
3. The steps below will guide you towards creating your very own digital portfolio with Weebly. I hope you enjoy the process, and that you add personality to make it your own!
	1. **Choose your website name.** It should be as follows: loginnamedp2017.weebly.com. Example: hambridp2017.weebly.com
	2. Begin creating your website by **choosing your design template**. You may customize your website design (colours, fonts, etc.) by clicking on the "Design" button at the top of your Weebly site.
		* [Click here to watch a 2-minute video](https://www.youtube.com/watch?v=CXFZ-0HHO1I)!
	3. **Next, change the title of your blog** (the text at the top of the page) to “InsertNameHere’s Digital Pictures & Desktop Publishing Porfolio.”
	4. **Create 3 new standard pages** (in addition to your Home Page) called “Photography,” “Photoshop,” and “Desktop Publishing” by clicking on the blue "Pages" button at the top of your Weebly site, then the plus sign.
		* [Click here to watch a 2-minute video](https://hc.weebly.com/hc/en-us/articles/201505656-Create-Pages-and-Navigation)!
	5. **Construct your "Home" page.** Create three columns - "Coming Events," "A Little About Me," and three images of you that you feel really reflect who you are. To do this, click on the blue “Build” button at the top of your page. Click and drag "title," "text," and "image" elements onto your page. Follow the "homepage layout template" below. Drag the elements above/below/beside other elements to automatically change the layout, and hover over and drag the dividers to increase or decrease the width of the columns!
		* [Click here to watch a 2-minute video!](https://www.youtube.com/watch?v=CXFZ-0HHO1I)
	6. **Fill in the Blanks.** List some important upcoming events in your life in the "Coming Events" column. In the “A Little About Me” column, create your "condensed autobiography" by copying and pasting the template below (note: you need only follow this template loosely. If you want to add things, or make changes, feel free!). To do this, simply click inside of a Title or Text element, and start typing. You can change the font color, style and justification using the pop-up menu that appears! Use the “image” element to add 3 images you feel represent who you are.



CONDENSED AUTOBIOGRAPHY TEMPLATE:
My first name is **[insert name]**, but my friends call me **[insert nickname]**. My hometown is **[insert hometown]**and/but I've lived in Neepawa, which is **[insert fun fact about Neepawa]**for **[insert # of years]**years. **[Insert description about what it was like growing up]**. Right now, my family consists of **[insert family members here, including pets]**. **[Insert description of your family here]**.

In my spare time I **[insert interests, hobbies, athletics, collections, etc. here]**. Some of my favourite things are **[insert favourite things - ex. subjects, foods, books, tv shows, people, colours, YouTube channels, games, animals, etc.]**. Bottom line, what you really need to know about me is **[insert what Ms. Hammond REALLY needs to know about you, since she has to hang out with you for 10 months]**.

I look forward to getting to **[insert something you look forward to doing/learning in this class]**. I am **[insert digital pictures/computer skill level here]** when it comes to ICT, but **[insert how you really feel about learning digital pictures/computer skill here]**.