

# Your Wordpress ePortfolio structure

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Your teacher web address:

<http://bbysec.com/eport/teacherlastnamefirstinitial/wp-admin>

ID: lastnamefirstinitial

PW:

Click **Log In**

Username

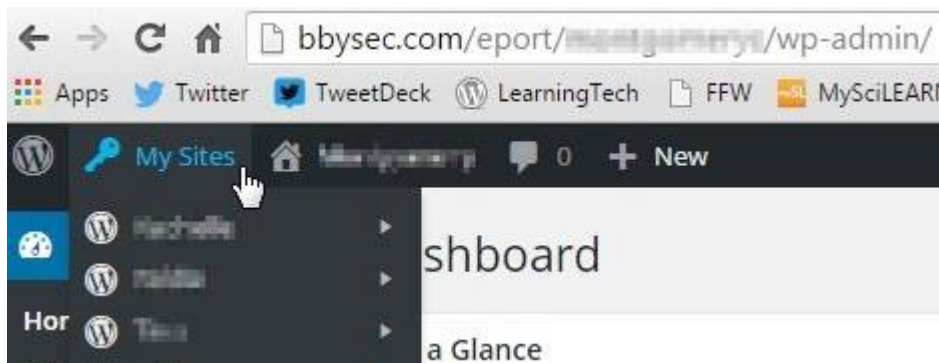
Password

Visible only to registered users of this site

Remember Me

You will be in the **DASHBOARD**.

At the top toolbar, hover your mouse over **MY SITES**.



You should see a dropdown of all your students.

The right hand arrow next to their name will open a popup that shows their DASHBOARD, MANAGE COMMENTS...

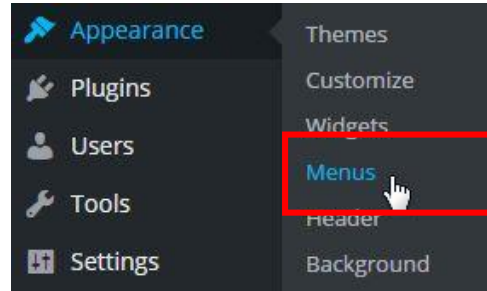
(Note: this is the best way to gain access to your student eportfolios.)

## Set Up Student Access Link:

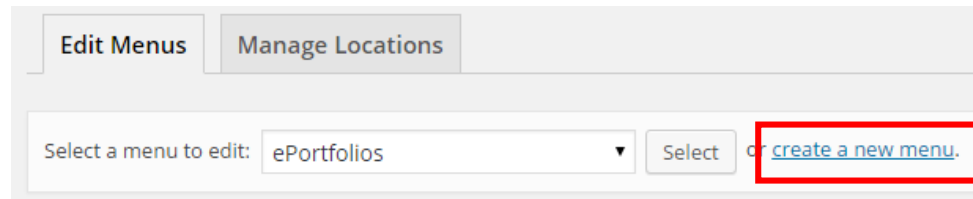
**NOTE:** Students have a link to their private ePortfolios found on your class blog (either through a CUSTOM MENU widget on the sidebar or as a PAGE on the top navigation bar).

1. Create CUSTOM MENU for sidebar:

Go to **APPEARANCE > MENUS**



Click **create a new menu** > give it a name (this example used *ePortfolios*)

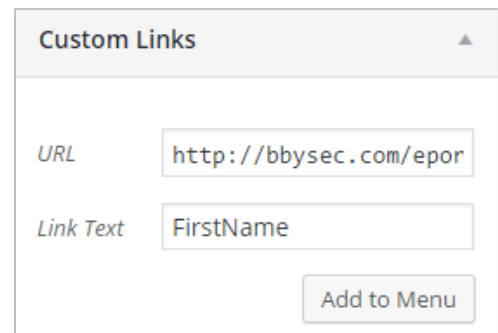


Click **Custom Links** to open a dropdown box.

**URL:** Add the web address of the eportfolio of the student

**LINK TEXT:** Add the first name of the student

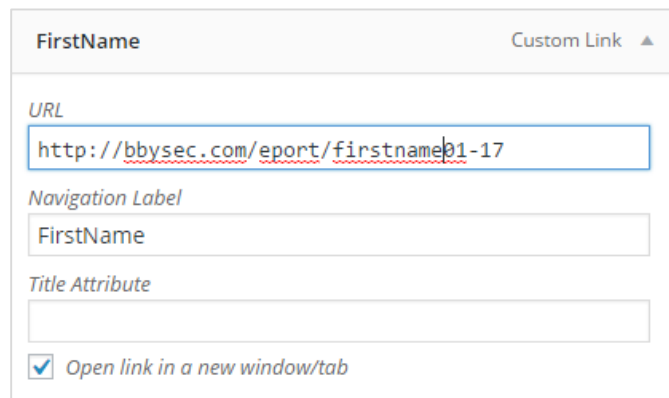
Click **Add to Menu**



**Menu** (right side of your screen): your individual student **Custom Link** should now be listed at the bottom of a list of other **Custom Links**. You can reorder your list of students by dragging the name bar up and down.

Click the Custom Link arrow to open.

Select **Open link in a new window/tab**



# Student ePortfolios Access

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All students have been provided with EDITOR rights; all parents should have SUBSCRIBER rights only. Both students and parents have been locked out of changing their profiles as well as a variety of other areas.

<http://bbysec.com/eport/student01-??/wp-admin>

**USERNAME:** student01-??

**PW:** (assigned pw)

Click **Log In**

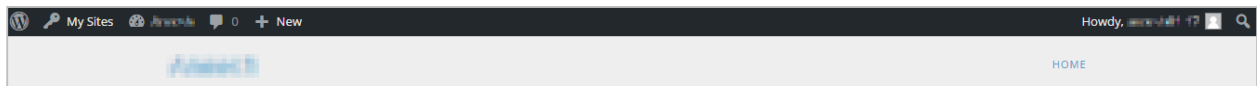
Username

Password

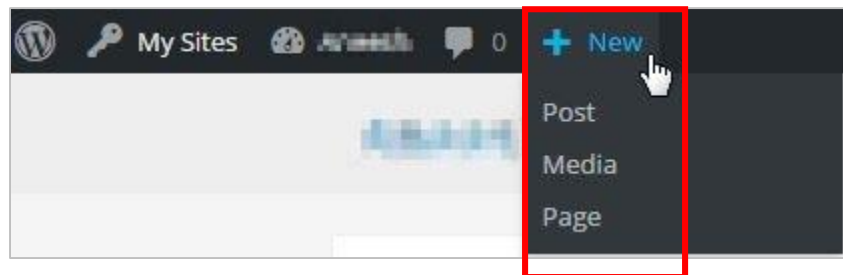
Visible only to registered users of this site

Remember Me

Students will see their frontend of their ePortfolio. The name of their site is listed as their name and the Home page button is shown. If they use categories, this will show up to the right of the HOME page button. All content is organized in date order, as a smart grid layout (accounting for the size of the post).



**ADD POST:** To add a post, click on the **+ New** (top toolbar).



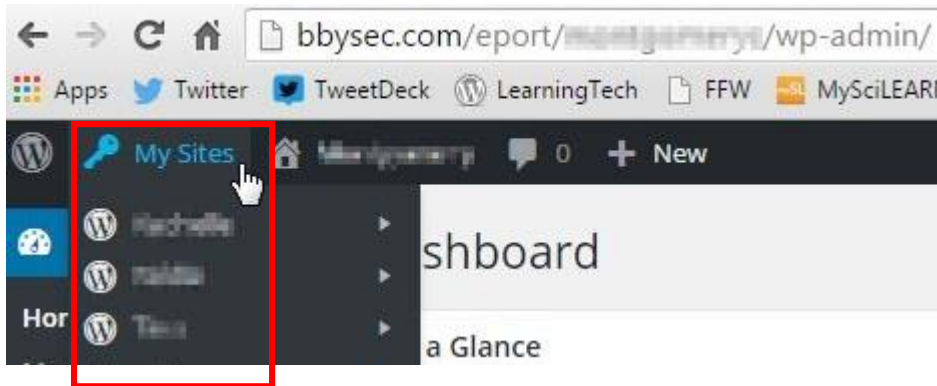
# Set Up PARENT Notification through MailPoet

(\*Note: this is a notification that will automatically email the parents (daily) when any **new** content is added to the portfolios.)

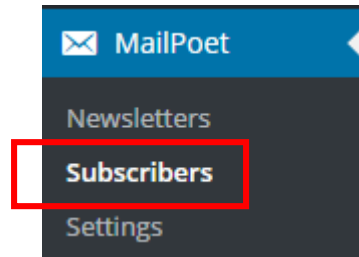
Gather parent emails. You will need to add them to their child’s eportfolio.

Log into your eportfolio area.

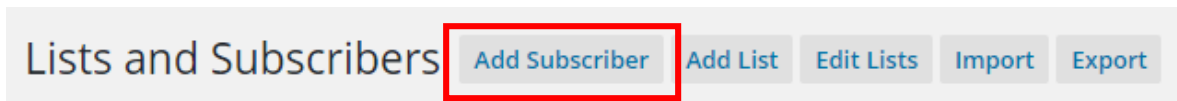
In **DASHBOARD**, click on **My Sites** > scroll and select a **student DASHBOARD**



Scroll down to **MAILPOET** > **SUBSCRIBERS**



In **Lists and Subscribers** > click **ADD SUBSCRIBER**



**Email:** add parent email

**First name:** add student username

**Status:** select SUBSCRIBED

**Lists:** select My first list

Click **Add Subscriber**

Email: parentemail@email.com

First name: (janet01-29)

Last name:

Status:  Subscribed  Unconfirmed  Unsubscribed

Lists:  My first list

**Add Subscriber**

Your completed Subscriber list will look like this:

	Email	Lists	Status	Subscribed on	Last open	Last click
<input type="checkbox"/>	parentemail@email.com (janet01-29)	My first list	Subscribed	November 11, 2015	---	---

When a new post is published, an email is automatically sent to the parent and teacher with the following:

- Subject line with name of student
- When opened, a post title, excerpt and unsubscribe option.



# Parent Access and Commenting

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(\*Note: All parents should have SUBSCRIBER ACCESS ONLY.)

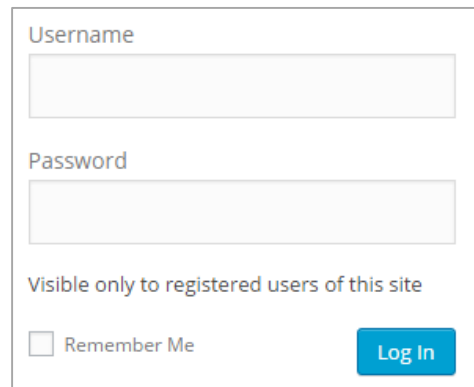
http://bbysec.com/eport/student01-??/wp-admin

ID: use parent email before @symbol  
(eg. parent.email@email.com ID: "parentemail")

PW: [same as student]

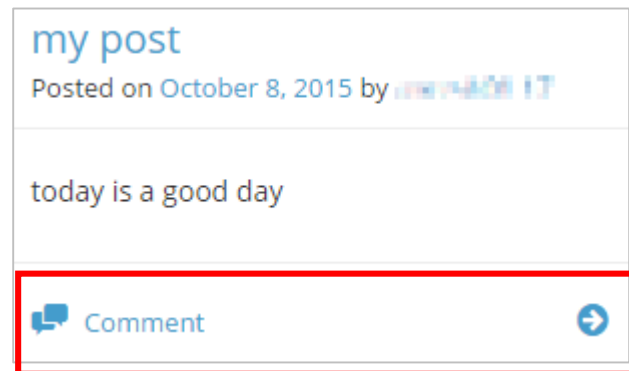
Click **Log In**

Parents will see the front of the ePortfolio only.



A screenshot of a WordPress login form. It features two input fields: 'Username' and 'Password'. Below the password field is a checkbox labeled 'Remember Me' and a blue 'Log In' button. A note below the fields states 'Visible only to registered users of this site'.

They can click on any of the posts to view all of the thinking/learning.



They can also comment by clicking on **Comment** or on the **arrow**.

If Categories are used by the student, then they can click on the CATEGORIES section (next to HOME) to view posts grouped in that section.

(\*NOTE: Suggest that intermediate/secondary students to use their own terms to categorize their posts.)