

ITRL ePortfolio Instructions

To have a working, functional ePortfolio on your own Webspaces, you need to follow three main steps:

1. Setting up your Web space
2. Downloading the template and building your ePortfolio
3. Loading your ePortfolio to your Web space

These instructions are designed for users who have very limited experience with building their own Web page, so feel free to skip ahead if you already have your own Web space and want to move on to the later stages of the walkthrough.

Part 1: Setting up your Web space


The first step in creating your ePortfolio is to set up your very own Web space from which you will host your finished ePortfolio. In order for your ePortfolio to be visible on the Web at any given time, it must be saved on a computer that is constantly connected to the internet (otherwise known as a server). Web space on a server can be acquired online from a variety of different hosts, usually on an annual basis and for a fee. If you already have Web space on a server, please feel free to use it to host your ePortfolio. However, if you do not yet have any Web space and you do not want to pay a fee, there is a free and easy way to set up your Web space on the University server.

Every individual who has a Campus Computing ID (CCID) at the University of Alberta is allotted 1GB of Web space on the main GPU server. However, you will not be able to access this Web space unless you go through the necessary steps to activate it. In order to set up, activate, and access your GPU Web space, please follow these three simple steps:

Step #1: Acquire the necessary programs

Before you begin, you need to make sure that the computer you are using has two programs called PuTTY and WinSCP. Most University computers will already have these programs installed, but they are also available for download at:

<http://www.ualberta.ca/AICT/SOFTWARE/filetransfer.html> for WinSCP
<http://www.ualberta.ca/AICT/SOFTWARE/auth.html> for PuTTY 0.57

To download the programs, click on one of the links above and find the program amongst the list of downloads available. Please note that if you click on the link for the program name ([PuTTY 0.57](#) or [WinSCP](#)) it will simply take you to an information page about the program. To download the program, you must click on the link on the right side of the page. The link will be the actual file size of the program (1.2MB or 1.9MB) and will be located to the right of the Windows icon . After clicking on the link, you will be prompted to enter your CCID and password; once you do so, the program will start to download. Click “Run” to automatically begin the installation, and just click on “Next” to install the default version of the program.

Step #2: Setting up your GPU account

Now that you have both programs installed, open up PuTTY and enter the GPU server as the Host Name:

gpu.srv.ualberta.ca

Now click on “Open” at the bottom of the page. A new PuTTY window will open where you can login using your CCID and password.

Now you need to enter a few commands to set up your GPU account. These commands will probably not make any sense to you, but fortunately they don’t have to! Just make sure that you enter the commands EXACTLY as you see them printed here (including spaces between letters and words!) and press the “Enter” key after each line.

First, we will restore the proper shell by entering the following command:

```
/etc/skel/getdotfiles
```

Press “Enter” to return the command. You now need to log out (by closing the window) of PuTTY and login again. Once you have logged in again, you can type in the following set of commands to set up your public directory (remember to press “Enter” after each line and please note that every “l” in the following commands is the lower-case LETTER "L", not the number!):

```
fs setacl ~ system:anyuser l  
cd ~  
mkdir public_html  
fs setacl ~/public_html system:anyuser rl
```

After this is complete, you can close the Putty session. Congratulations – you have activated your Web space on the GPU account!

Step #3: Adding files to your Web space

You can now load files to your web space using the WinSCP program. This entire process is explained in detail in Part 3 of this tutorial.

Part 2: Downloading the template and building your ePortfolio

Now that you have set up your Web space, we can move on to creating the html content that will appear on your Web site. The ITRL ePortfolio package is designed to provide anyone, regardless of their technical skills and knowledge, with the ability to create and maintain a professional electronic portfolio on the Web. To accomplish this, the ePortfolio package has been set up as a TEMPLATE. This means that most of the content information has already been structured: all that you have to do is plug in your own information.

The Technical Stuff

Our ePortfolio template consists of a series of linked Web pages, which were constructed using hyper text markup language (html). As a brief explanation, html is essentially the language of the internet; it exists behind the scenes and tells your Web browser what to display on your screen. So, any time that we refer to html in these instructions, we are talking about the programming language that the ePortfolio was created with.

Another important feature we should mention is that the html templates we have provided were constructed using Cascading Style Sheets. This means that the overall content and html markup does not contain ANY information in regards to the STYLE of the Web page. All style information is included in a separate file known as a Style Sheet. The download package contains several Style Sheets that you can choose from to customize the style of your ePortfolio. This may sound confusing right now, but as you begin working with the template you will soon understand the nature and function of a Style Sheet.

Downloading the Template

After downloading the template from the Web site, you should have a zip file on your computer. You can unzip the file with WinZip, which your computer should already have, but if it doesn't you can download it from <http://www.download.com/3000-2250-10003164.html> . Once the file is unzipped, it should appear as a folder called "student". Before you make any changes to the files inside this folder, you should change the name of the folder to "ePortfolio". This is an important step to make, because later, when you load this folder to your Web space, the name of this folder will become a part of the URL. Once you have re-named the folder, open it up and take a look inside. You should see a few folders, some html pages, and some css pages. The "Documents" folder is where you will be putting any of the Word files or pdf's that you will be loading to your ePortfolio, while the "Images" folder will contain ALL of the images for your ePortfolio.

Acquiring the Necessary program for html editing

Since you may not have any experience working with html and building Web pages, it might be a good idea to acquire an html editing program. While there are many excellent programs available (eg. Dreamweaver, Hometown), these programs are usually expensive and you may not have them on your computer. Because of this, we have found a free and easy to use program for html editing called First Page that you can download and use to edit your ePortfolio. You can use any html editor that you are comfortable with, but if you do not have any html editing programs and would like more detailed instructions, we recommend that you complete the First Page download and follow the corresponding instructions below.

You can download First Page from the following address:

<http://www.evrsoft.com/download.shtml>

Using First Page to Edit the ePortfolio Template

Once you have downloaded the program or obtained another html editor, go ahead and open the program. As the program begins to load, you will be prompted to select the type of document you want to create. Since we will be opening an modifying a file that already exists, simply click on the “Cancel” button. You will now see the main interface of First Page, which is divided into 4 main screens. The two sections on the left side of the page are where you can browse for and open your html files. The right side of the screen contains the html source code for the current page.

Let’s try opening up one of the template html pages. Go to the upper left side of the screen and browse for your ePortfolio folder. When you find it and click on it, all of the html files within the folder should appear on the bottom left of the screen. Lets try opening up the main page or “index” page for your ePortfolio by double clicking on the file called “index”. When you do this, the file will load on the right hand side of the screen; you should see programming code (this is html!) in the top part of the screen, and on the bottom of the screen you should see a preview version of your Web page.

Take a look at the top of this section; you should see 4 tabs called “Source”, “Preview”, “Design”, and “Reference”. We are now viewing the Web page under the Source view, which means we are viewing the html source code for the Web page. The bottom part of the screen is only a PREVIEW and any changes that we make to it will be through editing the html code, so you should NOT try editing the Web page from this screen unless you have experience with html code. Instead, lets click on the “Design” tab to open up a WYSIWYG(what you see is what you get) mode that will allow you to quickly and easily change the content of your ePortfolio.

When you click on the “Design” tab, you will receive a warning that the “WYSIWYG mode significantly modifies html code” and will ask you whether or not you want to continue. You can click the box at the bottom to make sure that the message doesn’t appear again and then select “Yes” to proceed. The page will now load in a design format where you can simply select text to modify it. Since this is a template, all of the menu items are already set up to go to their own pages (please do NOT try to modify or add menu items), so all that you have to do is add your name at the top of the page and enter your own information and picture in the content section of the page. To add content, all that you have to do is highlight the template text, delete it, and type in

your own! If you ever make a mistake that you cannot correct, select the “Undo” command below the “Edit” menu at the top of the page.

One important thing you should know is that you should NOT try and edit ANY of the style information on your ePortfolio. Do not try to change the font, size, colour, background, or design of the template or the writing in any way; this template was created using a Style Sheet, and thus any style information that you try to include may cause problems with the programming. Rest assured that you WILL get a chance to change the style information on your ePortfolio, but for now all that you need to do is enter the content information into the template.

Adding your own pictures and files

Before you can add your own pictures and documents to your Web pages, you need to transfer the files to their corresponding folders within your ePortfolio folder. By copying all of the files into your ePortfolio folder, you are making sure that all of your documents and images will remain intact when you put your ePortfolio on your Web space. So, you should find any of the images that you want to include in your ePortfolio and copy them into the “Images” folder before you try to browse for them in First Page and add them to your Web page. Likewise, any documents that you may want to include with your ePortfolio (ie. writing samples, pdf versions of your resume, photocopied scholarships, electronic CV’s etc) should be copied into the “Documents” folder inside of your ePortfolio folder.

Now, in order to add an image to your Web page, you need to browse for the image within First Page. On the top left hand side of the screen, browse for the “Images” folder inside of your ePortfolio folder. Once you click on this folder, the image files contained within should appear in the bottom left hand side of the screen. To add the picture to your Web page, simply click on the file and drag it to the appropriate part of the page. If you need to resize the image, you can do so before you even load the file or right in First Page by clicking on the image and dragging the corners.

Adding direct and relative links

There are two types of links that you can have on your Web page; direct links(hyperlinks) and relative links. Direct links, which are also known as hyperlinks, are connected to other Web pages DIRECTLY, meaning that the link is directed to the full URL of an existing Web page. You can create these kind of links in First Page simply by highlighting the text that you want to make into a link, right-clicking on the text, and selecting “Make hyperlink”. Once you do this, you simply enter the full URL of the Web page you want to link to.

Relative links are links that connect to files and other Web pages within the SAME folder as the current html file (ie. all of the other Web pages and documents in your ePortfolio folder). For example, to create a download link to your pdf resume, you would do so using a relative link. To do this, simply highlight the text that you want to make into a link, go to the “Insert” menu at the top of the page, and select “Link to Local File”. This will open up a window that will allow you to browse for the pdf file in your “Documents” folder. Under the “Files of type:” option, you may need to select “All

Files” before you can find the file, but once you do so you should be able to select the file and click “Open”. Likewise, you can also create relative links to any of the other html files in your ePortfolio folder. Just remember, if the document or html file has not been saved locally (within the same parent ePortfolio folder), you will not be able to create a working link to it.

Adding Content to the rest of your ePortfolio

After you have added your own content to your “index” page, you can do the same with the other html pages in your ePortfolio. Make sure that you save your changes and try loading one of the other html files. Go through the “About Me”, “Resume”, and “Sample Work” pages to replace the template text with your own personal information. If you need more space or more columns and rows in some of the tables provided, simply copy and paste the sections that you need (if you try to create them yourself, you may ruin the template formatting). Again, since the entire template was made using a Style Sheet, it is very important that you do not try to change any of the style and formatting information on the Web pages. Go ahead and use what you have learned about relative links to load any documents or images you might want to include. The “Links” page is an entire page where you can add any important hyperlinks that you may want to include with your ePortfolio.

Adding an email link

In the menu portion on all of your html pages, the very last item is an “Email” function. This part of the menu is where the user can click if they want to send you an email. To set this up, we need to give the “Email” menu item a special kind of link for email. To do this, highlight the “Email” in the menu, go to the “Insert” menu at the top of the page, and select “Email...”. Once you do this, a window will open where you can simply fill in your email address. Click on “Okay” and your email link will be created; just make sure that you do this on ALL of your html pages or the link will not work on those pages.

Choosing your Style Sheet

Once all of the content has been added to your ePortfolio and you have saved all of your changes, you can finally start implementing some style changes. Since the template uses Style Sheets to implement style information, you need to change the Style Sheet to change the overall look of the ePortfolio. To change the Style Sheet for any of your html documents, all that you need to do is change one line of html code. Open up your ePortfolio index page and click on the Source tab to look at the html code near the top of the document. You should see a line of code in the head of the document that looks like this:

```
<link rel="stylesheet" href="basicstyle.css" type="text/css">
```

The first and last sections of this line of code simply tell the Web browser what kind of file the page is linked to; we are only interested in the middle section of code:

```
href="basicstyle.css"
```

This line tells the browser which specific css file we are drawing our style information from. In order to switch style sheets, all that we have to do is change the name of the file “basicstyle.css” (the default Style Sheet for your ePortfolio html files). Take a look in your ePortfolio folder and look at all of the files that end in .css – these are all of your Style Sheet files. Try replacing the basicstyle.css file with one of the other Style sheets available, like the greenandgold.css file. When you are done, the line of code in your html file should now look like this:

```
<link rel="stylesheet" href="greenandgold.css" type="text/css">
```

Save your index file, and then click on the “Preview” tab to see the changes implemented. Take a look at the differences in color and style now that you have loaded a new Style Sheet! Try loading some of the other Style Sheets until you find one that you want to use with your ePortfolio. Once you find the Style Sheet that you want, you should make sure that ALL of your ePortfolio pages are linked to it. To do this, go into your ePortfolio and open up all of the html files in your html editing program. Then check the html code at the top and make sure the correct Style Sheet has been loaded in ALL of them. Remember, each page must be referenced to the correct style sheet or it will appear drastically different in style and presentation than the rest of your pages!

Part 3: Loading your ePortfolio to your Web space

To begin, open up the WinSCP program that you downloaded in Part 1 and click on “New” to create a new account. Enter **gpu.srv.ualberta.ca** as the Host Name, and use your CCID and password to login. You can save your login settings by clicking on the “Session” menu and selecting “Save Session”. This will allow you to quickly and easily access your Web space without having to enter your CCID and password every time.

Once you have logged in, your own personal WinSCP window containing two frames will open. The frame on the left represents the files on your hard drive and the frame on the right represents the files in your Web space.

In the right frame, make sure that you double click and open the folder called “public_html”. Any files that you transfer to your Web space must be placed into this folder or they will not be viewable on the Web.

In the left frame, browse for your ePortfolio FOLDER. It should contain all of your html files, documents, and images. Once you find the folder, simply click on it and drag it to the right side of the WinSCP window into your public_html folder. A pop-up window will open for you to verify the location of the file transfer; all that you have to do

is click on “Copy”. This will transfer your entire ePortfolio folder and all of its contents to your Web space.

Now that you have created and posted your files, all that you have to do is check out your new ePortfolio! To access the html files online, simply type in the URL of your directory:

<http://www.ualberta.ca/~YOURCCID/>

For example, my name is Christopher Goetz, and my CCID is cgoetz. This means that the URL to MY Web space is:

<http://www.ualberta.ca/~cgoetz/>

If you enter this URL into your browser, it should take you to your Web space directory where you can see your ePortfolio folder. When you click on it, the index page of your ePortfolio will automatically load! Take a look at the URL – this is the new link for your very own personal ePortfolio! This is the link that you can add to resumes, share with friends and family, and forward to potential supervisors and employers! You’ve done all of the work to make it happen...now go ahead and share your information with the world. Go ahead.....Get Connected!