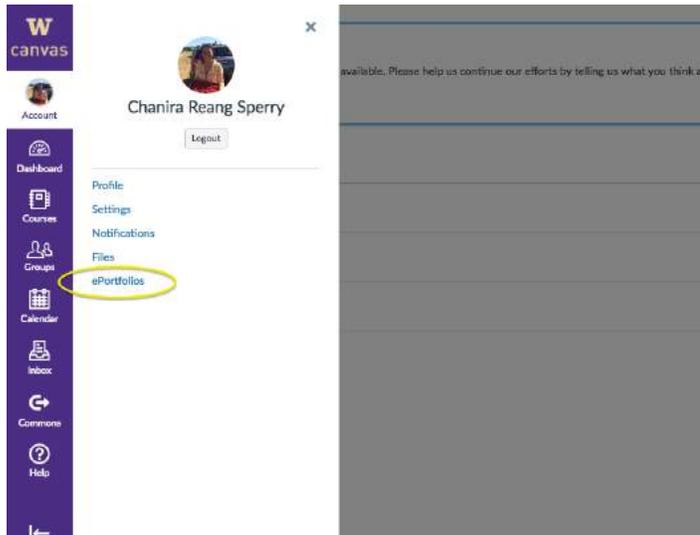


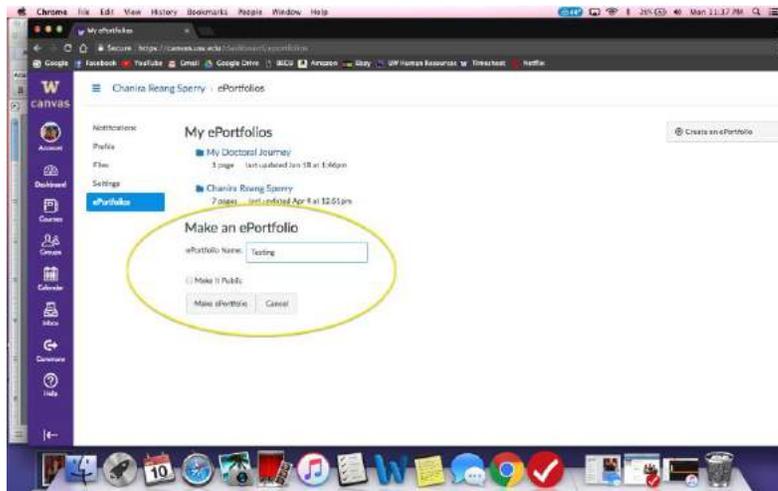
# CANVAS

## Getting Started

1. Follow link - <https://canvas.uw.edu>
2. Log into Canvas
3. Click "Account" and select "ePortfolios"



4. Click "Create an ePortfolio", type ePortfolio name and select "Make It Public"
  - a. If you'd like to keep your portfolio private until it is finalized, leave "Make it Public" checkbox unmarked until a later time



5. Once redirected to your new ePortfolio, click "Getting Started Wizard" to open the tutorial

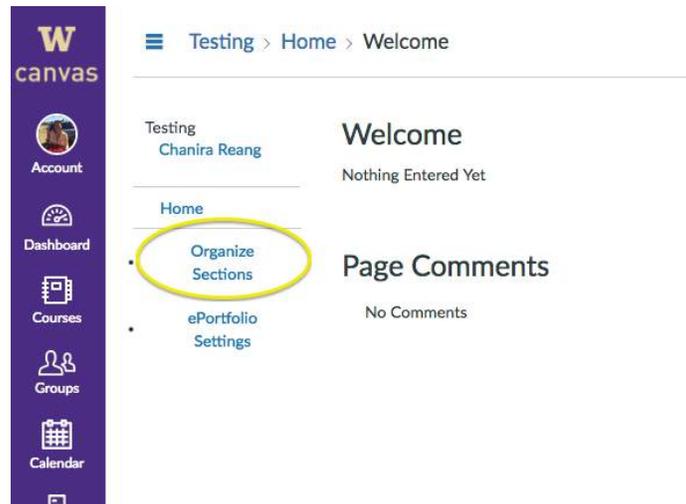
## Tutorial

## ❖ Introduction

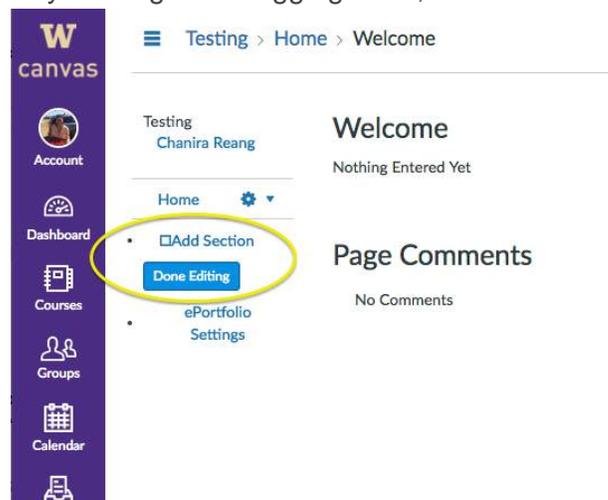
- ePortfolios are a place to demonstrate your work. They are made of sections and pages. The list of sections are along the left side of the window. Each section can have multiple pages, shown on the right side of the window.

## ❖ Portfolio Sections

- Sections are listed along the left side of the window. Each section can have multiple pages inside of it. To organize or add sections, click the "Organize Sections" link.



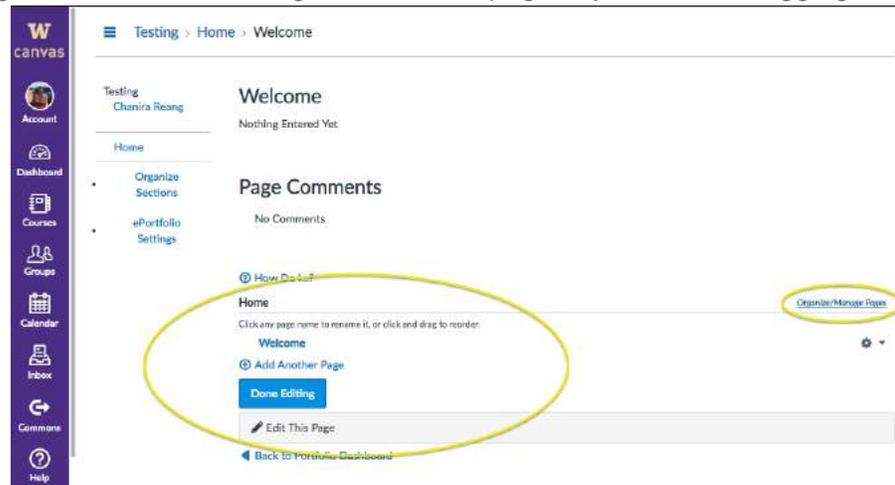
- You can rename any section by clicking on the icon that appears, rearrange sections by clicking and dragging them, or delete sections by clicking the icon.



## ❖ Section Pages

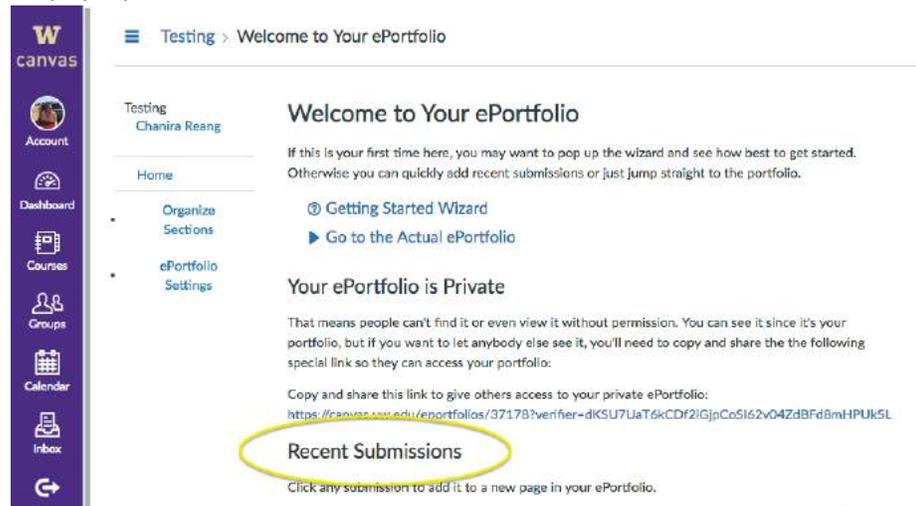
- Sections have multiple pages. You can see the list of pages for the current section on the right side of the window. To organize or add pages, click the "Organize/Manage Pages" link.

- You can rename any page by click on the icon that appears, delete a page by clicking the x icon, or rearrange the order of pages by click and dragging them.



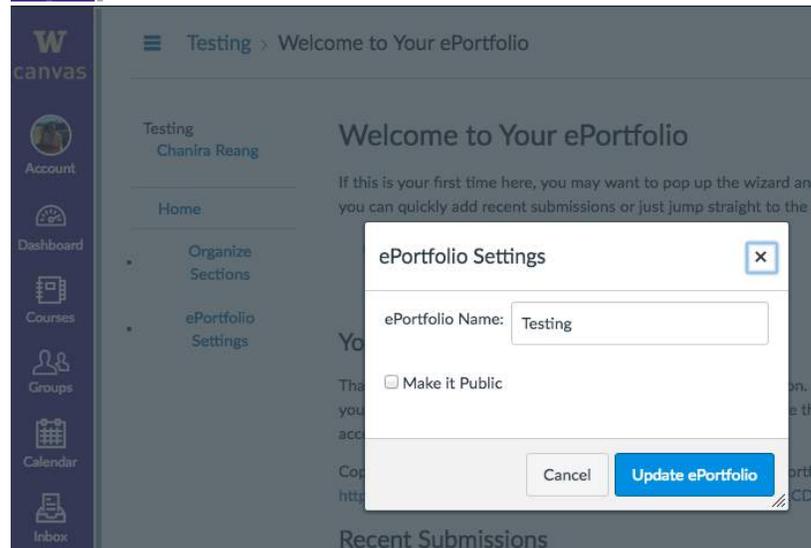
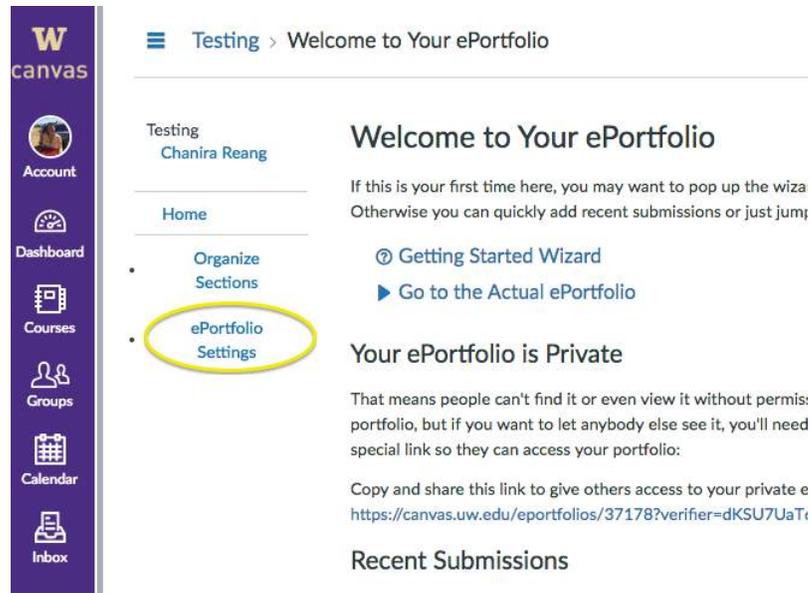
### ❖ Adding Submissions

- You may have noticed at the bottom of this page is a list of recent submissions from your classes. You can quickly add submissions to new pages in your portfolio from this page. Just click the submission you want to add and a simple dialog will pop up.



### ❖ ePortfolio Settings

- To change the settings for your ePortfolio, click the "ePortfolio Settings" link. You can rename the portfolio and also change whether it is public or private. Private portfolios are only visible to those to whom you grant access.



## WEEBLY

### Getting Started

1. Follow link - <https://www.weebly.com>
2. Create a profile



3. Click the “+” button and select “Add Site”

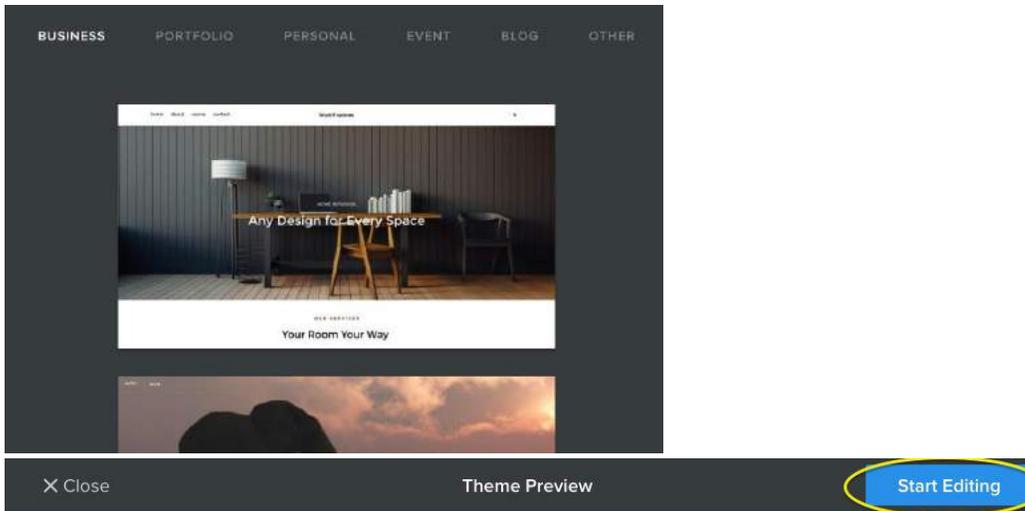


4. When asked “Do you want to sell online”, select “Not Now”

Do you want to sell online?



5. Select a theme for your portfolio then click “Start Editing”



6. Choose your website domain - This is the address where people will find your website online

A screenshot of the 'Choose Your Website Domain' form. The form has a title 'Choose Your Website Domain' and a sub-header 'This is the address where people will find your website online. Reserve your domain now, or close to skip this step and set it up later.' There are three options for choosing a domain:

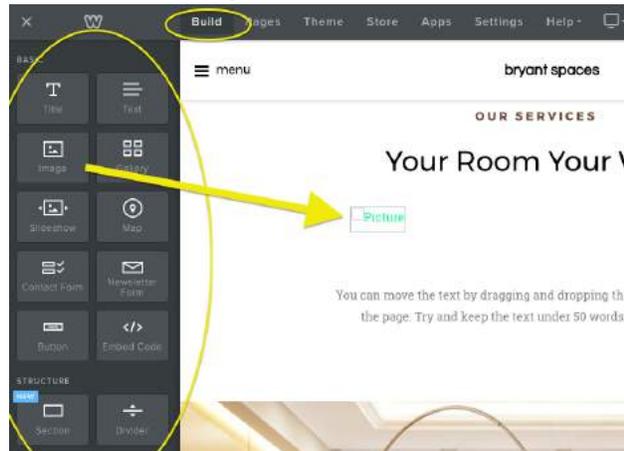
- Use a Subdomain of Weebly.com**: A great way to get your website started. The URL is shown as 'http:// [input field] .weebly.com'.
- Register a New Domain**: For a more professional online presence. The URL is shown as 'http://www. [input field] .com' with a dropdown menu for the domain extension.
- Use a Domain You Already Own**: Transfer your domain to Weebly or just connect it to your site. We'll help you with either process when you are ready to publish.

At the bottom right of the form, there is an orange button labeled 'Continue'.

## Tutorial

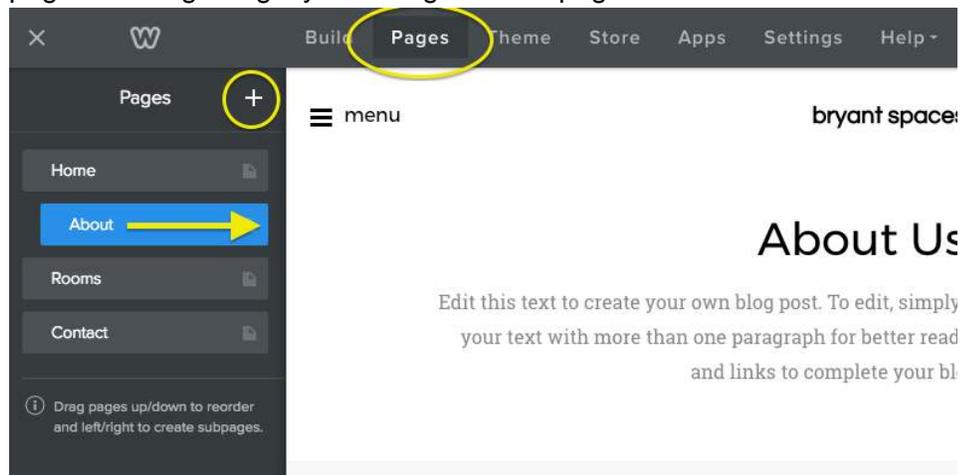
## ❖ Build

- Drag and drop any aspect into the page
  - Text, image, video, slideshow, divider, document)



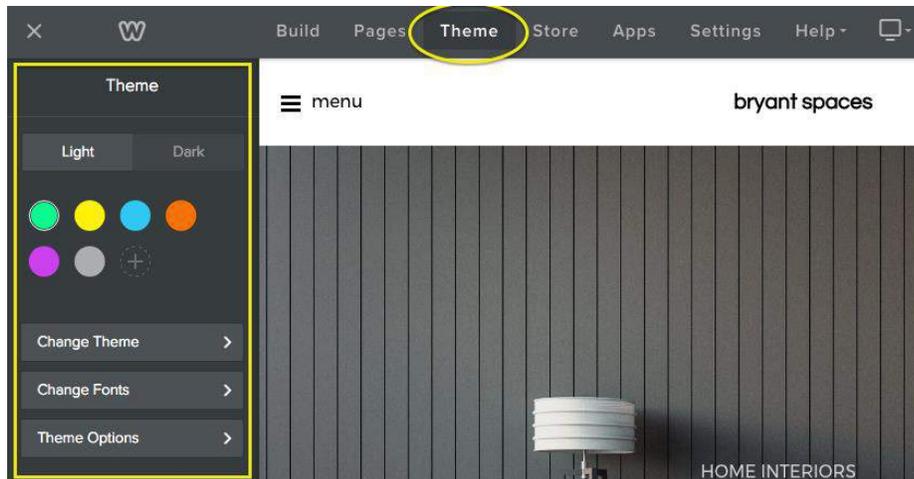
## ❖ Pages

- Pages can be found on the left-hand side of the screen
- To add a page, click on the “+” button
- To edit a page, select which page you want to edit
  - Manipulate text and images by double clicking on what you want to change
- To create a tab page, drag the desired tab page underneath the desired parent page and drag it slightly to the right so the page is indented



## ❖ Theme

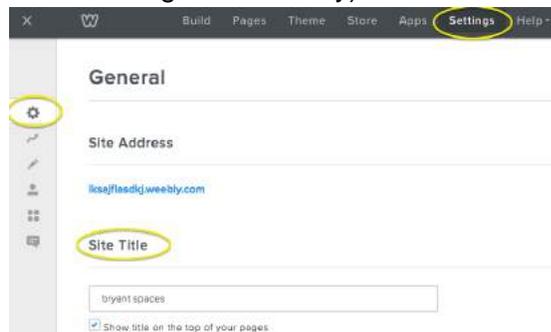
- Change theme or font



## ❖ Settings

### ➤ General

- Manage site title, category, password (you can apply a site password to change the visibility)



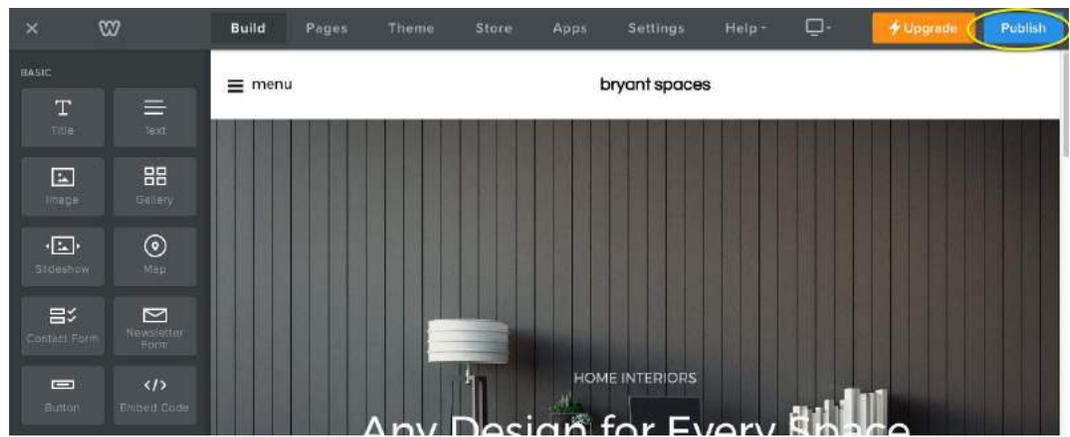
### ➤ Editors

- Add those whom you want access to manipulate your site as editors



## Notes

- ❖ Be sure to click “Publish” periodically to save your changes

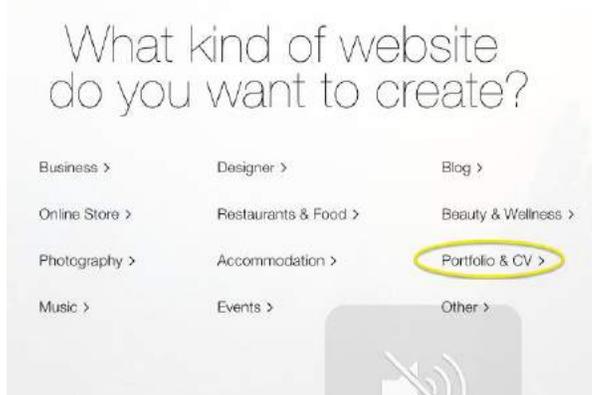


## WIX

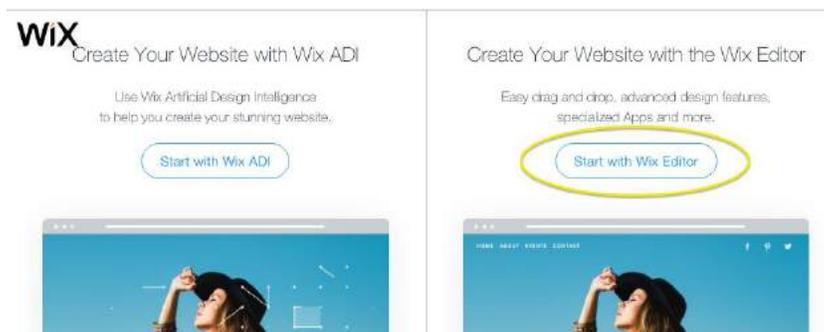
### Getting Started

1. Follow link - <https://www.wix.com>

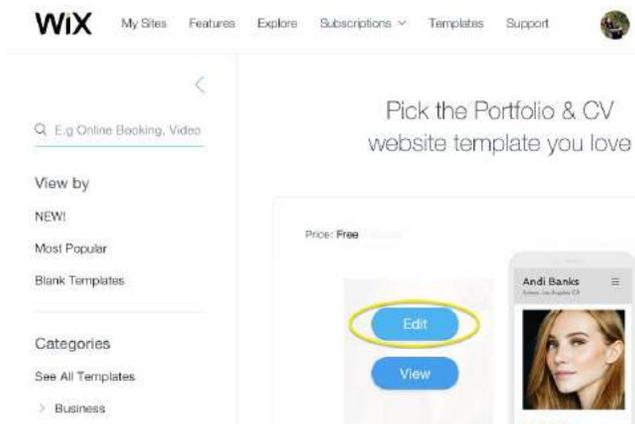
2. Create a profile
3. When prompted “What kind of website do you want to create?”, select “Portfolio & CV”



4. Select “Create your Website with the Wix Editor”

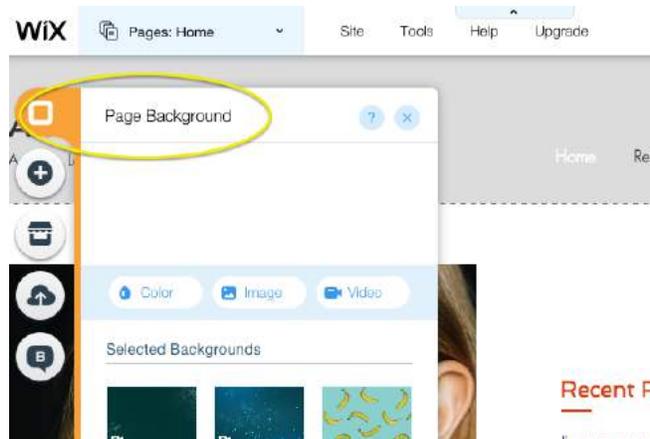


5. Select a website template by hovering the mouse over the desired template and clicking “Edit”



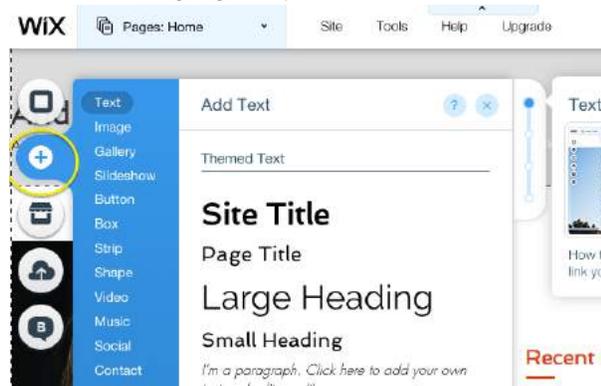
## Tutorial

- ❖ Background
  - Select background or import your own own/image/video



❖ Add

- Add text/image/gallery/video/button/contact, etc. by hovering over tab



❖ My Uploads

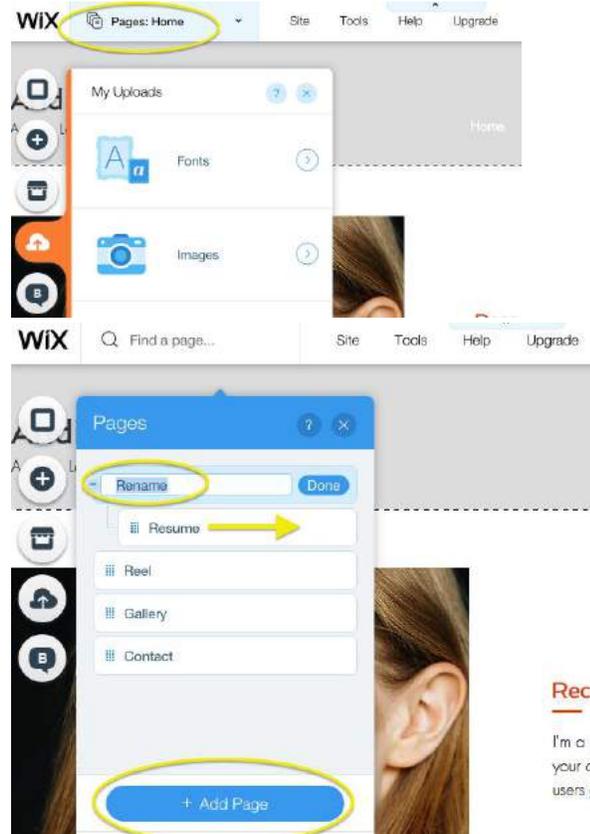
- Upload fonts/images/videos/single tracks/ docs



❖ Pages

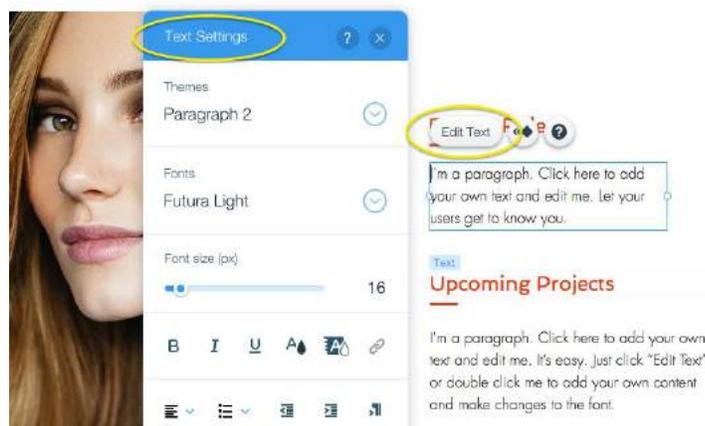
- To edit pages, click "Pages" on top left toolbar
- Rename/add pages

- To create a tab page, drag the desired tab page underneath the desired parent page and drag it slightly to the right so the page is indented



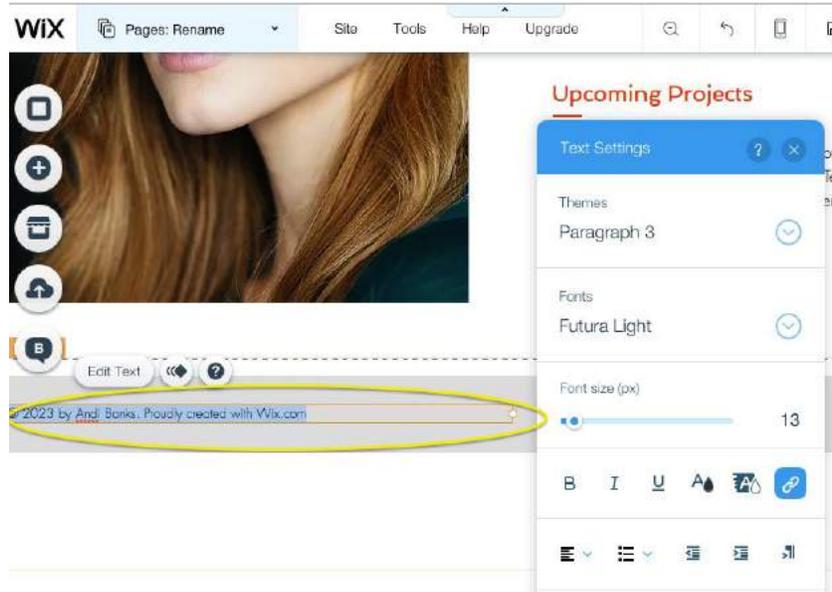
#### ❖ Editing Text

- Double click on text box to edit themes, fonts, font size, font appearance, text alignment, effects and spacing



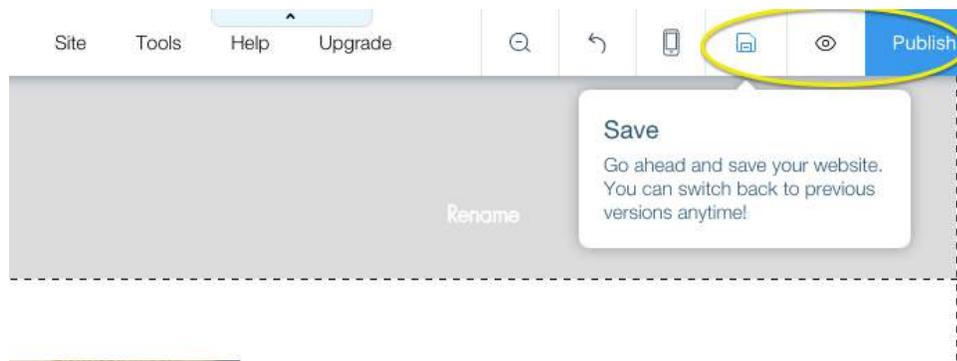
#### ❖ Footer

- Use footer to include personal information on the bottom of each page
- Double click on text box to edit



## Notes

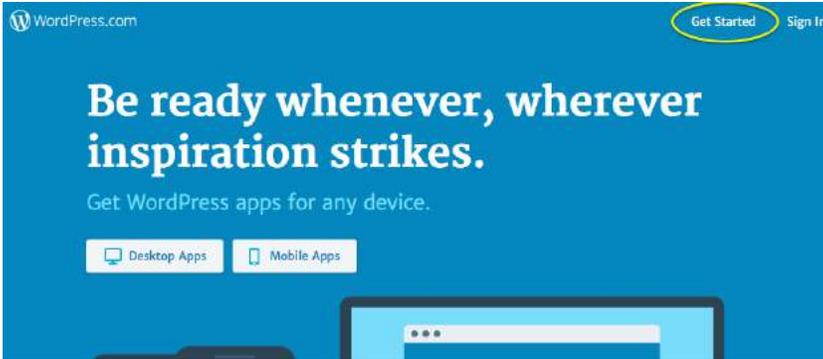
- ❖ Be sure to click “Save” periodically to save your changes
- ❖ Use the eye icon to preview page
- ❖ Click “Publish” to make your website go live



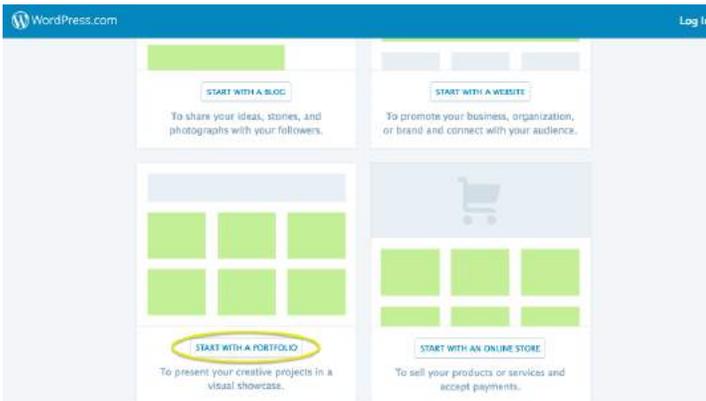
## WORDPRESS

### Getting Started

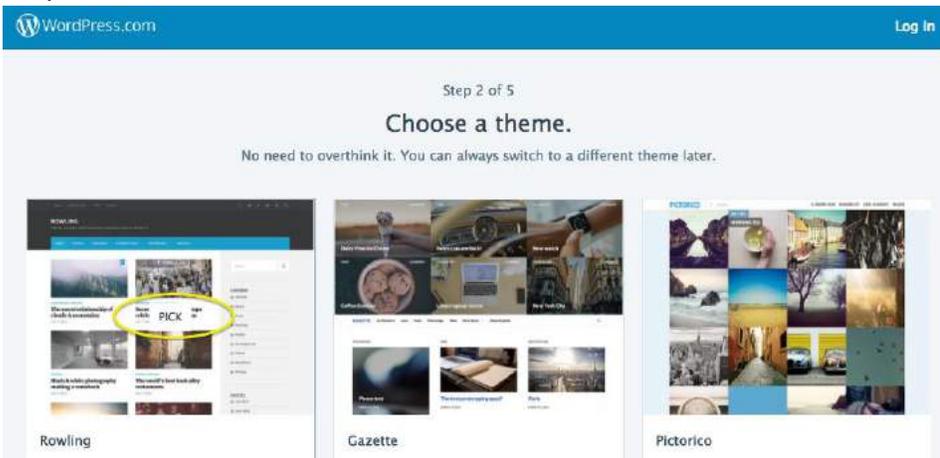
1. Follow link - <https://wordpress.com>
2. Click “Get Started”



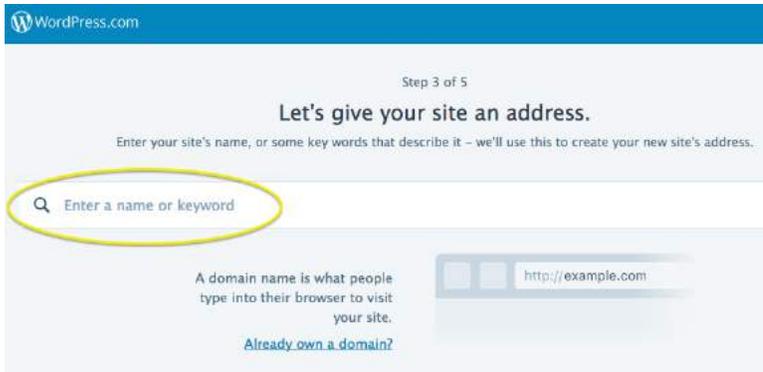
3. Step 1 - click 'Start with a Portfolio'



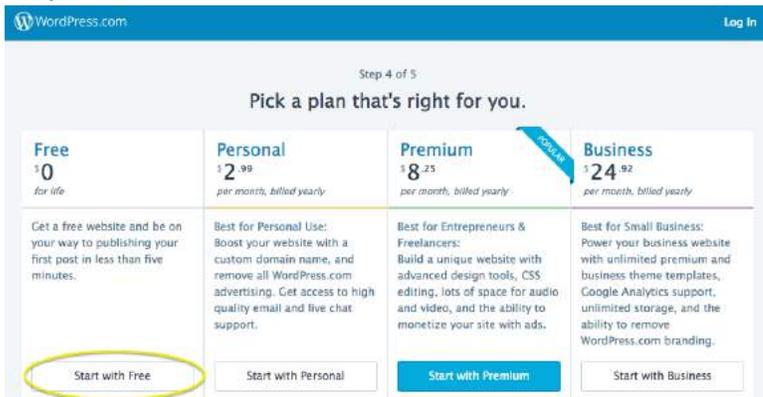
4. Step 2 - select a theme



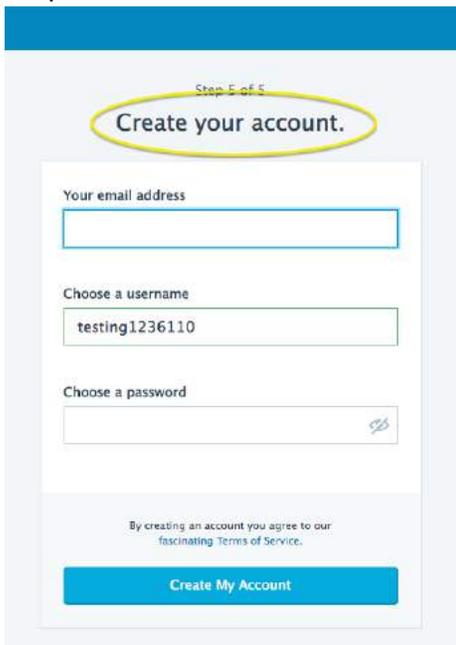
5. Step 3 - enter a website address



6. Step 4 - click "Select Free"



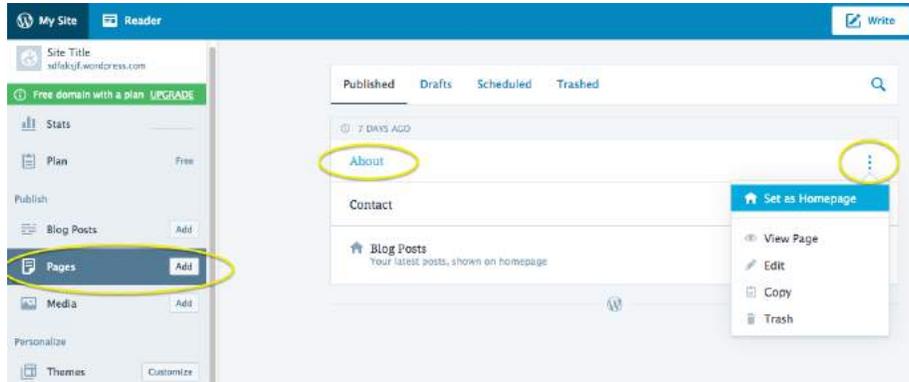
7. Step 5 - create an account



Tutorial

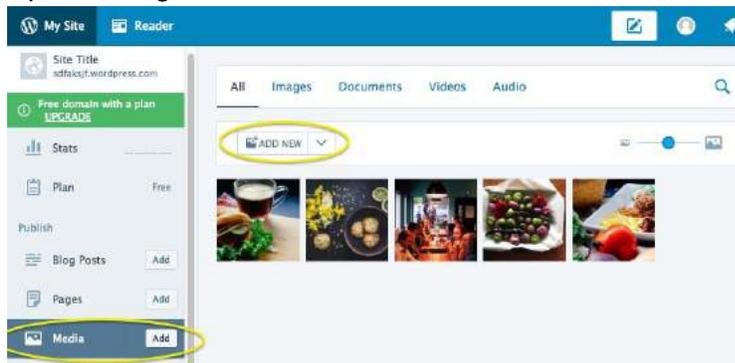
- ❖ Pages

- Click on “Pages” to manage all pages
- Click on an individual page to change content
- Click on three dots next to page name to set as homepage/view page/edit/copy/trash



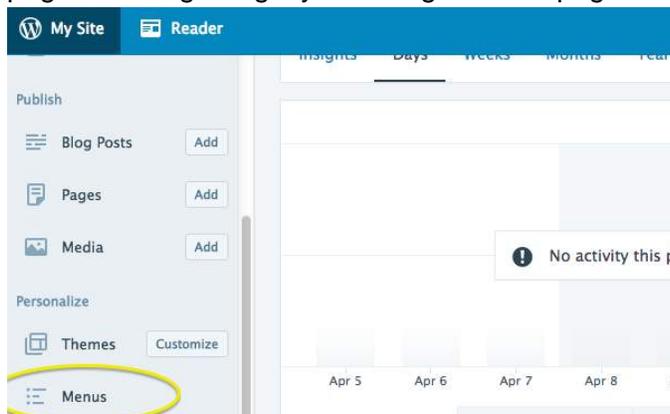
## ❖ Media

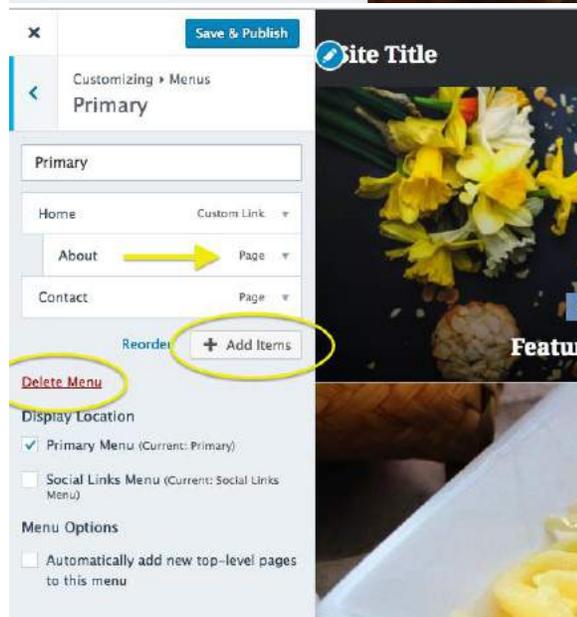
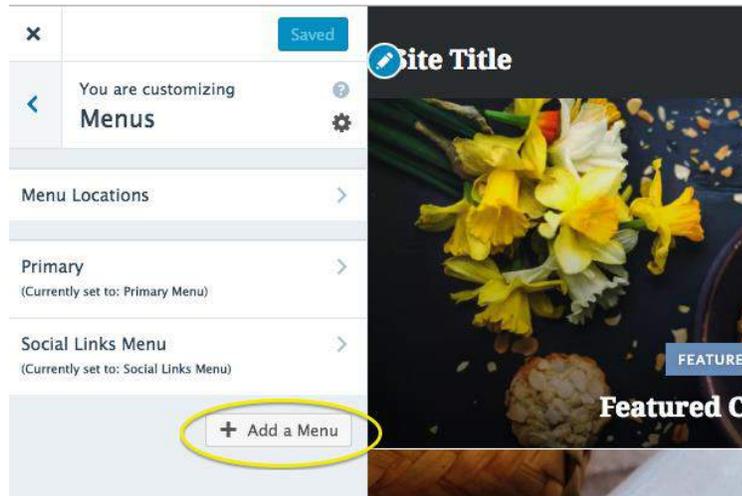
- Upload images/documents/videos/audio



## ❖ Menus

- To create a tab page, drag the desired tab page underneath the desired parent page and drag it slightly to the right so the page is indented





## Notes

- ❖ Click on "My Site" to preview page

