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| **Book 2** **How to Guide to Set Up Your E-Portfolio*** **Setting up your Weebly Account**

**Welcome to Weebly!**The Weebly platform has been chosen for the e-portfolios in this program for a number of reasons. It allows your initial portfolio to be produced and published for free. It is very user friendly with many teaching videos and question and answer forums on the website. In addition, their tech support has been timely, friendly, knowledgeable and efficient. Let’s get started!Please visit this template, which will show you an outline of how the initial portfolio is envisioned on the Weebly platform:<http://rrugloballeaders.weebly.com/> This is how your site will look when it is “published”. While you are building your site, it looks a little different as it incorporates all of the tools to add images, text, videos and so much more.Set your site up to follow this five page template to begin with. Then it will be easy to add your content as you move through the courses. Relax, enjoy the process, and before long, your personal e-portfolio will start to emerge.* **Organizing the Pages**

 **A step by step guide to building your site with Weebly.** If you are familiar with Weebly or have experience with website creation on other platforms, you may feel ready to simply dive right in. Alternately, or in addition, you can watch the video, *Beginner’s Guide to Weebly* which is available on YouTube and is also on the Weebly website and here at this link: <http://hc.weebly.com/hc/en-us/articles/201704087> . The video has 55 minutes of visual instruction, followed by a 30 minute Question and Answer section.First, head to the Weebly website: [www.weebly.com](http://www.weebly.com).You will be asked: What is the Focus of Your Site? Your options are Site, Blog and Store. Click on the **Site** box.Now choose a **Theme**. Don’t worry about picking the perfect one. You can easily alter this later if you change your mind. Simply scroll through a number of choices and choose something that you feel is appropriate to start with.Next you will be asked to choose your **Website Domain**. Start with the first option, a Subdomain of weebly.com, which is a free option. Again, you can change this later if you choose. For simplicity sake and ease of remembering, you may want to simply put in your name samsmith.weebly.com to begin with. If you choose a domain name which is already taken, this will automatically be indicated. Try adding numbers after your name. Press Continue.Now you are ready to start building your site. Click to add a **Headline** and **Description** to your site.Click on **Pages** on the top navigation bar to start building your menu. Click the plus sign “+” to add a page. For our purposes, you will most likely be choosing a **Standard** page. You can then name your page. Hit Save. Add until you have five pages, which will show up in the navigation bar at the top of the site. On the tool bar on the left hand side where you add pages, you have the ability to drag pages up and down to reorder them if you like.In order to illustrate the competencies of the MAGL program students are to post evidence of their learning, perspectives, skills/capabilities or accomplishments in each of these domains: 1. **Home Page    (bio and goals – work, life, school etc)**
2. **Personal Leadership Working in a Global Context**

**Personal Leadership Working in a Global Context** entails understanding one’s values, beliefs and behaviours in the context of other people, being aware of one’s orientation in the world, accountable for one’s behaviour and being open to learning.  It includes being able to manage one’s emotional reactions and being adaptive and resilient in complex changing environments. 1. **Leading in a Diverse Global Context**

**Leading in a Diverse Global Context** is the ability to engage in effective and appropriate interaction with others in a variety of cultural contexts (both globally and locally), and to honour differences in values, beliefs and behaviours.  Diversity reflects multiple ways of being, doing, and knowing across and within diverse contexts, populations, groups and systems.  Leading in diversity is grounded in an understanding of one’s own cultural identity, being aware that other cultural values, beliefs and behaviours exist, using appropriate communication practices, managing inevitable contact with others, working together and engaging collaborative learning across real or perceived cultural divides.  **D. Leading Sustained Change in Complex Environments** **Leading Sustainable Change in Complex Environments** refers to the ability of a leader to understand the complex political, social, and economic issues in the world and how they impact communities and organizations. Such leaders can work within and mobilize the resources of the international organizations as well as community-based organizations to affect change in organizations or in communities. * 1. **The Future and New Enterprises**
* **Elements to Insert Onto Pages**

Once you have your five pages set up you can begin to **Build** your site by dragging and dropping **Elements** from the left hand side of the screen onto your site. When you add **BASIC** elements, **Titles** or **Text** boxes, a menu bar will appear above it, allowing you to make text bold, italicize, underline, increase or decrease the size of the font, change font color, link to a website URL from another page in the portfolio, link to a file or e-mail address, center text, remove formatting, undo or redo changes. This part will feel quite familiar.You can quickly and easily upload **Images** from your computer or an URL of an image found on the web. Images add visual interest and can help to tell your personal story of leadership. There will undoubtedly be photographs from your residencies which you will want to include in some way.A **Gallery** of photos can be quite an effective creative tool. The program allows you to choose how many rows and columns of photos, with customized spacing and captions as needed. Simply upload the desired number of photos from your computer. An example of a use for this might be showing the steps of building a school while working on a development project.A **Slideshow**, with thumbnails top, bottom, to the right, double rows of thumbnails and numbers on the bottom are easy to create by dragging and dropping the Slideshow icon and uploading photos. You can then advance pictures at custom intervals. This could be a way to depict the many visual facets of an overseas assignment.You can add a **Map**, such as a Google map, as easily as adding images. This may come in useful in explaining where you may have worked with an NGO in a foreign country or where you volunteered with a homeless shelter down the block.There is also a drag and drop **Contact Form** which may be an element you wish to have at the end of your final page.**Embed Code** allows you to embed a link to share a variety of contents onto your site. Once you drag and drop this element onto your page, click inside the element and select Edit Custom HTML. Then simply paste the code in place. You can usually find the embed code via an embed or share button on or near the content you are wanting to share, such as a video or even an Instagram feed.Use the **STRUCTURE** elements, such as the **Divider** and **Spacer** to make your page easy to navigate as well as aesthetically pleasing. You will find these elements nice tools to allow sufficient space between elements so that your site does not look overcrowded.**Button** is also a structure element. Your text button can be large or small, in black and white or color. This allows you to bring attention to something on your site, such as Follow My Journey.Also under **Structure** elements you will find **Site Search** which has a gold star beside it. While this is a great feature, which lets visitors quickly find what they need on your site, this is only available as part of an upgrade plan. All gold star features are part of the upgrade plans and this included the first two elements under **Media**, which are **HD Video** and **Audio**. More on upgrading your site later.Under **MEDIA**, you can add features such as uploading a document which may be an essay which you want to showcase. **Document** allows you to paste the document directly onto your website in small, medium, large or extra large sizes. You can easily upload a **YouTube** video, perhaps one you have created which relates to the competency domains or one you have discovered in your learning which informs your stance on an issue.**Flash** lets you upload a SWF or small web format which contains video and vector based animations and sounds which are designed for efficient delivery over the web.**File** allows you to add a link to a document.The elements under **COMMERCE** are not applicable to this portfolio but worth knowing about if you might ever want to have any retail associated with this site. Perhaps when you publish a book.Under **MORE**, there is the ability to add a **Block Quote**. A block quote is a long quote or extract that you wish to stand out from other text. It can be edited using the same toolbar and basic editing functions. Some themes have very showy block quotes while others are more sedate. However, you have the ability to override this by changing the font.You can add **social media icons** such as Facebook, Twitter, Instagram, Linkedin and e-mail if you use these platforms and chose to let others know by way of your e-portfolio.Also under **More** is an **RSVP form** which may be of use if you are planning a special event which you are advertising through your site, such as a guest speaker night. Also there is a **Survey** **form** which allows you to find out the demographics of those accessing your site. These items are simply dragged and dropped onto your page where you are able to make edits. Lastly, there is a **Feed Reader** if you want to add this feature onto your website, perhaps if you are dealing with the news cycle during an assignment.**View more** brings you to the **APP STORE**. Apps are pay for use and many of you will not use them on your site but for those who have more advanced technology skills might want to peruse the offerings.. If you add an element which you decide later you do not want, simply **delete** it by clicking the red X in the upper right hand corner and confirming your desire to delete. The left upper corner of the element box has a green arrow which allows you to **move or copy** your element box, either onto the same page or a different page. Moving your curser to the double row of dots in the upper center of the element box allows you to drag and drop the box to where you would like it on your page.Note that adding elements to a page simply makes the page longer and longer. Adding an element beside an existing element means they will each be allotted the same amount of space side by side. A thin line will appear between elements and you can click on that line and move it left or right to change the spacing.Across the Navigation Bar at the top of the page, we have used the **Build** and **Pages** tabs. Next is **Theme**. Here you can easily change themes, change colors within the same theme, change fonts for any items on your website and change background picture. Note you can also use your own personal photos as backgrounds. The next tab is **Store** which will not be applicable for most students.After this is **Settings**. Scroll through and look at the array of features, many of which are available only when upgrading. Settings is also where you will go to unpublish your site should you chose to do so.Next on the navigation bar is the rectangular symbol of a **mobile device**. Clicking here allows you to toggle back and forth between desktop and mobile view so you can see how it will look on your mobile device. Note that you are only able to edit your site while on the desktop view.Following this is an **Upgrade** tool. Upgrading your site will be discussed at the end of this section.Lastly, you will see **Publish**. Simply click here. You will need to reconfirm your domain name. The next screen asks you to copy the numbers to prove you are human. Then, one more click and you have a published website. *Congratulations!*The very last feature on the navigation bar is a **Question Mark**. Here is where you can access help 7 days a week. You will be directed to a multitude of information boxes on specific topics, a host of teaching webcasts, a search tool to find answers to a problem, a list of common questions and answers, a contact form to reach their help desk via e-mail in English, French or Dutch, a live chat line for support as well as a phone number (1-844-493-3259) for a direct line to answers. Note the phone line will incur long distance charges unless you have upgraded your site. Otherwise, the live chat is an excellent option.* **Subscription and Upgrading Options**

**Notes on upgrading your Weebly website.** Some students may decide at a certain point that they would like to exercise the option to pay to upgrade their website. This is not a requirement of the course but many students may wish to do so now, or nearer to the end of your course work, when you might be sending your e-portfolio to potential employers or project managers.**FREE** – this is the Weebly platform described up to this point. Note, the free sites can only accept files up to 10 MB. You can get around this limitation by using links to larger files instead. The Free platform only allows you 5 pages so use them wisely. E-mail and live chat are free supports.**Basic** – this can be purchased in 6 month, 1 year and 2 year subscriptions, with varying monthly payments. The longer the subscription, the lower the monthly fee. With this package you are able to connect your own domain name, remove Weebly branding from your site and customize the footer. It is common to add contact forms, social media icons or location maps to the footer. You can also add your own favicon. What is a favicon? It is a small icon usually found near the browser’s address bar or description tab. Weebly will provide you with expanded statistics about your site. These statistics can be such things as most visited pages on your site, search terms used and referring sites. The Basic package allows files up to 100 MB. You can add unlimited pages, which you can make as subpages. E-mail and live chat are included supports.**Pro** – this is likely to be the most popular upgrade for the use of an e-portfolio. Again, subscriptions come in 6 month, 1 and 2 year timelines. In addition to the features of the Basic plan, you also get password protected pages. This is a really popular feature allowing you to give access to specific pages but keeping other pages for your own personal use. Note that you can only have one password, not multiple passwords for individual pages. In addition you get HD video and audio players. Note the audio player takes MP3 files only. Pro accepts files up to 250 MB and 1GB video files. A neat feature with Pro is that you are able to transform the header from a static image to a moving slideshow. The site search function is available on Pro allowing visitors to your site to search your site for specific items. You can accept up to 100 members on your site. You have e-mail, chat and phone support included.**Business** – as its name suggests, this is most useful for a retail operation as it has fully integrated eCommerce and all available features. There is unlimited membership allowed. SSL (Secure Sockets Layer) which is the industry standard for establishing an encrypted link between a web server and a browser, ensuring all data passed between the web server and the browsers remain private and integral. E-mail, live chat and phone support. Subscription fees are higher.Upgrading is simple. Just check the plan you want and put in your credit card information. |