

## **Transcript: Beginning to Use ISUComm Sites: The Basics**

### *Opening Sequence for ISUComm Sites Training Series*

**Phil:** “Hey, I’ve been busy building an introduction to working with ISUComm Sites since our last video. I’m glad you came back to learn the basics of how to begin using your site. In this Video we will cover how to get on your Site, and the fundamentals of navigation and creation. Also, I want to discuss a major challenge you’re likely to face while working on your Site because I want you to feel comfortable using the interface, and to be able to troubleshoot most issues when come up.”

#### **1. “Accessing your ePortfolio”**

**Phil:** “To access your ePortfolio site, you first need to open your browser. I recommend chrome for ease of use and accessibility. To go to your new site, type in [sites.isucomm.iastate.edu/] followed by your ISU Net-ID. Your ISU Net-ID is the user name you use to login to your ISU email account... This url should take you to what looks like a Wordpress site login screen. To login to your ISUComm Site, use the same user name and password that you use for your ISU email. If you’ve done this correctly, you should see the home-screen for your new Sites webpage. If you do not see this webpage, double check that you’ve typed in the correct url, and put in your user name and password correctly.”

#### **2. “Welcome to your ePortfolio”**

**Phil:** “Allow me to be the first to welcome you to your new ePortfolio site. The first time you visit the site, you are going to be prompted to begin customizing its overall design. Take a close look at all the options the interface gives you on this screen. There are tons of customizable choices to make and tools for you to work with. You can change the Theme, Typography, Site Identity, Colors, Images, Menus, Tagline, Widgets, and even set a static front page and set your display options. From this location you can really get started making your ePortfolio your own. And, you can come back at any time by clicking on the customize tab on your site ribbon... Wait a minute, before I get too far ahead of my self, lets take a look at this ribbon and learn the rest of the tabs that we are going to need to navigate our site...”

**Phil:** “From the site ribbon, you can visit the Wordpress support information for your site, look at all your wordpress Sites (if you have more than one), go to the current site's Dashboard, Themes, Widgets, and Menus, return to Customization, see new Comments, or add new Posts, Media, or Pages; or even a slideshow. Also, you can manage your profile and conduct a search. For our purposes, lets go to the Dashboard.”

#### **3. “Dashboard”**

**Phil:** “The Dashboard is the content management page where you can start to build and manage the details of the site. On this page, as you can see, there are tons of menus, lists, and options which you can manipulate to build and customize your site. You may find it valuable to take some time and look around, trying out different themes, widgets, features, and menu styles

before you find a design that seems professional, purposeful, and communicates your message clearly to your audience. That's okay, but I'd like to highlight the three main tabs you will use most often from the Dashboard to put content directly into your site: Posts, Media, and Pages.”

#### 4. “Posts”

**Phil:** “First, let's look at posts. Posts are usually short additions to your site which you would like to appear on the main page. They build content vertically for users to scroll through. Looking at the Posts submenu you have: All Posts, Add New, Categories, and Tags. From these options you can see your posts and make any edits or changes, create new posts, build categories to put like posts together, or add content tags to posts which are searchable by site visitor if you include a search widget on your Site. Posts, generally, are not used for major parts of your site, and are best used when you want to emphasize movement across time.”

#### 5. “Media”

**Phil:** “Next, let’s look at media. The media tab has two submenus, “media library” and “add new.” The Media library of your site is used to store videos, presentations, audio, images, and any other documents that you want to embed into your pages or posts. By embedding media, you increase the number of communication modes in your work and can boost its effectiveness. Including media purposefully in your pages and posts creates a professional look as long as it meets the audiences needs and expectations. Also, directly from the Media menu, you can choose “add media” to upload what ever work you'd like to include on your site.”

#### 6. “Pages”

**Phil:** “Last, and perhaps the most important tab for building the site's content, is Pages. From the Pages submenu, you can view all of your site's Pages and Add New Pages. Pages are the main focal points of your website. When you add a Page, you create a Button on the home page that navigates to the new Page. On individual pages is where you will want to highlight and showoff your work and any major accomplishments using the various modes of WOVE. In other words, this is where you will want to put your ePortfolio materials and include your media for visitors to see and interact with. Pages are the heart and soul of your ISUComm Site.”

#### 7. “Adding Media and Embedding Documents”

**Phil:** “Now that we’ve covered the most important basic parts of your new Site, there is one major challenge that I’d like to discuss, uploading and adding media or embedding documents.

To upload media, go to the media tab on your dashboard and choose add new. Then, simply open your library, click the file you want to upload and drag it into the “drop files here” box on your dashboard, easy. After uploading the media files you want, you must add or embed them where you need them.

To add or embed files, go into the post or page where you’d like to put the media, put your cursor where you’d like the file to go, and select either “add media,” “insert slideshow,” or "Add

Document" from the editing tools above your content window. Now, if you are adding media, you just select it from your media library and the site inserts it into the window; if you are inserting a document that you'd like to embed into the page using a document viewer interface (which is fancy talk for making it interactive) then you need to either upload it by choosing "upload" and finding it on your system, or you can put in the link for the document... Wait, a document Link? Let me explain.

Whenever you upload a document to your Media Library, it gets its own link. You can find this link by selecting the document in your library, and looking for the URL in the attachment details. This is the document's link. By copying and pasting this link into the "add document" dialog box and clicking "insert," you embed the document into the page. By embedding a document in this manner, your users can see and manipulate it within the body of your Page without having to go to an external page. Whew!"

**Phil:** "Wow, that was a lot to cover. If you didn't catch everything, go back and re-watch a section using the chapter features in this video's menu. I hope you found this walkthrough valuable, and learned enough to start working on your site. With a little time and effort, you will be showing off your skills in no time. But, if you have problems or need help, you can always visit the Sites resource page @ [sites.isucomm.iastate.edu/resources], or you can sit down with your instructor. Join me again in my next video "*ePortfolio Sites Showcasing WOVE*" to get the inside scope on successful ePortfolios for English 150 and 250 courses!"

*Closing Sequence for ISUComm Sites Training Series*