

A Story of Transformative Leadership

Student Guide to Getting Started

1. Getting a UBC Blogs account.

Go to blogs.ubc.ca and sign up for an account with your CWL.

2. Notify Advisors.

Tell your Jola your CWL login name (not password!) and your preferred email address. You need to notify Jola by January 5th.

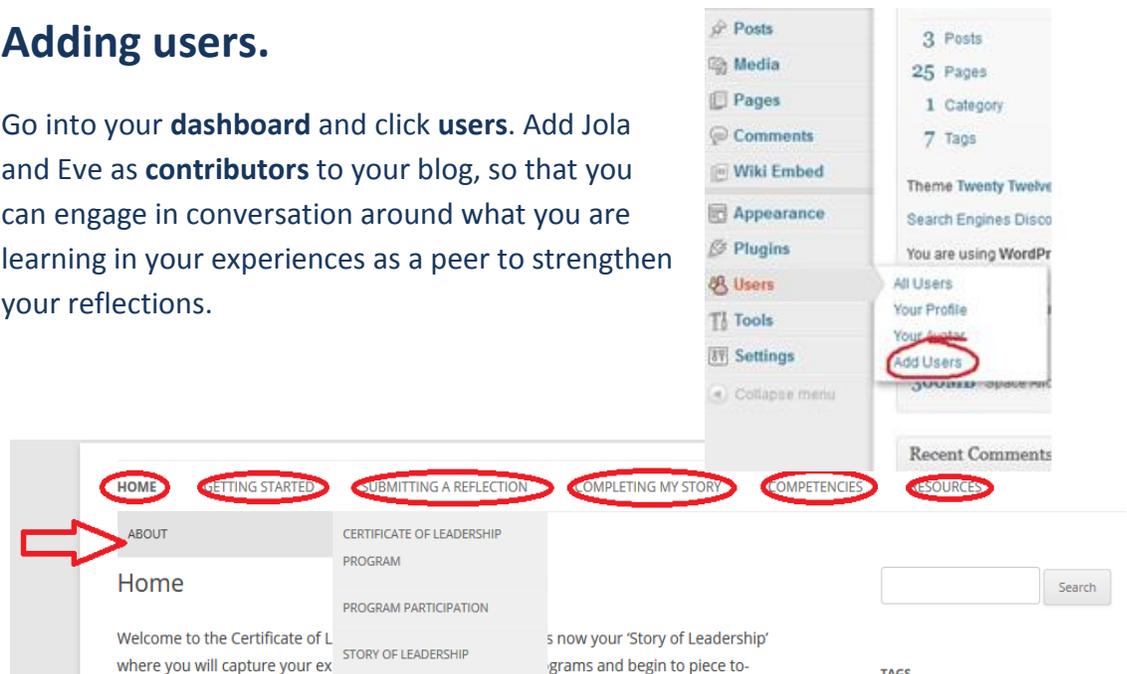
Receive URL.

3.

You will be sent an email notification providing you with a personalized URL that is assigned to your 'Story of Leadership'. Accept the invitation and get administrative access to your blog.

4. Adding users.

Go into your **dashboard** and click **users**. Add Jola and Eve as **contributors** to your blog, so that you can engage in conversation around what you are learning in your experiences as a peer to strengthen your reflections.



The screenshot displays a WordPress dashboard interface. On the right side, there is a sidebar menu with the following items: Posts, Media, Pages, Comments, Wiki Embed, Appearance, Plugins, Users, Tools, and Settings. The 'Users' menu item is highlighted, and a dropdown menu is visible, containing 'All Users', 'Your Profile', 'Your Avatar', and 'Add Users'. The 'Add Users' option is circled in red. Below the sidebar, there is a 'Recent Comments' section. At the bottom of the dashboard, there is a navigation menu with the following items: HOME, GETTING STARTED, SUBMITTING A REFLECTION, COMPLETING MY STORY, COMPETENCIES, and SOURCES. Each of these items is circled in red. A red arrow points to the 'HOME' link. The main content area shows a 'Home' section with the text 'Welcome to the Certificate of L...' and 'where you will capture your ex...'. There is also a search bar and a 'Search' button.

Change header image.

- 5.**
 - From the **dashboard**, click on **appearance** and select **header**.
 - Click **browse** and choose the file you want to use as a new image.
 - Click **upload** and you'll see the upload image with a cropping window. Choose the section of the picture you want to display.
 - Click **save changes**.

6. Review Story of Leadership Template.

- The pre-existing pages found on your blog's template provide you with a step-by-step "how to" guide to get started with your story.
- Review each of the pages to learn more about the Transformative Leadership Program and how to get your 'Story of Leadership' started.
- Step 1 is creating goals for your participation in this program by going into the **setting goals** page through the **dashboard** and clicking on **pages** and adding in your goals to the page.

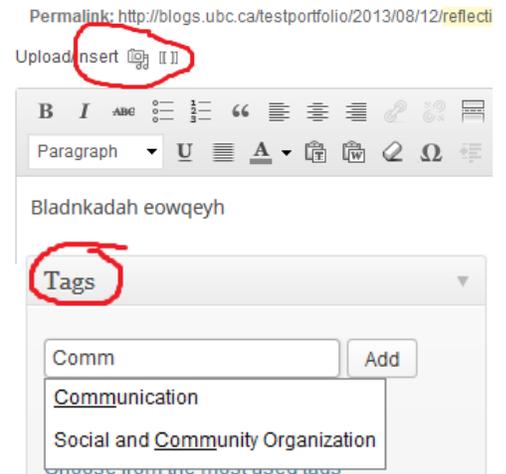
7. Edit existing pages.

- You can now begin to edit the pages in the template for your 'Story of Leadership'.
- From the **dashboard**, click on **pages** and click on the title of the page you want to edit. You will now see the formatting toolbar where you can edit and format text.
- Make your changes and then click on **update page**.

Submit reflections.

- 8.**
 - When you are ready to submit a reflection of an experience, go into your **dashboard** and click on **posts**.

- Click **add new** and you will see the formatting toolbar where you can edit and format text.
- Type in your reflection, or upload a **media file** to capture the experience.
- Select one, or more tag(s) for your reflection that capture the competency you have demonstrated or are beginning to develop in the experience. Click on the text bar under **tags** and begin to type in any of the seven competencies listed in the template. These are already created for you, so you just have to begin typing.
- When you are ready to submit your reflection, click **publish**.
- Your submitted reflection will then appear as a post in chronological order on your **submitting a reflection** page.



9. Review Privacy Settings.

Review your site's privacy settings which can be found under the **dashboard**, then **settings** and click **reading**. Here is where you can change the visibility of your site. For more information about privacy settings and your online digital footprint click [here](#).

After this year, then what?

- 10.** Upon completion of your blog posts this year (in March), you will be given further instructions for blogging throughout the summer and into your following years at UBC. You are encouraged to update, change and contribute to your blog and develop it into a professional portfolio.