

Setting up your e-Portfolio for PharmD

Create your own UBC Blog

1. Go to <http://blogs.ubc.ca> and sign in with your CWL
2. Complete the Blogs Account and Setting Up a Blog forms
3. Upload Your Portfolio Template

Uploading the Portfolio Template

1. Go to the support site <http://blogs.ubc.ca/pharmd> and on the Getting Started page download the Learning Portfolio template
2. You'll see a Google Doc screen with the file "PharmDwordpress.template.xml"
3. Click on "Download 38K"
4. Save the file to your desktop.
5. Return to the dashboard of your blog, click on Tools > Import Select WordPress from the list of systems
6. Search for the learning portfolio template you just downloaded (an xml file)
7. Select Upload File and Import
8. Assign yourself as the author by selecting your own username from the drop down menu.
9. Select the "Download and import file attachments"
10. Click Submit

Changing your Site's Theme and Sidebar

1. From the Dashboard, select Appearance > Themes
2. Activate the "Twenty-Ten" theme
3. From the Dashboard, select Appearance > Widgets
4. Add the Pages widget into the sidebar area
5. Type "Content" in the title field.
6. Sort by "Page Order"
7. Click Save

Adding Rotations/Categories

1. Add the Categories widget into the sidebar area
2. Type "Rotations" in the title field
3. Select "Show as dropdown" and click Save

Adding a Menu to your Portfolio

1. Under Appearance select Menus
2. Select the Main Menu Pharm D as Primary Navigation

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Setting your Front Page

1. Click on Settings in the left-hand navigation bar, and select Reading
2. Select the radio button next to "A static page" or the Front Page select from the dropdown menu select Welcome
3. For the Posts page select "Specific Rotation Goals" and click Save Changes
4. Click on Pages in the left-hand navigation bar
 - . From the list of pages delete the About page
5. Click on Posts in the left-hand navigation bar
 - . Delete the "Hello World!" post
6. Click on Visit Site

Covered during the rest of the session (the 6 things you need to know doc here: <http://blogs.ubc.ca/pharmd/>

- Customize the header
- Edit posts, and categorize accordingly
- Edit pages
- Upload a PDF of their resume to the CV page
- How to password protect the CV page