PEER PROGRAMS

A Story of Leadership

Student Guide to Getting Started

PEER PROGRAMS

1. Getting a UBC Blogs account.

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

2. Notify Advisors.

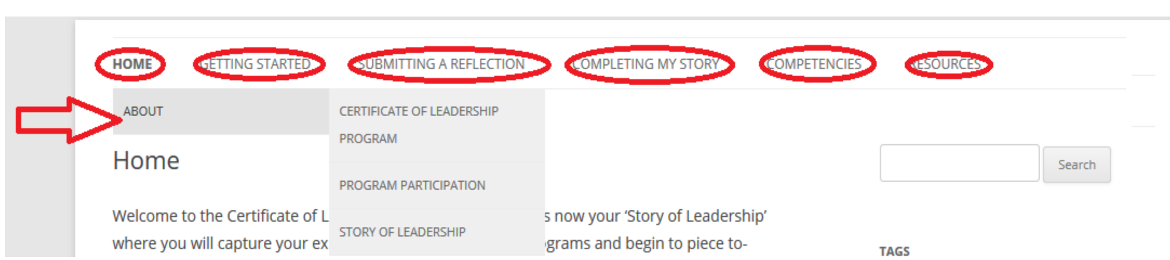
Tell your advisor you want to participate. Then, send an email to robyn.leuty@ubc.ca with your CWL login name and your preferred email address.

3. Receive URL.

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 your Peer Program advisor as a **contributor** to your blog, so that you and your advisor can engage in conversation around what you are learning in your experiences as a peer to strengthen your reflections.



5. Change header image.

- 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 imagewith a crooping window. Choose the section of the picture you want to display.
- Click **save changes.**

6. Review Story of Leadership Template.

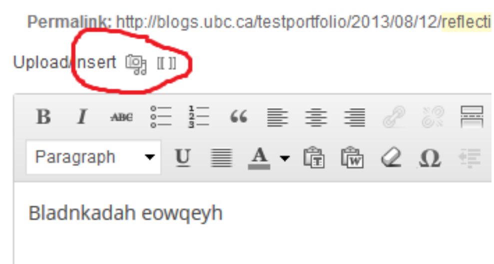
- The pre-existing pages found on your blog's template provide you with a step-by-step "how to" guide to get started with your story.
- Review each of the pages to learn more about the Certificate of Leadership Program and how to get your 'Story of Leadership' started.
- Step 1 is creating goals for 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.

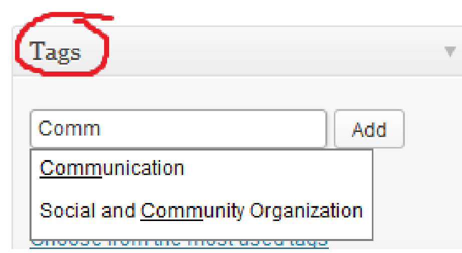
- You can now being to edit the pages in the template for your 'Story of Leadership'.
- From the **dashboard**, click on **pages** and click on the title of the page you want to edit. You will now see the formatting toolbar where you can edit and format text.
- Make your changes and then click on **update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

8. Submit reflections.

- 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**.

10. Post Certificate of Leadership Program.

Upon completion of the program, you can still use your blog! As long as your CWL is active you can update, change and contribute to your blog and develop it into a professional portfolio.

If you choose to continue to use your blog, please remove your advisor and **Robyn Leuty** as administrators of your blog. This will ensure that these individuals do not continue to receive update notifications as you develop your blog further.

To remove users with administrator access, go into **dashboard** and click **users**. Go into **All Users** and remove those users with administrator access from your blog.