7-Things to Know about Creating an e-Portfolio

1 Getting UBC Blog

A. Go to blogs.ubc.ca and sign in with your CWL
B. Enter your name and email address. - Select **"user account and a blog (recommended)**," then click **Sign Up** - Fill in the rest of the fields as prompted.
C. Under **Privacy** we recommend you choose: "I would like to block search engines, but allow normal visitors."
D. Click **Create Blog You'll now customize your site – more Getting Started"** http://blogs.ubc.ca/pharmd

2 Changing the title
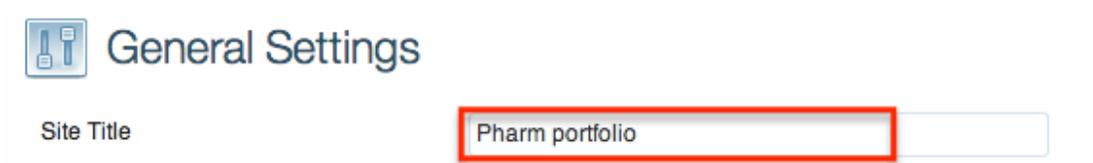
General Settings

Site Title   Pharm portfolio

A. Click on **Settings** and enter a new title for your learning portfolio space.
B. Scroll to the bottom of the page, click **Save Changes**

3 Editing existing pages

A. You can now begin to edit the pages in your learning portfolio template. The two pages are: - Personal Goals - Rotations To-Date

B. 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 the text.

C. Make your changes and click on **Update Page.**
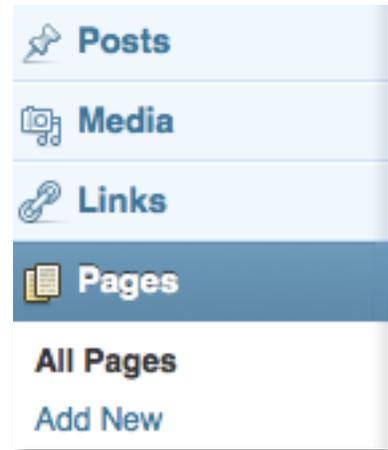
4. Edit Rotational Goals

A. You will be writing posts to outline your Specific Rotation Goals

B. From the **Dashboard**, click **Posts** on the left-hand menu bar. Click **Add New**. - Enter a short title: "Goals – Rotation 4" and enter text in the large empty box. You can format your text here as well.

C. In the **Categories** area on the far right, select the appropriate rotation. - Click **Publish**.

Getting Started" http://blogs.ubc.ca/pharmd

5 Adding your CV

A. You'll need to add your CV to the "CV" page of your Learning Portfolio.
B. From the **Dashboard**, click on **Pages** and click on the title of the CV page to edit it. **- Place your cursor** in the text box where you want your link to be.
C. Click on the **Add Media** link and upload the your CV as a PDF. - **Type** "My CV" or something similar in the title field.
D. Click on the **Insert Into Post** button.

6 Header (optional)

A. From the **Dashboard**, click on **Appearance** and select **Header**.
B. Click **Browse** and choose the file you want to use as a new image.
C. Click **Upload** and you'll see the uploaded image with a cropping window. **Choose** the section of the picture you want to display.
D. Click **Save Changes.**

7 Edit the Categories

You'll notice that the template includes categories for each of your rotations. You will need to edit the category titles so they reflect the exact order of your rotations.

A. From the **Dashboard,** click on **Posts** and click on **Categories**. You will see the 12 categories listed.
B. Click **on the title** of the category you want to edit and change the category name. - Keep the rotation number e.g. "Rotation 01 –" but change the specialty.
C. Click **Update Category.**