

Creating an e-portfolio in Glow

Note: If the pupil has never logged into GLOW they require to be downloaded and a username and password is created. This can be done by school or East Lothian ASMs (Account and Service Managers)

1. Get the pupil's account ready to use.

Log into GLOW using the pupil's username and password

Change the password at the prompt - choose something easy to remember and include a non-alphanumeric key such as a space e.g (suzanne glow) * Please note there is a space between "suzanne" and "glow". Keep a careful note of the passwords you set!

You will be asked to re-login to the account using the pupil's username and new password.

Accept the terms and conditions.

We are ready to begin!

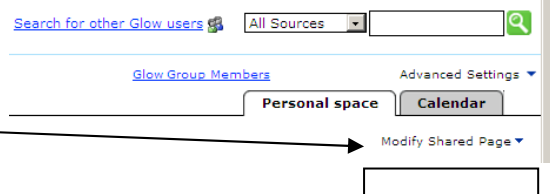
2. Set the pupil's Glow theme to a child-friendly child-friendly choice. *(optional)*

To make all e-portfolios uniformed use the same theme

Click on My Stuff

Click on My Glow

Click on Modify Shared Page
(on right hand side of the screen)



Click on down arrow

Add web parts

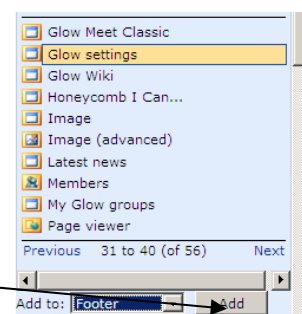
Select Browse

Select Virtual Server Gallery

Select GLOW Settings

Change drop down arrow to show footer

Click Add



Scroll down page till you see Glow Settings

Select Change Theme

Click on Theme 10



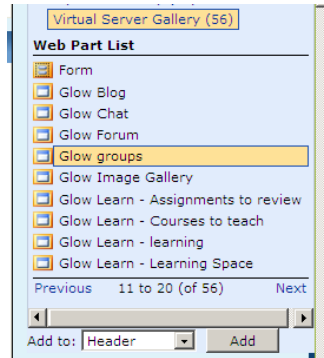
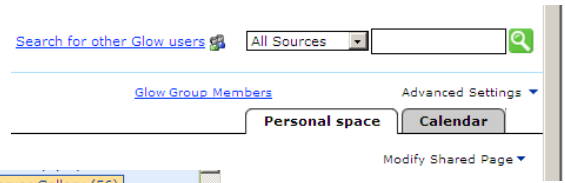
You have successfully changed the Theme

3. Create a New Glow Group to hold the Glow Blog / e-Portfolio

You want to create the e-portfolio inside a new group
(This will allow pupils to share with peers, open for discussion and comment)

Click on Modify Shared Page
(on right hand side of the screen)

Click on down arrow
Add web parts
Select Browse
Select Virtual Server Gallery
Select GLOW Groups
Add



Click on Create GLOW Group



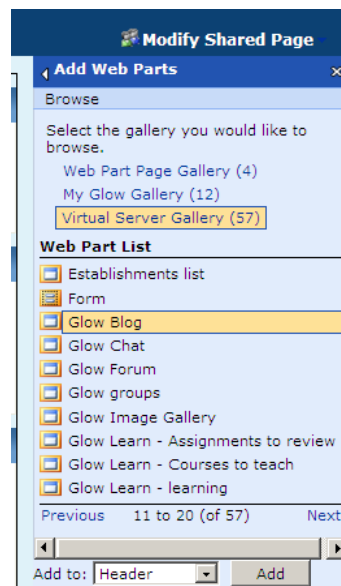
Type in the name

Click create Glow Group

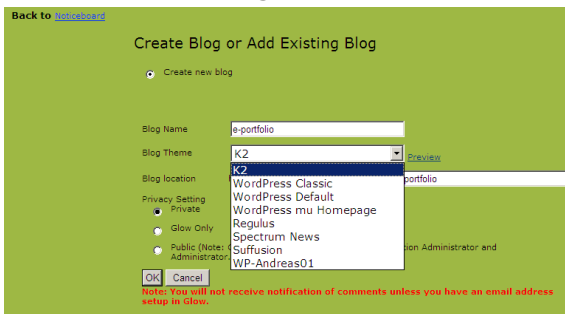
4. Create the GLOW Blog / e-Portfolio

Click on Modify Shared Page
(on right hand side of the screen)

Click on down arrow
Add web parts
Select Browse
Select Virtual Server Gallery
Select GLOW Blog
Add



Click Create Blog



Click on the down arrow

Select Suffusion

Click OK

This sets the default appearance of the new Glow Blog / e-Portfolio.

Note: This assumes the Blog is to Private, i.e. shared only with specific named people or groups. Make sure you know that is what is needed!

5. Preparing the e-Portfolio

We are now ready to develop the e-portfolio

Add Categories individually

Select Dashboard

Select Posts

Select Categories from Drop Down



Type in each category and click add category

The school will usually provide a list.

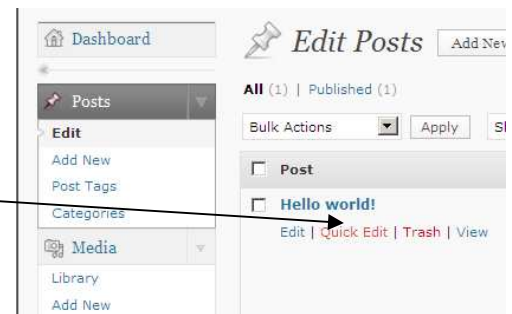
Under Post click on edit

Hover over 'Hello World'

Quick Edit

Tick all the categories and remove tick from the uncategory.

This makes sure the Categories are visible in menus.



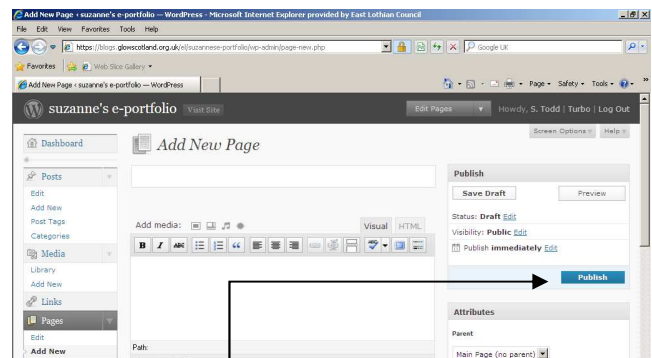
Add Pages

Click on Pages

Add New

Type the page name

Publish



6. Using an Imported File

Pages and Categories can also be added by importing file

Select Dashboard
Select Suffusion
Select Tools
Select Import

Scroll down to Word Press Click

Select Browse

Select appropriate XML File (*This will have been created / provided for you*)

Click Upload and Import (*this brings in images and any uploaded files*)

Select from ▼ pupils blog
✓ Download

Submit

Click "Have Fun" to take you back to e-portfolio

7. Setting Up Navigation Menus

Appearance - Categories and Pages along the top

In the Dashboard - left-hand side

Select Suffusion

Blog Features

Main Navigation Bar Setup

Scroll down till you get to

Pages in Navigation Bar

Control the display of pages in the navigation bar

Page listing style in Navigation Bar

You can choose how to show pages in your navigation bar. It is shown in the navigation bar.



Click on first Radar Button


Continue to scroll

Categories in Navigation Bar

Control the display of categories in the navigation bar

Category listing style in Navigation Bar

You can choose how to show categories in your navigation bar. The following categories are shown in the navigation bar:



Show the top level categories in the navigation bar and their sub-pages in drop-downs.

Click on first radar button

Select categories to show in Navigation Bar

If you have too many categories on your blog you might want to exclude some so that the navigation bar doesn't get ugly. Note that if your navigation bar is hidden, this setting is ignored. Also if you select a category whose parent is not selected, the child will NOT be displayed. The exclusion is hierarchical, so if you exclude a parent category but include its child, neither the parent nor the child will show up in the dropdown. All categories are excluded by default.

- Confident Individual
- Effective Individual
- Responsible Citizen
- Successful Learner
- Uncategorized

Select All Select None

Continue to bottom of page

Tick all categories required un-tick uncategorized

Click
Save changes on this page

Save / Reset

Save changes on this page

Reset page to default options

Reset all pages to default options

8. Link e-portfolio from Glow Light Page


This makes it faster for children to get their e-portfolio Glow Group.

Copy URL for e-portfolio

My Stuff

My Glow

Copy the Http: in address bar **

Click  on to take you back to Glow Light Page

Click on





Button Text Type:
My e-portfolio

Position List:
Change to 1

Url:
Paste URL you copied from
address bar **

Click Add Button

Click Done

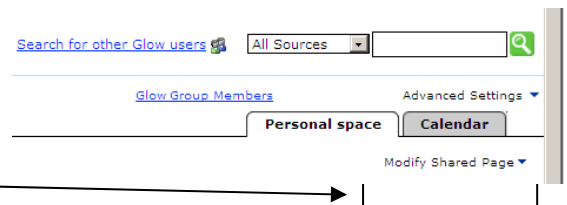
My e-portfolio is now at the top



9. Add a Welcome message to the e-Portfolio Glow Group

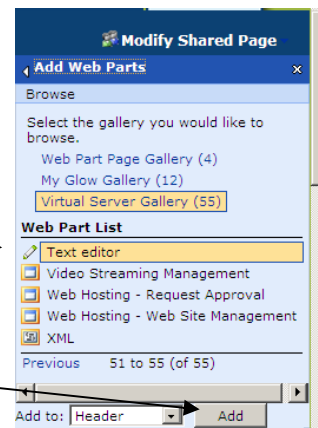
Add a Message using text editor

Click E-portfolio

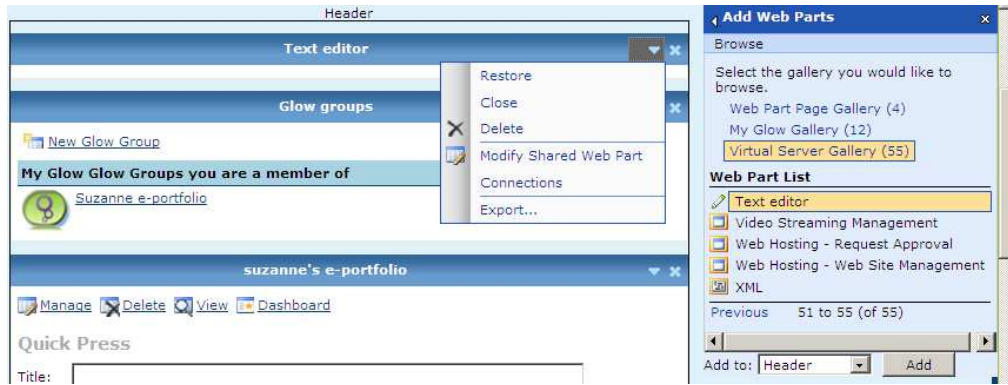


Click on Modify Shared Page
(on right hand side of the screen)

- Click on down arrow
- Add web parts
- Select Browse
- Select Virtual Server Gallery
- Select Text Editor
- Add to Header
- Add



Click on the down arrow at Text Editor



Select Modify Shared Web Part

Enable in Page Edit - Tick Box

Apply

Type Text

Click OK

Click down arrow as before

Select Modify Shared Web Part

Click Appearance

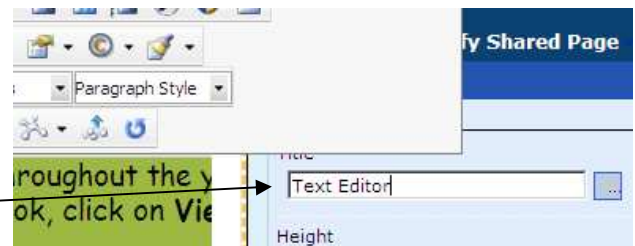
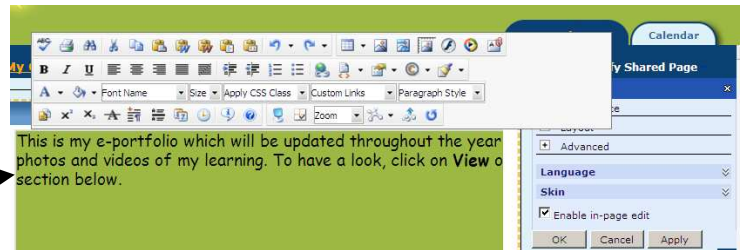
Apply

Text Editor will show in box -

Overtyping with Welcome

Apply

Ok



10. Customising the Glow Blog's Appearance (in Word Press)

To change the look of your e-portfolio

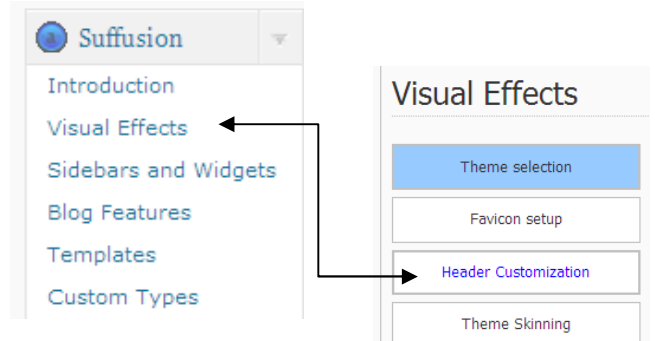
Go into the e-portfolio and select the dashboard

Scroll down left hand side of screen to Suffusion

Select Visual Effects

Select Header Customization

Scroll through this page selecting the following

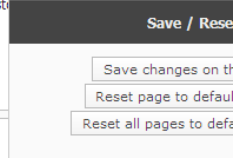



Custom Styles 

You can decide to go with the colors / text styles of the theme you are using for the header, or choose your own. If you choose default colors / text styles here then the rest of your settings in this section will be ignored. If you choose custom colors / text styles here will override the theme's settings.

Please set this option to "Custom styles" if you want to override the theme's settings for the header.

Theme styles (default) Custom styles



Header is inside the main wrapper 


Header Layout Style


You can choose different header styles - full width or page width:

Header is outside the main wrapper, its background and contents are as wide as your browser window Header is outside the main wrapper, its background and contents are aligned with the main wrapper

Header is outside the main wrapper, its background is as wide as your browser window, but header contents are aligned with the main wrapper Header is inside the main wrapper

Theme Default

Use a custom gradient 


Header Background Image Tiling - Do not repeat 

Header Background Image Type

You can set an image to use for the header. You can either use a predefined image (default) or a custom gradient or nothing at all.

Use a predefined image (default) Use a custom gradient

Use a rotating set of images from a folder No image


Header Background Image Position - Top Right 

Folder for Rotating - Leave Blank

Header Background Gradient Style - Top to Bottom 

Header Background Gradient Start Colour - 9116F0

Header Background End Colour - AF7EF7

Header Foreground Image Type - Use Text 

Header Foreground Image - Leave Blank

Blog Title / Header Colour - Leave as 000000

Blog Title / Header Decoration - None



Blog Title / Header Hover Colour - Leave as default

528F6C

Blog Title / Header Hover Decoration - None



Blog Description / Sub-Header Colour - Leave as 000000

Blog Title / Header Alignment - Left



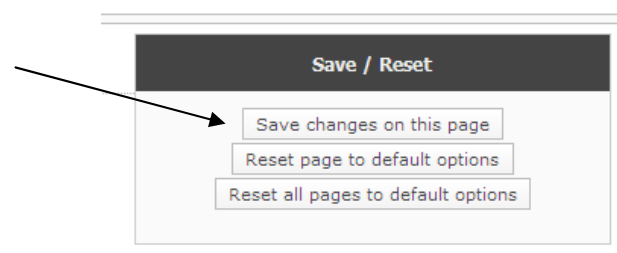
Description / Sub-Header Alignment - Right



Description / Sub-Header Vertical Alignment, relative to header - Same Line



Save changes to this page



suzanne's e-portfolio

About All About Me My News Confident Individual Effective Individual Responsible Citizen Successful Learner Search

All About Me

Edit Add comments

Posted by S. Todd at 12:30 pm

Leave a Reply

Categories

- Confident Individual (1)
- Effective Individual (1)
- Responsible Citizen (1)
- Successful Learner (1)

Archives

- August 2011

Links

Meta

- Site Admin
- Entries (RSS)

11. Setting up a fixed home page and page for Blog Posts

To bring all posts into the My News Page.

Select Site Admin

Settings

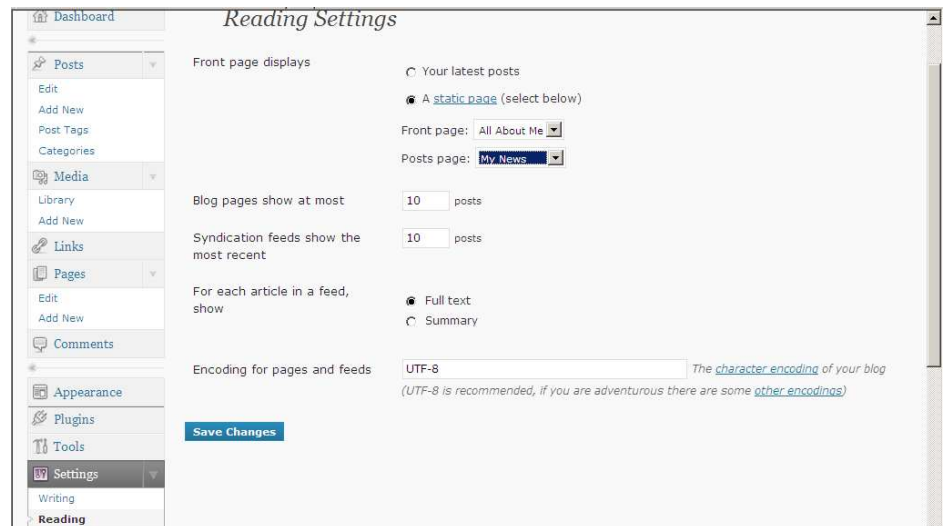
Reading

A Static Page

✓ All About Me

✓ Post Page My News

Save Changes



12. Creating a "Home" button

To create a home button:

Select Site Admin

Select Suffusion

Select Blog Features

Main Navigation Bar Setup

'Home' Page



Show a text link

Save Changes