



Digital Portfolio Basics Refresher

Welcome back, Class of 2019! In your LDR courses last semester, you all set up your [digital portfolios](#). In the process, you learned the basics of [WordPress](#), built your digital presence, and discussed ways to be a responsible digital [citizen](#). As part of the GBL 102 and LDR 102 course requirements this semester, first year students will use domain space to create a category for various exercises in reflective thinking. What follows is a guide to remind you how to access your domain control panel and a step by step guide for how to create a “Post page” (a dynamic page that collects your reflections) in WordPress, how to create menus (to direct your to pages), and, importantly, how using categories and tags can organize your information. And remember--[D-Center tutors](#) are always on hand to help you with any and all digital (and visual!) questions for face to face help!

How To Find Your Website

1. Log into your WordPress account by either:
 - a. Going to agnesscott.org (aka Agnes Waypoints) and use your Agnes Login. This will take you to your control panel, where you can also alter the “back end” of your website.
 - b. Go to your website, and add ‘/wp-admin’ after the url. This will take you straight to your WordPress dashboard.
[Ex: `firstname.lastname.agnesscott.org/wp-admin`]

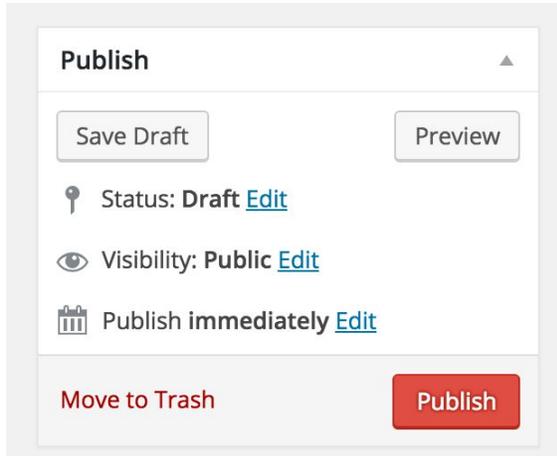
How To Define a Post Page

(aka an ‘Archives’ Page)

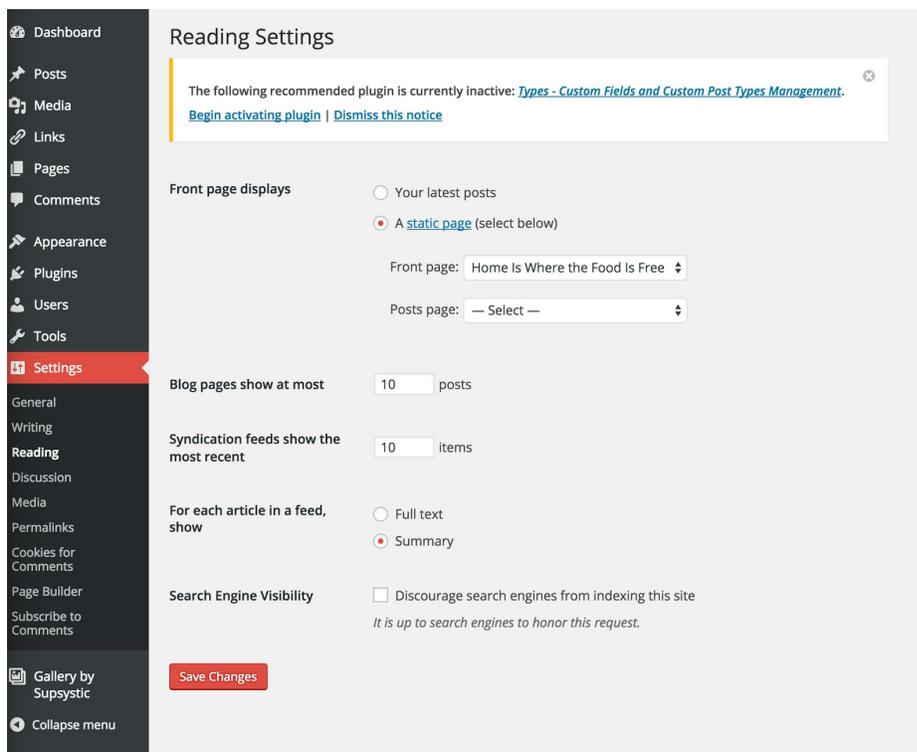
1. Click/Hover on pages and click ‘Add New’



2. This new page will be your 'Posts' page. Title it whatever you choose (but keep it classy.) DO NOT write anything on this page, just title it. Make sure this page is public and visible, and click publish.

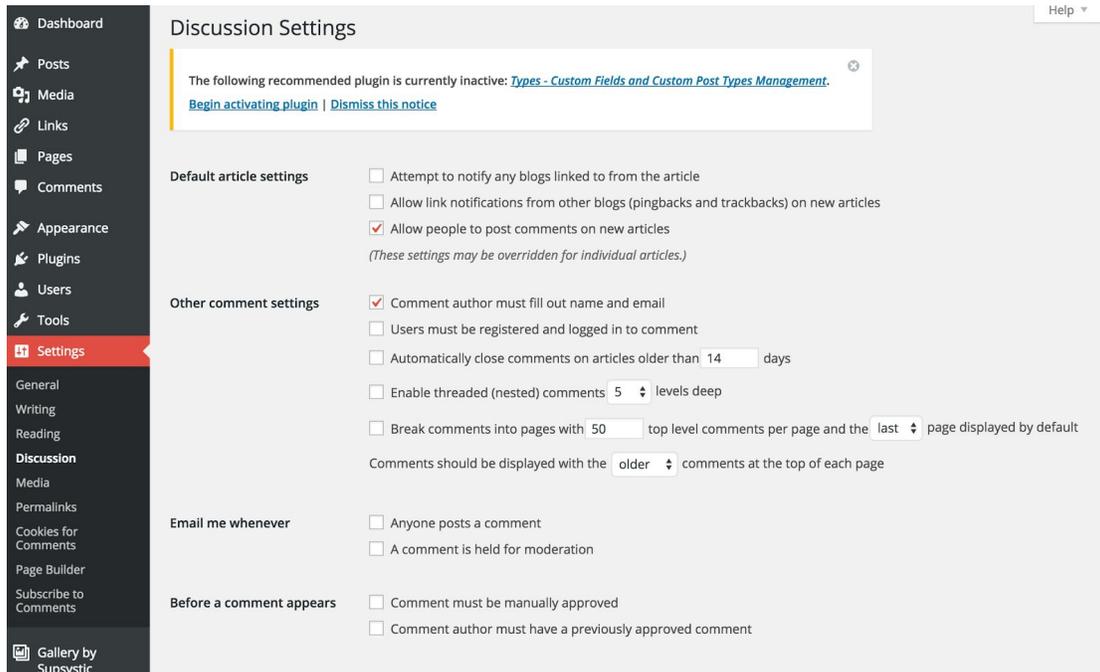


3. Once published, go to Settings > Reading. Make sure the settings are as checked below. In the drop down menu for 'Posts page', select the page you just created. For the 'Front Page:' select a page you have previously created, this will be your 'home' page. Then click 'Save Changes'.

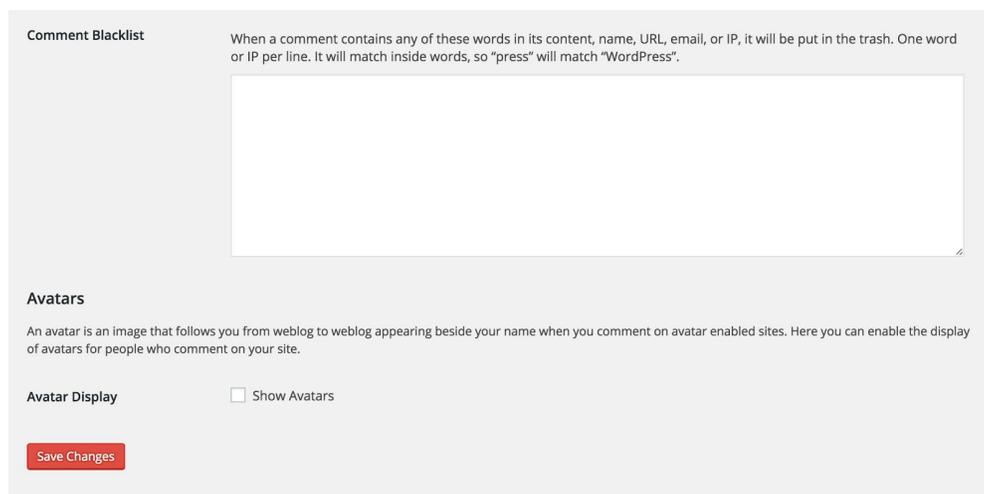


How To Allow Comments

1. Go to 'Settings > Discussion'. Under 'Default Article settings', check 'Allow people to post comments on new articles'. Under 'Other Comment Settings', check the box next to 'Comment Author must fill out name an email'. DO NOT check the box next to 'Users must be registered and logged in to comment', or 'Show Avatars' at the bottom of this section. You can choose what settings you want for the section titled 'Email me Whenever' and 'Before a comment appears' but DO NOT change any other setting. Click 'Save Changes' at the bottom when done.



The screenshot shows the WordPress 'Discussion Settings' page. The left sidebar contains navigation links: Dashboard, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings (highlighted). Under 'Settings', there are sub-links for General, Writing, Reading, Discussion, Media, Permalinks, Cookies for Comments, Page Builder, and Subscribe to Comments. The main content area is titled 'Discussion Settings' and includes a notification for an inactive plugin. The settings are organized into three sections: 'Default article settings', 'Other comment settings', and 'Email me whenever' and 'Before a comment appears'. In the 'Default article settings' section, the checkbox for 'Allow people to post comments on new articles' is checked. In the 'Other comment settings' section, the checkbox for 'Comment author must fill out name and email' is checked, while 'Users must be registered and logged in to comment' is unchecked. The 'Email me whenever' section has both checkboxes unchecked. The 'Before a comment appears' section has both checkboxes unchecked. A 'Save Changes' button is located at the bottom of the page.



The screenshot shows the 'Comment Blacklist' and 'Avatars' settings in WordPress. The 'Comment Blacklist' section has a title and a description: 'When a comment contains any of these words in its content, name, URL, email, or IP, it will be put in the trash. One word or IP per line. It will match inside words, so "press" will match "WordPress".' Below this is a large empty text area for entering blacklist words. The 'Avatars' section has a title and a description: 'An avatar is an image that follows you from weblog to weblog appearing beside your name when you comment on avatar enabled sites. Here you can enable the display of avatars for people who comment on your site.' Below this is a checkbox labeled 'Avatar Display' with the text 'Show Avatars' next to it, which is currently unchecked. A 'Save Changes' button is located at the bottom of the page.