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## 6. Menus Cont.

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1. From the “Appearance” menu on the Dashboard, select the “Menus” option to bring up the Menu Editor.
2. Select **Create a new menu** at the top of the page.
3. Enter a name for your new menu in the **Menu Name** box.
4. Click the **Create Menu** button.
5. Using the **Pages** pane you can now select which pages you want to be appear in your menu.
6. Click the **Save Menu** button.
7. You can drop and drag the items to arrange them in the desired order.

## 7. Static Home Page

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The default set-up for a new WordPress site is a blog-style format in which posts will appear in reverse chronological order.

To make your front page a static page rather than a blog you need to create a page that will become your home page.

After creating this page, from your Dashboard go into the Settings tab and then click on the Reading subtab. There you will see the option to edit “Your home page displays”. Select the radio button that says “static page” and then select the page you created for the home page.



Need more help?

**Website:** <https://eportfolios.capilanou.ca>

**Email:** [eportfolios@capilanu.ca](mailto:eportfolios@capilanu.ca)

**Portfolio Project Peer Mentors  
Drop-in Hours**

**Writing Centre Computer Lab  
Fir 402**

Mondays 11:30 am to 2:30 pm

Tuesdays 11 am to 2 pm

Wednesdays 11:30 am to 2:30 pm

Thursdays 11:30 am to 2:30 pm

Fridays 11 am to 2 pm

Or pop by and pick up our  
WordPress Quick Tips Handouts

# ePortfolios

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## Getting Started

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## 1. What is an ePortfolio?

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An ePortfolio is a digital collection of information and artifacts (or assets) illustrating a person's knowledge, skills and competencies, and range of experiences – e.g. work, sports, and/or volunteering.

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## 2. Why ePortfolios?

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Reflect upon one's learning.

Showcase your skills, abilities, and accomplishments.

Learn WordPress basics.

Begin to develop and manage your academic and professional identity.

Tell your story.



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## 3. How do I get started?

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1. To activate your CapU WordPress account, navigate to [capilanou.ca](http://capilanou.ca).

2. Click on Current Students from the home page or the MyCap link in top right of your window.
3. Click on CapU ePortfolios located in the myCap “Log in to” resource box.
4. Click on the button that says Sign On.
5. Log in using your CapU username and password.

You are now in your own blank WordPress site on the CapU ePortfolios site.

By default your site is public, which means anyone who finds your site can view it.

You can make your site semi-private or completely private. There is also the option to make individual pages private.



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## 4. Visibility Options

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1. Go to “My Sites” at the top left of your screen > Locate your name.
2. Click on “Dashboard”.
3. Go to “Settings” and select “Reading”.
4. From here, pick one of the six options located under Site Visibility.

The first two options make your site **public**. The other four options make your site **private** to varying degrees.

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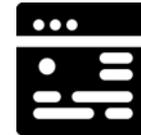
## 5. Site Basics

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Your portfolio site will be a dynamic space that evolves as you continue your studies and in turn your professional and academic goals continue to evolve.

We recommend you begin by adding a brief **Bio** or **About Me** page to introduce yourself and the purpose of your site.

For more examples of other page types you may want to include, go to CapU ePortfolios > Resources > Students > Curating Content.



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## 6. Where's My Page? How to Create Menus

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In WordPress, new pages typically need to be added to a menu in order to be visible to your readers. You can also use menus to determine the order of your pages.