Posting your digital portfolio

First make sure that your webportfoliofolder works in a browser *before* you post it! Open your website in your browser, and check *every* link. Make sure you use the spellcheck feature that is in N/Vu. Try it in both browsers (Internet Explorer and Firefox for Windows; Firefox and Safari for Mac).

1. Posting your site to the College of Education server

- Save your webportfoliofolder on your computer in a place where you know where it is located. I find it easiest to to save things to the desktop
- Open the **Students** folder of the college of education server
  - o This can **only** be done in the Carnegie computer lab
  - o There is a shortcut to this folder on the desktop of those computers
- Drag your webportfoliofolder into the *MTC webdrop* folder of the student server
- Email Mike at charlesm@pacificu.edu to tell him that you put your folder in to the webdrop folder. Tell him the name of the folder and the name of the first page of your portfolio.
  - o E.g. my folder is called mtcportfolio and the first page is intro.html
- Mike will move your webportfolio folder into the ctl folder of the College of Education server (fg.ed.education.edu). He will email you back your URL, but that URL should be:
  - o http://fg.ed.pacificu.edu/ctl/*yourwebportfoliofoldername/yourwebportfoliosfirstpagename*
  - o e.g. http://fg.ed.pacificu.edu/ctl/mtcportfolio/intro.html

- If you cannot get to campus, there is another alternative. Create a zipped (or compressed) archive of your webportfoliofolder and send it to Mike. Include the name of the first page of your portfolio. I will post it on the server for you and email you back the URL as a confirmation.
  - o To create an archive of any folder on a Mac, CTRL-click on the folder and select "Create archive of "*yourfoldername.*" The archive is created right on your desktop
  - o To create an archive on a Windows machine, open the zip software and follow the directions.
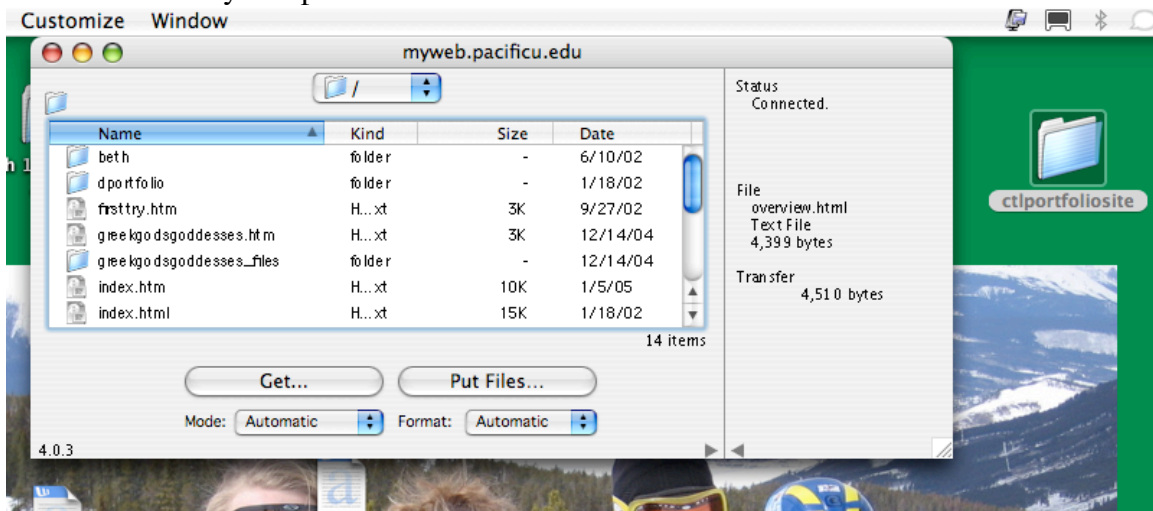
2. Posting your site to the myweb.pacificu.edu server

Advantage: This server can be accessed from home using FTP software and immediately updated so you can check your work on the web very quickly.

When you are sure that it works, it's time to post your work to the myweb.pacificu.edu server. Here are the steps:

- Save your webportfoliofolder on your computer in a place where you know where it is located. As you know, I find it easiest to to save things to the desktop

- Open your ftp program (Fetch for Mac, ws_ftp for Windows) and log on to **myweb.pacificu.edu**
  - o If you don't have Fetch for Mac or ws_ftp for Windows on your computer, Google to find them and download them. You are looking for a free ftp program—there may be others, especially for Windows machines, and they may work as well.
- Drag all the contents of your webportfoliofolder onto the **myweb.pacificu.edu** server inside your ftp program. It will copy to your webspace.
  - o For example, below I could drag the folder *ctlportfoliosite* and could drag it into the open folder that the FTP folder allows me to access on myweb.pacificu.edu. That will copy it to my webspace in myweb.pacificu.edu.

- You're done—go view your webpage at **http://myweb.pacificu.edu/***yourPUNetusername***/***yourportfoliofoldername***/***your firstportfoliopagename.hmtl (or htm)*. For example: http://myweb.pacificu.edu/char0159/mtcportfolio/intro.html would be the URL of my portfolio if it was kept in a folder called mtcportfolio.
  If it doesn't appear immediately, then give it a couple minutes and try again, but it should be there very quickly and in working order.

- There is a size limit for myweb.pacificu.edu folders. The normal size limit is 10 MB, but I have requested that CTL accounts be opened to 50 MB in size. If your folder gets to be bigger than 50 MB, email Mike (charlesm@pacificu.edu) and ask for a bigger size limit and we can arrange that.

These same directions work for any server that uses FTP software. Recently our students have started using their filespace on their Comcast or Verizon accounts to post their work.