



St. Mary Seminary & Graduate School of Theology
Diocese of Cleveland

E-Portfolio Help Document: Posting Content Into Your E-Portfolio

Step 1: You can post content into your e-portfolio several ways. First, you can post content by copying the text and pasting it into the text box area (good for small documents but not the preferred method for large documents or documents with unique fonts like Greek or Hebrew). Second, you can click the "Add Media" link and upload content in multiple forms (i.e., doc.,docx., mp3, etc.).

The screenshot shows the WordPress admin interface for St. Mary Seminary. The page is titled "Edit Page" and shows a "Welcome" section. A red box highlights the "Add media:" link in the top left of the content area. The main content area contains a paragraph of text about the seminary's history. The right sidebar shows "Publish" and "Attributes" sections.

Dashboard Site Admin Posts Media Links Pages Comments Appearance Plugins Users Tools Settings Log Out

St. Mary Seminary Visit site New Post Greetings, peter.osborn | Turbo | Log Out


Hi peter.osborn! You're logged in as a site administrator. Screen Options Help

Dashboard Site Admin Posts Media Links Pages Edit Add New Comments Appearance Plugins * Users Tools Settings


General Writing Reading Discussion Media Privacy

Edit Page

Welcome

Add media: 

Visual HTML

Paragraph 

Saint Mary Seminary and Graduate School of Theology was founded by the first bishop of the Roman Catholic Diocese of Cleveland, Louis Amadeus Rappe, in 1848. Since that time the seminary has faithfully pursued as its primary mission the education and formation of candidates for the Roman Catholic priesthood. Moreover, for the past thirty years the seminary has placed its resources - faculty, library and facilities - at the service of the larger faith community of Northeast Ohio and developed degree programs beneficial to this wider community. Qualified students have the opportunity to pursue graduate degrees in theology or simply to pursue non-degree course work for graduate credit or as auditors.

Path: p

Word count: 151 Last edited by peter.osborn on February 6, 2009 at 12:43 pm

Custom Fields

Discussion

Allow Comments

Allow Pings

These settings apply to this page only. "Pings" are [trackbacks and pingbacks](#).

Publish

Preview

Status: **Published** [Edit](#)


Visibility: **Public** [Edit](#)

Published on: Feb 5, 2009 @ 17:32 [Edit](#)

[Delete](#) [Update Page](#)


Attributes

Parent

Main Page (no parent) 

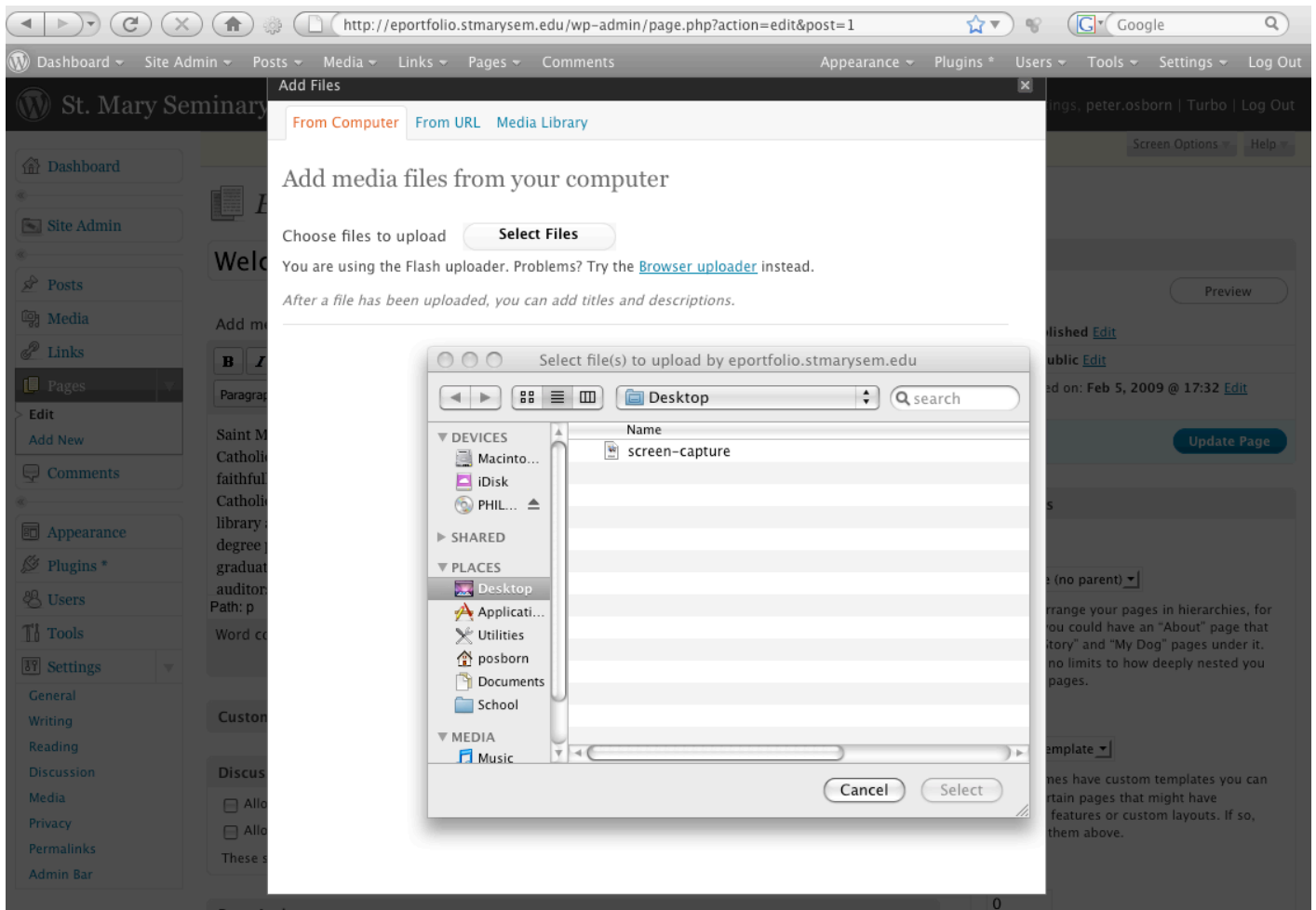
You can arrange your pages in hierarchies, for example you could have an "About" page that has "Life Story" and "My Dog" pages under it. There are no limits to how deeply nested you can make pages.

Template

Default Template 

Some themes have custom templates you can use for certain pages that might have additional features or custom layouts. If so, you'll see them above.

Step 2: Click the “Select Files” link and a new window will come up that will allow you to browse your computer for the file you would like to upload to your e-portfolio system.



Step 3. Click the “File URL” box to insert the file’s URL in the “Link URL” box and then click the “Insert into Post” box. This will insert the link to your uploaded file in the page text box at the place where you had your cursor. You are also able to change the way the link will appear in your page by changing the “Title” box. You also have the ability to type a mouse hover over caption by typing it in the “Caption” box.

Note: Once you have uploaded or posted something in a page it is available under the “Media Library” tab at the top of the white box under the title “Media Library”.

The screenshot shows the WordPress 'Add Files' dialog box with the 'From URL' tab selected. The dialog is titled 'Add media files from your computer' and includes a 'Select Files' button. Below this, there is a message: 'You are using the Flash uploader. Problems? Try the [Browser uploader](#) instead.' and a note: 'After a file has been uploaded, you can add titles and descriptions.' The file details shown are: 'angel-access-doc.doc', 'application/msword', and '2009-02-06 15:50:35'. The 'Title' field contains 'angel-access-doc'. The 'Caption' and 'Description' fields are empty. The 'Link URL' field contains 'http://eportfolio.stmarysem.edu/files/2009/02/angel-access-doc.doc'. Below the 'Link URL' field are three buttons: 'None', 'File URL', and 'Post URL'. The 'File URL' button is highlighted with a red box. Below these buttons is a text input field with the placeholder 'Enter a link URL or click above for presets.' and two buttons: 'Insert into Post' and 'Delete'. The 'Insert into Post' button is also highlighted with a red box. At the bottom of the dialog is a 'Save all changes' button. The background shows the WordPress dashboard with the 'Media Library' tab selected.