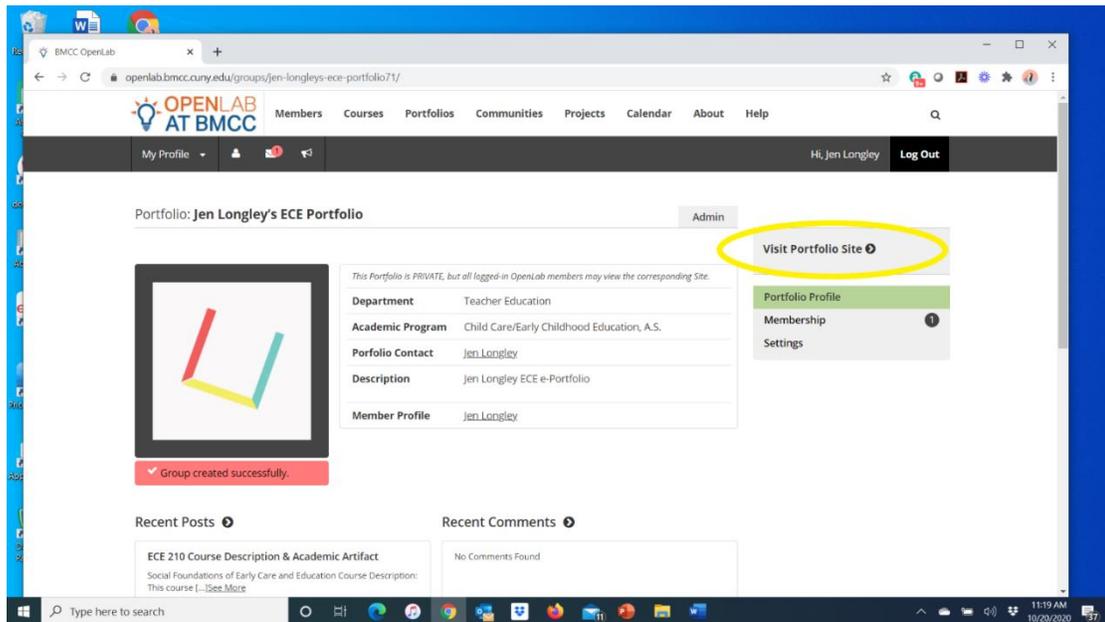


Set up, Personalize & Upload to your ECE e-Portfolio

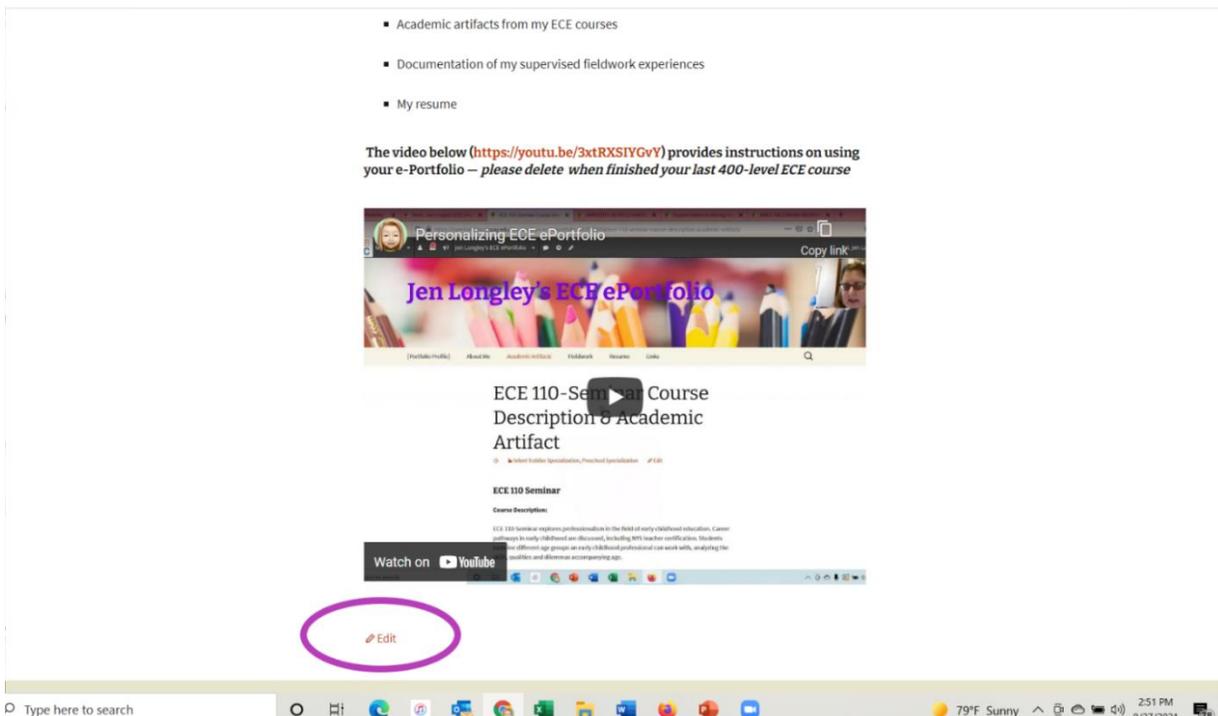
SET UP, PERSONALIZE & UPLOAD YOUR MATERIALS TO YOUR ECE E-PORTFOLIO

Part I | Set up and Personalize your ECE e-Portfolio

1) From your ECE Portfolio Profile, click **Visit Portfolio Site**:

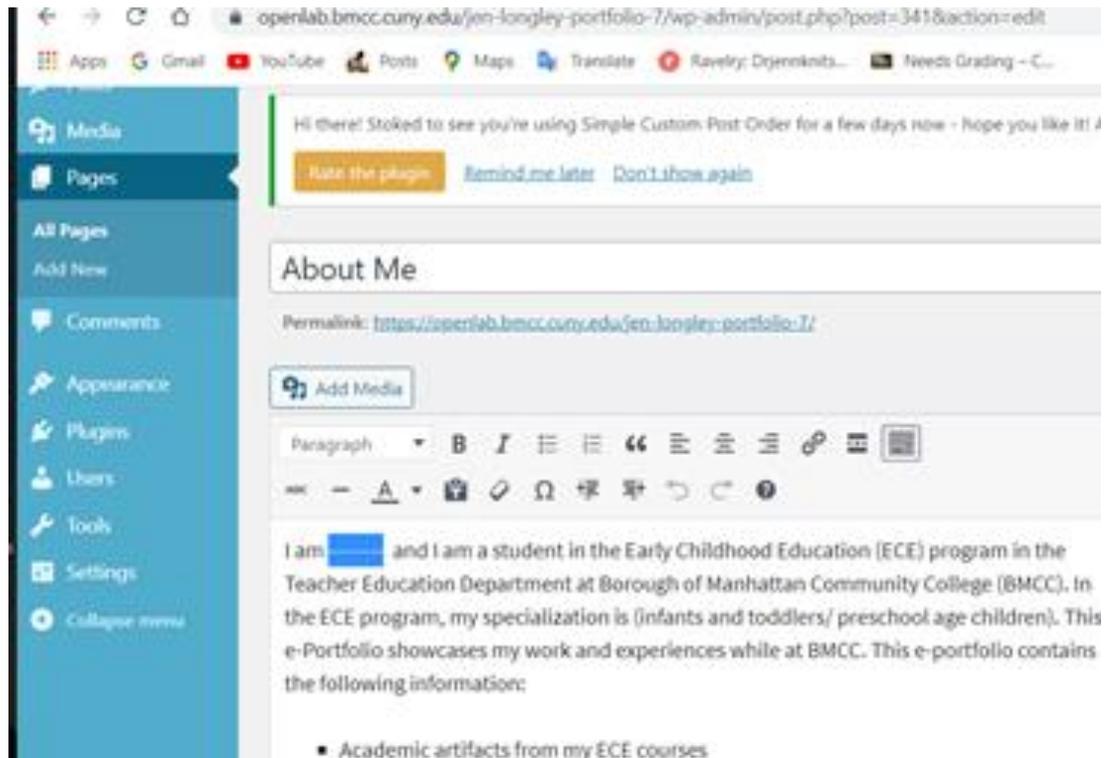


2) On your ECE e-Portfolio **About Me** site page, scroll down to **Edit**:

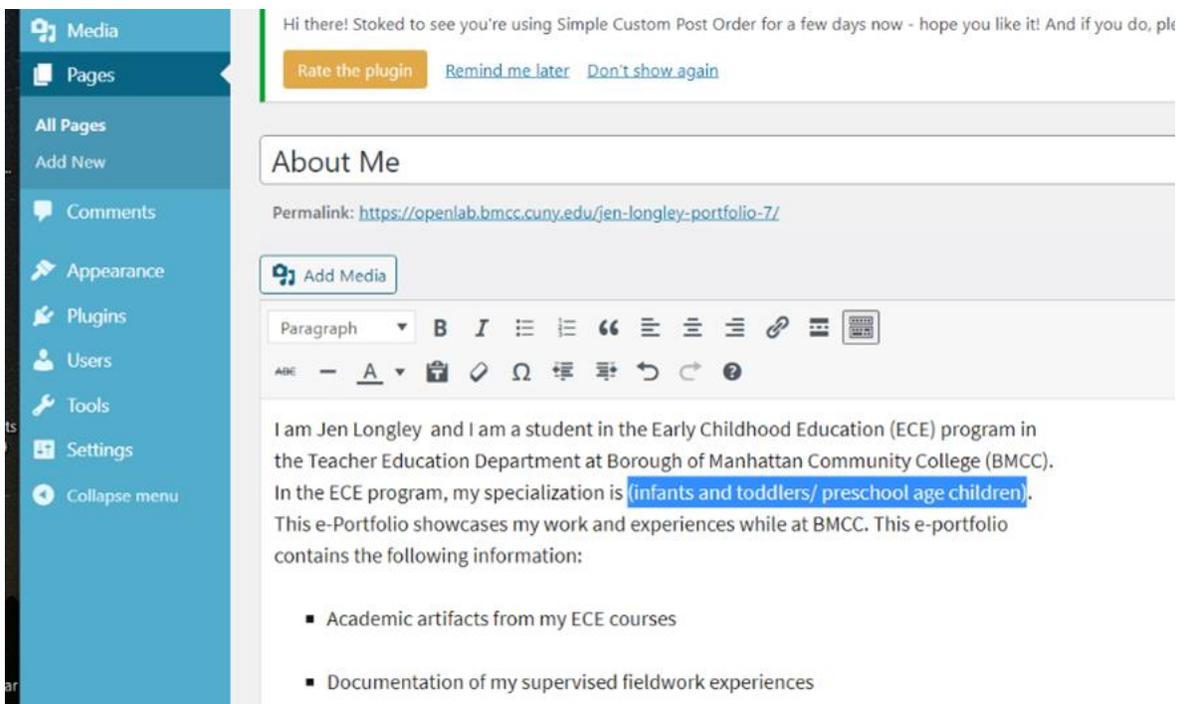


Set up, Personalize & Upload to your ECE e-Portfolio

- 3) A text box will appear, allowing you to edit the text on the page. Replace the dashes in the first line with your name:

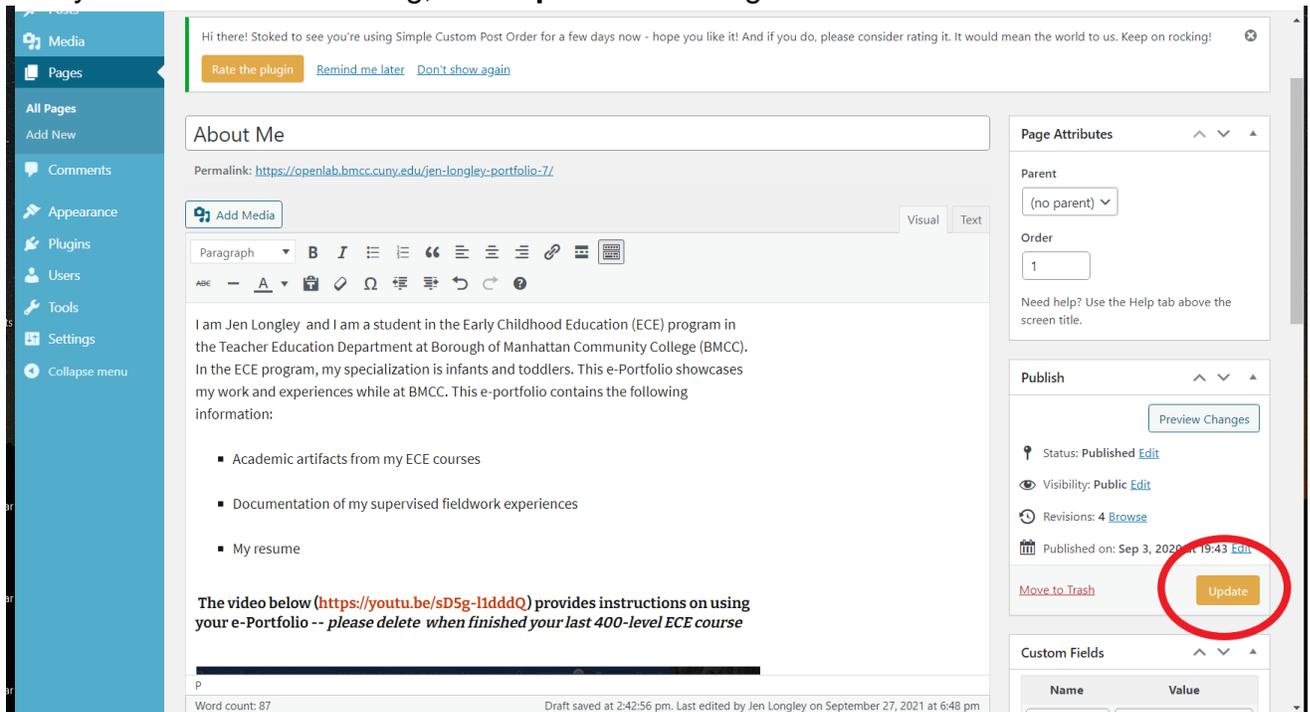


- 4) On the third line, identify your specialization—infants and toddlers or preschool-age children. Delete the text that is NOT your specialization, including the parentheses and slash (/). Keep the text that is your specialization:



Set up, Personalize & Upload to your ECE e-Portfolio

5) After you have finished editing, click **Update** on the right:



The screenshot shows the WordPress editor for a page titled "About Me". The left sidebar contains navigation options like Media, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The main content area shows the page title, permalink, and a rich text editor with the following text:

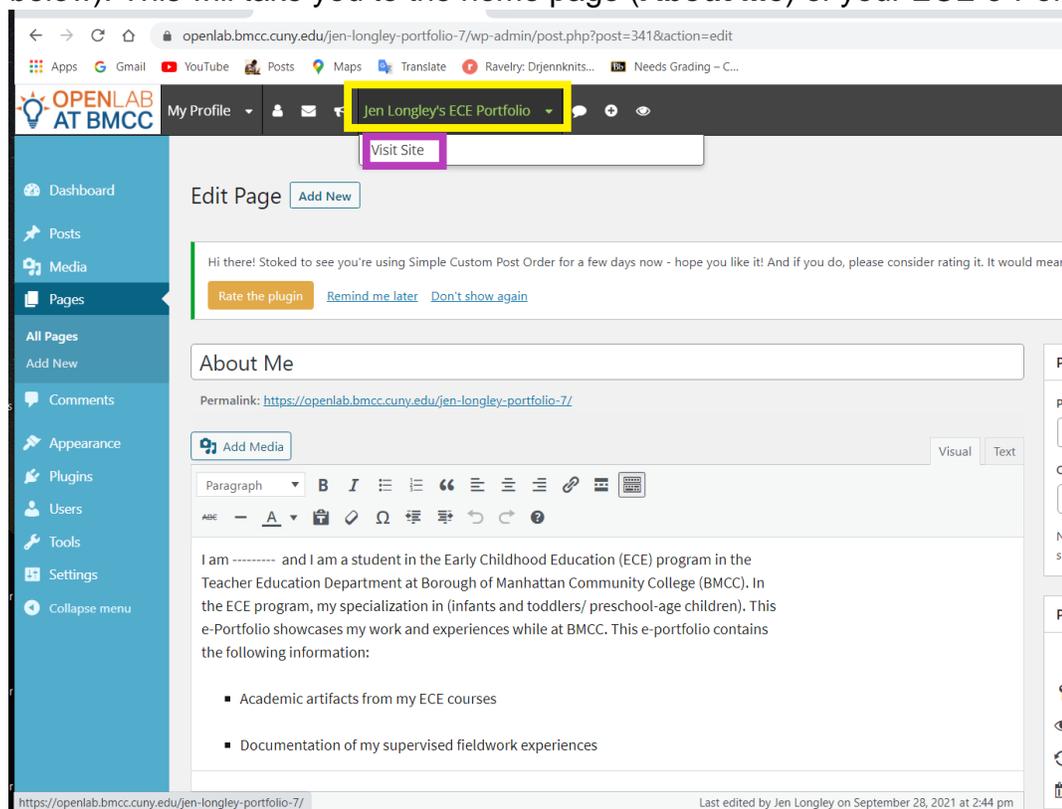
I am Jen Longley and I am a student in the Early Childhood Education (ECE) program in the Teacher Education Department at Borough of Manhattan Community College (BMCC). In the ECE program, my specialization is infants and toddlers. This e-Portfolio showcases my work and experiences while at BMCC. This e-portfolio contains the following information:

- Academic artifacts from my ECE courses
- Documentation of my supervised fieldwork experiences
- My resume

The video below (<https://youtu.be/sD5g-1lddQ>) provides instructions on using your e-Portfolio -- please delete when finished your last 400-level ECE course

The right sidebar contains "Page Attributes" (Parent: (no parent), Order: 1) and "Publish" (Status: Published, Visibility: Public, Revisions: 4, Published on: Sep 3, 2020 at 19:43). The "Update" button in the Publish section is circled in red.

6) Find the black horizontal bar at the top of the page, hover over the title of your site, Yourname's ECE e-Portfolio (yellow rectangle below), so that **Visit Site** appears (purple rectangle below). This will take you to the home page (**About Me**) of your ECE e-Portfolio site:

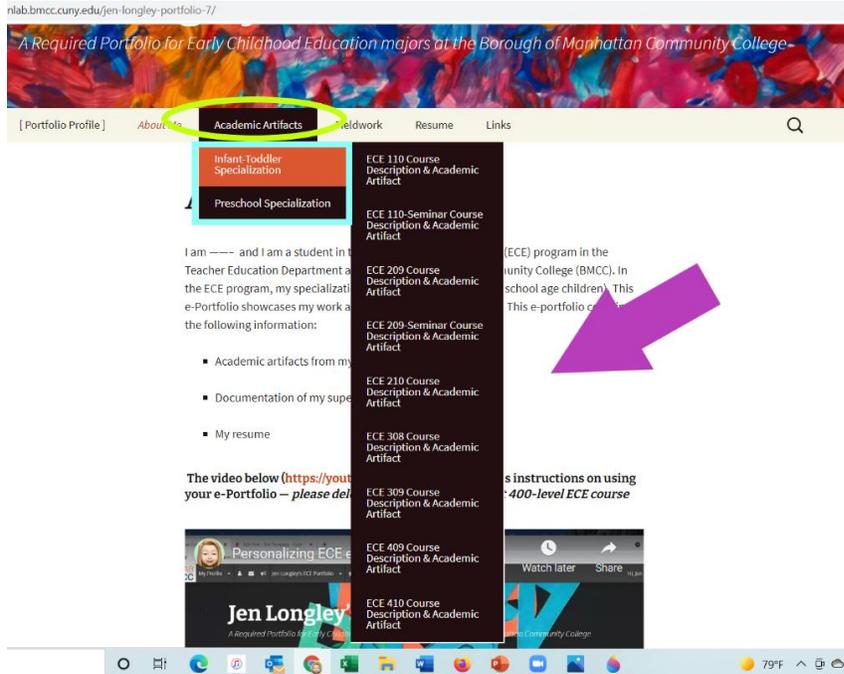


The screenshot shows the WordPress admin interface for the "About Me" page. At the top, there is a black horizontal bar with the site title "Jen Longley's ECE Portfolio" highlighted in a yellow rectangle. A purple "Visit Site" button is visible over the title. The main content area shows the "About Me" page being edited, with the same text as in the previous screenshot. The left sidebar contains navigation options like Dashboard, Posts, Media, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The right sidebar contains "Page Attributes" and "Publish" options.

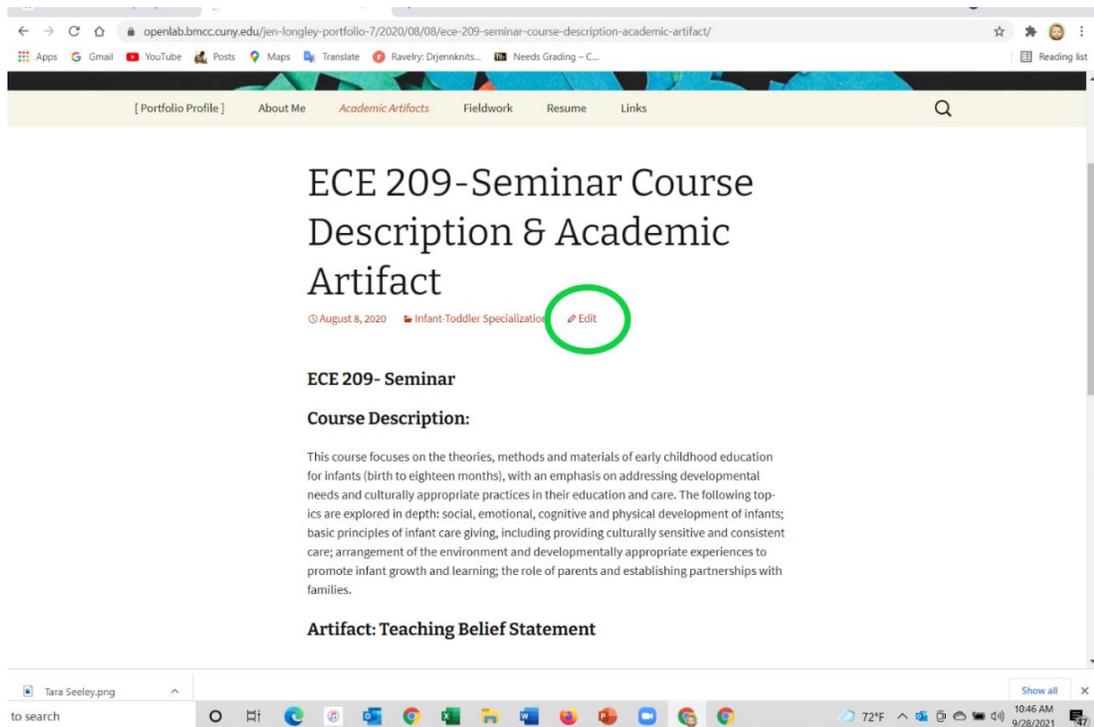
Set up, Personalize & Upload to your ECE e-Portfolio

Part IV | Upload your Materials to Your ECE e-Portfolio

- 7) In your site menu, click on **Academic Artifacts** (yellow circle below) > your specialization—**Infant-Toddler Specialization** or **Preschool Specialization**—(turquoise square below) > click on the class to which you would like to upload materials (purple arrow below):

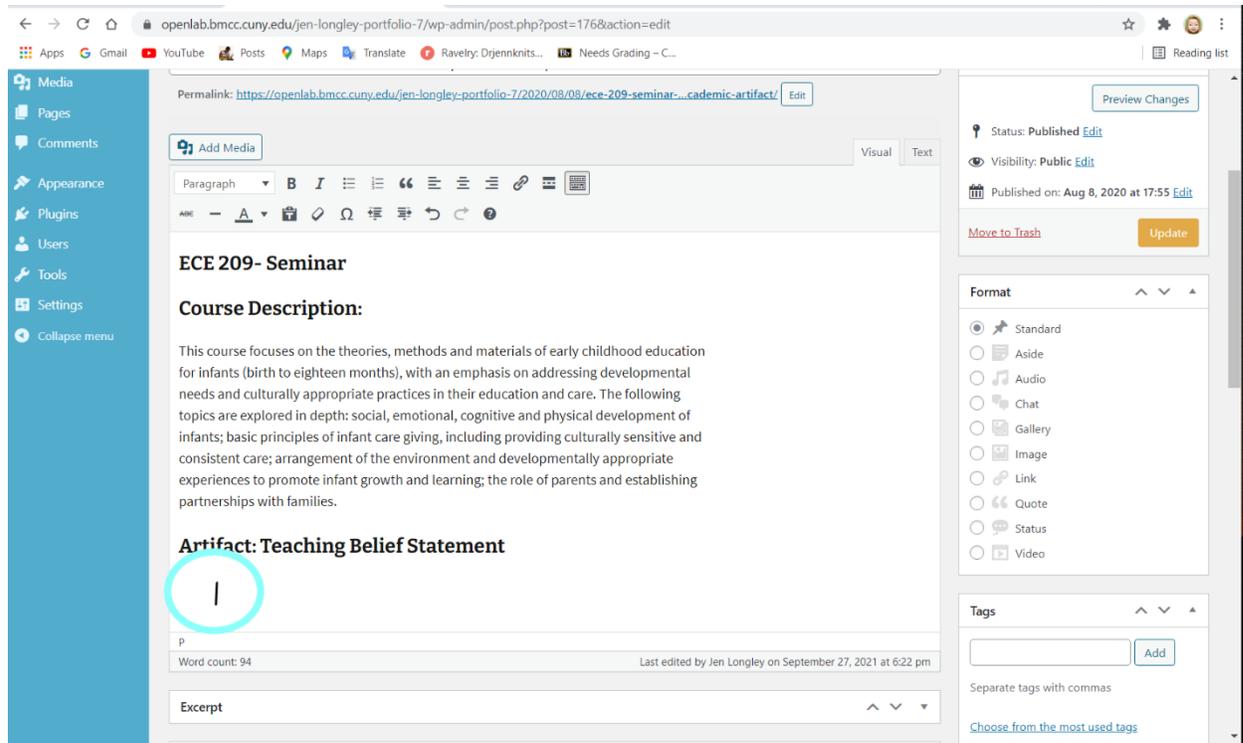


- 8) Click **Edit**:

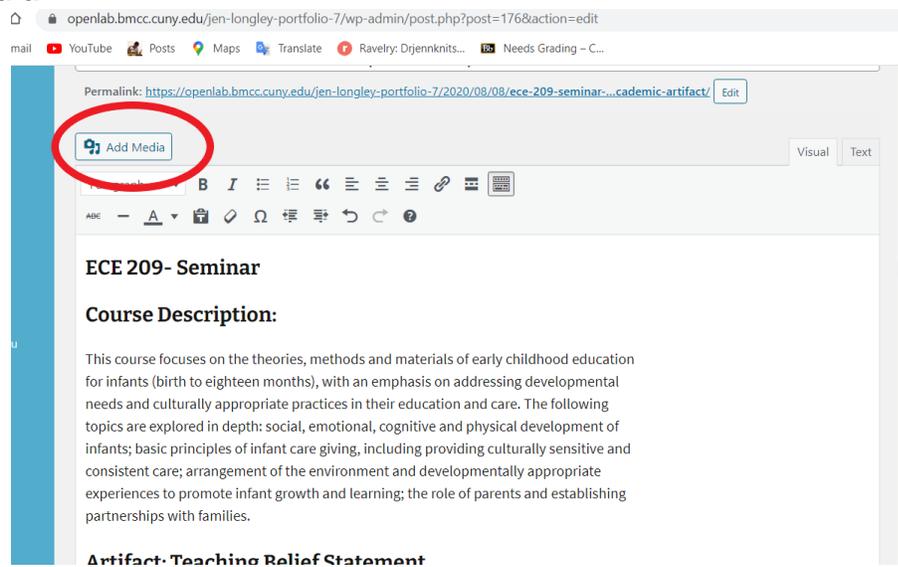


Set up, Personalize & Upload to your ECE e-Portfolio

- 9) The text box will appear. Put your cursor under **Artifact: Name of Artifact** > press the Enter/Return key so the cursor is flashing. This tells the program where you want the document to appear:



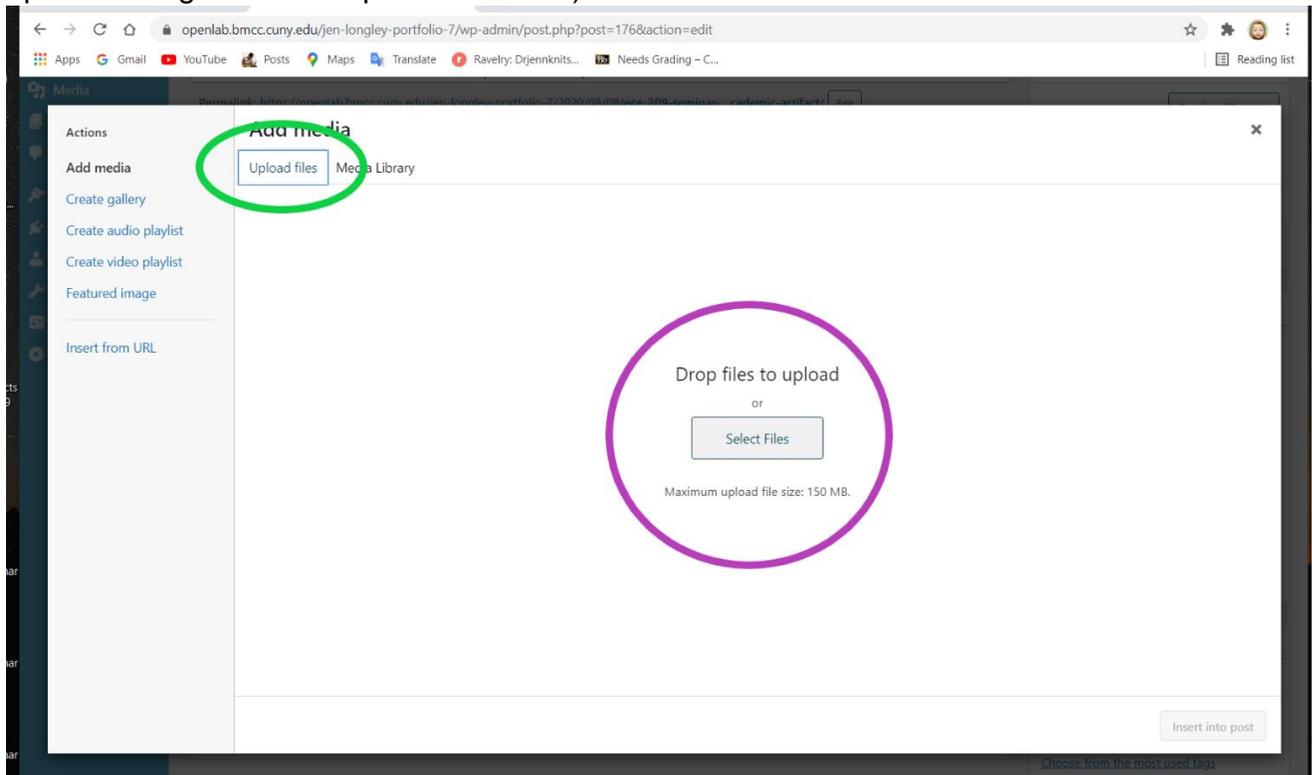
- 10) Click **Add Media**:



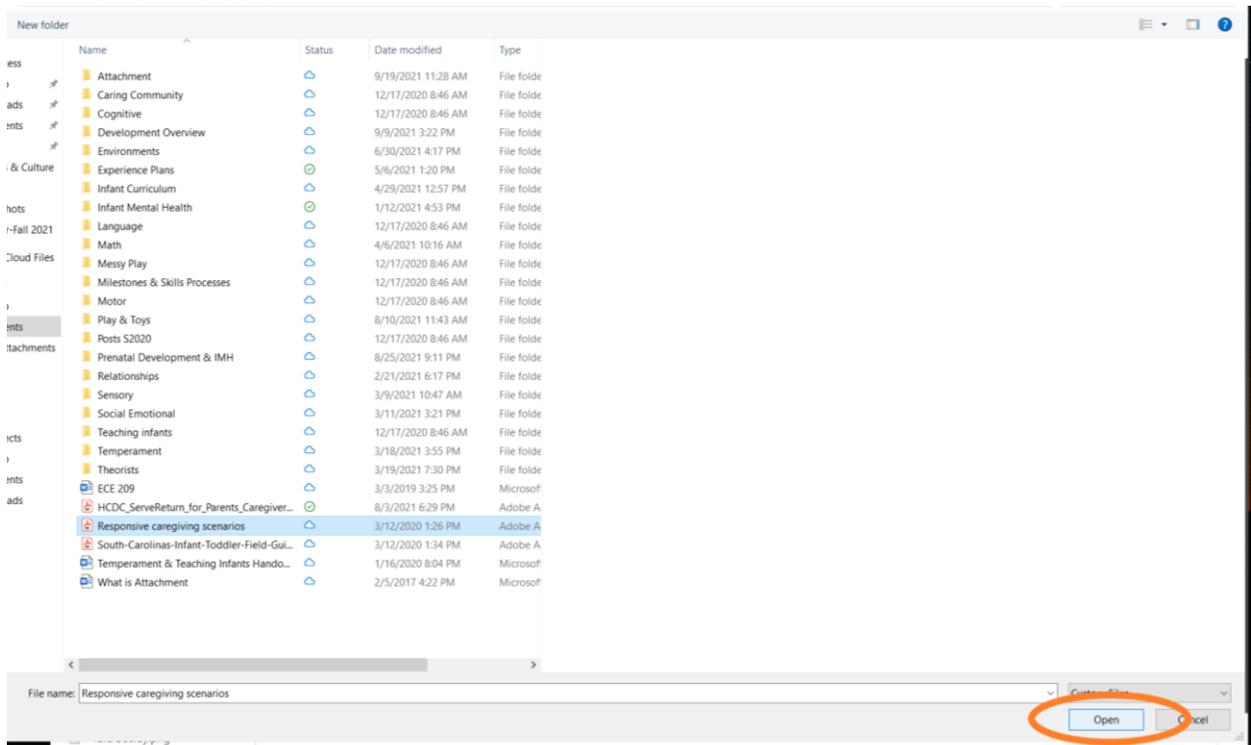
- 11) Click **Upload Files** > **Select Files** (PDFs only). (To convert a Word document to a PDF, open the Word document, go to File > Export > Create PDF. To convert a Google document to a

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PDF, open the Google doc > File > Download > PDF. To convert a Pages document to a PDF, open the Pages doc > Export To > PDF.)



12) Drag or select the file you would like to upload. If you select the file, click **Open** at the bottom-right corner of the screen:



13) Check that the correct document is ready to insert—that is, it is outlined in blue box with a checkmark in the upper-right corner, and that it is a PDF. Click **Insert into Post**:

Set up, Personalize & Upload to your ECE e-Portfolio

The screenshot shows the 'Add media' interface in a WordPress admin dashboard. The 'Filter media' section is set to 'All media items' and 'All dates'. A grid of media items is displayed, with 'Responsive-caregiving-scenarios.pdf' selected. A cyan arrow points to this selection. On the right, the 'Attachment Display Settings' are visible, with 'Link To' set to 'Attachment Page' and 'Size' set to 'Thumbnail - 116 x 1'. A red circle highlights the 'Insert into post' button at the bottom right of the media selection area.

14) You will see an embedding code in brackets. Click **Update** on the right:

The screenshot shows the WordPress post editor for 'ECE 209-Seminar Course Description & Academic Artifact'. The 'Artifact: Teaching Belief Statement' section contains an embedding code for the PDF: `[pdf-embedder url="https://openlab.bmcc.cuny.edu/jen-longley-portfolio-7/wp-content/uploads/sites/1976/2020/08/Responsive-caregiving-scenarios.pdf" title="Responsive caregiving scenarios"]`. A red circle highlights the 'Update' button in the top right corner of the editor.

15) Go to the horizontal black bar at the top of the dashboard, hover over your portfolio site title until you see **Visit Site**:

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openlab.bmcc.cuny.edu/jen-longley-portfolio-7/wp-admin/post.php?post=176&action=edit

My Profile Jen Longley's ECE Portfolio Hi, Jen Longley Log Out

Dashboard Posts All Posts Add New Categories Tags Media Pages Comments Appearance Plugins Users Tools Settings Collapse menu

Edit Post Add New

Hi there! Stoked to see you're using Simple Custom Post Order for a few days now - hope you like it! And if you do, please consider rating it. It would mean the world to us. Keep on rocking!

Rate the plugin Remind me later Don't show again

Post updated. View post

ECE 209-Seminar Course Description & Academic Artifact

Permalink: <https://openlab.bmcc.cuny.edu/jen-longley-portfolio-7/2020/08/08/ece-209-seminar-...academic-artifact/> Edit

Add Media Visual Text

Paragraph B I H1 H2 H3 H4 H5 H6 Link Image Table Media

ABC - A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

ECE 209- Seminar

Course Description:

This course focuses on the theories, methods and materials of early childhood education for infants (birth to eighteen months), with an emphasis on addressing developmental

Publish Preview Changes

Status: Published Edit

Visibility: Public Edit

Revisions: 3 Browse

Published on: Aug 8, 2020 at 17:55 Edit

Move to Trash Update

Format Standard Aside Audio

https://openlab.bmcc.cuny.edu/jen-longley-portfolio-7/ Last edited by Jen Longley on September 28, 2021 at 2:48 pm

- 16) Navigate to the Academic Artifact you just added by clicking on **Academic Artifacts** > your specialization (Infant-Toddler Specialization or Preschool Specialization) > click on the class in which you just uploaded your artifact. Scroll down to view your artifact PDF:

ley-portfolio-7/2020/08/08/ece-209-seminar-course-description-academic-artifact/

Artifact

August 8, 2020 Infant-Toddler Specialization Edit

ECE 209- Seminar

Course Description:

This course focuses on the theories, methods and materials of early childhood education for infants (birth to eighteen months), with an emphasis on addressing developmental needs and culturally appropriate practices in their education and care. The following topics are explored in depth: social, emotional, cognitive and physical development of infants; basic principles of infant care giving, including providing culturally sensitive and consistent care; arrangement of the environment and developmentally appropriate experiences to promote infant growth and learning; the role of parents and establishing partnerships with families.

Artifact: Teaching Belief Statement

little texans BIG FUTURES

Module 1: Responsive Caregiving Scenarios

Scenario 1

Sergio, 23 months, arrives on the classroom with his grandmother. As she nudges him into the room, he begins to cry loudly and cling to his grandmother's legs. You are seated on the carpet reading a