LifeWork Portfolios: A How to for Students

There are many ways that you can begin to develop a LifeWork Portfolio.
This is only a suggestion as to how you may begin.

Here is what's involved in creating student LifeWork Portfolios:

Create and activate a school's LifeWork account.

Have the principal or designate administer the school's LifeWork account.

Teachers register themselves as LifeWork advisors for their school.

A principal or designate accepts the teacher as an advisor.

Students register themselves and select a teacher advisor. ☑

Teachers accept the students that chose them as teacher advisor.

Students develop an electronic portfolio using Microsoft FrontPage. ☑

Students publish their portfolio to their portfolio webspace. ☑

Editing student portfolios. ☑

☑**= Covered in this lesson**

Lesson Topics:

1. Creating a Web Folder	2. Creating Sub Folders	3. Creating an Index Page
4. Creating other Web Pages	5. Logging into LifeWork Portfolios	6.Publishing to the Internet
7. Editing Student Portfolios	8. Comments	

1. Creating a Web Folder

Log onto the school's network and create a folder in their server space for all of their website files. Name the folder by using your IMP username followed by the word web. All files that make the website work have to be saved in this folder.
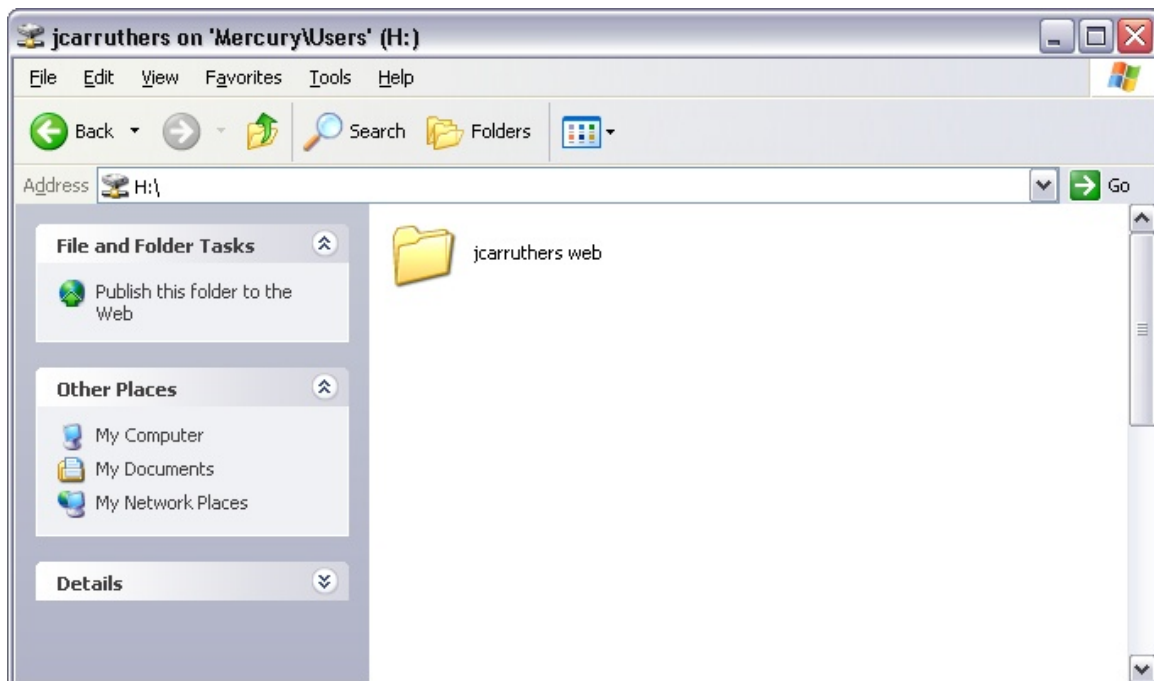
2. Creating Subfolders

Within this web folder you can create subfolders that can be used to organize the files that make the website work. You can create as many subfolders as you like but you have to remember that when you insert pictures, FrontPage follows the path to get to the image file so that the image will display. This is also true for linking other webpages that you create, if they are moved the path no longer works.

 For example: H:\jcarruthers web/images/lifework.gif

 If this file, lifework.gif gets moved to another folder that isn't called images , the image will not display on the internet because the path has been changed.

 You can move files around but images have to be reinserted and hyperlinks reconnected.
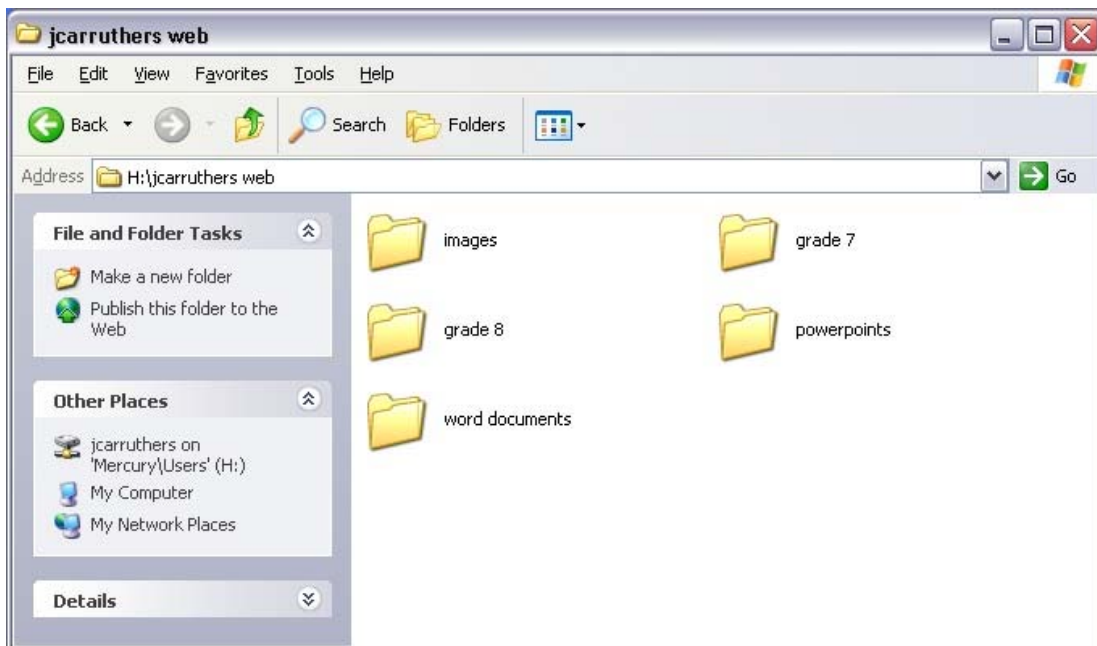
3. Creating an Index Page with FrontPage

Begin creating your website using FrontPage. All pages that get created, and all files that make the site work have to be saved into the web folder. The first page that you want displayed on your site has to be named index.html. The index page should be saved in the outermost level of the web folder, in other words not within any other

subfolders. What appears on your index page is up to you and your teacher. Some schools have set goals that all students by the end of grade 8 will have an index page, an autobiography page, a hobbies page and a sample works page with 3 examples of work.

FrontPage Resources:
FrontPage Beginner (web)
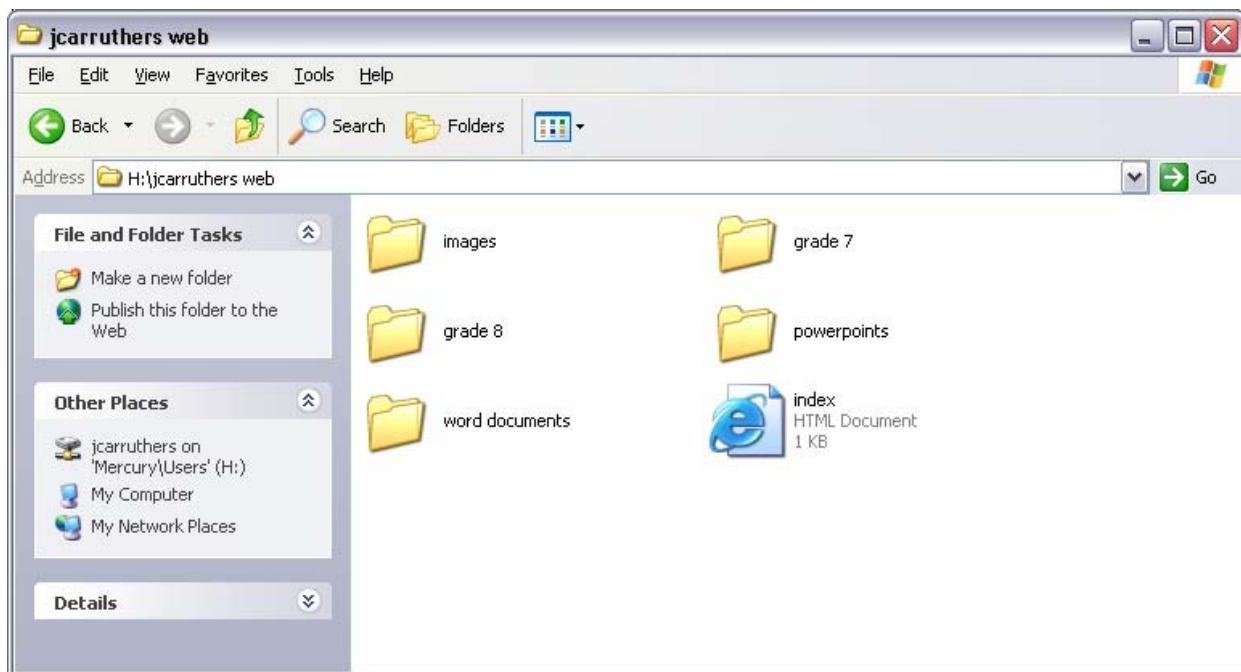http://hrsbstaff.ednet.ns.ca/webct/FrontPageonlinetutorials/FPbeginner.htm
FrontPage Beginner (print)
http://www.myhrsb.ca/Functions/Curriculum/techint/pd/tutorials/FrontPage_beg.doc
Other FrontPage Resources
http://www.myhrsb.ca/Functions/Curriculum/techint/pd/tutorials/frontpage.html

4. Creating other Webpages with FrontPage

Begin creating other webpages for your site and link from the index page. You could create your websites over a period of a few days or a few weeks depending on how much access you have to the computers at school and at home. You may wish to work on the portfolios at home and transfer the files to your web folder on the school server.
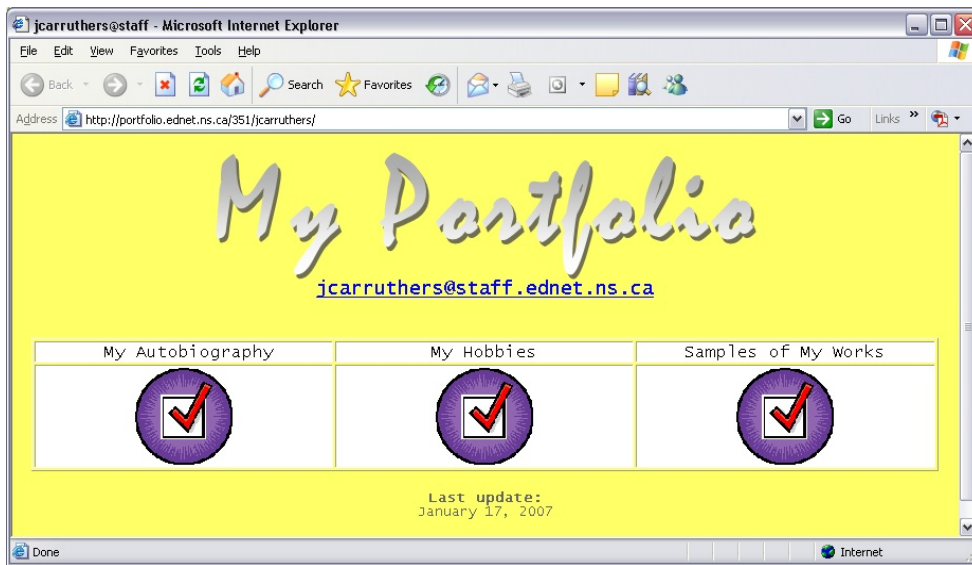
5. Logging into the LifeWork Portfolio Website for the First Time

Once you have created your website you can publish your webpages to your portfolio webspace. To activate yourself, you need a valid student IMP account . When you log into http://portfolio.ednet.ns.ca for the first time, go through the following steps:

1. Enter your IMP username and password.

See image on next page.

2. Enter your personal information, select your school and click okay.
Select a teacher advisor and click save. This is a two step process.
(The second screen is shown below.)

3. Your webspace address appears at the top of the Student Personal Links page which you get to after step 2. You will need this address to publish your webpage to the internet.

Your address,
http://portfolio.ednet.ns.ca/351/jcarruthers/passagest has three important pieces of information in the url:
351/ the school's provincial number, **jcarruthers/** your teacher advisor and **passagest** your username.

6. Publishing to the Internet

When you are ready to publish your website to the internet you will open FrontPage and under the File menu select Open Web. You will then browse and select your webfolder you created in your server space. Once that folder is selected it is designated as a webfolder and can now be published to the internet. You will then select Publish Web under the File menu. You will have to add in your web address which can be copied from their Student Personal Links page when you're

logged into the portfolio website, http://portfolio.ednet.ns.ca . See section 5.3. You will have to add in your IMP username and password to complete the publishing step. Your websites are password protected and cannot be accessed by anyone surfing the internet. Anytime the you or your teacher advisor wants to access a student portfolio website their username and password are the only ones that will give access to the website.

Do not give out your username and password information.
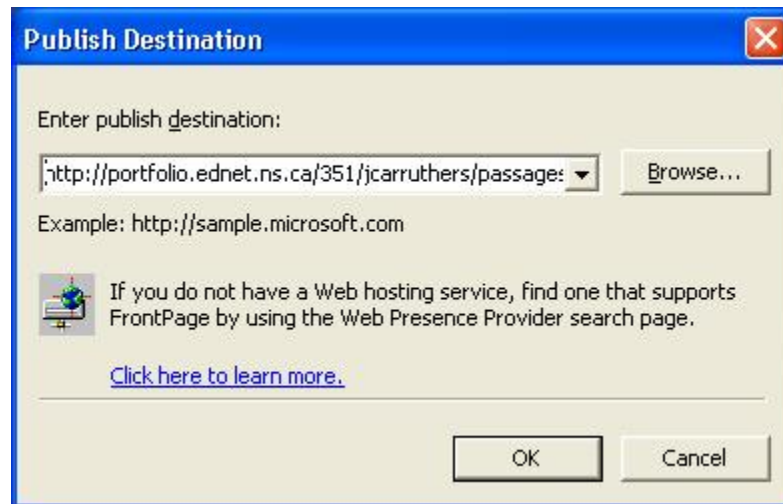
7. Editing Student Portfolios

The files that make the webpage work are now in two locations: **Locally,** on the school server in your server space and **Remotely** on the ednet server , located in the Trade Mart Building on Brunswick St. in Halifax. In order for changes to be made to the portfolios on the internet the files at ednet have to be changed. This can be done one of two ways:

1. Editing the Local Files
You can edit and add to your webfolder on the school server and go through the open web and publish web steps again. This will re-publish files that were already published as well as any new files that were added. This works but can be time consuming.

2. Editing the Remote Files
You can edit the files directly at ednet. To do this, open up your website on the internet. Since the site is password protected you will have to enter your username and password.
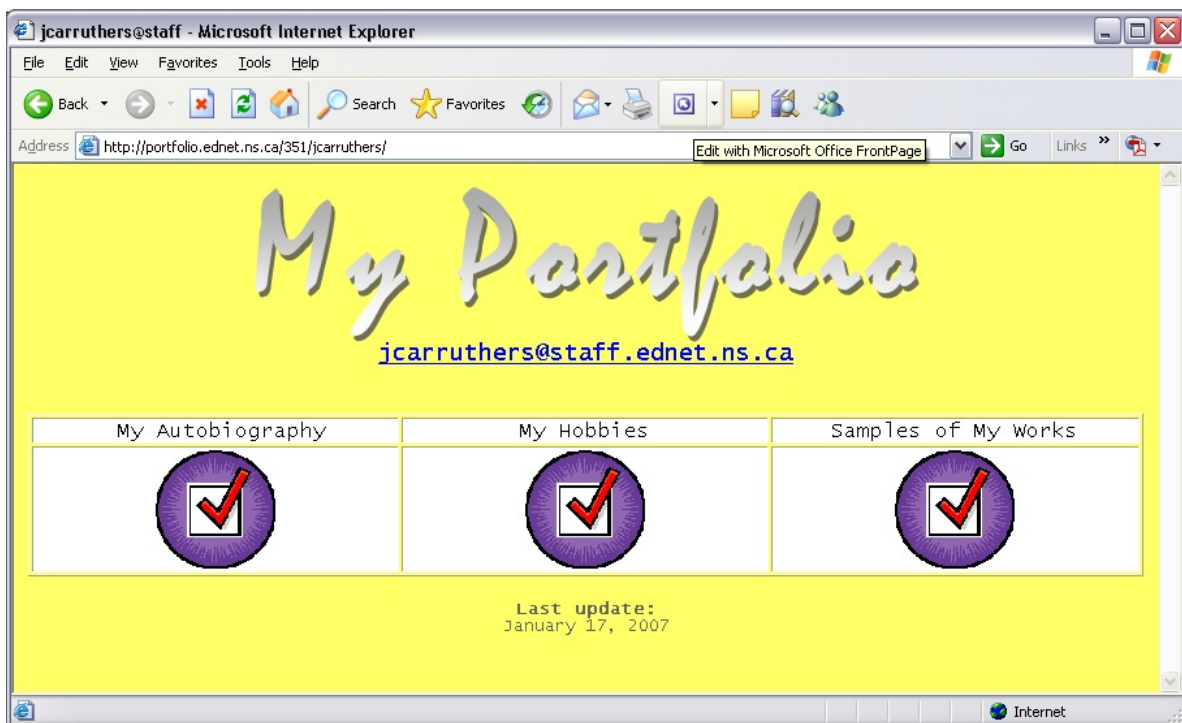
See image on next page.

Once you are on the internet, click on the icon that says Edit with Microsoft Office FrontPage. You will have to enter your username and password again to gain access to their files.

You will then have access to the remote files that are at ednet. You can open them and edit them. You can create new pages and you can add new files from your server or desktop to the site by right clicking on the files and copying them to the the space on the left hand side that displays the remote server space and the files that are in it. As soon as the pages are saved they are changed on the internet. By editing this way you can edit your webpages from any computer with an internet connection and Microsoft FrontPage.