Create your ePortfolio in 5 easy steps:

1. Go to blogs.butler.edu

2. Click on “Register A Site” in the right “Links” area

3. The following screen will appear. Click on the “log in” link imbedded in the sentence:
4. The login screen will appear. Log in with your Butler credentials (Butler username and password).

5. The create page will appear. **YOU MUST COMPLETE ALL FOUR OF THE FOLLOWING STEPS.**
First, for the site name, enter your Butler username. If you already have an ePortfolio in Wordpress at Butler, just add “1” after your username.

For the site title write your name and language ePortfolio.

Choose your privacy setting. This is up to you!
MOST IMPORTANT—CHOOSE YOUR TEMPLATE!!! (if you skip this step, your portfolio will have to be deleted and you will need to start over)
Create your site by clicking on the giant “create site” button.

Site Name:
blogs.butler.edu/
mstigter1

Site Title:
Michelle Stigter Language ePortfolio

Privacy:
Allow search engines to index this site.
Yes ☐ No ☑

Select a template:
Modern Languages ePortfolio

Create Site

Your site is now created!

When you click on the site name, your portfolio should look like this:
DO NOT CHANGE THE THEME OF THE Eportfolio. You may customize the current theme, but do not choose a different theme.

In order to access the dashboard and posts ready for you to publish to, click on the name of the portfolio in the top banner and then click on dashboard.
From there click on the “pin” in the left column, and select “all posts.” This is where you can upload documents, audio files, and download the benchmark assessment.

For more information on how to post, please see the tutorial “Posting to the ePortfolio.”