



beginner's guide to ePortfolios



Your personal online journey is about to begin and we are here to help you every step of the way. We have prepared this getting started guide to help you understand the importance of creating your personal ePortfolio as well as showing you how to start building your ePortfolio through Bluehost. Bluehost SPOKE offers a wide range of support for students, so rest assured you are in good hands. With support by phone, chat, email and live-recorded webinars available to you 24/7, you'll always have the help you need, when you need it. Call us at our U.S.-based headquarters in Utah at 855.291.6570, email support@bluehost.com, or visit [Bluehost.com](https://www.bluehost.com) for live chat support, webinars and help articles.

In this guide, we will cover three main topics that make up your ePortfolio: (1) domains (2) websites (3) emails. But first, let's discuss briefly why an ePortfolio is so important to your success now and for your future.

why build an ePortfolio?

You may need to build your ePortfolio to fulfill an assignment in class, or maybe it's been suggested by a professor or mentor. Take advantage of this opportunity to think outside the box and use your ePortfolio to learn more about yourself and your value. You have unique abilities to offer, things that set you apart from other people. That's why it's smart to establish yourself online through a portfolio, blog, or a NextBigThing.com that projects your message to the world. It's about creating your own marketable brand—something future employers, editors, admissions committees and in-laws can check out.

We recommend starting this process on pen and paper. Take a few minutes and sketch out your ideas and how you want your portfolio to look. Outline some topics and content that you want to display. Then log in to your Bluehost account and let the magic happen.

why Bluehost SPOKE?

Our mission is to provide you your own piece of real estate on the cloud so you can make a name for yourself. These days, it's not enough to just have a diploma; you need to show exactly what you know, and display your skills and experience. Having a website that is as unique as you can help you do that. If you want the freedom to be creative and build an ePortfolio that will stand out and show your value, then SPOKE is exactly what you need.

Having your own space online gives you the ability to build and access your work from anywhere. Store your assignments, get feedback from your peers and faculty, or use it to take notes and store them safely in the cloud. We're not just here to show off your work, but to be your online tool to help enhance your learning experience.

let's get started.

Building an ePortfolio with Bluehost SPOKE begins with your hosting account. A hosting account is a space in the cloud designated just for you and your ePortfolio. Bluehost provides you with the tools and space to start building.

If you haven't created your hosting account yet, go to spoke.bluehost.com to sign up.

After your account has been set up, go to Bluehost.com and log in into your control panel. Click on the button on the top right that says:

A rectangular button with a blue gradient background and a dark blue border. The text "Control Panel Login" is in white, followed by a white right-pointing arrow.

The control panel, or cPanel, is your home base. It is where you can choose a domain name, set up personalized email accounts, store your files, and manage every part of your ePortfolio. There are a lot of functions within the cPanel that you likely won't need yet, so we will just cover the important topics to get you started.

domains

A domain name is the actual name of your portfolio's web address. SPOKE provides you with a unique domain name, such as www.studentportfolio.com.

See the domains section below for more information.

websites

SPOKE offers many different options for website builders. The two we recommend for most students are WordPress and Weebly. They are filled with robust features, plugins, and themes.

See the websites section below for more information.

email

Millions of people communicate everyday with email. Set yourself apart from those using a generic email account by creating a personalized email address that can be accessed from your phone, tablet or computer.

See the email section below for more information.

what is a domain?

In order to help you better understand domains, we will use a phone analogy. Your phone has a unique number. A domain name is very similar in that every website needs to have a domain name and no two domain names are the same. Using your unique domain, anyone can “call up” your ePortfolio.

With your Bluehost SPOKE account, you can host unlimited domain names and websites! Of course you will have to own those domain names first. SPOKE will give you one free domain registration when you create your hosting account. You can manage your domains in the Domain Manager - just log into cPanel and click the Domains tab at the top of the screen.

Domain	Exp	Type
<input type="checkbox"/> blueandviolet.com	Not Found	Unassigned
<input type="checkbox"/> ghansen.bluehoststaff.com	Not Found	Primary
<input type="checkbox"/> gmhansen.com	12/14/13	Addon
<input type="checkbox"/> grantmhansen.com	08/06/14	Addon
<input type="checkbox"/> likethepresident.com	07/09/14	Addon

You can see your domain(s) listed near the bottom left of the Domain Manager. This may be a regular domain name like www.studentportfolio.com or it may be a subdomain like www.yourname.studentportfolio.com. Let's go back to our analogy: if a domain is like a phone number, then a subdomain is like an extension of that number. The extension takes you to a completely different line even though it includes the original phone number. A subdomain takes you to a completely different website even though it includes the original domain.

With Bluehost, you can host as many domain names as you like. Whether you pursue a career building multiple websites, or just need one for your alter ego, you can do it all with your Bluehost account.

If you happen to own any other domain names, you can use the Domain Manager to transfer them to Bluehost.

For more information, here is a link that includes many of Bluehost's help articles regarding domain names:

bluho.st/onKmr

website platforms

There are many options when it comes to website platforms with Bluehost SPOKE. Two we offer are WordPress and Weebly that each have a one click install function, or if you are really tech savvy you can build from the ground up. For this guide, we will focus on our two main platforms.



Weebly

Weebly is one of the easiest platform to use. It is very intuitive and simple, but still robust and professional. Recommended for users who are beginners and have never had any experience building websites/ePortfolios.

See the Weebly section for more information.



WordPress

WordPress dominates the internet with its easy-to-use and flexible platform. One out of five websites online are built using WordPress. Although it's easier than building a website from scratch, it will take time to learn to use the many tools it offers.

See the WordPress section for more information.

Weebly

Weebly is a powerful site creator and the simplest web builder that SPOKE offers to build your ePortfolio. It has over 100 themes and a bunch of easy-to-use widgets you can choose from. And it's a drag-and-drop builder, which means you simply pick a theme you like and drag the elements you want to where you want them.

To get started, click on the "Website" tab at the top of your control panel.



From there, click the "Use Weebly" button and follow the steps to install it.



WordPress is an industry leading website and blog building tool. Over 60 million websites are powered by WordPress.

- Free to Use
- One-click Install
- Professionally-designed Templates
- Plugins and Widgets

Use WordPress



Mojo Marketplace provides easy, one-click installations and upgrades for over 70 of the Web's top applications.

- concrete5 - Free CMS
- liveSite - Professional Site Builder
- Joomla! - Free CMS
- Drupal - Free CMS

Use Mojo Marketplace



The Weebly drag & drop website builder makes it simple to create a powerful, professional website without any technical skills required.

- No HTML or CSS Knowledge is Needed!
- Professionally-designed Templates
- Blogs, Photo Galleries, Audio & Video-capable
- Free for Up to 6 Pages

Use Weebly

Weebly continued

To get started in Weebly, we recommend viewing our Weebly tutorial videos on our YouTube channel at www.youtube.com/bluehost.

helpful recommendations for Weebly:



picture widget

With the picture widget, you can save any document as an image or upload your latest art piece with the click of a mouse and have it displayed on your site in seconds. This is helpful when you want to put your resume up or showcase your latest ceramics project.

YouTube widget

Videos are a great way to interact with your audience. We recommend using YouTube to showcase your videos. Just copy the link to your video and paste it in the widget. It's that easy!

contact form widget

This widget is versatile and can have multiple functions. For instance, you can use the generic prebuilt form to have people contact you, or you can customize the form to create a survey or a newsletter sign up.

WordPress

Follow these simple instructions to get started with WordPress by installing it in your Bluehost account.

One of the great features of a Bluehost SPOKE account is access to an extensive repository of web building platforms called Mojo Marketplace. To make it easy, each platform has a one-click install function. For this guide we will focus on two of our most popular platforms among students: Weebly and Wordpress.

To get started, click on the “Website” tab at the top of your control panel.



From there, click the “Use Mojo Marketplace” button.



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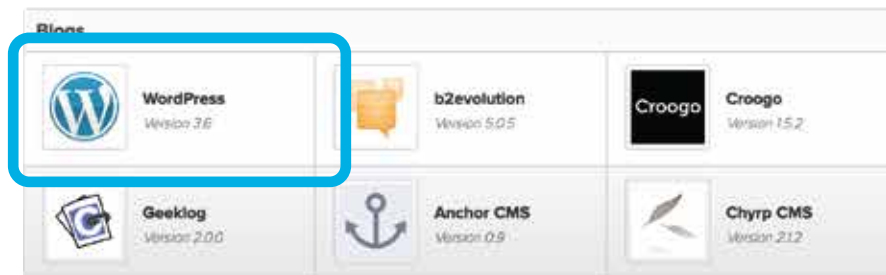


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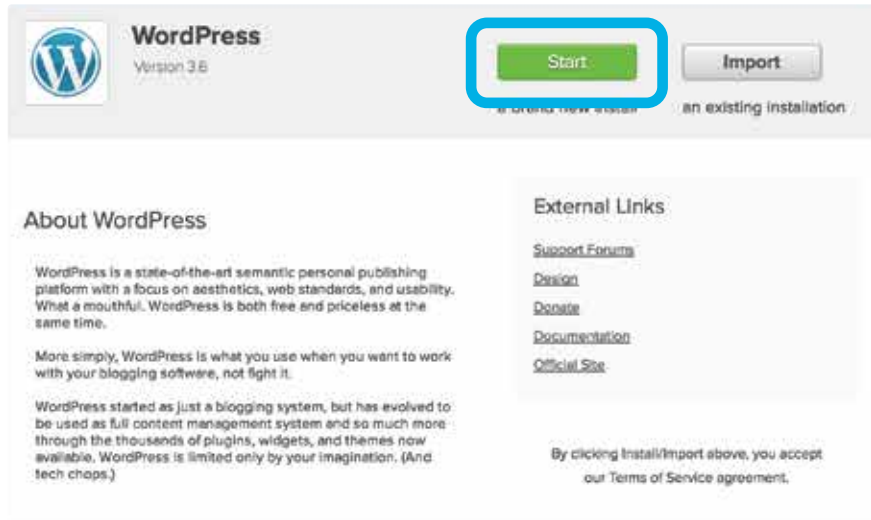
Use Weebly

Choose WordPress.



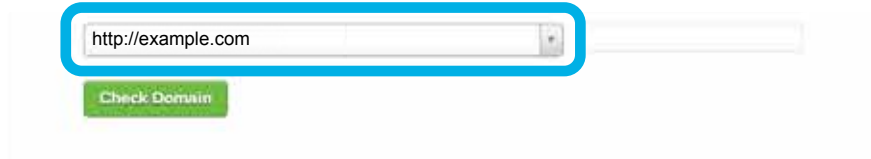
WordPress continued

Click the Start Button.



Choose the domain name to install it to.

In the field next to the domain, you can enter a subfolder such as 'blog' if you want the site's main page to be the blog or just leave it blank.



Read through the license and service agreements and check the box.

Click the **Install Now** button.



That's it! You can now begin to use your WordPress site. To get started, we recommend viewing our WordPress tutorial videos on our YouTube channel at www.youtube.com/bluehost

WordPress continued

helpful recommendations for WordPress:

The foundation of your WordPress website is its theme. The theme will determine the basic look, function and flow of your website. From there you can customize and make the website your own.

Since WordPress is both open source and wildly popular, thousands of themes have already been created and new themes are being created every day, giving you endless options to choose from.

When choosing a theme, consider the following:

Look for a theme that has many positive reviews:

These themes tend to function well, are actively updated, and often come with useful features to increase their ratings.

Look for a theme with good support:

Check to see if there's a forum, or support page from the developer. If they can be reached, and they answer questions, then you'll be able to get help when you need it.

You'll find plenty of free themes to choose from as you search the web, but if you're looking for stronger features and functionalities, consider investing in a Premium Theme. Premium themes are generally more carefully developed and well supported, so they require some cost.

Here are a few great places to look for premium themes:



themeforest.net



mojomarketplace.com



dinthemes.com



templemonster.com



themetrust.com

WordPress continued

Plugins add extra customization to your website. You can use them as website power-ups, giving it the ability to do just about anything you need. As you search for plugins, apply the advice that we gave you about themes. Make sure that the plugin is well reviewed and that the developers are active.

To get you started in your quest for increased functionality, we've pulled together a list of a few plugins that we'd recommend to just about anybody:



Photo Gallery

<http://www.nextgen-gallery.com>



PDF Uploader

<http://wordpress.org/plugins/google-document-embedder>



Social Media Widgets

<http://wordpress.org/plugins/social-media-widget>



Contact Form

<http://wordpress.org/plugins/contact-form-7>



Under Construction Page

<http://wordpress.org/plugins/underconstruction>



Broken Link Checker

<http://wordpress.org/plugins/broken-link-checker>

For more help, check out our six-part WordPress video series on www.youtube.com/Bluehost

setting up email

Bluehost gives you the ability to create an email address based on your domain name. This allows you to add a professional touch to your ePortfolio and establish legitimacy. For example, instead of using an email address like jondoe@gmail.com, you could use jon@jonathandoe.com.

Here's how you can set up an email address with your domain name:

Inside your cPanel, click the email tab.



Type in your desired email address prefix. Make sure to create a strong password!

https://i.bluehost.com/cgi/admin/db_report/open/298?

An email client is what allows you to access your email. For example Gmail, Mac Mail, and Microsoft Outlook, are some of the email clients you can use. If you have a preferred email client, Bluehost makes it easy to have all of your incoming emails forwarded to it. Bluehost also offers third party email clients that you can access from your cPanel.

For more information or answers to any of your questions, feel free to visit the Bluehost help desk at bluho.st/onL1K

getting help

Bluehost SPOKE offers a wide range of support for students, so rest assured you are in good hands. With support by phone, chat, email and live-recorded webinars available to you 24/7, you'll always have the help you need, when you need it.

Call us at our U.S.-based headquarters in Utah at 855.291.6570, email support@bluehost.com, or visit [Bluehost.com](https://bluehost.com) for live chat support, webinars and help articles. And for the latest information and updates, visit spoke.bluehost.com