COMM 205

ASSIGNMENT: Create Technical Communication Eportfolio using Wix

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| TASK | SPECIFICS |
| Set up **Free Website Account** to build a Portfolio Website to feature your areas of expertise as a **Technical Communicator** | **1**.Log onto the web and go to www.wix.com.  **2.** Click on the **START NOW** button You will need a valid e-mail address to set up a free account at WIX.com.  **3**. Click on CREATE NEW ACCOUNT- sign in with a valid e-mail account and use a password that you can remember. |
| Choose a **Template-** (a template is a document with the basic layout already formatted for you) | **Once inside of Wix,  4. Click on the upper menu bar,** and go to the templates section. The templates are laid out by Categories.... and they are on the **left side of the page Tip:** You may look 1st under the categories of Music, Photography, Creative Arts, and Design....  **5**. Once you have finished viewing templates, you must CHOOSE one to use.  **6**. Then click EDIT, to begin |
| Begin **Building and Editing** Your Site | **7.** Click on the PAGES button icon on the upper left of the page.  **8.** Then click on the Wheel Icon to rename your pages. You need 4 pages: **Home...About...Contact…Projects** |
| Creating Your **Original Content** | **Home Page:** You must change the info on the main page to your personal info...You are the designer now...this is the front door to your site......  **9.** Add your name, major, school name, and any images that you think will **enhance your audience’s understanding of your**  **10.** Write a paragraph that explains that this is your personal portfolio website and that this site will feature your products as a Technical Communicator.  **About Page: 11. Using the Assertion-Evidence model from Activity Set 1, add text and illustrations** |
| **Original Content- Page Creation- Branding your website** | **Contact Page: 12.** Use the E-mail contact form -click on the form and then on the settings button.. Change the e-mail address to your email address... DO NOT put your personal phone number anywhere on this website. Add any pictures or images you like to *Brand* this page as you like  **Projects Page: 13**. Change all text to your information. You will need a place to upload your Analogy Paper, FAQ Paper, Podcast, and Slidesets for each of your 4 speeches. Write one or two complete sentences that give us a message about this area. You may add those sentences later in the term after you have learned something......take a look at the + button...this lets you add different elements to your website-  **14.** If you get really into this, you may use the gallery button to add your examples into a slide show or animated grid of pictures  READ Next Page |
| **Save Your Page** | **15**. Click in the upper right on the save button.  **16.** You will be asked to “insert site name”-- use your 1st name and last initial.... if that does not work, then use your 1st name and a word you can remember  **17.** Write down your site address (URL) that pops up in the window-  **18.** Upload your website URL to Ecampus by 11:59 pm am on date stated on your syllabus.  ***Please review the Eportfolio rubric for grading information.***  **You will edit and add to your portfolio throughout the course*.*** |
| **NOTES:** | **First and foremost, relax while doing this assignment.** It is creative and fun! You’ll really be proud of what you come up with, too!!  **Second, remember that it is okay to feel some uncertainty** as you move through it. Uncertainty is the feeling that you get before you learn something new ☺  **Third,** I think that the “Home page”, the “About page”, and the “Contact page” are pretty straightforward. **Please don’t *overcomplicate* the Projects page. In its most basic form, it will have**  **Analogies:** 1. One or two complete sentences about the power of analogies.  2. An image that illustrates this.  3. Upload your analogies paper  **FAQ:** 1. One or two complete sentences about FAQs.  2. An image that illustrates this.  3. Upload your FAQ paper.  **Podcast:** 1. One or two complete sentences about your Podcast.  2. An image that illustrates it.  3. Upload your Podcast.  **Slidesets:** 1. One or two complete sentences about each of your 4 slidesets  2. An image that illustrates this.  3. Upload your slidesets |
| **HERE are some YOUTUBE links that might help if you want to watch something rather than just clicking around. Remember that their websites will have different pages than yours but you can get good ideas here. Have fun!!** | [**https://www.youtube.com/watch?v=QYwJ8At-wgs**](https://www.youtube.com/watch?v=QYwJ8At-wgs)  [**https://www.youtube.com/watch?v=bO3rL\_-w-Zw**](https://www.youtube.com/watch?v=bO3rL_-w-Zw) |