

## **Steps for Publishing Your E-Portfolio to the Web**

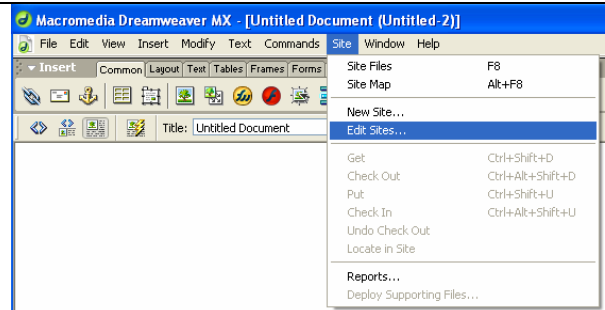
There are three steps to publishing your E-Portfolio to the Web. The first step is to complete the editing and the addition of artifacts to your E-Portfolio. The next step is to make sure all of the necessary permissions are on file for any photos of minors, that all material on your Web site is used in accordance with the Fair Use Act, and that you do not violate any copyright laws. Once this is complete, the next step is to direct Dreamweaver to where you want your Web site published to. This location should be your Web drive or the (W:) drive. A (W:) drive account will automatically be created for you when you take ED 331. In other words, you will use Dreamweaver to map your E-Portfolio to the (W:) drive. Here are the instructions to accomplish this.

<b>Permissions, Fair Use and Copyright Issues</b>	
Permissions to Publish Photos of Minors.	
Fair Use	<b>Fair Use Of Copyrighted Materials</b> <a href="http://www.utsystem.edu/OGC/IntellectualProperty/copypol2.htm">http://www.utsystem.edu/OGC/IntellectualProperty/copypol2.htm</a> <b>Fair Use Guidelines For Educational Multimedia</b> Complete document provided by Georgia Harper; prepared by the Educational Multimedia Fair Use Guidelines Development Committee, July 17, 1996 <a href="http://www.utsystem.edu/OGC/IntellectualProperty/ccmcguid.htm">http://www.utsystem.edu/OGC/IntellectualProperty/ccmcguid.htm</a>
Copyright	<p>The following are not copyrighted and may be freely used:</p> <ul style="list-style-type: none"><li>• Logical, comprehensive compilations (phone book)</li><li>• Unoriginal reprints of public domain work</li><li>• Freeware (not shareware)</li><li>• Most U.S. government materials</li><li>• Facts</li><li>• Ideas, processes, methods and systems described in copyrighted materials</li></ul> <p><b>The Copyright Website</b> by Benedict O'Mahoney <a href="http://www.benedict.com">http://www.benedict.com</a></p> <p><b>Intel Copyright Resources</b> <a href="http://www.intel.com/education/teachtech/classroom/using_internet/copyright.htm">http://www.intel.com/education/teachtech/classroom/using_internet/copyright.htm</a></p>

## Publishing Your E-Portfolio to the W: Drive

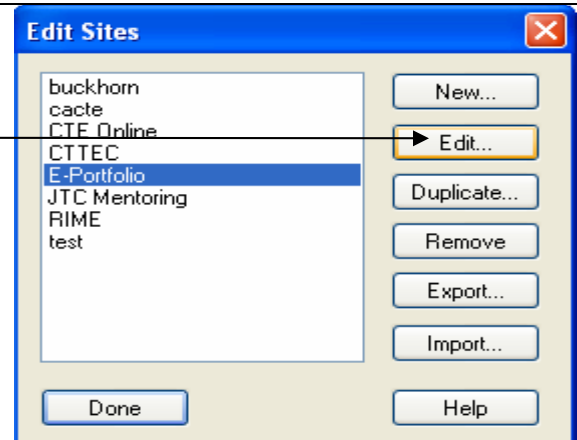
1. Navigate to the Site Management window.

- Select Site.
- Select Edit Sites.



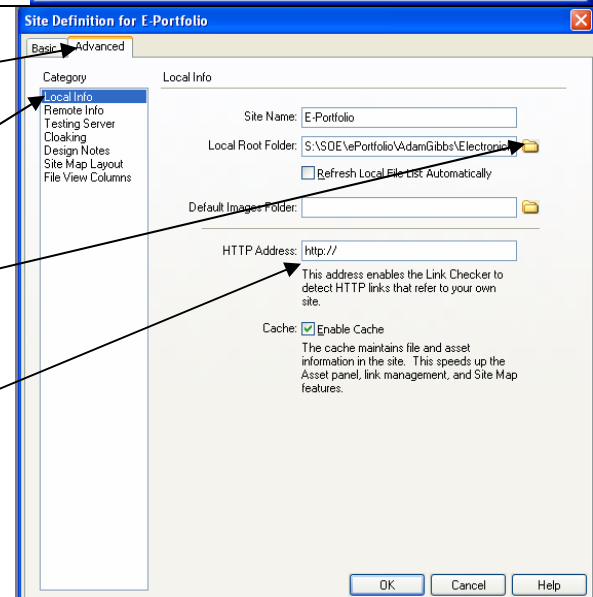
2. The Edit Sites window should appear.

- Make sure the site name you want to edit is high-lighted.
- Select the edit button.



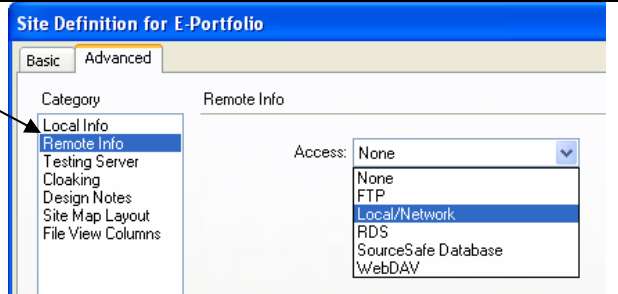
3. The Site Definition Window should appear.

- Select the advanced tab.
- Double-click on the “Local Info” option in the “Category” menu if it is not already highlighted.
- Name your site appropriately.
- Navigate to your E-Portfolio location on the (S:) drive.
- Finally, you will need to define your HTTP or Web site address. This is the URL for your site. Your Web site address is determined by eID information that you provide to CSU. Your HTTP address will be one of two possibilities.
- <http://mycahs.cahs.colostate.edu/FirstName.LastName>
- <http://mycahs.cahs.colostate.edu/FirstName.MiddleInitial.LastName>



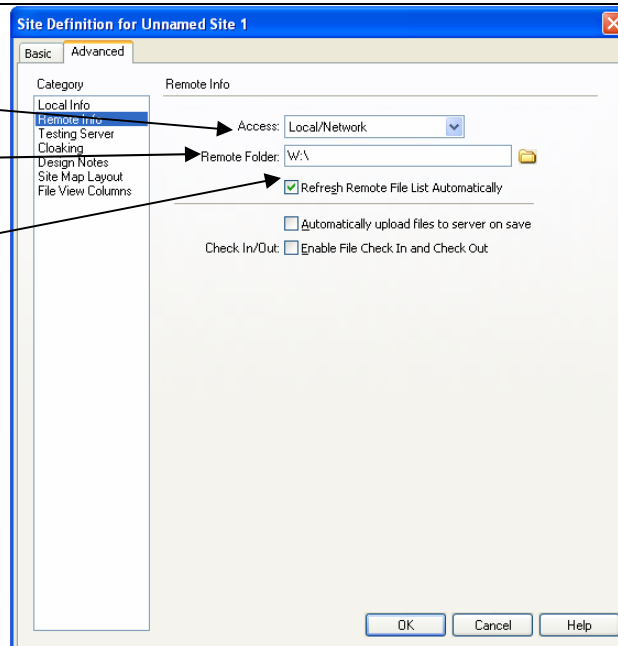
**Please Note:** If you are having problems determining your http address, log on to <http://ovid.colostate.edu/elidentity/modifeyeid/login.cfm> and look to see how your name is listed. If it has a middle initial, you will need to include that in your http address.

4. Access the “Category” menu and select “Remote Info.”



This screen should appear.

- Make sure “Access” reads “Local/Network.”
- Change the remote folder to W:\
- Make sure to select the “Refresh Remote File List Automatically” option if it is not already checked.
- Click “OK.”
- Finally, click “Done” on the edit sites window.



You are now ready to publish your E-Portfolio.

- In your site window, select the top folder called “Site.”
- Click the “Put File(s)” button (“blue arrow” that is pointing up).
- A pop-up window will open asking “Are you sure you wish to put the entire site?”
- Click “OK.”

Your E-Portfolio is now published to the (W:) drive and is live via the World Wide Web!

You can now view your E-Portfolio by opening an Internet browser and typing in your Web address for your E-Portfolio.

