

2014

Det Jyske Musikkonservatorium
(DJM)/Royal Academy of Music
(RAMA) Aarhus/Aalborg

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INTRODUCTION TO PORTFOLIO METHOD (WORDPRESS SITE) VERSION 4.4

Bjørn Petersen, August 2014

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1. INTRO

Since the autumn term 2011, all students at the Royal Academy of Music, Aarhus and Aalborg will follow the program **Entrepreneurship**. As stated in the **Assessment and Exam Requirements**, oral examination will have “an emphasis on the portfolio”. Portfolio in this context refers to two things: 1) an online presentation of your project (project portfolio), and 2) an online presentation of your professional profile (professional portfolio/presentationsportfolio). For the creation of this portfolio, DJM/RAMA has decided to use WORDPRESS, which is an open-source “personal publishing platform”, initially designed for weblogs, but very flexible, easy to use, and freely distributed.

Each student will be provided with a personal WordPress-site under the RAMA network. Although there will be some network-related limitations regarding themes and plug-ins, students will be able to add personal designs and layouts to their portfolios. The following is a brief introduction to get started with your WordPress portfolio. Many more details on how to manage and administer your WordPress portfolio can be found on-line at e.g. <http://codex.wordpress.org/WordPress> and in Danish as well: <http://da.wordpress.org/>

Important information: following the portfolio method course is mandatory. However, students who already manage a homepage privately are free to use this as their professional portfolio.

2. PRELIMINARY MEASURES:

To get access to your WordPress site, you must find the email that was sent to your DJM/RAMA mail (or forwarded to an alternative mail service) from **Det Jyske Musikkonservatorium** with the subject **New Det Jyske Musikkonservatorium Sites Site Your User Name**. In this mail you will see this message:

Dear User,

Your new Det Jyske Musikkonservatorium Sites site has been successfully set up at:

http://sites.musikkons.dk/YOUR_USER_NAME/

You can log in to the administrator account with the following information:

Username: YOUR USERNAME

Password: N/A

Login Here: http://sites.musikkons.dk/YOUR_NAME/wp-login.php

We hope you enjoy your new site. →

Thanks!

Click this link → and your browser will prompt a log-in dialogue.

Now, type in the **username** that was given in the email. It will be a 6-letter name created from your first, middle and family names.

To retrieve your **password**, return to your mailbox and find an e-mail from

Wordpress, displaying this subject **[Det Jyske Musikkonservatorium] Your username and password**. Here you find your autogenerated password. Copy it and paste it into the **Password** field



in the log-in dialog. Then hit **Log in**. If you did everything right your WordPress dashboard will open. Congratulations! Below, you will learn how to change your password.

3. PREPARATIONS

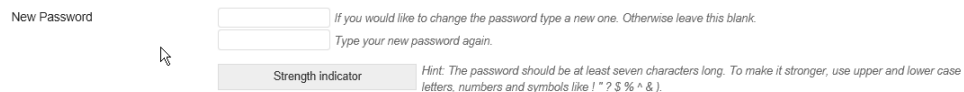
3.1 Basics

Basically, WordPress, like any other web software, has a **front end** and a **back end**. The front end is the public display, i.e. what your audience sees from the outside. The back end (or dashboard) is the workshop, in which all the actions that make your front end look as you want it to, take place. Typically, when working on your site, you will switch between the two, on two different tabs in your browser.

3.2 New password and full user name

The first thing you should do after having logged into your new site is to change your password. This is done this way: in the left sidebar of your back end, find **Users** → **Your Profile**. Scroll down and find this:

Type in a password you can



The screenshot shows the 'New Password' section of the WordPress user profile settings. It features two input fields for the new password, with the second field labeled 'Type your new password again.' Below the fields is a 'Strength indicator' box and a hint: 'Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! * ? \$ % ^ & ; .

remember and retype it. Then click “update profile”. Done!

IMPORTANT: In the two fields First Name and Last Name, please enter your names. This is in order to improve user administration for the site administrators.

3.3 Site title, date and time

Next step is to give your site a proper name/headline.

1. Go to **Settings**→**General**.
2. In the field **Site Title** you can type in your preferred personal Title.
3. In the **Tagline** field below, you may enter a subtitle or tag – preferably one displaying your name.
4. In the **Timezone** field find Copenhagen to set your site to the Danish time zone. Also make settings about display of date and time.
5. Now click **Save Changes**. Done!

3.4 Theme

DJM/RAMA has developed a theme that displays the RAMA logo and has some basic settings that will be explained in the following. To activate the RAMA theme go to

1. **Appearance** → **Themes**.

Here you have the choice between a dark and a white DJM theme (**DJM portfolio dark 2 0.1.0** and **DJM portfolio White 2 0.1.0**).

2. Before activating, you may *preview* the themes to decide which one to choose.
3. When decided, click **Activate**.

The DJM/RAMA theme will now be active. Later you will have the option of changing your WordPress theme to one of your own preference.

3.5 Language settings – the xili languages module

Your new DJM/RAMA WordPress site has a preinstalled function (xili-language plug-in) that allows you to make your site multilingual, i.e. show your content in two (or more) different languages, typically English and Danish.


You open the module by clicking **Settings**→**Languages**ⓧ**xili**. a)

On the top of the **Languages** page you will see 2 languages preinstalled: English and French (!).

1. We want to get rid of French and replace it with Danish. Here is what you do: click **delete** (below **Action**). You will be asked if you are quite sure.
2. Confirm by clicking **delete**.
3. Now, add Danish as a new language. From the drop-down **Examples:** menu choose **danish da_DK**. Then click **add**.

(You may add more languages if you wish, in a similar way). If you did everything correct, your language settings will look like this:

List of languages ▲

ID	ISO Name	Full name	Native	Slug	Order	Vis.	Dashhb.	Posts	Action
5	da_DK	DAN	Dansk	da_dk	0	✓		4	Edit Delete
3	 en_US	ENG	English	en_us	1	✓	✓	4	Edit Delete

Note that **Full Name** is what is displayed in your language options on your front end. To change danish to DANSK, click the edit button and retype the full name. If you wish, do the same with “english”. While you are at it you may want to change the order of the languages. If Danish should be first and English second change the 0 in the English settings to 1.

4. Now, click the **Languages front-end settings** tab to make further settings.
5. At the top, under *Settings*→ *Select language of the home page*, pick **Dansk** from the list.

This will make WordPress display your site in Danish by default. Other options are alternative languages or Language of the Visitor’s browser. You may experiment with these settings. **Leave everything else as is**. Click **Update** to save your settings.

4. Menus

4.1 Navigation menu

To make your language plug-in work, your site must have a **navigation menu**. To define a menu, go to

1. **Appearance** →**Menus**.
2. Click the [create a new menu](#) - link
3. In the **Menu Name** field, enter a title (any) for your menu and hit **Create Menu**.
4. Tick the box **Navigation Menu** and click **Save Menu**. *Theme locations* **Navigation Menu**

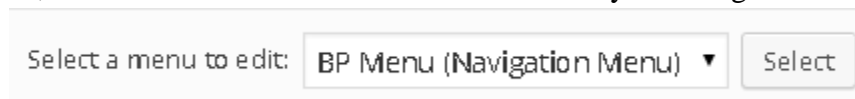
Don't do anything else. Your navigation menu has been defined.

4.2 Language menus

To create menus for each of your different languages follow the same procedure as above:

1. Click the [create a new menu](#) - link
2. In the **Menu Name** field, enter a title, e.g. ENG-Menu and DAN-Menu for your menus and hit **Create Menu**.
3. **DO NOT TICK THE NAVIGATION MENU BOX!** Only one navigation menu is possible.
4. Click **Save Menu**

When you have created your language menus, make sure to activate your **navigation menu**. To do so, find the *Select a menu to edit* box. Choose your navigation menu and click select.



4.3 Select menus

Now find the [©xili] Menus Selection field in the left side column and click the arrow to open it.

1. You should see a grey box with the names of the languages you created.

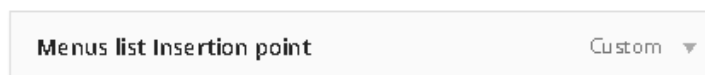


2. In the drop-down, select the corresponding menu for each language (the menus you just created).
3. Tick the **Check before adding to menu box**
4. Click **Add to menu**

A menus list insertion point is added to your navigation menu. If you click the arrow you will be able to see the new menus in the order that you have chosen. Later you will add pages in the corresponding languages to these menus.

Menu Structure

Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.



4.4 Add Language selection

To create a Language selection option on the portfolio front page do the following.

1. Click the [©xili] Languages List field in the left side column and click the arrow to open it.
2. Click **Add to menu**
3. Click **Save Menu**



5. Viewing your site

To see what your site looks like, go the top of your back end window. You will see the name of your site and if you move your mouse pointer over the name, a **Visit site** link appears. Click it to see your front end. *[HINT: If you hold down the **shift key** while clicking, the site will open in a new browser. If you click using the **scroll wheel button**, the page will open in a new tab in the current browser. You can change between tabs in your browser by holding down Ctrl (forwards) or shift+Ctrl (backwards) and hitting the Tab button. Another key command to remember is F5, which will refresh your current site to see changes you made.]*

5.1 Bookmarking your site

Don't forget to bookmark your site in your browser. That way you will be able to find it, without having to retrieve the original email.

6. SETTING UP YOUR PORTFOLIO SITE

6.1 Pages

When viewing your site, you will have noticed that there was only a **Sample** page – in English. To design your site with pages (in English and Danish or other languages), go to the **Pages** menu in the **back end** domain (dashboard).


First thing you will want to do is delete the **Sample page**.

1. Move your mouse cursor over the Sample page field. You will see 4 action buttons: **Edit**, **Quick edit**, **Trash**, and **View**.
2. Click **Trash** to delete the page.
3. To create a new page, click Add new at the top of the page.



This opens a new page where you make all the settings that will make your page appear as wanted. Start by creating a page titled Home (en) or Hjem (da). This will be the page that meets your guests, when viewing your site.


4. In the header field type Home
5. In the text editing field below you enter a message for your guests – typically: Hey, I am a student at The Royal Academy of Music in Aarhus, Denmark. Welcome to my portfolio. To read more about my musical activities, click some pages in the menu.
6. Below the text editor you will see some optional settings: “Translations of this Page”. In the top you can define the language of your new page. In this case choose **English** (or the stars and stripes icon).

If, at this time, you click , your page is immediately published on your site, and can be viewed by anyone on the internet (finding your site may be difficult, though).

6.2 Link pages (sammenkædede sider)

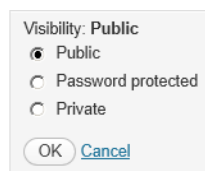
To make a home page in Danish that links to your English home page do the following: in the “Translations of this Page” field below the text editor a text says “not yet translated in DANSK”. Click **“Create and edit”** to create a page in DANSK. Set up the page as a Danish equivalent to your English **Home** page. Name it **Hjem**. By following this procedure WordPress automatically has

made a link between the two pages, signified by the unique ID numbers. Note that this procedure is not optional until you have *saved as draft* or *published* your page.

Language	ID	Title	Status	Edit
<input type="radio"/> da_DK	<input type="text"/>	not yet translated in DANSK Create and edit Search		
<input checked="" type="radio"/> 	1393	Home test	Published	

6.3 Visibility/Synlighed

There are, however, several options: if, in the **Publish** field you click **Save draft**, your page is saved but not yet published. This means that the page will not appear in your menu. You can do further editing, or leave it for now. In the **Status** line you can see that your page's status is **Draft** (kladde).



Visibility: Public
 Public
 Password protected
 Private
OK Cancel

In the **Visibility** (synlighed) line, you can make three choices regarding the visibility of your page: 1) **Public**, 2) **Password protected** and 3) **Private**. In the case of your Home page, you would probably choose **Public**. However, in the case of a page in which you make personal notes and scribble down ideas, you may want it to be **Private**. In that case the page will not be visible in your menu. The **Password protected** option means that your page will be visible, but only accessible from the outside by entering a password that you define in the **password** field. This could be relevant in the case where you want to share your project description or similar with your supervisor, but not with the rest of the world. THESE OPTIONS AND SETTINGS ARE IMPORTANT IN YOUR PORTFOLIO WORK. EXPERIMENT AND GET FAMILIAR WITH THE POSSIBILITIES.

6.4 Create more pages

Now, in a similar way, proceed to create more pages and name them e.g. (En/Da): **Profile and Visions/Profil og visioner**, **Performing/Musikaktiviteter**, **Teaching/Undervisning**, **Projects/Projekter**, **Contact/Kontakt**, **Links/Links**, **Work in Progress/Igangværende arbejde**. Or feel free to create pages of your own preference.

6.5 Adding pages to your language menus and setting up the page order

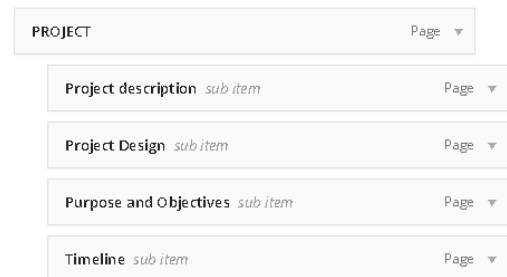
Having created your pages, you should make sure they appear and in the desired order in your portfolio menu. This is done by following this procedure:

1. Go to Appearance→Menus.
2. In the *Select a menu to edit* field select the menu you created earlier **ENG-Menu** and click select to activate it.
3. In the right hand column find the field **Pages**, and click it to open.
4. To view all your pages click the TAB View all.
5. Now tick all the pages in English that you created and then click **Add to Menu**
6. The pages will be inserted in the menu to the right. You may now change the order by drag and drop or by clicking the arrow and then click *Move up*, *Move down* or one of the other options.
7. Do the same with your Danish Menu (DAN-Menu or whatever name you chose).

6.6 Submenus (undermenuer)

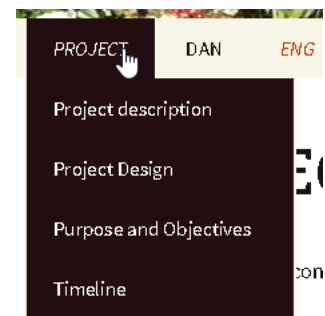
A page in your menu may contain a submenu with several subpages. To make a page into a subpage you use the drag and drop method described above. Place the page under the “parent” page but one step to the right.

If, for instance, you want your Project page to hold some subpages you may create (En/Da): Introduction/Introduktion, Project description/Projektbeskrivelse, Purpose and Objectives/Formål, Project Design/timeline/Projekt design/tidsplan. In the Menu builder each page should be placed in the desired order under the parent page. REMEMBER TO SAVE YOUR MENU.



NOTE THAT MOVING PAGES IN THE MENU BUILDER IS POSSIBLE VERTICALLY AND HORIZONTALY.

If successful it should look something like this on your front page:



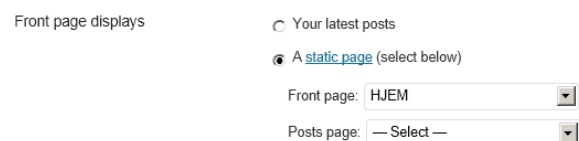
6.7 Page Template

In the field “Page Attributes” find the “Template” option. Here there is a drop-down menu with three choices: Default Template, Showcase Template and Sidebar Template. The sidebar template makes it possible to use [widgets](#). To embed widgets, go to the Appearance – Widgets and drag widgets to the Main Sidebar. Dragging e.g. “Pages” to the sidebar will add a menu of all your pages to the page in question (e.g. Home/Hjem).

6.8 Display Static Page

When you are finished creating your pages and arranging them in the correct order, you need to tell WordPress which page should first meet your guests when they visit your site. To do so,

1. Go to **Settings**→**Reading** and find the field **Front page displays** (forsiden viser).
2. Here, instead of Your latest posts, choose **A static page**.
3. In the drop-down menu you should see a choice of all the pages you just created.
4. Now choose **Hjem** (or if you prefer - Home)
5. Click **Save changes**.
Go to your front end to see the change take action.



FOR AN EXAMPLE OF A PORTFOLIO THAT CONTAINS A MENU IN DANISH AND ENGLISH WITH THESE PAGES AND SUBPAGES, VISIT MY PORTFOLIO DUMMY AT THIS LINK: <http://eportfolio.musikkons.dk/wordpress/ramaportfoliodummy/>

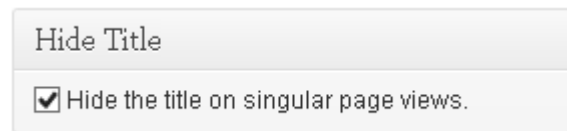
6.9 Customizing your site

At this point, you may have wishes about the design of your wordpress site. To do that go to Appearance > Customize. Here you can edit some of the settings you already made like Site Title, Ta-

gline, Navigation and Front Page. There are, however, also options regarding Colors, Layout and Header and Background Images. Rather than going into details I encourage you to try out the different possibilities. To see an example of a portfolio which features some customization, click here: <http://eportfolio.musikkons.dk/wordpress/anhjan/>

6.10 Hide title

If you wish to hide the title of your page (i.e. get rid of the page name on your front end) you can use the plug-in Hide Title, which appears in the bottom of the right hand column. Tick the box to hide the title.



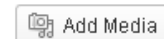
7. ADDING CONTENT (TEXT, GRAPHICS, PHOTOS, VIDEO, LINKS)

7.1 Text

At this point, you should add some content to your pages. On the web, it is important that no pages are empty. Write a few words of text on each page, dealing with the different subjects. Describe your profile briefly on the Profile and Vision page, and give your contact info on the Contact page. If, on some pages, you don't know exactly what to write, you can post a note on what to be expected in the future.

7.2 Upload/Insert (adding media)

You probably want your portfolio to contain some graphics, sound, video and other media such as pdf-files. Adding media files is done in the Pages menu. Here you click **Edit** in the field of any page. Above the text input field you will see the Add media menu:

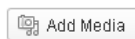


As can be seen from the tool tip **Add Media** that appears when you move your mouse cursor over the icon, this is where you import media of all sorts.

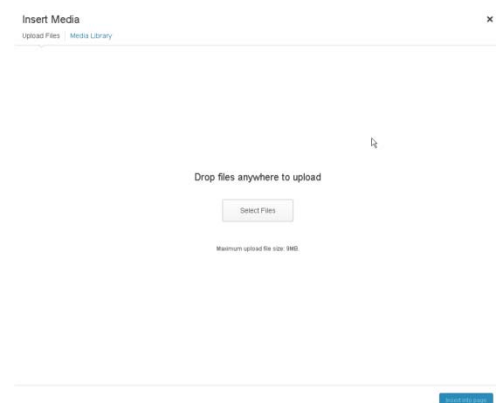
7.3 Insert a photo

To add e.g. a photo to the Profile and Vision page

1. click the **Add Media icon**.



This will open a dialog with two tabs: Upload files and Media Library. Upload files means uploading media from a position on your computer. Media Library means adding a media file that has already been uploaded and now resides in your library. The default selection is **Upload files**.



2. Click **Select Files** (ignore drop files)
3. In the next dialog, direct WordPress to your image.
4. Select your image and click **open**.

This will take you to the Media Library where you can follow the upload process and see other media files already there. Depending on the size of your file, this will take 10-50 seconds (note there is a 9mb file size limit). When the upload is finished, details of your image appear in the right hand column. Here you may give your picture a name and do some editing. At the bottom of the column you can choose “alignment” (justering) of the image (None, Left, Center, Right). Furthermore, you are given 4 options of the size in which you wish your image to appear on the site. Make your choices and click **Insert into post**. Enjoy your picture in the text editor of the page edit page and on the page displayed on your front end. Your choices are not final, and you have the option of changing your settings by selecting the image and clicking the **Edit Image** icon.

7.4 Adding video

You may add video in the same manner as adding photos. Clicking them from the front end of your site will open Media Player or a similar separate media file player (e.g. VLC). **However**, since video files are usually quite large, it is a much better idea to upload video to You Tube or Vimeo and embed the video into your portfolio site. The procedure of uploading to You Tube or Vimeo is beyond the scope of this guide. Follow this link to watch a video that explains how it is done: <http://www.youtube.com/watch?v=9w-gQAwS2uc>

To embed a You Tube or Vimeo video in a WordPress page, you can take advantage of your RAMA WordPress installation’s preinstalled Plug-in **Smart Youtube** (visible as a menu at the bottom of the left-hand column). To use the plug-in:

1. Find a Youtube video that you want to embed into your portfolio page
2. Click **Share** and copy the shortcode which appears
3. Paste it into your text field at the desired position on one of your pages. Depending on which video you are embedding, it could look like this *http://youtu.be/k1mtgZsZAak*

To make Smart You Tube recognize it and embed it, you have to

4. add the letter **v** to the URL after the **http**, making it look like this *httpv://youtu.be/k1mtgZsZAak*. (If the video is High Definition (HD), add the letter *h* after the *v*) *httpvh://youtu.be/k1mtgZsZAak*
5. This will add a You Tube or Vimeo player to your page. Try it out for yourself 😊.

You Tube also offers the possibility to share the link directly. Select the URL and copy it directly into your wordpress page. This works equally well.

OBS! sometimes wordpress may paste the URL as a [link](#), which will not work. To unlink the URL, highlight it and click the Un-



link icon in the text edit menu.

7.5 Adding sound using Wordpress Built In Player

Being a musician and a music student, the option of having sound is essential to your portfolio site. On the web the most widely used standard is the mp3 compressed file format. Mp3 files can be created easily in the free audio editing software [Audacity](#), which is compatible with Windows, Mac and Linux operating systems. Wordpress offers a built in audio player which is simple and based on

HTML, which means it will work also on iPhones and iPads. Furthermore it supports mp3, wav and m4a file formats.

Now, to insert an audio file using Built In Player:

1. In the **Pages** menu, open the page of your choice by clicking **Edit**
2. Place the cursor where you wish your Player to occur.
3. Click the Upload/Insert icon (see 7.2), and select an mp3, wav or m4a file, either from your computer or from your Media Library.
4. In the dialog that appears after the upload process, make sure the option **Embed Media Player** is chosen (default).
5. Then click **insert into page**.
6. You should see the player and be able to hear your file directly in the page editor
7. Click Update on your portfolio page edit.

Now, your sound file will be clickable on the portfolio page as a sound file player. Easy and simple!



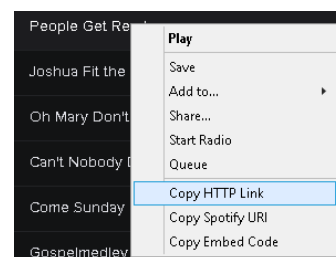
For those into the nerdy stuff read more here http://codex.wordpress.org/Audio_Shortcode

7.6 Adding sound from Spotify

Wordpress is able to embed a song or playlist from Spotify. It is important to notice, however, that to listen to the music the visitor on the site must have a spotify account. Furthermore Spotify needs to be activated.

To embed a song from Spotify do the following:

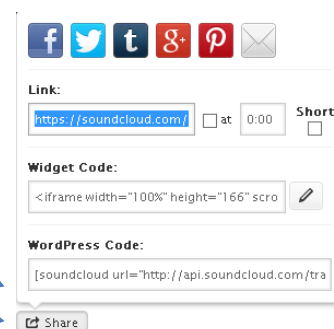
1. Right/Ctrl-click the track. In the drop-down choose “Copy HTTP Link”
2. Insert the code on your page **in its own line** where you want the Spotify player to occur. It should look like this:
`http://open.spotify.com/track/7cbu6CeQxU3u2sQwqu0fAz` (unlinked)



You can do the same thing with Albums and playlists.

7.7 Adding sound from SoundCloud

If you wish to embed a track from SoundCloud, do the following: go to the [SoundCloud website](http://www.soundcloud.com). Find the sound file which you wish to embed (use the search function). Click the SHARE icon. A box appears with a shortcode. Copy it and paste it into your page at the desired position. Click update and enjoy the SoundCloud track embedded into your portfolio page.



To check out the different sound options visit

<http://eportfolio.musikkons.dk/wordpress/ramaportfoliodummy/musik/>

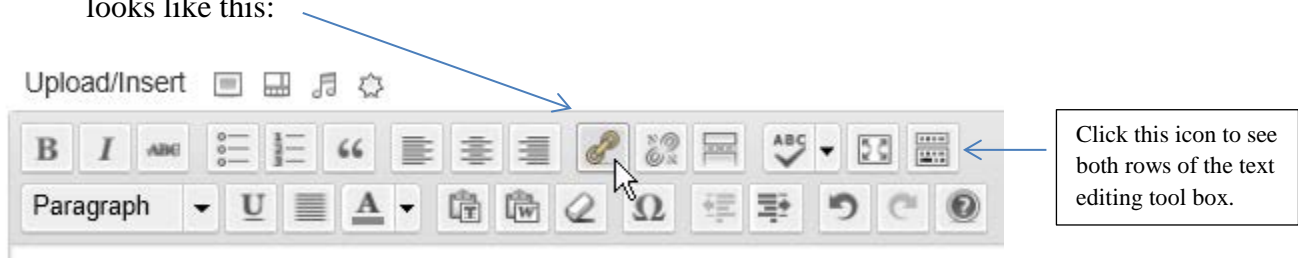
7.8 Adding other media files

By clicking the [Add Media](#), you will be given the option of inserting other media files such as word documents, excel spreadsheets (regneark) or pdf files. Using pdfs on the web is highly recommended, since this file format ensures that your documents are displayed correctly and swiftly. Furthermore, a pdf does not allow for editing in contrast to MS office files. You can [save your word documents directly in the pdf format](#) from Word. The procedure for inserting a pdf is similar to inserting a [photo](#).

7.9 Adding links

Links can be used effectively in your texts to direct your readers to other web sites like Wikipedia or similar sites with information or music examples (see the Portfolio Dummy for examples). Inserting links is easy.

1. In the web page, to which you wish to link, copy the URL, i.e. the address in the address field.
2. Now **highlight** the word in your text which should contain this link.
3. Then find the Link icon in the menu above the text input field in your page edit page. This looks like this:



4. Click the icon and your text selection will turn [blue and underlined](#), representing a clickable link.

It is also possible to link from a photo in a similar way. Just select the photo and click the link icon and follow the above instructions.

7.10 Embedding Google calendar, documents, presentations, and spreadsheets

It is possible to embed a Google calendar into a page in your wordpress site. You need to have a Google account and also a calendar, which must be public. To do this follow the instructions found on [this page](#). See an example [here](#).

It is also possible to embed Google docs such as documents, presentations, spreadsheets and more. See instructions on [this page](#).

8. Example page and example portfolios

This concludes the introduction to portfolio method and WordPress version 4.0.

To see an example portfolio you can visit this site:

<http://eportfolio.musikkons.dk/wordpress/ramaportfoliodummy/>, in which I have tried to set up pages in English and Danish, add media files and give some short notes on the different pages.

To get inspiration for your future work on your portfolio check these sites:

<http://musicpsychology.co.uk/> <http://patrickschmidt.wordpress.com/about/>
<http://iandobson.ning.com/> <http://mattbrett.com/portfolio/>
<http://natalzaks.com/> (created in wordpress).

To see some of the most interesting RAMA student portfolios, visit these sites:

<http://eportfolio.musikkons.dk/wordpress/andlun/>

<http://eportfolio.musikkons.dk/wordpress/mabaja/>

<http://eportfolio.musikkons.dk/wordpress/sinkos/>

<http://eportfolio.musikkons.dk/wordpress/syskha/>

<http://eportfolio.musikkons.dk/wordpress/asgrhe/>

<http://eportfolio.musikkons.dk/wordpress/hamafe/>

<http://eportfolio.musikkons.dk/wordpress/elikle/>

Example of site which use a different theme

<http://eportfolio.musikkons.dk/wordpress/nabevi/> (Adventure Journal theme)

Site used for recruiting participants for girl group

<http://eportfolio.musikkons.dk/wordpress/jobiol/> (Twenty Eleven theme)

Project portfolios

<http://eportfolio.musikkons.dk/wordpress/klmoha/>

<http://eportfolio.musikkons.dk/wordpress/jankru/transmission-project/>

<http://eportfolio.musikkons.dk/wordpress/barcit/>

<http://eportfolio.musikkons.dk/wordpress/tierne/>

<http://eportfolio.musikkons.dk/wordpress/memaja/>

Or see these teachers' sites

<http://eportfolio.musikkons.dk/wordpress/creativebass/>

<http://sites.musikkons.dk/martin-granum/>

October 2014

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