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How to build and manage your portfolio ...

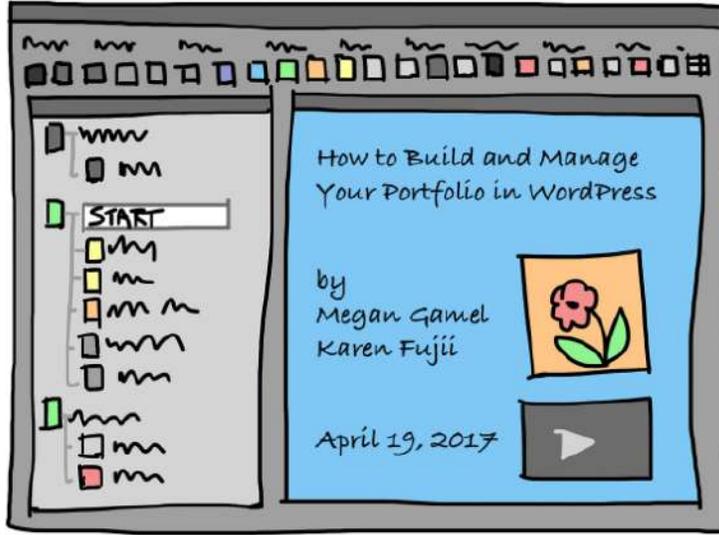
Edit

Course Status

Unpublish Published

- Import from Commons
- Choose Home Page
- View Course Stream
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Coming Up [View Calendar](#)
Nothing for the next week



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View Progress

+ Module

☰ Welcome!

✓ + ⋮

- ☰ Aloha & Welcome ✓ ⋮
- ☰ Getting acquainted with your peers ✓ ⋮
10 pts

☰ I. WordPress Overview

✓ + ⋮

- ☰ A. WP General Settings ✓ ⋮
40 pts
- ☰ 1. How to set the privacy ✓ ⋮
0 pts
- ☰ 2. How to create the user profile ✓ ⋮
0 pts
- ☰ 3. How to read the page/post URLs ✓ ⋮
0 pts
- ☰ B. WP Themes ✓ ⋮
20 pts
- ☰ 1. How to search and preview a theme ✓ ⋮
0 pts
- ☰ 2. How to install a new theme ✓ ⋮
0 pts
- ☰ C. WP Login ✓ ⋮
40 pts
- ☰ 1. How to login ✓ ⋮
0 pts
- ☰ 2. How to navigate the admin panel ✓ ⋮
0 pts

☰ II. WP Creation

✓ + ⋮

- ☰ A. Plan the WP website ✓ ⋮
30 pts
- ☰ 1. Types of content ✓ ⋮
0 pts
- ☰ 2. Drop-down menus ✓ ⋮
0 pts
- ☰ B. Design the WP website ✓ ⋮
30 pts
- ☰ 1. Sketch the wireframes for the basic site creation prototype ✓ ⋮
0 pts
- ☰ 2. Build prototype with Google Draw ✓ ⋮
0 pts
- ☰ C. Create and develop the WP website ✓ ⋮
40 pts

⋮	 1. Create and explain proper expectations for pages 0 pts	✓	⋮
⋮	 2. Create and explain proper expectations for posts 0 pts	✓	⋮
⋮	 3. Create the drop-down menus 0 pts	✓	⋮
⋮	 4. Create and explain proper expectations for the content 0 pts	✓	⋮

⋮ ▾ **III. Implement WP Website** ✓ + ⋮

⋮	 A. Testing environment with your peers 50 pts	✓	⋮
⋮	 1. Review, evaluate, and provide constructive feedback 0 pts	✓	⋮
⋮	 2. Constructive feedback to revise your WP website 0 pts	✓	⋮
⋮	 3. Checklist and revisions 0 pts	✓	⋮
⋮	 B. Procedures to "go live" 50 pts	✓	⋮
⋮	 1. Testing environment to "go live" 0 pts	✓	⋮
⋮	 2. Update content when the WP website is live 0 pts	✓	⋮
⋮	 3. WP security and best practices 0 pts	✓	⋮

⋮ ▾ **IV. Job Applications** ✓ + ⋮

⋮	 A. Overview job application process 40 pts	✓	⋮
⋮	 1. Searching for jobs 0 pts	✓	⋮
⋮	 2. Resume 0 pts	✓	⋮
⋮	 3. Writing a cover letter 0 pts	✓	⋮
⋮	 4. Linking resume and WP website 0 pts	✓	⋮
⋮	 B. Follow-ups 30 pts	✓	⋮
⋮	 1. Follow-up protocols 0 pts	✓	⋮
⋮	 2. Examples how to write follow-ups 0 pts	✓	⋮
⋮	 C. Organizing your job searches 30 pts	✓	⋮
⋮	 1. Build a template for organization 0 pts	✓	⋮

2. Create a folder with saved emails
0 pts

▼ V. Principles of Online Behavior

A. Overview of acceptable, appropriate, and professional websites
50 pts

1. 10 good website examples
0 pts

2. 10 bad website examples
0 pts

B. Overview of acceptable, appropriate, and professional social media websites
50 pts

1. 10 good social media examples
0 pts

2. 10 bad social media examples
0 pts

▼ Welcome!

Aloha & Welcome-2

Getting acquainted with your peers
10 pts

▼ I. WordPress Overview

A. WP General Settings
40 pts

1. How to set the privacy
0 pts

2. How to create the user profile
0 pts

3. How to read the page/post URLs
0 pts

B. WP Themes
20 pts

1. How to search and preview a theme
0 pts

2. How to install a new theme
0 pts

C. WP Login
40 pts

1. How to login
0 pts

2. How to navigate the admin panel
0 pts

▼ II. WP Creation

⋮	 A. Plan the WP website 30 pts	✓	⋮
⋮	 1. Types of content 0 pts	✓	⋮
⋮	 2. Drop-down menus 0 pts	✓	⋮
⋮	 B. Design the WP website 30 pts	✓	⋮
⋮	 1. Sketch the wireframes for the basic site creation prototype 0 pts	✓	⋮
⋮	 2. Build prototype with Google Draw 0 pts	✓	⋮
⋮	 C. Create and develop the WP website 40 pts	✓	⋮
⋮	 1. Create and explain proper expectations for pages 0 pts	✓	⋮
⋮	 2. Create and explain proper expectations for posts 0 pts	✓	⋮
⋮	 3. Create the drop-down menus 0 pts	✓	⋮
⋮	 4. Create and explain proper expectations for the content 0 pts	✓	⋮

⋮ ▾ **III. Implement WP Website** ✓ + ⋮

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⋮	 2. Constructive feedback to revise your WP website 0 pts	✓	⋮
⋮	 3. Checklist and revisions 0 pts	✓	⋮
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⋮	 1. Testing environment to "go live" 0 pts	✓	⋮
⋮	 2. Update content when the WP website is live 0 pts	✓	⋮
⋮	 3. WP security and best practices 0 pts	✓	⋮

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⋮	 0 pts	✓	⋮
⋮	 3. Writing a cover letter 0 pts	✓	⋮
⋮	 4. Linking resume and WP website 0 pts	✓	⋮
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⋮	 1. Follow-up protocols 0 pts	✓	⋮
⋮	 2. Examples how to write follow-ups 0 pts	✓	⋮
⋮	 C. Organizing your job searches 30 pts	✓	⋮
⋮	 1. Build a template for organization 0 pts	✓	⋮
⋮	 2. Create a folder with saved emails 0 pts	✓	⋮

⋮	▼ V. Principles of Online Behavior	✓	+	⋮
⋮	 A. Overview of acceptable, appropriate, and professional websites 50 pts	✓	⋮	
⋮	 1. 10 good website examples 0 pts	✓	⋮	
⋮	 2. 10 bad website examples 0 pts	✓	⋮	
⋮	 B. Overview of acceptable, appropriate, and professional social media websites 50 pts	✓	⋮	
⋮	 1. 10 good social media examples 0 pts	✓	⋮	
⋮	 2. 10 bad social media examples 0 pts	✓	⋮	

✔ Published
 Edit

This is a graded discussion: 10 points possible due -

Since this is a group discussion, each group has its own conversation for this topic. Here are the ones you have access to:

Getting acquainted with your peers Apr 18, 2017 at 10:48am
Karen Fujii

Welcome to "How to build and manage your portfolio in WordPress"

Your first assignment is "getting acquainted with your peers." Selfies are extremely popular today, so this assignment is to create a selfie video. The selfie video must be between 60-to-120 seconds. It cannot be shorter than one minute or exceed 120 seconds. The selfie video will answer these questions in this order:

1. Your first and last name
2. Your major and minor
3. What is your ideal job
4. Where do you live
5. What are your hobbies

Since this course is, "How to build and manage your portfolio in WordPress," this selfie video will teach you how to take a video and upload the digital content into the WordPress website for future references. For the purposes of this assignment, it will be uploaded to Google Drive with a shareable link posted to Laulima Forms.

You may choose any technologies to get this activity completed. It can be a smartphone, tablet, PC with camera features, or video camera. You can be creative using online software to enhance your selfie video, although this is not required. The video can be taken at a location of your convenience. The technologies used can be a smartphone, tablet, PC with camera features, or video camera. It can also be free software such as Biteable.

Once your selfie video is completed, it must be uploaded into Google Drive with a shareable link posted to Laulima Forums. **The selfie video must be posted to Laulima Forms prior to the first day of class, by Monday at 8:59am.**

Everyone will view all the selfie videos, but only reflect on four of them. The reflections must incorporate why you chose that video. It could be something you have in common or a shared interest. It must be written in a professional manner and contain at least 100 words. **These reflections and second half of this assignment is due by Friday at 8:59am.**

You can earn 10 bonus points if you write a short reflection to all the selfie videos by **Friday at 8:59am.** This is optional. Bonus points will be offered twice in this course.





Look at this video "How to make a Selfie Video" <https://www.youtube.com/watch?v=Y9sAqLb1ISA>

Here's an example of a one-minute selfie video. <https://app.biteable.com/watch/megan-game1-2-1177072/>

REMEMBER:

The **first part of the activity** will be completed prior to the beginning of the class, **Monday at 8:59am**. The activity will be used for the entire first week of class. The **second part of the activity** will be completed by **Friday at 8:59am**.

When you have successfully completed this task, click on the next button.

Search entries or author Unread   

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This is a graded discussion: 10 points possible
duc -

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A. WP General Settings

✔ Published
✎ Edit
⋮

Related Items

SpeedGrader™

WP is easy to work with. It uses the WYSIWYG (what you see is what you get) interface with user-friendly icons. This module will walk you through the basics of starting your own WP website.

Watch this YouTube tutorial about how easy it is to build a WP website.

[Link](#)



You can also copy/paste this link to view it:
<https://www.youtube.com/watch?v=r-lqV7vyZt4>

Once you have completed this task, click on the next button.

Points 40
Submitting Nothing

Due	For	Available from	Until
-	Everyone	-	-

+ Rubric

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1. How to set the privacy

Published Edit ⋮

Related Items

SpeedGrader™

It is important to set the privacy of your WP website. Review these steps, however you will need to read sections B and C before starting your WP website.

Go to: <https://wordpress.com/start/design-type-with-store?ref=homepage>

Click on "start with a blog"



Choose the theme "sapor." This is a theme to get you started. You will have the opportunity to change your theme in the second module.



Type in your name. For the purpose of this example: JulieBrownWeb@wordpress.com

Let's give your site an address.

Enter your site's name, or some key words that describe it - we'll use this to create your new site's address.

Q

Note: There is a fee to have a personalize domain.

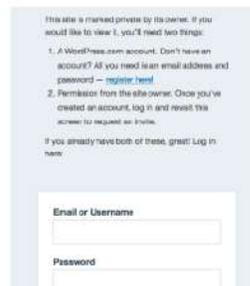
There are three types of privacy settings in WP. They are:

1. **Public** - everyone can view the website
2. **Hidden** - blocks the search engines from "crawling" the website, but the website is live
3. **Private** - control to who can see the website, normally by invitation

For the purpose of the class, we will set the privacy to "private" and only invite the class and instructor. Once the website is created, we will change the access to "hidden." By the end of the course, you will have the option to change it to "public."

To set the privacy controls, go to **My Site / Settings / Privacy**.

Once this is completed, anyone without your permission can not view your website.





Click the next button learn how to create the user profile.

Points 0

Submitting Nothing

Due	For	Available from	Until
-	Everyone	-	-

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3. How to read the page/post URLs

✔ Published
✎ Edit
⋮

Related Items

SpeedGrader™

The **Uniform Resource Locator** also known as the **URL** is located at the top of each web page. It can be viewed above the page in the address bar. The most common URLs reference web pages, such as "http." URLs can also be used for "ftp" or file transfer protocol, "mailto" or email, and "JDBC" or database access.

For the purposes of this class, the URL is `http://www.Juliebrownweb.wordpress.com`



Your website will have its own unique URL. When you apply for jobs, the URL you want to use is the homepage. This would be `http://www.Juliebrownweb.wordpress.com`. You always want to display the homepage and not a page or post inside with website.

Click on next to learn about the WP themes.

Points 0
Submitting Nothing

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-	Everyone	-	-

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B. WP Themes

✔ Published
✎ Edit
⋮

Related Items

SpeedGrader™

Pick a theme! Much like the theme of the party sets the mood for the evening, you want to select a color arrangement, layout, and design that compliments you and your work.



Let's get started. Click on next to learn how to search and preview a theme.

Points 20
Submitting Nothing

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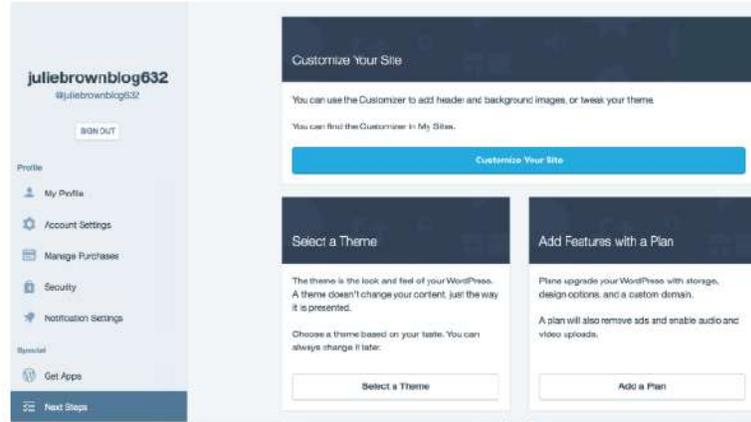
1. How to search and preview a theme

Published Edit

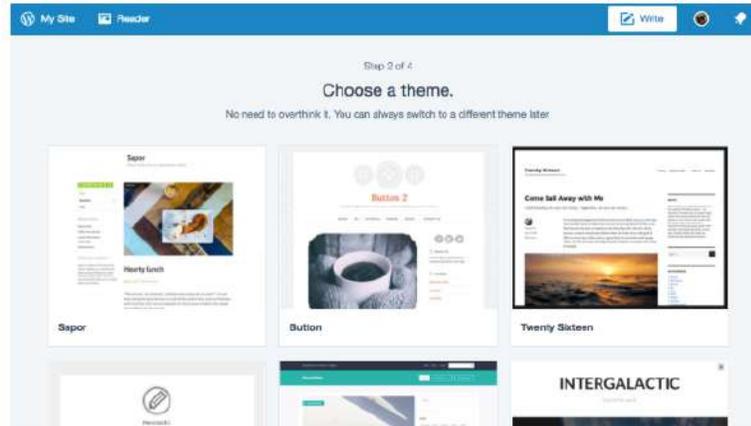
Related Items

SpeedGrader™

You can change the default theme we are using in class, "sapor."
 The theme will be one of the first steps you will make to personalize your website.
 Go to the "next steps" and click on it.



Choose a theme that you like, but try to remember that it should have a professional appearance.



Once you have successfully completed this task, click next to learn how to install a new theme.

Points 0
 Submitting Nothing

Due	For	Available from	Until
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2. How to install a new theme

Published Edit

Related Items

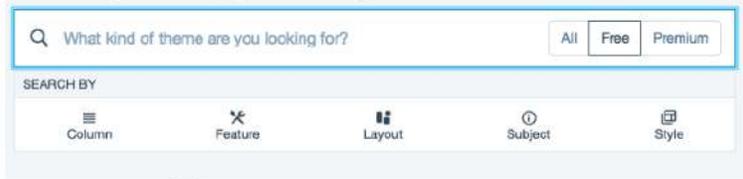
SpeedGrader™

Sometimes working with a theme is not what you envisioned. If this is the case, you can simply change to a new theme with a few clicks.

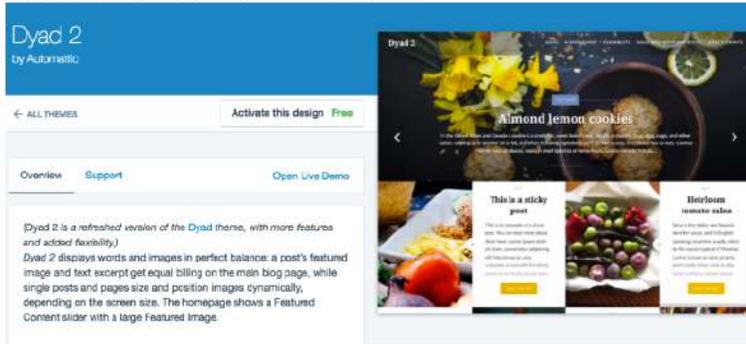
1. Under settings go to the themes icon.



2. Select a keyword or style you are looking for in the theme.



3. Preview the theme to ensure it is to your ideals.



4. Activate this design and watch your layout transform.



After changing your theme, click next to learn how to login with a strong password.

Points 0
Submitting Nothing

Due	For	Available from	Until
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C. WP Login

Published
 Edit

Related Items

SpeedGrader™

It is simple to log into a WP website. This module will walk you through the process how to set-up and login with your secure password.



Note: It is important to secure your WP with a strong password.



Click on next to learn how to login with a strong password.

Points 40
Submitting Nothing

Due	For	Available from	Until
-	Everyone	-	-

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1. How to login

Published Edit

Related Items

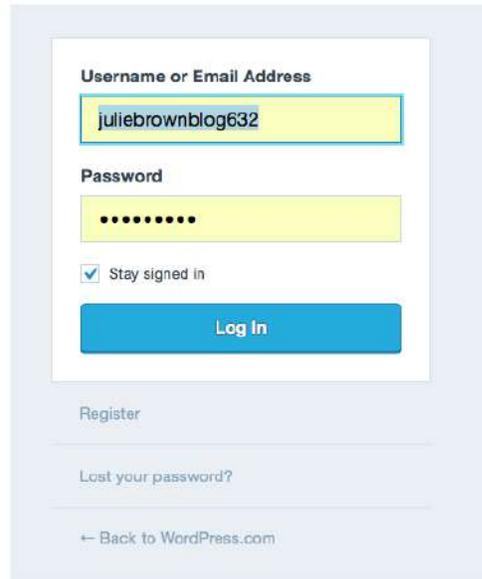
SpeedGrader™

The login process for WP is simple.

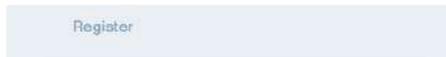
1. Simply select the login icon that looks like this the top right hand corner:



2. Type in your email and create a password. When you create your password, use uppercase and lowercase, numbers, and symbols. This will make your password stronger and harder for hackers to break into your WP website.

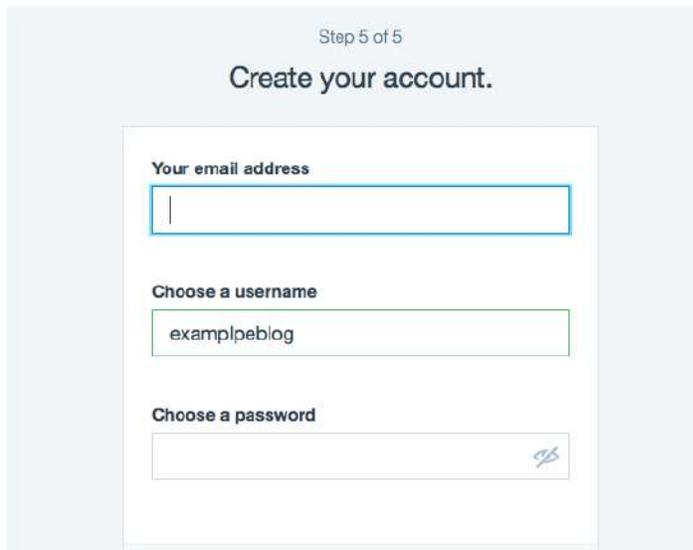


3. If you have not registered before, click on the icon underneath the password.



Follow the instructions: select a site, choose a theme, and create a domain. Choose the option to pick the free domain for this class.

4. Insert an email, username, and password for your new account.



Click on next to learn how to navigate the admin panel

Click on next to learn how to navigate the admin panel.

Points 0

Submitting Nothing

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2. How to navigate the admin panel

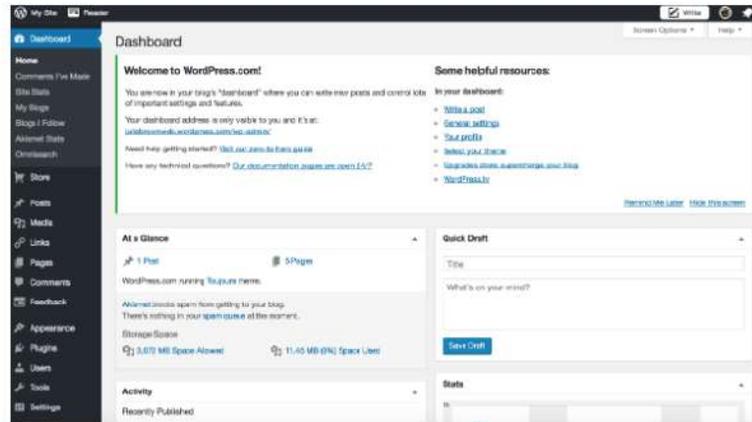
✔ Published ✎ Edit ⋮

Related Items

SpeedGrader™

Navigating the admin panel or back-end is simple. After logging in with your username and strong password, the WP back-end navigation is easy to use, even for the non-technical students.

Once you have successfully login, WP will take you to its dashboard. Think of the dashboard like a dashboard of a car. It is where you can find how fast you are going, how much fuel you have, and if there are any issues with your car. It is the same in WP. The WP dashboard is the core of the admin panel.



For this class, we will concentrate only on a few dashboard components. These components are found on the left-hand side of the screen in the image. These components are:

- Media
- Pages
- Appearance
- Settings

Media is where you will upload your PDFs, images, or other works.

Pages is like a word document online.

Appearance is where you can find different themes.

Settings is where you would input your site title, tagline, timezone, date format, time format, and language.

General Settings

Site Title

Tagline
In a few words, explain what this site is about.

Timezone UTC time is 2017-05-03 08:48:42 Local time is 2017-05-02 22:48:42
Choose a city in the same timezone as you.

This timezone is currently in standard time.
This timezone does not observe daylight saving time.

Date Format

- May 2, 2017
- 2017-05-02
- 05/02/2017

02/05/2017
 Custom: May 2, 2017

Time Format
 10:48 pm
 10:48 PM
 22:48
 Custom: 10:48 pm

Week Starts On

Language

*Language this blog is primarily written in.
 You can also [modify the interface language](#) in your profile.*

Thank you for creating with [WordPress](#) • [Support](#) • [Forums](#) • [Learn WordPress – Tutorials and Walkthroughs](#)

Click on next to start the second module, WP Creation.

Points 0

Submitting Nothing

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A. Plan the WP website

✔ Published
✎ Edit
⋮

Related Items

SpeedGrader™

In this module, we will focus on how to plan for your WP website. The planning stage is a critical process. Think of it like building the foundation of a building. One small crack and you have to start over. With careful planning and critical thinking, the implementation process of the website will become easier.



Click next to start planning the WP website.

Points 30
Submitting Nothing

Due	For	Available from	Until
-	Everyone	-	-

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1. Types of content

✔ Published
✎ Edit
⋮

Related Items

🔗 SpeedGrader™

What is "content" in a digital format? This simply means the materials that you would like to display online. Content can be:

- resume
- audio files
- videos
- photos
- text
- PDFs
- links
- documents
- artwork

Here are three examples of content on the homepage:



This [link](#) has 35 best personal websites according to The Muse. There is a wide variety to help give you ideas how to design your own website. If you are having problems with the link provided, copy and paste this into your browser.

<https://www.themuse.com/advice/the-35-best-personal-websites-weve-ever-seen>

Click next to learn about the drop-down menus for navigation, pages, and posts.

Points 0

Submitting Nothing

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2. Drop-down menus

✔ Published
✎ Edit
⋮

Related Items

🔗 SpeedGrader™

Reviewing the 35-best personal websites in the previous assignment, did you notice how easy it was to navigate through the pages and posts? This is extremely important for the user to be able to click on the pages and posts without any issues. Let's first define the difference between a page and a post.

Page - static, evergreen, does not have a date

Post - blogs, can have a date, author, and category

For more information, click on the WP link: <https://en.support.wordpress.com/post-vs-page/> ↗

The navigation menu has often be referred to as either navigation or menu. Think of the navigation as a map. It is where you are at now and where you would like to go to. If the user is on your homepage, they will need to find how to get to your "about me" page. Like a map, there needs to be direction to find the content.

There are two types of menus, drop-down and horizontal. You can create as many drop-down or horizontal menus and sub-menus using pages and posts, however it must be organized for the end user.

Home ▾

Cover Letter

My Portfolio

Resume

Contact

Julie Brown

Home ▾ My Portfolio Resume Contact

For class purposes, we will use five (5) pages. They are:

- About Me
- Resume
- Portfolio
- Cover Letter
- Contact Information

If time permits towards the end of the class session, you can add experiment and add more pages or create posts.

pages or create posts.

Click next to learn how to design the WP website.

Points 0

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B. Design the WP website

✔ Published
✎ Edit
⋮

Related Items

🔗 SpeedGrader™

Web design is one of the core areas you will need to focus on with your e Portfolio, because it will help determine the usability of your site. If users do not understand what your site displays or can't figure out the navigation, they will exit the page and ultimately your website. Users need to be informed and entertained when entering a new website, so containing visual appeal aspects will enhance your site.

In order to keep the user's interest on your site, the design must be understandable. It also needs to be visually appealing with simple navigation and clear content to hold their interest. This portion of the module will help explain the processes to do just that.



Click next to learn how to sketch the wireframes for the basic site creation prototype.

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1. Sketch the wireframes for the basic site creation prototype

✔ Published
✎ Edit
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Related Items

SpeedGrader™

Wireframing or rapid prototyping allows you to define the information hierarchy of your design. This will make it easier to plan the layout according to how you want your user to process the information.

To envision what layout you may want in your site, you will draw a rough draft of the outline of your page using Google Draw. The next assignment will explain in detail how to use Google Draw.

If you are aware of another program that you prefer you are welcome to use that program permitting the outline descriptions to this assignment are met. Feel free to contact the instructor if you have further inquires.



Click next to learn how to build your wireframe or prototype using Google Draw.

Points 0
Submitting Nothing

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2. Build prototype with Google Draw

Published Edit

Related Items

SpeedGrader™

You will need to have a Gmail account to access Google Draw. This YouTube video explains how to use Google Draw.

https://www.youtube.com/watch?v=_wTnrhLgug4



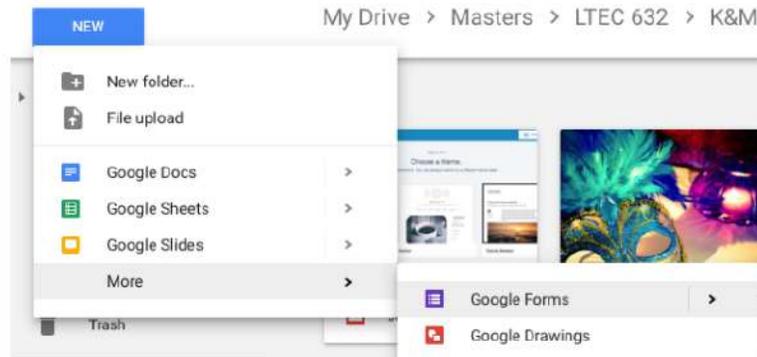
Here's the URL: https://www.youtube.com/watch?v=_wTnrhLgug4

To get to Google Draw follow these simple instructions.

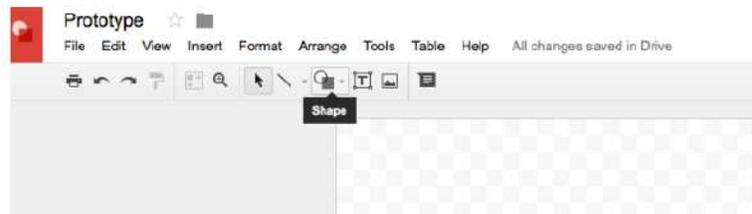
1. Go to your google drive.



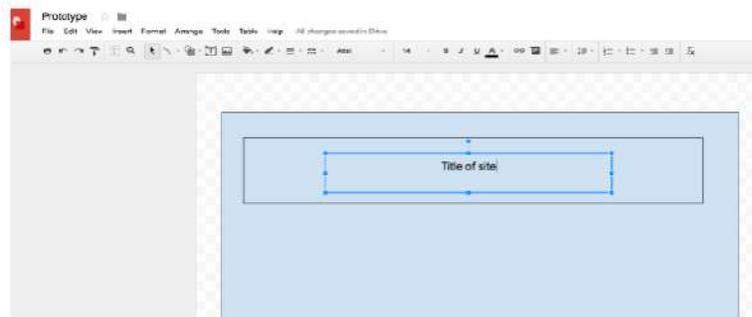
2. Go to google drawings under the New icon located at the upper left hand side of the screen.



3. Select Shapes in order to start creating your site's blueprints.



4. Using the T (Text Box) insert text in boxing to label content.





5. Continue to develop until you have a solid idea of what you need and want in your web design. Upload the prototype in Assignments when finished.

Click next to create and develop the WP website.

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C. Create and develop the WP website

✔ Published ✎ Edit ⋮

Related Items

SpeedGrader™

In this module, you will learn how to create the content for "About Me." Using your wireframe from the previous assignment, and the other contents such as your resume, portfolio and cover letter, it is time to create your WP website.

KRISTA GRAY

[About](#) [Services](#) [Journal](#) [FAQs](#) [Contact](#)



Hi! I'm Krista. I love good content, smart marketing and creative community building. I'm almost always smiling. :)

Right now, I help people make awesome things happen with [Crowdfill](#), a versatile platform that can be used to pool money with friends for everything. Prior to joining the Crowdfill team, I was a Community Manager at [Prest.com](#) (the sister site of [JustAnswer](#)), a destination for online professional services. There, I focused on professional support, responsiveness, and reliability to ensure that customers got the best answers possible.

Working with independent retailers to market designer collections (Ferragamo, Stuart Weitzman, Robert Graham) tops my list of favorite past projects. I'm passionate about social media too, and am humbled to have shared my personal, curated collections with [Invisly](#), [silk cosmetics](#) and [Staples](#). I was honored to speak about Community Management at the 2012 [Blog Better Boston Conference](#) and to be the subject of a [feature](#) by [Pinterest](#).

I'm originally from New England, so I try to take advantage of everything that the Bay Area has to offer. When I'm not racking magic at my desk, you're likely to find me exploring nature, seeing my way through San Francisco and its surrounding suburbs, or taking a drive along the California coast. My camera rarely leaves my side.

Click next to learn about proper expectations and create WP pages.

Points 40
Submitting Nothing

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1. Create and explain proper expectations for pages

✔ Published
✎ Edit
⋮

Related Items

SpeedGrader™

In the first module, you learned the basic difference between a page and a post. This section takes a deeper look into the proper expectations of a page. This includes the elements that are on a page.

Since a page is static, it is best to create the title of the page without using too much jargon. For example, use "my portfolio" and not "this is my portfolio." This is because the web page will be indexed.

For the class example, it's <https://juliebrownweb.wordpress.com/my-portfolio/> ↗

Here's the URL: <https://juliebrownweb.wordpress.com/my-portfolio/> ↗

A WP page can be indefinitely, however it best to split long pages for the user.

Since this is your digital portfolio, remember to keep it professional. The expectation for any page is to promote yourself in a friendly, courteous, and business manner. It could possibly influence the human resources personnel to hire you. Displaying foul language, obscene gestures, or anything that is not suitable for a professional working environment hurt your opportunity for gainful employment.

This short video will show you how to create a page.

Here's the URL: <https://ithemes.com/tutorials/creating-wordpress-page/> ↗

Click next to learn about proper expectations and create WP posts.

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2. Create and explain proper expectations for posts

Published Edit ⋮

Related Items

SpeedGrader™

A post is referred as a blog or blog post or blog page. It is a post. Think of a blog like a journal. You can write into it daily, weekly, or monthly. Similar to a page, a post can be indefinitely, however it best to split long posts for the user.

Since this is your digital portfolio, remember to keep it professional. The expectation for a post is to promote yourself in a friendly, courteous, and business manner.



Similar to to adding content on a page, posts are easy to create.

1. Hover your cursor over the Post menu option in the left-hand navigation menu. Click "add new."
2. From the dashboard, click on "Posts." This brings up all the Posts that have been created. Click "add new" located at the top of the screen to create a new post.
3. If you are in a current post, or the "add new" button at the top of the post.
4. Type in a title

Enter title here

5. After you have completed the post, you can preview, save it as a draft or publish the post.

Preview Save Draft Publish

It is not a requirement to create a post for this class, however you can create posts to personalize your website.

Click next to learn about how to create the menu for navigation.

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Submitting Nothing

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3. Create the drop-down menus

✔ Published
✎ Edit
⋮

Related Items

SpeedGrader™

Menus have often been referred as drop-down, however there they can be horizontal or vertical. The menus are created for better navigation. This was mentioned in the WP creation of the previous module section. Refer back to this section if you need to refresh on this topic.

The article, "[How to Add Navigation Menu in WordPress \(Beginner's Guide\)](#)" will walk you through the process.

The URL is: <http://www.wpbeginner.com/beginners-guide/how-to-add-navigation-menu-in-wordpress-beginners-guide/>

After completion, click next to learn about how to create and explain proper expectations for the content.

Points 0
Submitting Nothing

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4. Create and explain proper expectations for the content


 Published
 
 Edit
 

Related Items


 SpeedGrader™

We previously discussed what are the proper expectations for a post and page. We will now discuss other content such as multimedia. Multimedia is using more than one type of expression or communication. This can include a combination of text, audio, images, animations, video, and interactive content.



It is required to use proper netiquette in multimedia content. Netiquette simply means polite online behavior. The same proper expectations for pages and posts applies to multimedia.



Remember, this online portfolio is your professional image and how you would like to display yourself to potential hiring committees. Always **think** before posting anything online.

Now that you have a good understanding of the proper content expectations, it is time to create your own video.

Using the software, [WeVideo](https://www.wevideo.com), create an "about me" video to share with your classmates. You will need to draft what you would like to say in this video first. Don't worry, you will be placed in groups of three to help each other with their videos. This will provide additional support working with your peers. You can exchange ideas and be creative, as long as it is considered professional.

The URL is: <https://www.wevideo.com>

Look at this video example.

[here](#)



The URL is <https://www.youtube.com/watch?v=bRZioKAFPPU>

Once you have completed this assignment, upload it to your WP.

Click next to learn how to implement or get your WP live.

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A. Testing environment with your peers

Published
 Edit

Related Items

SpeedGrader™

Now that you have completed your digital portfolio, it is time to test your WP site with your peers. This module will review, evaluate, and construct useful feedback to improve your website. You will also learn the importance of a checklist and revisions.



Click next to get started.

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1. Review, evaluate, and provide constructive feedback

✔ Published
✎ Edit
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Related Items

- SpeedGrader™

After you review your peer's websites, there are some important elements to remember when providing constructive feedback. Constructive feedback is based on your observations to give positive comments and criticism that will help improve the outcome. You must praise nice and favorable judgment. For example, if you do not like your peer's cover letter, you find the items that work, praise it, and then say something you were wondering about or could change. You might of heard of the old phase, if you don't have anything positive to say, it's best not to say anything at all.



Here's the criteria to follow when providing constructive feedback:

1. Start the sentence with, "I like." Be specific and explain what you like about it. It could be the content, the layout, how it is organized, the theme, the colors, etc. This should be one paragraph with at least three sentences.
2. Start the sentence with, "I notice." Be specific and explain what you think works well. Different from what you like, it is about what works, what is effective and what is striking. These are details that caught your attention. This should be one paragraph with at least three sentences.
3. Start the sentence with, "I wonder." Be specific and explain what is not working. This could be confusing texts, images that conflict the texts, or something missing, or distracting. Think of ideas how this can improve their website. It must be written positively. If you don't like the color of the website, you ask why they chose that color and offer your insights to improve or change the color. This information will help your peer instead of upsetting them. This should be one paragraph with at least three sentences.

Click next to learn how to use the constructive feedback to improve your website.

Points 0
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2. Constructive feedback to revise your WP website

✔ Published
✎ Edit
⋮

Related Items

SpeedGrader™

This is the time to review what your peers said about your website. Remember, this is constructive feedback to improve your WP website, so do not take it personal, but rather as advice to improve your digital portfolio. You need to review and access what you would like to change. Not all the constructive feedback can be used, so choose at least two or three items and explain why these are important to you.

You will need to take before and after screenshots of the improvements along with a explanation paragraph to receive full credit.



Click next to learn about checklists and revisions.

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3. Checklist and revisions

✔ Published
✎ Edit
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Related Items

🔗 SpeedGrader™

Now that you have made the revisions or improvements to the website, it is time to go through a checklist before launching it. Why have a checklist? It is to ensure that you have complete all the items, such as pages, images, and content. It would be embarrassing to have typos or missing items when an user sees it. It can also show sloppiness or that you are not paying enough attention to detail.



Create your own checklist with the following items:

- Did you set your privacy?
- Do you have your username and password in a secure place?
- Does your password have at least one uppercase, lowercase, number, and symbol?
- Do you have all the pages required?
- Is all the text written in a professional manner?
- Is it free from typos?

Now add at least five (5) additional items on the checklist that you think are important.

Click next to make your digital portfolio "go live."

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B. Procedures to "go live"

✔ Published
✎ Edit
⋮

Related Items

SpeedGrader™

Well, the time has come to launch your WP website. All that hard work and effort will now be displayed for the world to see. This module will take you from testing environment to "go live." Once it is live, there are security issues and best practices that need to be made to keep your website healthy.



Click next to get started.

Points 50
Submitting Nothing

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1. Testing environment to "go live"

Published Edit

Related Items

SpeedGrader™

Take the WP website from the testing environment to "go live"



Drum roll.....here we go:

Go to "my site" on your WP

Click on "setting"

Go to "privacy"

[SAVE SETTINGS](#)

Privacy

Public
Your site is visible to everyone, and it may be indexed by search engines.

Hidden
Your site is visible to everyone, but we ask search engines to not index your site.

Private
Your site is only visible to you and users you approve.

Change "private" to "hidden" or "public" depending on your preference. Hidden means that your site is visible to everyone, but the search engines should not index it. Public means that it is visible for the world to see. This is your choice.



Congratulations!

Click next to learn how to update your content while your website is live.

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2. Update content when the WP website is live

Published Edit

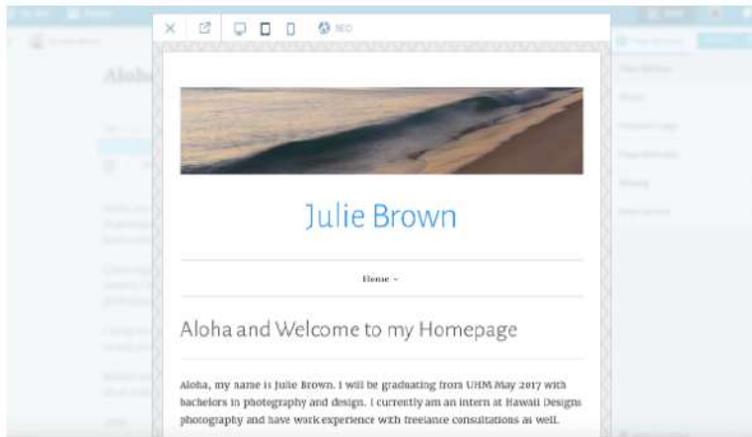
Related Items
SpeedGrader™

Even though you have a positive and professional website, there are always updates to be made. Updating your content is simple, even when your website is live.



Follow these steps:

- Go to the page you would like to update
- Update the content
- Hit "preview" It will have a pop-up window to show you the changes, however it is still in a preview mode so the user will not be able to see this.



If you are satisfied with the the edit, click "update." The edit has been made and published. If by chance the user happens to be on the same page while you update, their page will not automatically update. It will as soon as the user refreshes their page. This can be done by clicking onto another page or returning back to the homepage. The new content will automatically replace the old content.

Click next to learn about securing your website.

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3. WP security and best practices

Published Edit

Related Items

SpeedGrader™

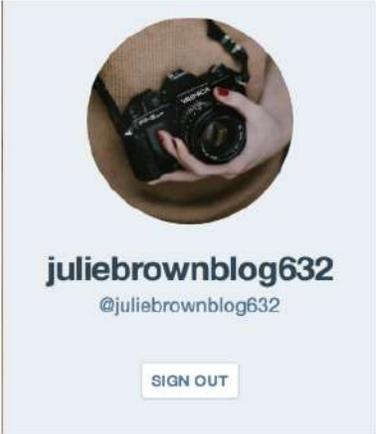
Decrease your risk with hacking by keeping your WP up-to-date.



Read online article [here](http://easywpguide.com/wordpress-manual/keeping-your-site-updated/) to keep up-to-date with WP.

The URL is: <http://easywpguide.com/wordpress-manual/keeping-your-site-updated/>

Always remember to sign out of your WP after completing any edits.



Click next to learn about job applications.

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Submitting Nothing

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A. Overview job application process

✔ Published ✎ Edit ⋮

Related Items

SpeedGrader™

The application process for employment can be daunting, monotonous, and discouraging but there are a few simple tips to help elevate some of the frustrations.

Click the next button learn how to search for jobs.

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1. Searching for jobs

✔ Published
✎ Edit
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Related Items

SpeedGrader™

When starting the job search, there are a lot paths to choose.

- 1. Sign up for LinkedIn** LinkedIn

LinkedIn is a professional social media site that allows colleagues and potential employers to come together and give advice, jobs, and news in related fields.
- 2. Unemployment registration.** Your local unemployment department will have a list of the most recent and available jobs from agencies that are actively looking for employees.

Here one can look into going into temp agencies. Temp agencies have a temporary job available for various amounts of times in a variety of companies. Often times if an agency likes your work, they will hire you on full-time. Now temp work often times is not what one may hope for but it is a step in the right direction. Progress is progress.

Take a look at Hawaii's Unemployment site [here](#) .

The URL is: <http://labor.hawaii.gov>
- 3. Alma Mater.** Take a look at your Alma Mater's resources. Often times agencies will inform Universities about potential jobs for graduates. These are often posted at their career services. Take a look [here](#) at UHM's career center information. <http://manoa.hawaii.edu/careercenter/>
- 4. The never ending search engine.** There a ton of search engines from Indeed.com, Snagajob.com, zip recruiter.com, Glassdoor.com, Careerbuilder.com. These engines provide a lot of postings, but there are a few things to remember. You will be competing against the whole world for these jobs, so keep an open mind and realistic expectations. That does not mean you won't get the job, it just means it will be more competitive.



Click next to learn more about your resume.

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2. Resume

The resume is the current staple of important documents for job application. This document is a cliff notes version of your skills, education, experience, and contact information.



In the resume it is important to consider these few tips:

1. Content:
 1. Contact information
 2. Objective: ... To obtain a position at academics photo lab in order to grow in experience in my related education in filmography
 3. Education:
 1. High School, college, grad if necessary
 2. Dates of attendance
 3. Addresses
 4. GPA if good
 5. Majors, degrees, graduations
 4. Work experience:
 1. Previous and current jobs
 2. Dates of employment
 3. Address
 4. Positions upheld
 5. Brief description of responsibilities in jobs
 5. Volunteer experience:
 1. Previous and current places
 2. Dates of participation
 3. Address
 4. Positions upheld
 5. Brief description of responsibilities in volunteer work
 6. Awards:
 1. Name of award
 2. Date of award
 3. Organization giving the award
 4. Award reasoning
 5. Address of organization/location of award
 6. May include scholarly awards and scholarships
 7. Skills:
 1. Basic bullet points of characteristics which make you a good employee (i.e. responsible, energetic...etc.)
 2. Equipment/ technologies familiar with (i.e. Mac and Windows proficient, Adobe Acrobat, Excel, Panasonic pro camera DSL... etc.)
 3. Languages
 8. References
 1. One person who can speak to your academics (Professor, TA, advisor... etc)
 2. One to your professional work (i.e. boss, co worker...etc)
 3. One to speak of you personally (i.e. family friend, not family member)
 9. Layout
 1. Concise, list form not paragraph
 2. Uniform, all titles same font, size, display on page, continue on with uniform layouts with succeeding contents
 3. One page
 4. Easy to read
 5. Easy to locate information

Take a look at the following articles in order to get more references on resume set up and examples

examples.

Resume builder sites [here](#) can help you get started. (<https://www.resume.com/builder>)

Resume writing guides located [here](#).

The URL is: <https://www.jobscan.co/resume-writing-guide>

https://www.youtube.com/watch?v=Q_g3ZeOZR4o



Click next to learn about cover letters.

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3. Writing a cover letter

Published Edit

Related Items

SpeedGrader™

A cover letter is an extension of a resume that shares more insight of your skills, experience, and character. Many jobs require this within their application process.



Now there are a few things that need to be taken in creating a cover letter.

1. The basics
 1. Your name and contact info
 2. Company name and info
 3. Job title you're applying for
 4. Date
 5. Signature
2. Content
 1. Why you are a suitable fit for the position
 2. Why do you want the job
 3. Your experience
 4. Your character
 5. Your passion for the position
3. Grammar
 1. Spelling correct
 2. Space in-between paragraphs
 3. Grammatically correct - no run on sentences, use correct punctuation....ect.
4. Layout
 1. One page
 2. Discuss all requirements job description requires
 3. Concise description

Please read these following articles for more tips on how to formulate your cover letter.

Cover Letter tips [here](https://www.monster.com/career-advice/article/sample-cover-letter)

Writing Tips [here](https://www.monster.com/career-advice/article/sample-cover-letter)

Watch this video below to get some one on one advice for your cover letter

<https://www.youtube.com/watch?v=mxOli8laZos>



Click on next to learn how to link your resume to your WP.

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4. Linking resume and WP website

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Related Items

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Now that you have your documents, you just need to upload it to your digital portfolio.



UPLOAD DOWNLOAD SHARE

Follow these simple steps to get it on WP:

1. Click My Uploads  on the left side of the Editor.
2. Click Docs.
3. Click Upload Docs.
4. Choose your file(s) from your computer.
5. Click Open.
6. Select the file and click Add to Page to add it to your site.

Click next to learn more about following up on jobs.

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B. Follow-ups

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Related Items

SpeedGrader™

The follow-up procedure after applying for a job is an important process. With many applications to review, a simple follow-up can increase awareness by showing initiative and drive. It also demonstrates the characteristics you will bring to the job, however there is a fine line between initiative and annoying. You must know how to gauge that line to help you get the job.



Click next to learn more about follow-up procedures.

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1. Follow-up protocols

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Related Items

SpeedGrader™

Here are the follow-up protocols to start immediately after the end of the interview.



- At the end of the interview ask what are the next procedures for moving forwards in the application process
- Ask for business cards for the interviews. This will help you connect to the company and will assist you in formulating your thank you letters
- Send a thank you note to the hiring manager, interviewer/s, and anyone else involved in the process of the interview. Have a fast turn around, same day is highly recommended
- Send thank you via email, individually, not in group message, and reference the date of your interview
- If you do not hear back from the department after two weeks, call the department. Ask to speak to the hiring manager and discuss with them you are calling on behalf of the position you interviewed for a few weeks ago. Towards the end of the conversation, ask when is a good time to check back for more information. Always check back in that time frame. Do not call more than once in ten days. Once every two weeks is recommended or a minimum of three times per month
- You can also follow-up with the hiring manager via email. Always end the interview with when is a good time to follow-up. Conclude your emails with checking back in two weeks and give a specific date if do not hear anything by then

Click next to learn more about examples on how to write follow-ups.

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2. Examples how to write follow-ups

Published Edit

Related Items

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Formatting the email is similar to your application process. Here are a few things to consider.



1. Subject line, a simple thank you name is recommended
2. Include date of the interview and position you are applied for
3. Express your feelings about the interview and excitement for the opportunity to become apart of the company
4. Reattach your resume for reference along with any other works you may have mentioned in the interview
5. Ask if there was any further information or questions that they had and provide a good means of communication for employers to follow-up
6. Ask for the best was to follow up, and conclude that if you hear nothing you will call back in two weeks. Afterwards, CALL if no contact has been made in an allocated time frame, perhaps a week
7. Sincerely and your full name

Read the following articles and watch the video below to provide some reference.

This article [here](https://www.hubspot.com/sales/follow-up-email-after-interview) will include some templates (https://www.hubspot.com/sales/follow-up-email-after-interview)

Post interview etiquette tips listed [here](https://www.thebalance.com/post-interview-etiquette-2316005) can help as well (https://www.thebalance.com/post-interview-etiquette-2316005)

Watch this YouTube video to learn more on how to write follow-ups.

<https://www.youtube.com/watch?v=cGa0xWJe7Rs>



Select next to learn more about job organization in your searches.

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C. Organizing your job searches

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Related Items

SpeedGrader™

When applying for jobs, the process is messy and can be confusing. It is important to keep a detailed record of each job, position, and progress in order to improve your chances in obtaining a position.



Click next to learn how to formulate this document.

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1. Build a template for organization

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Related Items

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A good practice is to create an excel spreadsheet. In the fields place the date, position, company, additional comments, contact person, and follow up. Your excel should look similar to this:

	A	B	C	D	E	F
1	Date	Position	Company	Comments back	Contact Person	Follow up
2	1/1/17	Assitant Photo	Fuji	Wants to see more works	Sam Day	Thank you sent 1/2/17
3						
4						
5						

Remember to update the excel spreadsheet anytime you apply for a position, heard from the organization, or followed-up.

Click next to learn how to save emails.

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2. Create a folder with saved emails

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Related Items

SpeedGrader™

In your email browser, you will want to create a new folder and label it "jobs." It is up to you where this is stored. Here you will save all email correspondences with possible employers in order to not confuse them with your private email. This will keep you organized, and help avoid any embarrassing situations like sending a follow-up email twice or to the wrong organization.



Click next to learn more about netiquette.

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A. Overview of acceptable, appropriate, and professional websites

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Related Items

SpeedGrader™

In this module, you will learn about netiquette and how to display acceptable, appropriate, and professional websites. You do not want your employers to do the following dance when opening your site.



Shut it down

Click next to learn about appropriate netiquette behavior online.

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1. 10 good website examples

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Related Items

🔗 SpeedGrader™

A good website has:

- A clean design that is easy to read
- Font that is easy to read
- Content that is grammatically correct
- Identifiable content so users can easily navigate and find information they need.
- Visually appealing



Take a look at this article [here](#) to get some perspective on good professional sites.

The URL is: <https://www.themuse.com/advice/the-35-best-personal-websites-weve-ever-seen>

Click next to see example of unprofessional websites.

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2. 10 bad website examples

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Related Items

SpeedGrader™

This is not the look you want from your potential employers.



Some sites that would provoke this emotion would be:

1. Sites with too much information
2. Sites that are hard to read
3. Information too hard to find
4. Information not linking or site malfunctioning
5. Sites that have nothing to do with you

Read the following article [here](#) to get a better idea of what we're talking about.

The URL is <https://www.branded3.com/blog/top-10-worst-websites/>

Click next to learn more about professional social medias.

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B. Overview of acceptable, appropriate, and professional social media websites

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Related Items

📄 SpeedGrader™

Now just because you have a professional website does not mean your potential employers won't try to get some background knowledge of you in social media.



That's right, you are going to want to take down those pictures of drunken party nights and skinny-dipping. Anything you would not want your mother, grandmother, or BOSS to see take DOWN!

With today's society, privacy is limited, so if there is something online that you don't want others to see, delete it before applying for a job.

Social media sites are now used as a tool for employers to get a better look at the person who may be working with them. And a picture can be worth a thousand no's....

Click next to learn about good social media sites.

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1. 10 good social media examples

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Related Items

- SpeedGrader™

Just like at formal events there are a few netiquette details to remember in social media.

- Adhere to the same rules you follow in everyday face to face life online
- Be aware you are in cyberspace
- Respect bandwidth and refocus expectations of time
- Make yourself look good
- Respect your and other people's privacy
- Keep your emotions online under control
- Respect other people's opinions



Read the following article to discuss management between personal and private social media sites [here](#) .

The URL is: <http://online.queens.edu/masters-in-communication/resource/managing-personal-vs-professional-identity-on-social-media>

This article will show you important tips in professional social media sites located [here](#) .

The URL is: <https://blog.kissmetrics.com/successful-social-media-profile/>

Click next to learn about some poorly built social media sites.

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2. 10 bad social media examples

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Related Items

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You are probably already aware of the poor social media sites. Perhaps you have a friend who posts inappropriate pictures or someone who is an irate politician. But there are other indicators to bad social media sites.

- Curse words in name and/or posts
- Inappropriate pictures/posts
- Innocuous content or no content at all
- Too much going on with various videos, music, and/or pictures



Read this article to see some of the most epic social media fails [here](#) .

The URL is: <https://www.searchenginejournal.com/35-social-media-fails/95613/>

This article shows corporate social media mistakes you can learn from [here](#) .

The URL is: <https://www.digitaltrends.com/social-media/the-most-scandalous-corporate-social-media-fails/>

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