Creating A Gallery Post

Use this format if the output of your work is primarily captured in several digital images. Refrain from including images that you have not produced, as they will distract from the goal of the Learning Portfolio which is to reflect how and what you are learning. Furthermore, remember to include not just the final output but also process - having your process documented will allow you and your peers to learn how you got to your final project, as learning happens along the way and not just at the end.

Step 1

To create a new post, click “Add New” from the Posts menu on the Dashboard.

Step 2

Place title of post in this field.

Project description is placed in this field.
Step 3

To the right of the page select the radio button for “Gallery” under Format.

Step 4

Click this button to add images to the gallery.

Step 5
Select the images that you want to include from the WP media panel.

Step 6

At the bottom of the page, click “Add to gallery” to place the images in the slideshow.

Step 7

The image thumbnails will appear in the “Image Gallery” field.
Step 8

Choose a “Featured Image” to be used as the thumbnail on the front page of your Learning Portfolio.

Step 9

Select the image that you want to be used as the post thumbnail from the WP media panel.

At the bottom of the page, click “Set featured image”.

Set Featured Image
Step 10

The image for the “Featured Image” will appear in this field on the post admin page.

Step 11

Click “Publish” to share the post.

Step 12

The “Featured Image” will appear in post excerpt on the front page of portfolio.
Step 13

The gallery slideshow appears on top of the post’s text.