

# Portfolio Assignment

## Google Sites

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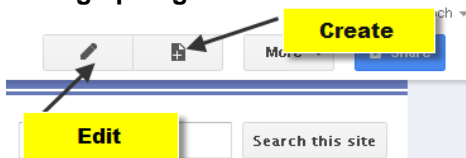
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Personalized for Issues in Science and Technology by Nora Demers

### Getting Started

1. [Sites.google.com](http://Sites.google.com)
2. Log in
3. Click create site
4. Choose blank template
5. Name your site (First Name Last Name Portfolio)
6. Type the code shown
7. Click create site

### Setting up Pages



1. Go to this site to see the template you will be using to make your portfolio:  
<https://sites.google.com/site/fgcuscitech2012/>
2. Click create page (upper right corner of page)
3. Give the page a title. For this e-portfolio use the page names described on the template page (A. Essay 1, B. Research plan worksheet etc).
4. Leave at top level
5. Click create page  
\*if the page doesn't appear in the side bar follow the step below
  - a. Click edit sidebar
  - b. Click edit
  - c. Click add page
  - d. Click page to add
  - e. Click OK
  - f. Click OK
  - g.

### Editing a Page

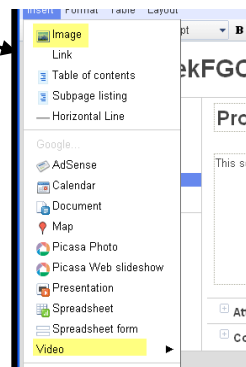
1. Select the page to edit from the sidebar
2. Click edit page (upper right corner of page)
3. Use the html editor at the top to format text and the page.



Insert Format Table Layout

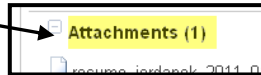


4. Use the insert menu to add images and videos



5. Use the **attachment** link to upload files (PDF recommended)

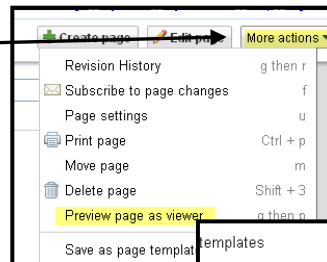
6. Click save (upper right corner)



7. For this e-portfolio, each page should contain an image that symbolizes the assignment and/or your reflection on its use in meeting the learning outcomes of the course. The page itself should contain your personal reflection on the process of completing the assignment (thoughts about the assignment, rubric etc), and whether or not it helped you gaining proficiency in the course student learning outcomes. Each page should also contain a pdf of the assignment itself.

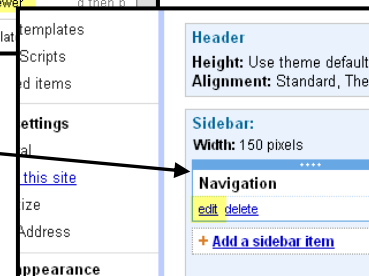
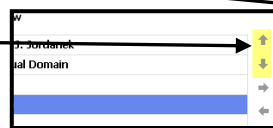
### Preview

1. Click the **more actions** dropdown menu
2. Drag to preview page



### Editing the Sidebar

1. Click edit sidebar
2. Click edit
3. Uncheck automatically organize my navigation
4. Select item to move
5. Use the arrows to move item
6. Click OK
7. Click save



### Style Sheets

1. Click edit sidebar
2. Click themes (last item in the list)
3. Click preview on a theme
4. Close theme preview window
5. Click save

### Security Settings

1. Click more actions (upper right corner of the screen)
2. Select sharing and permissions
3. Click change
4. Select anyone with the link
5. Click save

### Sending Site to Employers or Instructor

1. Make sure the your security setting is set at "anyone with the link"
2. Copy the URL (web address)
3. Paste the URL in an email to send to your employer or in the discussion board for you instructor