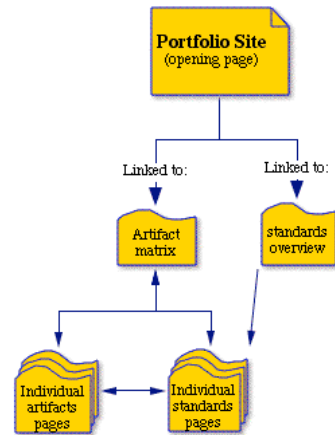


# Digital Portfolios Made Easy with Google Sites

## 1. Portfolio Overview

- a. Environment for hosting your:
  - i. Professional Digital Portfolio
    - Identify professional/subject standards
    - Identify related artifacts
    - Align artifacts with standards.



## 2. Example Digital Portfolios

- a. Visit samples on the **Digital Portfolios Made Easy** website: [dpme.org](http://dpme.org)
- b. Watch the *Introductory Tour of a Student's Portfolio* at <http://tinyurl.com/ciportfoliowiki>

## 3. Sign into Sites (note for Mac users: use Firefox – not Safari browser)

- a. Go to: <http://sites.google.com>
- b. Sign-in to Google Sites with a Google account username and password
- c. **If you don't have a Google Account**, create a Gmail account.
  - i. Go to: <http://gmail.google.com>
  - ii. Click the *Sign up for Gmail* link in the lower right area of the screen.

**Write down your username/password for future use!**

Username: \_\_\_\_\_ Password: \_\_\_\_\_

- iii. Return to <http://sites.google.com>

## 4. Selecting Your Portfolio Template

- a. Go to <http://tinyurl.com/dpme-downloads>
- b. Find the template that you want to use and click on it.

- i. If you don't want any of them, you can click on the *Blank Portfolio Template* but it will probably take the rest of the session to create it.
- c. The template opening page will appear. THIS IS NOT THE TEMPLATE. If it looks like something you want to use, click on the blue *Use this template* button in the upper right corner.
- d. The *Create new site* page will appear. Select the icon that corresponds to the template you want to use.
- e. *Name Your Site* and then . . . fill out the rest of the form.
- f. Make the URL name short and unique.
  - i. Write down your e-portfolio address: http: \_\_\_\_\_
- g. Expand *Choose a Theme* and select a theme. (Don't worry, you can change this later.)
- h. Expand More Options. Fill out the description. (You can change this later too.)
- i. Share with *Everyone in the World*.
- j. Type the code shown. It probably won't work on the first try so do it again.
- k. Click the blue *Create Site* button.
- l. You should now see your complete site template. It includes the home page, artifact matrix page, standards pages and individual artifacts pages.

## 5. Familiarize Yourself with the Template

- a. Review the following pages:
  - i. Introduction
  - ii. Artifact 01
  - iii. Artifacts Matrix
  - iv. Standards Overview
  - v. Standard 01
- b. Watch some more of the tours on the C&I Portfolio wiki  
<http://tinyurl.com/ciportfoliowiki>



**CONTENT:** Notice that each of the template pages you will need are already created for you. You just need to:

- a. **Identify the artifacts** that you want to use to show that you have the necessary skills.
- b. **Artifacts Matrix**
  - i. List the artifacts in the Artifacts Matrix. You have already begun this on a sheet in your packet.
  - ii. Indicate which standards each of the artifacts satisfies.

**PAGES:**

a. **Artifact Pages**

- i. Enter the artifact name at the top.
- ii. Complete the 3-part reflection (or whatever reflection you decide).
- iii. Complete the Standards Connections by describing how this artifact addresses each specific standard. Remove the standards that are not mentioned.

b. **Creating New Artifact Pages**

Google Sites doesn't have a button to duplicate a page. You need to copy the information from an existing artifact page. Create a new page and then paste the information onto the blank page.

- i. Open an empty artifact page.
- ii. Highlight the text on the page.
- iii. Click the *Create a Page* button.
- iv. Select the *Web Page* icon and name it (e.g., *Artifact 07*).
- v. Put the page under the *Artifact Matrix*.
- vi. Click the *Create Page* button.
- vii. The Artifact 07 blank page will appear. Paste your content to the blank page.
- viii. Save your page and create more as needed.



**c. Adding a Row to the Artifacts Matrix.**

- i. Click the *Edit Page* button in the upper right corner.
- ii. Click in the bottom row of the matrix.
- iii. Select *Insert Row Below* from the Table menu (Table>Insert Row Below)
- iv. Click the *Save* button in the upper right corner.

**LINKS:**

- a. **Existing Links:** Most of the links are already in place: Links already exist ...
  - i. on the *Artifacts Matrix* between an artifact row and the coordinating artifact page.
  - ii. on the *Artifacts Matrix* between the standards headings at the top of each column and the coordinating individual standard page.
  - iii. between the *Standards Overview* page and each individual standards page.
  - iv. from the *Navigation* sidebar to the appropriate pages
- b. **Adding Links:** In some cases you will need to add links:
  - i. You will need to create links between newly-added artifact names on the individual standards pages and the corresponding artifact pages.
  - ii. You will need to create links between the standards named on the artifact pages and the corresponding standards pages.
  - ii. When appropriate, you will need to create links from artifact pages to the actual corresponding artifacts.
- c. **Creating Links from One Page to Another**
  - i. Click on *Edit this page*.
  - ii. Highlight the word or phrase you wish to link.
  - iii. Click on *Link* in the Google Sites menu.
  - iv. On the *Create Link* page, look for the desired page.
  - v. If the desired page doesn't appear in the index,



- look in folders by clicking on the + signs to the left of the folder titles.
  - type the name of desired page in *Search pages* box. It should appear.
- vi. Click the *OK* button so that you will return to the original page.
  - vii. Repeat this process with other links on the page. Click the *Save* button.

## NAVIGATION:

### a. Adding Navigation to the Left Sidebar

- i. Click the *Edit sidebar* link at the bottom of the left column.
- ii. Click the *edit* link in the Navigation box.
- iii. Click the *Add item* link. The *Select page to add* window will appear.
- iv. Select *Artifacts Matrix* and click the *OK* button. (*If Artifacts Matrix doesn't appear, click the Site map to show all of the pages.*)
- v. Repeat steps c & d to add the *Standards Overview* to the sidebar.
- vi. In the *Include a link to:* section, check the *Sitemap* box.
- vii. Rearrange the pages on the navigation sidebar by highlighting a page and then using the arrows to move them up and down
- viii. When you are satisfied with your Navigation configuration, click the *OK* button to return to the *Appearance* page.
- ix. Delete the *Recent Site Activity* item in the sidebar.
- x. Click the *Save changes* button.
- xi. Click the *Return to site* link

## 2. Share the Site (Make it public)

- a. In case you didn't do this when you first created this site, you need to make your site public for others to enjoy it.
- b. Click the *More actions* button (upper right) and select *Share this Site*.
- c. Others can view your portfolio ONLY if you have checked the box in the Advanced permissions section.



### 3. Accessing the web site from any computer

- a. While in the More Actions section, click on Web Address in the left navigation column.
- b. The listed address is what you need to use to return to this site as a user.

### 4. Creating an institutionalized Digital Portfolio Template Using the DPME Portfolio Template

- a. Create a plan for your institutionalized Digital Portfolio FIRST before you begin creating it using Google Sites.
- b. Get the *Blank DPME Portfolio Template*
  - i. Click the *Create a site* button in Google Sites.
  - ii. Find the DPME Portfolio Template online
  - iii. Save it using a unique name.
- c. Edit the *Standards Overview* page.
  - i. Enter the appropriate standards and definitions.
  - ii. The links to the individual standards pages should still be active.
  - iii. Remove or add the necessary rows to accommodate the new standards
- d. Edit *Individual Standards* pages
  - i. Edit each of the individual standards pages to provide the title and description for each standard.
- e. Edit the *Artifacts Matrix* page
  - a. Click the Artifact Matrix and click on *Edit page*.
  - b. Change the Standards columns and headings to accommodate the new standards.
  - c. The links to the individual standards pages should still be active.
  - d. If necessary, add the appropriate links to the individual standards pages.
  - e. Change the standards title above the columns



- f. Edit the *Navigation* sidebar.
  - a. Remove the standards that will not be used. Highlight a standard and then click on the X button to delete it.
- g. Click the Save Changes button in the upper left.
- h. Click the Return to Site button in the upper left

## 5. Submitting Your Template to Google Sites

When you are satisfied with your template, you can submit it to Google Sites as a public template. Even after you have submitted it, any changes that you make on the template in your account will appear in the public template.

- a. Return to the Share This Site page
- b. Select General in the left navigation column
- c. Select *Publish this site as a template* at the bottom of the page.
- d. Enter the *Site Template Name* and a *Description*.
- e. *Select a category* for your template.
- f. Click the *Submit template* button at the bottom of the page.

***Happy Portfolio-in'!!!!!***

*If you decide to create your own templates using Google Sites, please send a link to Leigh Zeitz ([Zeitz@uni.edu](mailto:Zeitz@uni.edu)) so that we can share them with the rest of the world.*

*Please place an acknowledgement for Leigh Zeitz and dpme.org in your template.*

