

# Creating an Original Digital Portfolio Template

Once you have identified the set of standards you want to use with your digital portfolio, it is necessary to create a template that your faculty or students can complete. We have simplified this process by creating the DPME Blank Portfolio Template. You just need to customize it and then post it in the Google Online Gallery for people to use. Just follow these steps and you will be successful.

## Step 1 - Accessing DPME.org

Go to <http://www.dpme.org> and click on the button that says "Downloads"



## Step 2 - Navigating to Templates

Under the header

### Downloads & Links

Find

#### Other

- [Blank Portfolio Template \(DPME\)](#)
- [Workshop Extras \(.zip\)](#)
  - Download these for the workshop.
- [Common Core State Standards](#)
  - [Mathematics](#)
  - [English Language Arts](#)
- [DPME Portfolio Examples](#)

Select

- [Blank Portfolio Template \(DPME\)](#)

## Step 3 - Accessing a Template

Click on the *Use Template* button in the upper right hand corner to create your own template.

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DPME Portfolio Template Updated Jun 18, 2013, 3:34 PM

USE TEMPLATE

The blank portfolio template created by Dr. Leigh Zeitz. Open this template and modify it to fit your specific needs for a professional or student portfolio.

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## Step 4 - Creating a Template

### Step 4a - Select the Template


While you may have multiple templates available ensure that the “DPME Portfolio Template” is selected.

Select a template to use:




Blank template




Classroom site 



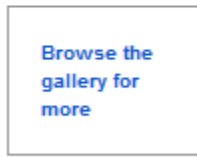
Soccer team 



Spring Floral  
Wedding  
Instructional 



DPME Portfolio  
Template



### Step 4b - Name your Site

Enter the name of your site into the “Name your site” box.

Name your site:

### Step 4c - Create the Site Location

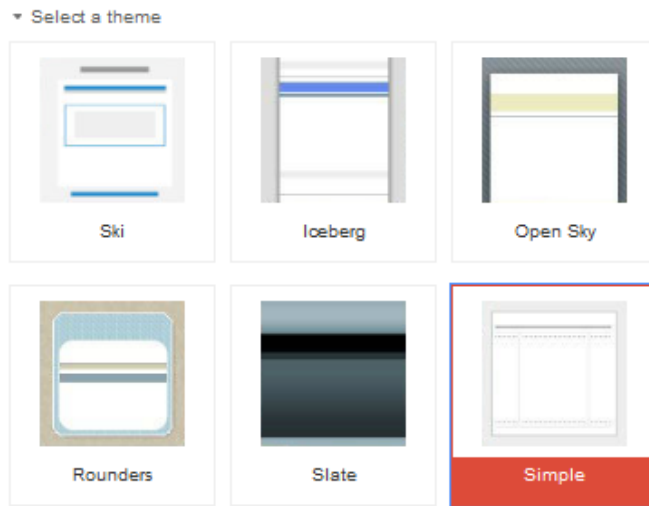
Use a shortened version of the title of your site create a site location for your site (note: it will self-propagate using the full text you entered into the “Name your site:” box.

Site location - URLs can only use the following characters: A-Z,a-z,0-9

<https://sites.google.com/site/>

### Step 4d - Select a Theme for Your Site

Select a theme for the site you are creating, while there are a number of different choices it is recommended that you go with something simple to start, for example, “Simple”.



### Step 4e – Site Description

Click on the “More options” button to allow you to create a description for your site.

▼ More options

Site description

### Step 4f – Type the Security Code

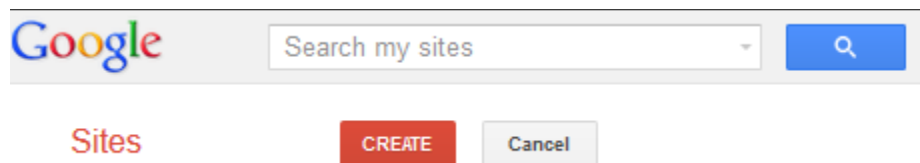
Enter the security code that is shown at the bottom of the page (Note: Your code will be different than the example listed below.)

Type the code shown:



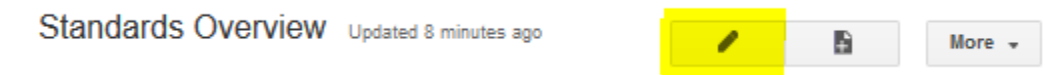
### Step 4g – Create your site

In the frame that is at the top of your browser window, click the “Create” button.





Click the edit button (highlighted in yellow) in the top frame to allow editing in the current page



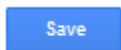
In the area where it says.

1. STANDARD 01 TITLE: Standard 01's description.

You will replace that with language from the table you copied into the word processing document at the end of Step 5. The format should be 1. *Title of Standard: Standard 1's Description*.

**CLICK SAVE!**

The save button is in the upper right-hand-side but only available if you have clicked "Edit" first.



Repeat this step with all of the remaining standards.

**Site content**

- Introduction
- ▼ **Artifacts Matrix**
  - Artifact 01
  - Artifact 02
  - Artifact 03
  - Artifact 04
  - Artifact 05
- ▼ Standards Overview
  - Standard 01
  - Standard 02
  - Standard 03
  - Standard 04
  - Standard 05
  - Standard 06
  - Standard 07
  - Standard 08
  - Standard 09
  - Standard 10
  - Standard 11
- Sitemap

## Step 7 – Personalizing the “Artifacts Matrix”

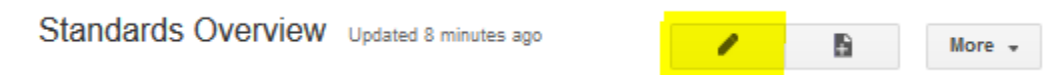
In the left hand frame click on the link that takes you to the “Artifacts Matrix” page

This should bring up a page that looks like:

Artifacts Matrix

Artifact Name	INTASC+1 Standards										
	1	2	3	4	5	6	7	8	9	10	11
Artifact 01:											
Artifact 02:											
Artifact 03:											
Artifact 04:											
Artifact 05:											
Artifact 06:											
Artifact 07:											
Artifact 08:											
Artifact 09:											
Artifact 10:											

Click the edit button (highlighted in yellow) in the top frame to allow editing in the current page



### Step 7a – Retitle the overarching column header

Replace “INTASC+1 Standards” with the title of your standards

INTASC+1 Standards										
1	2	3	4	5	6	7	8	9	10	11

### Step 7b – Add standard title abbreviations to column headers

Next chose 2-4 letter abbreviations for each of your standards and add them to the column headers

1	2	3	4	5	6	7	8	9	10	11
---	---	---	---	---	---	---	---	---	----	----

### Step 7c – Ensure Links are accurate

For each of the links that are located on the table, try them (or at the very least check the addresses to which they link) and ensure that they still link to the correct site.

## Step 8 – Personalizing the individual artifacts

In the left hand frame click on the link that takes you to the “Artifact 01” page

#### Site content

Introduction

▼ Artifacts Matrix

**Artifact 01**

Artifact 02

Artifact 03

Artifact 04

Artifact 05

▼ Standards Overview

Standard 01

Standard 02

Standard 03

Standard 04

Standard 05

Standard 06

Standard 07

Standard 08

Standard 09

Standard 10

Standard 11

Sitemap

This should bring up a page that looks like:

testing

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**Site content**

- Introduction
- Artifacts Matrix
- Artifact 01**
- Artifact 02
- Artifact 03
- Artifact 04
- Artifact 05
- Standards Overview
- Standard 01
- Standard 02
- Standard 03
- Standard 04
- Standard 05
- Standard 06
- Standard 07
- Standard 08
- Standard 09
- Standard 10
- Standard 11
- Sitemap

Artifacts Matrix >  
Artifact 01

**Artifact Title:**

**What:** Describe your artifact here. Use 1 or 2 paragraphs. Write it as though you are introducing it to the reader.

- If it is a lesson plan or teaching strategy, include the outcomes that will be expected and how you plan to assess them. You will describe your success in the next section.
- If it is a student project, describe the project. Describe it with enough detail that your reader will have greater appreciation of it when s/he sees it.

**So What:** Describe the importance of this artifact.

- If it is a lesson plan, describe how things went when you taught the lesson. What was the students' level of success?
- If it is a student project, describe why you did this project. Why was it important to you? How could it be important to others?

**Now What:** What did you learn from completing this artifact?

- If it is a lesson plan, how will you do things differently in the future based upon what you have learned from doing this.
- If it is a student project, what did you learn from completing this project and how will you apply this in the future?

**Standards Connections:**



After each standard's title, explain why you believe the artifact addresses the standard. Describe how the artifact aligns with one or more components of related standards below. As you develop this for your specific needs, replace "Standard 1" with the actual name of the standard (e.g., Student Learning or Creativity and Innovation)  
*The portfolio creator should remove the standards not aligned with this artifact.*

1. Standard 1
2. Standard 2
3. Standard 3
4. Standard 4
5. Standard 5
6. Standard 6
7. Standard 7
8. Standard 8
9. Standard 9
10. Standard 10
11. Standard 11

**Artifact Link/Attachment:**

REMOVE THESE INSTRUCTIONS: Attach your artifact at the bottom of the page (Attachments area), or create a descriptive hyperlink here to your web-based artifact. If attaching a file, be sure to explain what type of file it is and what software might be required (e.g., [download a 30-day trial version of Inspiration software at Inspiration.com](#))

Click the edit button (highlighted in yellow) in the top frame to allow editing in the current page

Standards Overview Updated 8 minutes ago  

You will be replacing the enumerated standards under the heading “Standards Connections”

#### Standards Connections:

After each standard's title, explain why you believe the artifact addresses the standard. Describe how the artifact aligns with one or more components of related standards below. As you develop this for your specific needs, replace "Standard 1" with the actual name of the standard (e.g., Student Learning or Creativity and Innovation)  
*The portfolio creator should remove the standards not aligned with this artifact.*

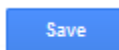
1. Standard 1
2. Standard 2
3. Standard 3
4. Standard 4
5. Standard 5
6. Standard 6
7. Standard 7
8. Standard 8
9. Standard 9
10. Standard 10
11. Standard 11

You are going to replace that with language from the table you copied into the word processing document at the end of [Step 5](#) (and again in [Step 6](#)). The format should be 1. *Title of Standard: Standard 1's Description.*

Repeat this step with all of the remaining standards.

**CLICK SAVE!**

The save button is in the upper right-hand-side but only available if you have clicked “Edit” first.



BEFORE MOVING ON TO THE NEXT ARTIFACT SITE, COPY THE WORK YOU JUST DID AS IT WILL BE THE EXACT SAME IN ALL OF ARTIFACT PAGES.

Repeat with all remaining Artifact Sites

## Step 9 – Making Your Template Public

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 Manage Site page.
- b. Select General in the left navigation column
- c. Click the *Publish this site as a template button*.
- 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.