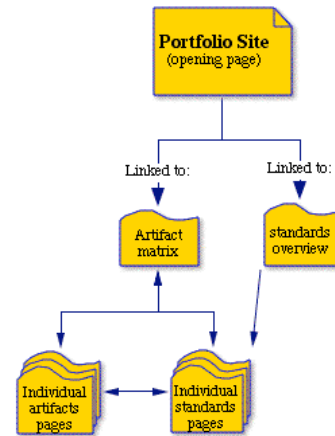


Web Page Creation & Digital Portfolios

1. Portfolio Overview

- a. Environment for hosting your:
 - i. Professional Digital Portfolio
 - Artifacts of your educational experience
 - Aligned with the INTASC+1
 - Standards



2. Examples

- a. Miranda Kral's Professional Portfolio (Ed Tech and Design)
 - i. <http://kralportfolio.googlepages.com/home>
- b. Jennifer Nicholson (expanded upon in her middle level program)
 - i. <http://nicholsonportfolio.googlepages.com/home>

3. Getting Started (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 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.

Make sure that you write down your username/password for future use!

Username: _____ Password: _____

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

4. Creating a New Portfolio Site

- a. Click on the “Create a new site” in the upper left of the screen.
- b. Review the difference between pages and sites
- c. Choose a site name using your name and portfolio, (i.e., *Dr. Z's Portfolio*)
You will notice that *Sites* removes all spaces and punctuation to create your portfolio address on the next line.
- d. Write down your **Web Portfolio Address**: _____
- e. Enter a short description “i.e., This is Dr. Z’s professional portfolio.”
- f. Do not click the *Mature Content* box on the next line.
- g. Select your privacy level on the “Share with” on the next line.
- h. Select a *Site Theme*. Click *More* if you want a larger selection of themes.
(Don’t worry, you can change this later.)
- i. Enter the secret code letters and then click the *Create Site* button. (If you jump back to the top of the screen, look for a yellow bar at the top of the screen. It may say “The location you have chosen is not available.” This means that you need to change the address of your site.

5. Create Empty Pages on your Professional Portfolio website

- a. *Create the Home Page*
 - i. You will jump to your *Home* page. Notice the Home page is listed in the *Recent site activity* column to the left. That is where your pages will appear.
 - ii. Click the *Edit page* button.
 - iii. Change *Home* on the page to *Introduction*.
 - iv. Click the *Save* button to return to the standard mode.
- b. *Create the Matrix Page*
 - i. Click on “Create new page . . . “
 - ii. Title your page, “Artifact Matrix”.
 - iii. *Web Page* should be selected.
 - iv. Select *Put page under Introduction*.

- v. Click the *Create Page* button. The page will be created and you will be left in the edit mode.
 - vi. The title should be “Artifact Matrix”.
 - vii. Click the *Save* button to save this page and return to the Standard mode.
- c. *Create the Standards Overview Page*
- i. Click on “Create new page . . . “
 - ii. Name your page, “Standards Overview”.
 - iii. *Web Page* should be selected.
 - iv. Select *Put page under Introduction*.
 - v. Click the *Create Page* button. The page will be created and you will be left in the edit mode.
 - vi. The title should be “Standards Overview”.
 - vii. Click the *Save* button to save this page and return to the Standard mode.
- d. *Create Individual Standards Pages*
- i. Click on “Create a new page . . . “
 - ii. Name your page, “Standard 1”.
 - iii. *Web Page* should be selected.
 - iv. *Select Choose a different location*.
 - v. Select *Standards Overview* and click the *Select* button.
 - vi. Click the *Create Page* button. The page will be created and you will be left in the edit mode.
 - vii. The title should be “Standard 1”.
 - viii. Click the *Save* button to save this page and return to the Standard mode.
 - ix. **Repeat steps i through vii to create standards pages for standards 2 through 11.**

- e. *Create Individual Artifacts Pages*
 - i. Click on *Create a new page . . .*
 - ii. Title your page, *Artifact 1*.
 - iii. The title should be “Artifact 1”.
 - iv. *Select Choose a different location*.
 - v. Select *Artifact Matrix* and click the *Select* button.
 - vi. Click the *Create Page* button.
 - vii. Click the *Save* button.
 - viii. **Repeat steps i through vii to create 9 more individual artifact pages (total of 10).**

6. Copy/Paste Tables onto Your Portfolio Pages

- a. Open a New Window in Firefox (File>New Window)
- b. Go to <http://middle.dpme.googlepages.com/> Read the directions.
- c. Click on the *Artifacts Matrix Page* link.
- d. Scroll to the bottom of the page.
- e. Select the table by highlighting it. Drag from the lower right cell to the left of “Link” in the upper left cell.
- f. Select *Copy* from the *Edit* menu.
- g. Return to your Google Sites page in Firefox.
- h. Open the *Artifacts Matrix* page.
- i. Click in the larger box below the title. Paste the table into this box.
- j. Click on the *Save* button.
- k. **Repeat steps c through j to copy and paste tables to the rest of your blank pages (except for your opening Professional Portfolio page)**

***** STUDENT WORK TIME *****

7. Adding Navigation to the Left Sidebar

- a. Click the *Edit sidebar* link at the lower left.
- b. Click the *edit* link in the Navigation box.
- c. Click the *Add page to sidebar navigation* link.
- d. Select *Artifact Matrix* and click the *OK* button.
- e. Repeat steps c & d to add the *Standards Overview* to the sidebar.
- f. Highlight *Sitemap* and use the arrows in the right side of the box to move it to the bottom of the list. Rearrange the other links as you desire.
- g. When you are happy with your contents, click the *OK* button to return to the *Appearance* page.
- h. Click the *Return to site* link

NOTE: When you are through with ALL of your editing, you will want to return to this page and remove the *Recent site activity* sidebar item.

8. Linking from the Standards Overview page to the Individual Standards

- a. Go to the *Standards Overview* page.
- b. Click the *Edit page* button.
- c. Highlight the title, *Content/Subject Matter Specialization (Standard 1)*
- d. Link this title to the *Standard 1* page.
- e. **Repeat steps a through d to link from each of the standards on the *Standards Overview* page to the appropriate standards pages.**

9. Linking from the Artifacts Matrix page to the Individual Standards

- a. Go to the *Artifacts Matrix* page.
- b. Click the *Edit page* button.
- c. Highlight the title, *1 CM*, at the top of the 3rd column.
- d. Link this title to the *Standard 1* page.
- e. **Repeat steps a through d to link from each of the standards titles on the *Artifact Matrix* page to the appropriate standards pages.**

10. Linking from the *Artifacts Matrix* page to the *Individual Artifacts*.

- a. Go to the *Artifacts Matrix* page.
- b. Click the *Edit page* button.
- c. On the *Artifacts Matrix* page, highlight the row title, *Artifact 1*.
- d. Link this title to the *Artifact 1* page.
- e. Repeat steps a through d to link from the *Artifacts Matrix* page to a total of 5 artifacts.

11. Accessing the web site from any computer with Internet access

- a. <http://sites.google.com/site/yourportfolioname>

This is only the beginning of your journey towards creating your Professional Portfolio. Keep these directions handy and add your artifacts as you collect them.

Happy Portfolio-ing!!!!