

## Creating an ePortfolio Using Google Sites

### ***What is an ePortfolio?***

- A collection of digital files (artifacts) that are shared electronically for the purpose of reflection, comment and evaluation.
- It's quite simply a website that enables users to collate digital evidence of their learning.
- ePortfolios contain a wide range of digital files, including but not limited to, text or PDF documents, videos, sound files, images and links to other websites or online resources.

### ***What is Google Sites?***

Google Sites is a free web application for creating websites. You can develop the website by yourself or collaborate with others to create the content of the pages. You can decide the level of sharing you would like to permit, who the owners of the website are, and to whom you'd like to give permission to edit or revise the site. You can also provide permission to visitors for viewing purposes only.

### ***Why Use Google Sites?***

- It's free and it's easy to create. You don't need to know any web coding.
- You can collaborate with other users or create the website solely.
- It is integrated with other Google Apps and tools so you can easily share videos, photos, presentations, or calendars.
- Your site is stored on Google's server.
- 100 MB of free online storage.

### ***How Do Instructors Use Google Sites?***

Instructors can:

- Create a class webpage and post assignments, upcoming events, rubrics and tutorials for students to watch as supplementary resources for your courses.
- Identify and articulate learning outcomes via ePortfolios.
- Gather and analyze information about how well students are achieving outcomes.
- Use the information for course improvement.

### ***How Do Students Use Google Sites?***

Students can:

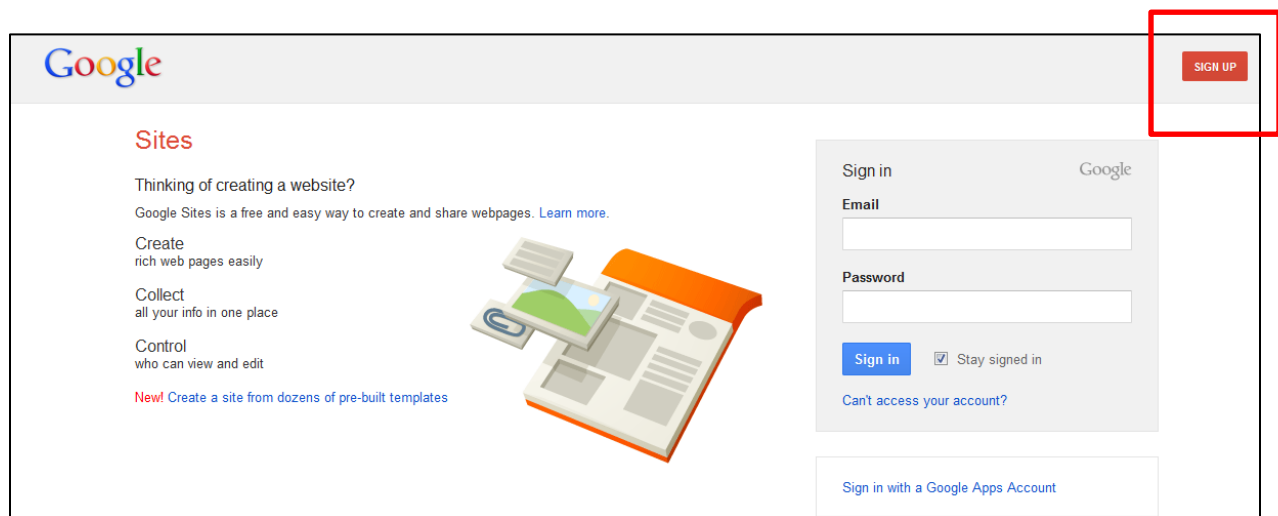
- Create an ePortfolio of their personal, professional and academic work.
- Collaborate with other students around the world to share ideas, create content and communicate ideas.
- Assemble, present, and share information online for documenting academic growth, career evaluation, and course preparation.
- Maintain and expand individual ePortfolios over the duration of a class and beyond university years.

## Examples of Google Sites ePortfolios:

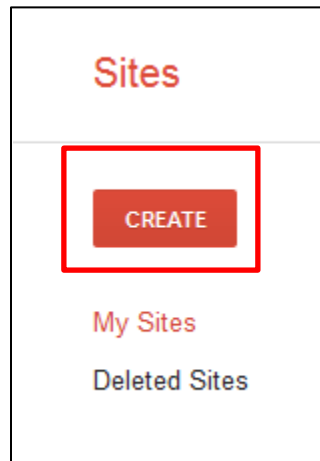
- [G. Alex Ambrose portfolio](#)
- [Dr. Helen Barrett's Professional Portfolio](#)
- [Katherine's portfolio](#)
- [Maxine Boggio's Professional Teaching Portfolio](#)
- [The Veteran College Student's Portfolio](#)

## Step 1: Getting Started: Creating Your Own ePortfolio

- 1) Go to **sites.google.com**
- 2) If you already have a Google Account (gmail, blogger, etc.), use it to log in
- 3) If you do not have a Google Account, click on **Sign Up** to create a new account and follow the setup steps

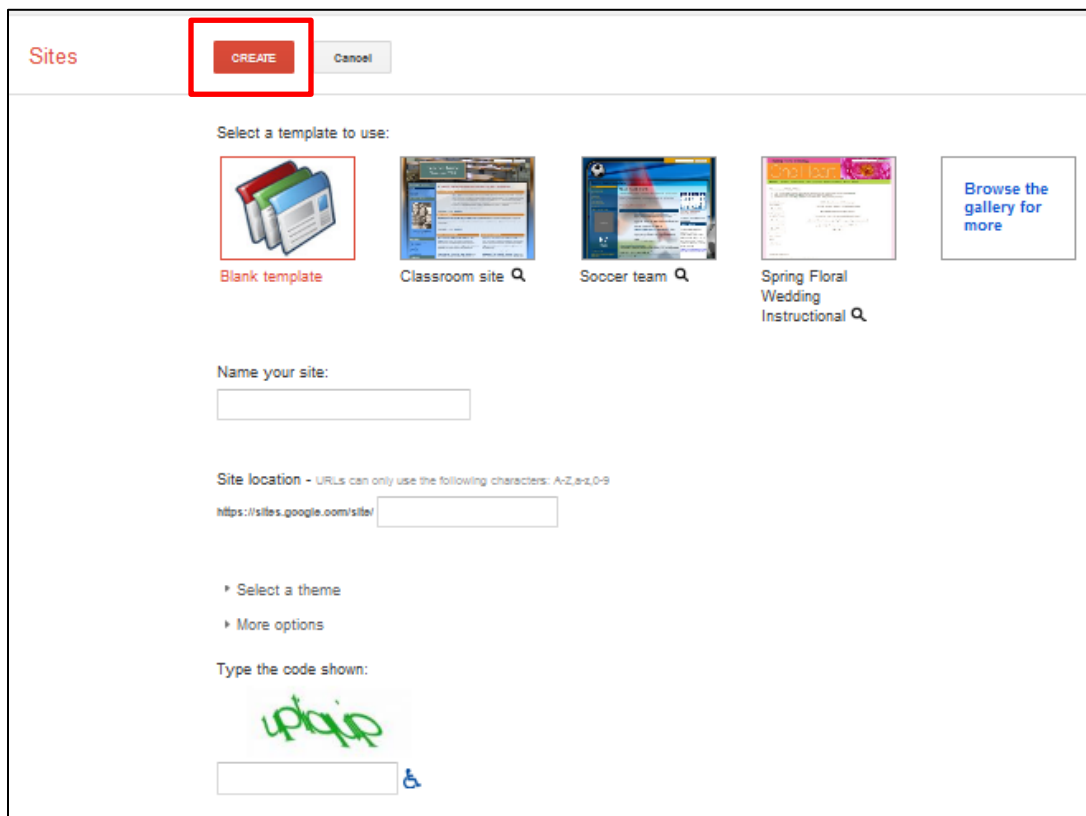


- 4) Click **Create**



5) Follow the steps to create a new page.

- Click on a **Template**
- Enter a name for your site under **Name Your Site**. The Site location will automatically populate as the site name removing the spaces and any special characters. Remember that your site URL **MUST** be unique. If you will be sharing your URL with others, shorter is often easier; you can override the default and enter a URL of your choosing.
- **Select a theme** and **More options** will be discussed later.
- Enter the code and click **Create**



The screenshot shows the 'Sites' creation interface. At the top left, the word 'Sites' is displayed. To its right are two buttons: 'CREATE' (highlighted with a red box) and 'Cancel'. Below this is the instruction 'Select a template to use:'. There are four template thumbnails: 'Blank template' (highlighted with a red box), 'Classroom site', 'Soccer team', and 'Spring Floral Wedding Instructional'. To the right of these is a button that says 'Browse the gallery for more'. Below the templates is a text input field labeled 'Name your site:'. Underneath that is the 'Site location' section, which includes a note about URL characters and a text input field starting with 'https://sites.google.com/site/'. Below the location field are two expandable sections: 'Select a theme' and 'More options'. At the bottom, there is a section labeled 'Type the code shown:' with a CAPTCHA image showing the characters '4p9ip' and an empty text input field with a blue accessibility icon to its right.

## Step 2: Editing Pages

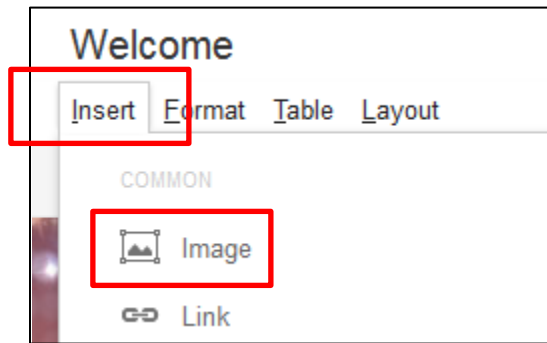
1) Click on the **pencil** icon to edit a page



The page editor screen allows you to add content to your page. The interface is similar to a document editor allowing you to change the font, add links, create lists, create bullet lists, etc.

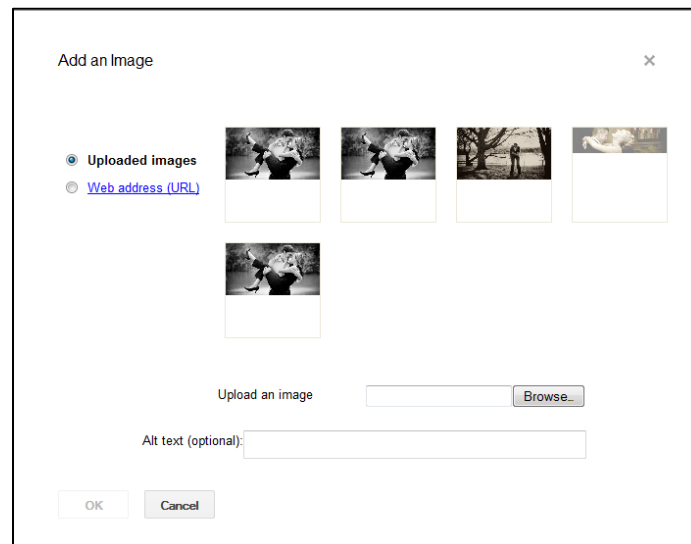
### To Insert an Image:

- 2) Click on **Insert**
- 3) Select **Image**



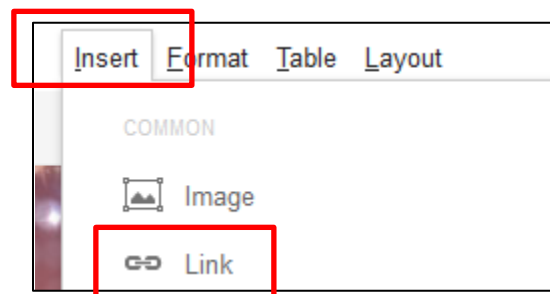
The pop-up box gives you the option to upload an image from your computer

- 4) Select **Uploaded images**
- 5) Click **Browse** to find the image on your hard drive and click **OK**  
*OR*
- 5) Select **Web address (URL)**
- 6) Insert the URL of the web image and click **OK**



### To Insert a Link:

- 6) Highlight the text you want to become a link
- 7) Click on **Insert** and select **Link**



- 8) In the **Create Link** pop-up box, determine whether you want to use an existing page in your site (**Sites page**), a **Web Address** or an **Apps Script**
- 9) Click on the appropriate option
- 10) Enter the URL or select the correct page (if using an existing page in your site) and click **OK**



**Create Link** [X]

Sites page  
**Web address**  
Apps Script

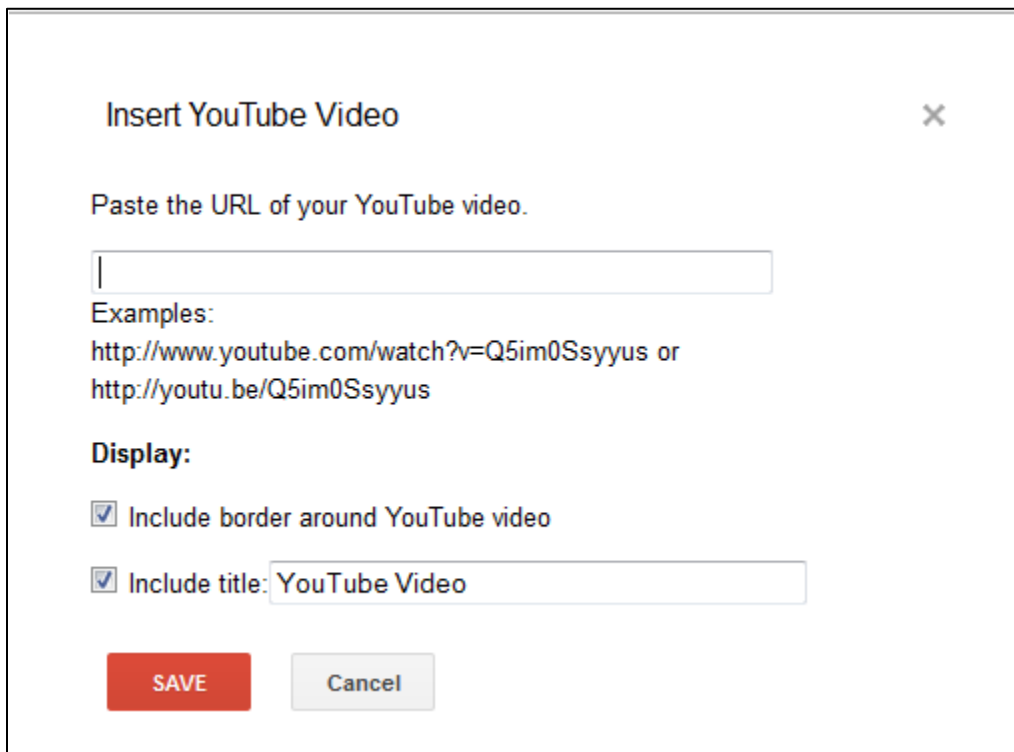
**Text to display:**

**Link to this URL:**

Example: [www.google.com/igoogle](http://www.google.com/igoogle)

### To Insert a Video:

- 11) Click on **Insert** and select **Video**
- 12) Choose either **Google Video**, **YouTube** or **Google Docs Video**
- 13) Enter the URL of the Google Video or YouTube clip you want to use and click **Save**



**Insert YouTube Video** [X]

Paste the URL of your YouTube video.

Examples:  
<http://www.youtube.com/watch?v=Q5im0Ssyyus> or  
<http://youtu.be/Q5im0Ssyyus>

**Display:**

Include border around YouTube video

Include title:

**SAVE** **Cancel**

## Step 3: Adding Pages

1) Click on the **New Page** button to create a new page

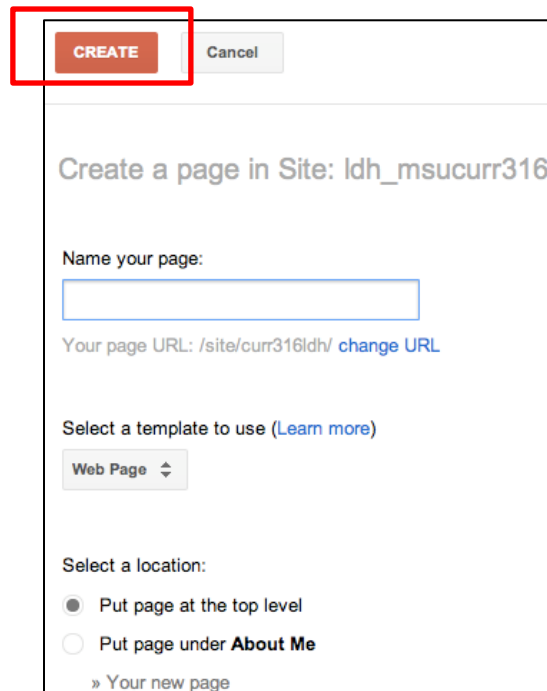


2) Enter a name for the page under **Name your page**:

3) Click on **Web Page** to select a template

4) **Select a location**:

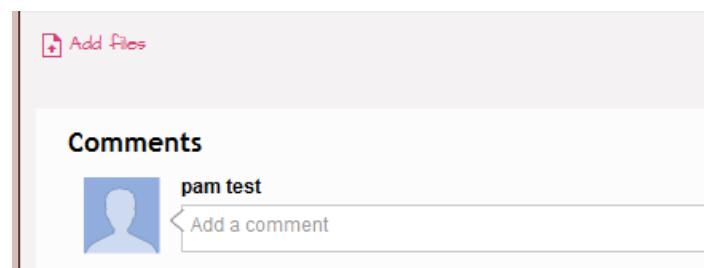
- Select **Put page at the top level** to make the page at the same level as the Home page
- Select **Put the page under ...**(one of your page names) to make it a sub-page to one of your pages
- Click on **Create**

A dialog box titled 'Create a page in Site: Idh\_msucurr316'. It has a 'CREATE' button (highlighted with a red box) and a 'Cancel' button. Below the title, there is a 'Name your page:' label and an empty text input field. Underneath, it says 'Your page URL: /site/curr316ldh/ change URL'. Then, 'Select a template to use (Learn more)' with a dropdown menu showing 'Web Page'. Finally, 'Select a location:' with two radio buttons: 'Put page at the top level' (selected) and 'Put page under About Me'. At the bottom, there is a link '» Your new page'.

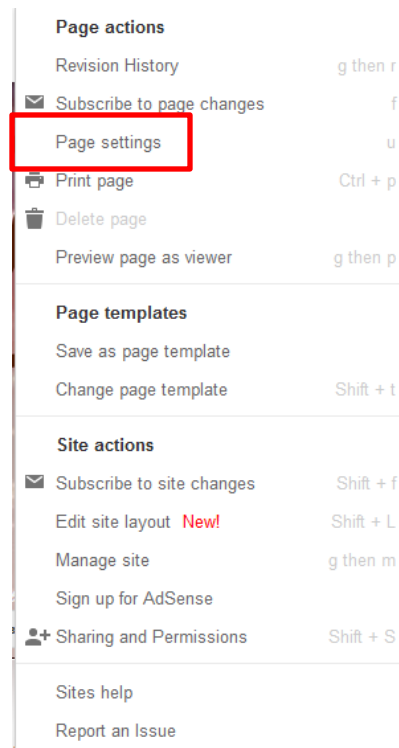
## Step 4: Formatting

### Formatting Defaults:

The default setting for pages in Google Sites is to allow others to add **Attachments and/or Comments** which appear as links at the bottom of the page.



13) If you don't want these options to appear on your page, click the **More** button in the top right corner and click **Page Settings**



14) Uncheck the boxes for **Allow attachments** and **Allow comments** to remove the links and click **Save**

### Page Settings

- Show page title
- Show links to sub-pages
- Allow attachments
- Allow comments

### Page description

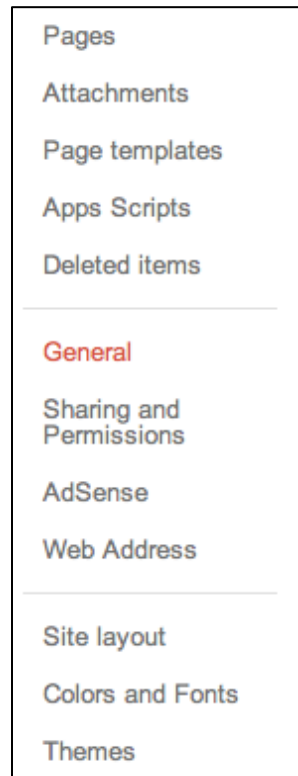
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Currently using page template **Web Page** ([Change](#))

### Additional Formatting Options:

1) Click on the **More** button in the top right corner and select **Manage site** from the drop down list

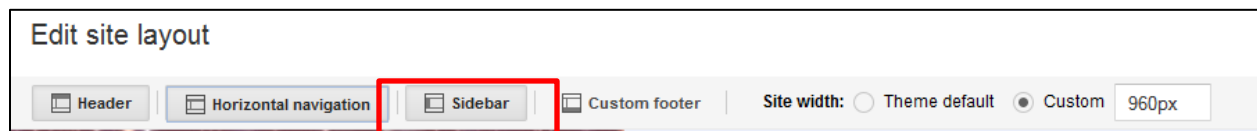
From this menu, you can opt to change the colors, fonts and theme of your site.



### Step 5: Editing the Sidebar

The Sidebar helps site visitors find what they are looking for and stays with the user while navigating the site.

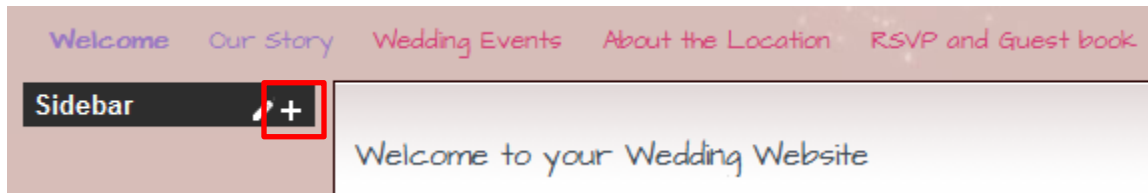
- 1) Click on the **More** button in the top right corner and select **Edit slide layout**
- 2) Click on Sidebar



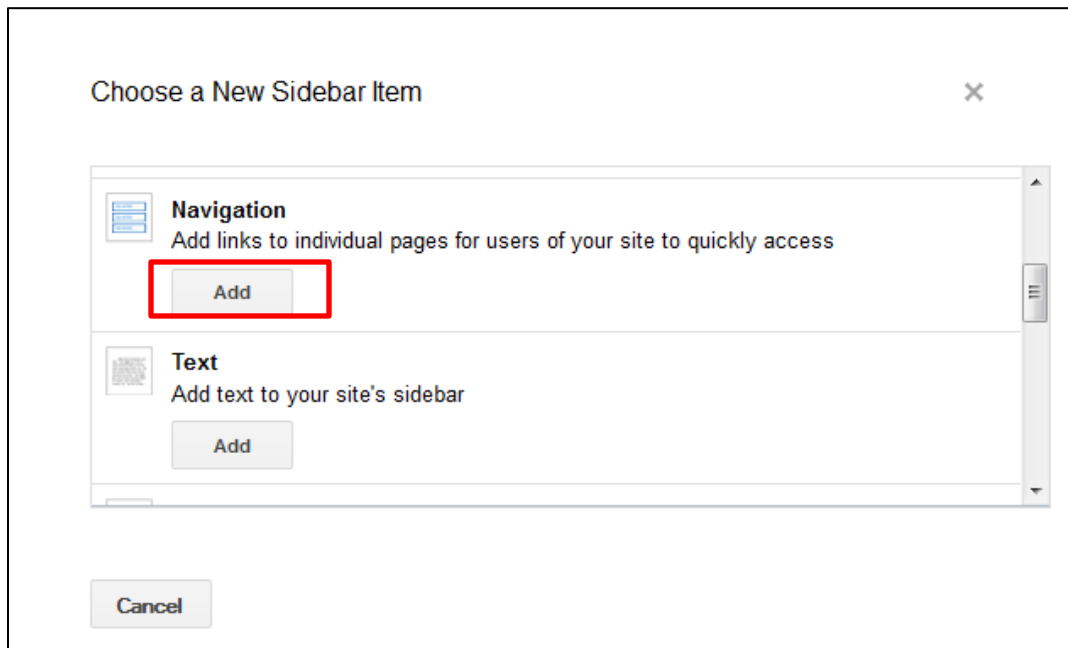
A **Sidebar** button appears to the left



3) Click the +



4) Scroll down the list and click **Add** under **Navigation**

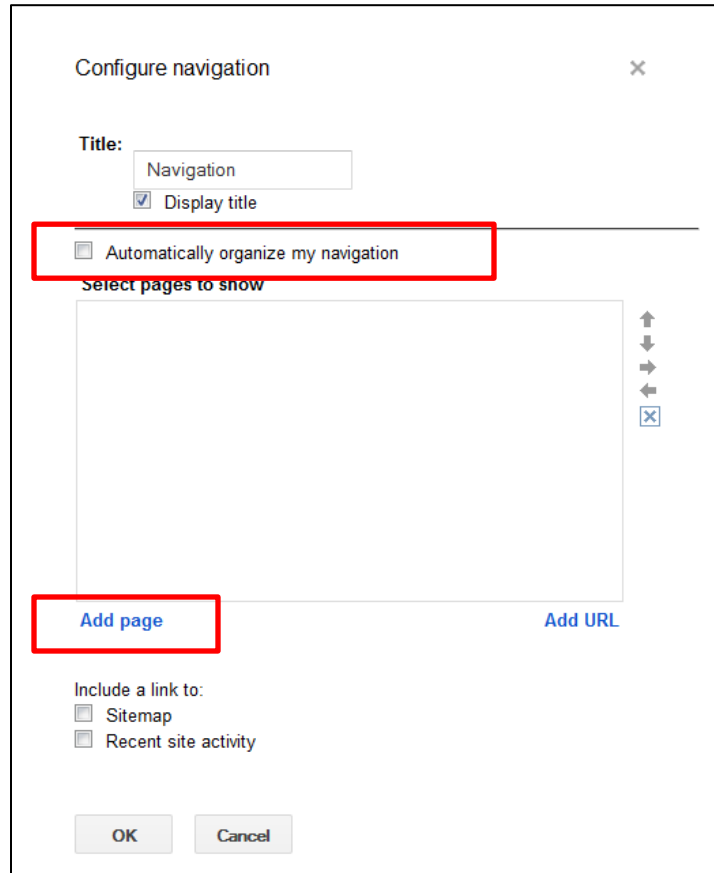


5) Click on **Navigation**

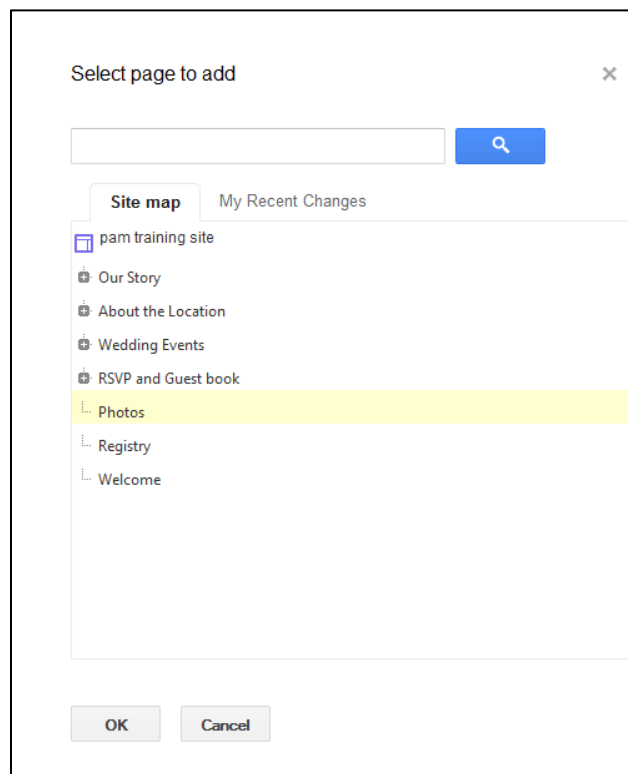


4) In the Configure Navigation window, uncheck the **Automatically organize my navigation** box

5) Click **Add page**



6) You will see a list of your available pages. Select the pages you want to display on the sidebar and click **OK**. You will need to do this step for every page you want displayed on your sidebar.



- 7) You can then arrange the pages in the order of your choosing by using the arrow buttons  
8) Click **OK** when the order is correct and save your changes






### Configure navigation ✕

**Title:**   
 Display title

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Automatically organize my navigation

**Select pages to show**

Wedding Events	    
About the Location	
Wedding Events	