Creating a Portfolio in Google Sites

Create the Site

- Go to sites.google.com and login with your Google account information.
- Click on Create
- Click on Blank Template
- Enter your name in the Name your Site box
- Click on Choose a Theme, and choose a theme appropriate for a business portfolio
- Type the code shown in the bottom box
- Click on Create at the top

Once the Site is Created

- Click on New Page, in the upper right hand corner
- Name it, for example, Table of Contents, Cover letter, etc.
- Template should be Web Page
- Click on Put Page at Top Level
- Click Create, at the top
- Once the page is saved, you can attach your Word document that corresponds to the title of the page. Click on Add Files and then attach your document.
- (You have to ATTACH your documents in order to retain the graphics!)
- Put an explanation about the letter in the large text box.
- When finished editing, click on the Save button in the right hand corner
- You will now repeat this process for the rest of your documents!!

Once the Pages are Created

- Once you have created all your pages, you will see that they probably aren't in the correct order on the sidebar.
- To change the order of your pages, follow these steps:
  - Click on the drop down arrow for More, in the top, right hand corner
  - Click on Manage Site
  - Click on Site Layout, on the left hand side of the page
  - Click on the small edit link under Navigation
  - Unclick the box for Automatically organize my navigation
    - Click on the page that needs to be moved, and then use the up or down arrows to move it
  - Click OK
Editing a Page

- Click on the Pencil icon to edit a page
- Use **Insert** to insert images on your page (i.e. a picture of yourself)
- Use **Format** to create headings, etc.
- Use **Table** to insert tables
- Use **Layout** to add or delete columns from the page
  - For the homepage with your picture, and the Table of Contents, you will want to use two columns, as shown in the graphic below.
The Last Step

- Once you have created your portfolio, you will need to send the link to your instructor via the portfolio drop box so it can be graded.
- To do this, follow these steps:
  - Click on More
  - Click on Manage Site
  - Click on Sharing and Permissions, on the left hand side of the page
  - Make sure it is viewable by anyone with the link or the public, and copy the link that is provided. Now submit the link to the Portfolio Dropbox.
  - Paste the link into the Portfolio Dropbox