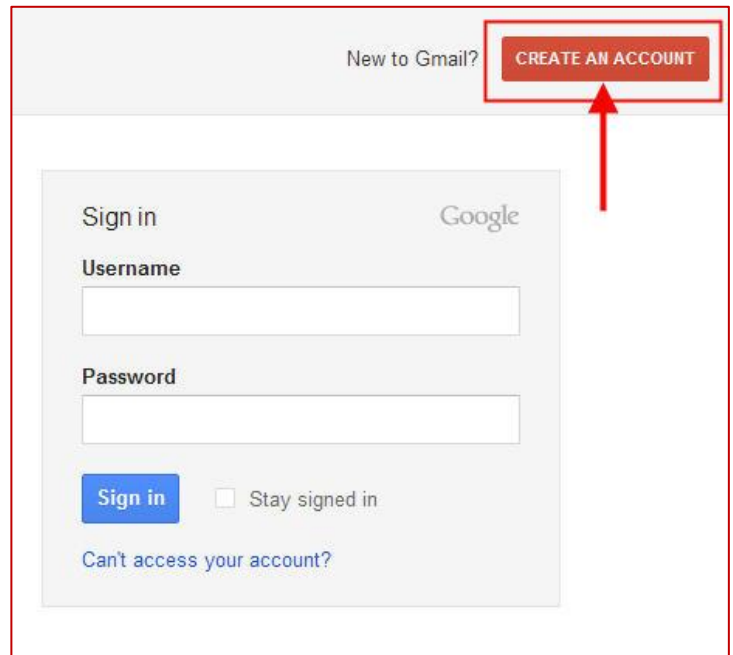


## SKILL 1: Create a Gmail Account

Objective: Students will create a Gmail account. If a Gmail account already exists skip to skill 2 to create a GoogleSite.

- Website: <http://mail.google.com/>
- Video Tutorial: [http://youtu.be/cfO\\_iRv9Jro](http://youtu.be/cfO_iRv9Jro)
- Suggestion: Create a Gmail address that is professional in nature. Do not include your birth year or inappropriate nicknames as your Gmail address. Your CougarNet ID is a good option.



The image shows the Gmail sign-in interface. At the top right, there is a link that says "New to Gmail?" followed by a red button labeled "CREATE AN ACCOUNT". A red rectangular box is drawn around this button, and a red arrow points upwards towards it from below. The main sign-in area contains the "Sign in" header, the Google logo, and input fields for "Username" and "Password". Below these fields are a blue "Sign in" button and a checkbox labeled "Stay signed in". At the bottom of the sign-in area is a link that says "Can't access your account?".

## SKILL 2: Create a Google Site

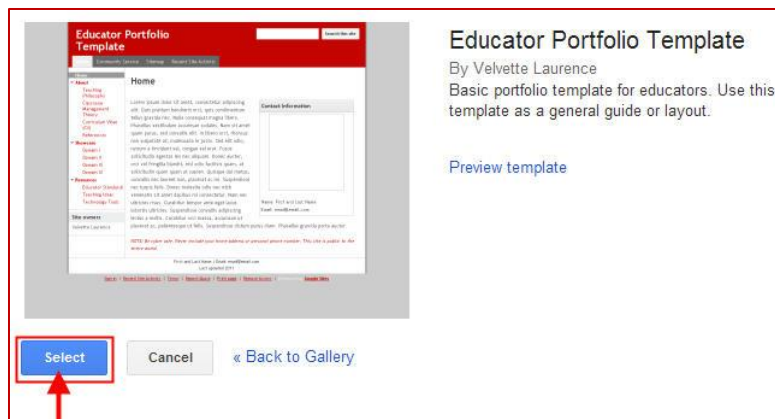
Objective: After creating a Gmail address, students will visit <https://sites.google.com/>, log in with their Gmail username/password, and begin steps to set up an electronic portfolio website based on a provided UH template.

Tutorial:

1. Visit <https://sites.google.com/>
2. Log in with your Gmail credentials.
3. Click on the "Create" button.
4. Click the "Browse the gallery for more" link
5. Type "Velvette" in the search text field, click on the "Search" icon, select the "Educator Portfolio Template" thumbnail, and click on the "Select" button.



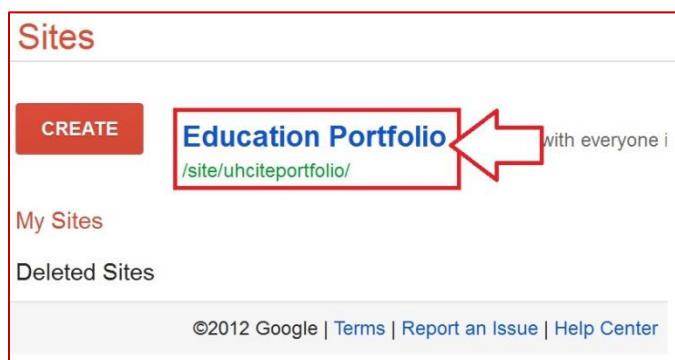
Velvette Laurence (Instructional Designer)  
is the creator of our UH Google Sites  
electronic portfolio template.



6. Begin the process of creating a unique URL for your website.
- A.) Make sure the "**Educator Portfolio Template**" is selected
  - B.) Within the "**Name your site**" text field, provide a name of your site. Such as: My Portfolio
  - C.) Enter a "**site location**" for your website. Such as: myportfolio.
  - D.) Review the wavy "**code**" text and enter the letters of the word.
  - E.) Click on the "**Create**" button. If the "site location" is already taken, you may need to try again with a more unique URL.

The screenshot shows the Google Sites creation interface. At the top, there are 'CREATE' and 'Cancel' buttons, with a red arrow pointing to 'CREATE' labeled 'E'. Below this, a section titled 'Select a template to use:' displays several template thumbnails: 'Blank template', 'Classroom site', 'Soccer team', 'Google Science Fair Project Template', and 'Educator Portfolio Template'. The 'Educator Portfolio Template' is highlighted with a red box and labeled 'A'. To the right of the templates is a button that says 'Browse the gallery for more'. Below the templates is a text input field labeled 'Name your site:' with a red box around it labeled 'B'. Below that is another text input field labeled 'Site location - URLs can only use the following characters: A-Z a-z 0-9' with a red box around it labeled 'C'. Below the site location field are two links: 'Select a theme' and 'More options'. At the bottom, there is a section labeled 'Type the code shown:' which contains a wavy image of the word 'remedious' and a text input field with a red box around it labeled 'D'.

After all the steps have been completed, the site will be prepared for you.

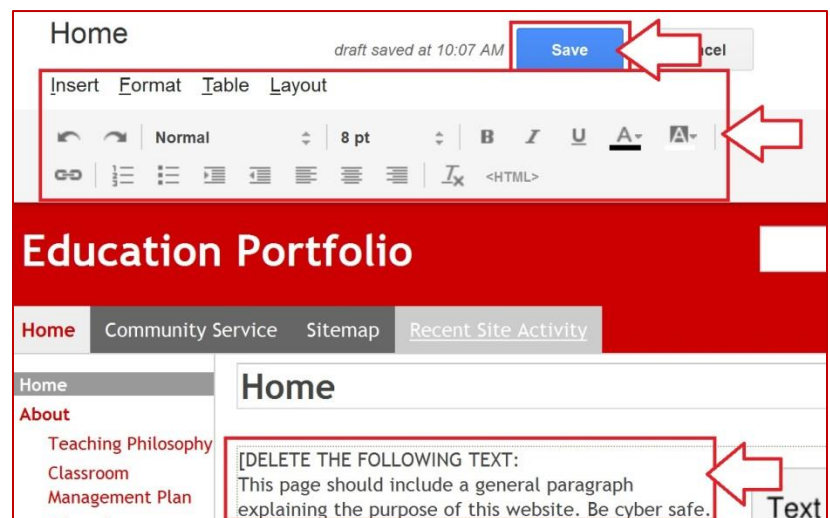
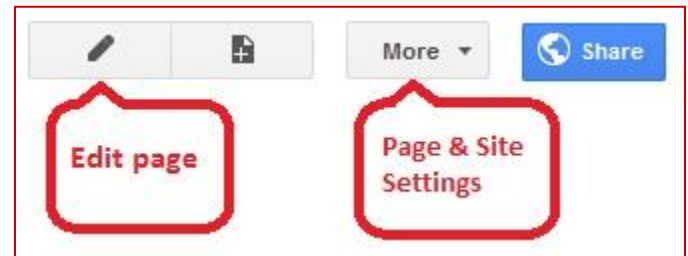
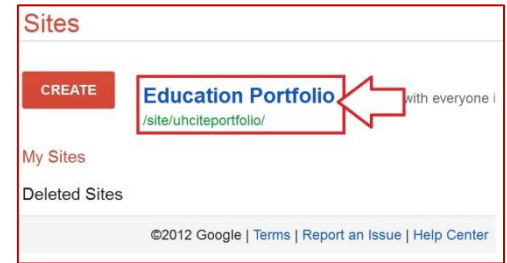


## SKILL 3: Add/Edit Content

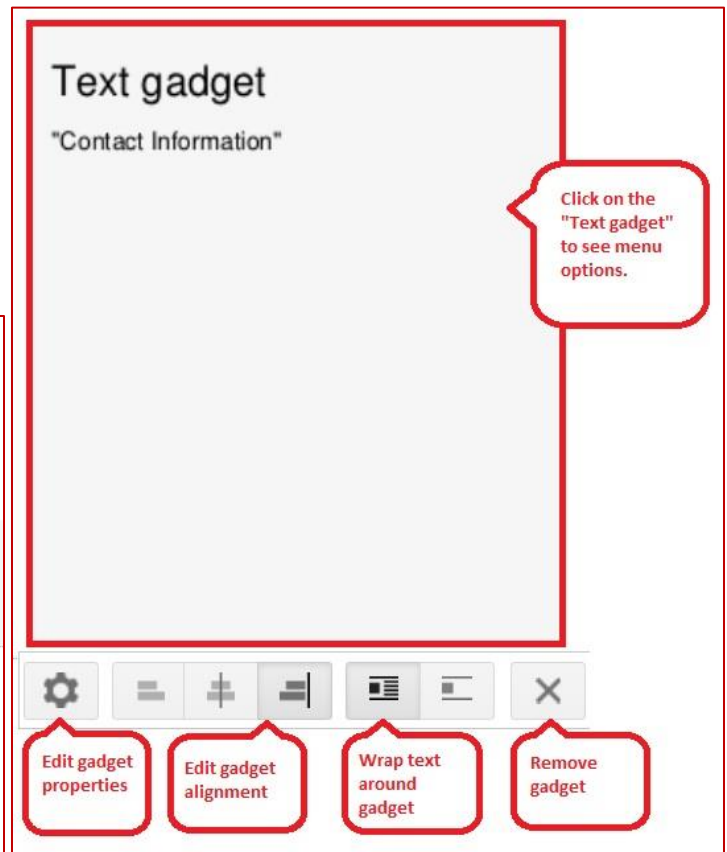
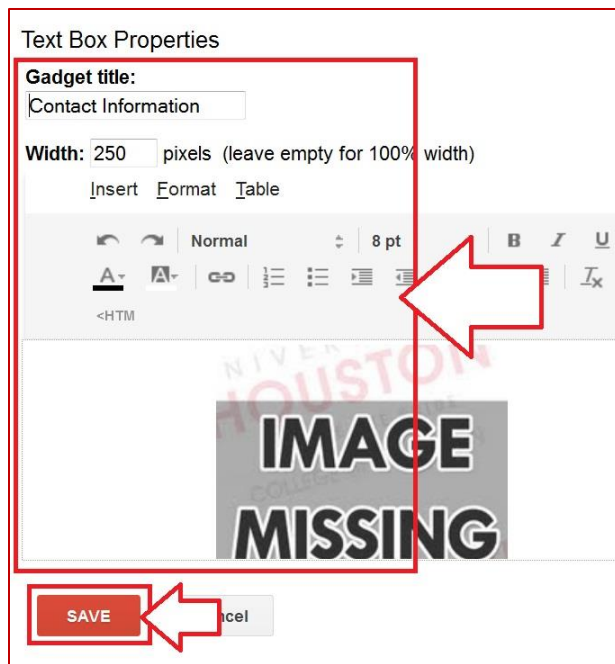
Objective: Students will add or edit content on their Google Site portfolio.

Tutorial:

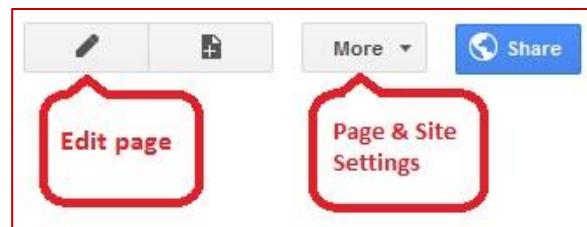
1. Log into your Google Site and click on your electronic portfolio website link.
2. When the site loads, the content of any page can be edited by clicking on the pencil icon (located at the top right of the screen).
3. The format menu bar will appear. Begin typing to change or add the content to a page. Formatting tools are available if you would like to add an image, change font color, etc. Make sure to "Save" the page or edits will be lost.



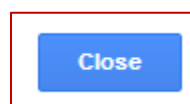
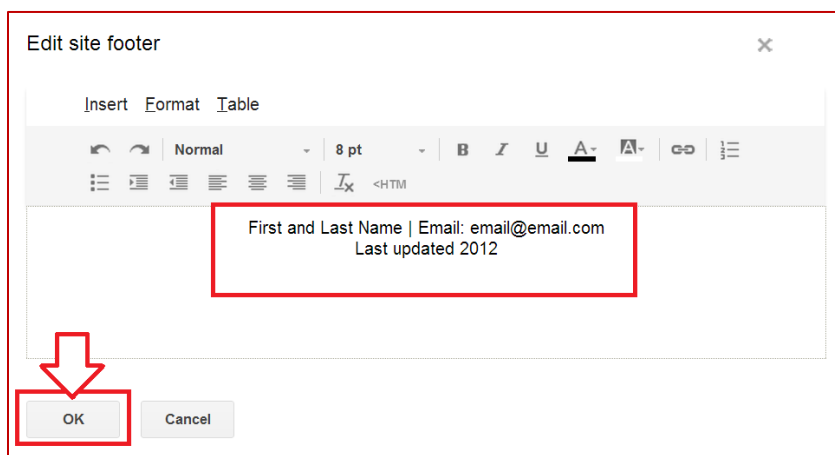
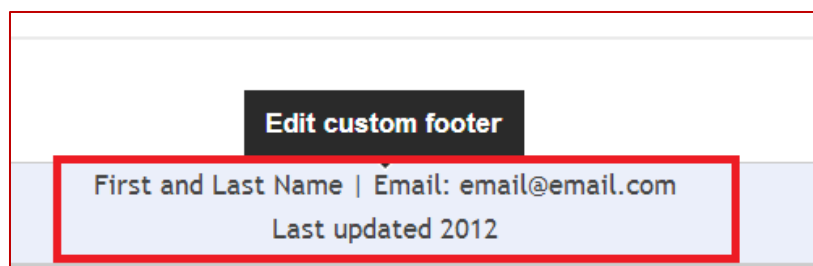
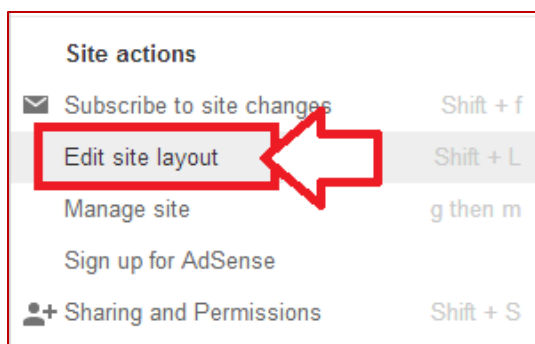
4. To edit a text gadget, click on it and choose the "**Properties**" gear icon.
5. Edit the "**Text Box Properties**" as needed and click on the "**Save**" button.



6. To change the footer of your site, click on the **"More"** option (located at the top right of the page) and choose **"Edit Site Layout,"** and click in the footer area to edit.



7. An **"Edit site footer"** window will appear. Edit the text as necessary, click **"OK"** and click **"Close"** (located at the top right of the page) to exit the **"Edit Site layout"** view.

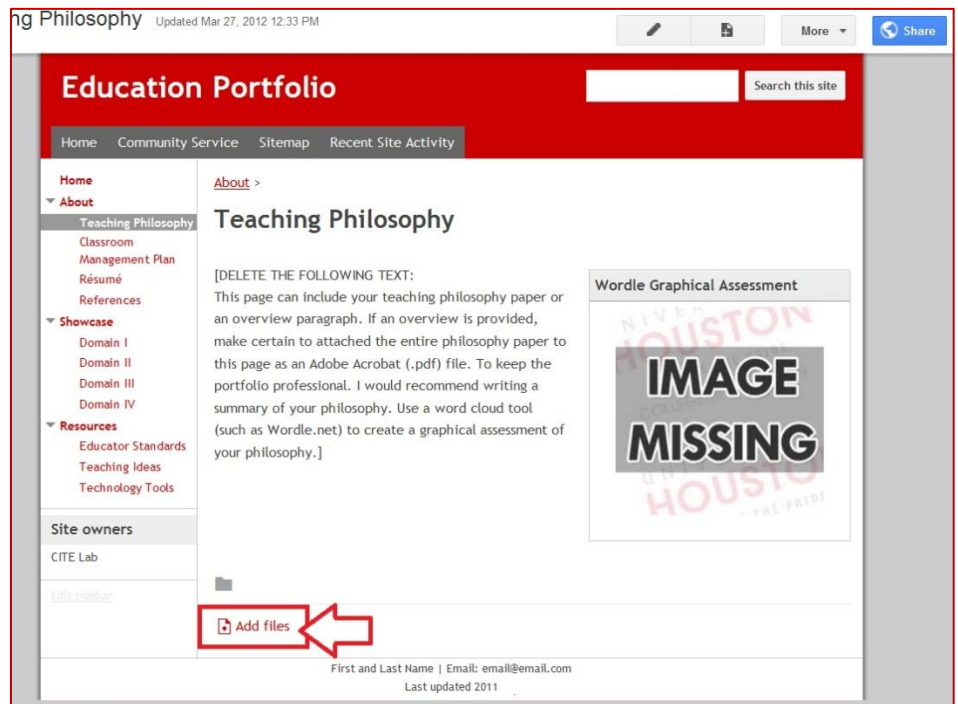


## SKILL 4: Attach PDF Files

Objective: Students will attach .PDF files to any the necessary pages.

Tutorial:


1. All documents must be saved as a .PDF first. Visit a page on your site that needs a document to be attached. At the bottom of the page click the **"Add Files"** link.
2. Browse for the .PDF file on your computer to attach.





## SKILL 5: Add/Edit Screenshots

Objective: Students will take screen shots of their activities and use a free tool to take screenshots.

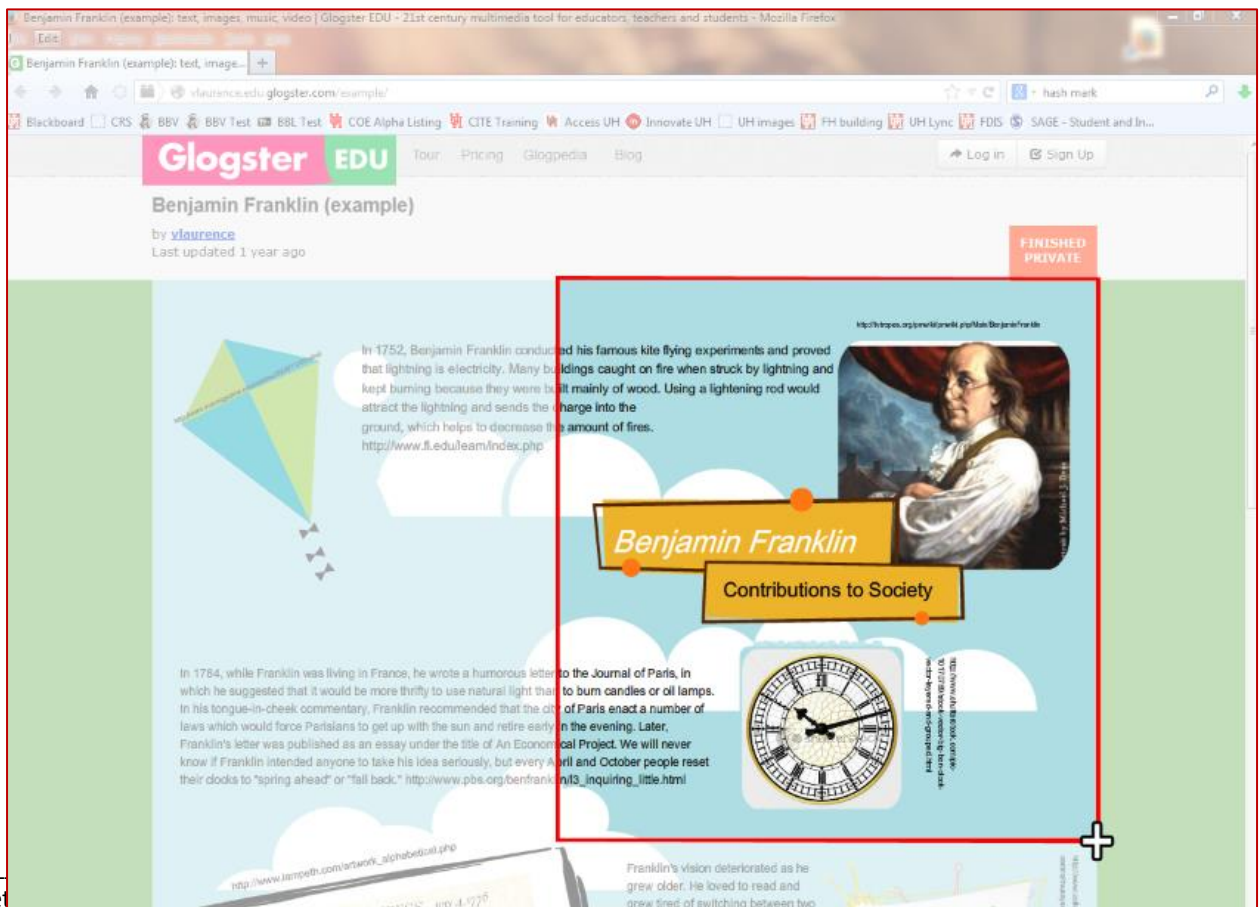
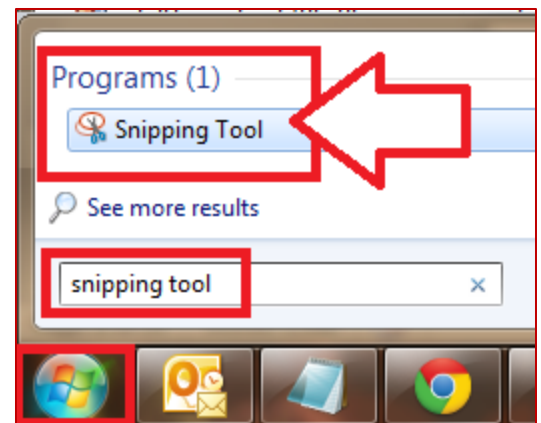
For  MAC/Apple users, I would recommend using the following key strokes: **Command+Shift+4**.  
[MAC](#) instructions to take a screenshot.

For  PC/Windows users, I recommend using the “**Snipping Tool**.”  
[PC](#) instructions to take a screenshot.

----- The following steps use the  **Snipping Tool** to take screenshot and save the image. -----

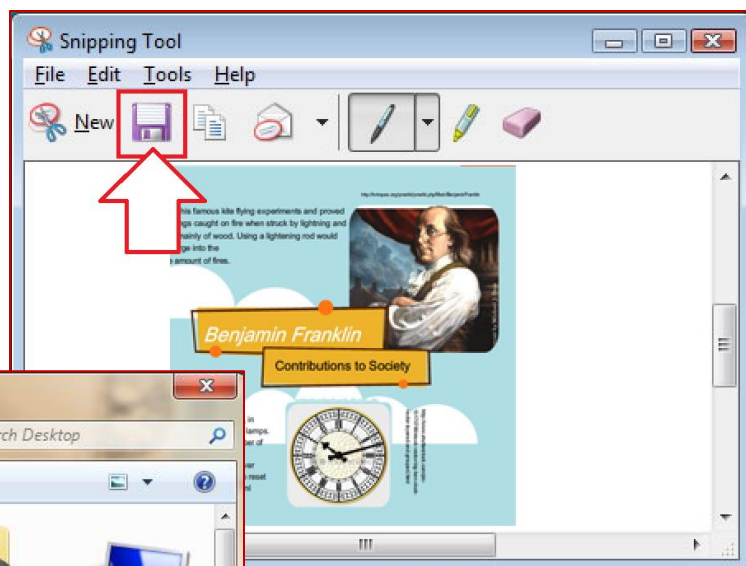
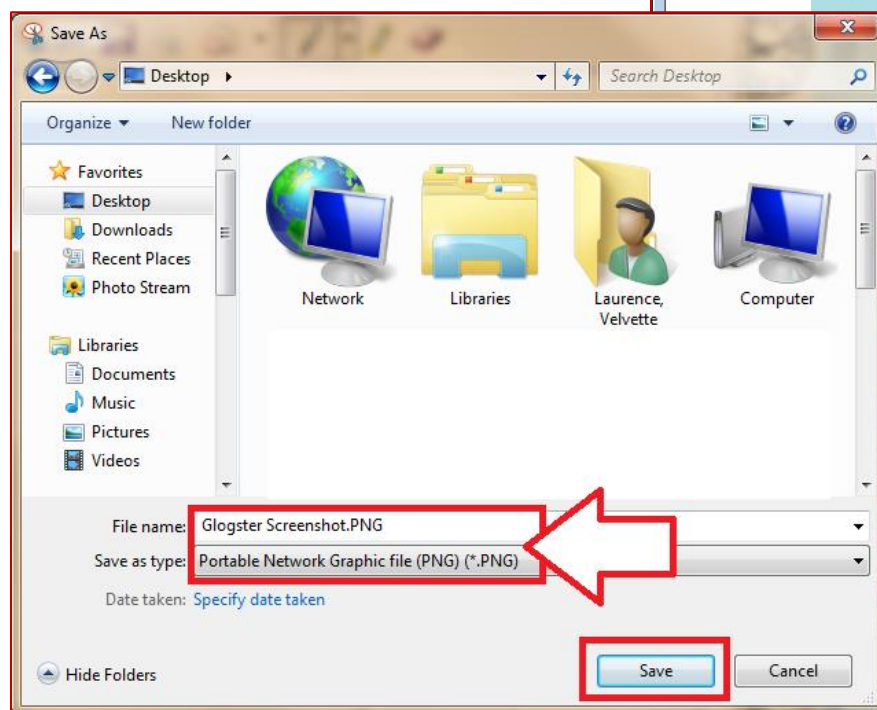
Tutorial:

1. Open an activity document or visit an activity URL that has been created at an earlier date.
2. Click on the windows start menu logo and locate “**Snipping Tool**.”
3. When the program is open, the screen will gray out and a hash mark/cross ( + ) will appear. Click and drag a box around the area you would like to capture.



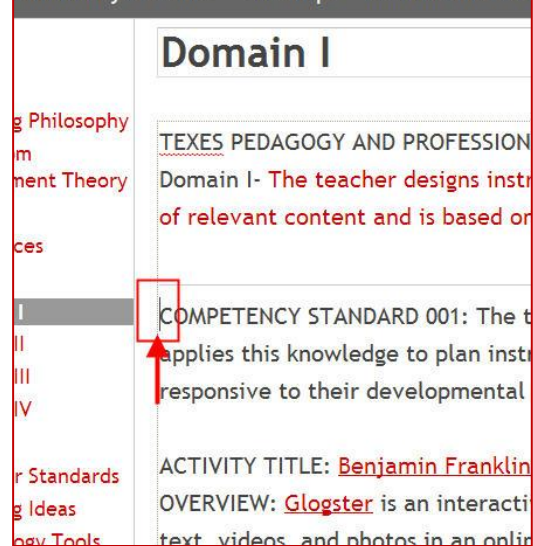
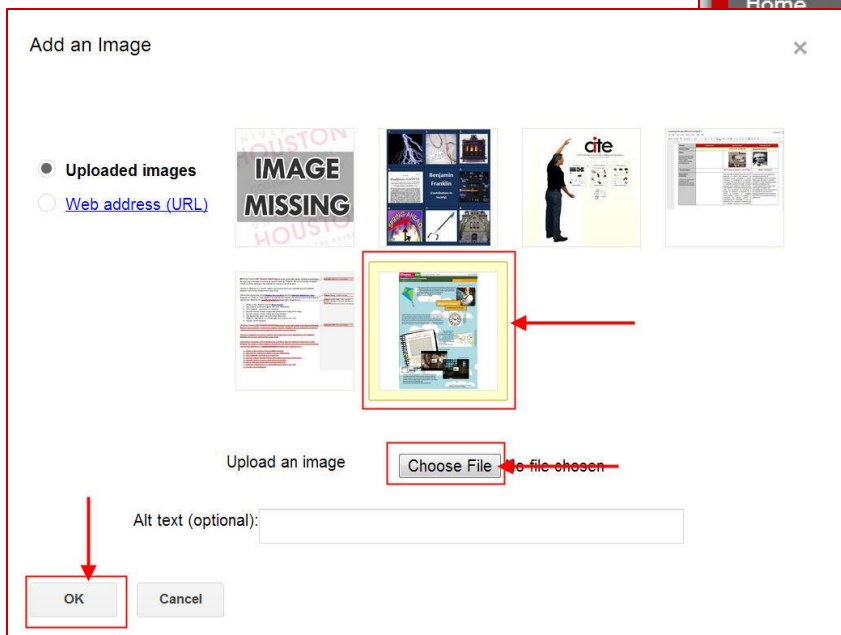
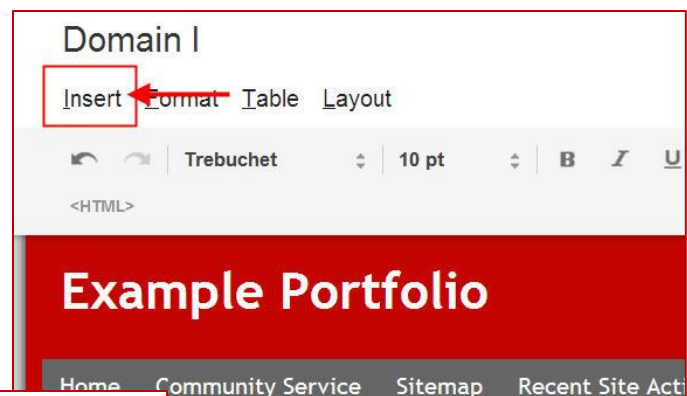


4. Save the screenshot to a familiar location and rename it to something meaningful (such as “GlogsterScreenshot”). The image can be saved as a .PNG, .JPG, or .GIF file.



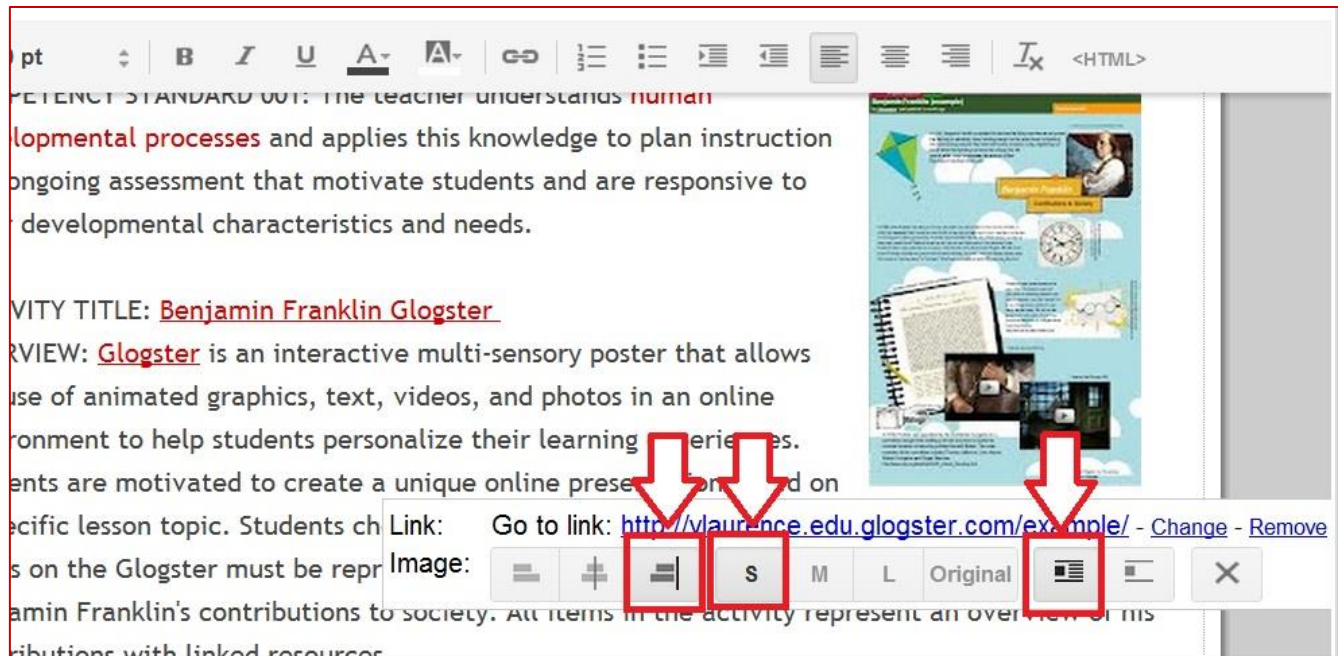
Objective: Students will add the screenshot on their Google Site electronic portfolio.

1. Log into <https://sites.google.com/> with your gmail credentials and access your portfolio site.
2. When the site loads, the content of any page can be edited by clicking on the **pencil icon** (located at the top right of the screen).
3. Delete the "Image Missing" place holder image by selecting it and choosing the "X" button.
4. Place the cursor at the beginning of the paragraph and choose "Insert" then choose "Image."
5. Click on "Choose File" to browse for the activity screenshot on your computer and click "OK."



Objective: Students will resize the screenshot to fit the portfolio.

1. The image may automatically be too large for the page. Select the image. A menu option will appear directly below the image or above it.
2. Choose the **right align** icon, **small** icon, and **wrap on** icon.



## SKILL 6: Hyperlinks

Objective: Students will hyperlink their activity titles to the actual class activity that was created. The following tutorial will demonstrate how to hyperlink to an online assignment (such as Glogster).

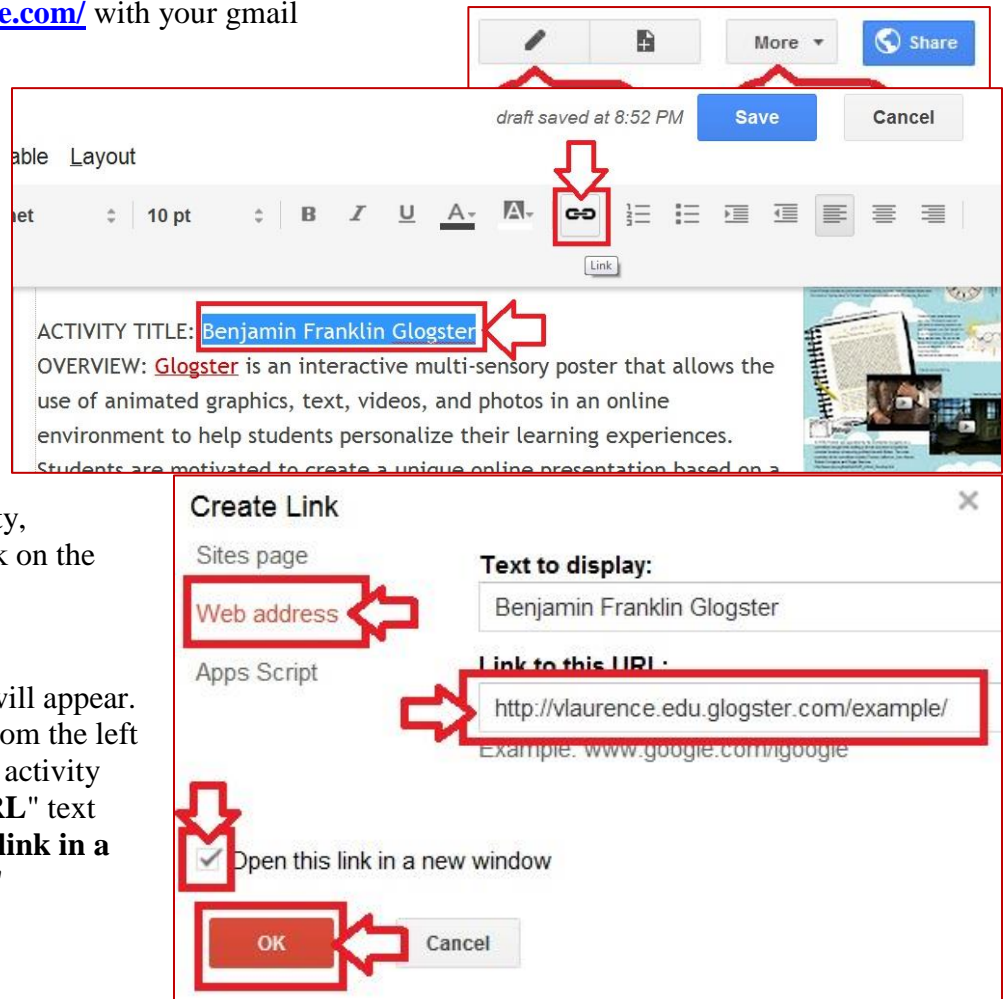
Tutorial:

1. Grab the live online URL for the assignment (such as <http://vlaurence.edu.glogster.com/example/>).
2. Log into <https://sites.google.com/> with your gmail credentials and access your portfolio site.

3. When the site loads, visit the Domain page where the assignment belongs. The content of any page can be edited by clicking on the **pencil icon** (located at the top right of the screen).

4. Type the name of the activity, **highlight the text**, and click on the **change link** icon.
5. A "Create Link" window will appear. Click on "Web Address" from the left menu. Paste the URL to the activity within the "Link to this URL" text box. Choose to "Open this link in a new window." Click "OK."

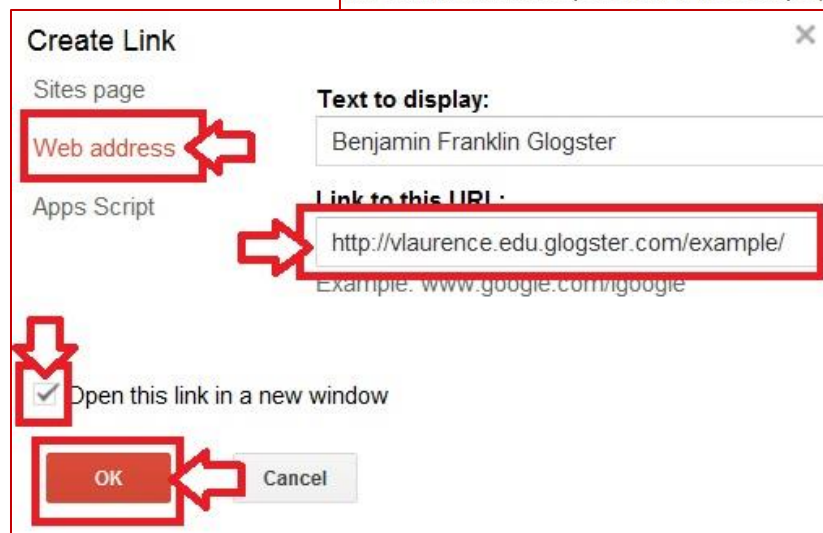
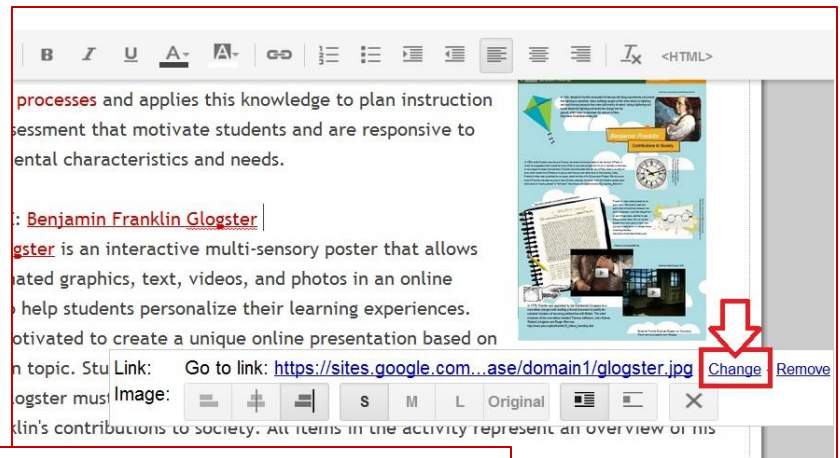
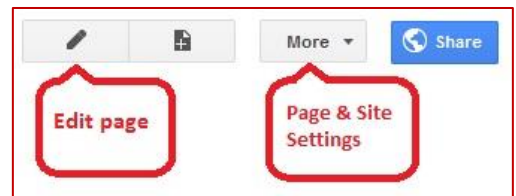
6. "Save" the page.





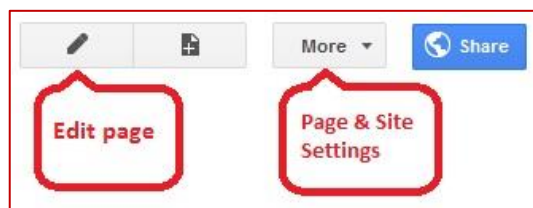
Objective: Students will hyperlink their activity screenshot to the actual class activity that was created. The following tutorial will demonstrate how to hyperlink to an online assignment (such as Glogster).

1. The content of any page can be edited by clicking on the **pencil icon** (located at the top right of the screen).
2. Select the screenshot image. A menu option will appear directly below the image or above it. Click the **"Change"** link.
3. A **"Create Link"** window will appear. Click on **"Web Address"** from the left menu. Delete the unfamiliar URL and paste the URL to the activity within the **"Link to this URL"** text box. Choose to **"Open this link in a new window."** Click **"OK."**

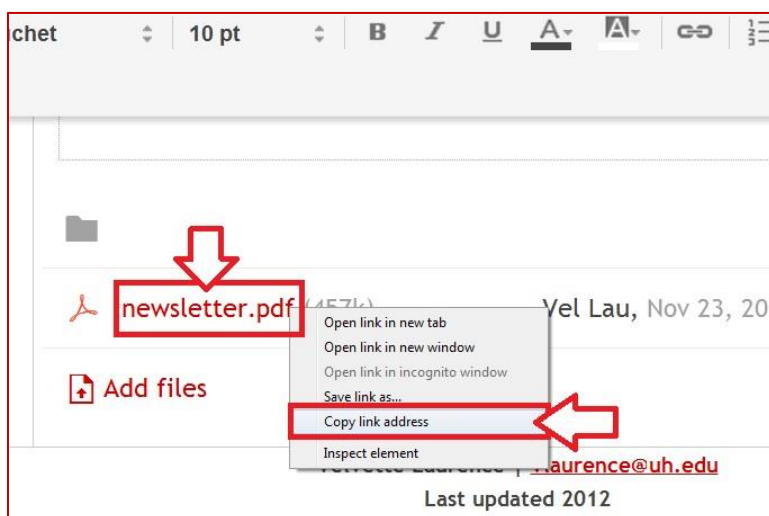


Objective: Students will hyperlink documents (such a Microsoft Publisher file) to the activity title and screenshot.

1. Visit the Domain page for an assignment that was not created using an online tool. The content of any page can be edited by clicking on the **pencil icon** (located at the top right of the screen).



2. Scroll down to the page that has a file attached to it. Right-click on the title of the file, choose "**Copy link Address.**" If the option is not available, click on the title. The document will open in an internet browser and copy the link.



3. Type the name of the activity in the body of the page, **highlight the text**, and click on the **change link** icon. A "**Create Link**" window will appear. Click on "**Web Address**" from the left menu. Paste the long google doc URL within the "**Link to this URL**" text box. Choose to "**Open this link in a new window.**" Click "**OK.**"
4. Select the screenshot image. A menu option will appear directly below the image or above it. Click the "**Change**" link. A "**Create Link**" window will appear. Click on "**Web Address**" from the left menu. Delete the unfamiliar URL and paste the long google doc URL to the activity within the "**Link to this URL**" text box. Choose to "**Open this link in a new window.**" Click "**OK.**"