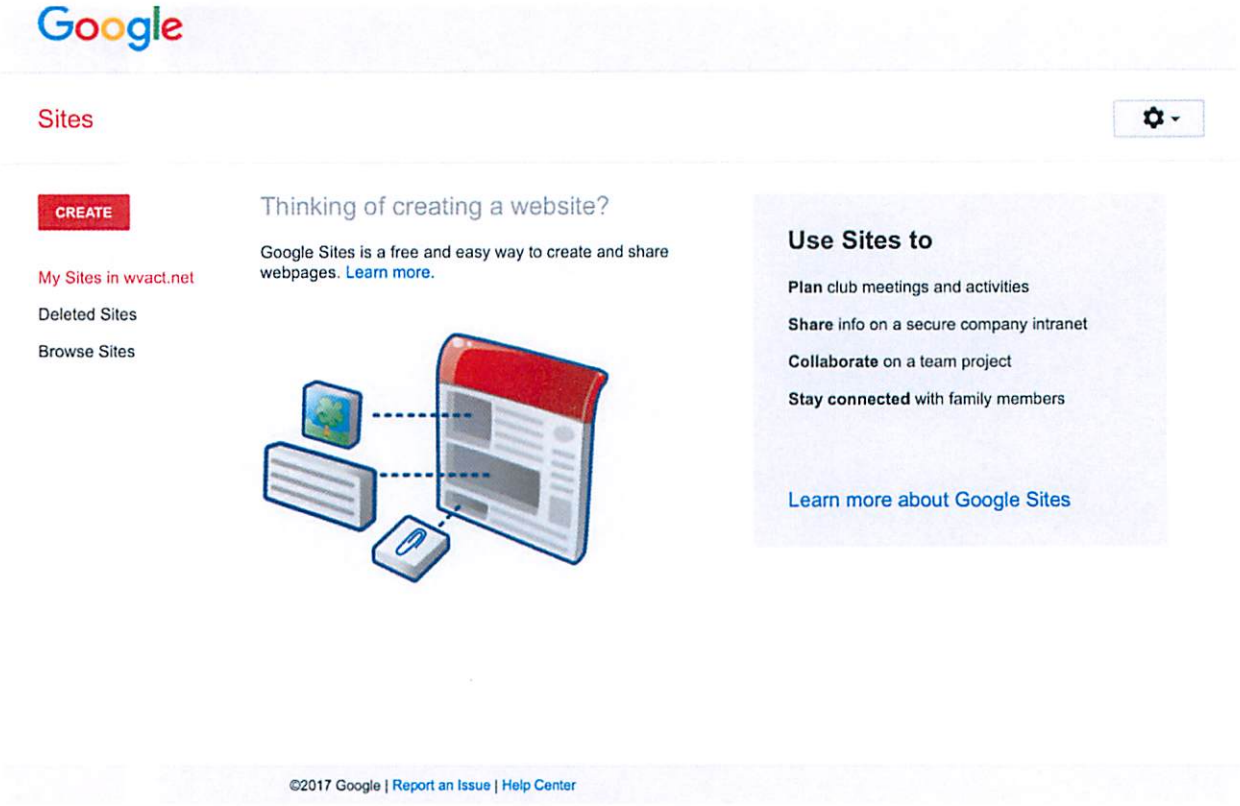
Academy of Careers and Technology
CTE Student Portfolio Development
Create the Portfolio Structure

1. Open Safari and navigate to http://sites.google.com and log in with your wvact.net email account and password.



2. Select **Create**.
3. Name the site as follows: ***First Last* Portfolio** (using your first and last name).
4. Identify the site's location/URL as follows: flastxxxx, where first initial last name last 4 digits of the WVEIS ID).
5. Tap **Select a theme** and tap your choice from the examples shown (can be changed later).
6. Click the **Create** button at the top of the window.

You are ready to begin creating the structure for the portfolio. There are four buttons at the top right of the screen, as shown below:

7. Click the **Edit page** button.
8. Text boxes will appear around the page title and the page content area. Tap in the first text box and change the name of the page from Home to **Table of Contents**.
9. Tap in the second text box to fix the cursor.

10. Tap the **Add or remove link button** in the menu bar above the page title. A dialog box appears.
11. Enter **Letter of Introduction** in the first text box.
12. Scroll down the page to find and tap the **Create new page button**.
13. Enter **Letter of Introduction** as the **New page title**.
14. Tap the **Page type** to change the type from Web Page to **File Cabinet**.
15. Leave the new page at the **top level**.
16. Tap **Create page** at the bottom of the dialog box.
17. Tap **OK** in the Create link dialog box. The text you entered will now appear as a hyperlink on the Table of Contents page.
18. Press Return to move the cursor to the next line.
19. Repeat steps 10 – 18 to create the following links to new pages:
    - Resume
    - Letters of Reference
    - Credentials/Certifications
    - Attendance
    - Other Content
20. Tap the **Save** button at the top right of the page. You will see all the newly created pages appear in the sidebar on the left side of the screen.

Hiding the Sidebar

Unfortunately, the left sidebar on the Google site displays pages in alphabetical order. To hide the sidebar from view:

1. Tap the gear in the upper-right corner of the screen.
2. Choose **Edit site layout**.
3. Tap **Sidebar** in the navigation menu at the top of the page; the change will be saved and immediately viewable.
4. Tap **Close**.

Portfolio Sharing

1. Click the **Share** button in the toolbar at the top right.
2. In the **Invite people** text box, enter the following email addresses, pressing enter after each:
   ccrouse@wvact.net
   Your instructor's email address (see attached sheet)
3. Click the pencil to edit permissions and change from **Can edit** to **Can view.**
4. Tap the **Send** button.