Academy of Careers and Technology
CTE Student Portfolio Development
Add Content to Google Drive and Google Sites

Scanning Documents to Google Drive

1. Open the iScanner app on your iPad.
2. If prompted to become a Pro user, tap **No, Thanks.**

3. Tap the blue **+** to add a new document.
4. Place the document to be scanned on the tabletop or floor so that it will be completely viewable on the iPad screen. The app will attempt to detect the document's boundaries and overlay a blue filter on it.
5. Tap the blue button to snap a photo of the document.
6. Tap the document onscreen to reveal the title at the top and a toolbar at the bottom.
7. To change the document name, tap the existing name and backspace over it. Enter a meaningful name for the document and tap **Done**.
8. Tap the **Crop** button to modify the boundaries of the document. Manually drag the blue handles to the document corners and tap **Done** to accept.
9. Tap **Done** to complete editing.
10. Repeat from step 3 to continue to add documents to the app library.
11. To save documents to your Google Drive:
    a. Tap **Select** in the upper right corner of the screen.
    b. Tap the documents to be uploaded; a check will appear in front of each.
    c. Tap the **Share** button.
    d. From the pop-up menu, choose **Open in…**
    e. Select **Google Drive** (log-in is required)
    f. Tap **Upload**.

Uploading Photos to Google Drive

1. Open the **Google Drive** app on your iPad.

2. Tap the blue **+** to add one or more new documents.
3. Choose **Upload**.
4. Choose **Photos and Videos**.
5. Tap one or more photos to select them for upload.
6. Tap **Upload**.

Renaming Documents in Google Drive

All the documents appearing in your portfolio should have a meaningful name, allowing you to know exactly what it is before you open it. Once a document has been added to the portfolio, it cannot be altered. Documents must be renamed before adding them to your portfolio.

To rename a document in Google Drive:
1. Tap the three-dot menu button on the lower right corner of the document.
2. Select **Rename**.
3. The current name is selected; simply type over it.
4. Tap **Rename**.

Adding Content to a Portfolio Page
You are ready to begin adding content to the portfolio pages.

1. Select the page you wish to add content to from the navigation panel on the left side of the site.
2. To add text to a page, click the **Edit Page** button at the top of the window.
3. Enter the desired text in the text box that appears. The menu and toolbar at the top of the page can be used to apply various formatting and layout options.
4. Always click **Save** at the in the top-right corner of the window to keep your edits.

5. To add a photo from your iPad to the page, click **Add file** and select the desired image from your Camera Roll.
6. To add a document (e.g., a copy of a certificate or student evaluation) to a page, click the **Add from Drive** button on the page toolbar. This will open a browse window for your Google Drive. Google Drive is a cloud-based storage utility like Dropbox and OneDrive. All documents created with the Google Docs app are automatically saved to the Google Drive associated with your Google accounts.