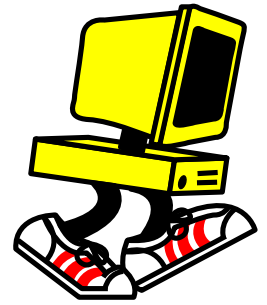



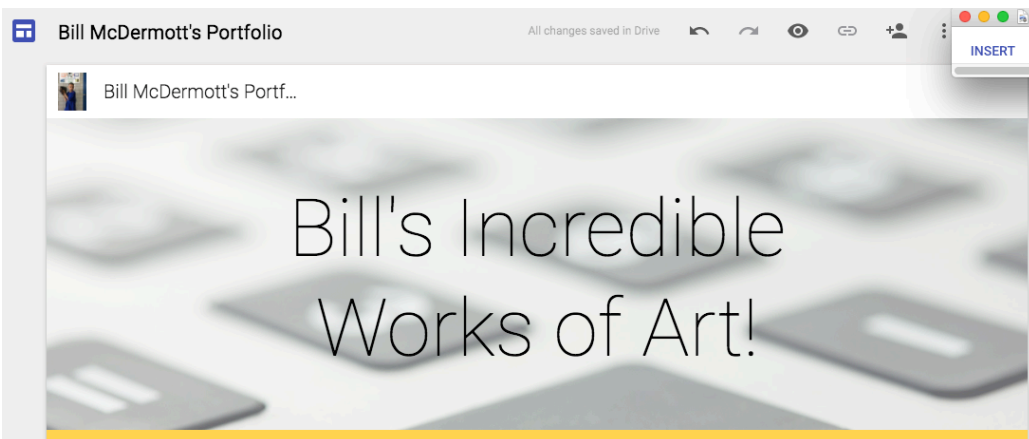
Create a



A website to store and display your work

Identify your Site

- Use Photo Booth to take a picture of yourself and put it in Preview. Crop it (that's all, no other editing is needed). Save it to the desktop.
-
- Open www.sites.google.com and log in. This is where you will create your portfolio.
- Click Create. If you are asked to choose between classic or new sites, **choose new**.
- At the top left hand side of the page, where it says "Site Document Name," type your name and the word portfolio. For example "**Bill McDermott's Portfolio**." You will see it change in other places as well
- Upload your cropped photo as the logo for the portfolio. The cropped and edited picture must be entered. If you went further and actually changed your silhouette to a singular color, that's okay too. If you don't have one, you will have to create and upload one to get a grade for it.
- Give your page a title. It can be anything you want as long as it indicates that this is your technology work portfolio.
- At the top right of the page, you will see this 
- Click Themes and choose a them for your site.
- In the banner, you will see a pop-up that lets you change image. Click "Select Image and choose from among the many available pictures.

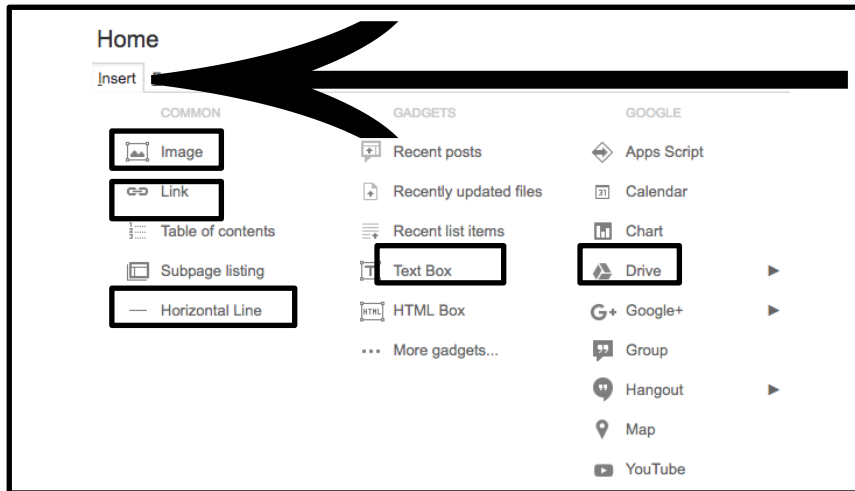


The top of your page will look something like this,

Next:
Portfolio: Upload Your Work

Populate Your Site

Your grades for this semester will be based on the work you put in your portfolio.



Under the Insert Menu, you are presented with many options. For this project, we are going to focus on the ones in the black rectangles.

Drive - If the project you want to add is already in Google Drive (or Google Classroom, it's the same place), use this command to upload it to the website. Click Drive, then select the type of file it is and choose from the options listed. If you don't see it, or the picture does not show up, then go to **Insert** and find the original file.

Image - If your project's end result is a .jpeg, .tiff or .png file, use this command to insert it into the portfolio. It's done almost the same way you upload one into classroom.

After you click Insert, click "Upload Image" and choose the image to upload. Press OK and the graphic file is displayed on your website. You can move this picture where you want by clicking and dragging it.

You can modify the appearance of the graphic by clicking it once and using this toolbar.



Text Box - When you are ready to type text, add a text box. When it appears, you can change its size by clicking on the circles around the edges of the box. It may not show up where you want it, so you can move it by grabbing the little box at the top center of the text box. You can, and should, move your text next to the picture of your project.

Horizontal Line - Very simply, this just puts a line on your page to break it up into sections. You should put a horizontal line between each of your entries.

Link - If your work exists somewhere else on the Internet (like Scratch, for instance), you can add a link to your page to direct people to where they can see your work. First go to the site and copy the URL.

Click **Link**, make sure you click "web address on the left sidebar! In the first box, type the text you want to appear on your page, and in the second box, paste the URL you copied. At the bottom of the page if you want the link to open in a new window, then press **OK**. You will see the text you typed presented as a link which will take you to the project when clicked.