

ePortfolios @ Athens Technical College Faculty Handbook

(Editing the Articulation Template)

For General instructions about Google sites, the ePortfolio process, please start [here](#)

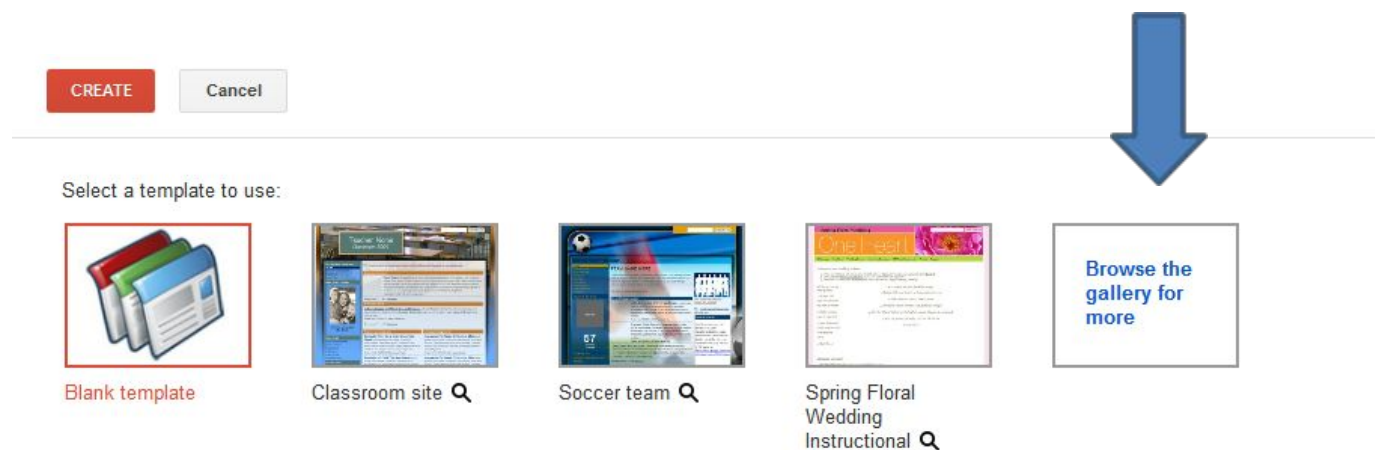
Once criteria has been established for the Articulation ePortfolio following the established articulation process, you will need to edit the ePortfolio template located here:

<https://sites.google.com/site/atcarticulationeportfolio/>

You should only need to add/list items that need to be included.

These items will be available via a spreadsheet online. You should have an email and password to access that spreadsheet.

Login using the eportfolio email address and password that has been provided to you.



1. Browse the Gallery for More ; Identify the template you want to use.

NOTE:

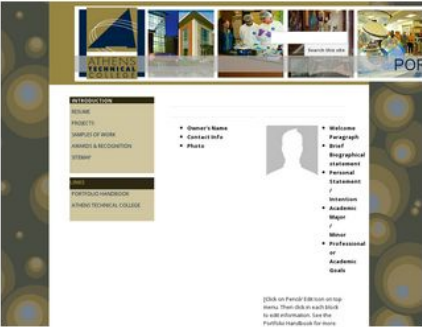
- the Welding Portfolio is located at <https://sites.google.com/site/atcweldingportfolioexample/> ;

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- the first year / student success template is <https://sites.google.com/site/atcfirstyearseminar/> ;
- a general career oriented portfolio appropriate for all students is available at <https://sites.google.com/site/atctemplate/> -
- all Athens Technical College templates can be found by searching the Template Gallery for “Athens Technical College”.

Select a Site Template ×



ATC Portfolio Template - General
 By robin aka georgiawebgurl
 Athens Technical College general portfolio. Use this portfolio template unless instructed otherwise.

[Gadget from template directory](#)



Select
Cancel
« Back to Gallery

2. Click Select.
3. Name Your Site : ATC YOUR PROGRAM (OR CLASS) ePortfolio (note: when the students make their template, they should use their name and ePortfolio; or whatever naming convention you wish to choose + ePortfolio)
 e.g., ATC Student Success ePortfolio ; ATC Interior Design ePortfolio

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4. Select a theme (You may skip this if you are using one of ATC's templates, such as the General Template or the Welding Template; as any changes you make here will override some of our design elements). The theme controls the font colors, sizes, and general color scheme, you can customize it later. A more simple design is easier to customize.



Type the Code shown (captcha)

Click on Create (on the top; it will take a few minutes) You now have a website (but it's not a template yet!)

CREATE Cancel

Select a template to use:



Blank template



Classroom site



Soccer team



Spring Floral
Wedding
Instructional



ATC Portfolio
Template - General



Browse the
gallery for
more

Name your site:

ATC CTL ePortfolio

Site location - URLs can only use the following characters: A-Z,a-z,0-9

https://sites.google.com/site/atctleportfolio

▸ Select a theme

▸ More options

Type the code shown:

flugeyw

flugeyw



Make any changes you need (see Google Tips and Tricks for advanced editing <http://tinyurl.com/googlesitestricks>) including changing the header and footer, design tips, sharing permissions, and more. SAVE your work.

Once you have made all of the changes to your site, you are ready to turn it into a template that can be shared with your faculty and students. (You can also share editing rights with faculty as well).

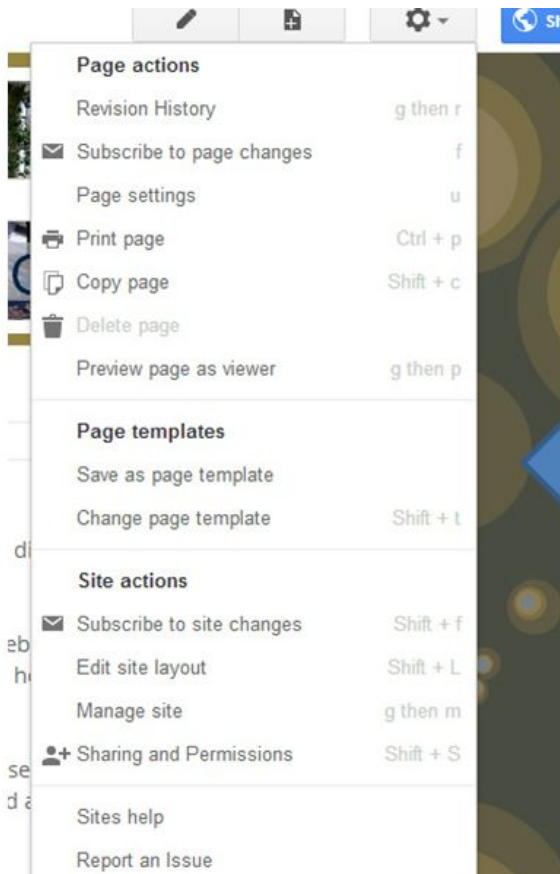
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Under the Wheel menu at the top



Choose Manage site.



Edit Site Layout – change headers, side column – to change the actual format (2 column, etc.) use the Edit>Layout toolbar (click on the pencil icon to get the Edit Tool bar)

Sharing & permissions – change who can see it

Manage site – Delete pages,

Fill out a description and then click on **Publish this site as a template.**

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Manage Site

SAVE

Cancel

< Robin32014n

Recent site activity

Pages

Attachments

Page templates

Apps Scripts

Deleted items

General

Sharing and Permissions

Web Address

Themes, Colors, and Fonts

Site notice - a disposable message that will be shown to site visitors.

A faculty portfolio for Athens Technical College.

Display "More Details" button on site notice

If checked, the site notice will contain a "More Details" button linking to the page or URL chosen below.

Choose URL

Site description - what is the purpose of this site

Faculty use this template to create your professional portfolio for Athens Technical College. Include samples of your work, projects, your CV, links to papers and other research.

Mature content

This site contains mature content only suitable for adults.

Landing page - This is the default landing page that users will see when they visit your site

Portfolio Home Page [Change](#)

Site storage

13% of 100 MB used



Copy this Site

Publish this site as a template

Delete this Site

Enable and configure search options - [Learn more](#)

Configure search

The Site Template Author is not that important, but make sure to give it a Site Template name that people can find and a good description. Then click on Submit (it will take a while. You will see a blue confirmation message)

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SUBMIT

Cancel

Make Robin32014n a template

Site Template author:

- robin aka georgiawebgurl
 georgiawebgurl

Site Template name:

ATC Faculty Portfolio test

Enter a description (max 500 characters)

Faculty use this template to create your professional portfolio.

Select a category

Schools & education

Select a category

Select a category...

Note: anyone will be able to view your template and any change you make to it.

This site is in the Template Gallery. Any changes you make will be visible to all users. [Use this template](#)



Search my sites

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