

## Faculty instructions (General)

### Best practices

Google sites is relatively simple to use and it can scale beyond the basic ePortfolio. If students want to experiment with creating more elaborate portfolios, **COPYING** their existing site first, so they always have a backup, is a good idea. It is not always as easy to recover changes, especially if many edits have been done.

### Naming Conventions

For ease of verifying files uploaded to the portfolio, establish a file naming convention for student work. It could be something like this, e.g., 1\_safety\_test\_student\_name.jpg ; resume\_student\_name.doc

Google provides the capability to link to (and even embed) existing public content into the portfolio (such as youtube); you'll need to decide if you want all content uploaded via the "Add Files" within the ePortfolio or if other public sources (youtube, flickr, vimeo, etc.) are acceptable.

### ACCESS

- o **By Default, all content and pages in the template are Public (available to anyone).** The template must be public in order for students and others to find it. However, once the student creates their own site using the template (see Student Instructions), they can change the Sharing Permissions to Private (Only the student) or to certain people (must add them individually using their email address; it does not need to be a google account).
- o NOTE: If you use a non Google email for a person and that person also has a Google account, they **MUST** sign out of Google first and follow the link in the email they receive from Google. The link itself is the access. This can be confusing for people who use multiple email accounts or forward their email from one account to another.

- Students can allow users to comment on their portfolio, which might be a useful tool for grading or feedback from faculty. This permission is assigned via the Sharing Permissions. (It is turned off in the ePortfolio templates).

## CREATING TEMPLATES

There are 2 ways to create templates – creating a template from scratch or using an existing template as a “base.” Using an existing template is easiest.

1. Find the template and create a base site
2. Go to <https://sites.google.com/>
3. Click on Create



Select a template to use:



Blank template



Classroom site 🔍



Soccer team 🔍



Spring Floral  
Wedding  
Instructional 🔍

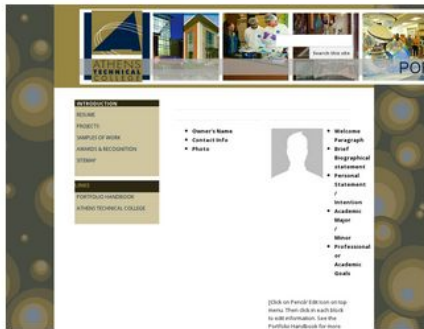


4. Browse the Gallery for More ; Identify the template you want to use.

### NOTE:

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

5. Click Select.
6. 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
7. 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.
8. 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!)



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/

▸ Select a theme

▸ More options

Type the code shown:


flugeyw

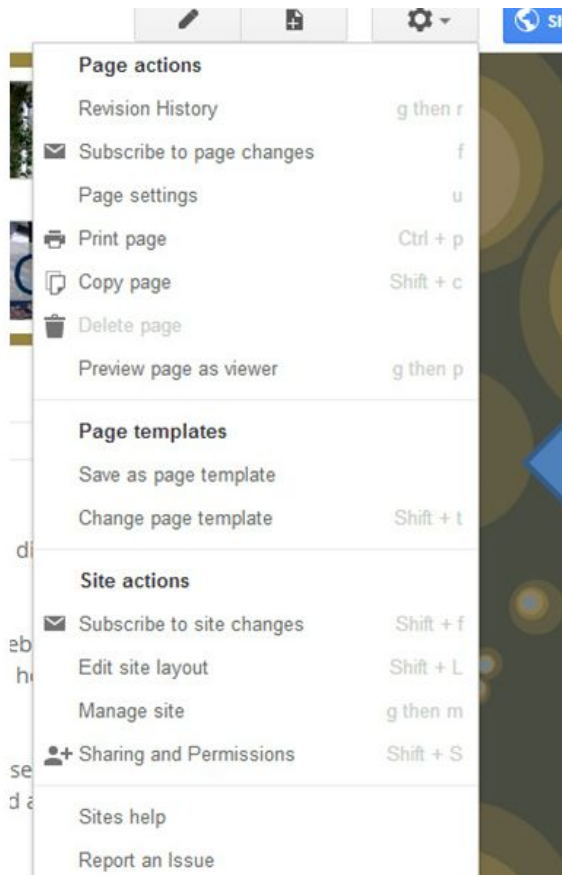


Make any changes you need (see [Google Tips and Tricks for advanced editing](http://tinypurl.com/googlesitestricks) <http://tinypurl.com/googlesitestricks>) including changing the header and footer, design tips, sharing permissions, and more. **SAVE** your work.

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).

**All content CC BY unless noted elsewhere. This site was originally created to support Open Access Week (October 20-26, 2014) activities at ATCx3 of a consortia of Athens Technical College, Atlanta Technical College and Albany Technical College. Content curated and maintained by Robin Fay, LOR/Portal Manager.**

10. 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.**

## 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)

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