Student instructions for e-portfolios

1. **CREATE A GOOGLE ACCOUNT**
   - If you do not have have a google or gmail account, you will need to create that first.
   - If you are using a Google account issued through your school, you may need to create a new one (see your instructor for guidance).
   - If you wish to create a more professional account for the purposes of your portfolio, set up a new account.

   ✓ Tip: Choose some combination of your name – if your name is common you may want to add a year to make it distinct. For example, gummybears4evah is probably not a good choice. Johnsmith is better. Johngeorgesmith is fine. Jsmith is fine. Johngsmith is fine. Johnsmith2016 is fine. (You get the idea)

Create your Google Account here. https://accounts.google.com/SignUp

2. **LOGIN** Login to the account you just created (or into an existing account should you want to use that)
3. **FIND YOUR TEMPLATE**: Go to e-portfolio web address you have been given for your area of study. If your area of study is not listed below or you are unsure of which template to use, consult your instructor.

Welding: https://sites.google.com/site/atcweldingportfolioexample/

Health Sciences https://sites.google.com/site/atchealthsciportfolio/

4. **SETUP YOUR PORTFOLIO**
   - ✓ Tip: Set up your portfolio as soon as you can. You do not need to wait until you have completed all of the work
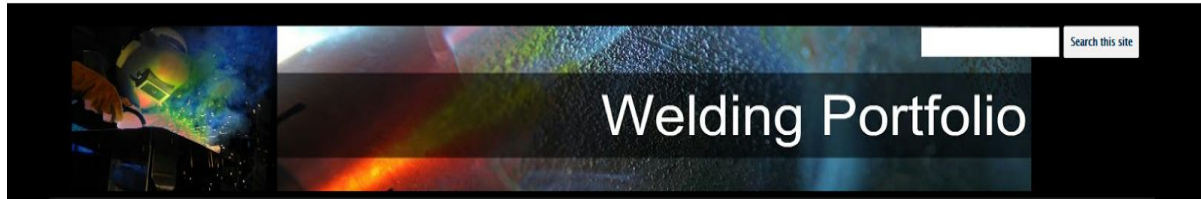   - ✓ Tip: Instructions with step by step illustrations follow.

Click on Use template and then Create.

Welding Template Updated Dec 10, 2014, 7:00 AM

This site is a portfolio template for Welding students which includes predefined required elements. If you have questions about this template, please see your instructor.

==Make sure the appropriate template is highlighted.== For the purposes of this example, we are using the Welding Template. (You will need to use the Template for your area of study).

Name your template as FirstName LastName Portfolio using YOUR information. For example Blake Smith's portfolio would be named Blake Smith Portfolio. Skip Site Location. (Google will create it for you) Type in the code (wavy word) and click on CREATE. It will take a few minutes.

Select a template to use:

Blank template   Classroom site 🔍   Soccer team 🔍   Spring Floral Wedding Instructional 🔍   Welding Template   Browse the gallery for more

Name your site:

R Smith Welding Portfolio

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

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

▸ Select a theme

▸ More options

Type the code shown:

deriante

deriante   ♿

Make sure the appropriate template is highlighted (it will have a red frame around it)

Fill out the following information:

Name your site (your portfolio) : FirstName LastName Portfolio

Site location: Do NOT edit unless instructed by Google

Type the Code (input the captcha – the words that appear in the verification code).

Click on CREATE.

Wait.

Tip: Google will create the template for your portfolio which includes all the parts of your Portfolio except for the content that you will upload. (It may take a couple of minutes, be patient). The site map page is created by Google and does not need to be edited.

6. EDIT YOUR PORTFOLIO

Tip: The pencil icon is on the top menu and is used to make all changes to your portfolio.

Once you click on the pencil, an editor tool bar will appear at the top. You will use this tool bar to add your name, upload your documents, and make any other necessary changes.
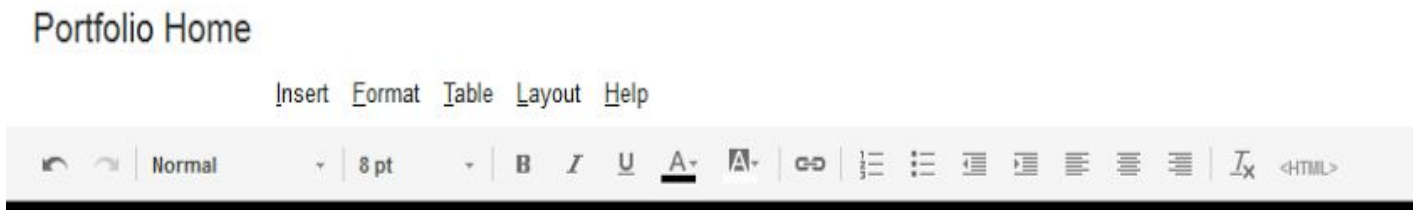
7. WHAT TO EDIT

- ● Home page
    - ○ Name Place Holder
   - ○ Your image

   Tip: You will upload actual materials as directed by your instructor.

- ● Resume Page
- ● Writing Sample page
- ● Permissions/Access: By default, this template is public. If you wish to change that, click on click on the pencil icon and change the share setting. You will need to share the portfolio when you have completed all of the work, following the guidance of your instructor(s).

EDITING THE HOME PAGE

- **Change [First Name] [Last Name} to your name.**
- **ADDING YOUR PROFILE PHOTO (OPTIONAL) If you would like to add a profile photo, you can do that. Otherwise, highlight and delete the photo placeholder. Remember this profile photo will be seen by your instructor and possibly others. Pick something that is appropriate for classwork.**
- **Changing the default image: Right click on the image and choose, "Remove" or "x". You may need to do this 2 times to completely remove the image.**

Now use Insert (on the Editor Tool Bar) and choose Image.
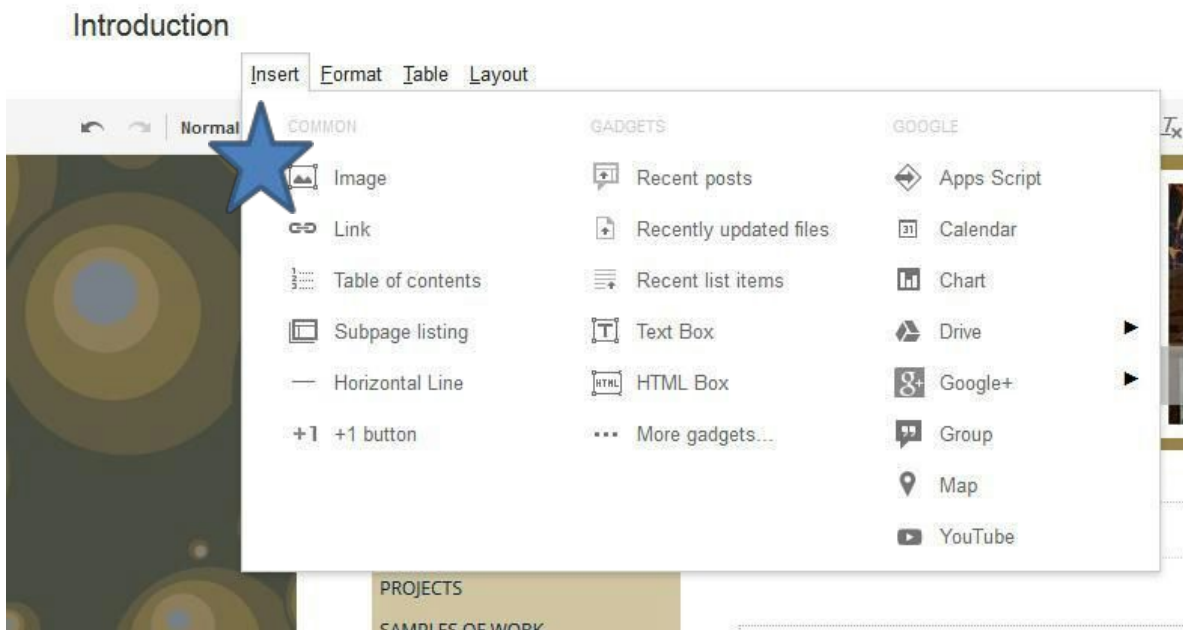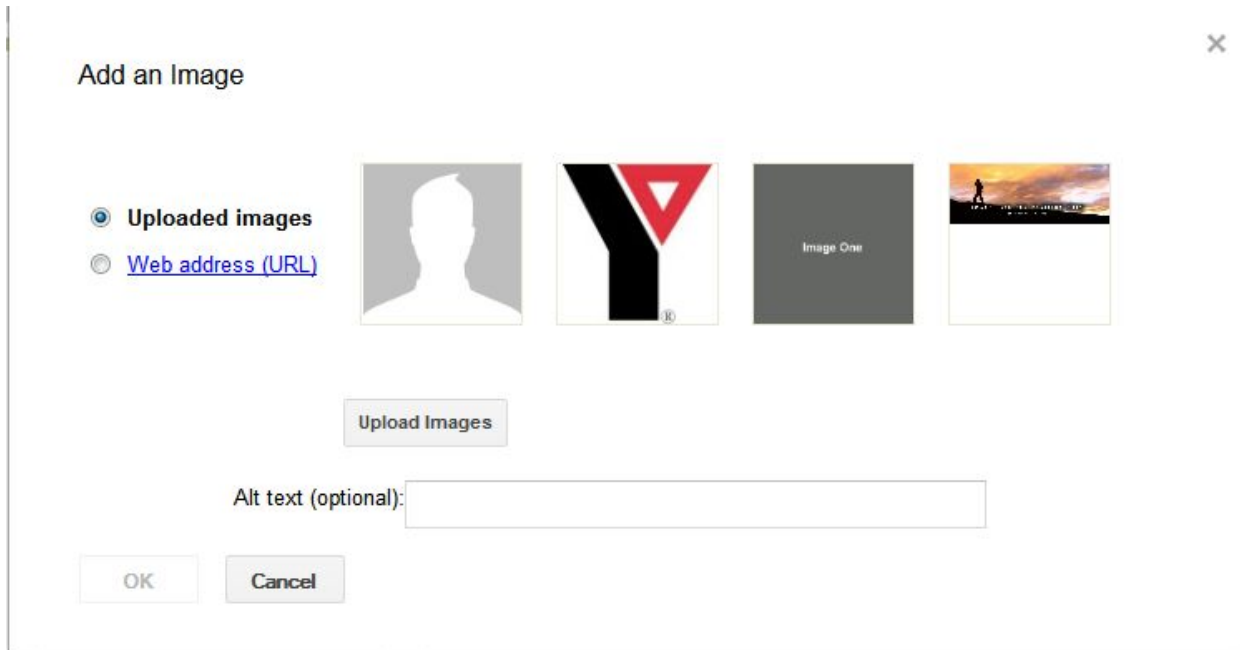
Click on Upload image and choose your profile picture. A headshot is best, but if you do not have a suitable one, you can use picmonkey.com to crop an image to get a headshot.

Once you are done setting up your Portfolio Home Page, click on SAVE (Top right of the menu).

Your Portfolio is set up and ready for adding files, adding a resume (OPTIONAL), or adding a Writing Sample (OPTIONAL). You can use the links or site map to navigate through your portfolio. To upload your portfolio items, click on Add Files at the bottom of the Portfolio Home. The items you will need to add will depend upon your Portfolio template.

Portfolio Items

- 1. Safety Test in accordance with NCCER
- 2-4. Video covering
  - Oxy Fuel Torch Assembly
  - Setting Neutral Flame
  - Oxy Fuel Torch Disassembly
- 5-7. Pictures of a finished lab project showing Oxy Fuel to
  - Cut a straight line
  - Cut at a bevel
  - Pierce metal
- 8-10. Picture of a finished lab project showing Plasma Arc to
  - Cut a straight line
  - Cut a bevel
  - Pierce metal

+ Add file   + Add link   Add from Drive   Move to ▾   Delete   ✉ Subscribe to changes

☐	OXYFUELTORCHPlaceholder.txt Download	1k	v. 1	9 minutes ago	Robin Fay

Remember, if you get lost within your portfolio, you can get back to the home page by using the Site Map.

Sitemap

Navigation
Portfolio Home
Resume
Samples of work
Sitemap

Collapse all   Manage pages

R Smith Portfolio
Portfolio Home
Resume
Samples of work

The site map takes you to a list of all of the pages in your Portfolio. The default has 3 pages: the home, where you will upload your Portfolio items (artifacts), a RESUME (OPTIONAL, you can delete it) and Writing Sample (OPTIONAL, you can delete it).

RESUME page & WRITING SAMPLES

To edit the Resume or Writing Samples page, navigate to the page using the **Site Map**.

Click on the Pencil / Edit Icon on the top menu to Edit. Edit as needed. If you would like to upload a copy of your resume as a Word Document, use Add Files at the bottom of the page (edit or remove default text).

To delete the page: Under the "Wheel" icon (Settings), Delete Page.
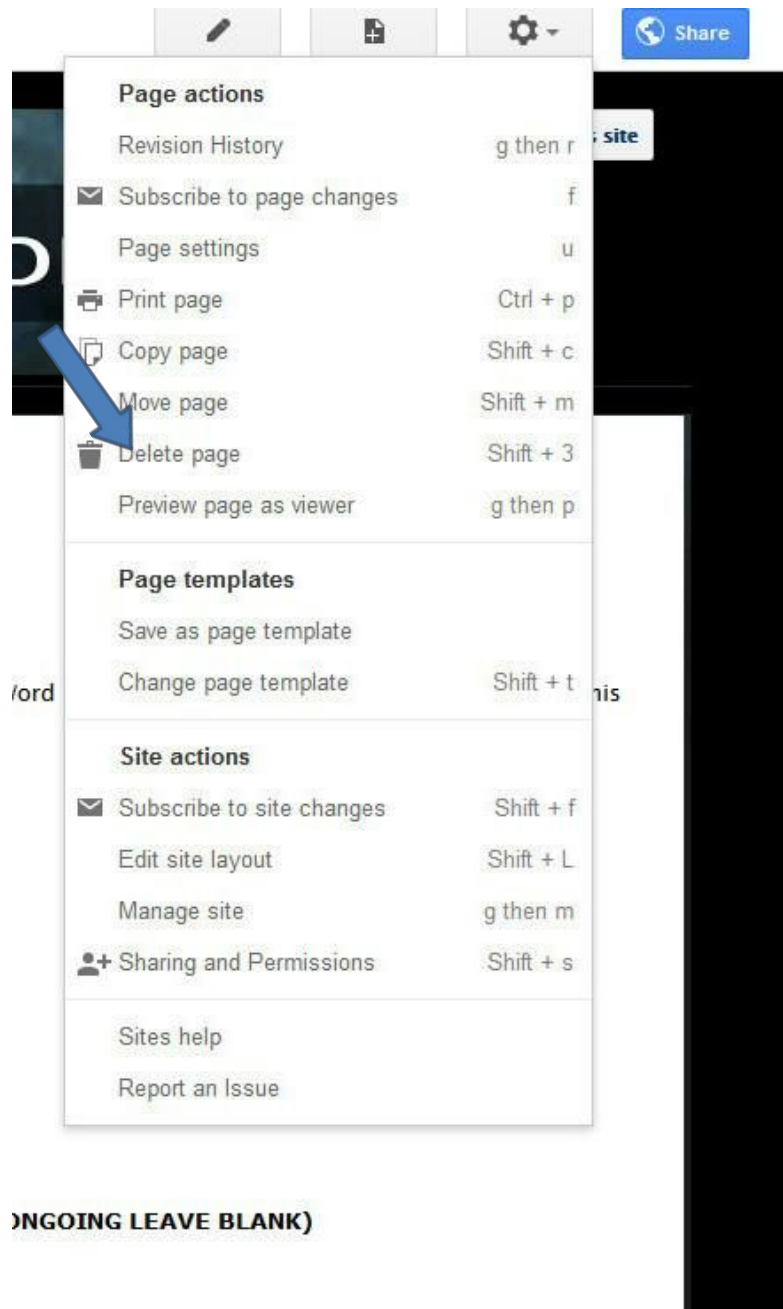
For more advanced tips and tricks, please see this [document.](document)