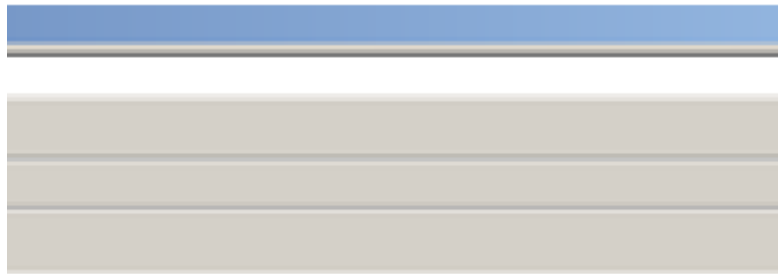


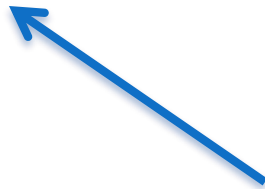
HOW TO CREATE A PORTFOLIO USING GOOGLE SITES

[HTTPS://SITES.GOOGLE.COM/SITE/WBLELECTRONIC
PORTFOLIO/](https://sites.google.com/site/wblelectronicportfolio/)

CREATE A GMAIL ACCOUNT



+Olivia Gmail Images



One account. All of Google.

Sign in to continue to Gmail

olivia.lawrence.k12@gmail.com

•••••••

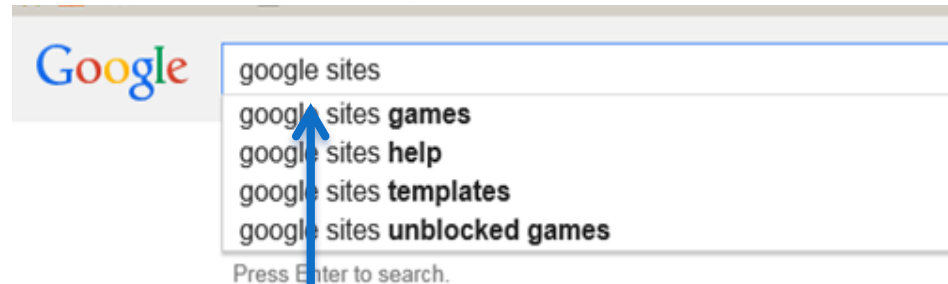
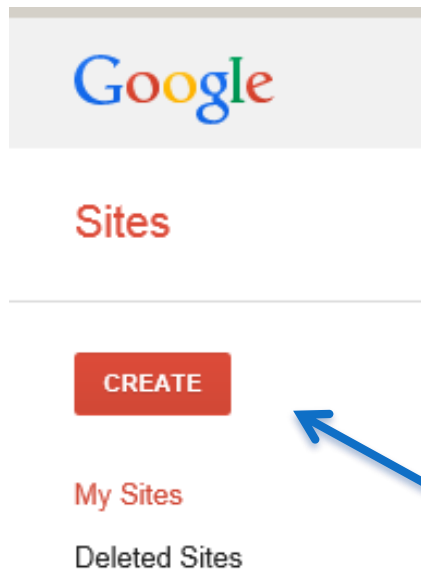
Sign in

Stay signed in [Need help?](#)

Make **sure** email is in a professional format.

Ex: John.Doe.ga@gmail.com

GO TO GOOGLE SITES




Step 1. Search for Google Sites in Google.


Step 2. On the far left side on Sites click Create a Site.


SELECT MY WBL PORTFOLIO TEMPLATE FROM BROWSE


Search my sites


Select a template to use:

 **Blank template**

 **Classroom site**

 **Soccer team**

 **Spring Floral
Wedding
Instructional**

 **Browse the
gallery for
more**

Name your site:

Site location - URLs can only use the following characters: A-Z,a-z,0-9
https://sites.google.com/site/

1. Browse and select my WBL Template for your Portfolio from Schools & education templates.

CHOOSE WBL PORTFOLIO TEMPLATE

The screenshot shows a website's template selection interface. At the top, there are browser tabs for 'Vessel Registration Georg...', 'photo.php-fbid=10152606...', and 'Insurance Agent Canton GA'. The main heading is 'Select a Site Template'. Below this, there are several categories: 'Public', 'Featured', 'Business collaboration', 'Activities & events', 'Schools & education', 'Clubs & organizations', 'Personal & family', and 'Government & non-profits'. The 'Schools & education' category is highlighted with a red box. A search bar contains the text 'WBL Portfolio' and is also highlighted with a red box. Below the search bar, two template options are shown: 'WBL Portfolio Online Portfolio Template for Work-Based Learners' and 'WBL Portfolio Work Based Learning Portfolio'. The second option is highlighted with a red box. A language dropdown menu is set to 'English (US)'. Three blue arrows point from external text boxes to the 'Schools & education' category, the search bar, and the 'WBL Portfolio Work Based Learning Portfolio' option.

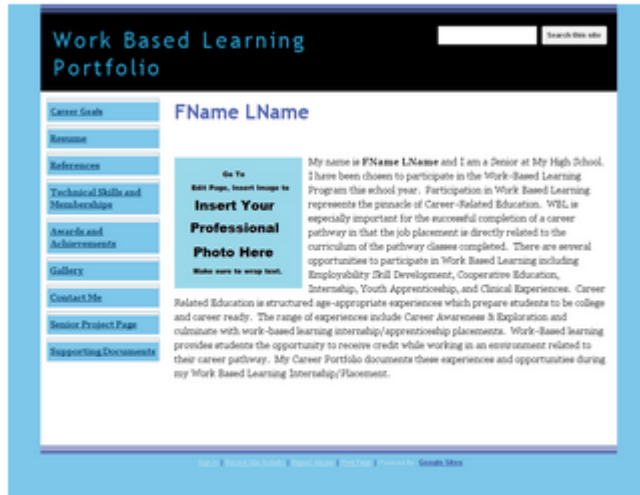
Step 1. Select Schools & education

Step 2. Search WBL Portfolio

Step 3. Choose My WBL Portfolio w/Blue Sidebar

CHOOSE WBL PORTFOLIO TEMPLATE

Select a Site Template

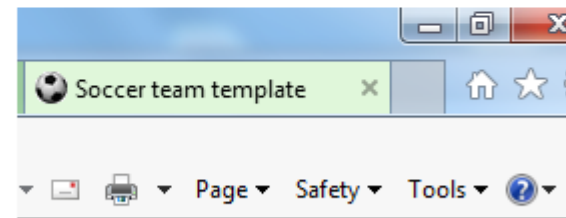


WBL Portfolio

By David Dunn

Work Based Learning Portfolio

Gadget from template directory



USE TEMPLATE

Step 1. Select Gadget from template directory.

Step 2. Then select use template.

NAME YOUR PORTFOLIO & CREATE

Search my sites

CREATE Cancel

Select a template to use:

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

Name your site:

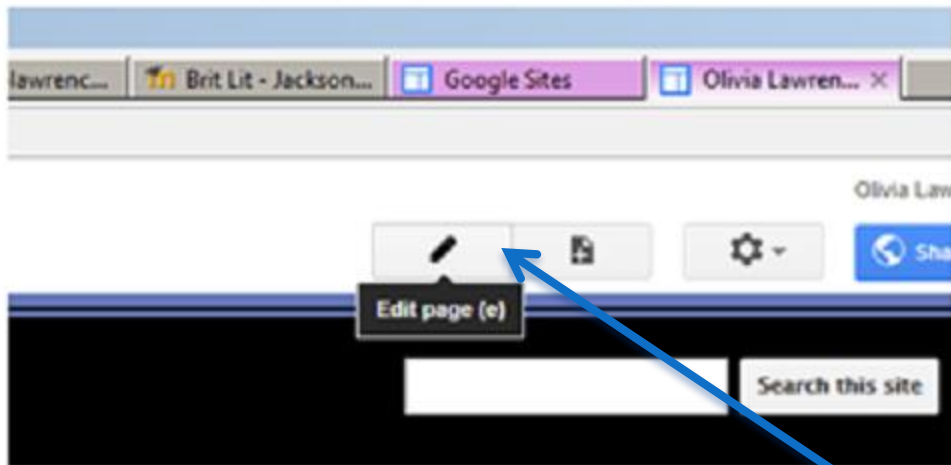
Site location - URLs can only use the following characters: A-Z,a-z,0-9
https://sites.google.com/site/

1. Name your Site should be Professional
Ex: John Doe's WBL Portfolio

2. Click Create Site ...Big Red Button.

HOW TO EDIT CURRENT PAGE

Select a Site Template

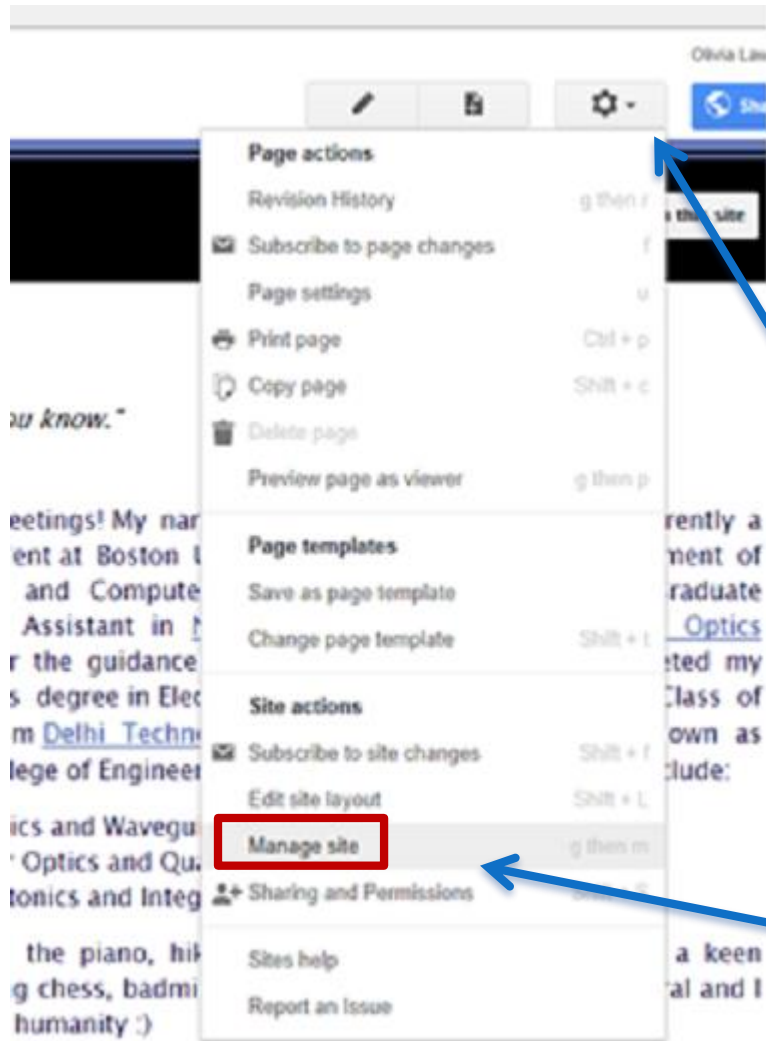


u know."

ettings! My name is Gautam Prabhakar and I'm currently a
ent at Boston University's Photonics Center (Department of
and Computer Engineering). I'm working as a Graduate

Click edit on the
top right pencil
icon to edit
information on
current page.

HOW TO MAKE SITE SECURE



Go to Manage Site by clicking on the tool and going down to Manage Site

HOW TO MAKE YOUR SITE PRIVATE

Manage Site

Work Based Learning Portfolio

Template information

Recent site activity

Pages

Attachments

Page templates

Apps Scripts

Deleted items

General

Sharing and Permissions

Public on the web
Anyone on the Internet can find and access. No sign-in required.

Anyone with the link
Anyone who has the link can access. No sign-in required.

Specific people
Shared with specific people.

Access: Anyone (no sign-in required) Can view

Save Cancel

Step 1. Click Sharing and Permissions

Step 2. Then click change to Specific People

SITE SHOULD INDICATE NOT SHARED WHEN PRIVATE

Sites

CREATE

WBL Electronic Portfolio Not shared
</site/wblelectronicportfolio/>

My Sites

Deleted Sites



Be sure your settings are set to not shared on your "My Sites." screen.

HOW TO CHANGE THE BACKGROUND COLOR UNDER MANAGE SITE

The image shows a screenshot of the Google Sites 'Manage Site' interface for a site titled 'Olivia Lawrence Portfolio'. The interface is divided into a left sidebar and a main content area. The sidebar contains a list of site management options: Recent site activity, Pages, Attachments, Page templates, Apps Scripts, Deleted items, General, Sharing and Permissions, and Web Address. The main content area shows the 'Base theme' section, which includes a dropdown menu for the current theme (Micro Blueprint) and a table for customizing site elements. The table has two columns: 'Entire page' and 'Background'. The 'Background' column is currently set to 'Text'. To the right of the table are three rows of customization options: 'Color' (with radio buttons for Theme, None, and a color picker), 'Image' (with radio buttons for Theme, None, and an image icon), and 'Wrapper image' (with radio buttons for Theme, None, and an image icon). Two red boxes with blue arrows point to the 'Manage site' option in the sidebar and the 'Themes, Colors, and Fonts' option in the sidebar. The text 'Go to Manage Site' and 'Click themes, colors, and Fonts' are placed below these arrows. The top of the page shows a Google search bar and a 'Manage Site' button with 'SAVE', 'Cancel', and 'Clear all customizations' options. The bottom of the page shows a system tray with the time 9:20 AM and date 8/22/2014.

Olivia Lawrence

Page actions

- Revision History
- Subscribe to page changes
- Page settings
- Print page
- Copy page
- Delete page
- Preview page as viewer

Page templates

- Save as page template
- Change page template

Site actions

- Subscribe to site changes
- Manage site
- Sharing and Permissions
- Sites help
- Report an Issue

Google

Search my sites

Manage Site

SAVE Cancel Clear all customizations

Olivia Lawrence Portfolio

Base theme: The base theme allows you to start with an existing theme and make customizations.

Micro Blueprint

Entire page	Background	Color:
Site header	Text	<input type="radio"/> Theme <input type="radio"/> None <input checked="" type="radio"/> [Color Picker]
Content area		<input checked="" type="radio"/> Theme <input type="radio"/> None <input type="radio"/> [Image Icon]
Content area gadgets		<input checked="" type="radio"/> Theme <input type="radio"/> None <input type="radio"/> [Image Icon]
Sidebar gadgets		
Horizontal navigation		

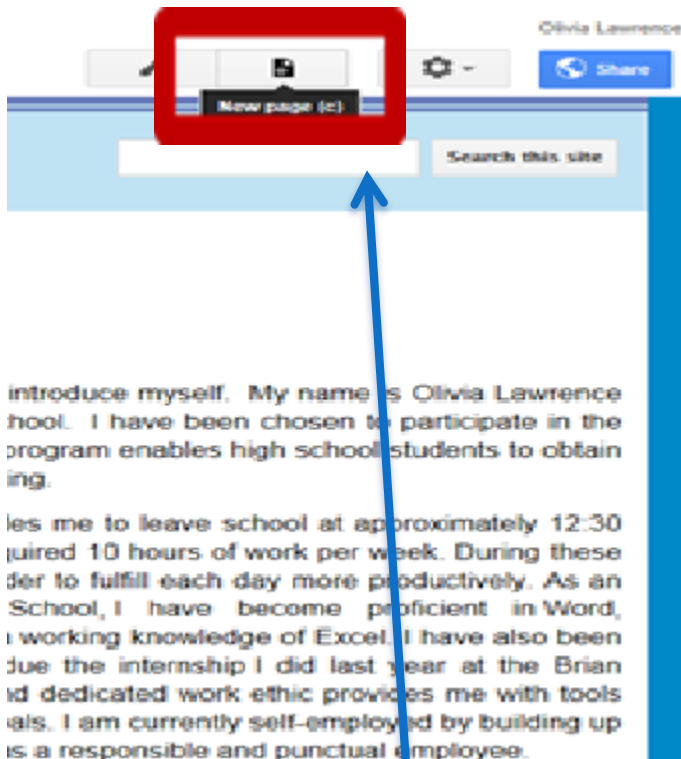
Themes, Colors, and Fonts

Go to Manage Site

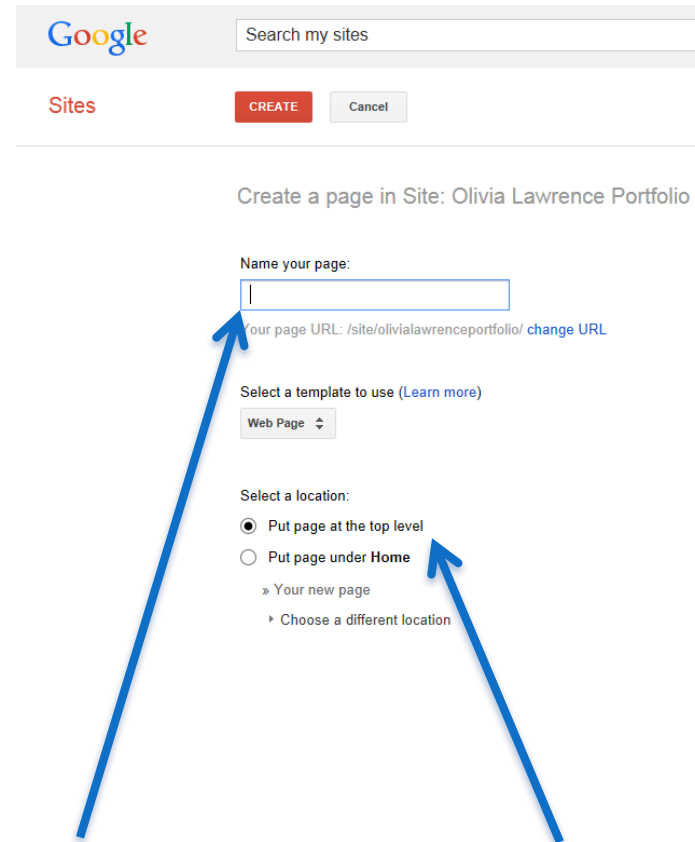
Click themes, colors, and Fonts

9:20 AM 8/22/2014

HOW TO ADD PAGE

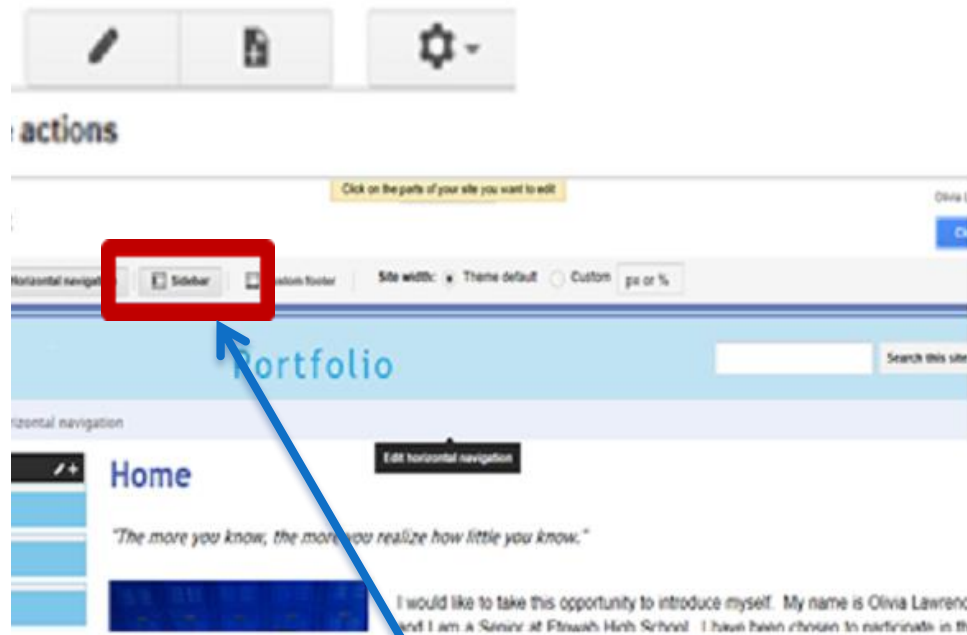
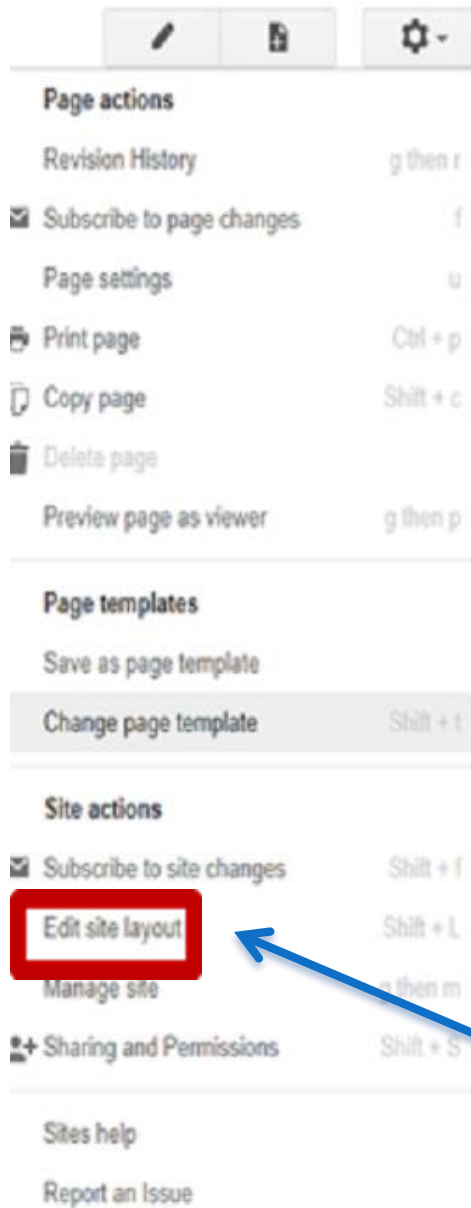


1. Click New Page button at the top right of the home page.



2. Name your page and put it on either the top or under your home page.

HOW TO EDIT SITE LAYOUT



1. Click edit site layout.

2. You can edit the side bar, header, text, and format of where items are located.

HOW TO INSERT DOCUMENTS

do not follow any religion, except perhaps science and humanity :)

Look around to know more about my research and interests.



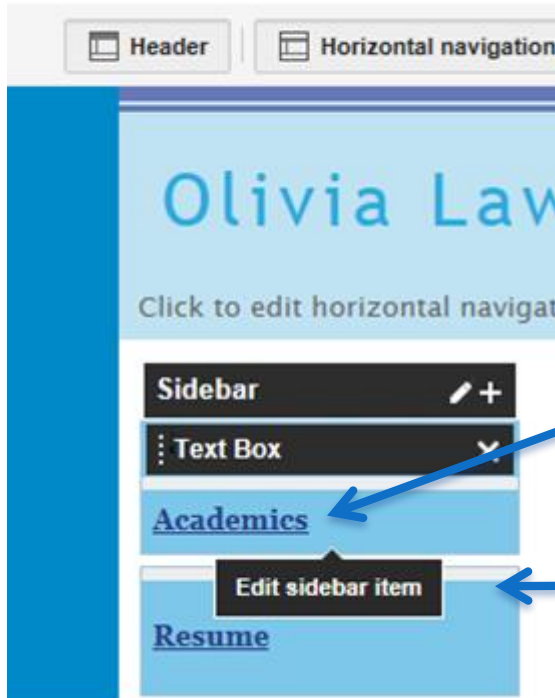
Comments

Olivia Lawrence

Click add file, then you can go to your file and upload the file

HOW TO ADD/DELETE/EDIT SITE SIDEBARS

Edit site layout



Click on edit site layout then go to the text box you want to change and click on the black edit side bar item button then type in the name you want it to say.