HOW TO CREATE A PORTFOLIO USING GOOGLE SITES

HTTPS://SITES.GOOGLE.COM/SITE/WBLELECTRONIC PORTFOLIO/

CREATE A GMAIL ACCOUNT
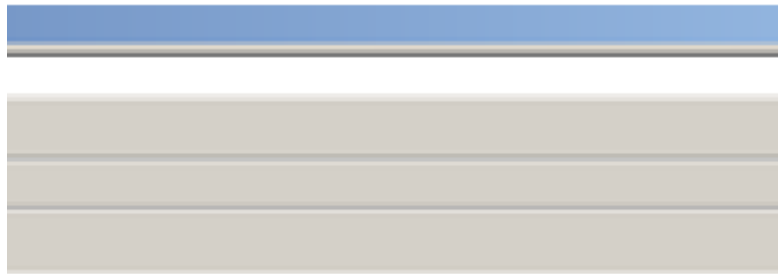
+Olivia   Gmail   Images
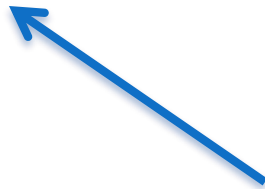
Google

One account. All of Google.

Sign in to continue to Gmail
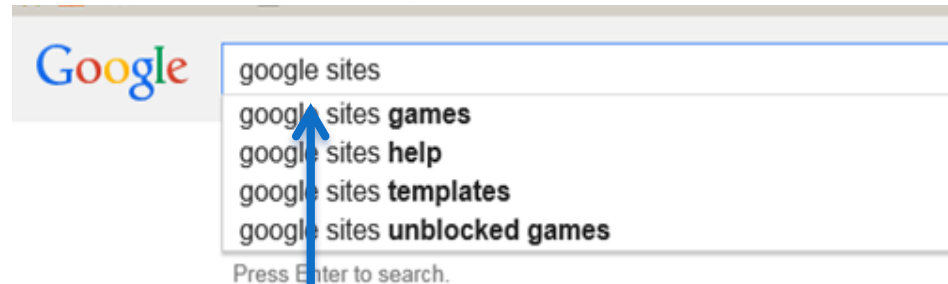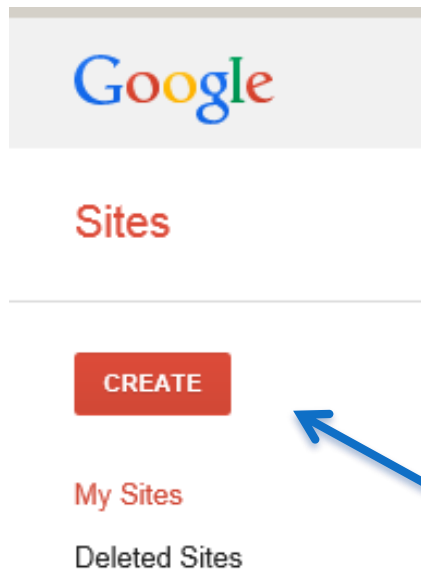
olivia.lawrence.k12@gmail.com

••••••••

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

Google

Sites

CREATE

My Sites

Deleted Sites

Google | google sites
google sites **games**
google sites **help**
google sites **templates**
google sites **unblocked games**
Press Enter to search.

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

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

CHOOSE WBL PORTFOLIO TEMPLATE

y Vessel Registration Georg... 　f photo.php-fbid=10152606... 　Insurance Agent Canton GA

Select a Site Template

Public

WBL Portfolio

Featured

Business collaboration

WBL Portfolio
Online Portfolio Template for Work-Based Learnir
Students

Activities & events

Schools & education

WBL Portfolio
Work Based Learning Portfolio

Clubs & organizations

Personal & family

Government & non-profits

Policy

Language

English (US)

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
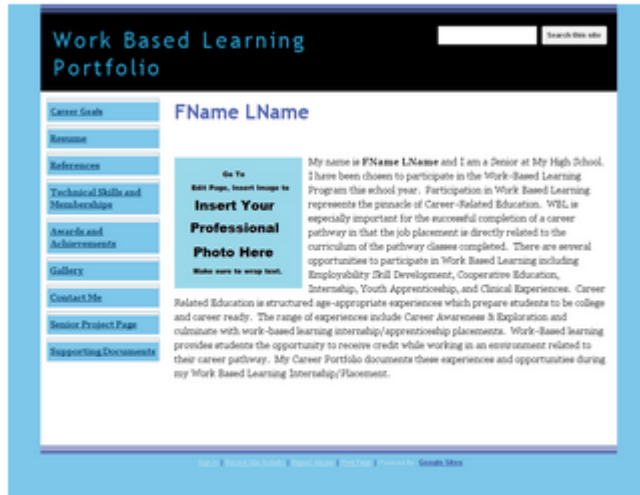
WBL Portfolio
By David Dunn
Work Based Learning Portfolio

Gadget from template directory

Step 1. Select Gadget from template directory.

Step 2. Then select use template.

NAME YOUR PORTFOLIO & CREATE

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

2. Click Create Site ...**B**ig Red Button.

HOW TO EDIT CURRENT PAGE

Select a Site Template
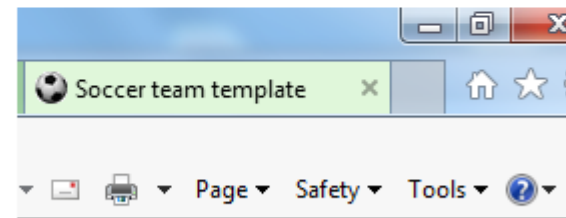
| lawrenc... | Tn Brit Lit - Jackson... | Google Sites | Olivia Lawren... × |

Olivia Law

Edit page (e)

Search this site
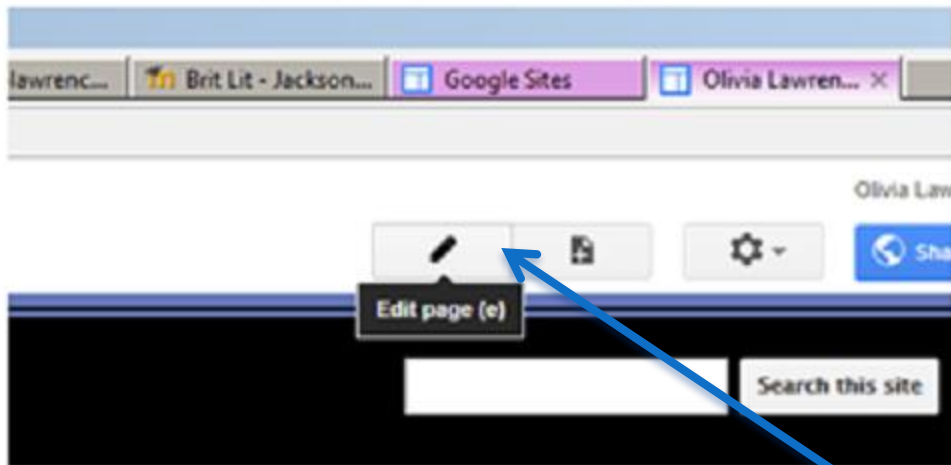
u know."

etings! 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
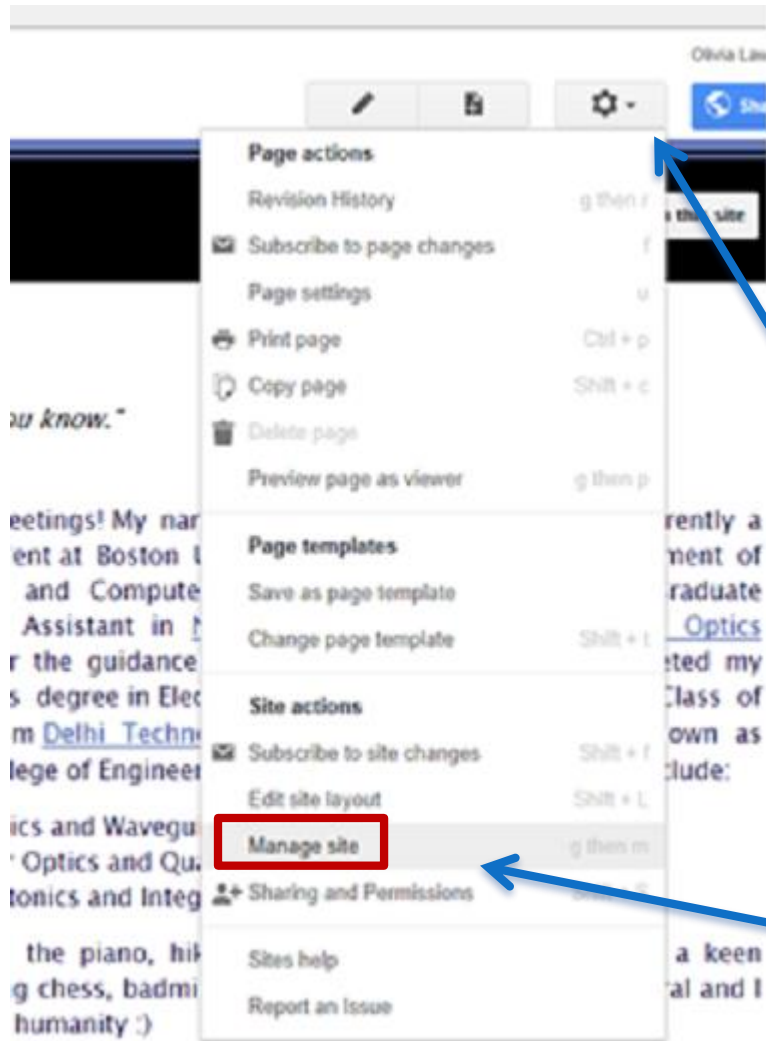
HOW TO MAKE YOUR SITE PRIVATE

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

Be sure your setting are set to not shared on you "My Sites." Screen.

HOW TO CHANGE THE BACKGROUND COLOR UNDER MANAGE SITE

Go to Manage Site
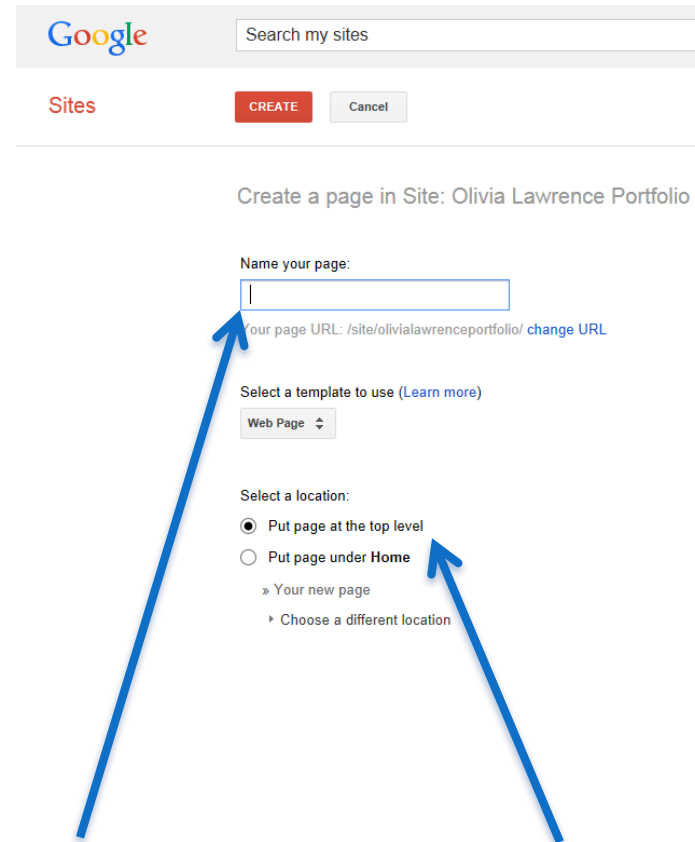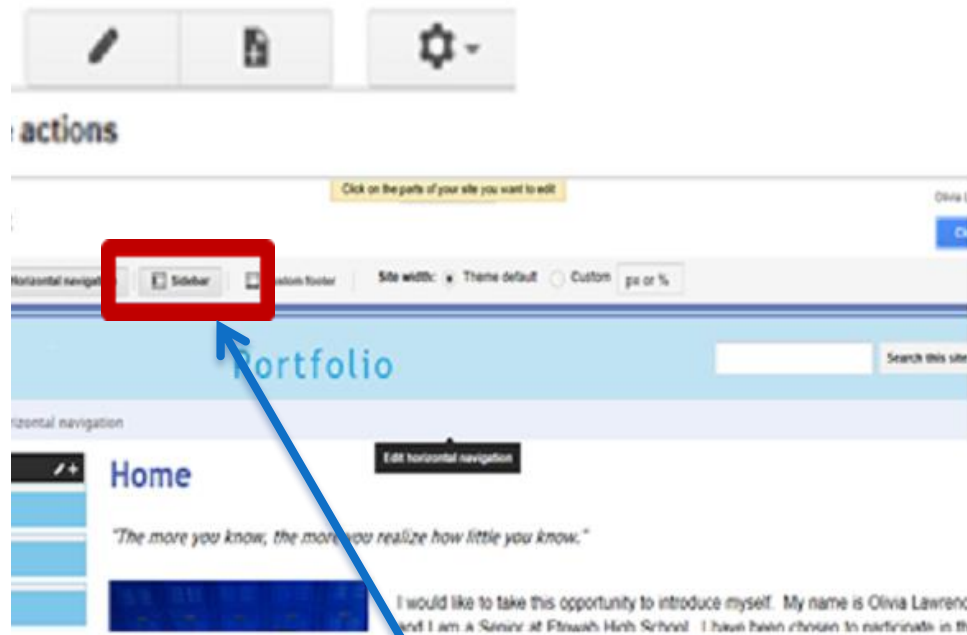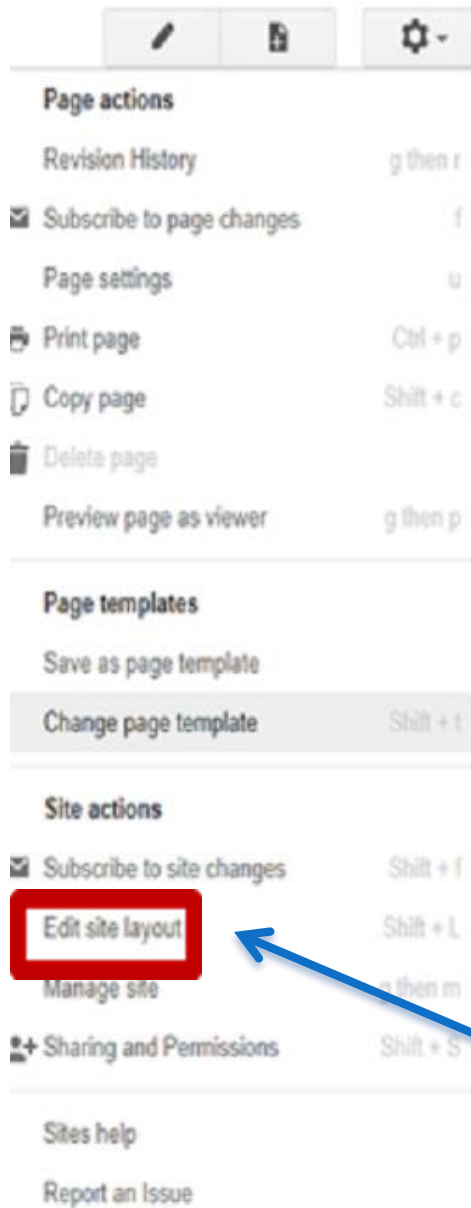
Click themes, colors, and Fonts

HOW TO ADD PAGE
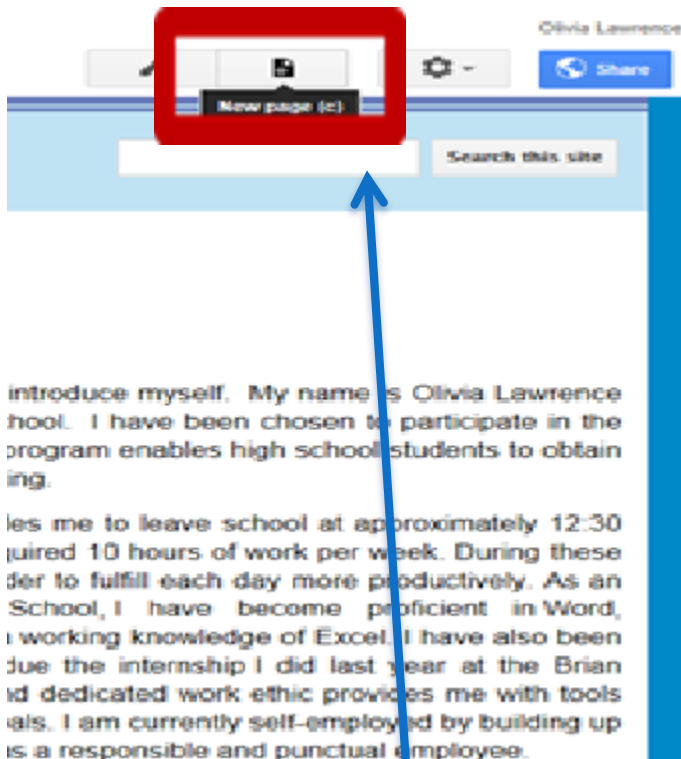
1. Click New Page button at the top right of the home page.

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

HOW TO EDIT SITE LAYOUT

Page actions

Revision History   g then r

✉ Subscribe to page changes   f

Page settings   u

🖶 Print page   Ctrl + p

📄 Copy page   Shift + c

🗑 Delete page

Preview page as viewer   g then p

Page templates

Save as page template

Change page template   Shift + t

Site actions

✉ Subscribe to site changes   Shift + f

Edit site layout   Shift + L

Manage site   m then m

👤+ Sharing and Permissions   Shift + S

Sites help

Report an Issue

Click on the parts of your site you want to edit

Horizontal navigation   ☐ Sidebar   ☐ ...tom footer   Site width: ● Theme default   ○ Custom px or %

...ortfolio   Search this site

...izontal navigation

Home   Edit horizontal navigation

"The more you know, the more you realize how little you know."

I would like to take this opportunity to introduce myself. My name is Olivia Lawrenc
...nd I am a Senior at Etowah High School. I have been chosen to participate in th

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 ..)

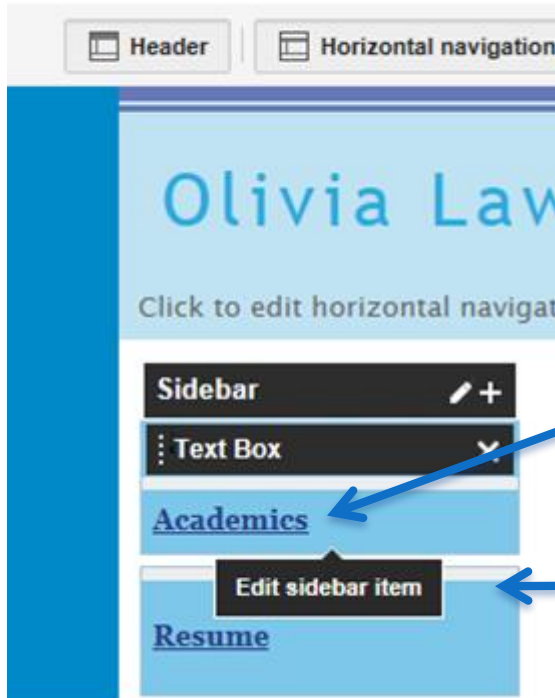Look around to know more about my research and interests.

Add files

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.