Exploring ePortfolios- Using Google Sites

- Mr . Lonergan

Learning Outcomes

- At the end of this presentation , you will be able to ;

-Creating your ePortfolio

-Name your ePortfolio

-Select a background and theme

-Organise your ePortfolio

Creating an ePortfolio

- You will need a gmail account to access google sites
- Open your internet explorer
- Type into the address bar www.google.com
- You should see a page like this

Google

Google Search   I'm Feeling Lucky

Google offered in: Gaeilge

Creating an ePortfolio

- On this page click on the button on the top right of this page that says " Sign in"

- This should bring you to a page like this

Google

Sign in

with your Google Account

Email or phone

Forgot email?

More options

NEXT

English (United States)

Help   Privacy   Terms

Creating an ePortfolio

- When yoi sign in , you will be reverted back to the google search engine

- Once this is done click on the box on the top right

- Once this is done , you will get a drop down menu

- Once you see the drop down menu , click on the drive icon

- It will look something like this

Creating an ePortfolio

- Once you click on the Drive Icon

- You should see a window like this

Google Drive

Search Drive

My Drive

NEW

- My Drive
- Computers
- Shared with me
- Recent
- Google Photos
- Starred
- Trash

- Backups

8 GB of 15 GB used

Upgrade storage

Quick Access

IMG_0031.JPG
You opened this week

French - Complete Course
You opened this week

PMEPP_ResearchDissertation_dlon...
You opened at some point

ORAL PACK.doc
You opened at some point

Name ↑	Owner	Last modified	File size
Advanced SEPP (LESSON PLANS)	me	Apr 9, 2016 me	—
Applying for courses	me	Apr 9, 2016 me	—
Arbeit	me	Dec 18, 2016 me	—
Bit of everything	me	May 16, 2016 me	—
CSPE Lesson Plans (1st Year)	me	Apr 9, 2016 me	—
CSPE Lesson Plans (2nd Year)	me	Apr 9, 2016 me	—
CSPE Lesson Plans (3rd Year)	me	Apr 9, 2016 me	—
CSPE RESOURCES (DEMOCRACY)	me	Apr 9, 2016 me	—

Get Backup and Sync for Windows

Creating an ePortfolio

- Once in the Google Drive

- Click on the "New" button. There will be a dropdown menu

- Once on the dropdown menu , click on more , there will be another menu

- Once on this menu , click on google sites

- It should look like this

Search

Google Drive

Search Drive

NEW

My Drive

Folder

File upload

Folder upload

Google Docs

Google Sheets

Google Slides

More

Google Forms

Google Drawings

Google My Maps

Google Sites

Anyfile Notepad

ZIP Extractor

Connect more apps

JPG
this week

French - Complete Course
You opened this week

PMEPP_ResearchDissertation_dlon...
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Trash

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Adva...

me | Apr 9, 2016 me | —

Apply

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8 GB of 15 GB used

Arbe

me | Dec 18, 2016 me | —

Upgrade storage

Bit o...

me | May 16, 2016 me | —

CSPE Lesson Plans (1st Year)

me | Apr 9, 2016 me | —

CSPE Lesson Plans (2nd Year)

me | Apr 9, 2016 me | —

CSPE Lesson Plans (3rd Year)

me | Apr 9, 2016 me | —

Get Backup and Sync for
Windows

CSPE RESOURCES (DEMOCRACY)

me | Apr 9, 2016 me | —

Creating an ePortfolio

- Once you are on the Google Sites

- It will look like this

Untitled Site

All changes saved in Drive

PUBLISH

INSERT   PAGES   THEMES

Enter site name

Your page title

Text box

Images

Embed

Upload

Components

Divider

Google Drive

From Drive

Google Embeds

YouTube

Calendar

Map

Google Docs

Docs

Slides

Sheets

Name your ePortfolio

- While you are on the Google Sites ;

- Site name: You can name this whatever you want , when you click publish , this will act as a reference for when you search for it on the internet

- Your page title : This will be the name of your ePortfolio

- Site document name: Unique name that you can use to keep track of your site

- Look at the following slide for an example of it when it is renamed

French (Year 1)

French Work

INSERT PAGES THEMES

Text box Images

Embed Upload

Components

— Divider

Google Drive

From Drive

Google Embeds

YouTube

Calendar

Map

Google Docs

Docs

Slides

Sheets

All changes saved in Drive

PUBLISH

Select a background and theme

- Still on the black / grey space

- Put your cursor there and a button entitled "Change Image" will appear

- Click on that

- Once that is done , click on "select image"

- It will look like this

French

French (Year 1)

French Work

Change image ▾   Header type

Upload

Select image...

All changes saved in Drive

PUBLISH

INSERT   PAGES   THEMES

Text box   Images

Embed   Upload

Components

Divider

Google Drive

From Drive

Google Embeds

YouTube

Calendar

Map

Google Docs

Docs

Slides

Sheets

Select a background and theme

- You have the option to upload your own background

- To do that , you can click on the "Upload" button and follow the instructions

- Once you click on the "Select Image"

- A host of different backgrounds will come up

- It will look something like this

French

All changes saved in Drive

PUBLISH

INSERT   PAGES   THEMES

French (

Select images

×

Gallery   By URL   Search   Your albums   Google Drive
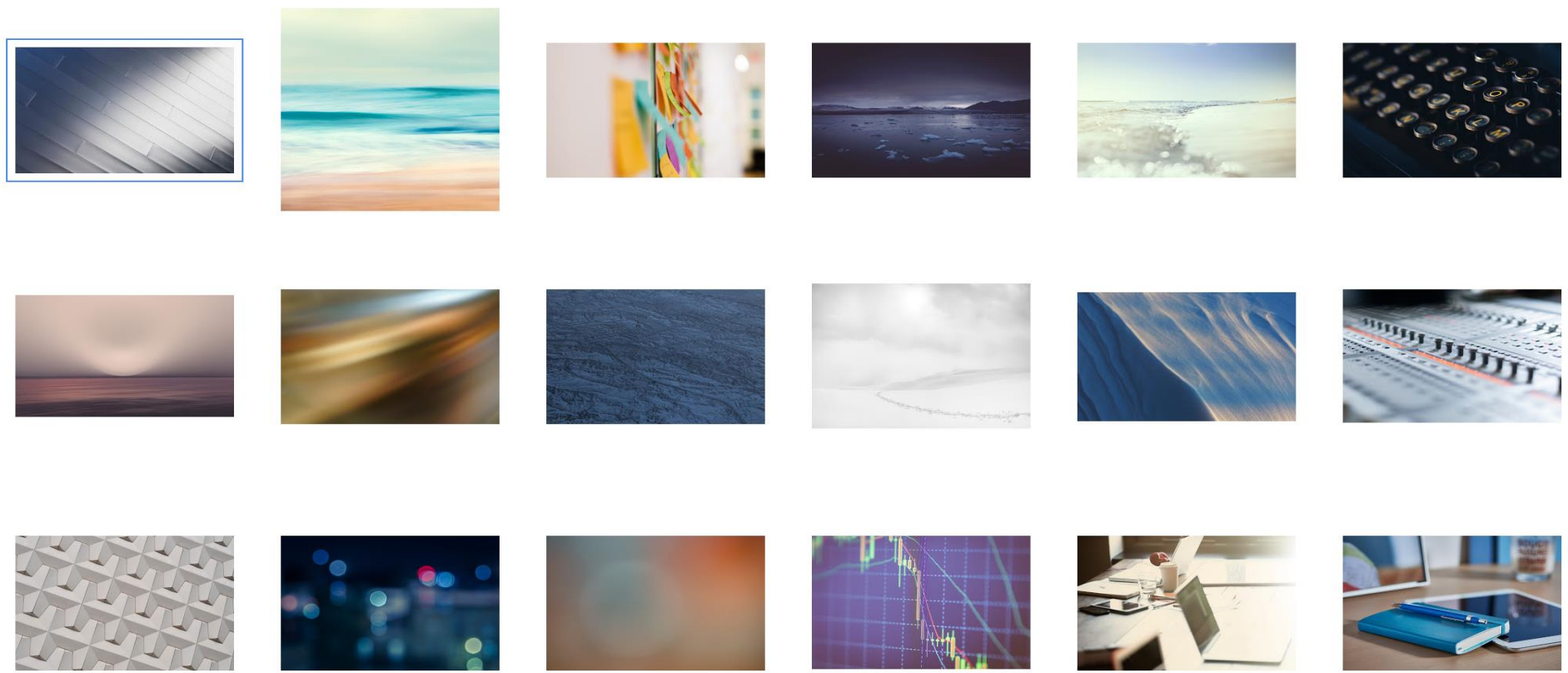
Images

Upload

Select   Cancel

Sheets

Select a background and theme

- Once you are on this window , click on the background you want and click on the "select" button

- This will insert the background you have picked for the ePortfolio

Select a background and theme

- To select a theme for your ePortfolio

- click Themes (top right of the screen)

- You can choose a theme of your choice

- It will look like this

French

French

All changes saved in Drive

PUBLISH

INSERT   PAGES   THEMES

French (Year 1)

French Work

Add Footer

Simple

Font style

Aristotle

Diplomat

Vision

Level

IMPRESSION

Organise your ePortfolio

- To share this ePortfolio with people ;

- Click on the button that has a person with a plus sign by it

- The next slide will show you where that icon is

Search

French

All changes saved in Drive

PUBLISH

INSERT　　PAGES　　THEMES

French (Year 1)

French Work

Add Footer

Simple

Font style

Aristotle

Diplomat

Vision

Level

IMPRESSION

Organise your ePortfolio

- Once you have clicked on it

- The next slide will appear

French

All changes saved in Drive

PUBLISH

INSERT   PAGES   THEMES

French (Year 1)

Fr

Add editors

Link to share (only accessible by collaborators)

https://sites.google.com/s/1bD3LXffEaeUGqFmFlc67JW9UaQhelHoE/edit

Share link via:

Who can edit

🔒   Private - Only you can edit   Change...

(you)   Is owner

Invite people:

Enter names or email addresses...

☐ Notify people - Add message

OK   Cancel

Owner settings Learn more

☐ Prevent editors from publishing, changing access and adding new people

Simple

Font style

Aristotle

Diplomat

Vision

Level

IMPRESSION

Organise your ePortfolio

- When on this slide ;

- Go to where it says "invite people" and type in the email addresses that you want to share this portfolio with

- Students must have a google account for this to work

- Once you are finished with that , click done and that will send your students and email to let them know they can now access and edit the ePortfolio

Organise your ePortfolio

- When you are publishing to the Web

- Click on the button that says "Publish"

- This window will appear once that has been done

French (Year 1)

Publish to the web

Web address

frenchyear1

https://sites.google.com/view/**frenchyear1**

Search Settings

☐ Request public search engines to not display my site   Learn more

CANCEL   **PUBLISH**

Simple

Font style

Aristotle

Diplomat

Vision

Level

IMPRESSION

Organise your ePortfolio

- Once that window comes up , press publish to publish it

- Tick the box where it says "Request public search engines to not display my site" if you do not want it to appear in any search engines

Organise your ePortfolio

- To organise different sections in your ePortfolio , click on the pages section on the top right

- Once this is done , click on add page icon on the bottom right

- The next slide will help you with this

French

French (Year 1)

French Work
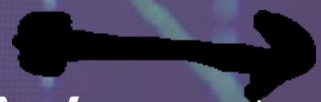
PUBLISH

INSERT PAGES THEMES

🏠 Home
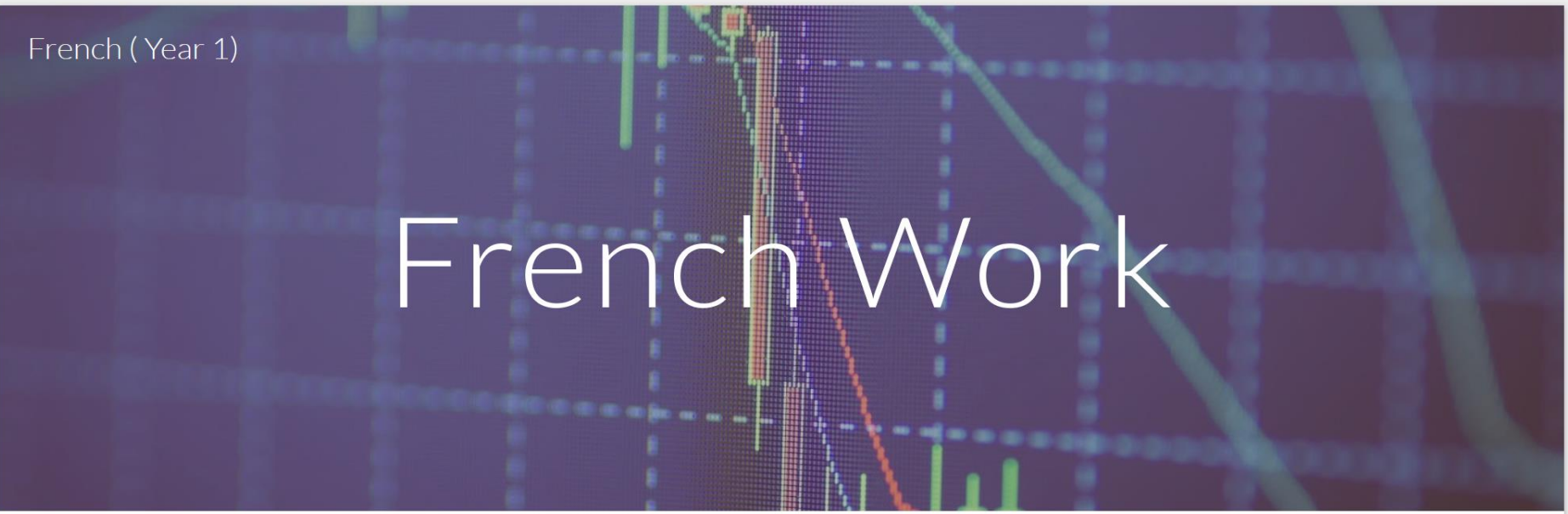
Organise your ePortfolio

- Once you have clicked on the add page icon on the bottom right , you will be able to add new sections to your ePortfolio

- The next slide will show you what adding a new page to your ePortfolio will look like

French

French (Year 1)

French Work

NEW PAGE

Name

_____

DONE

INSERT **PAGES** THEMES

🏠 Home

Organise your ePortfolio

- Adding new pages to the ePortfolio means that you can divide it into different sections

- As explained in previous slides , once you invite people to give them access , they can edit anything you give them

- If you decide to use Google Sites: I would advise you to set up everything (creating pages etc) before publishing it