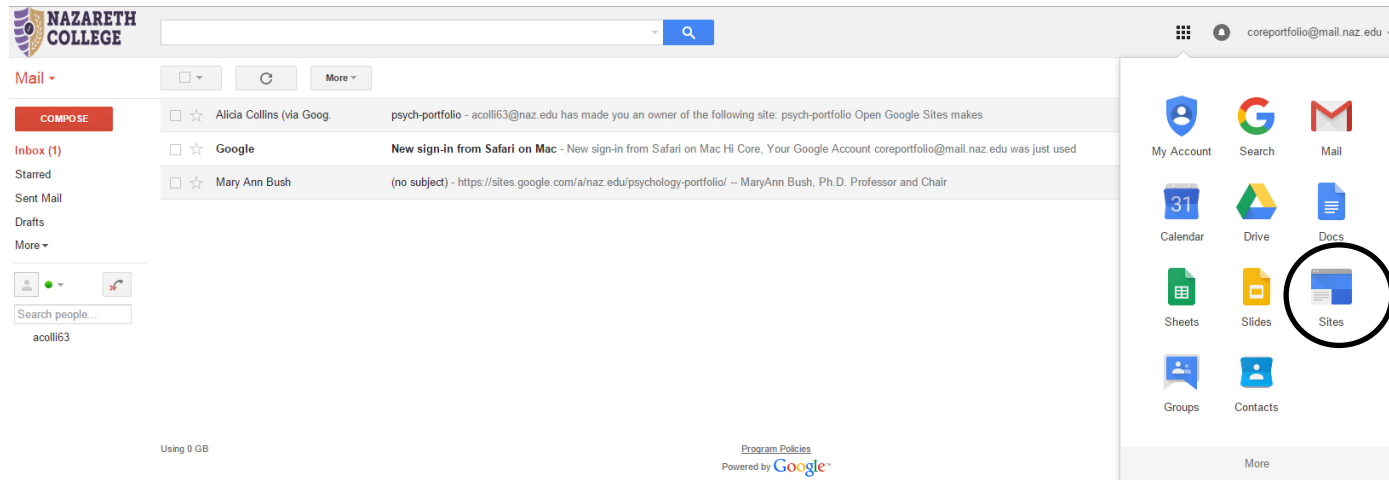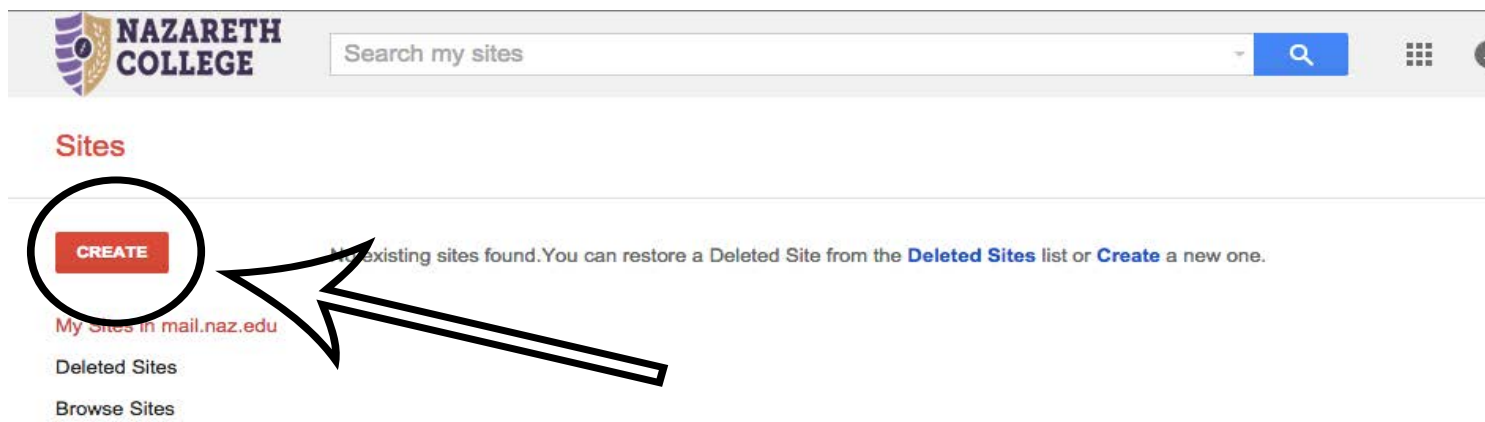# STEPS TO CREATING YOUR CORE PORTFOLIO

STEP 1:

Login into your Nazareth email

Click on the drop down grid menu at the top right of the search bar
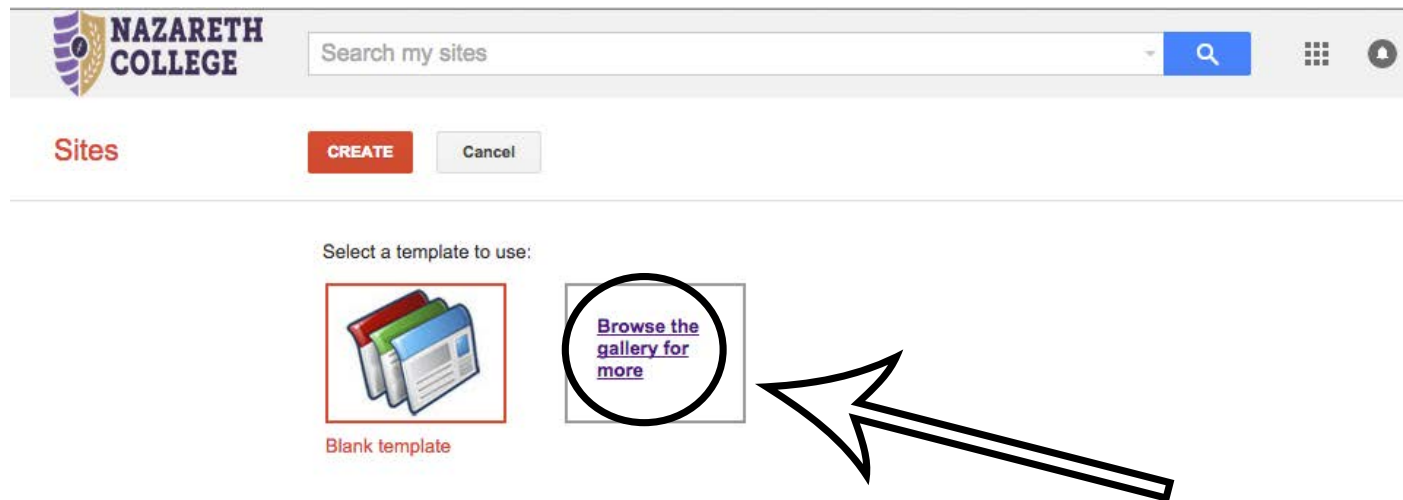
Click on the icon called SITES- this will direct you to Google Sites
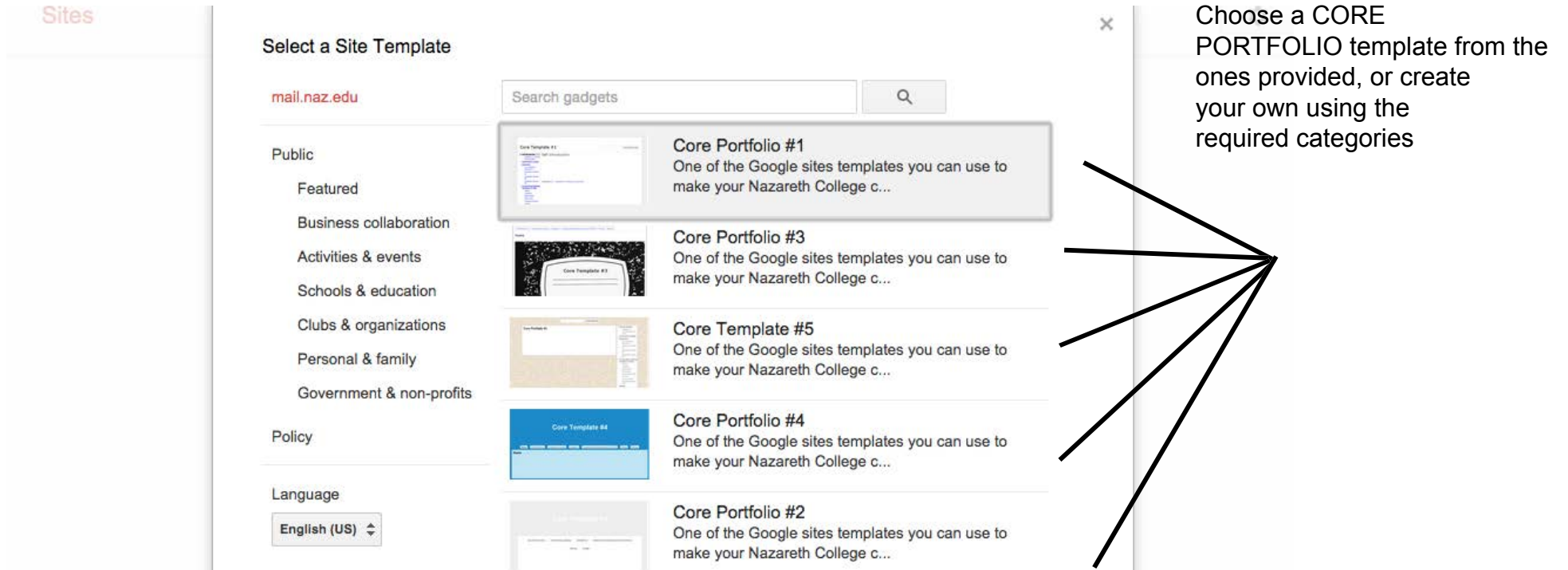
STEP 2:

Once you have arrived on the Google Sites page, click on the red button on the left called CREATE

STEP 3:

Next, click on the box that says 'Browse the gallery for more'

STEP 4:

Choose a CORE PORTFOLIO template from the ones provided, or create your own using the required categories

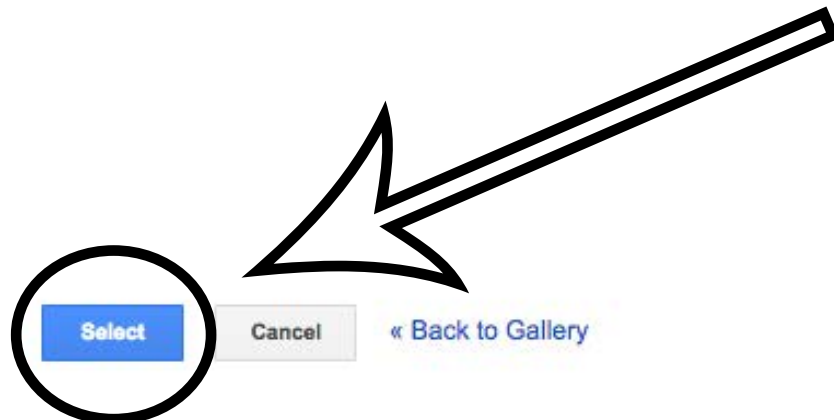STEP 5:

Select a Site Template

Core Portfolio #1

By Core Portfolio

One of the Google sites templates you can use to make your Nazareth College core portfolio.

Gadget from template directory

Once you have selected or created your own template, a menu will pop up to confirm your template selection

Click on SELECT

Select   Cancel   « Back to Gallery

STEP 6:

After you have chosen your portfolio template, you will next be asked to NAME YOUR SITE

When naming your site, please use your NAZARETH USER ID (ex: akessle9)

Once you have named your site, click on the CREATE button at the top of the page to confirm your site creation

STEP 7:

Once your portfolio site has been created, you will be directed to your new CORE PORTFOLIO

YOU DID IT!

MAKING YOUR WAY BACK TO YOUR PORTFOLIO
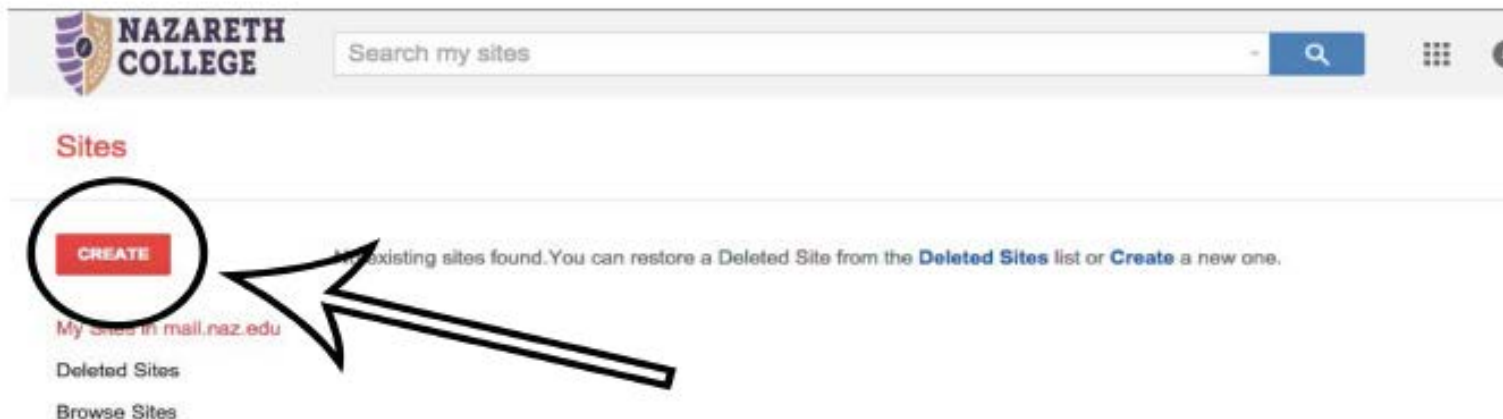
STEP 1:

Login into your Nazareth email

Click on the drop down grid menu at the top right of the search bar

Click on the icon called SITES- this will direct you to Google Sites

STEP 2:

Once you have arrived back at Google Sites, click on the link to the portfolio site ou created previously
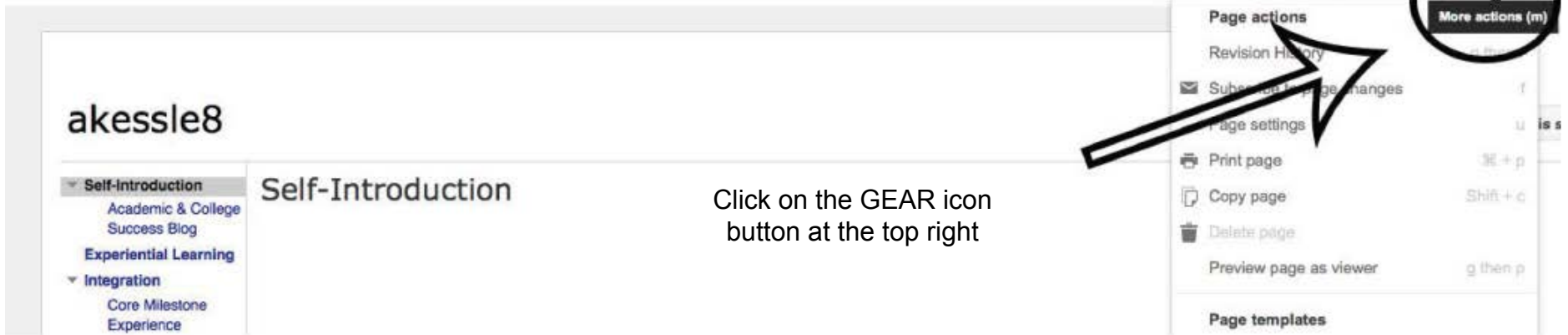
This link can be found on the main page labeled with the site name you chose (ex: akessle9)

Click on the link and you will arrive back at your CORE PORTFOLIO
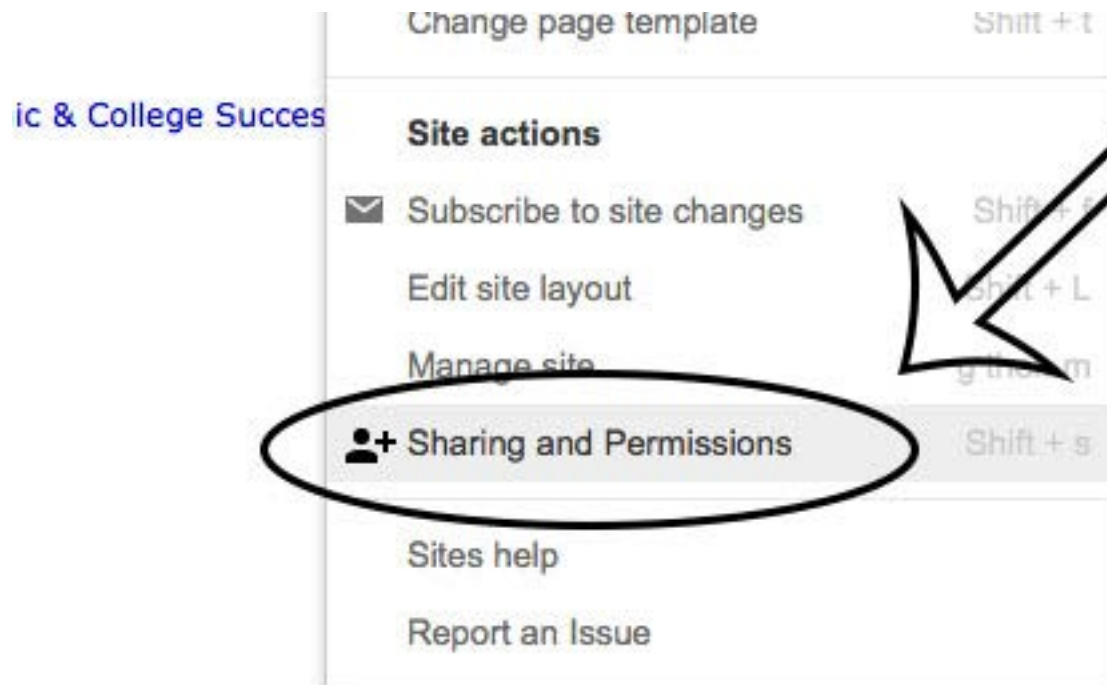
TO SET PRIVACY AND SHARE THE SITE

STEP 1:

Self-Introduction Updated Jul 8, 2015, 8:23 AM

akessle8

- Self-Introduction
  - Academic & College Success Blog
- **Experiential Learning**
- Integration
  - Core Milestone Experience

Self-Introduction

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

Page templates

More actions (m)

Click on the GEAR icon button at the top right

STEP 2:

Change page template   Shift + t

ic & College Succes

Site actions
- Subscribe to site changes   Shift +
- Edit site layout   Shift + L
- Manage site
- + Sharing and Permissions   Shift + s
- Sites help
- Report an Issue

Click on SHARING AND PERMISSIONS

STEP 3:

Manage Site

Enable page-level permissions

‹ akessle8

Recent site activity

Pages

Attachments

Page templates

Apps Scripts

Deleted items

Link to share (allows editing)

https://sites.google.com/a/mail.naz.edu/akessle8/

Who has access

Nazareth College of Rochester
Anyone at Nazareth College of Rochester can find
and **edit**

Change...

Amanda Kessler (you)
akessle9@mail.naz.edu

Is owner

The default is that anyone at Nazareth can find and edit your site

STEP 4:

‹ akessle8

Recent site activity

Pages

Attachments

Page templates

Apps Scripts

Deleted items

General

Sharing and Permissions

Themes, Colors, and Fonts

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

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

On - Nazareth College of Rochester
Anyone at Nazareth College of Rochester can find and access.

On - Anyone at Nazareth College of Rochester with the link
Anyone at Nazareth College of Rochester who has the link can access.

Off - Specific people
Shared with specific people.

Save   Cancel

Click CHANGE and set it to specific people

STEP 5:

Manage Site

Enable page-level permissions ⚙ ▾

< akessle8

Recent site activity

Pages

Attachments

Page templates

Apps Scripts

Deleted items

General

Sharing and
Permissions

Themes, Colors, and
Fonts

Link to share (only accessible by collaborators)

https://sites.google.com/a/mail.naz.edu/akessle8/

Who has access

🔒   Private - Only you can access   Change...

👤   Amanda Kessler (you)   Is owner
      akessle9@mail.naz.edu

Invite people:

Enter names or email addresses...   ✏ Can edit ▾

☑ Notify people via email - Add message

Send   Cancel   ☐ Send a copy to myself

You can then INVITE
PEOPLE to view or edit
your site

STEP 6:

Invite people:

👤 acolli63@naz.edu ✕   Add more people...   👁 Can view ▾

☑ Notify people via email - Add message

Send   Cancel   ☐ Send a copy to myself

Enter the email address
of PORTFOLIO SUPPORT:
Alicia Collins acolli63@naz.edu
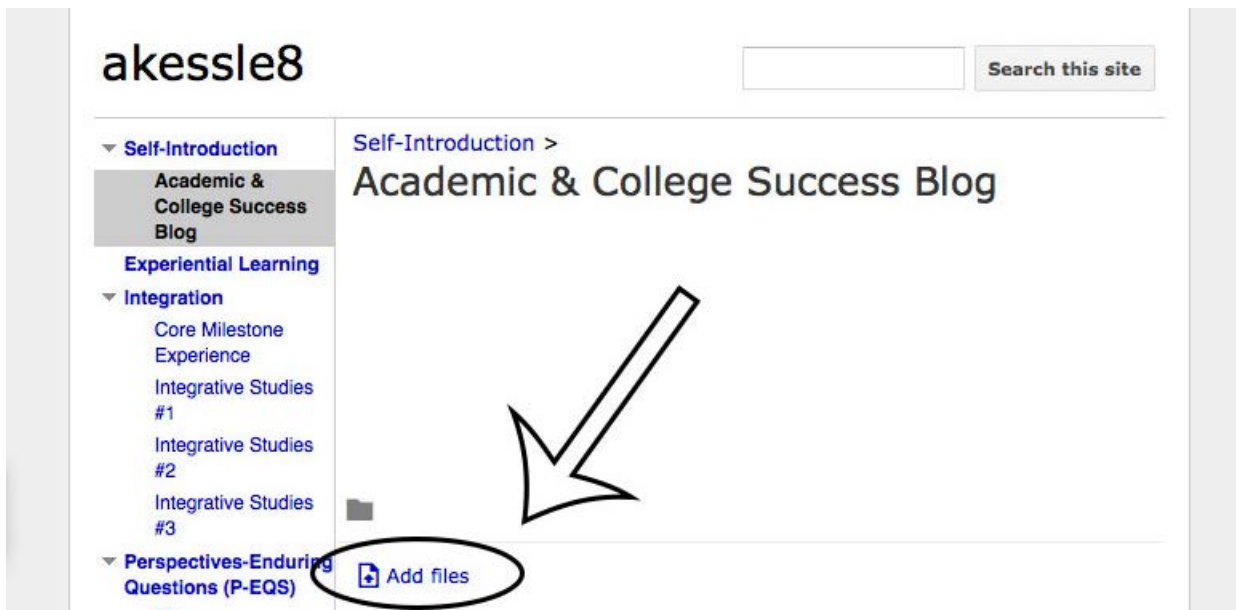set to CAN VIEW

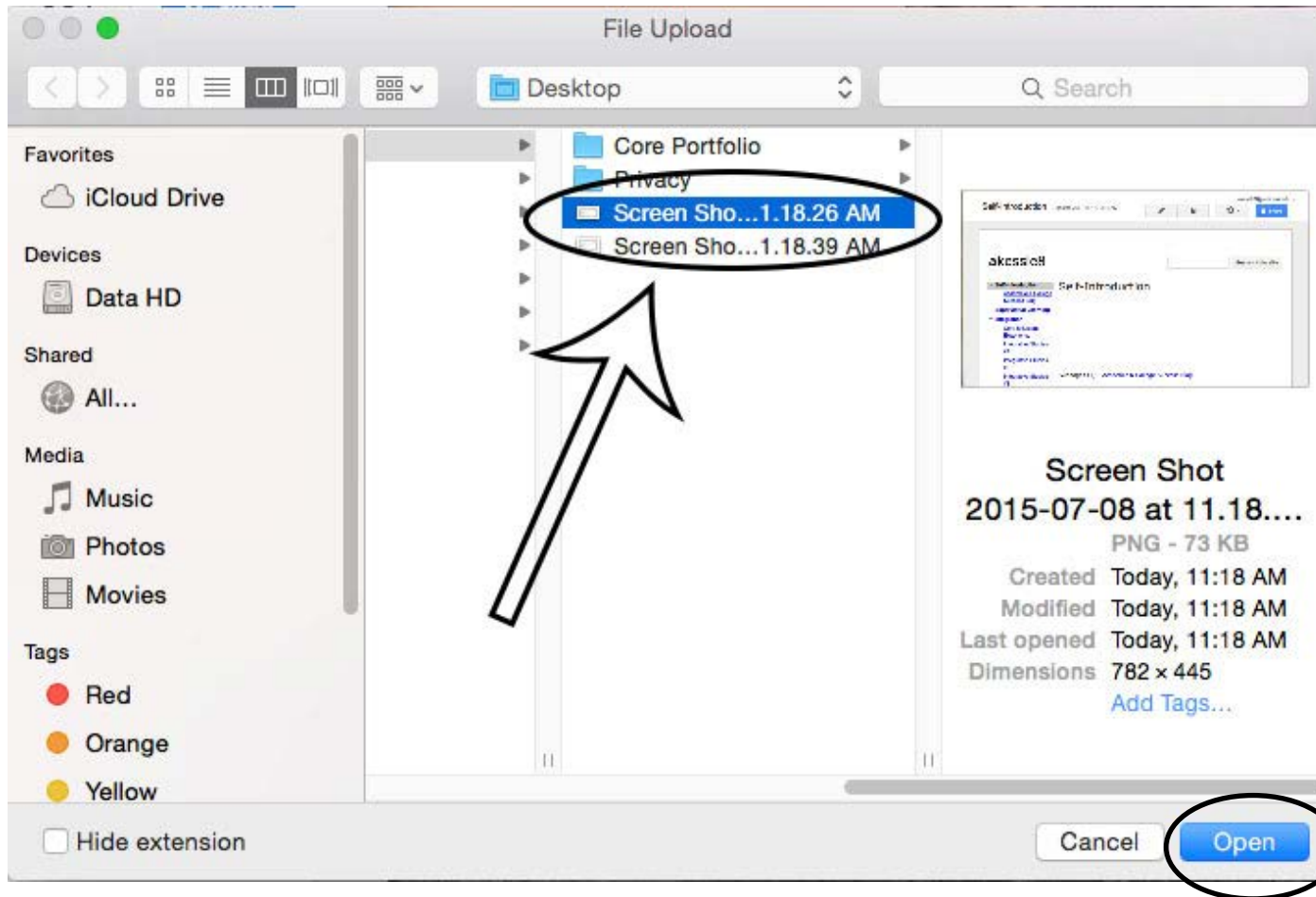# TO ADD FILES FROM COMPUTER

STEP 1:

Click on an area in your portfolio

STEP 2:

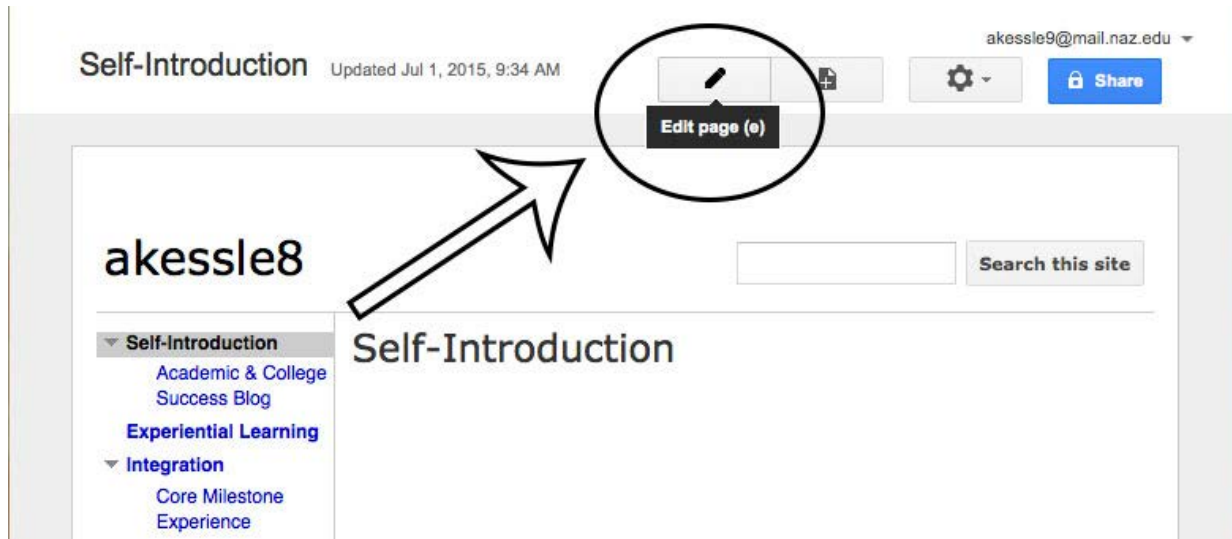Click ADD FILES at the bottom of the page

STEP 3:

Search for your file,
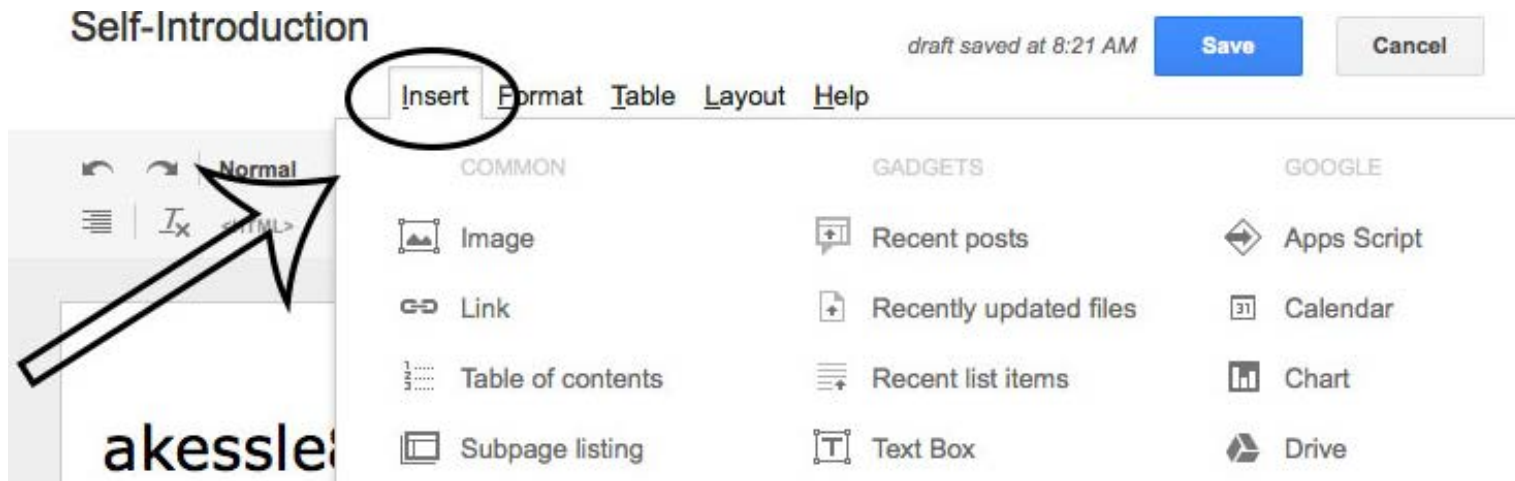click on it to select it, then choose
OPEN

TO ADD AN IMAGE, VIDEO, OR FILE DIRECTLY INTO PAGE

STEP 1:

Click on the pencil icon EDIT PAGE button at the top right of the screen

STEP 2:

Click the INSERT tab at the top left and choose the type of file you would like to insert

Videos must be linked through Google Drive or YouTube

TO CHANGE COLORS, FONTS, APPEARANCE

STEP 1:

Click on the GEAR ICON at the top right

STEP 2:

Click on MANAGE SITE

STEP 3:

Click on the THEMES, COLORS AND FONTS button at the left menu bar

STEP 4:

You can now choose a new color theme, change your background colors, fonts, etc.