

## **Psychology Portfolio Help Guide**

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### **Need Technical Help with your Portfolio?**

Contact Alicia Collins [acolli63@naz.edu](mailto:acolli63@naz.edu) or 585-389-2633.

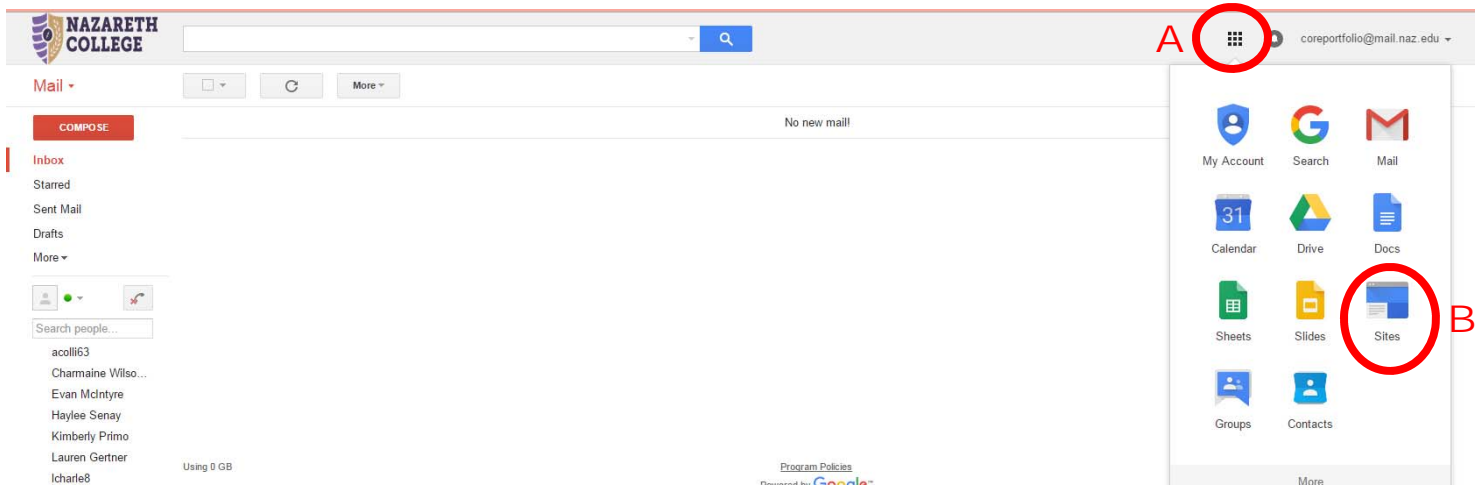
In person appointments are available if needed.

### **Need Help with Content Required for your Portfolio?**

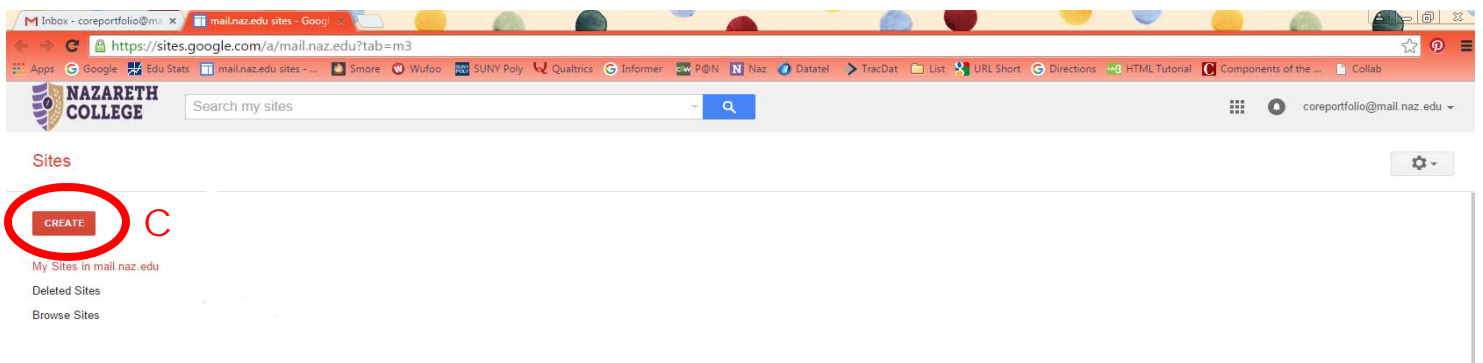
Contact a member of the Psychology faculty.

# Steps to Creating your Psychology Program Portfolio

1. Log into your Nazareth email account.
2. Click on the drop down grid menu (collection of squares) at the top right of the search bar. (A)



3. Click on the icon labeled “Sites” - this will direct you to Google sites. (B)
4. Once you are on the Google sites page click on the red button labeled “Create.” (C)



5. Next, click on the box that is labeled “Browse the gallery for more.” (D)

Select a template to use:

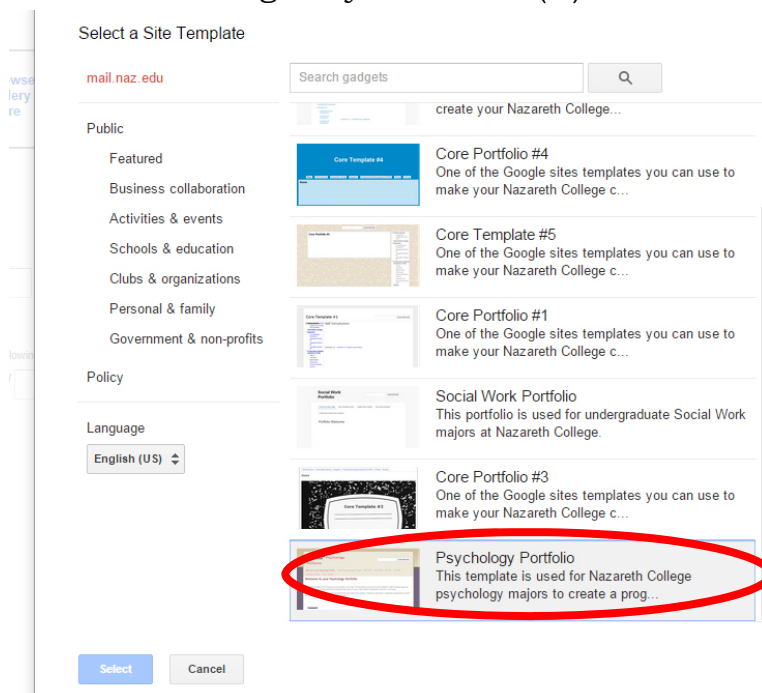


Blank template

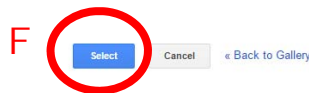
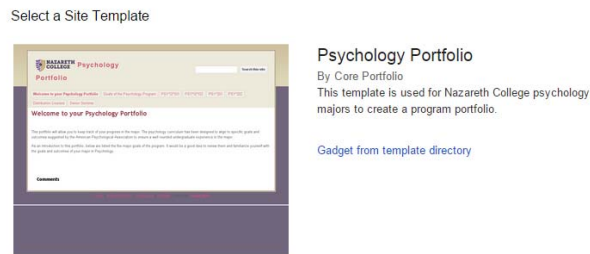


D

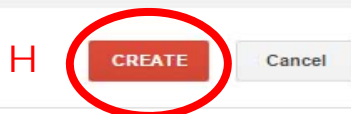
6. Choose the template labeled “Psychology Portfolio” from the list. (E)  
You will be able to customize it to make it your own design later if you wish.



7. Once you have selected the template, click on the blue button labeled “Select.” (F)



8. Next, you need to Name your site, use the convention [Your Name] Psychology Portfolio. [For example: Alicia Collins Psychology Portfolio. (G)
9. Once you have entered a name for your site in the box, click on the red “Create” button at the top of the page to confirm. (H)



Select a template to use:



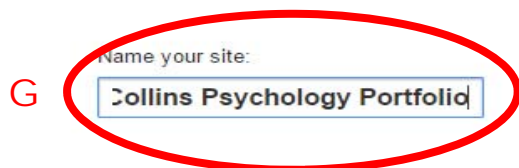
Blank template



Psychology Portfolio



Browse the  
gallery for  
more



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

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

alicia-collins-psychology-portl

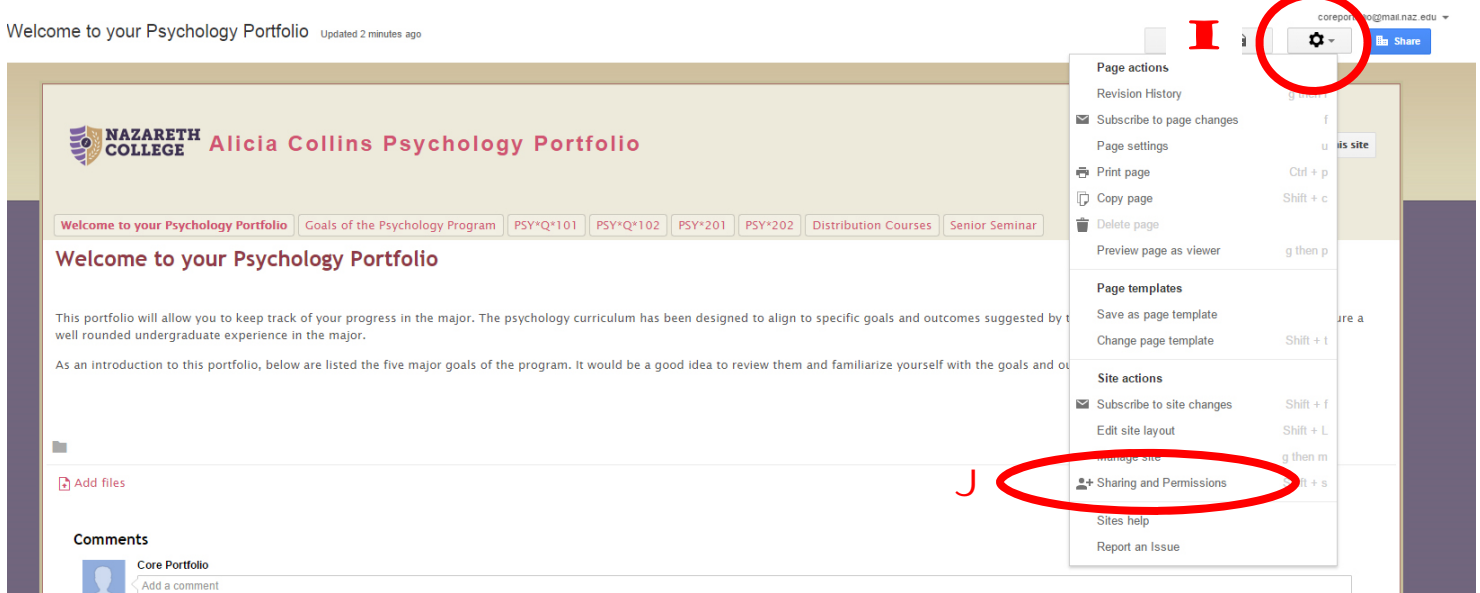
Want a custom domain name? [Visit Google Domains.](#)

► Select a theme

► More options

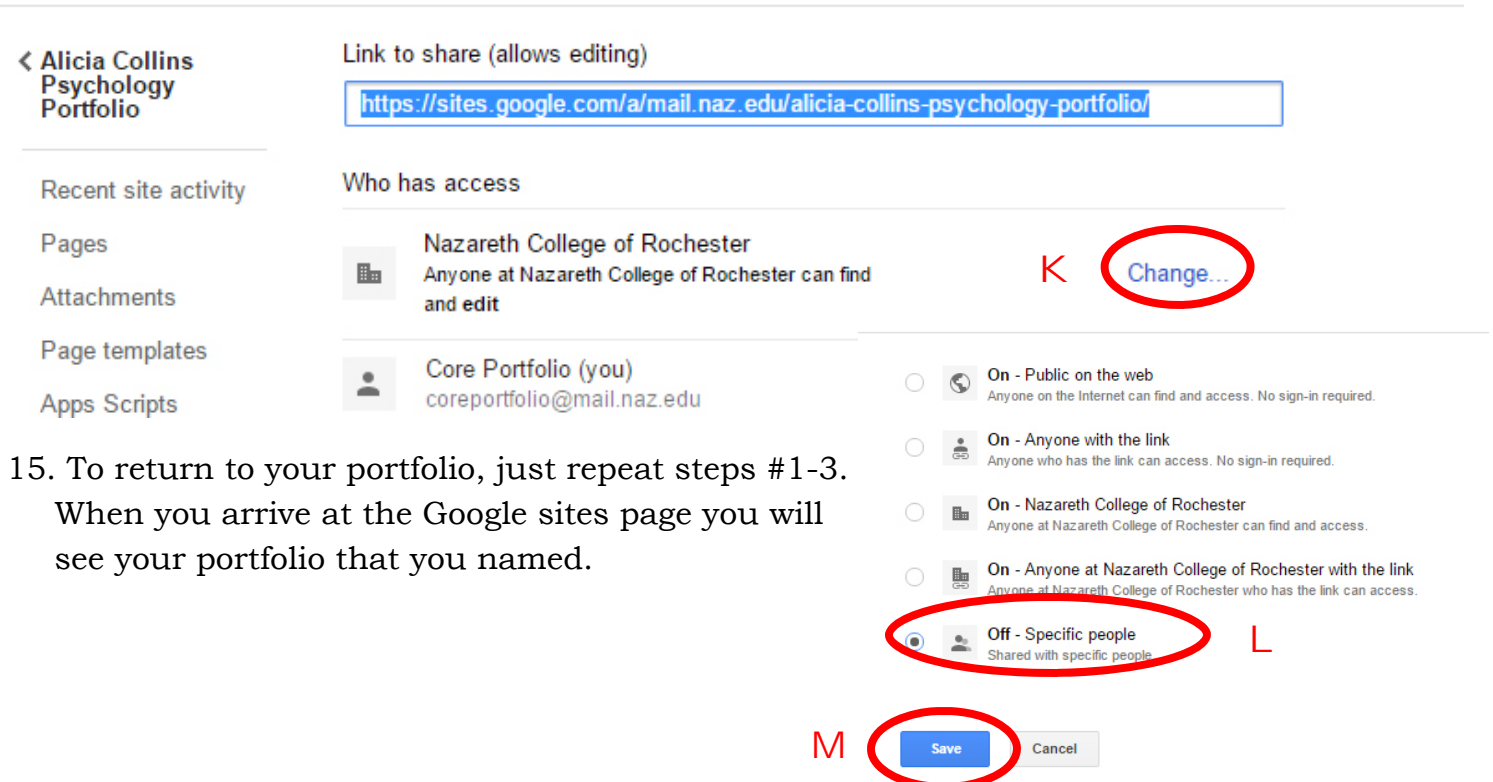
10. It takes a few moments for your site to be created and then you will see the template available for your use.

11. **IMPORTANT!** Set your security for your site by clicking on the gear icon button at the top right. (I)
12. Choose “Sharing and Permissions.” The default is anyone at Nazareth can find and edit your site—this needs to be changed. (J)



13. Click on “Change...” (K)
14. Then choose “Off—Specific People” - (L) then click “Save.” (M) Later, you can invite people to view your site as needed (your assigned faculty when it is time to submit your portfolio for example).

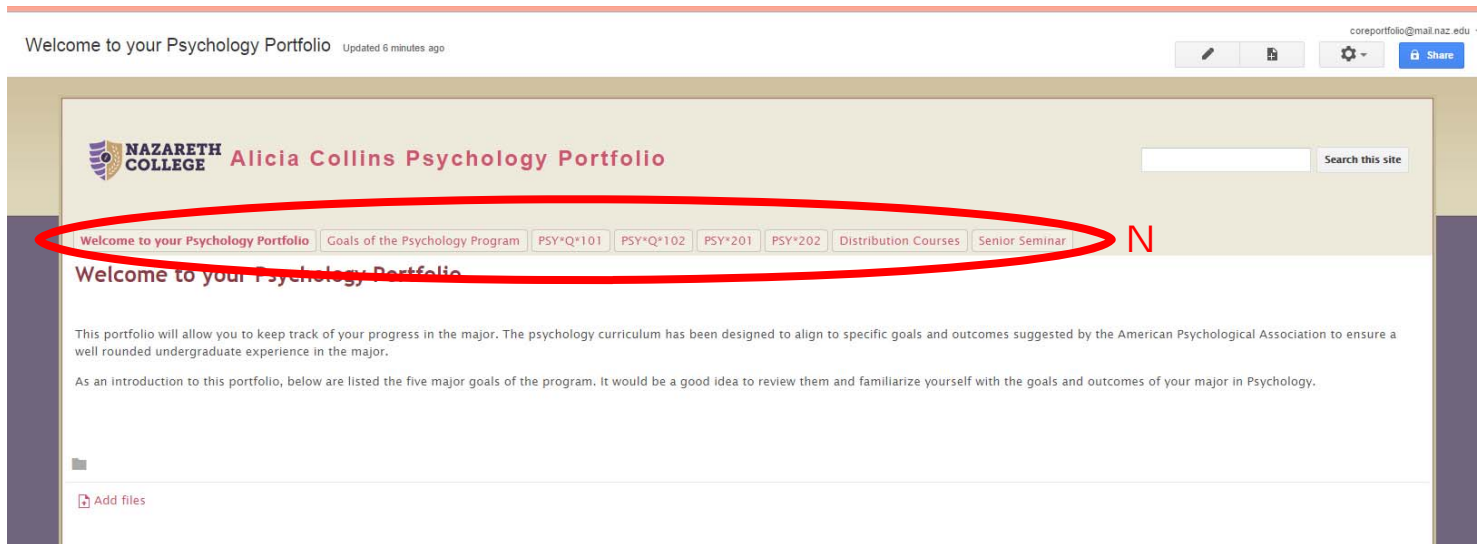
## Manage Site



15. To return to your portfolio, just repeat steps #1-3. When you arrive at the Google sites page you will see your portfolio that you named.

## Navigating your Portfolio and Accessing Directions

1. There are multiple sections of your portfolio for which you will need to add content. Navigate to the different sections by clicking on the tabs labeled accordingly. (N)



2. There are two main functions you need to know to add content: You will need to add artifacts of your previous work to your portfolio AND add text directly to the portfolio.

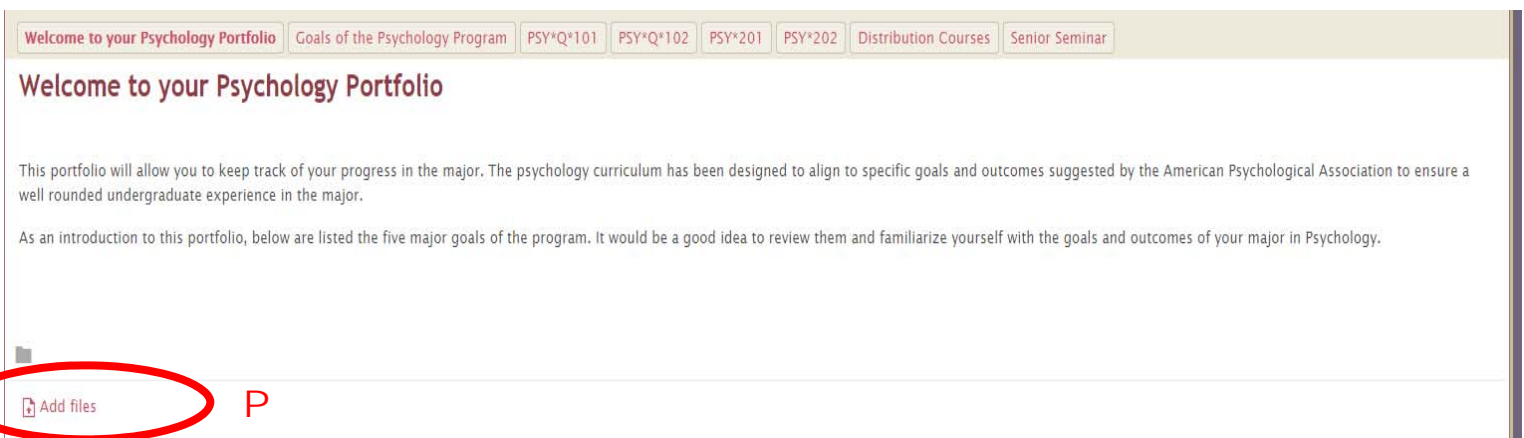
## Adding Content to your Psychology Portfolio

### Adding Artifacts

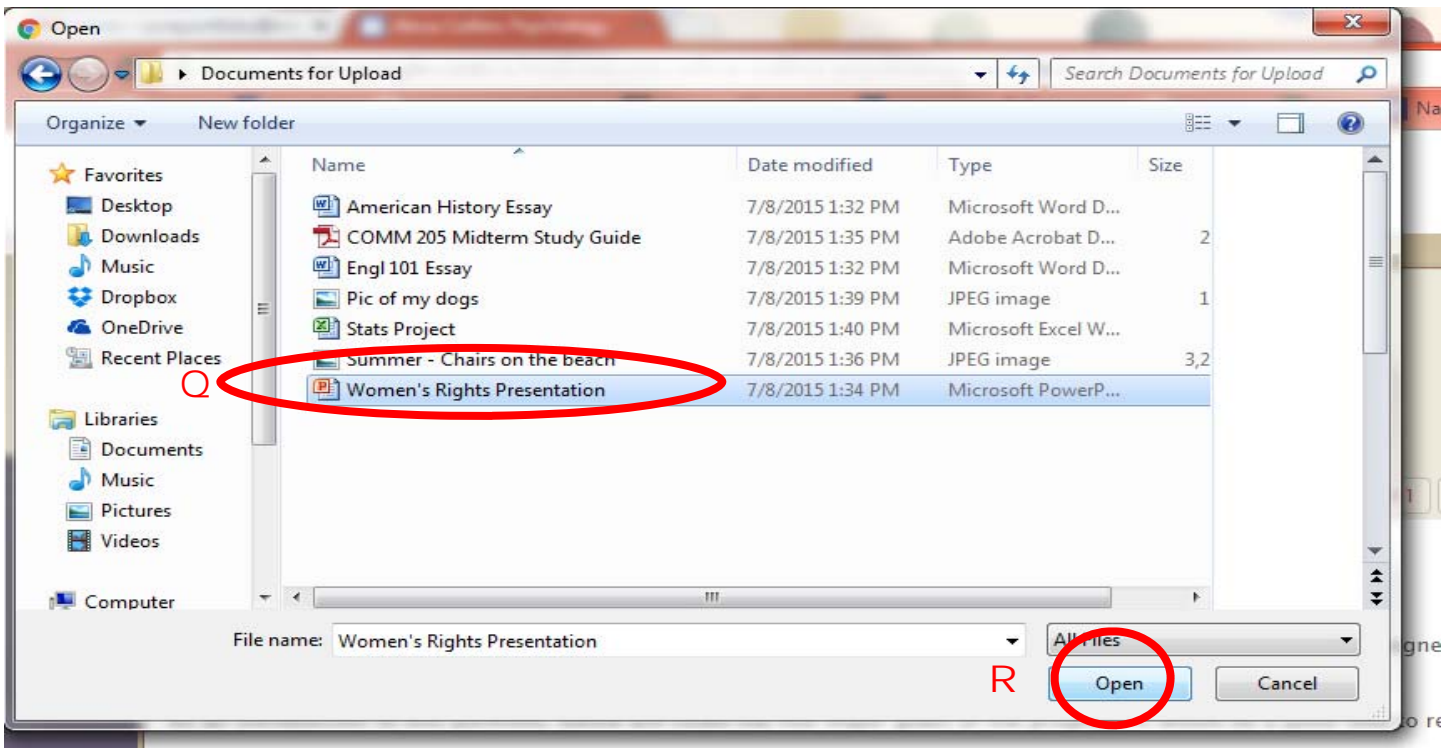
*There are two ways to add files to your portfolio:*

***As an attachment to your portfolio page (uploading artifacts from your computer):***

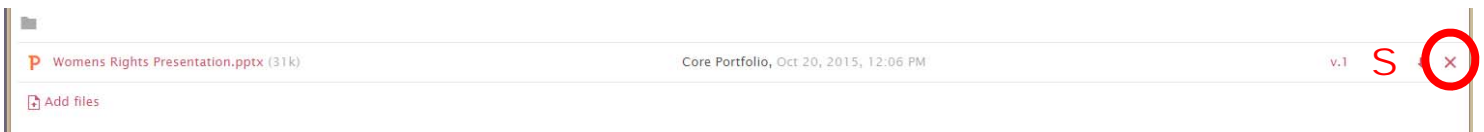
1. To attach files directly from your computer navigate to the appropriate area of your portfolio. Click the button labeled “Add files” at the bottom of the page. (P)



2. Search for your file like you would search for an email attachment, locate your file, click on it (Q) and then click the blue button labeled “Open.” (R) This will attach your file to the portfolio section.

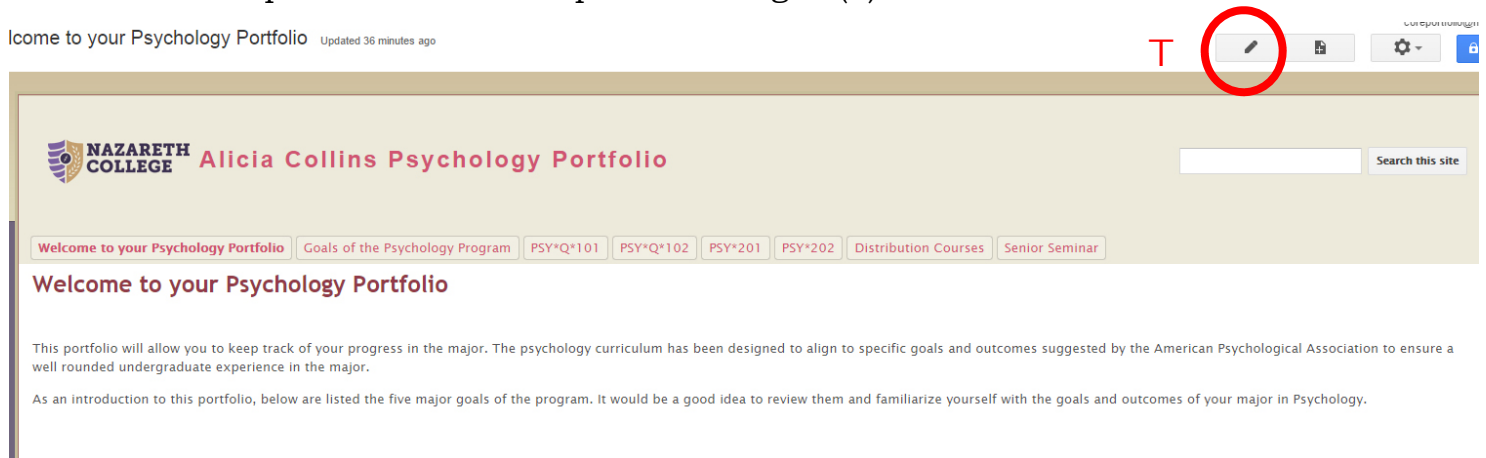


3. If you need to remove the file, simply click the “X” button to delete it from the page. (S)



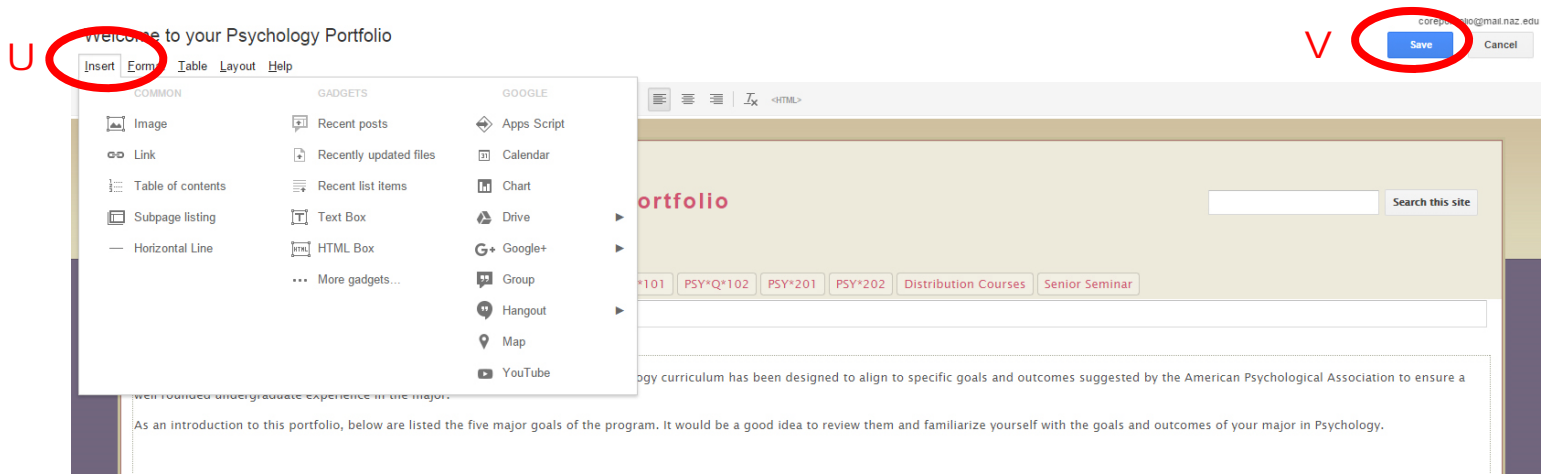
**To add a file directly embedded into your portfolio page (images, video, weblinks, files located in Google drive):**

1. To embed files in your portfolio navigate to the appropriate area of your portfolio.
2. Click on the pencil icon at the top to “Edit Page.” (T)





3. Click on the tab labeled “Insert” (U) at the top left and choose the type of file or item you would like to insert. (Note: videos must first be uploaded to your Google drive or posted on YouTube to be embedded).
4. Be sure to click the blue “Save” button when you are done to save changes. (V)

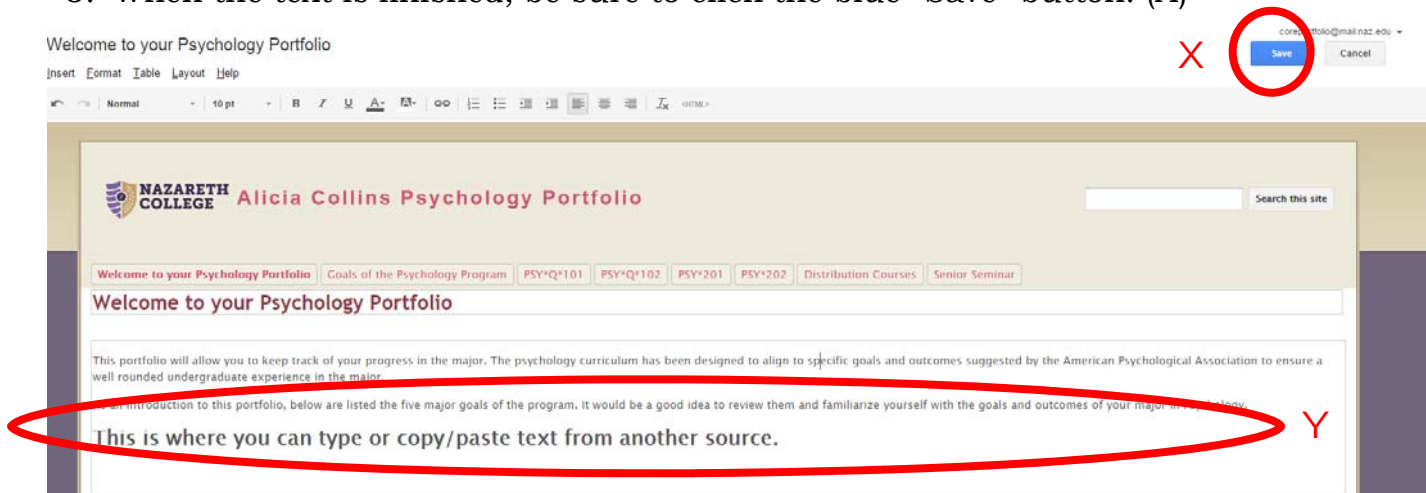


## Adding Text

1. Click on the pencil icon at the top to “Edit Page.” (W)

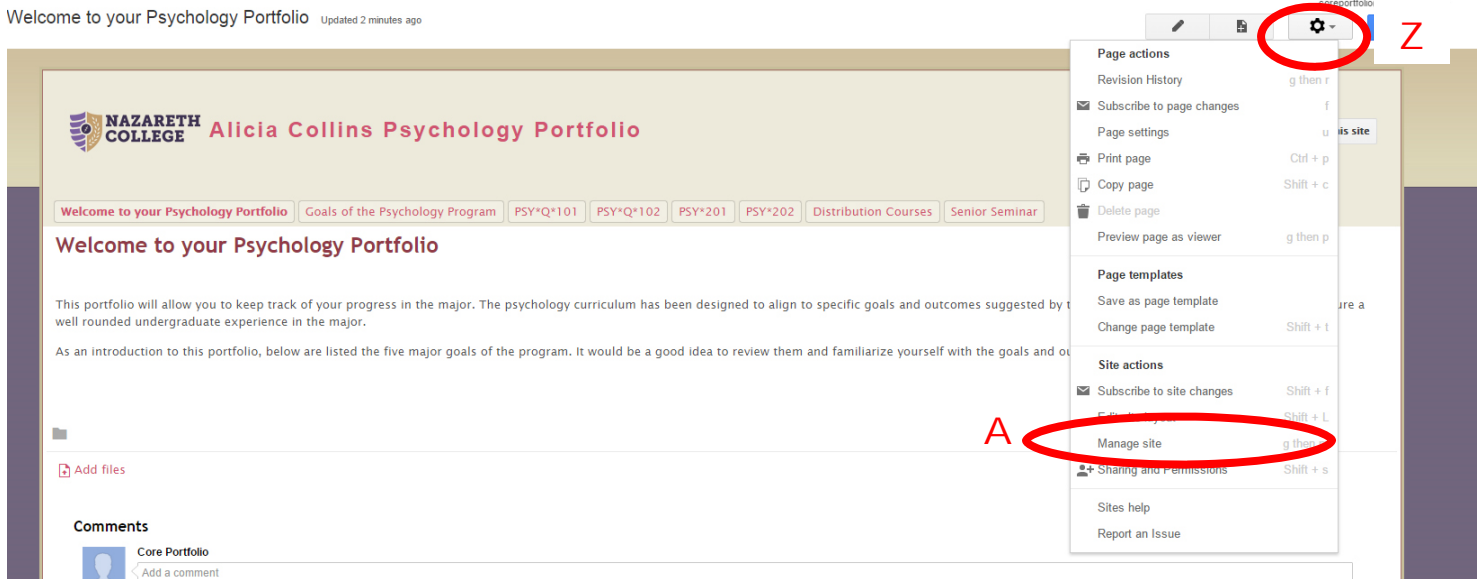


2. Type your text or copy/paste it from another source such as Word or Google docs in the text box provided on the page underneath the header. (Y)
3. When the text is finished, be sure to click the blue “Save” button. (X)



# Making Changes to Colors, Fonts and Appearance of your Portfolio

1. Click on the gear icon at the top right. (Z)
2. Click on the option “Manage site.” (A)



3. Next, click on “Themes, Colors, and Fonts” on the left menu bar. (E)
4. Change any attributes you want (you will see a preview of your changes). (D)
5. When everything is the way you wish choose the red “Save” button at the top to save your changes. (B) Click your portfolio name to return to your portfolio and see your changes implemented. (C)

