

Psychology Portfolio Help Guide

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 - Adding artifacts (from your computer as an attachment)
 - Adding artifacts (video, images, weblinks, or files from “Google Drive” embedded within your portfolio)
 - Adding text
- Changing colors, fonts, themes and the appearance of your portfolio

Need Technical Help with your Portfolio?

Contact Alicia Collins acolli63@naz.edu or 585-389-2633.

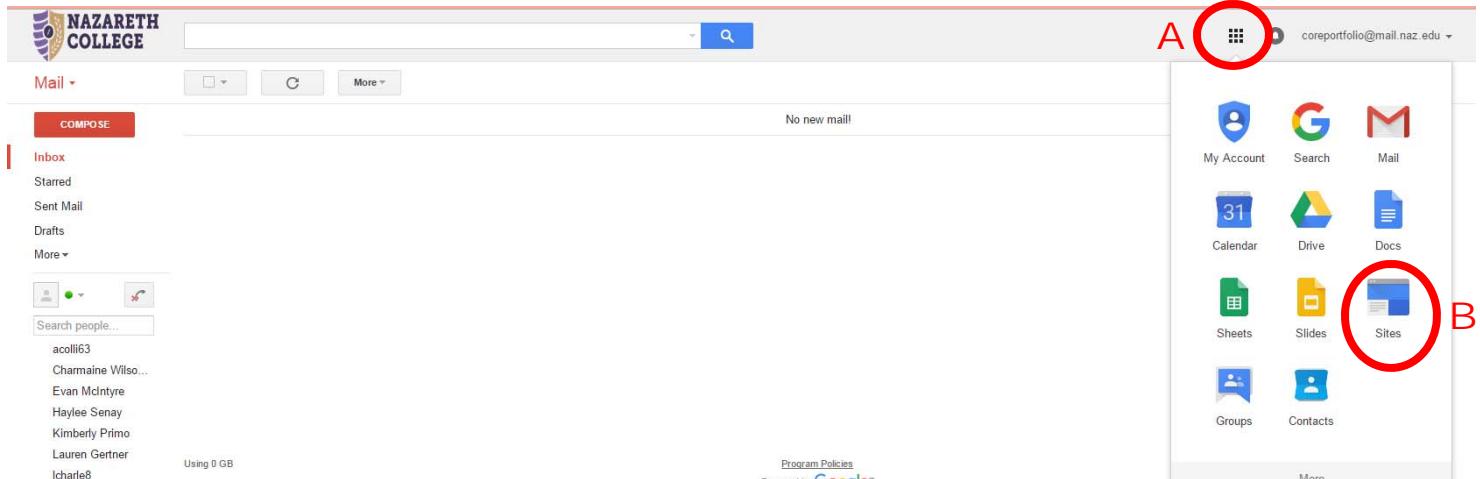
In person appointments are available if needed.

Need Help with Content Required for your Portfolio?

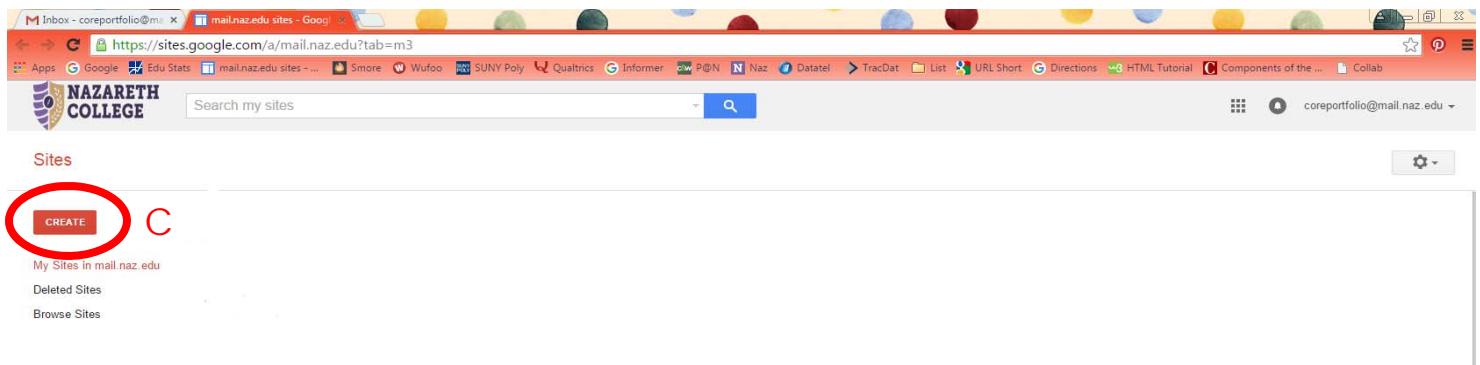
Contact a member of the Psychology faculty.

Steps to Creating your Psychology Program Portfolio

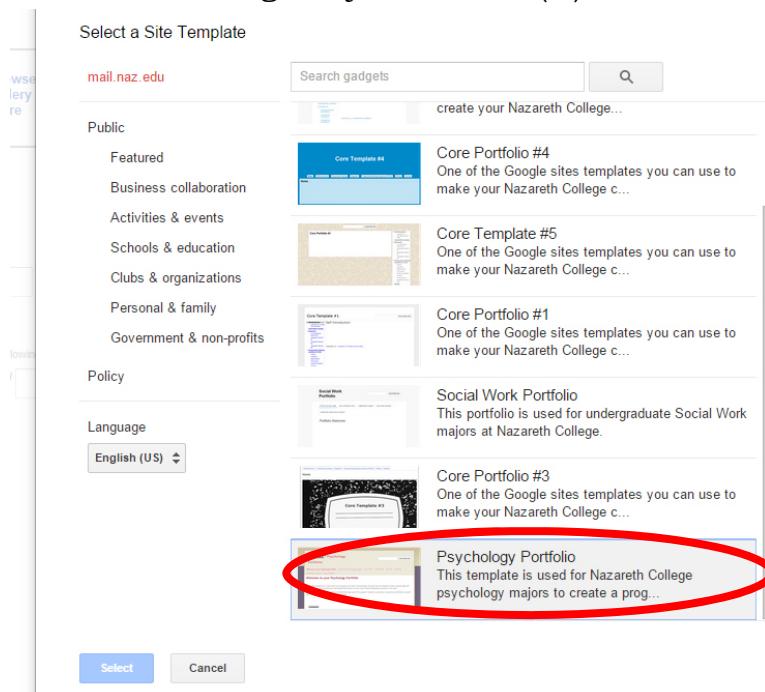
1. Log into your Nazareth email account.
2. Click on the drop down grid menu (collection of squares) at the top right of the search bar. (A)



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)

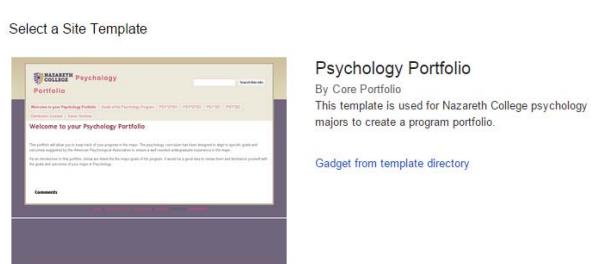


5. Next, click on the box that is labeled “Browse the gallery for more.” (D)



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)



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)

H

Select a template to use:



Blank template



Psychology Portfolio

[Browse the gallery for more](#)

Name your site:

G Collins Psychology Portfolio

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-port [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)

Welcome to your Psychology Portfolio Updated 2 minutes ago

The screenshot shows a Google Sites page for 'Alicia Collins Psychology Portfolio'. The page title is at the top left. Below it is a navigation bar with links like 'Welcome to your Psychology Portfolio', 'Goals of the Psychology Program', 'PSY*Q*101', etc. The main content area has a heading 'Welcome to your Psychology Portfolio' and some descriptive text. On the left, there's a sidebar with 'Add files' and 'Comments' sections. A context menu is open in the top right corner, with a red circle 'I' around the gear icon. Another red circle 'J' highlights the 'Sharing and Permissions' option in the menu.

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

The screenshot shows the 'Manage Site' interface for the portfolio. It includes a back arrow, the portfolio name, and a link to share (allows editing). The 'Recent site activity' sidebar lists 'Pages', 'Attachments', 'Page templates', and 'Apps Scripts'. The main area shows 'Who has access' with 'Nazareth College of Rochester' selected. A red circle 'K' highlights the 'Change...' button. Below it is a dropdown menu with options: 'On - Public on the web', 'On - Anyone with the link', 'On - Nazareth College of Rochester', 'On - Anyone at Nazareth College of Rochester with the link', and 'Off - Specific people'. The 'Off - Specific people' option is highlighted with a red circle 'L'. At the bottom right, a red circle 'M' highlights the 'Save' button.

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)

Welcome to your Psychology Portfolio Updated 6 minutes ago coreportfolio@mail.naz.edu

NAZARETH COLLEGE Alicia Collins Psychology Portfolio

Welcome to your Psychology Portfolio

This portfolio will allow you to keep track of your progress in the major. The psychology curriculum has been designed to align to specific goals and outcomes suggested by the American Psychological Association to ensure a well rounded undergraduate experience in the major.

As an introduction to this portfolio, below are listed the five major goals of the program. It would be a good idea to review them and familiarize yourself with the goals and outcomes of your major in Psychology.

Add files

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)

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NAZARETH COLLEGE Alicia Collins Psychology Portfolio

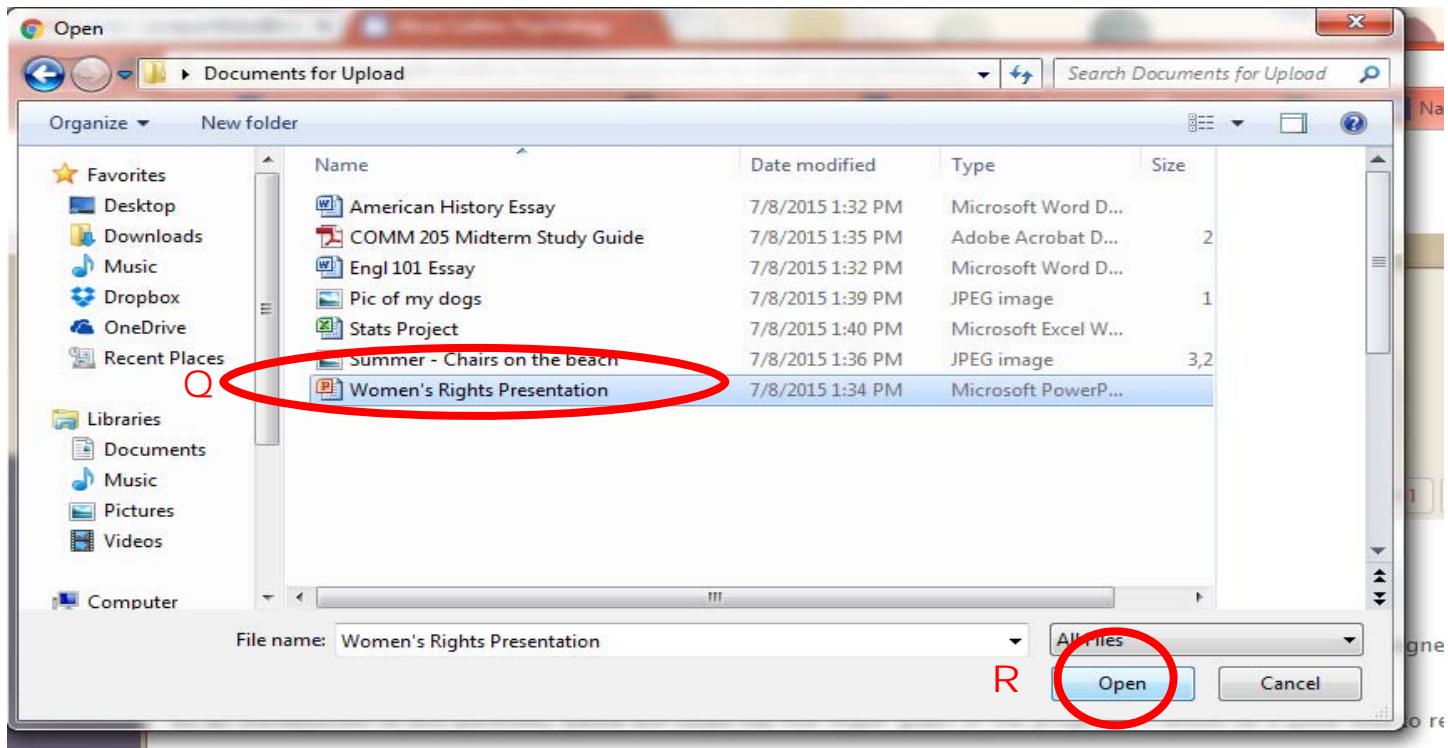
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Add files

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)

Welcome to your Psychology Portfolio Updated 36 minutes ago

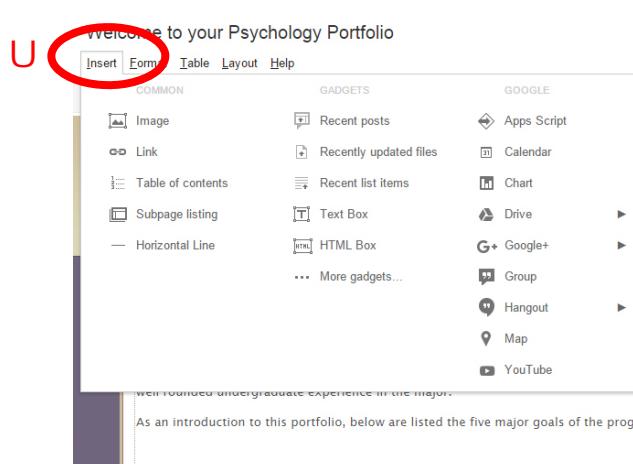
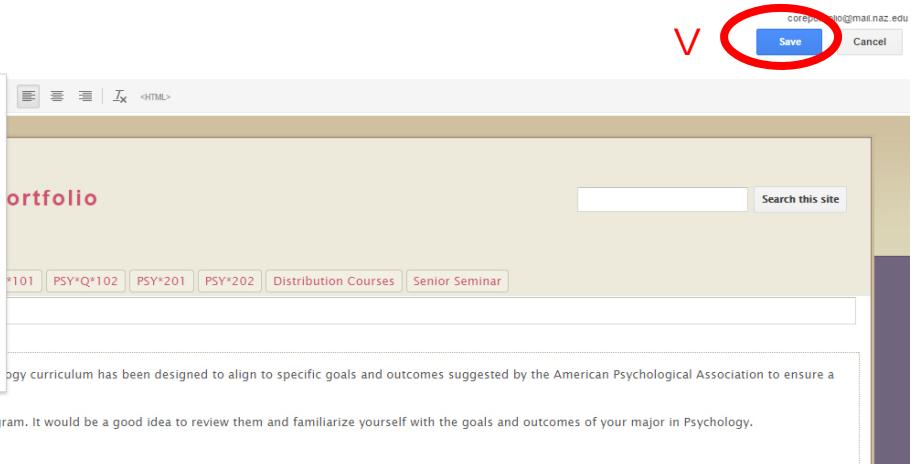
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3. Click on the tab labeled “Insert” (U) at the top left and choose the type of file or item you would like to insert. (Note: videos must first be uploaded to your Google drive or posted on YouTube to be embedded).
4. Be sure to click the blue “Save”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

U  V 

Welcome to your Psychology Portfolio

Insert Form Table Layout Help

COMMON GADGETS GOOGLE

- Image Recent posts Apps Script
- Link Recently updated files Calendar
- Table of contents Recent list items Chart
- Subpage listing Text Box Drive
- Horizontal Line HTML Box Google+
- ... More gadgets... Group
- Hangout Map
- YouTube

Portfolio

PSY*101 PSY*Q*102 PSY*201 PSY*202 Distribution Courses Senior Seminar

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Adding Text

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

W 

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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)

X 

Welcome to your Psychology Portfolio

Insert Form Table Layout Help

Normal 10 pt B A- A+ I C

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This is where you can type or copy/paste text from another source. Y

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)

Welcome to your Psychology Portfolio Updated 2 minutes ago

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Add files

Comments

Core Portfolio Add a comment

A

Z

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)

Manage Site

B

C

D

E

Base theme: Lavender Panel

Entire page

Site header

Content area

Content area gadgets

Sidebar gadgets

Horizontal navigation

Background

Color: Theme None Custom

Image: Theme None Custom

Wrapper image: Theme None Custom

Recent site activity

Pages

Attachments

Page templates

Apps Scripts

Deleted items

General

Sharing and Permissions

Themes, Colors, and Fonts

Search this site

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