Music Education Portfolio Help Guide

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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 Dr. Keith Koster (kkoster8@naz.edu) or Dr. Mary Carlson. (mcarlso3@naz.edu).

Steps to Creating your 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)

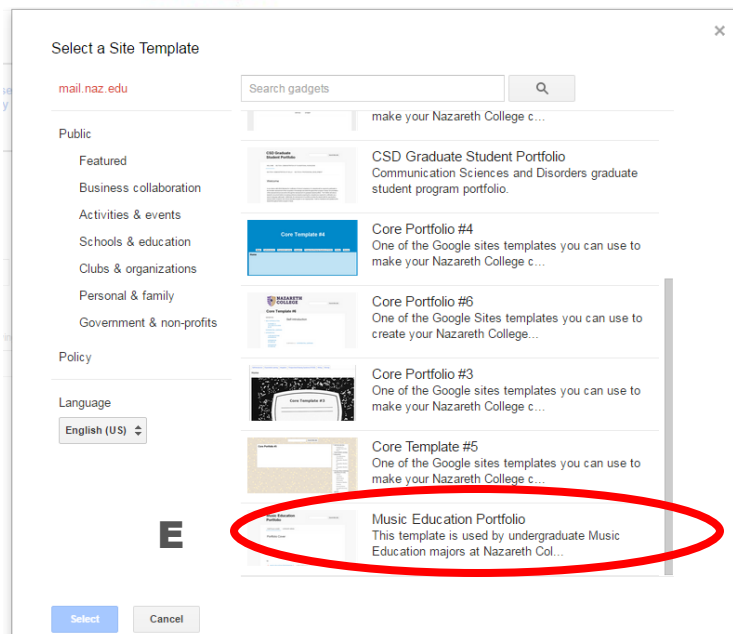3. Click on the icon labeled "Sites" - this will direct you to Google sites. (B)
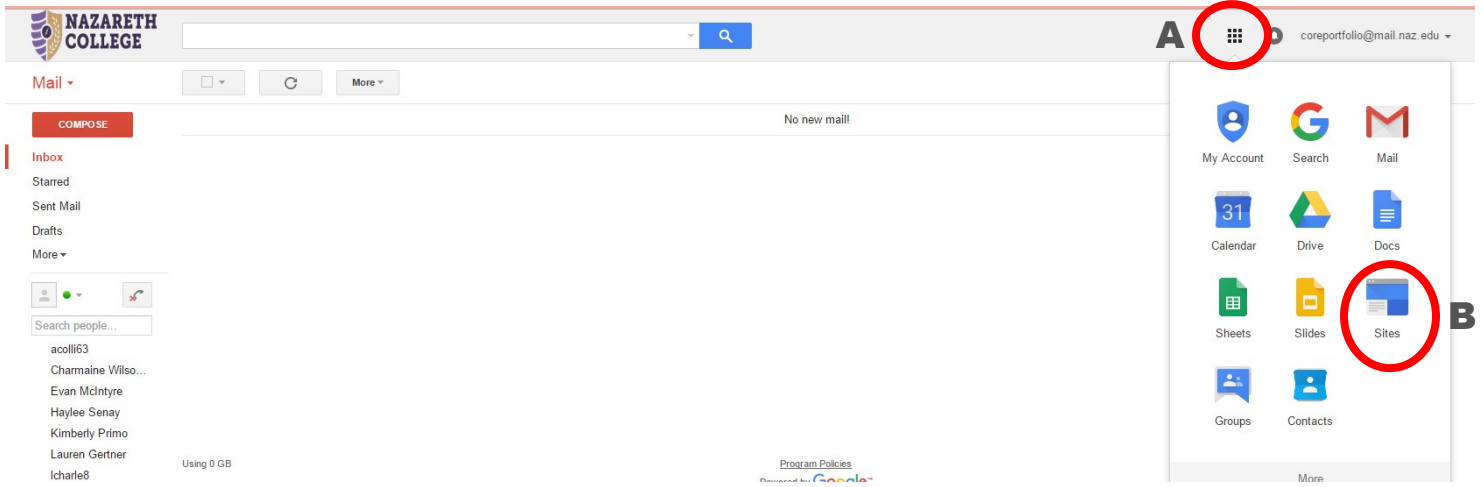
4. Once you are on the Google sites page click on the red button labeled "Create." (C)
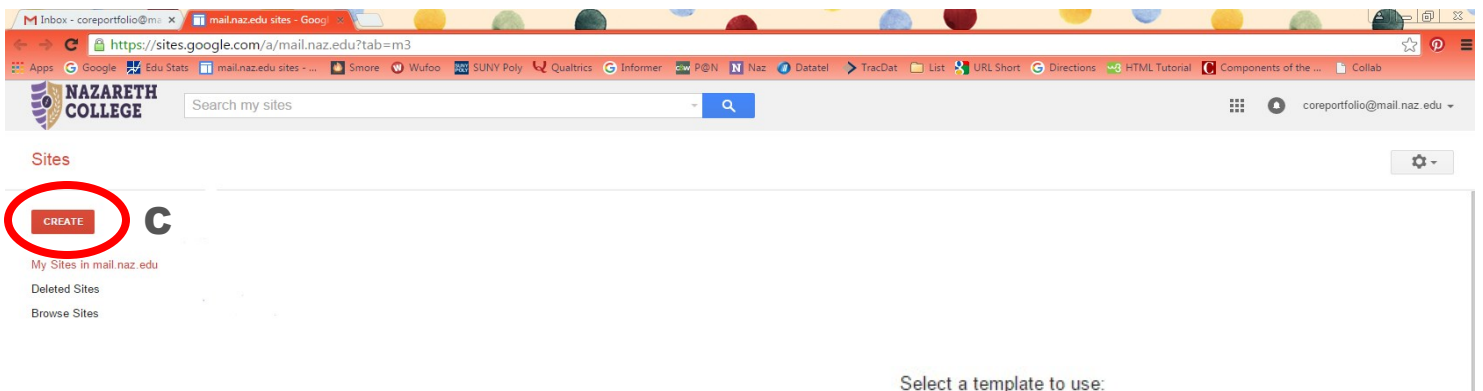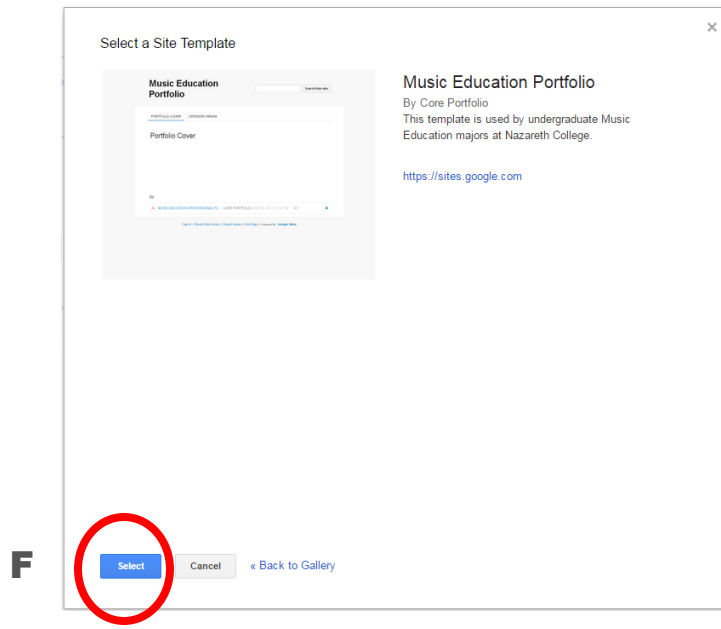

5. Next, click on the box that is labeled "Browse the gallery for more." (D)

6. Choose the template labeled "Music Education Portfolio" from the list. (E) You will be able to customize it to make it your own design later.
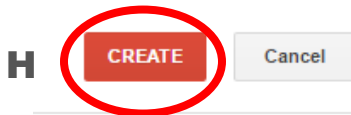
7. Once you have selected the template, click on the blue button labeled "Select." (F)

F

8. Next, you need to Name your site, use the convention: [Your Name] Music Education Portfolio. For example: Alicia Collins Music Education 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)
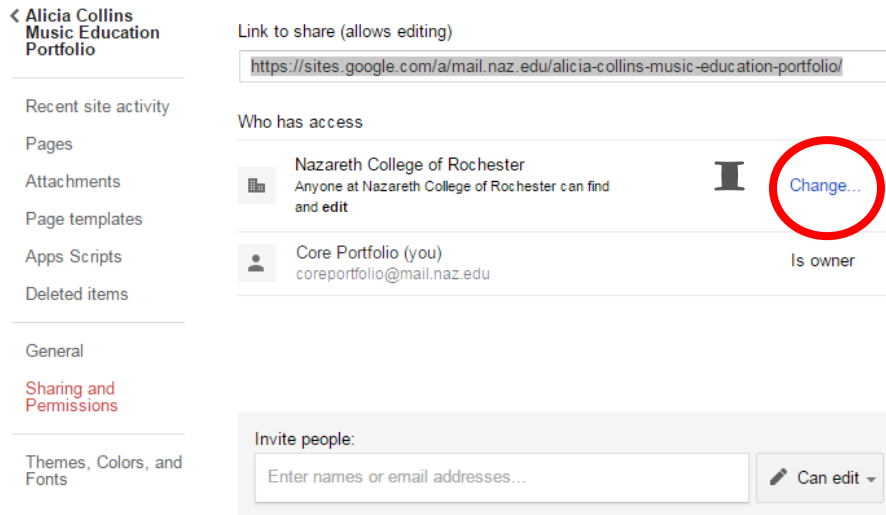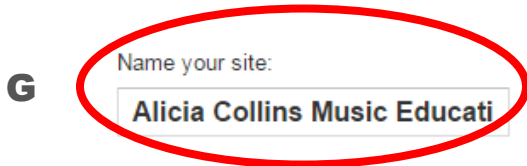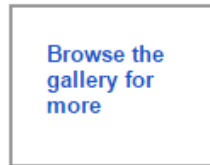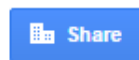

H

G

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 share [Share] button at the top right.

11. The default is _anyone_ at Nazareth can find and edit your site—this needs to be changed.

12. Click on "Change…" (I)

13. Then choose "Off—Specific People" - (J) then click "Save." (K) Later, you can invite people to view your site as needed (your assigned faculty when it is time to submit your portfolio for example).

14. 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.

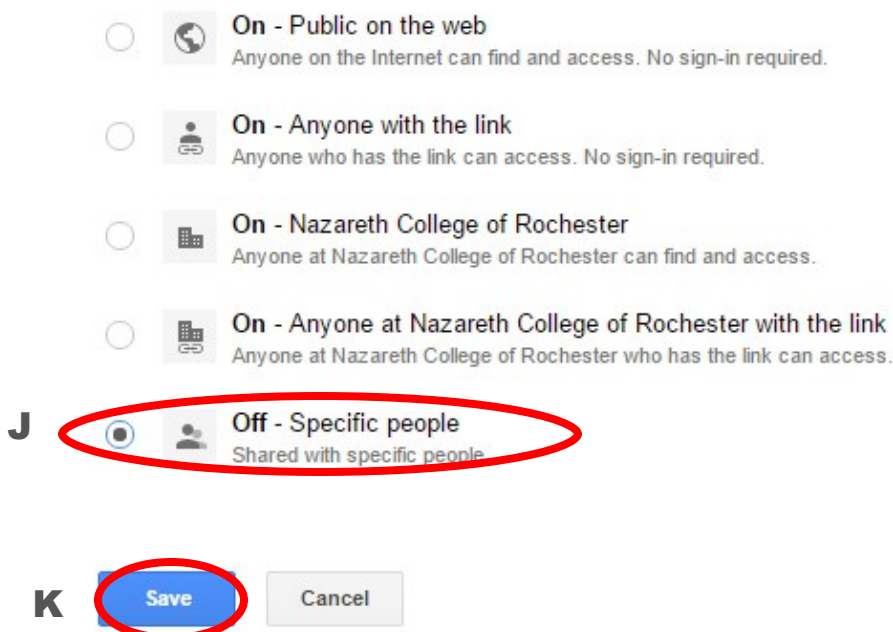# Navigating your Portfolio and Accessing Directions

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. (L)

2. Directions for each area of the portfolio and submission information is attached to the "Portfolio Cover" section as a pdf document for your reference. (M)

Alicia Collins Music Education Portfolio

Search this site

L PORTFOLIO COVER   CATEGORY AREAS

Portfolio Cover

M MUSIC EDUCATION PROFESSIONAL PORTFOLIO DIRECTIONS.PDF (179K)   CORE PORTFOLIO, AUG 30, 2016, 12:24 PM   V.1

Making Changes to Colors, Fonts and Appearance of your Portfolio

N

1. Click on the gear icon at the top right. (N)

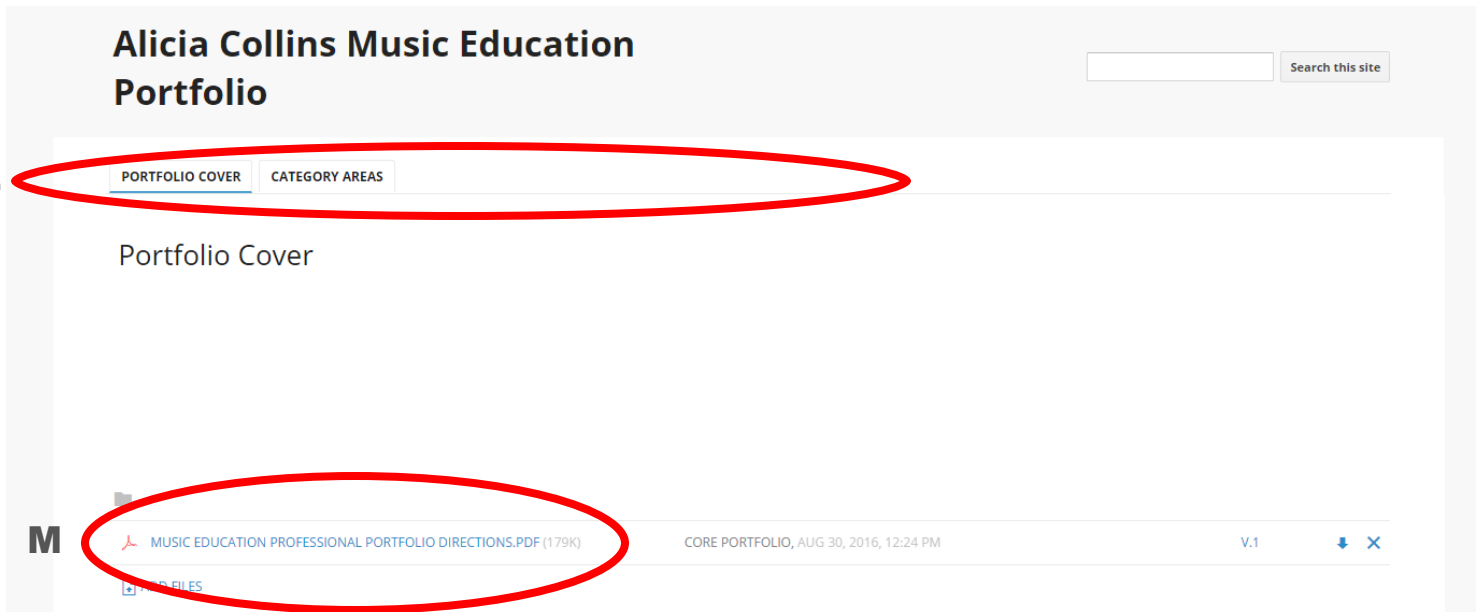2. Click on the option "Manage site." (O)

3. Next, click on "Themes, Colors, and Fonts" on the left menu bar. (P)

4. Change any attributes you want (you will see a preview of your changes). (Q)

5. When everything is the way you wish choose the red "Save" button at the top to save your changes. (R) Click your portfolio name to return to your portfolio and see your changes implemented. (S)

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   O

Sharing and Permissions   Shift + s

Sites help

Report an Issue

Manage Site   SAVE R Clear all customizations

< Alicia Collins Music Education Portfolio S

Base theme: The base theme allows you to start with an existing theme and make customizations.

Ski

	Entire page	Background				
Recent site activity	Site header	Text	Color:	○ Theme	○ None	●
Pages	Content area		Image:	● Theme	○ None	
Attachments	Content area gadgets		Wrapper image:	● Theme	○ None	
Page templates	Sidebar gadgets			Q		
Apps Scripts	Horizontal navigation					
Deleted items						
General						
Sharing and Permissions						
Themes, Colors, and Fonts	P					

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PORTFOLIO COVER   CATEGORY AREAS

Portfolio Cover