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

Click on SELECT.
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:

1. Login into your Nazareth email
2. Click on the drop down grid menu at the top right of the search bar
3. Click on the icon called SITES- this will direct you to Google Sites

STEP 2:

1. Once you have arrived back at Google Sites, click on the link to the portfolio site you created previously
2. This link can be found on the main page labeled with the site name you chose (ex: akessle9)
3. Click on the link and you will arrive back at your CORE PORTFOLIO
TO SET PRIVACY AND SHARE THE SITE

STEP 1:
Click on the GEAR icon button at the top right

STEP 2:
Click on SHARING AND PERMISSIONS
STEP 3:

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

STEP 4:

Click CHANGE and set it to specific people.
STEP 5:

You can then INVITE PEOPLE to view or edit your site.

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

STEP 6:
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
Click on the THEMES, COLORS AND FONTS button at the left menu bar

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