College of Education
UNIVERSITY OF GEORGIA
1785

Technical Tips for Creating Your TWLE Portfolio on Google Sites

Important!
- Use the Google Chrome browser
- If you encounter problems creating your site, please view the following tutorial: https://gsuing.google.com/learning-center/products/sites/get-started/ AND / OR contact OIT at UGA.
- There is no need to save your pages, but they won't be viewable until you click the blue Publish button in the top right corner
- When embedding Google Docs, Slide, or Sheets: You must first have the artifact uploaded somewhere online. Make sure that your Google artifact is set to public before you embed it into your Google Site. It will show up in your Google Site as an empty box in Edit View – but you'll be able to see it in Preview.
- If you make revisions, you must republish or the changes will not be viewed.
- Locate the correct link to send to your committee. The address is NOT the one you see at the top of the page. You must click "View Published Site." To do this, click the white dropdown arrow to the right of the blue publish button. Click view published site and use that address.
- Before you email the address of your site to your committee, please log out of all Google accounts, and check that the address works. Only then:
- Email the link to your published site to ugatesolfl@gmail.com and to your advisor.

Step 1: Get a Google sites account
- If you already have a Gmail account, you can just use this one as your Google sites account.
- Otherwise, go to sites.google.com/new and click on "Sign up for sites" on the bottom of the right. In the next page, you will provide your current UGAmail address and will be asked to choose a password and to fill in a few text-boxes, like what you usually do when registering on other websites. Then click on "I accept. Create my account" button. Google will then send an email including an activation link to your UGA email address. You need to click on the activation link within the email to activate your Google sites account. (If you do not get an email message within a few minutes, check your "spam" folder.)

Step 2: Create your Google site

• Sign in with your Google sites account.

• If you are signing in the Google sites (http://sites.google.com)with your Gmail account for the first time, you will see this:
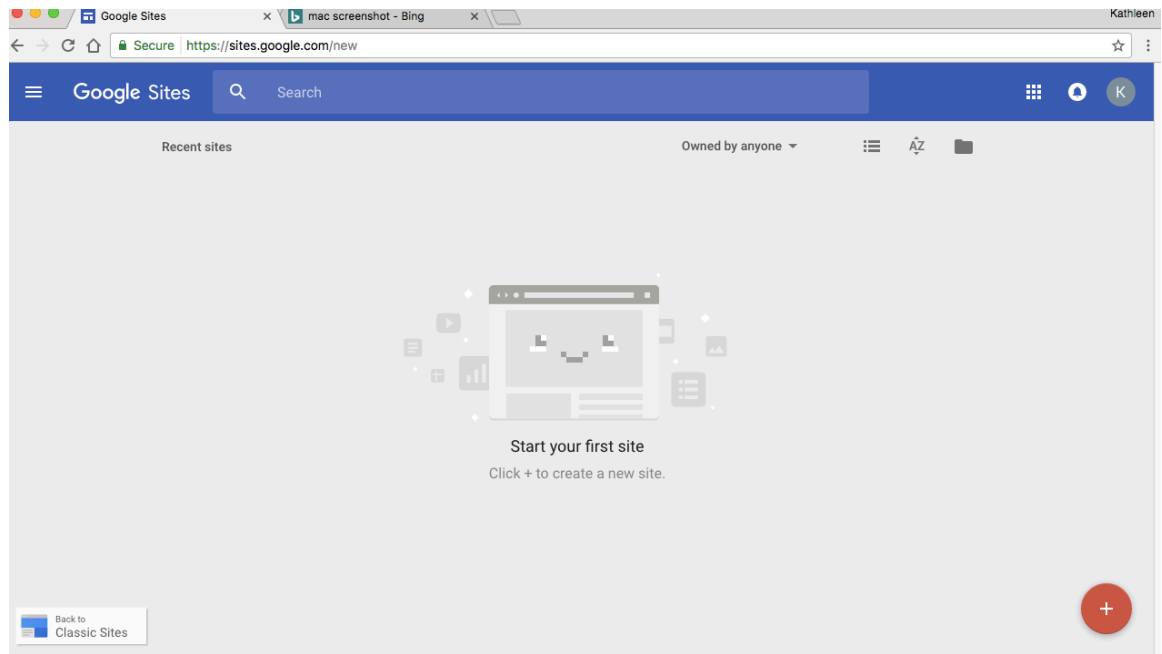
• After clicking on the red + button at the bottom right of your screen, you will see the following:
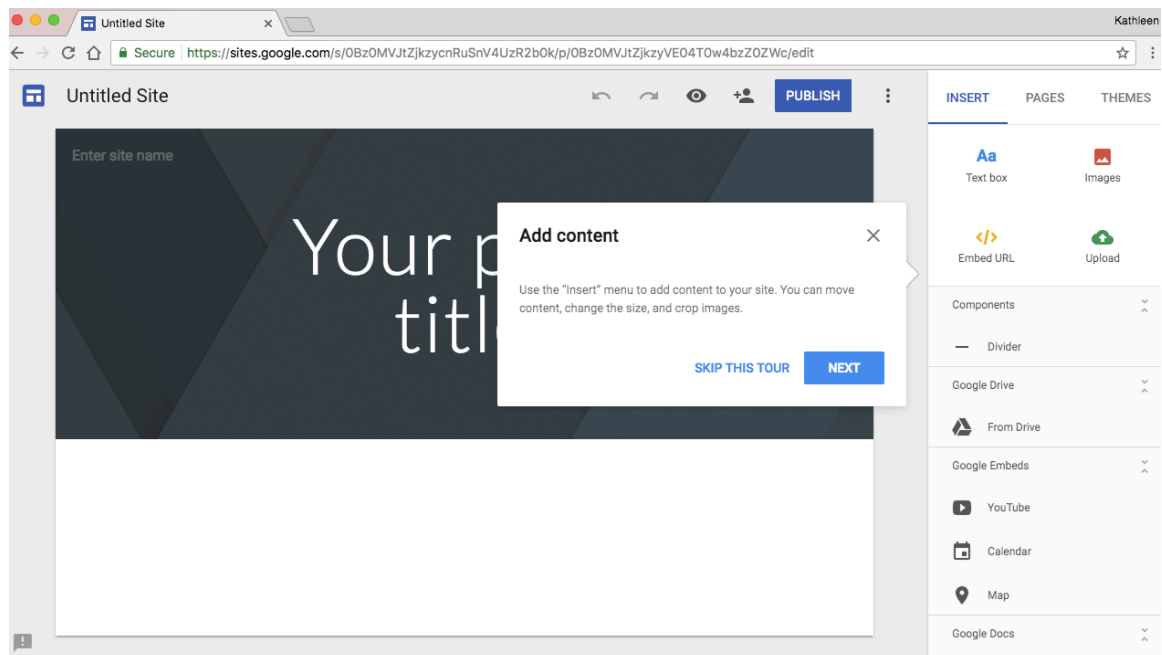
- Every step will be the same for both Gmail accounts and UGA email accounts:

    o First, name your site. Please include your first and last name and the term and year you will be defending your portfolio.

    o Second, choose a theme for the site by clicking on the

    "Themes" tab at the top right of the screen:
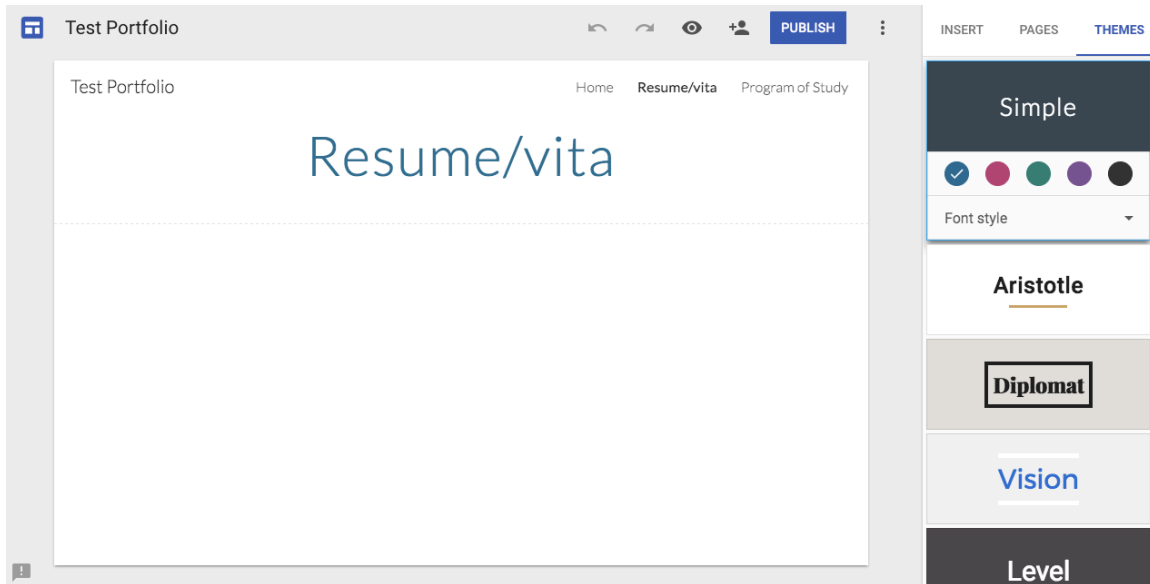


Step 3: Set up the pages

- Create the first page of your site. Note: You can always come back and add/delete/edit your pages.

- First, you want to change the name of "Home" page to "Cover Page." Type in your full name, and the semester and year you are defending your final portfolio. Please also include an email address that we may contact you at after you have graduated.

- Next, create another 11 pages by clicking on the "Pages" button on the right side of the page between "Insert" and "Themes". A blue icon will appear, as in the image below. Clicking on it will enable you to create new pages.
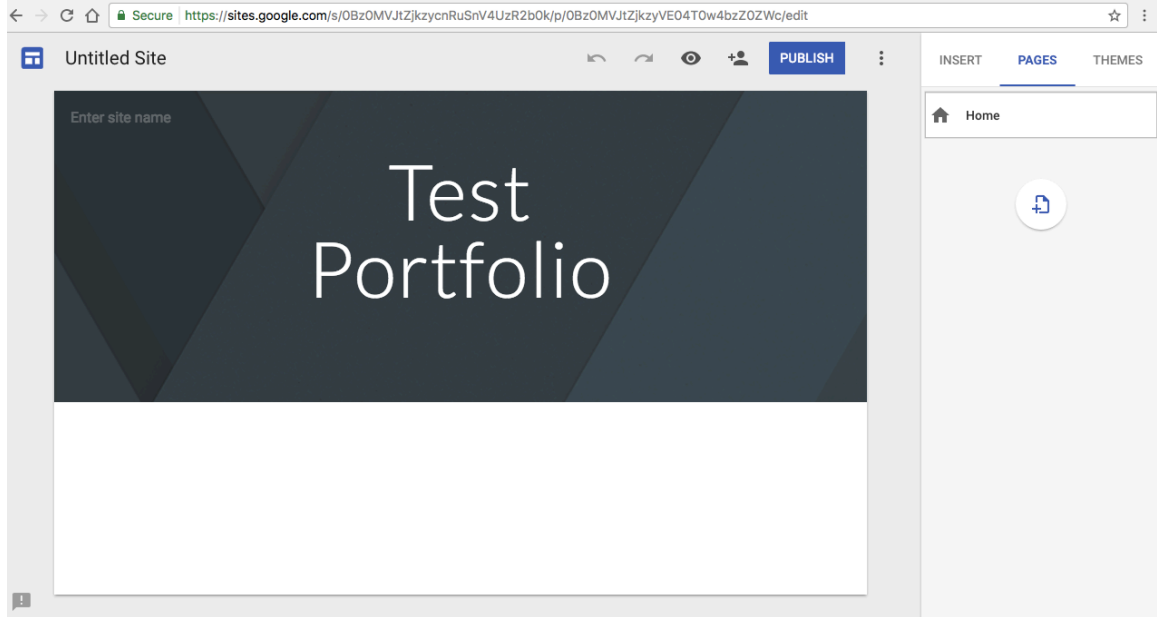
- Type in the name for the second page, which is "Resume/vita" in this case. Remember you can always come back to edit the page and embed new artifacts. Your CV/Vita, your program of study, your Synthesis Statement, Artifacts, and the abstracts for each of your artifacts should be embedded on site pages.

- To add text, artifacts, and other content to your pages, click "Insert" on the top right, this will allow you various options:
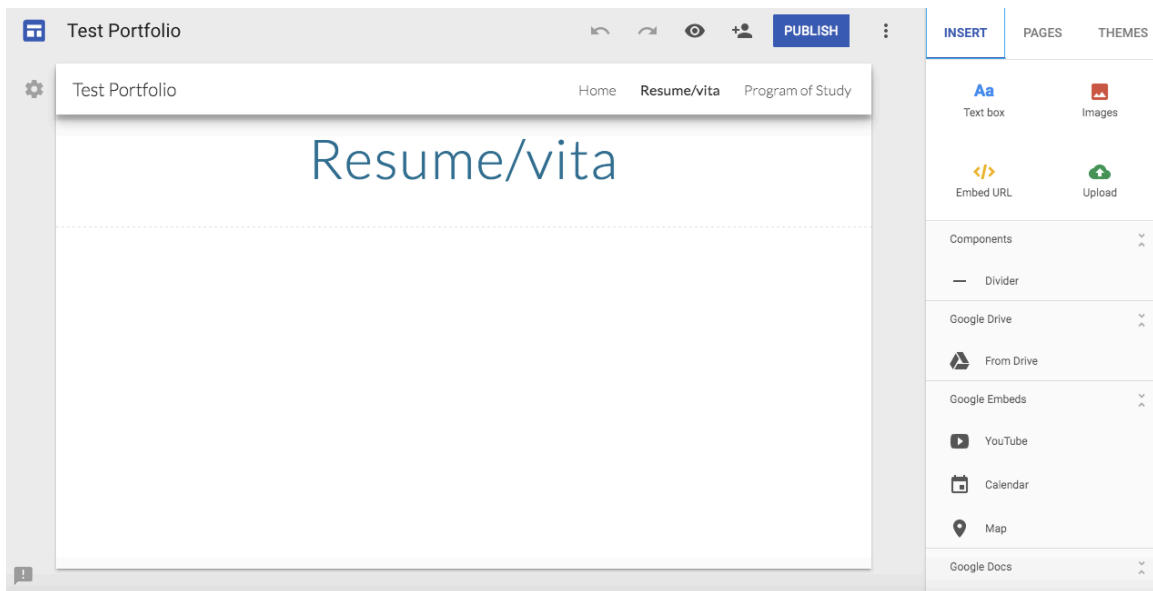
- We recommend embedding artifacts already stored online. You can't attach – they must be linked or embedded. When embedding Google Docs, Slide, or Sheets:

You must first have the artifact uploaded somewhere online. Make sure that your Google artifact is <u>set to public</u> before you embed it into your Google Site. It will show up in your Google Site as an empty box in Edit View – but you'll be able to see it in Preview.

- Repeat the above step to create the rest ten pages (Program of Study, Synthesis Statement, Artifact 1, Artifact 2, Artifact 3, Artifact 4, Artifact 5, Artifact 6, Artifact 7, and Directions Page). Finally, repeat the above steps to link or embed your final oral presentation for the defense.

- You can change the order of the pages in your site by dragging them up or down. You can also rename, delete and otherwise edit pages by clicking the three right dots next to each page name on the right menu as in the following image:
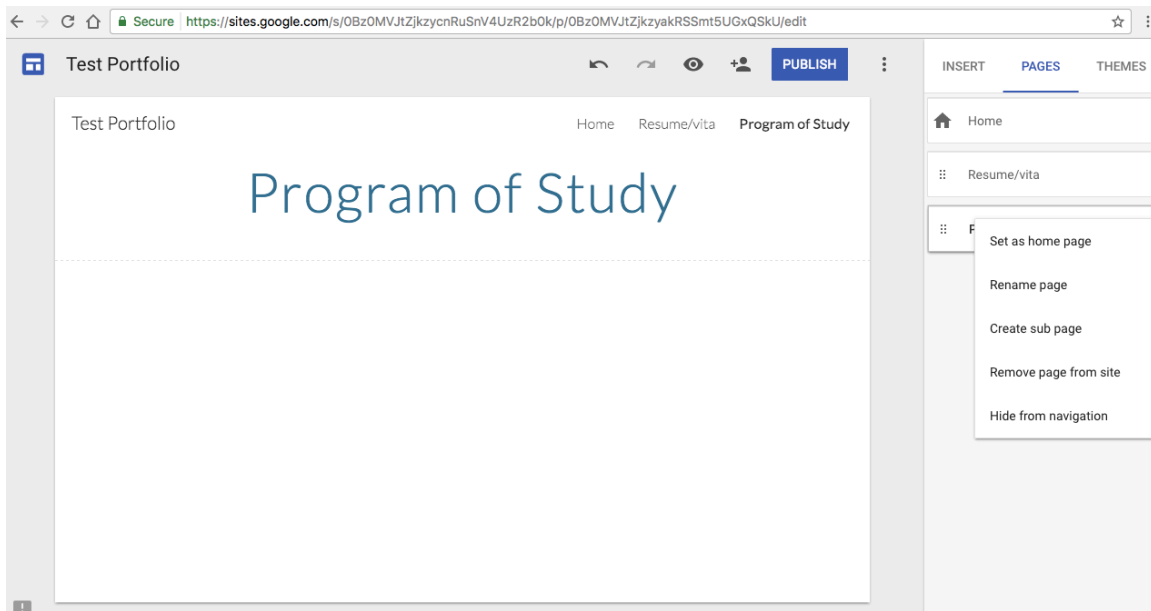

- There is no need to save your pages, but they <u>won't be viewable</u> until you <u>click the blue Publish button</u> in the top right corner and enter a name for your site.

Step 4: Give your site access to certain people

- Remember: If you make revisions, you <u>must republish</u> or the changes will not be viewed.
- Please add your TWLE advisor as editor to your site two weeks before your defense. Please also remember to embed your file or include a link to your final

presentation in the portfolio on that same date. Do this by clicking the icon next to the blue "Publish" button and entering the following address under "invite people": ugatesolfl@gmail.com and also your advisor. It may be a good idea to send it to yourself as well to make sure that the submission worked.
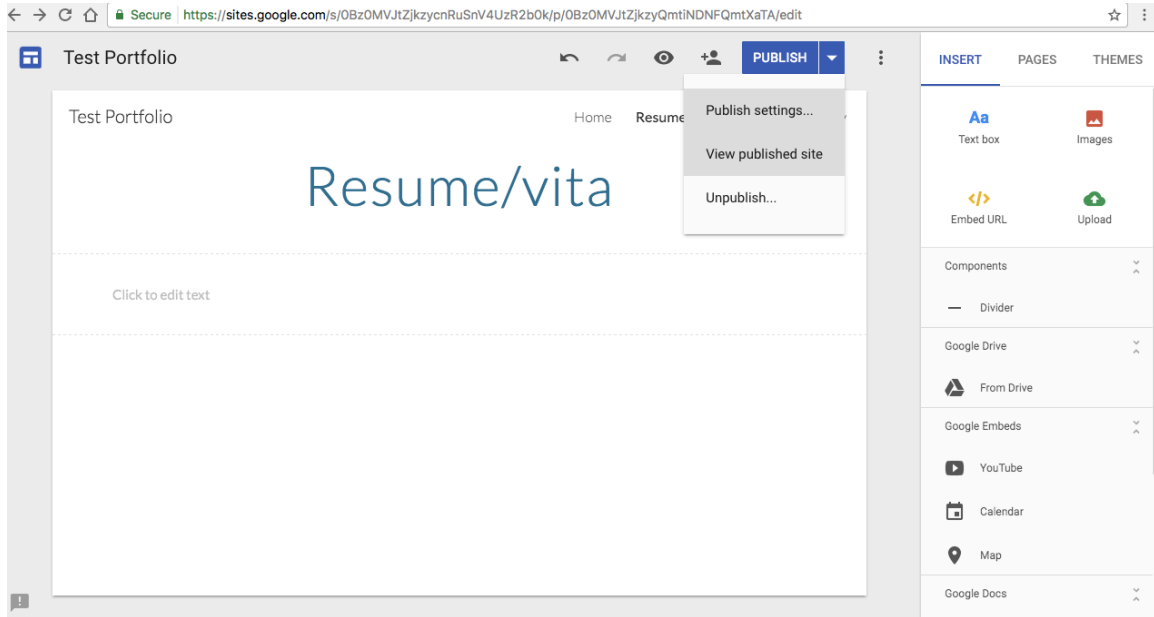
- Before you email the address of your site to UGA faculty, please log out of all Google accounts, and check that the address works.
- It is your responsibility to make sure that the submission worked. If you encounter problems, Contact OIT or consult the tutorial: https://gsuite.google.com/learning-center/products/sites/get-started/

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