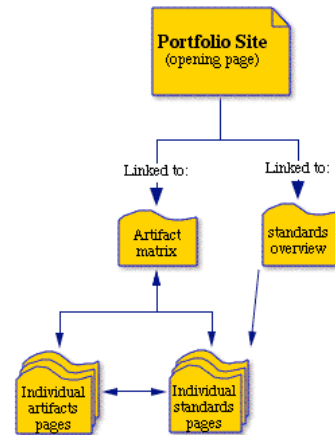


Creating the Teacher Education Digital Portfolio with Google Sites (*Google Apps*)

1. Portfolio Overview

- a. Environment for hosting your:
 - i. Professional Digital Portfolio
 - Identify professional/subject standards
 - Identify related artifacts
 - Align artifacts with standards.



b. Teacher Education Digital Portfolio Wiki

- i. Information Central for your Digital Portfolio work.

<http://tinyurl.com/ciportfoliowiki>

2. Example Digital Portfolios

- a. Visit Ed Tech and Design samples at
 - i. <http://delicious.com/tag/unietd-example+portfolio>
- b. Watch the *Introductory Tour* at the C&I Portfolio wiki

3. Getting Started (note for ALL users: use Firefox)

- a. Go to: <https://sites.google.com/site/uniteacheredportfolio/>
 - i. This is a direct link to the UNI Teacher Ed Portfolio template.
- b. Click on the *Use this Template* button in the upper right corner of the screen.
- c. Sign into your Google Account. All UNI students have Google Accounts. Go to <http://google.uni.edu> and you just need to sign-in using your UNI CAT-ID and password (same as you use to sign into email.)

4. Creating a New Portfolio Site Once You Have Opened the Template.

- 1) The Choose a template to use screen will appear. Single-click on the *UNI Teacher Ed Portfolio Template*.
- 2) *Name Your Site* and then...fill out rest of form

- 3) Change the site URL to be short and unique (UNI EdTech students must use CatID username + "portfolio." (e.g., *schumachportfolio*)

⇒ *Write down your Web Portfolio Address:*

http://_____

- 4) Expand *Choose a Site Theme* and select a theme. (Don't worry, you can change this later.).
- 5) Expand for More Options
 - a) Enter "Portfolio" into the *Site Categories* box.
 - b) Enter a short description----there is a letter limit! (Mrs. Martin's Professional Portfolio)
 - c) Click the option "*Everyone in the world can view this site*". This will make it public.
- 6) Enter the code in the box.
- 7) Click the *Create Site* button
- 8) You should get a complete site...home page, artifact matrix page, standards overview page.

5. Familiarize Yourself with the Template

- a. Review the following pages:
 - i. Introduction
 - ii. Artifact 01
 - iii. Artifacts Matrix
 - iv. Standards Overview
 - v. Standard 01
- b. Watch the Portfolio Tours on the C&I Portfolio wiki (<http://ci-portfolio.wikispaces.com/>)



CONTENT:

Notice that each of the template pages you will need are already created for you.

You just need to:

- a. **Identify the artifacts** that you want to use to show that you have the necessary skills.
- b. **Artifacts Matrix**
 - i. List the artifacts in the Artifacts Matrix.
 - ii. Indicate which standards each of the artifacts satisfies.
- c. **Artifact Pages**
 - i. Enter the artifact name at the top.
 - ii. Describe the artifact using in 1 or 2 paragraphs.
 - iii. List the subject area and describe the learners.
 - iv. Identify the Objective(s) this artifact seeks to address and describe how it will address it.
 - v. Complete the Standards Connections by describing how this artifact addresses each specific standard. Remove the standards that are not mentioned.
 - vi. Link or Attach your artifact to the Artifact Page.
- d. **Adding Artifact Pages (Using the Artifact Page Template)**
 - i. Click the *Create Page* button.
 - ii. Single click on the Artifact Page template
 - iii. Name your Artifact Page by number (e.g., Artifact 09)
 - iv. Put the page under the Artifact Matrix (if it isn't already there)
 - v. Add your information to the Artifact Page.
- e. **Adding a Row to the Artifacts Matrix**
 - i. Click the *Edit Page* button in the upper right corner.
 - ii. Click in the bottom row of the matrix.
 - iii. Select *Insert Row Below* from the Table menu (Table>Insert Row Below)
 - iv. Click the *Save* button in the upper right corner.



LINKS: Most of the links are already in place: Links already exist . . .

- a. on the Artifacts Matrix between an artifact row and the coordinating artifact page.
- b. on the Artifacts Matrix between the standards headings at the top of each column and the coordinating individual standard page.
- c. between the Standards Overview page and each individual standards page.
- d. from the Navigation sidebar to the appropriate pages

ADDING LINKS:

In some cases you will need to **add links or pages:**

- a. You will need to create links between newly-added artifact names on the individual standards pages and the corresponding artifact pages.
- b. You will need to create links between the standards named on the artifact pages and the corresponding standards pages.
- c. When appropriate, you will need to create links from artifact pages to the actual corresponding artifacts.
- d. When necessary, you will need to create new artifact pages by creating a new page and then copying and pasting content from a previously-created page.

Linking from the *Artifacts Matrix* page to the *Individual Artifacts*.

- a. On the ***Artifacts Matrix*** page, highlight the name of the artifact
- b. Link this title to the corresponding *Artifact* page.
- c. **Repeat steps to link all the artifacts to their individual description pages**

Linking from the Individual Artifacts to the corresponding Standards

- a. On the Individual Artifact page highlight the title of the standard that is supported
- b. Link to the corresponding Standard page



Creating Links from One Page to Another

- a. Click on *Edit this page*.
- b. Highlight the word or phrase you wish to link.
- c. Click on *Link* in the Google Sites menu.
- d. On the *Create Link* page, look for the desired page.
- e. If the desired page doesn't appear in the index,
 - a. look in the folders by clicking on the + signs to the left of the folder titles.
 - b. type the name of the desired page in the *Search pages* box. It should appear.
- f. Click the *OK* button so that you will return to the original page.
- g. Repeat this process with other links on the page. Click the *Save* button.

Share the Site (Make it public)

- e. In case you didn't do this when you first created this site, you need to make your site public for others to enjoy it.
- f. Click the *More actions* button (upper right) and select *Share this Site*.
- g. Others can view your portfolio ONLY if you have checked the box in the Advanced permissions section.

Accessing the web site from any computer with Internet access

- 1) <http://sites.google.com/a/uni.edu/CatIDportfolio>

Happy Portfolio-in'!!!!

