



ETT 229 Project 6: Develop an ePortfolio through Google Sites

Section A: Project Overview

Purpose: This project is designed to introduce you to Google Sites through the creation of an ePortfolio. Your ePortfolio will enable you to document and present the projects you have created during ETT229. Through the successful completion of the rubric assignment, the learner will demonstrate the ability to perform the following tasks:

- Create an e-portfolio site by selecting an existing theme.
- Add pages to the site.
- Edit the layout of a page.
- Insert text and images on a page.
- Modify font styles and colors.
- Insert bullets.
- Insert hyperlinks.
- Upload documents to the webpage.
- Publish the e-portfolio online.

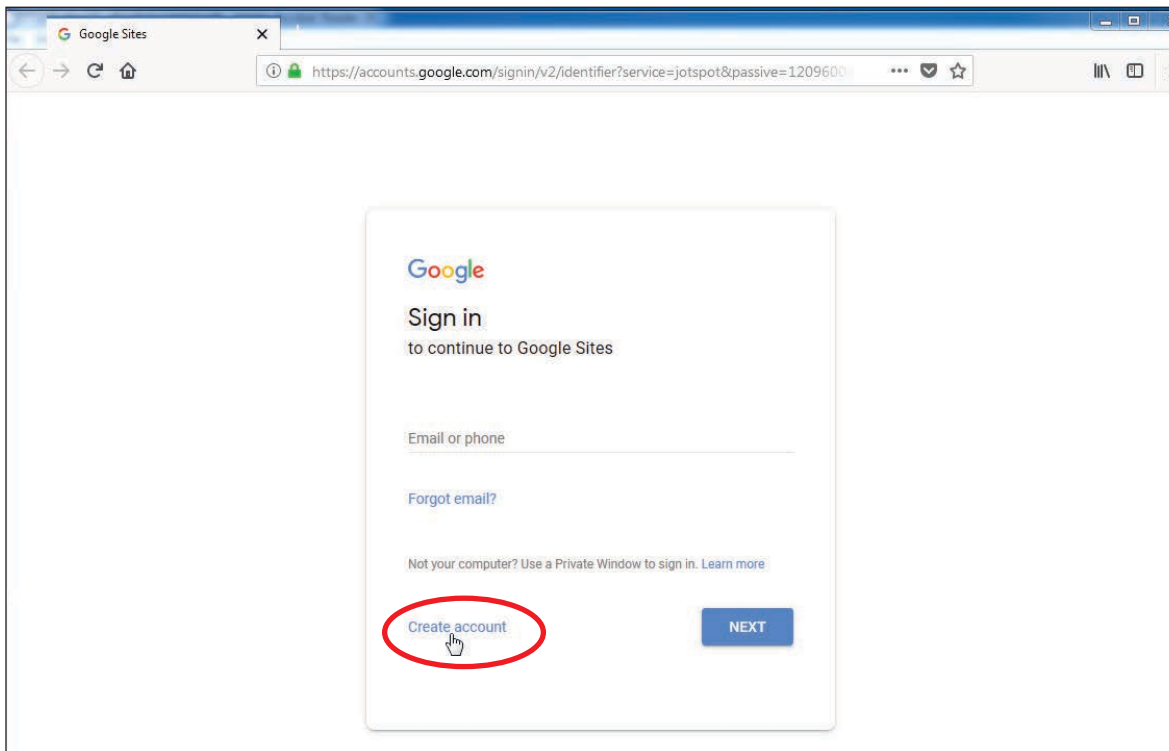
Assignment Submission: Paste only the URL of your completed website into a Microsoft Word document. (Please use the Assignment link within this project's Blackboard folder to submit your assignment.) Label your file using the following format: ETT229_Lastname_ePortfolio (example: ETT229_Jones_ePortfolio.docx)

Assignment Grading: Please review the grading rubric shown below. Before submitting your project, review the rubric to ensure that you have met all requirements.

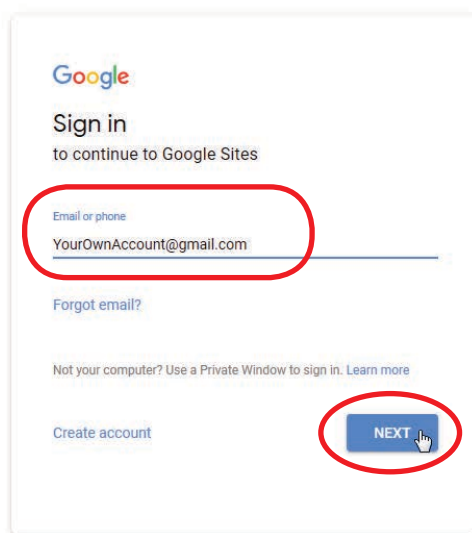
Grading Rubric for Project 6: ePortfolio	
File Management: <ul style="list-style-type: none"> • URL document is saved and named correctly, then uploaded via the correct assignment link. 	20 points
Document Formatting: <ul style="list-style-type: none"> • The site is based on a theme. • The site includes six web pages in the following order: <ul style="list-style-type: none"> ○ Home. ○ Resume. ○ Newsletter. ○ Portfolio. ○ Assessment Rubric. ○ Mail Merge. • The Home page contains a two column layout. • The font of the Home page's welcome message is Normal, 16-point, Bold. • The font for the bullets on the home page is Normal, 12-point. • The Home page contains five hyperlinks, one for each project. • The Home page contains an appropriate image. • The student's completed ETT229 projects are uploaded to the appropriate pages. 	60 points
Content: <ul style="list-style-type: none"> • All content uses correct spelling and grammar, and is professional in tone. • Content mainly follows directions given in the job aid, but student has obviously put effort into customizing the content. 	20 points
TOTAL	100 points

Section B: Create a Gmail Account

- 1) Launch a web browser, then go to <https://sites.google.com> and click on **Create account** to create a Gmail account. If you already have a Gmail account you'd like to use, skip to Step 2. (You can use any modern web browser. The screen captures shown in this job aid are from Firefox.)

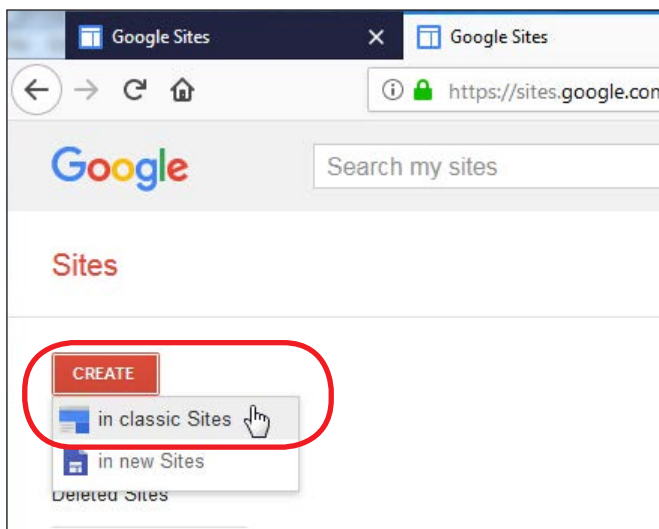


- 2) Sign in at <http://sites.google.com> using your Gmail account.

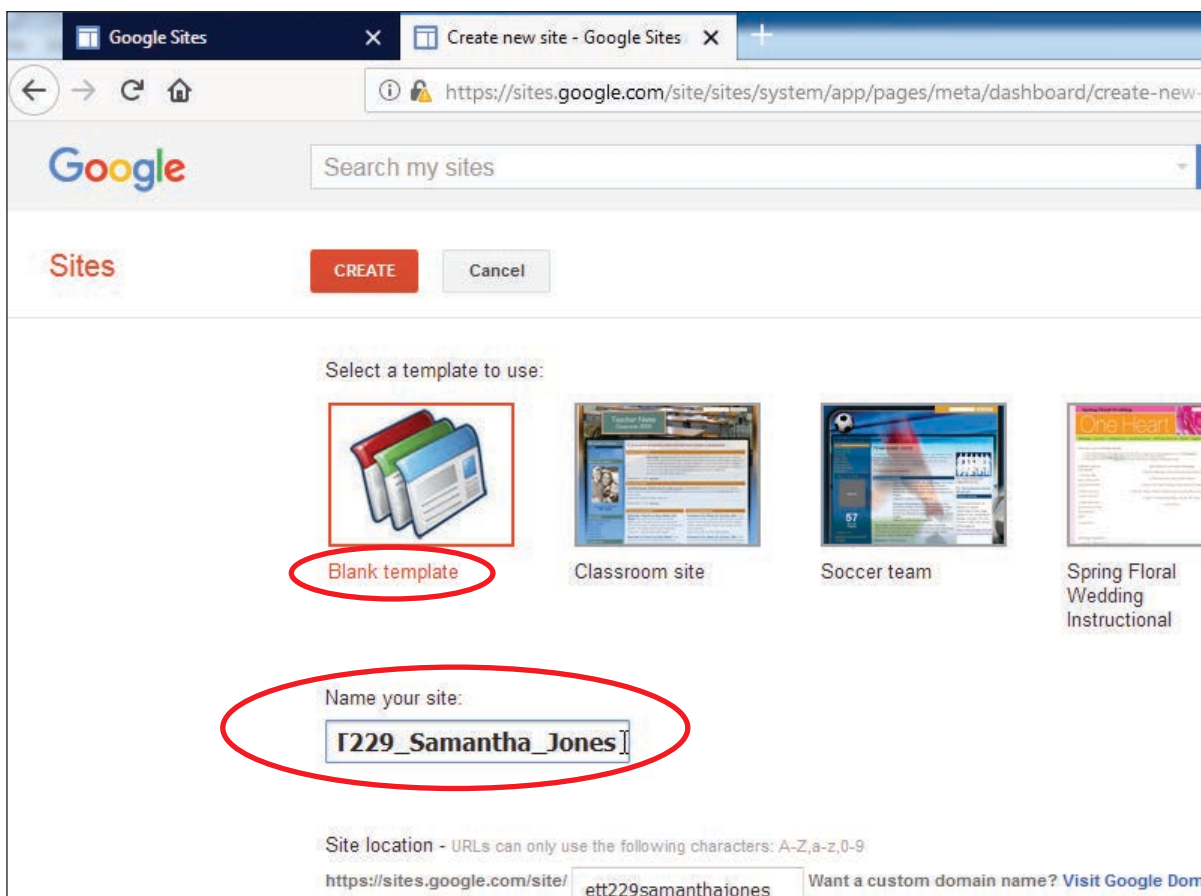


Section C: Create a Site

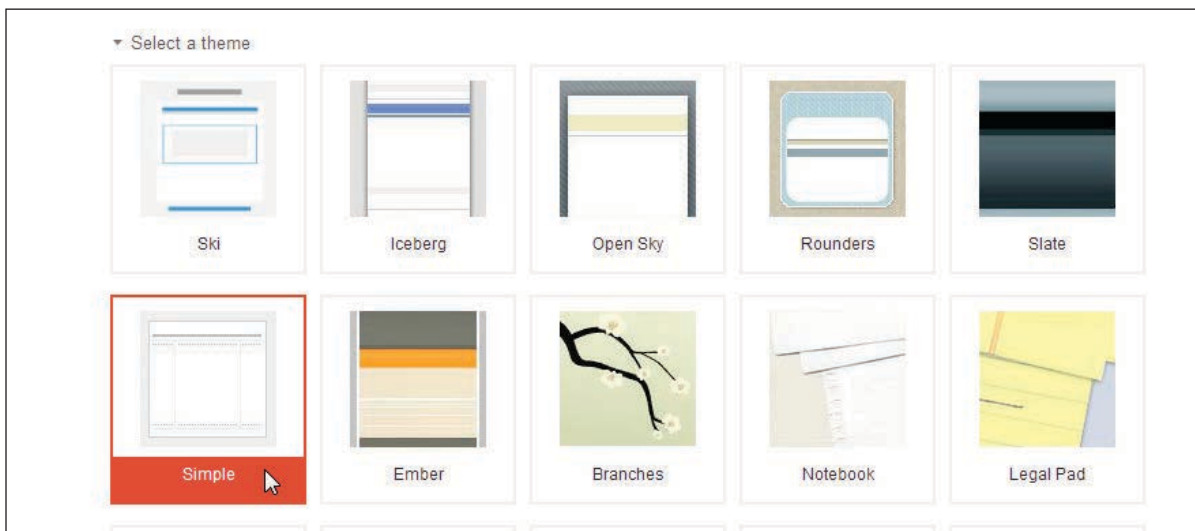
- 3) Now that you're logged in at <https://sites.google.com>, click the large **Create** button to get started. From the drop-down menu, select "**in classic Sites.**"



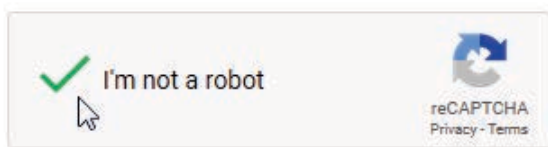
- 4) On the next page, you'll need to select several options. Begin by making sure that **Blank template** is selected. Then, enter your site's name as "**ETT229_Firstname_LastName.**"



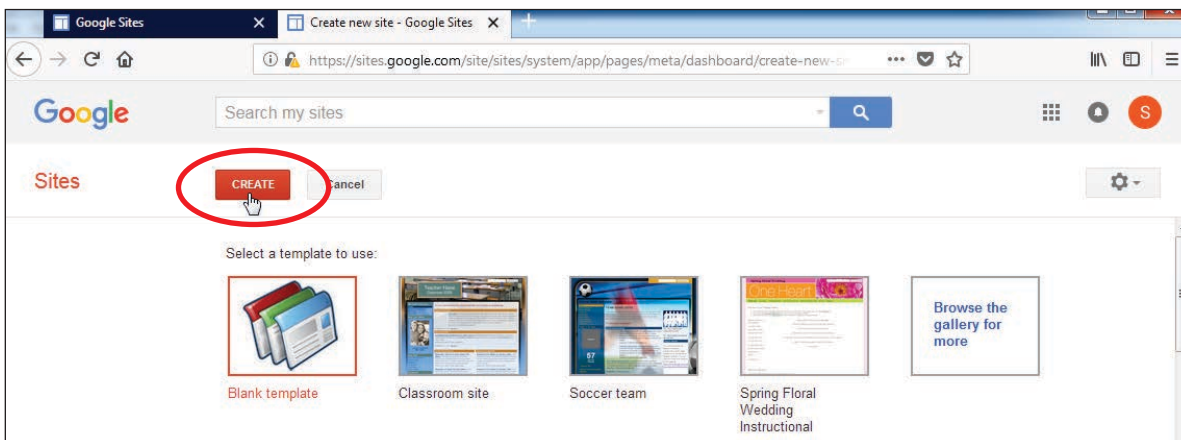
- 5) Scroll down, then click the triangle in front of the words “Select a theme” to reveal multiple options. Select a theme that you find attractive. This job aid shows the Simple theme, but you should **choose something other than Simple**. (Note: The selected Theme can be changed at any time by choosing **More actions > Manage site > Themes, Colors, and Fonts** while the site’s **Home page** is selected.)



- 6) Scroll down further, then click on the **I’m not a robot** box. The box will turn into a green check mark.



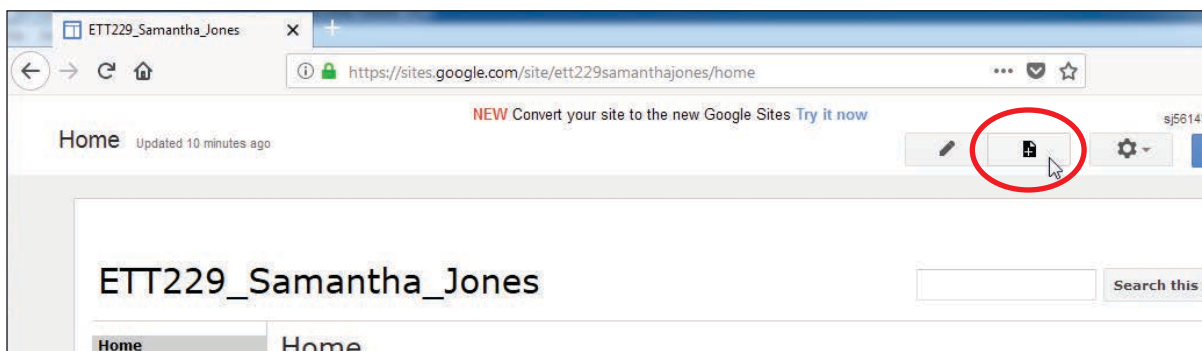
- 7) Scroll back up to the top of the webpage, then click the **Create Site** button.



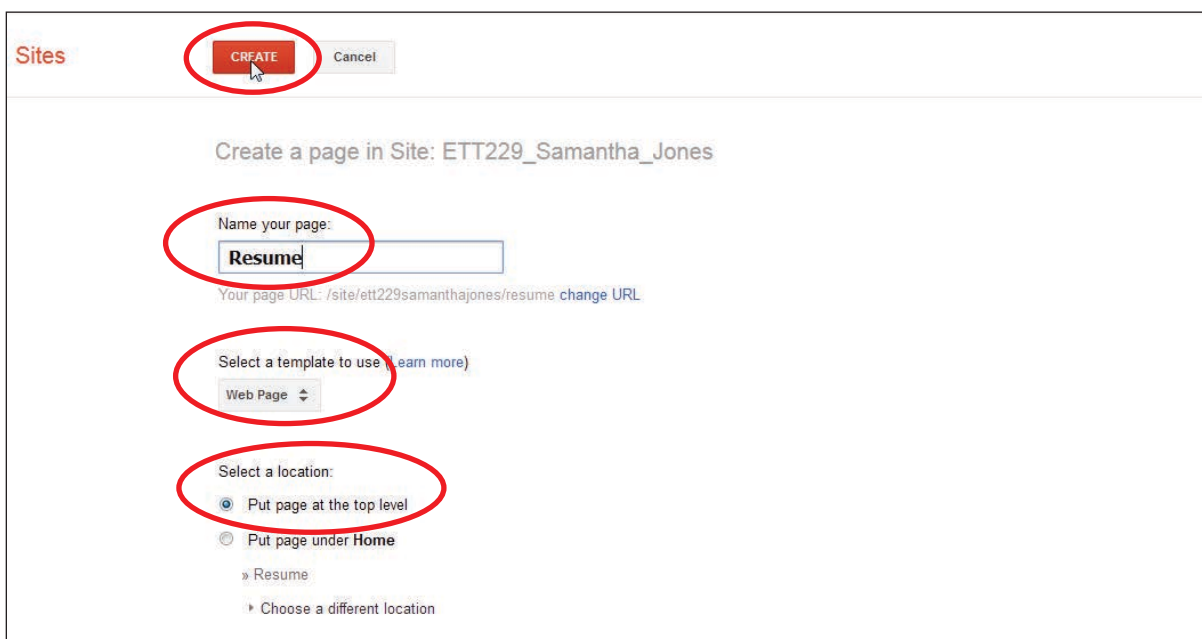
- 8) After a few moments, you will be taken to the Home page of your new site.

Section D: Add pages to your site

- 9) Before working on the Home page, you'll need to create the rest of the site. Click on **Create page** icon to add a new page.



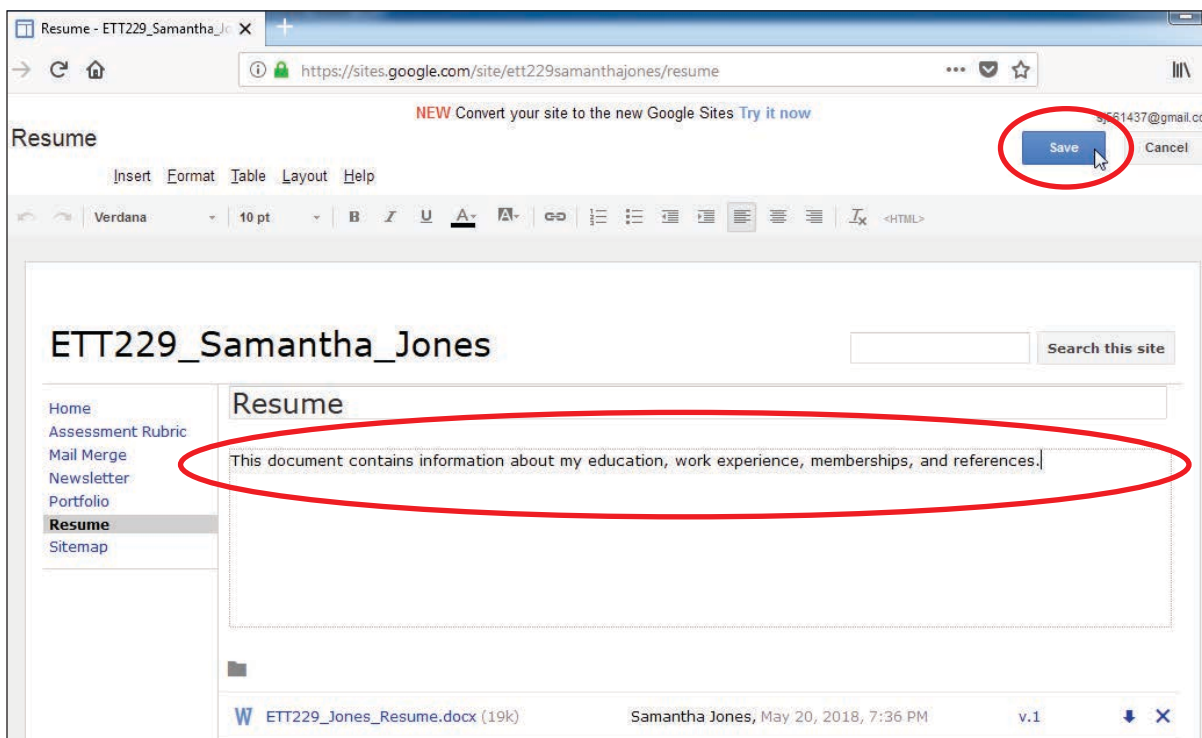
- 10) Name the page "**Resume**," select **Web Page** from the template options, make sure that the location is **Put page at the top level**, then click the **Create** button at the top of your screen.



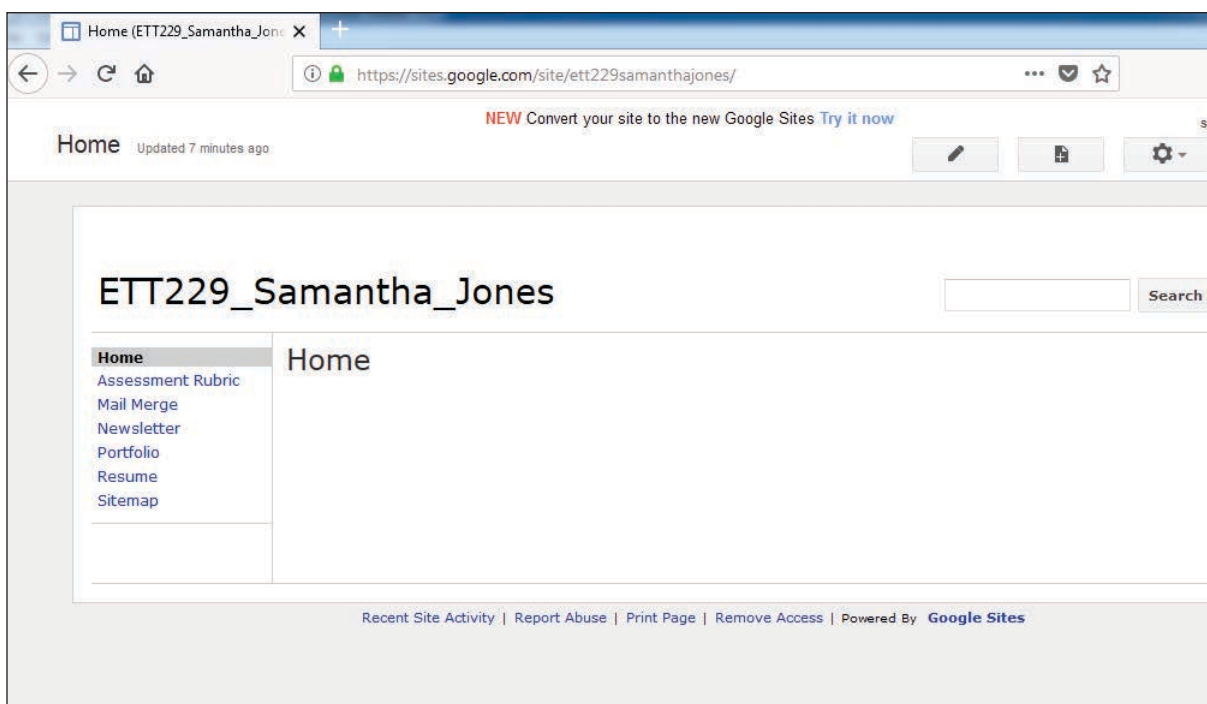
- 11) After your new page is created, click **Add files**. Navigate to the resume file (Word document) you created during Project #1 (for example, ETT229_Jones_Resume.docx), then click **Open** to upload your resume file.



- 12) Click into the large text box beneath your page's title, then **add a short description** for this page. (See the example shown for inspiration.) Once you've entered your description, click the **Save** button at the top right.

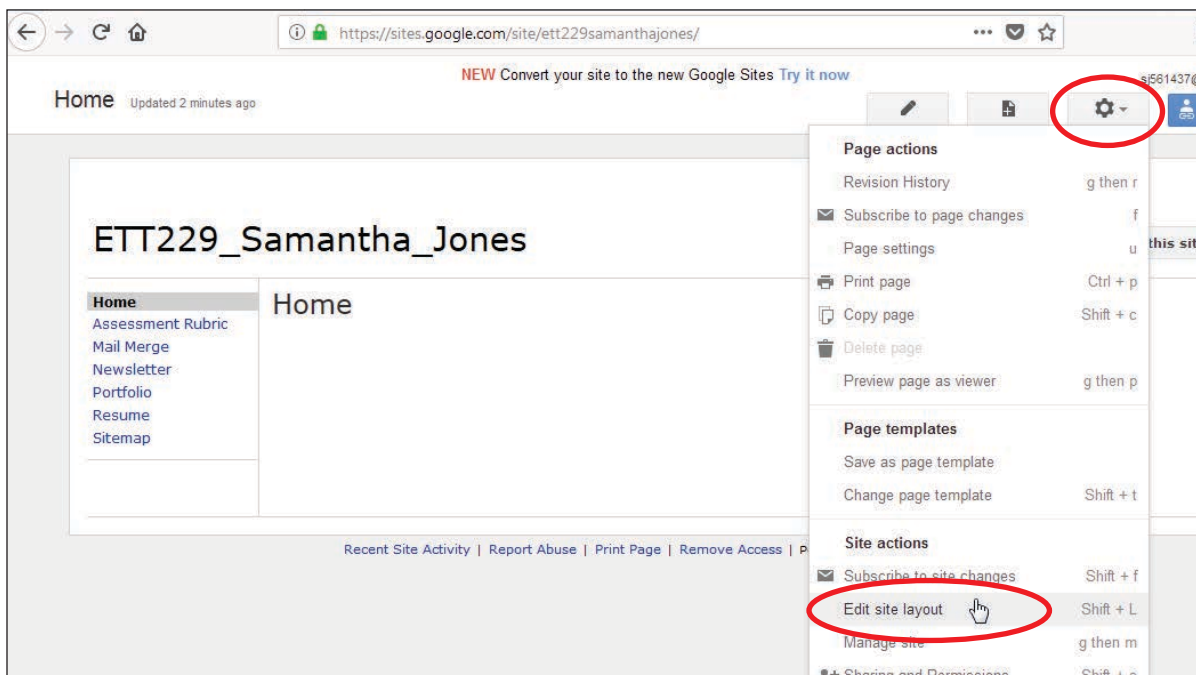


- 13) Repeat steps 9 through 12 another 4 times to add additional pages for your Newsletter, Portfolio, Assessment Rubric, and Mail Merge projects. On each page, **upload** your appropriate ETT229 project files (for the Mail Merge project, only upload the final MergedLetters file). After all the project pages have been completed, click the word **Home** in the **Navigation sidebar** to bring up your Home page; it should similar to the image below.



Section E: Edit your layout

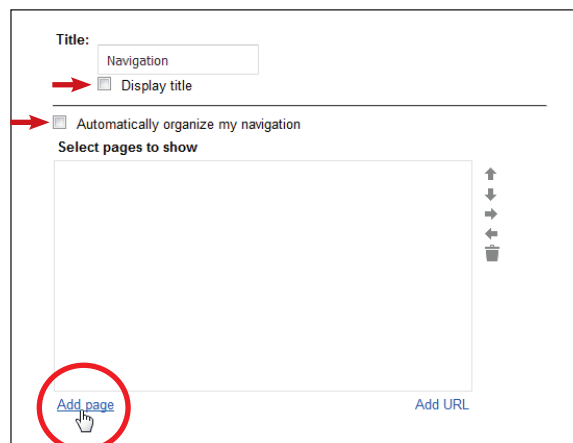
- 14) At the top-right of your screen, click on **More actions** then choose **Edit site layout** from the drop-down menu.



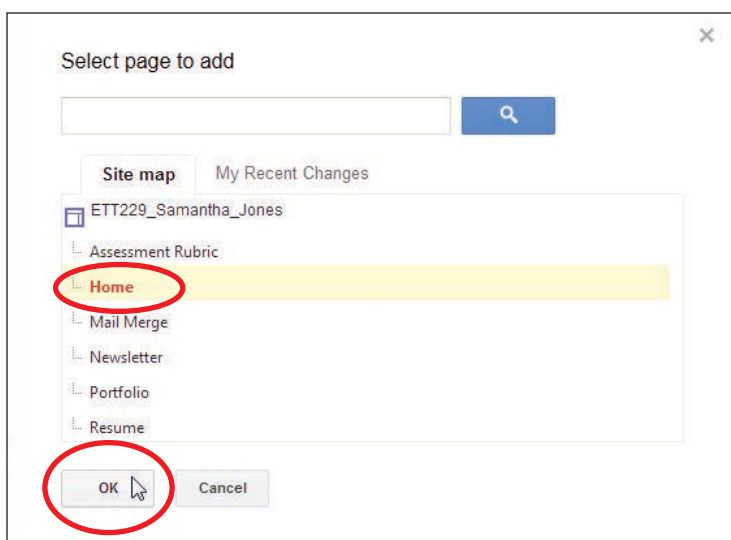
- 15) Hover your mouse just below the Sidebar pop-up menu until the Navigation bar appears, then click on it.



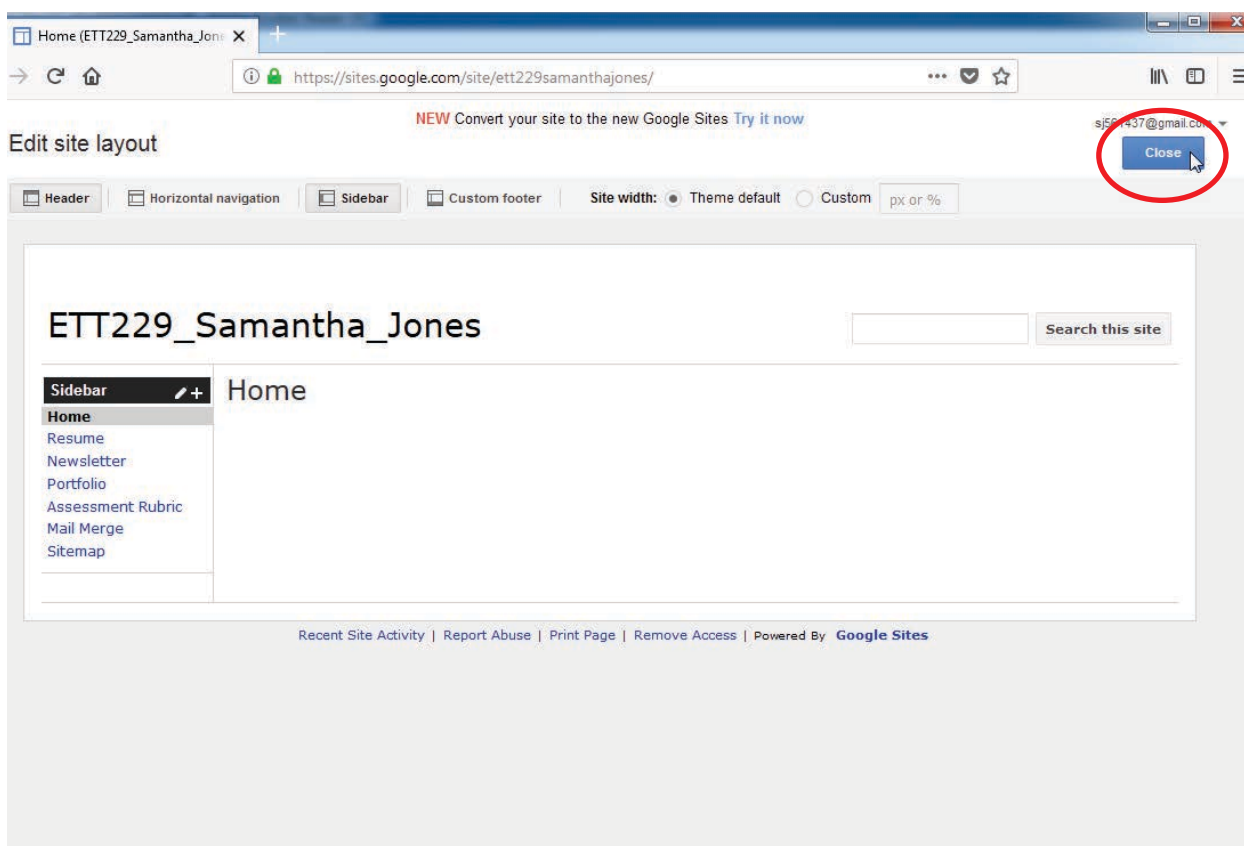
- 16) In the resulting Configure navigation window, **uncheck** the options for **Display title** and **Automatically organize my navigation** boxes. Next, click **Add Page**.



- 17) From the resulting dialog box, select your **Home** page then click **OK**.



- 18) Repeat steps 16 and 17 five more times to add the remaining pages into the list, being sure to place them in the following order: Home, Resume, Newsletter, Portfolio, Assessment Rubric, Mail Merge. Click **OK**.
- 19) Your sidebar should now appear as shown below. If you are satisfied with the results, click the Close button at the top-right corner of your screen.

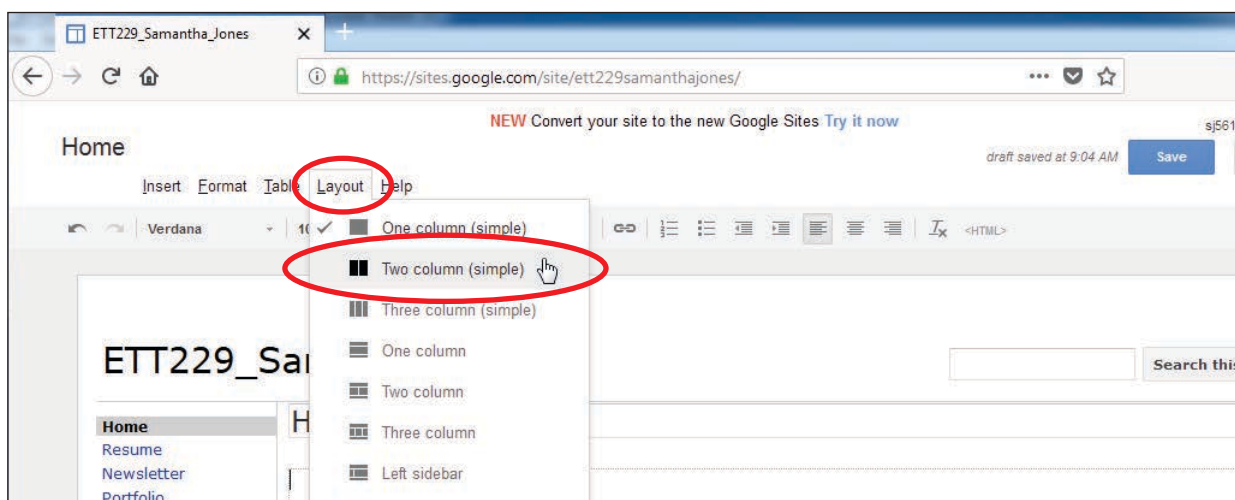


Section F: Add content to Home page

20) Choose the Home page, then click the **Edit page** button (pencil icon) at the top-right of your screen.



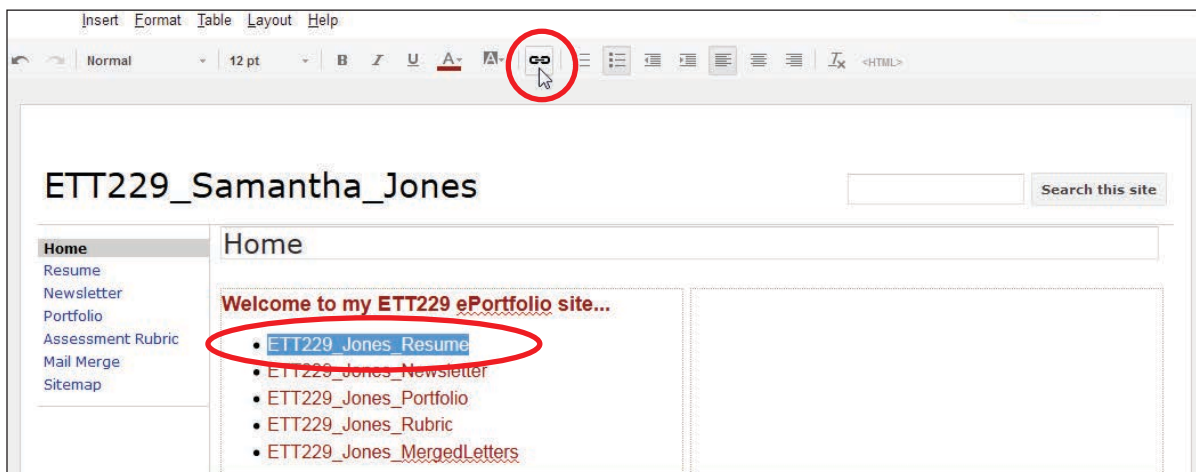
21) From the **Layout** menu at the top-left of your screen, choose **Two column (simple)**.



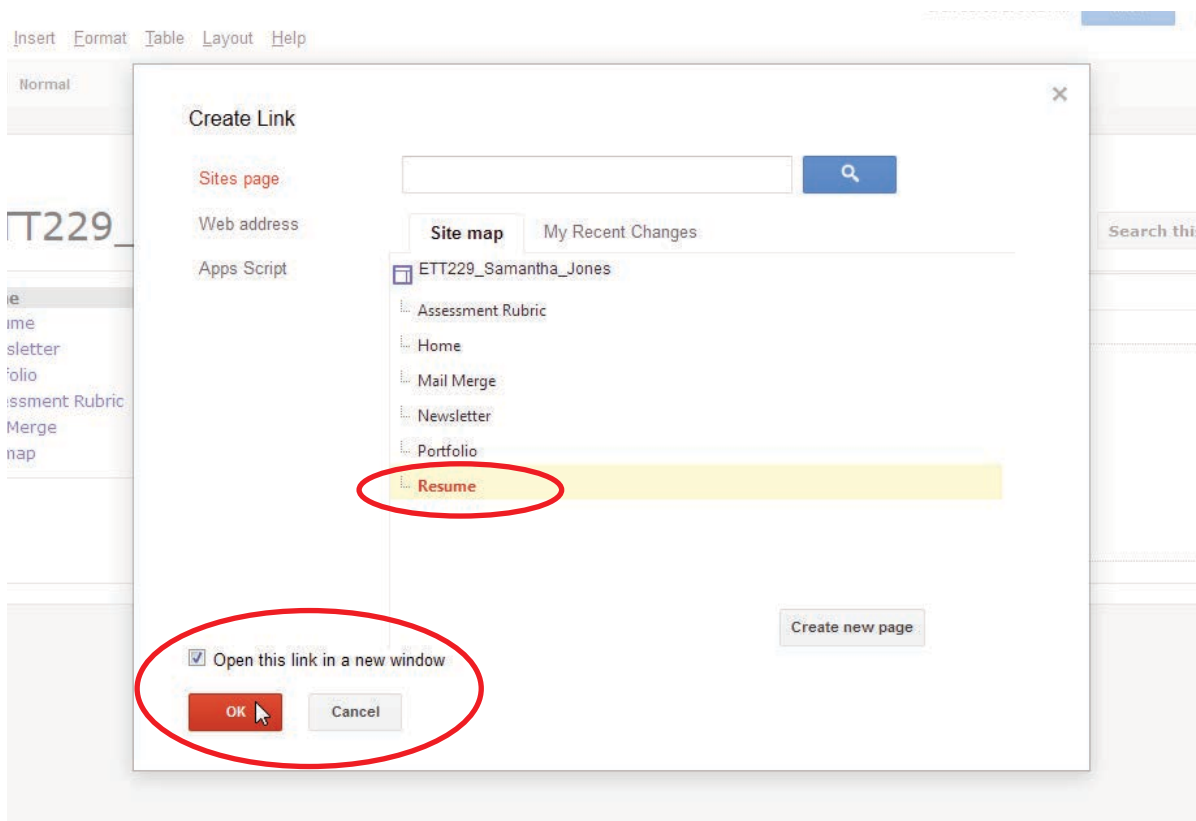
22) In the left column, type in **Welcome to my ETT229 ePortfolio site...** then use the menu icons to **style** the text as **Normal**, **16 pt.**, and **Bold** in a color that provides sufficient contrast to be highly legible (other than black). On a new line, start a bulleted list with each of your ETT 229 project file names. Define the font as **Normal** and **12 pt.**, using the same color as on your first line.



- 23) Highlight the entire first item in your bulleted list (your resume file name), then click **Add or remove link** from the menu icons.



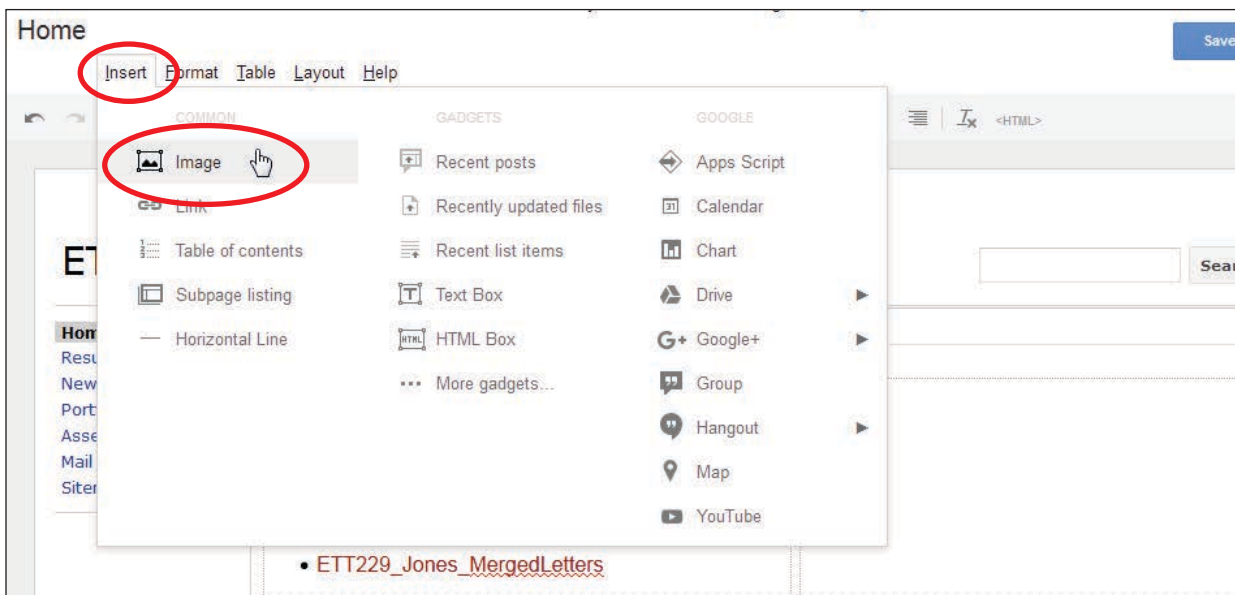
- 24) In the resulting dialog box, select your **Resume** page from the Site map page list, then check the **Open this link in a new window** option at the bottom left. Click **OK**.



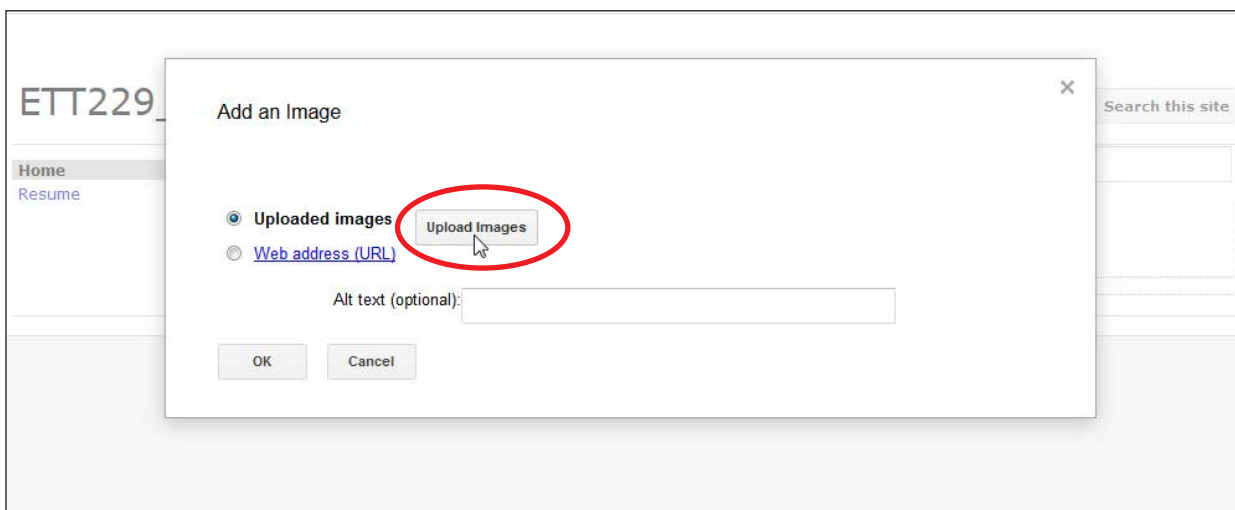
- 25) Repeat steps 23 and 24 to **add the appropriate links for the rest of the bullets**, then click the **Save** button in the upper-right corner of your screen.

Section G: Add an image to the Home page

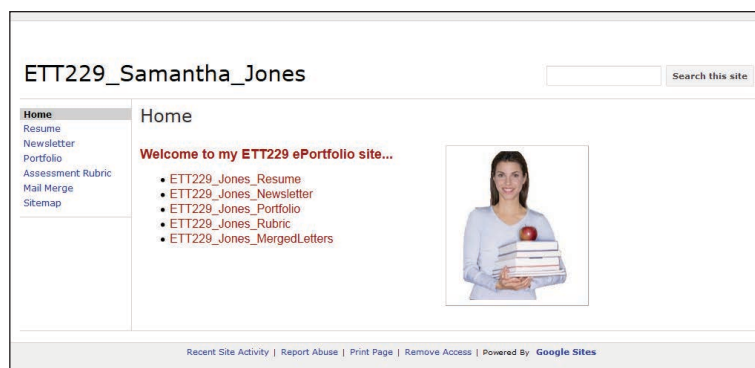
- 26) With the Home page still selected, click the **Edit** button again. Click within the **right column**, then go to the **Insert** menu to select **Image**.



- 27) From the resulting dialog box, click **Upload Images** then select an appropriate image for your ePortfolio site.

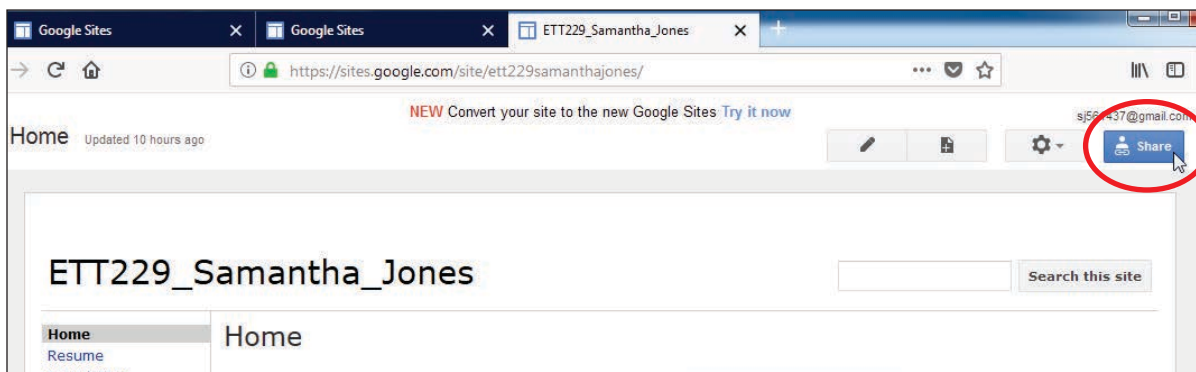


- 28) Once the image has uploaded, use the floating toolbar to change the size (Small, Medium, or Large) as needed. Your page should be similar to the one shown at right. When you are done making adjustments, click the Save button at the top-right of your screen to complete the page.

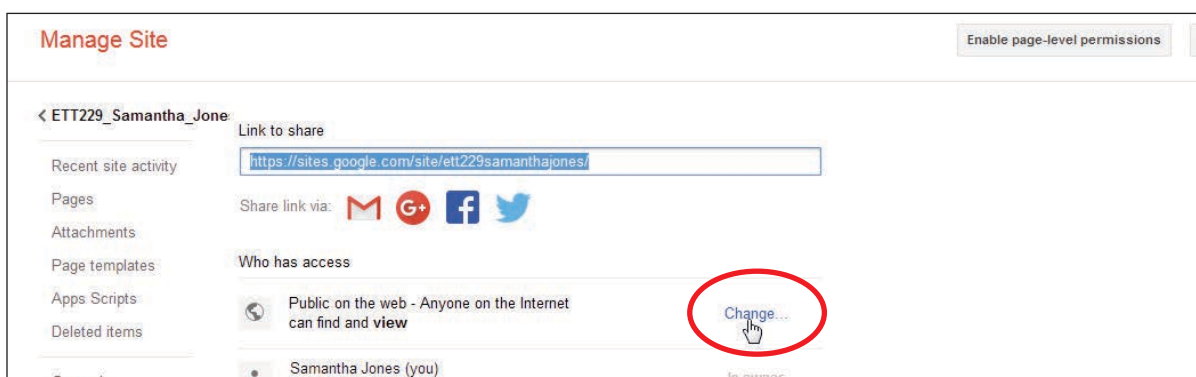


Section H: Share your site

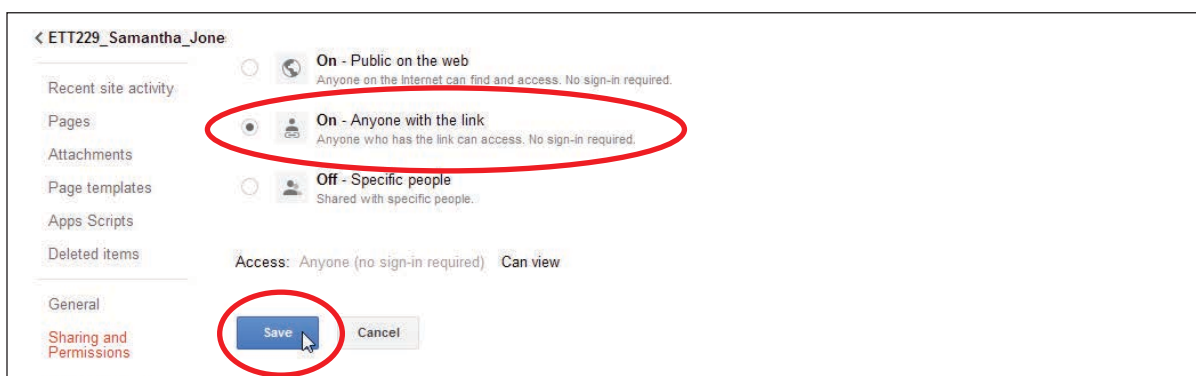
29) Click the **Share** icon at the top-right corner of your screen.



30) From the resulting Manage Site page, locate the **Who Has Access** section then click the link for **Change...**



31) Change your access setting to **On - Anyone with the link**, then click **Save**.



Note: You can repeat these steps to make the site private once your ETT 229 class is over.

32) Copy the URL of your site, paste it into a blank Word document, name it as specified in Section A, then upload the Word file to the correct assignment page on Blackboard.

33) You may close your browser. You're done!

End of Job Aid