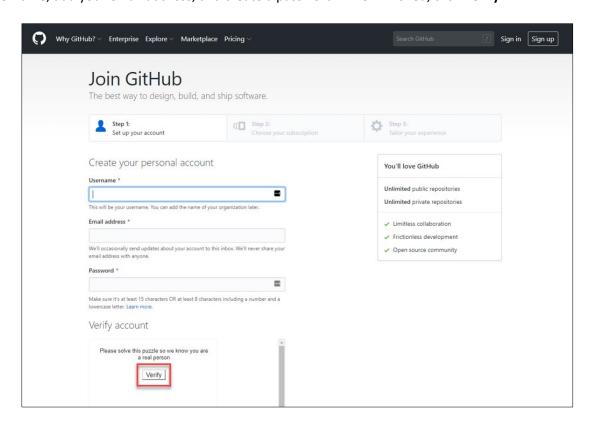


# **CS Program GitHub Portfolio Tutorial**

### **Setting Up Your Account**

If you have not done so already, go to <u>GitHub</u> and set up an account. You will be asked to create a Username, add your email address, and create a password. When finished, click **Verify**.

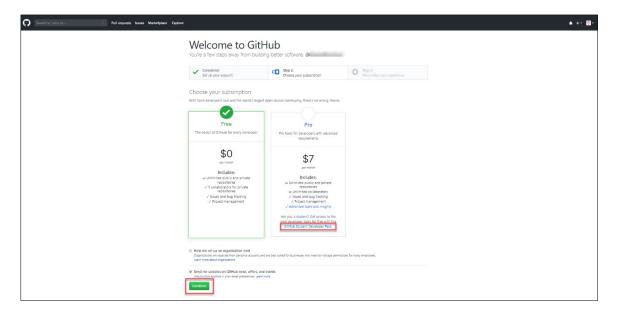


When you click **Verify**, a puzzle will appear and you will be asked to solve it. It will likely be different from the puzzle in this example. After you answer the question correctly, you will be able to click on the **Create an account** button.

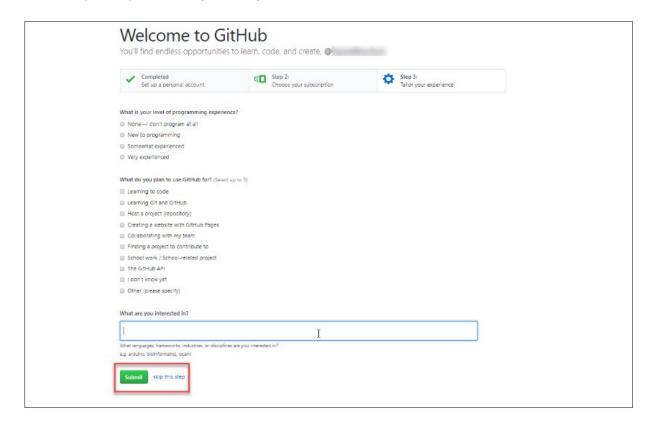




You will be taken to a welcome page where you can select your account type. For the purposes of this class, you only need the free option. After you make your selection, click **Continue**.



GitHub will send an email verification. Make sure to verify your account. On the next screen, you will be asked questions about how you intend to use GitHub. You may choose to fill out the form and click **Submit**, or you may choose **Skip this step**.



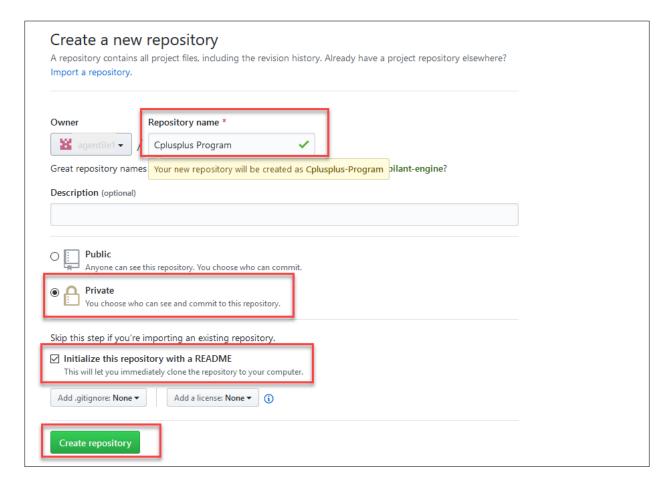


## **Setting Up Your Repository**

To create a new repository, sign into GitHub. On the home page, look for the small + button in the top-right corner of the screen and click on it. Select **New repository** from the drop-down list.

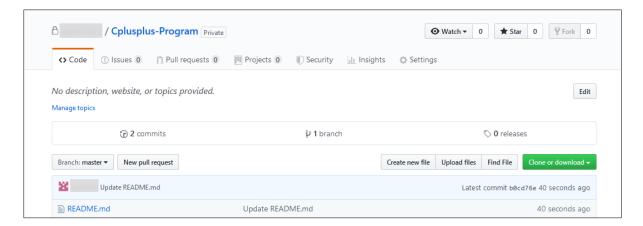


The **Create a new repository** screen will display. You will be prompted to enter a repository name. Since you will be using this portfolio tool throughout the program, it is recommended that you create a new repository for each course. In this example, the repository name is "Cplusplus Program." Be sure to select the **Private** and **Initialize this repository with a README** options. This will ensure that you have the proper setup and privacy settings for your portfolio submission. When you are finished, click the button labeled **Create repository**.



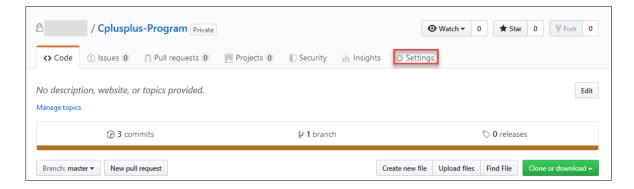


Next, you will see the screen for your newly created repository. From here you can add a collaborator, upload project files, and update your README. Each of these options is laid out in its own section.

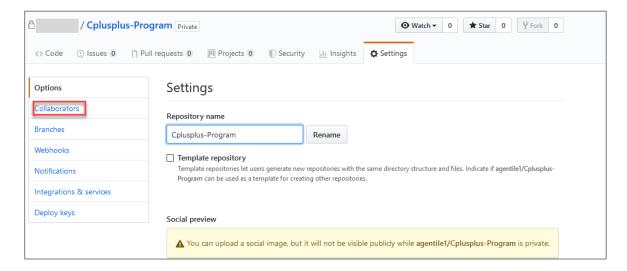


#### **Adding a Collaborator**

In order for your instructor to view and grade your portfolio, you will need to add them as a collaborator to your repository. From the home page for your repository, navigate to the **Settings** tab.



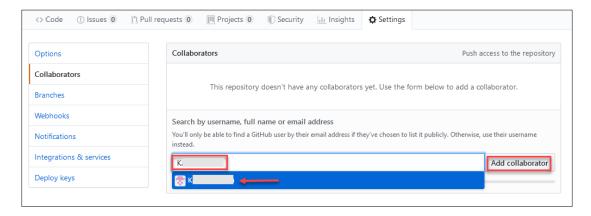
From the sidebar menu, click the **Collaborators** link to open the Collaborators page.



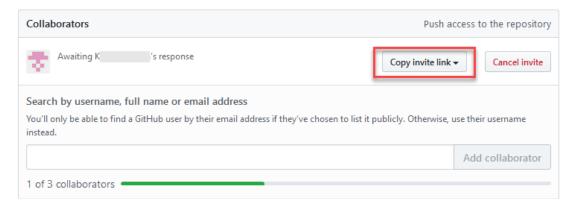


For security, you will be prompted to confirm your password. Once you have confirmed your password, you will be taken to the **Collaborators** page. Look for where it says **Search by username, full name or email address** and enter your instructor's GitHub username in the box. Once you have typed their name in the box, you should see their username pop up below the search. Click on the username, then click **Add collaborator**.

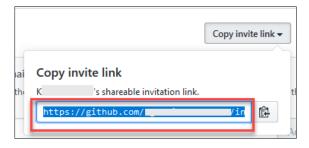
Note: Your instructor should have provided their username in an announcement or discussion post. If you are unsure of their username, please email your instructor.



Once you have completed this step, you should see your instructor's username listed under **Collaborators**. It will say, "Awaiting [username]'s response." You will also see a button labeled **Copy invite link**. Click this button.



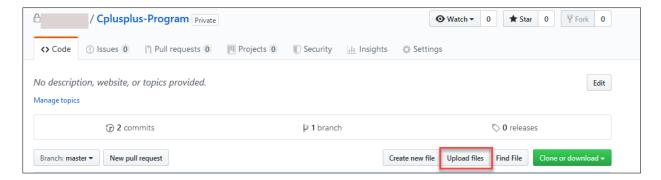
This button will pop up a URL with the invitation link. Click on the text to highlight it, as shown in the image. Press **Ctrl + C** to copy the link to your clipboard. Then paste your link into the indicated box and submit it to your instructor.



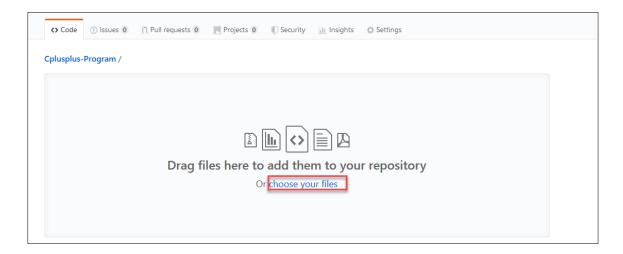


## **Uploading Project Files**

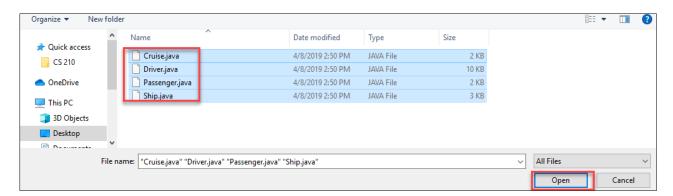
Once you are in your new repository, you will see an option to **Upload files**. When you have decided on the project you want to include in your portfolio, click this button to upload your files.



You have the option to either drag your files into the window or click the **choose your files** link. Either option will upload your files to the repository. This tutorial will walk you through using the **choose your files** link.

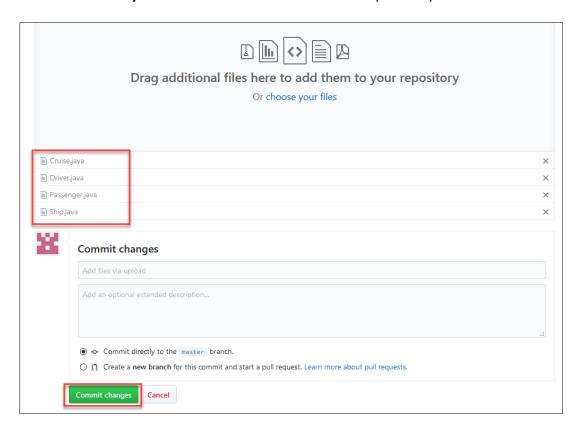


If you upload your files using the **choose your files** link, a dialog box will pop up allowing you to browse through your computer. Navigate to the folder where your project files are stored. Use **Ctrl + click** and select each file. This will allow you to upload multiple files at once. In this example, there are four JAVA files selected. Click **Open** to upload your files into the repository.

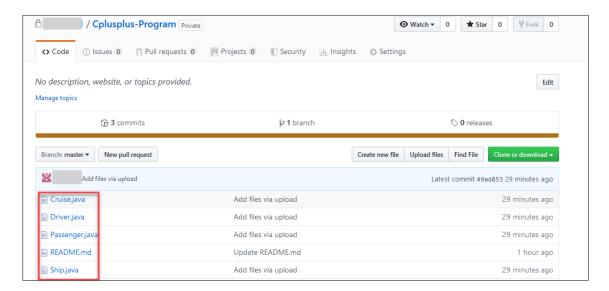




Once you have successfully uploaded your files, you should see them underneath the upload window. In this example, sample files named Cruise.java, Driver.java, Passenger.java, and Ship.java have been uploaded. Once all your files have been uploaded, select the **Commit changes** button. The default option is to **Commit directly to the master branch**. Make sure this option stays selected.



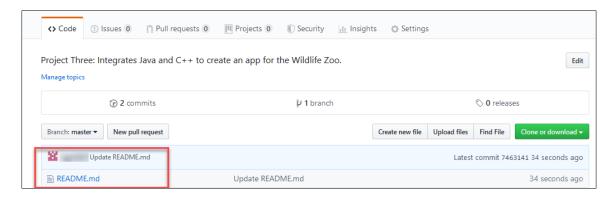
You will see a screen that indicates your files are being uploaded. When the files are finished, you will be taken back to your repository page and should see all your files listed. Also included is the README.md file that was created with your repository.



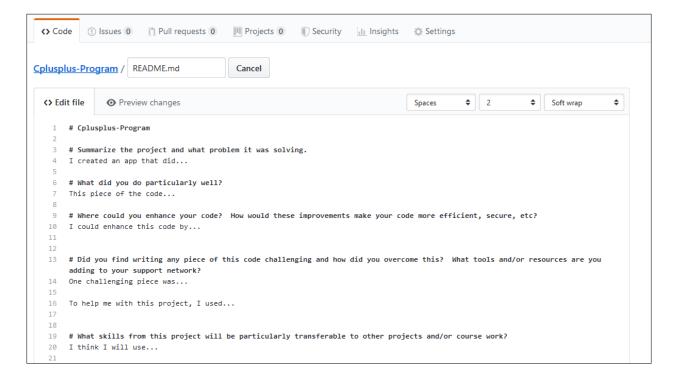


## **Updating the README**

Once you have submitted your project files, you will need to update the README file for your repository. This is where you will describe your project in more detail and reflect on what you have learned. Click on the file named "README.md" to open your README file.

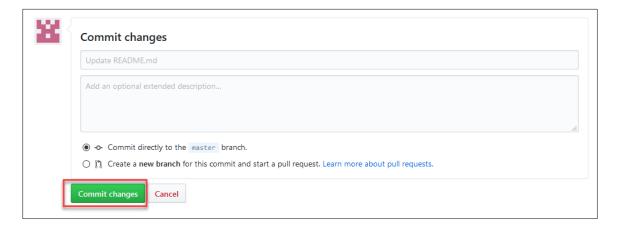


This will bring you to the editor, where you can write your portfolio reflection. The example below includes a sample of some questions and responses. You should copy in the reflection questions or prompt from the portfolio activity in your course. Then write your reflection. You can use "#" to create headers for your responses.



When you have finished your reflection, be sure to press the **Commit changes** button as shown below to save your updated README file. This is located under the editor. Be sure to keep the default setting **Commit directly to the master branch** selected.





Committing your changes will bring you back to the repository page. This page should include a list of your files and a preview of the README file. Copy the URL and paste it into your portfolio submission.

