Using the Google Sites ePortfolio template
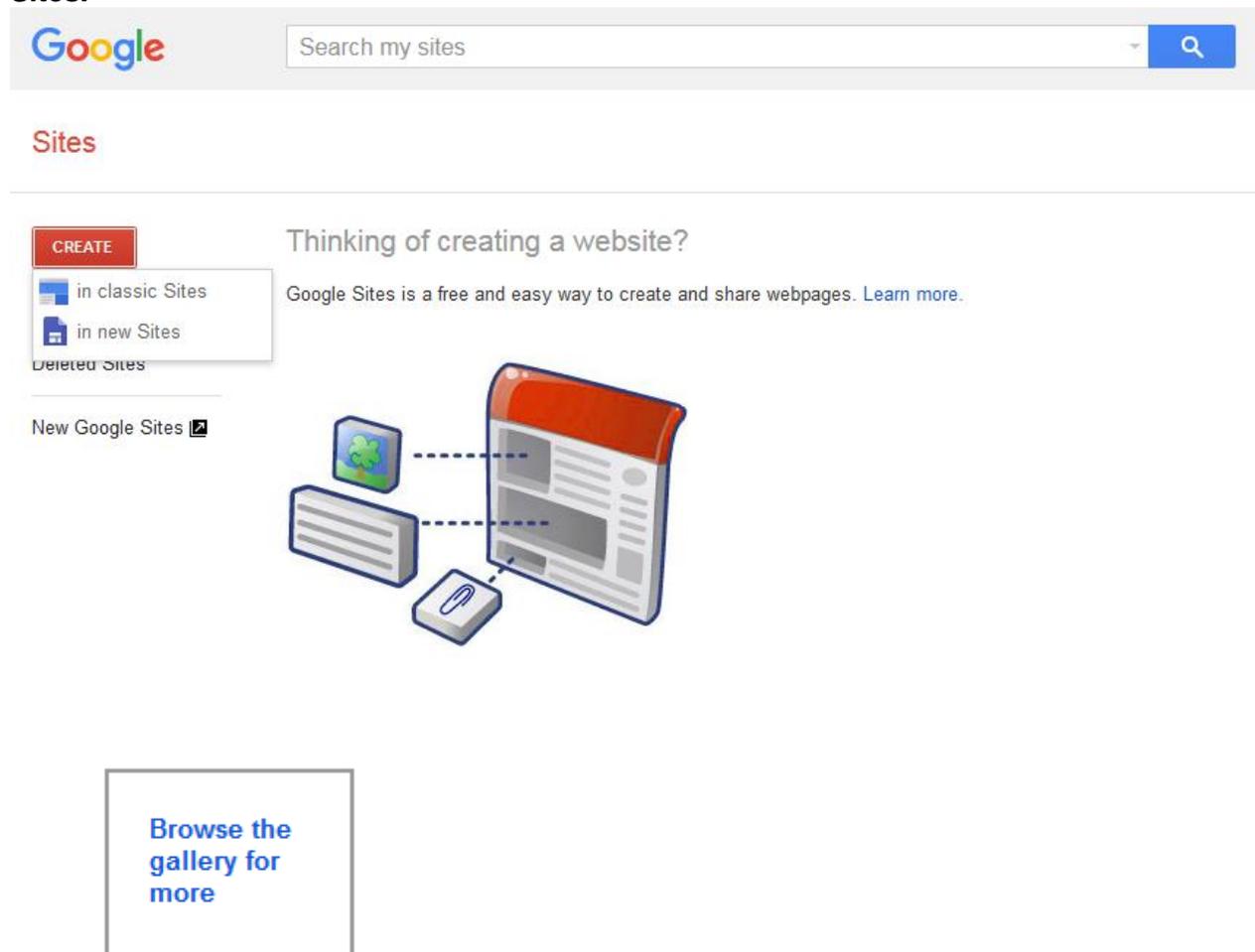
To get started, you will need to create an account with Google or use an existing Google account. This email address will be attached to your site, make sure you use a professional email address. Google provides a suite of apps for you to create digital content, but the two main applications you will use to create your portfolio will be Google Docs and Google Sites. Google Docs allows you to create and edit documents, spreadsheets, and presentations online, and allows you to share what you create with a select group of people or with the world. Google Sites allows you to easily create a website to showcase your work and you can choose the level of access, keep it private, restrict to a group or everybody.

Open Google sites https://sites.google.com/ you are prompted to enter your email address and password. In Sites, click the Create button and choose **in classic Sites.**

Click   to search for the SET2CLIL template that you will use to start your ePortfolio setup. In the Search box, type in SET2CLIL and click to highlight this template and click the Select button.
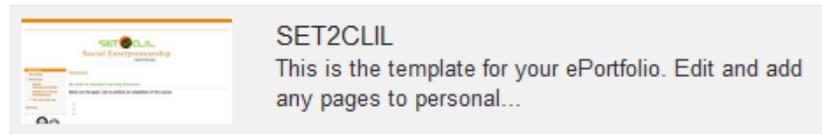
The SET2CLIL template now appears in your select template to use space. To use this template for your site, fill in your ePortolio name, click I'm not a robot and click **Create.**

CREATE   Cancel

Click to Create

Select a template to use

Blank template   Classroom site   Socce...

Click to select

SET2CLIL

Browse the gallery for more

Name your site:

Fill in a site name

Site location - URLs can only use the following characters: A-Z
https://sites.google.com/site/

Click and follow instructions

▸ Select a theme
▸ More options

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

Your portfolio provides you with pages and heading that you can edit and personalise. Click the different links to navigate around the site.

Summary Updated a minute ago

SET2CLIL
My portfolio

Search this site

Summary
My Profile
▾ Showcase
    Social Entrepreneurship
    Profile of a Social
    Enterpreneur
▸ My Learning Log

Sitemap

Summary

My Goals & Intended Learning Outcomes

Below are the goals I aim to achieve on completion of this course:

1.
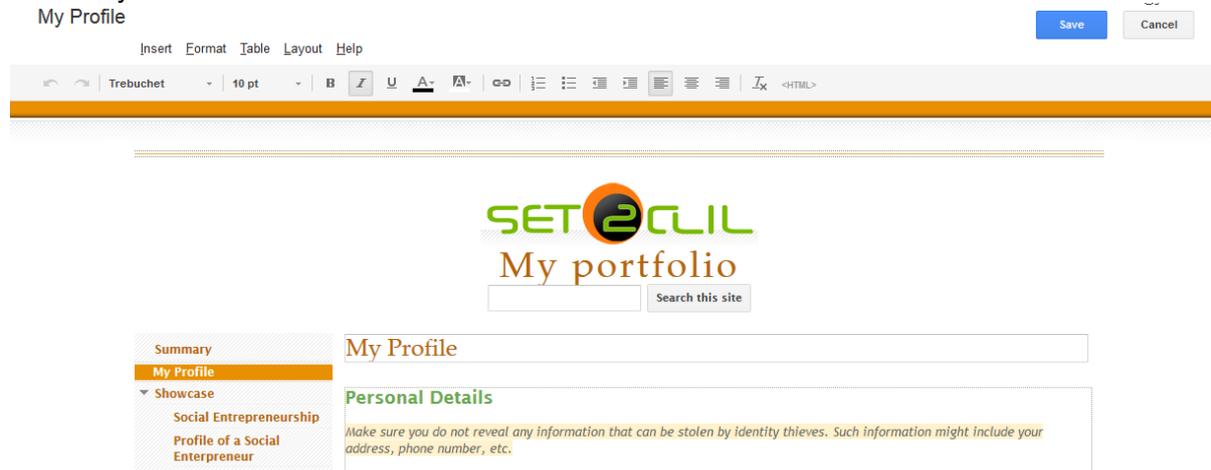2.
3.

Reflection & Future Direction

To edit pages, click the link of the page you want to edit, for example my profile and note the
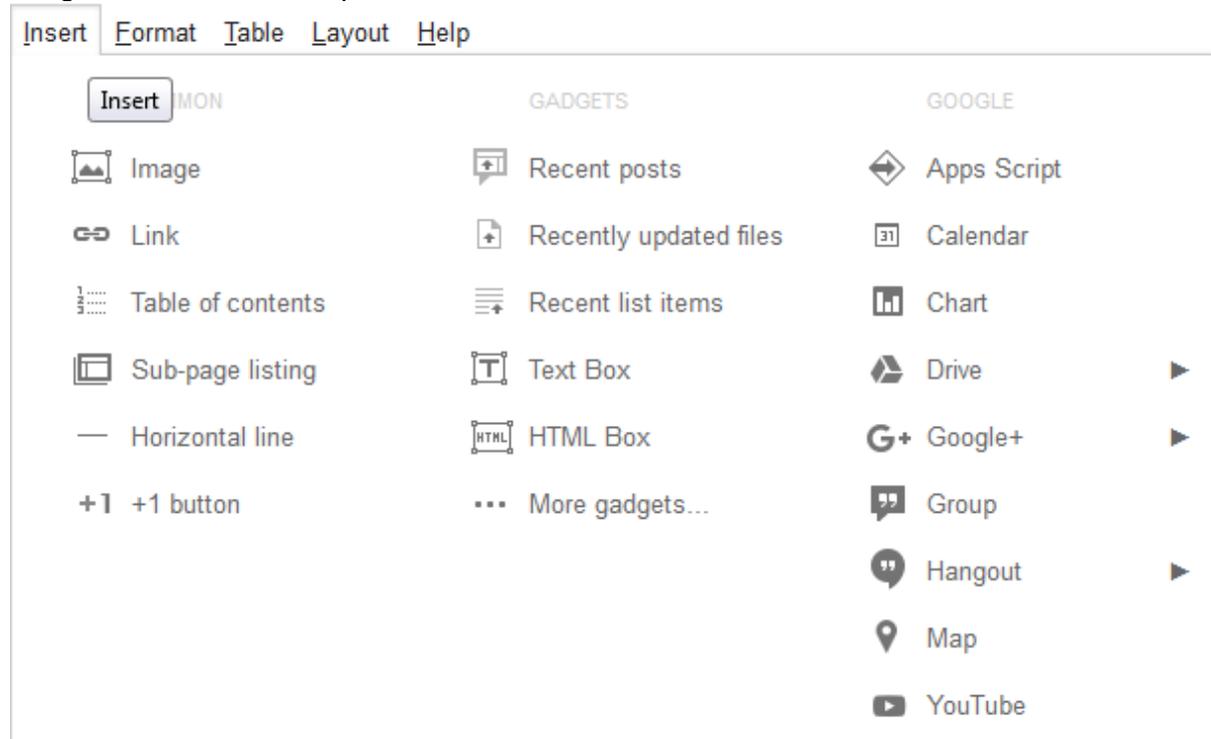
3 buttons on the top right hand side of your site.
Click the pencil and this opens the page in Edit mode.
The Menu bar and Tool bar provides you with formatting tools. Click into the Personal Details space and insert your text. To do basic formatting use the tool bar icons. Click **Save** to store your work.

My Profile   Save   Cancel

Insert Format Table Layout Help

Trebuchet   10 pt   B *I* U A- A- GD ⌗ ⌗ ⌗ ⌗ ⌗ ⌗ ⌗ *I*x <HTML>

SET❷CLIL
My portfolio
[   ] Search this site

Summary

My Profile

▼ Showcase

   Social Entrepreneurship

   Profile of a Social Enterpreneur

My Profile

Personal Details

Make sure you do not reveal any information that can be stolen by identity thieves. Such information might include your address, phone number, etc.

Edit the pages to add your personal reflections. The **Insert** menu allows you to insert, Image, Links, Videos, Maps and other features below.

Insert Format Table Layout Help

Insert MON   GADGETS   GOOGLE

🖼 Image   📧 Recent posts   ◈ Apps Script

GD Link   📄 Recently updated files 31 Calendar

Table of contents   Recent list items   Chart

Sub-page listing   T Text Box   Drive   ▶

— Horizontal line   HTML Box   G+ Google+   ▶

+1 +1 button   ••• More gadgets...   Group

                                                      Hangout   ▶

                                                      Map

                                                      YouTube

Image:

To insert an image, click Image and from the Add an Image dialog box choose **Upload Image** and browse to your image. Type in Alt text to describe your image for people who are using screen readers to view sites. Click OK.
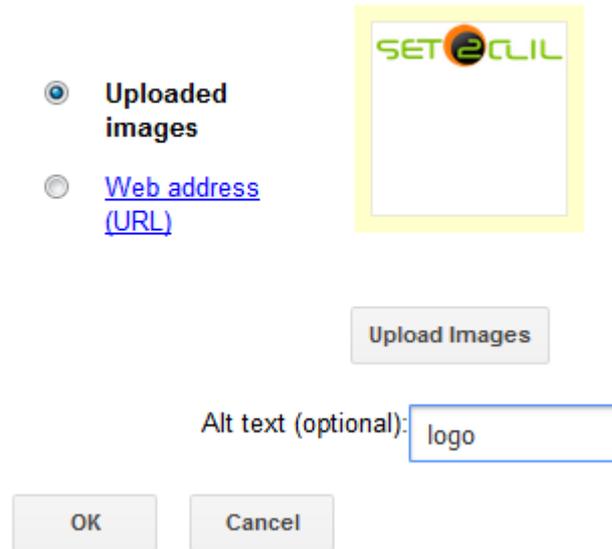
The basic toolbar allows you to make changes to the image.

Hyperlink:

To insert a hyperlink, from the **Insert** menu, choose **Link** and select **Web Address** from the Create Link box. Type in the text you want display and the web address. If you want your page to open in a new tab, click the checkbox, Open this link in a new window. Click **OK**.

☑ Open this link in a new window

OK   **Cancel**

To Insert a video:

From the Insert menu, if you video is stored on Google Drive, choose Video.
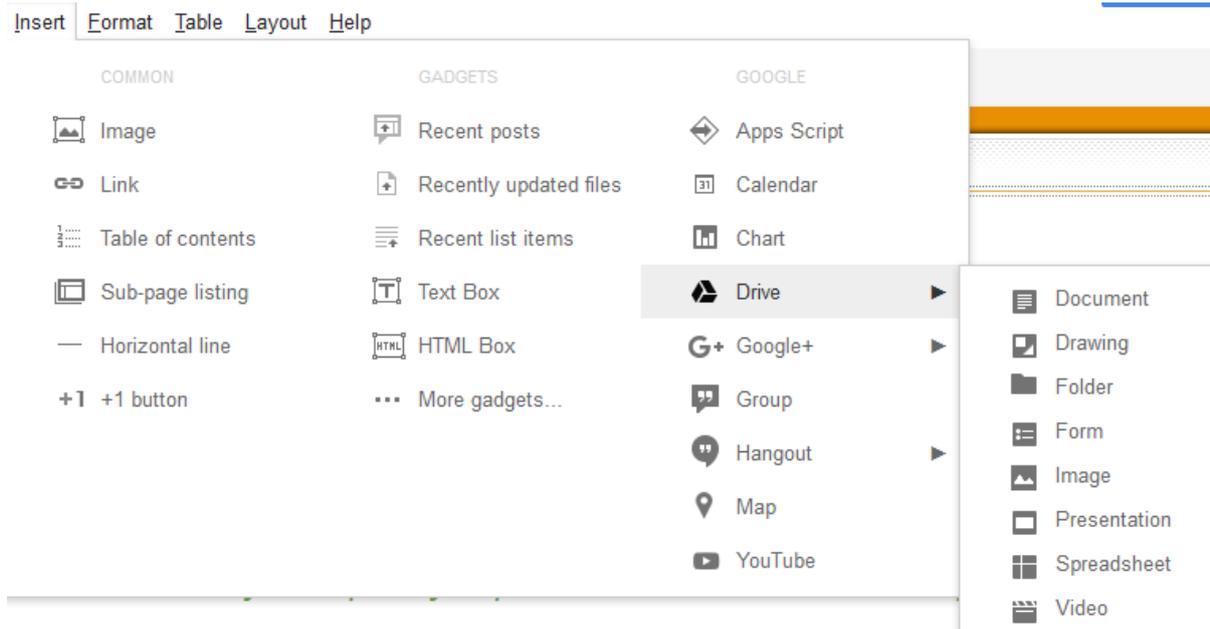
Click the video you want to include in your portfolio and click **Select**.

Insert...   ✕

←   Documents   Presentations   Spreadsheets   Forms   **Videos** ▾

Videos   🔍   ⇅

eportfolioVideo.mp4

7 min - 2 Jun 2017

Or paste a web address here:

Select   Cancel

You are presented with options to adjust the setting of your video, and click **Save**.

✕

Insert Google Docs Video

Paste the URL of your video into Google Docs.

https://drive.google.com/file/d/0Bw7M-D8RKGjccGRPNzU⟩
Example: https://docs.google.com/leaf?id=xxx

Display:

☑ Include border around the video

☑ Include title: eportfolioVideo.mp4

Width in pixels: 425

Height in pixels: 265

SAVE   Cancel

Your video is embedded into you page. Click the **Save** button on the top right hand of your page.

To insert a video from **YouTube**, get the link of the video and paste into the dialog box and click **Save**, again **Save** your web Page.

Insert YouTube Video

Paste the URL of your YouTube video.

Examples:
http://www.youtube.com/watch?v=9bZkp7q19f0 or
http://youtu.be/9bZkp7q19f0

Display:

Video size: 480 × 270

☑ Include border

☑ Include title: YouTube Video

SAVE   Cancel

Experiment with other options to insert into your page, Chart, Google Maps or Gadgets.

Add a gadget to your page

Public
    Featured

Add gadget by URL
Policy

Search gadgets

Google Calendar
The Official Google Calendar Gadget

Include gadget (iframe)
Include another web page in your Google Site

Steegle.com - Twitter Tweet Button
Twitter Tweet button for Google Sites - follow the instructions on my site St...

Google Group
Gadget for embedding a single Google Group within a site.

Slideshow maker (using Google Slides)
A gadget to add a slick animation, slideshow or slider on a

Cancel