

Digital Portfolio

1. Project Overview

- a. Environment for hosting your Digital Portfolio
 - i. Artifacts created during this course
 - ii. Organized according to the INTASC+1 standards

2. Creating a New Portfolio Site

- a. Click the “Create New Site” button.
- b. Discuss the difference between pages and sites
- c. Enter a Site Name such as “Ms. Student’s Professional Portfolio” then change the site URL to be your CatID username + “portfolio.” (e.g., *imstudentportfolio*)
- d. Write down your **Web Portfolio Address**: _____
- e. Site categories: “portfolios, education, uniيتد”
- f. Enter a short description “i.e., This is Ima Student’s professional portfolio.”
- g. Click the option “Only people I specify can view this site” and “Also let anyone in the world view this site” options. This will make it public, but you can control who can edit the content.
- h. Select a *Site Theme*. Click *More* for a larger selection of themes. (Don’t worry, you can change this later.)
- i. Click the “Create site” button

Included in this outline...

- Portfolio overview
- Formatting options
- Creating new website pages
- Copying & pasting tables from one page to another
- Adding navigation
- Creating external and internal hyperlinks
- Accessing the pages from the Internet

Create Empty Pages on your Professional Portfolio website

You will now create 19 blank pages (*Intro, Artifact Matrix, Standards Overview, 6 Standards Pages and 5 Artifacts pages*). Next, you will begin entering content into the pages. We may not create all of these pages today, but you will have to create them.

Create the Home Page

- j. *Create the Home Page*
 - i. Your *Home* page is displayed. Notice the Home page is listed in the *Recent site activity* column to the left. That is where your pages will appear.
 - ii. Click the *Edit page* button.
 - iii. Change *Home* on the page to *Introduction*.
 - iv. Click the *Save* button in the upper right corner to return to your home page.
 - v. Notice that the page name listed in the left column has changed to *Introduction*.

k. Create the Matrix Page

- i. Click on “Create page“
- ii. *Web Page* should be selected.
- iii. Title your page, “Matrix”.
- iv. Select *Put page under Introduction*.
- v. Click the *Create Page* button. The page will be created and you will be in the edit mode.
- vi. Change the title to “Artifacts Matrix”.
- vii. Click the *Save* button to save this page and return to the Standard mode.

l. Create the Standards Overview Page

- i. Click on “Create page“
- ii. *Web Page* should be selected.
- iii. Title your page, “Overview”.
- iv. Click on “Choose a different location”
- v. Select the first page you created (Introduction)
- vi. Click the Select button in the lower left corner of the screen.
- vii. Click the *Create Page* button in the lower left corner. The page will be created and you will be in the edit mode.
- viii. Change the title to “Standards Overview”.
- ix. Click the *Save* button to save this page and return to the Standard mode.

m. Create Individual Standards Pages

- i. Click on “Create page“
- ii. *Web Page* should be selected.
- iii. Name your page, “Standard 1”.
- iv. Select *Put page under Standards Overview*.
- v. Click the *Create Page* button in the lower left corner.
- vi. The title should be “Standard 1”.
- vii. Click the *Save* button to save this page and return to the Standard mode.
- viii. **Repeat steps i through vii to create standards pages for standards 1, 3, 4, 6, 9 and 11.**

Note: Go to the website diagram on the assignment page to show the overall website structure

n. Create Individual Artifacts Pages

- i. Click on “*Create page*”
- ii. *Web Page* should be selected.
- iii. Name your page, *Artifact 1*. (You will replace this with the actual artifact name later.)

- iv. Select *Choose a different location*.
- v. Select *Artifact Matrix* and click the *Select* button.
- vi. Click the *Create Page* button.
- vii. Click the *Save* button.
- viii. **Repeat steps i through vii to create 4 more individual artifact pages (total of 5).**

3. Copy/Paste Tables onto Your Portfolio Pages

- a. Open a new window or tab in Firefox (File menu > New Window)
- b. Go to <http://tinyurl.com/dpmemadeeasy> Read the directions provided there.
- c. Click on the *Artifacts Matrix Page* link.
- d. Scroll to the bottom of the page.
- e. Select the table by dragging from the lower right cell to the left of “Artifact Name” in the upper left cell.
- f. Select *Copy* from the *Edit* menu.
- g. Return to your Google Sites page in Firefox.
- h. Open the *Artifacts Matrix* page.
- i. Click in the larger box below the title. Paste the table into this box.
- j. Click on the *Save* button.
- k. **Repeat steps c through j to copy and paste tables to the rest of your blank pages (except for your opening Professional Portfolio page)**

***** STUDENT WORK TIME *****

4. Adding Navigation to the Left Sidebar

- a. Click the *Edit sidebar* link in the left column below the navigation bar.
- b. Click the *edit* link in the Navigation box.
- c. Change the Title to “Portfolio Navigation”
- d. Click the *Display title* check box.
- e. Unclick the *Automatically organize my navigation* checkbox.
- f. Click the *Sitemap* and *Recent site activity* checkboxes.
- g. Click the *OK* button.
- h. Click the *Return to site* link

NOTE: When you are finished with ALL of your editing, you will want to return to this page and remove the *Recent site activity* sidebar item.

5. Linking from the Standards Overview page to the Individual Standards

- a. Go to the *Standards Overview* page.
- b. Click the *Edit page* button.
- c. Highlight the title, *Content/Subject Matter Specialization (Standard 1)*
- d. Link this title to the *Standard 1* page. Do NOT click the *Open this link in a new window* checkbox.
- e. **Repeat steps a through d to link from each of the standards on the *Standards Overview* page to the appropriate standards pages.**

6. Linking from the Artifacts Matrix page to the Individual Standards

- a. Go to the *Artifacts Matrix* page.
- b. Click the *Edit page* button.
- c. Highlight the title, *1 CM*, at the top of the 2rd column.
- d. Link this title to the *Standard 1* page. Do NOT click the *Open this link in a new window* checkbox.
- e. **Repeat steps a through d to link from each of the standards titles on the *Artifact Matrix* page to the appropriate standards pages.**

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

- a. Go to the *Artifacts Matrix* page.
- b. Click the *Edit page* button.
- c. On the *Artifacts Matrix* page, highlight the row title, *Artifact 1*.
- d. Link this title to the *Artifact 1* page.
- e. **Repeat steps a through d to link from the *Artifacts Matrix* page to a total of 5 artifacts.**

8. Use these skills to create the rest of the required hyperlinks as described on the assignment page.

9. Accessing your web site from any computer with Internet access

a. <http://sites.google.com/a/uni.edu/CatIDportfolio> (if you followed our suggestions in #3 above)

This is only the beginning of your journey towards creating your Professional Portfolio. Keep these directions handy to add your artifacts & reflections as you collect them.

Happy Portfolio-ing!!!!