

Tips on Designing a Portfolio Site using UW Google Sites

In order to create your portfolio site using UW Google Sites, you will need some basic design skills. You will find below some suggestions about how to begin by building out a simple site. Once you become comfortable with UW Google Sites as a tool, you should feel free to be more adventuresome. The end goal is for you to create a site that not only houses your portfolio and the story it tells about you, but one where the design or architecture of the house reinforces that story and helps the viewer to understand it.

Step One: Sign up for a UW Google Apps account, if you have not already done so. Here is a link with instructions: <http://www.uwb.edu/learningtech/help/how-to/eportfolio-googlesites>.

Step Two: Create your site. From the page that lists your sites, click on “Create a New Site.” Choose the “blank template” and name the site using the naming convention specified by your instructor (e.g., IAS undergraduates should name their site as follows: IAS Porfolio Last Name, First Name. For instance, IAS Portfolio Lincoln, Abraham.) Click “Create Site.” You now have a home page for your portfolio site!!!

Step Three: Set permissions establishing who can view the site by clicking on “More Actions,” then “Sharing and Permissions.” At least at the start, add your instructor to the site as an “owner,” using their uw.edu email address. You can add others as “owners,” “collaborators,” or “viewers” by using their uw.edu email addresses.** You can add or drop anyone from the site at any point (or change their role), just as anyone can remove the site from their UW Google Sites page by clicking on the “Remove Access” button at the bottom of the page. You can also choose to publish to the UW as a whole or to the world. (Note: please be aware that your instructor(s) may post comments and grades to your site by using the “Comments” function.)

Step Four: Edit your home page by returning to that page and clicking on “Edit Page.” Add some text: a note of welcome and orientation for the viewer; a brief biographical entry to let the viewer know who you are; a picture or image; or something else. Click “save.” You can revise this page at any time.

Step Five: Create a filing cabinet by clicking on “Create Page” and choosing “Filing Cabinet.” Name your filing cabinet appropriately; e.g., “My IAS Archive” or “My IAS Filing Cabinet” or “IAS Portfolio Archive.” Click on “Put page under home” and “Create Page.” Click on “Add file” to add a document to this page. Click on “Move to” to create a new folder or filing cabinet drawer (e.g. “BIS 300: Interdisciplinary Inquiry”) or to move an existing document to a folder/drawer you have created. You now have a filing cabinet where you can store and organize the artifacts (paper, presentations, multimedia, assignments, syllabi, etc.) that will provide the archive of material you will eventually draw upon to create your portfolio(s). Use this page to store the products of your work.

Step Six: Create a page where you will eventually post your framing essay for one of your upcoming portfolios. Click again on “Create Page” and choose “Web Page.” Name this page appropriately; e.g. “First IAS Portfolio.” Choose where you want the link to the page to appear on your sidebar (“top level” or “under home” or elsewhere), and click on “Create Page.” You can post your essay directly to this page and/or as an attachment. You can move the location of this page later, if you like.

Step Seven (optional): Change the color, appearance, or theme of your site. Click on “More Actions” and “Manage Site.” Click on the buttons under “Site appearance” and make your choices. Click “Save.”

Step Eight (optional): Comment on your work so far. Go to your filing cabinet page. At the bottom, click on “Comment.” Post a note that assesses your work on that page so far. Click “Add Comment.” This is a function your instructor(s) may use to give you feedback on your work. In this case, the assessment process can take the form of a blog, enabling more dialogue along the way. You can also use this function to get comments from your peers on how to improve your site or portfolio(s) by adding them as “collaborators.”

You are now on your way. Further modifications to the look, feel, and function of your site can be made endlessly. Have fun.

More tips are available through... UW Learning Technologies:

http://www.washington.edu/lst/help/planning/ePortfolio_guide (provides some pedagogical insights to eportfolio building)

UWB Learning Technologies: <http://www.uwb.edu/learningtech/eportfolios> (provides an overview of using Google Sites for eportfolios)

IT Connect: <http://www.washington.edu/itconnect/teamwork/googleapps.html> (provides some general information on Google apps)

**** Here’s how permissions work on UW Google Sites...**

Viewers can view the site.

Collaborators can view the site; create, edit, and delete pages; add attachments; add comments; subscribe to site and page changes.

Owners can do everything “collaborators” can, plus set other people as “viewer,” “collaborator,” or “owner”; change the site themes and layout; change the site name; delete the site.

Permissions can be changed at any time. This flexibility allows you to launch your portfolio site with an instructor in one course, develop it with other instructors in other courses, and finish it up with a third. It also allows you to solicit feedback at discrete moments from peers and mentors.