

This Power Point is
available here:



Cañada's e-FOLIO Project

February 23rd
2017

<http://tinyurl.com/CanadaEportfolio>

What is an e-Folio, and why do I want one?

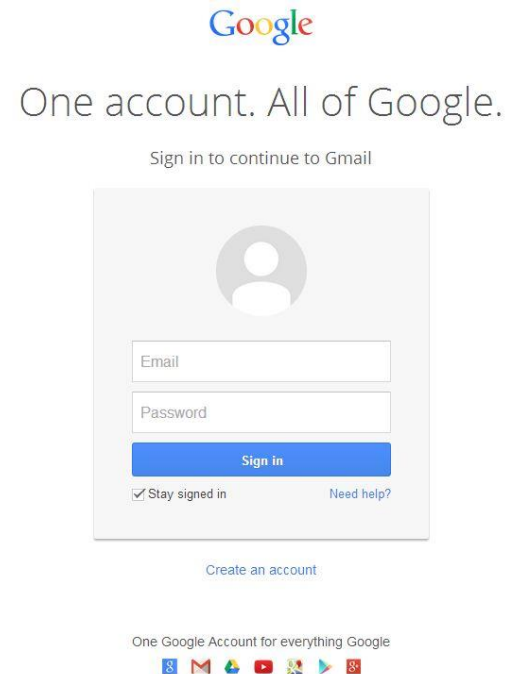
- It's website that is used to showcase your work.
- It is part of your class assignments.
- Your Efolio website is yours to use forever.
 - For example you can use it for resumes, personal statements, future employment, Scholarships, etc.

What to include in your Efolio.

- The e-folio includes six main TABS, each requiring specific information:
 1. **Welcome Page**- tell the audience something about yourself
 2. **Goals**- educational and career goals and how you plan on achieving them
 3. **Academics**- Broken into five sections, Academics is used to showcase your work with brief reflections about your experiences
 4. **Major/Program**- Similar to Academics, this section is specific to your major
 5. **Campus and Community**- What extracurricular activities have you participated in?
 6. **Résumé**

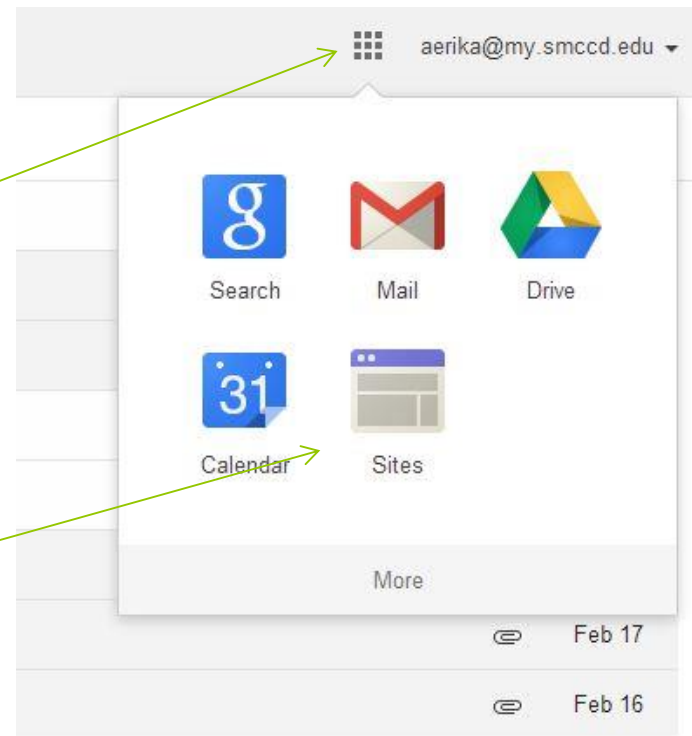
Where do I Start?

- Open up google chrome or Mozilla Firefox and log into your SMCCCD e-mail account.



Creating a new Website using google sites.

- Within your SMCCCD e-mail you will see a small “grid” next to your e-mail address. Once you select the grid a drop down will appear. Select “SITES”



Creating a new Site

- Once in the Site menu you must create a new site first. Select “Create”

Sites

CREATE

My Sites in
my.smccd.edu

Deleted Sites

Browse Sites

Setting up the Site

- Before you can start working on your site you must select the **Cañada College E-Portfolio** template. Select “browse the gallery for more”.

Sites CREATE Cancel

Select a template to use:

 Browse the gallery for more

Blank template

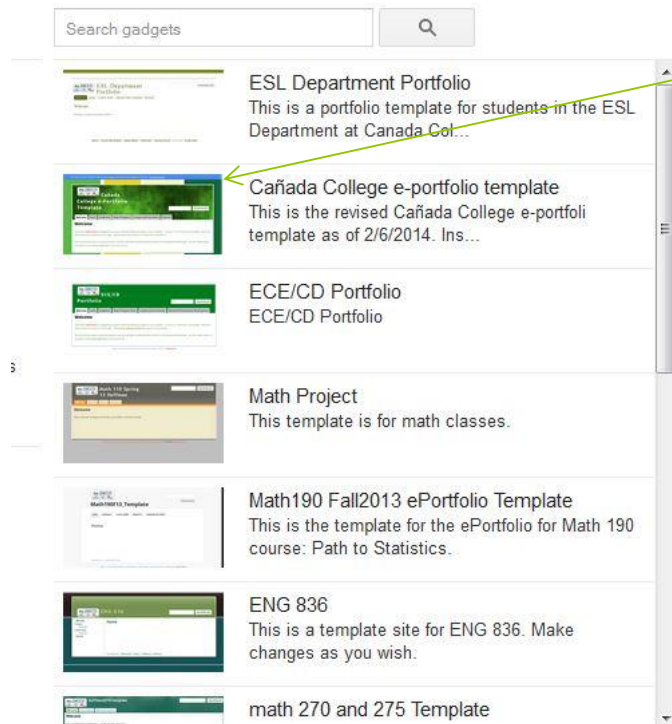
Name your site:

Site location - URLs can only use the following characters: -A-Z,a-z,0-9
https://sites.google.com/a/my.smccd.edu/

[Select a theme](#)

[More options](#)

Choosing the right template



- Please choose the default Cañada College e-portfolio template (*identified by color bars) unless instructed otherwise.
- Click “select” to confirm your selection on the following page.

Giving your Website a name

- Your selected template will appear in your Sites menu. Lastly you will need to give your site an official name—this does not have to contain your name.
- Select “create” when you are sure. This may take a few minutes while Google creates the site.

Sites

CREATE Cancel

Select a template to use:

Blank template

Cañada College e-portfolio template

Browse the gallery for more

Name your site:

Robert Smith

Site location - URLs can only use the following characters: -, A-Z, a-z, 0-9

https://sites.google.com/a/my.smccd.edu/ robert-smith

▸ Select a theme

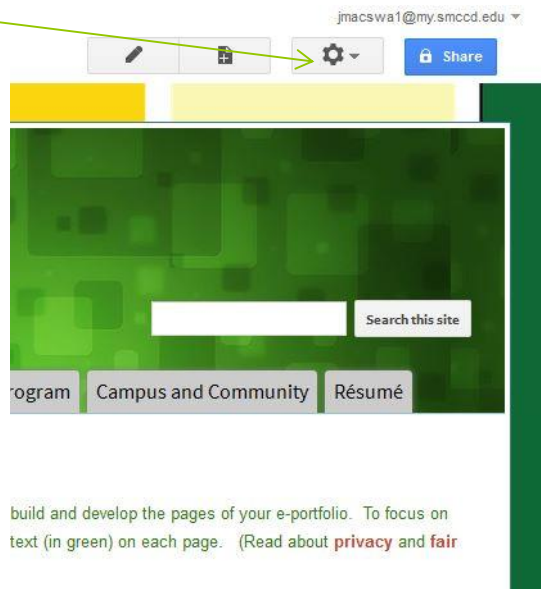
▸ More options

This is the STARTING POINT

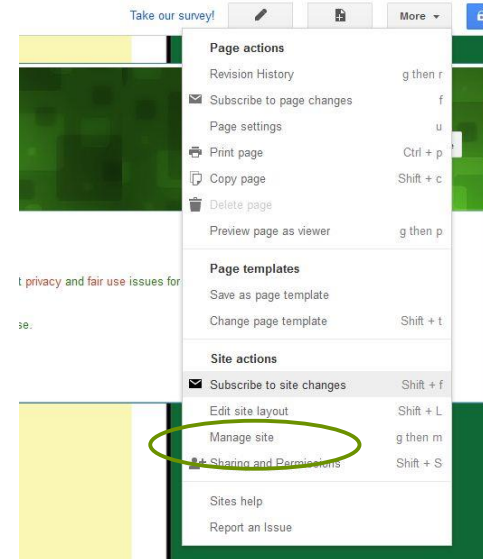
The screenshot shows a web browser window displaying a Google Sites page. The address bar shows the URL: <https://sites.google.com/a/my.smccd.edu/bioprotect/welcome>. The page title is "Welcome". A notification banner at the top states "Your previous edit has been recovered successfully". The user's email address, "jmacswa1@my.smccd.edu", is visible in the top right corner. The page features a green and yellow color scheme. The main content area has a dark green background with a white box containing the "my.SMCCD BioProject" logo and a search bar. Below the logo is a navigation menu with buttons for "Welcome", "Goals", "Academics", "Major/Program", "Campus and Community", and "Résumé". The "Welcome" page content includes instructions for building the e-portfolio and a text area for the user to write a welcome message. At the bottom, there are links for "Recent Site Activity", "Report Abuse", "Print Page", "Remove Access", and "Powered By Google Sites".

Before moving ahead, we need to talk security...

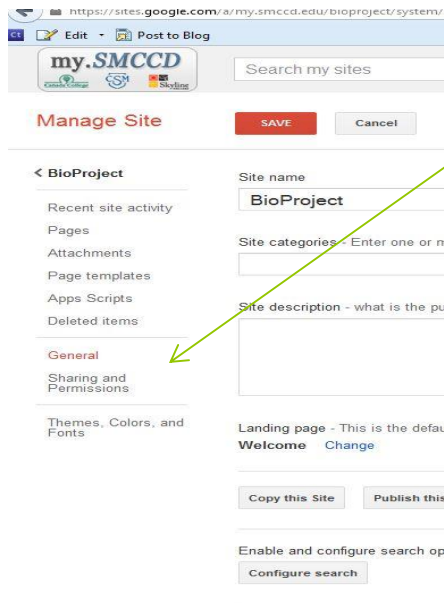
- Go to the “More” button at the top right.



- Choose “Manage Site” from the drop-down menu.



Choose “Sharing and Permissions” on the right



Now change who can access by clicking “Change”



Manage Site

< BioProject

Recent site activity

Pages

Attachments

Page templates

Apps Scripts






Deleted items

General

Sharing and
Permissions

Themes, Colors, and
Fonts

Visibility options:

-  **Public on the web**
Anyone on the Internet can find and access. No sign-in required.
-  **Anyone with the link** ←
Anyone who has the link can access. No sign-in required.
-  **Skyline, Cañada and College of San Mateo**
People at Skyline, Cañada and College of San Mateo can find and access.
-  **People at Skyline, Cañada and College of San Mateo with the link** ←
People at Skyline, Cañada and College of San Mateo who have the link can access.
-  **Shared privately**
Only people explicitly granted permission can access.

Save

Cancel

We Recommend
setting the
permissions to allow
either:

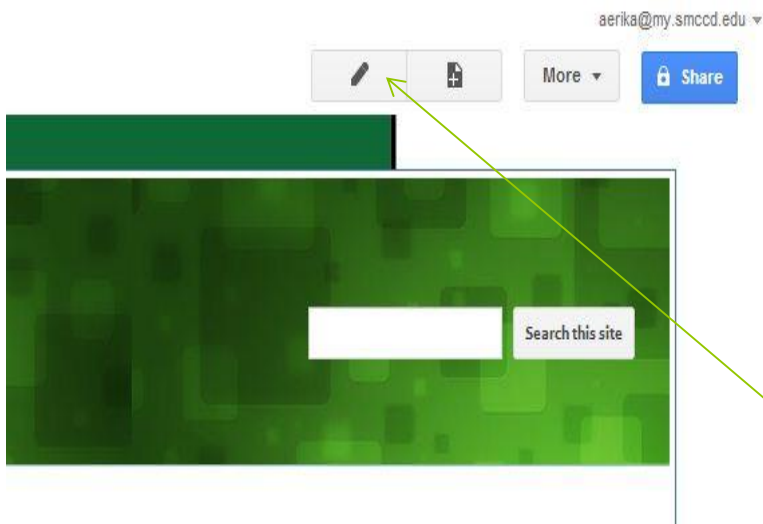
Anyone with link

or

People at Skyline,
Cañada or CSM
with link

(Your security is important to us. This is your site, and you control who is able to view it. Your instructors will need access for academic purposes, but will never share any of your information without consent)

Editing and Adding



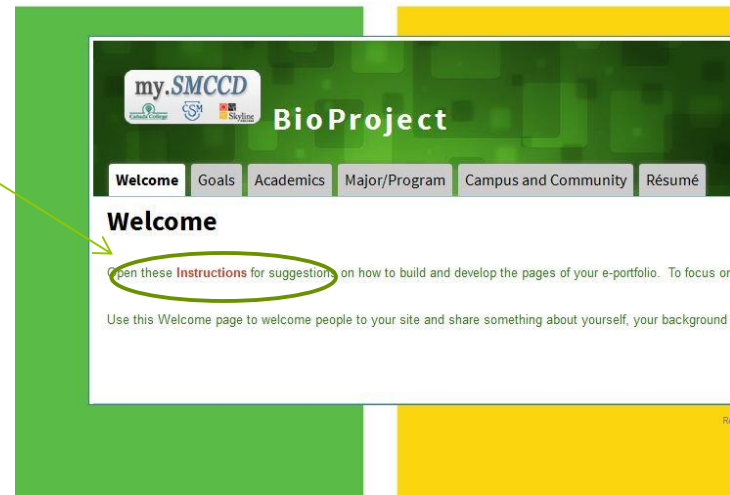
- Your e-folio has a total of 6 different tabs. Editing works exactly the same in each tab. Today we will be working on the “Welcome” tab. Start by selecting the “edit pen” to begin editing.

In Editing Mode...

- Once in “Editing Mode” you can type into the text boxes, upload images, and post your work.
- **REMEMBER TO SAVE BEFORE MOVING TO NEW SECTIONS!!!**
- Instructions are provided in each section detailing what should go where. You will actually be typing directly over these instructions (erasing them) as you fill in your own work.

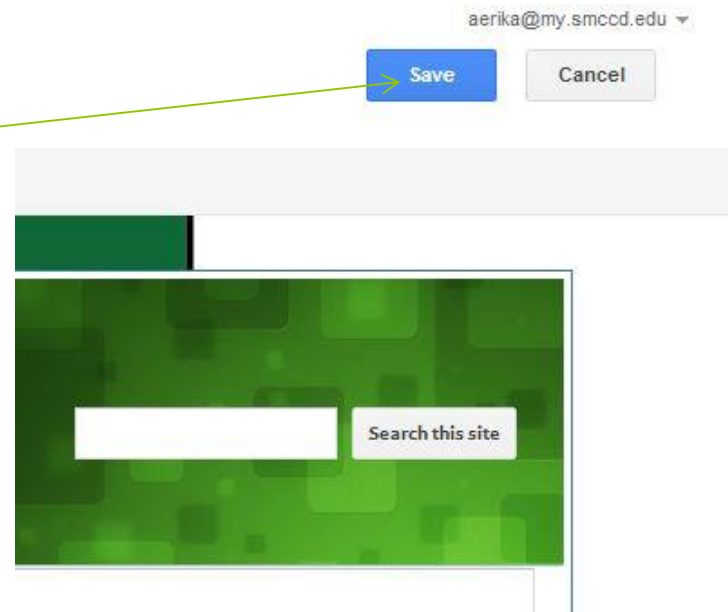
If you get stuck...

- At the top of each PAGE there is a simple link with instructions for creating our site. This is a valuable resource as you create your e-folio



Rules for editing

- Keep in mind that every page you edit you must “save” your work first before you can move on to the next tab; otherwise, it will not save the changes you have made.



The ePortfolio is YOURS

- Remember this academic ePortfolio is yours. You get to decide (within reason) what you post and why. Choose work that you are proud of and explain why. Evaluate how each project or paper fills a specific requirement. What makes *this* work special or important? What did you learn?
- Most of all, everyone's e-Folio will look unique and different with similar aspects. Feel free to get creative!



Questions, concerns?

Sally Student is alive and well! Here's a direct link

<https://sites.google.com/a/my.smccd.edu/sally-student/Welcome>