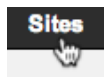




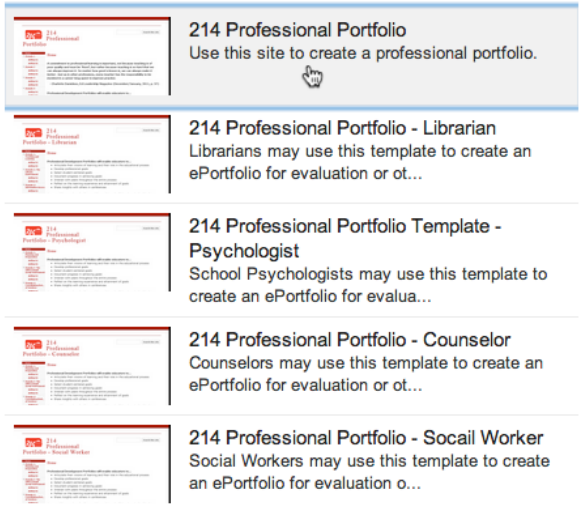



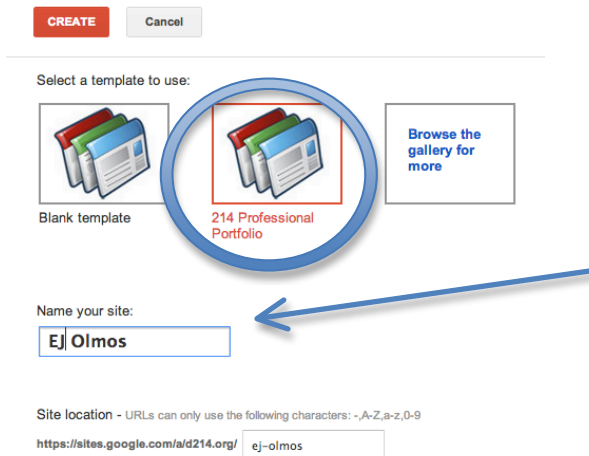
# Applying and Editing a Google Site Template

The District 214 Professional Portfolio Site was developed to provide an ePortfolio **option** for first and second year certified staff who are required to create a professional portfolio. ***It is not required that certified staff create a portfolio after their second year***, some staff have requested to create one in order to provide additional evidence to be considered in their evaluation.

In order to start using the portfolio, log into your GAPPS email account and click on “Sites” in the black toolbar at the top of the page:



<p>Once your “Sites” page loads, click the red “Create” button on the upper left corner of the page.</p>	
<p>On the “Create” page, you are asked to select a template to use. Click the box to “Browse the gallery for more” templates to use.</p>	
<p>Scroll down through the template gallery and you will see the “214 Professional Portfolio” template. Simply click once on the template.</p> <p>The “214 Professional Portfolio” is for teaching staff. If you are a librarian, psychologist, counselor, or social worker, your template is slightly different. Please select the template that is appropriate for your job title.</p>	
<p>Your selected template will appear in a pop up window. Scroll to the bottom of the window and click “Select.”</p>	

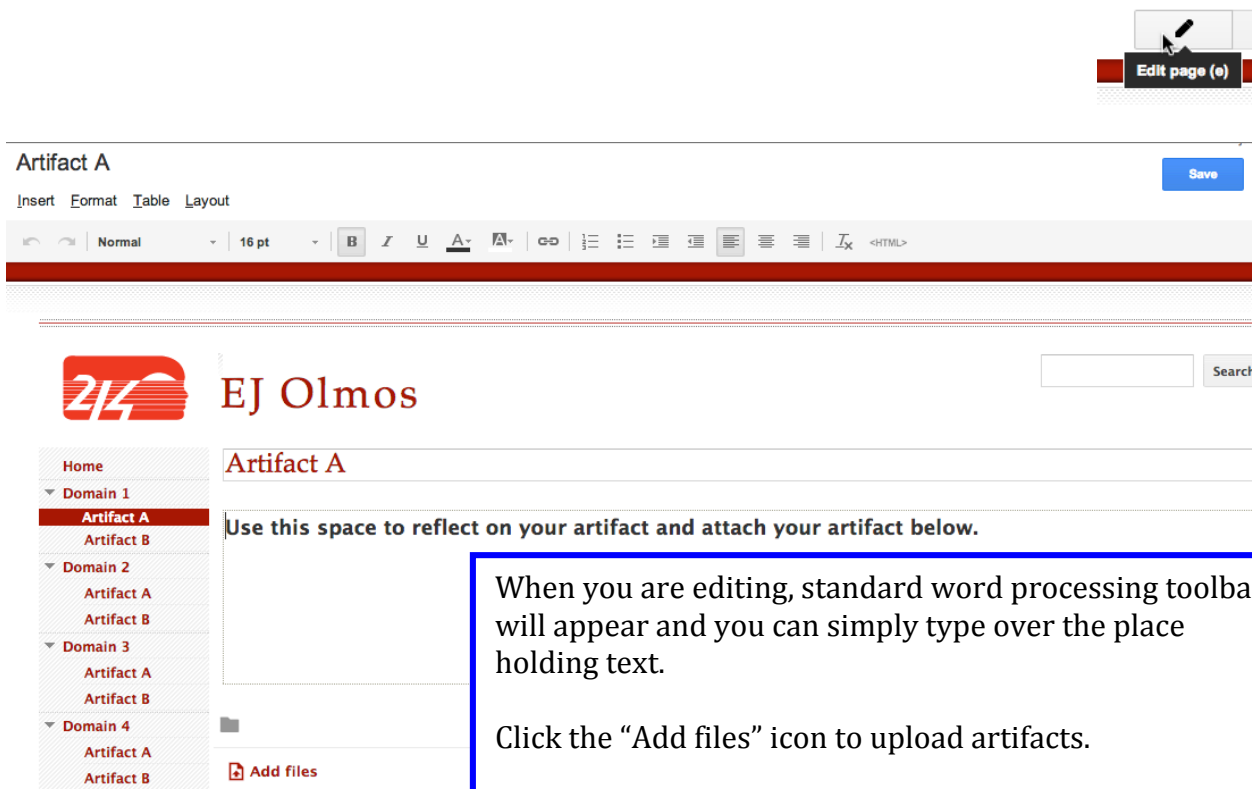


You'll see the "214 Professional Portfolio" highlighted at the top of your sites page.

Enter your name in the box to "Name your site."

After you've named the site, click the red "create" button on the top left of the page.

In a few moments, the basic website will be created and ready for you to begin personalizing it and adding your artifacts to it. Begin editing any page on your site by clicking the "Edit" button, which looks like a little pencil and is the upper right hand corner of the page:



When you are editing, standard word processing toolbars will appear and you can simply type over the place holding text.

Click the "Add files" icon to upload artifacts.

Most importantly, when you are finished editing, click the blue "Save" button in the top right corner of the page.

\*If you have any questions or difficulty, contact your building ITC.