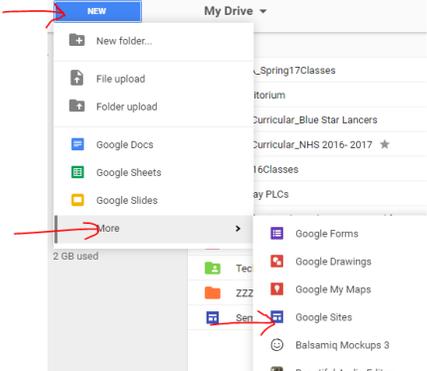
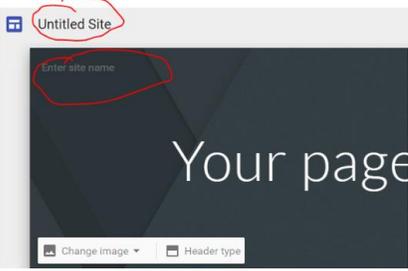
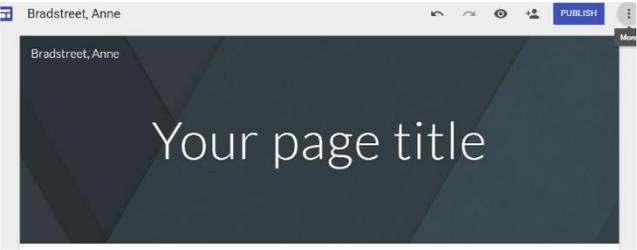
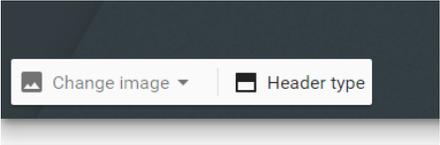
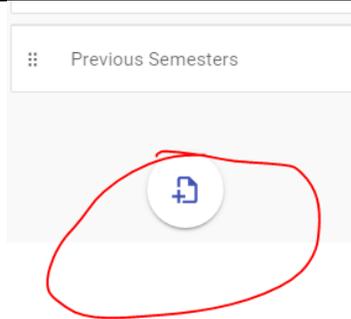


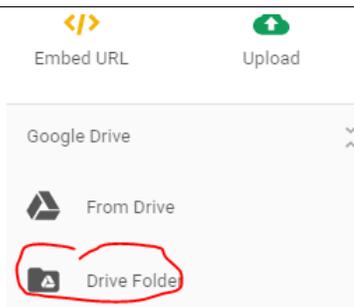
# How to... Create Your Digital Portfolio

<p style="text-align: center; color: red; font-weight: bold;">CAUTION!!!!!!!</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  </div> <div style="text-align: center;">  <p>Google Classroom™</p> </div> <div style="text-align: center;">  </div> </div>	<p>Your Digital Portfolio will work with your course folder <b>OUTSIDE</b> of your CLASSROOM folder.</p> <div style="text-align: center;">  </div> <p><b>DO NOT MOVE/ADD</b> files in/out of the Google Classroom folders. <i>(If needed, you can copy files from Classroom to your drive.)</i></p>
	<p><b>Step 1: Create your digital semester portfolio!</b></p> <p>In Google Drive, select “New” and then “More” and then “Google Sites”</p>
	<p>Replace the words “Untitled Site” with your name as follows:</p> <p style="text-align: center;">Bradstreet, Anne</p> <p>Click on the words “Enter site name” to automatically copy your name here. If that doesn’t work, enter your name manually.</p>
	<p>For the page title, enter the following for the Fall Semester:</p> <p style="text-align: center;">Fall Semester Portfolio</p> <p>For the page title, enter the following for the Spring Semester:</p> <p style="text-align: center;">Spring Semester Portfolio</p> <p><i>(Resize text box as necessary.)</i></p>
	<p>Select Header type and background image. As the semester unfolds, you will change the background image to reflect course work and the semester’s essential question.</p>
	<p>Then include an MLA heading and use the tools to place this in the lower right corner of your screen. See sample MLA heading below:</p> <p style="text-align: right;">             Anne Bradstreet              Mrs. Juster              CP English 11              Fall 2017         </p>



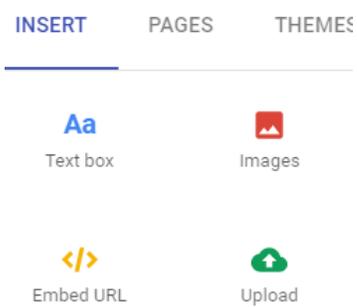
On the right hand side of the page, select “Pages” and then click on the icon to add the following pages (in this order):

- Competency # 1 Reading
- Competency # 2 Writing
- Competency # 3 Research
- Competency # 4 Listening/Speaking/Viewing
- Competency # 5 Technology
- Semester Poetry Project



For each page that has a corresponding folder, select “INSERT” and the “Drive Folder”.

Navigate to the Google Drive course sub-folder that corresponds with this page. Select the folder and then click “Insert”. This will cause a text box to appear. In the future, any item which is placed in the folder will appear in this box.



On each competency page, insert two additional text boxes.

To add a text box, click on “Insert” and then click on “Text Box”. These boxes should appear just below the Drive Folder box you created in the previous step.

The first box is for goal setting. Enter word “Goals” followed by a colon.

Goals:

The second box is for self-evaluation. Enter the words “Self-Evaluation” followed by a colon.

Self-Evaluation:



**DO NOT publish this site.**

Instead, close out of your site and place it inside the folder with your name:

 Smith, Mary\_Fall2017English