# CREATING A CAREER PORTFOLIO USING GOOGLE SITES: A Step-by-step Guide

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**Updated 2-19-2013**

**Sample Puma Portfolio:**
**https://sites.google.com/a/pgcps.org/samplesenior-project/home**

**Go to https://sites.google.com/site/only1flybrary/ for updates to this guide.**

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# STEP 1: Access Your PGCPS Gmail Account

**To create a Google site, students should activate their PGCPS Gmail accounts.**

1. Go to http://www.pgcps.org and click on the "GMAIL" link to the top right of the page.

2. Login with the same username and password you use to login to a school computer

3. You may also have to enter a code. Click on the "I accept" button at the bottom.

4. Your account will be created, and you'll notice that you have a bunch of emails from Dr. Wise HS that you can read—when you have time. : )

5. Go on to STEP 2.

**If—and only IF-- you cannot login to your PGCPS Gmail account, you may use your personal Gmail account to create a site. However, YOU must remember your username and password. If you forget it, you may have to start all over! Consult with your teacher and then follow the directions below:**

**1. Go to www.gmail.com and create an account, or Login if you already have a Gmail account.**
**2. Click on "More" at the top of your Inbox.**
**3. Click on "Even More" and then scroll down to "Home & Office"**
**4. Click on "Sites" to the right.**

# STEP 2: Create your Google Site

1. Once you are logged into your PGCPS Gmail account ,
click on "Sites" at the top. This will take you to Google Sites.
2. Click on the red "CREATE" button.
3. Read below for tips on how to fill out the "Create Site" information.
4. Don't forget to hit the red "CREATE" button <u>again</u> at the top when you are finished.
5. Once your website pops up go on to STEP 3.

## STEP 3: Change the Title of Your Site

**1.** Click on the "More" button at the top right of your Google site. Then, scroll down to "Manage site."

**2.** Change the site name to something more descriptive, using proper capitalization and spelling, such as **Tiffany Clark's Career Portfolio**.

3. Click on the red SAVE button and go back to your site's homepage.

4. Proceed to STEP 4.
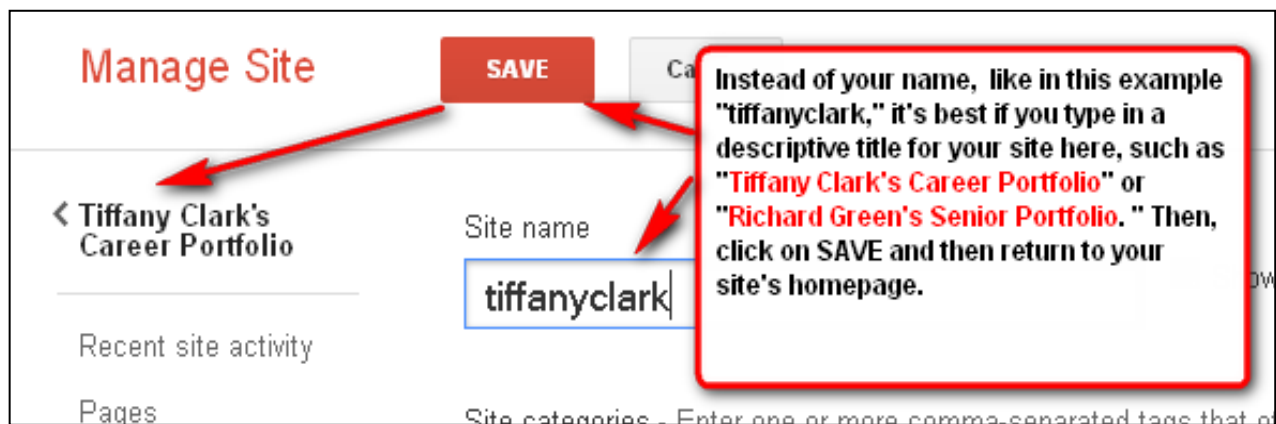
# STEP 4: Change the Share Settings to either "Anyone with a link can view" or "Private"



1. To share your site with someone else, click on the "Share" button at the top right of your site.
2. Click on the "Change" link and change it to "Anyone with a link can view" or "Private."
3. Read below about "Sharing settings" and protecting your privacy.
4. Go back to your site's homepage.
5. Proceed to STEP 5.
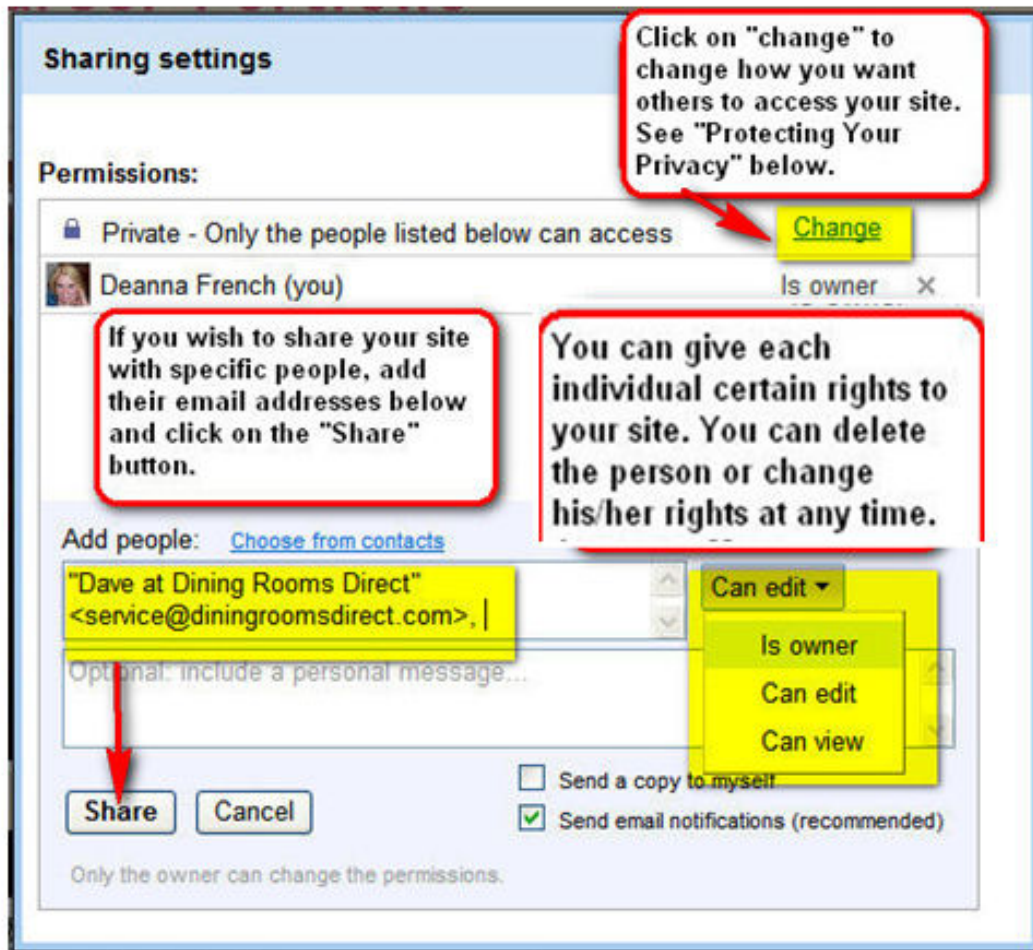
## PROTECTING YOUR PRIVACY

- **If you don't want the whole world to see the personal information on your site, click on the "SHARE" button at the top right of your site and make sure your settings are set to Private. This provides you with the most protection. You can then choose to share your site with specific individuals if you have their email addresses.**
- **Or, you can "change" your share settings to allow access to "Anyone with a link." When you choose this setting, you are provided with a special link to your site. You can then email or IM this link to others and they will be able to see your site. However, you cannot control with whom they share the link, which is why this is not the most private setting.**
- **Lastly, you can choose to have "Everyone in the world" to view your site. WARNING: If you choose this setting, remove personal information from your site, such as your address, phone number, social security number, etc.**

# Step 5: Add Pages to Your Site



Keep all pages at **Top Level**! I repeat, all your pages should remain **Top Level** pages. You should only be typing in the title of the page and changing the page template as needed.

### 1. Employability Information

Add a page called "**Employability Information**" by clicking on the "Add page" icon at the top right of your site (see illustration above). Keep it as a "**Web Page"** at the top level. Hit the red CREATE button. Your new page will open up in Edit mode. Click on the blue "SAVE" button at the top right. This is where you will post your **resume**.

### 2. Academic Profile

Add a page called "**Academic Profile**." Hit the red CREATE button and then the blue SAVE button. Then, change the page from a Web Page to an "**Announcements**" page template by clicking on **More>Change page template**. You should now see a "New Post" button.
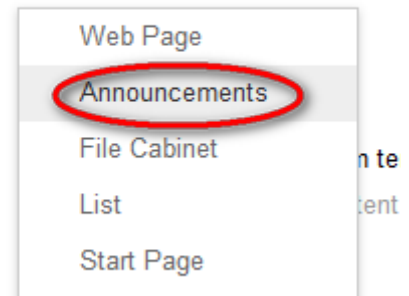


Add 3 posts by following these directions:
- Click on the "New Post" button. Rename the untitled post "**Transcript**." Click on SAVE.

- Go back to your Academic Profile page and click on "New Post" again. Rename the untitled post "**Test Scores**." Click on SAVE.
- Go back to your Academic Profile page and click on "New Post" again. Rename the untitled post "**Attendance**." Click on SAVE

### 3. Recommendations/Citizenship

Add a page called "**Recommendations/Citizenship**." Hit the red CREATE button and then the blue SAVE button. Change it from a Web Page to an "**Announcements**" page template by clicking on **More>Change page template**. You should now see a "New Post" button.

Add 2 posts by following these directions:
- Click on the "New Post" button. Rename the untitled post "**Community Service.**" Click on SAVE.
- Go back to your Recommendations/Citizenship page and click on "New Post" again. Rename the untitled post "**Letters of Recommendation**." Click on SAVE.

### 4. College/Career

Add a page called "**College/Career**." Hit the red CREATE button and then the blue SAVE button. Then, change it from a Web Page to a "**File Cabinet**" page template by clicking on **More>Change page template**.

Note: Later, you can click on "Add File" to add your **Career Cruising Report**, your **13th Year Plan**, your **SAT Essay**, **AP Literature Essay**, **and/or College Essay**.
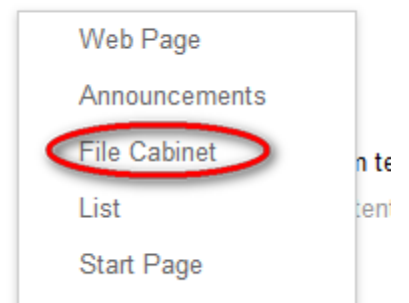


### 5. Awards & Activities

Add a page called "**Awards & Activities**." Hit the red CREATE button and then the blue SAVE button. Then, you choose the page template you would like to use: Web Page, Announcements, or File Cabinet.

Note: This is where you will add your certificates, awards, Puma bucks, and any extra-curricular activities in which you participated during high school.

### 6. Writing Samples

Add a page called "**Writing Samples**." Hit the red CREATE button and then the blue SAVE button. Make this a "**File Cabinet**" page by clicking on **More>Change page template**.

Note: This is where you will post your **MLA formatted research paper** as well as any other samples of your excellent writing skills, such as poetry, personal essays, speeches, etc.

**7. Best Work/Skills**

Add a page called "**Best Work/Skills**." Hit the red CREATE button and then the blue SAVE button. Then, you choose the page template you would like to use--Webpage, Announcements, or File Cabinet-by clicking on **More>Change page template**.

Note: On this page you will post three examples of high quality work you have completed, such as videos, podcasts, papers, reports, posters, artwork, or PowerPoint presentations, etc. you have created during your high school career. If you did an excellent job on an assignment, post it!

**8. Look to the left**. Your links on your site should look something like what you see on the left of this page. Don't worry if your pages are not in the exact same order, but do make sure you have all pages, and that you have 3 posts under Academic Profile and 2 posts under Recommendations/Citizenship. Go on to STEP 6.

# STEP 6: Add a Professional Photo to Your Homepage



1. Navigate to your Home page.
2. Click on the "Edit page" icon at the top (see illustration above).
3. On your edit toolbar, click on **Layout>Two column simple** This will divide your homepage into two columns.
4. If you have a photo ready to post, click on the right column. Then, on your edit toolbar, click on **Insert>Image**
5. Browse for the image you have saved on your computer or USB drive and click OK.
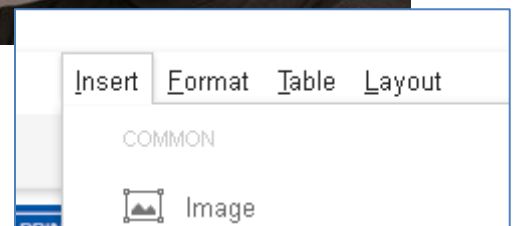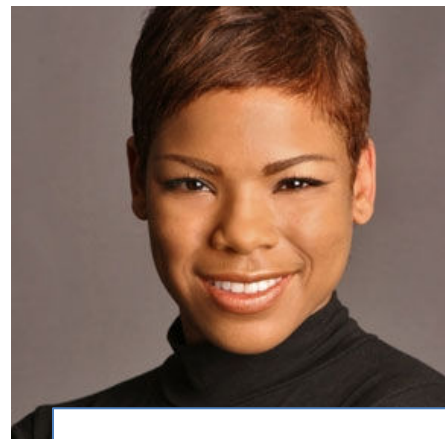
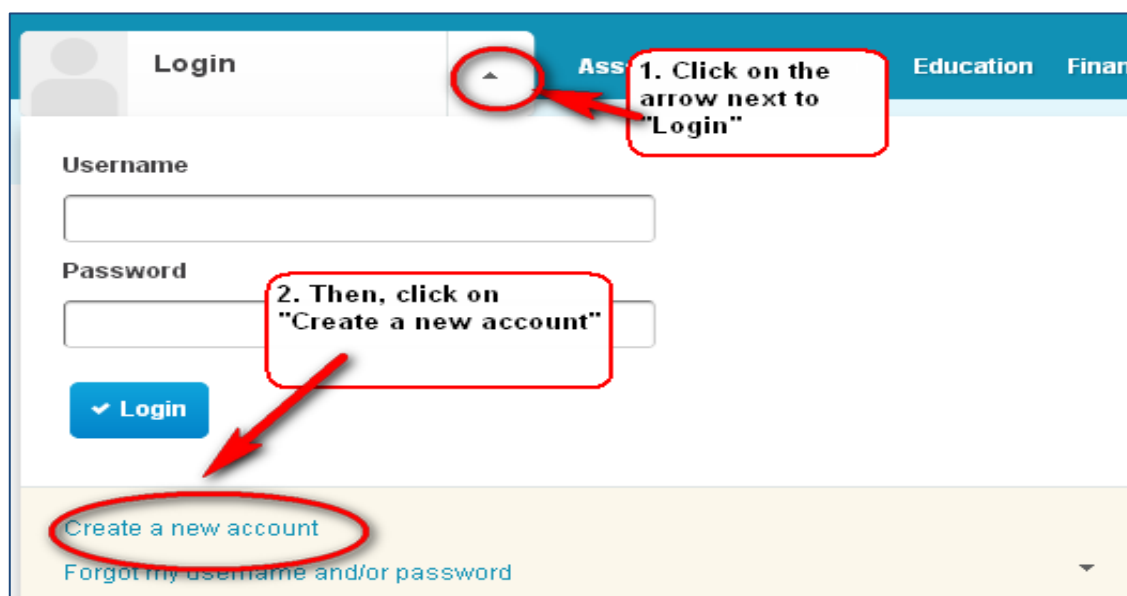# STEP 7: Post Your Most Recent Career Cruising "Career Matchmaker Results" on your College/Career page.

**If you HAVE used Career Cruising at Dr. Wise HS or at another school:**
1. Go to http://www.careercruising.com
2. Login with the username and password YOU created.

Note: If you can't remember your login, click on "Forgot password?" And if that doesn't work, read below and proceed as a student who has NEVER used Career Cruising.
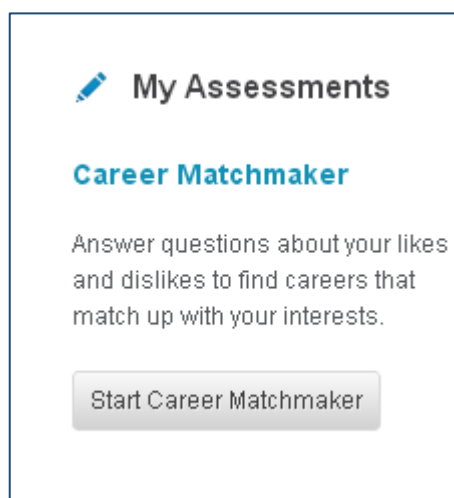
**If you have NEVER used Career Cruising at Wise HS before, follow these directions:**

1. Go to http://www.careercruising.com
2. Login at the top of the site with this: username= **wise** & password= **puma**
3. See illustration below for next steps.



6. Fill out the information and create your own username and password. Write them down! Then, submit your information.

7. At the top left, click on "My Plan" (see illustration to right).
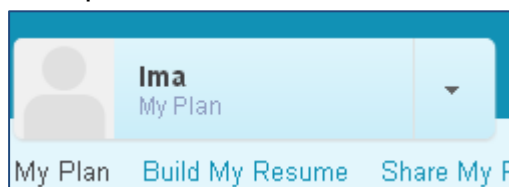




6. Under "My Assessments," click on "Start Career Matchmaker"

7. Then, click on the blue "Start New Matchmaker" button.

# STEP 8: Add or Change Content to Your Pages
### Note: This mainly applies to Seniors



1. Navigate to the page you want to edit. You must be viewing the page in order to edit it.
2. Click on the **"Edit page"** icon at the top right (see illustration above).
3. Don't forget to click "**SAVE**" at the top when you are finished editing.

## Attendance:

1. Log into SchoolMax by going to http://www.pgcps.org/. Click on the "Students" tab and then "SchoolMax Family Portal."  Log in with the same username and password you use to log into the school computers.
2. Click on "Attendance."
3. Highlight and copy all the text under "Summary Attendance for the Year."
4. Paste this information into your "Attendance" page of your career portfolio.

## Test Scores:

- **SAT : Go to http://sat.collegeboard.org/scores**
- **ACT: Go to http://www.actstudent.org/scores/**
- **ASVAB: Contact the recruiting office or look at your enlistment contract**
- **HSA: Look at the status letter your received from Dr. Wise HS or contact the Guidance Office**

## Transcript:

1. Log into SchoolMax by going to http://www.pgcps.org/. Click on the "Students" tab and then "SchoolMax Family Portal."  Log in with the same username and password you use to log into the school computers.
2. Click on "Grades" and then the "Unofficial Transcript" link.
3. Highlight and copy the transcript, including total credits.
4. Paste this information into the "Transcript" page of your career portfolio.

# EXTRAS

## Re-order Navigation Sidebar Links
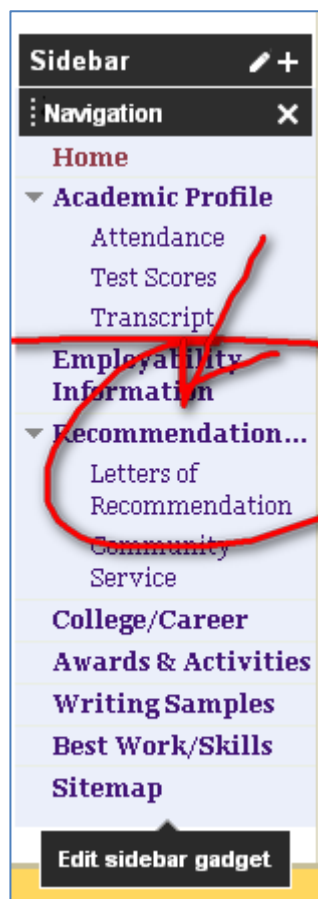
1. Click on **More>Edit site layout**
2. Click on one of your links to the left.
3. A window "Navigation configuration" window will pop-up. See below.

Configure navigation ×

Title:

Navigation

☐ Display title

1. Uncheck the box next to "Automatically organize my navigation."

☐ Automatically organize my navigation

**Select pages to show**

Home

**Academic Profile**

Attendance

Test Scores

Transcript

**Employability Information**

**Recommendations/Citizenship**

Letters of Recommendation

Add page

2. Click the "Add page" link and add all the page links one-by-one.

3. Once the pages are added, use the arrows to the right to move a page up and down or side-to-side (to show heirarchy).

4. Then, scroll down and click OK.

OK    Cancel

# Want to do More ?

## Click on the "More" button to do the following:

- ### Delete Pages

    1. Navigate to the page you want to delete.
    2. Click on the "More" button and scroll down to "Delete page."
    3. Confirm your desire to delete the page.

- ### Change Themes and Fonts/Colors

    1. Click on the "More" button.
    2. Scroll down to "Manage Site"
    3. On the left, you will see links to "Themes" as well as "Colors and Fonts." Play around with it.

## For More Help:

**For a more complete guide, which includes how to add video, documents, gadgets, and more to your site, download Ms. French's complete Google site guide from her website at https://sites.google.com/site/only1flybrary/ Click on "How-to-Guides" or "Puma Portfolio."**

**For additional questions regarding Google Sites, please visit the Google Sites Help page: http://sites.google.com/support/,**

or **the *Unofficial Google Sites Help Center*:**
**http://sites.google.com/site/gsunhelp/**