Nursing Education ePortfolio Tutorial
Using New Google Sites

Note: this tutorial is for graduate level MSN Nurse Educator concentration students.

Create a new site

1. Log in to Flashline, then click on the Google Drive icon in the top right corner of the page.
2. From here, find the Sites tool under the Apps dropdown menu at the top right corner of the page and click to select.
3. On the Google Sites landing page, choose the red Create button in the top left corner, then select “in new Sites”.
4. Familiarize yourself with the interface.
   • Along the top right of the window you will notice a toolbar where you can click to undo/redo an action, preview your site, add editors and publish your site.
   • On the right hand side of the page is a panel with 3 tabs at the top: Insert, Pages, and Themes. Here is where you will find most of the tools and options for editing your site.

Customize your site

5. Name your site. In the top left corner of the window, you will see that it is currently called “Untitled Site”. Replace with your site name (Suggestion: “ePortfolio - [Your Name]”).
6. Next, choose your site theme. Look for the Themes tab in the top right corner of the window. The default theme is Simple. Choose a theme and color scheme that appeals to you, yet also looks professional.

Set up homepage

1. Create a title for your homepage. In the header at the top of your page, change “Your Page Title” to a new word or phrase (Examples: “Welcome” or “ePortfolio”).
2. Create a welcome message for your homepage. First, insert a text box onto the main area of your homepage. Do so by clicking on the Insert tab in the top right corner of the window and selecting Text box, then type your introductory message. (Note: This may be a good place to include your contact information.)
3. Insert a profile photo. Under the **Insert** tab, click **Upload** in order to select an image file from your computer, or **Images** in order to select a file from your Google Drive.

4. The image will appear below your text box. If you would like for your image to appear beside the welcome message, simply click and drag the image up and to either the left or right side of text box, then release. The image will automatically align with the text box.

5. You can also crop your image by clicking on it, bringing up a mini toolbar, then select the **Crop** tool. From here, move the cursor along the slider to adjust the zoom, then drag the image around in the window to adjust its position within the crop. Press the **checkmark** to complete the crop. (Note: You can always undo the crop later by selecting the image again and choosing “Uncrop” from the mini toolbar.)

### Add pages

1. Open on the **Pages** tab in the top right corner of your window, then click on the **Add Page** icon.

2. Enter your Page Name (Ex. “Teaching Philosophy”), then click **Done**. Google Sites will automatically create site navigation for you, along the top of your screen.

3. Add text, docs, images and files to your page through the **Insert** tab.

4. Repeat steps 1-3 of this section to continue adding pages and inserting content.

### Set site permissions

1. To give others editing privileges on your site, click on the **Add Editors** icon in your toolbar and add individuals under “Who Can Edit”.

2. Once you feel that your site is finished and ready to share, click on the **Publish** button in your toolbar. Here you can create a custom URL for your site and choose who can view it.

### Help! I can’t find my new Google Site!

So you had started your ePortfolio using the New Sites app, and when you return to Google Sites to edit it, you don’t see it in the list. Don’t panic! Since your website was created using the New Sites tool, your website will not appear in the classic view of Google Sites. You can find it saved in your main Google Drive folder.