Graduate Program in Education e-portfolio, using Google Sites

• The following directions will guide you through the process for creating a copy of the Graduate Program in Education e-portfolio template, so that you can build your personalized e-portfolio.

• Part II will explain how to copy your personalized e-portfolio to your personal g-mail account for permanent archive, should you wish to retain your portfolio beyond your time at Messiah College.
Open your browser and go to www.google.com
Click <Sign in>
Enter your Messiah log in

Do not enter a password

Click <Sign in>
Now use your Messiah Credentials
Click <Browse Sites>
Click <Education>
Click on the template to use it.
Click <Use this template>
Enter a name for your portfolio and click <Create>
Go to My Sites

[Image of Messiah College's My Sites page with options: Create, My Sites in messiah.edu, Cindis Copy Grad Ed, Cynthia Tomes ePortfolio, Deleted Sites, Browse Sites]
Click on your copy of the template
Use the `<edit>` button to make changes to your e-portfolio.
Part II
Copy your site to your personal g-mail account
Click <More> and then <Sharing and Permissions>
Add your personal g-mail account
Change role to Owner
Share your portfolio

[Yes or No button]

cindi.jane.tomes@gmail.com is not in the Google Apps organization that this item belongs to. Are you sure you would like to share with this address?
Log out of your Messiah g-mail account and log into your personal g-mail account.

• Look for this email and click the link
You can rename the site and then click Copy.
The site will then appear in the sites for your personal g-mail account.