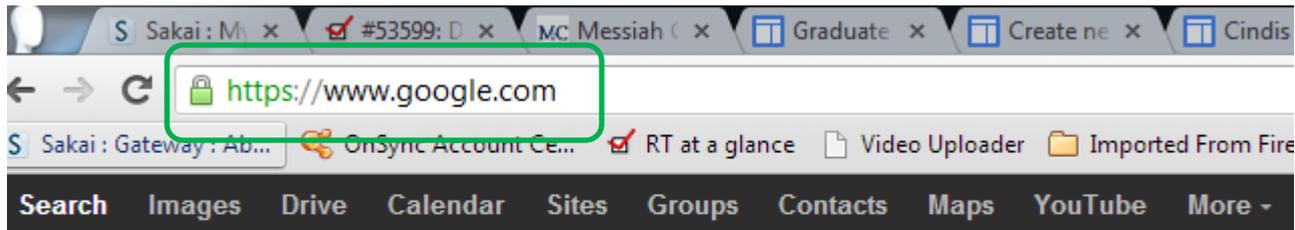


Graduate Program in Education e-portfolio, using Google Sites

- 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>

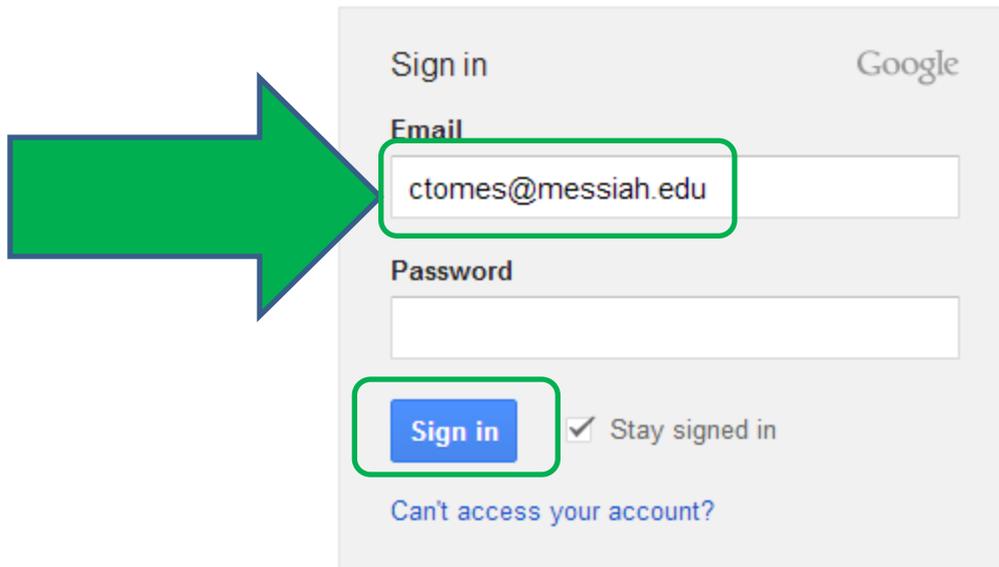


Google

Google Search

I'm Feeling Lucky

Enter your Messiah log in
Do not enter a password
Click <Sign in>



The image shows a Google sign-in form. At the top left is the text "Sign in" and at the top right is the "Google" logo. Below the logo is the "Email" label and a text input field containing the email address "ctomes@messiah.edu". Below the email field is the "Password" label and an empty password input field. At the bottom left is a blue "Sign in" button, which is highlighted with a green rounded rectangle. To its right is a checked checkbox labeled "Stay signed in". At the very bottom is a blue link that says "Can't access your account?". A large green arrow with a blue outline points from the left towards the email input field.

Now use your Messiah Credentials

Messiah College Central Login

The resource you tried to access, www.google.com, is a protected resource. Please use the login screen below to access the resource.



Sign in with your Messiah account.
If you are an alum, friend, parent, or other,
then please first [Sign Up](#),
then use your full email address as your username.

Username

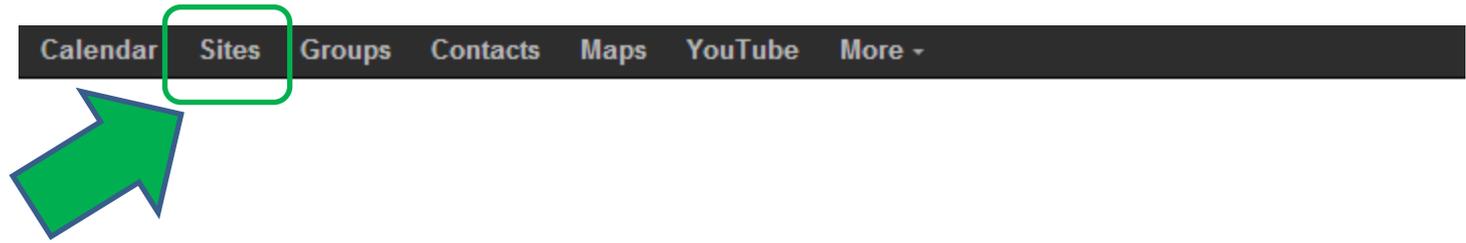
Password

LOGIN

Did you [forget your username or password?](#)

Powered by Perl-CAS-Server 0.2

Click <Sites>



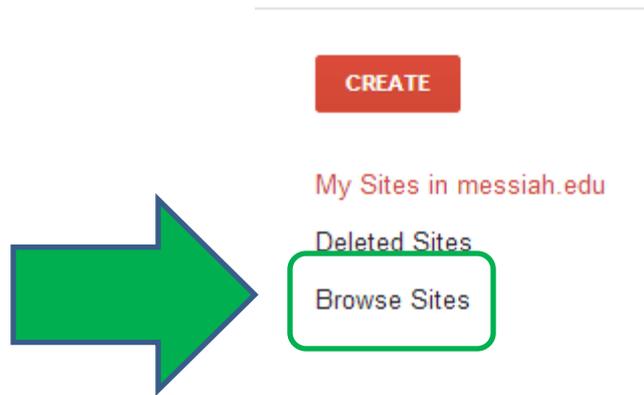
Google



Google Search

I'm Feeling Lucky

Click <Browse Sites>



Click <Education>

Sites

[CREATE](#)

[My Sites in messiah.edu](#)

[Deleted Sites](#)

[Browse Sites](#)

▼ CATEGORIES

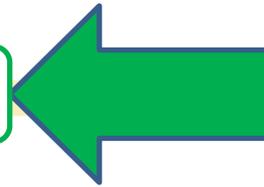
[\(all sites\)](#)

[christian](#)

[college](#)

[education](#)

PLEASE CHOOSE A CATEGORY TO BROWSE.



Click on the template to use it

Sites

CREATE

▼ CATEGORIES

(all sites)

christian

college

education

environmental club

graphic design

My Sites in messiah.edu

Deleted Sites

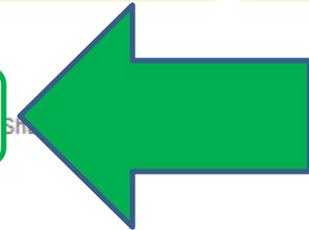
Browse Sites

SITES WITH CATEGORY: EDUCATION

Graduate Education Program at Messiah

/messiah.edu/grad_ed_messiah/

education



Click <Use this template>

This site is in the Template Gallery. Any changes you make will be visible to all users. [Use this template](#)

your name here Updated Dec 17, 2012, 7:30 AM

Enter a name for your portfolio and click <Create>

 MESSIAH COLLEGE

Search my sites

Sites

CREATE Cancel

Select a template to use:

 Blank template

 Graduate Education Program at Messiah

[Browse the gallery for more](#)

Name your site:

Site location - URLs can only use the following characters: -,A-Z,a-z,0-9

https://sites.google.com/a/messiah.edu/

Go to My Sites

Search Images Drive Calendar Sites Groups Contacts Maps YouTube



Sites

CREATE

My Sites in messiah.edu

Deleted Sites

Browse Sites

Cindis Copy Grad Ed Shared with everyone in messiah.edu
</a/messiah.edu/cindis-copy-grad-ed/>

Cynthia Tomes ePortfolio Shared with everyone in messiah.edu
</a/messiah.edu/cynthia-tomes-eportfolio/>

Click on your copy of the template

Search Images Drive Calendar Sites Groups Contacts Maps YouTube

 MESSIAH COLLEGE

Search my sites

Sites

CREATE

Cindis Copy Grad Ed Shared with everyone in messiah.edu
</a/messiah.edu/cindis-copy-grad-ed/>

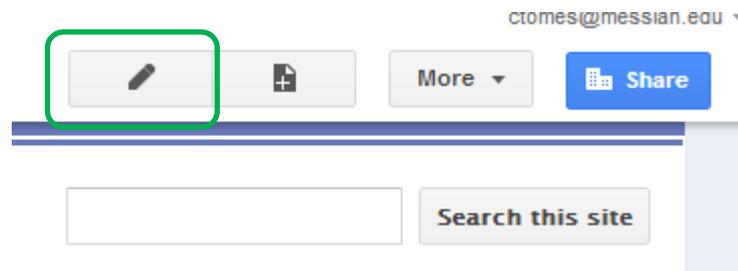
My Sites in messiah.edu

Deleted Sites

Browse Sites

Cynthia Tomes ePortfolio Shared with everyone in messiah.edu
</a/messiah.edu/cynthia-tomes-eportfolio/>

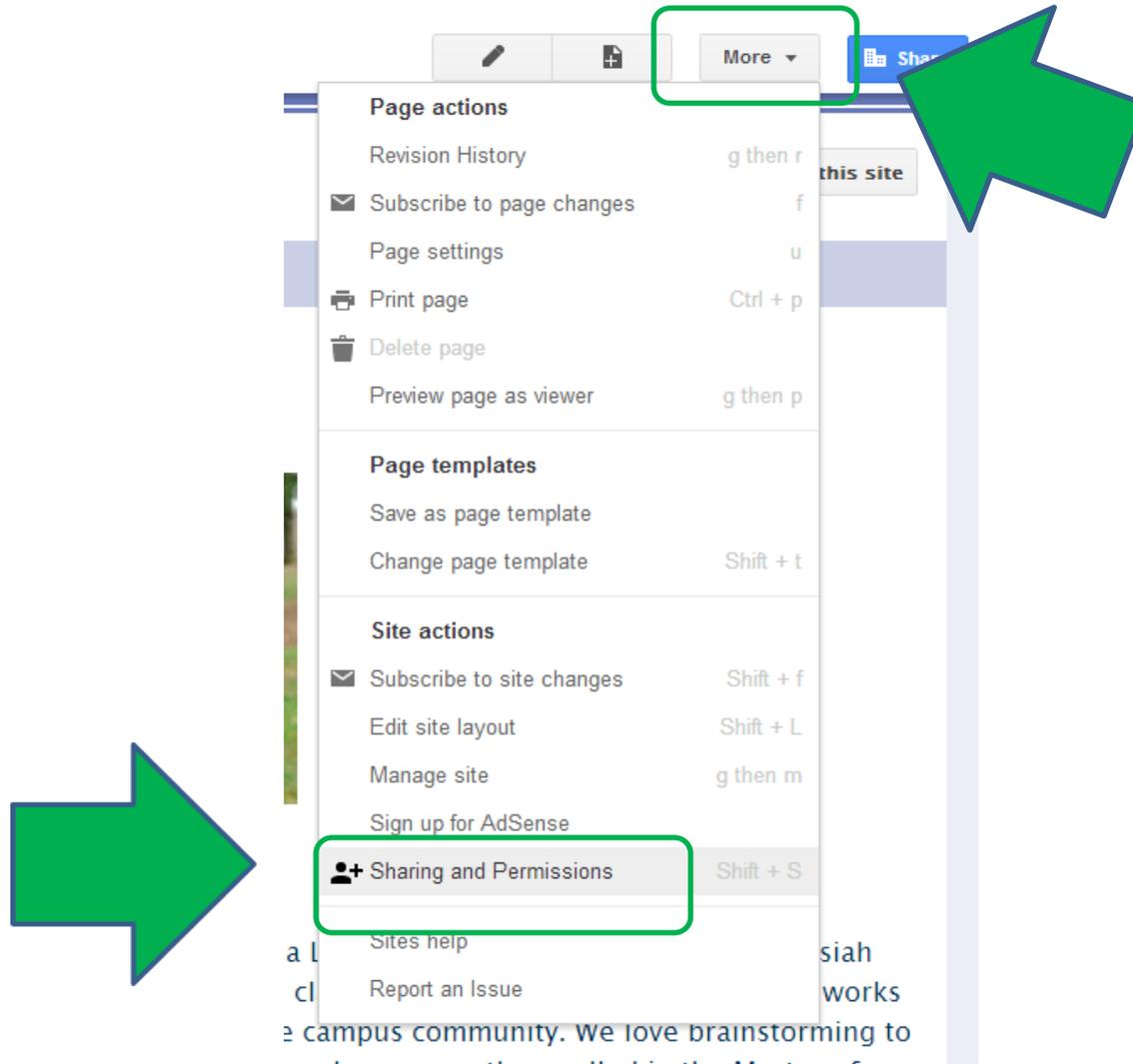
Use the <edit> button to make changes to your e-portfolio



Part II

Copy your site to
your personal g-mail
account

Click <More> and then <Sharing and Permissions>



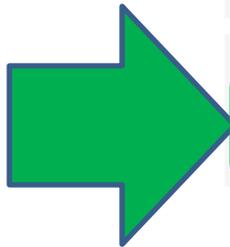
Add your personal g-mail account

Link to share

<https://sites.google.com/a/messiah.edu/cindis-copy-grad-ed/>

Who has access

	Messiah College People at Messiah College can find and view	Change...	
	Cynthia Tomes (you) ctomes@messiah.edu	Is owner ▾	×
	Cindi Tomes cindi.jane.tomes@gmail.com	Is owner ▾	×
	Nancy Patrick npatrick@messiah.edu	Can edit ▾	×
	Allyson Patton apatton@messiah.edu	Can edit ▾	×
	Add people: Enter names, email addresses, or groups...		



Change role to Owner

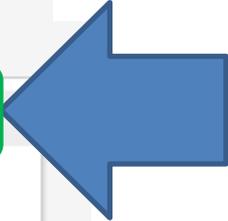
Add people: [Choose from contacts](#)

Notify people via email - [Add message](#)

Send a message

Is owner ▾

- ✓ Is owner
- Can edit
- Can view



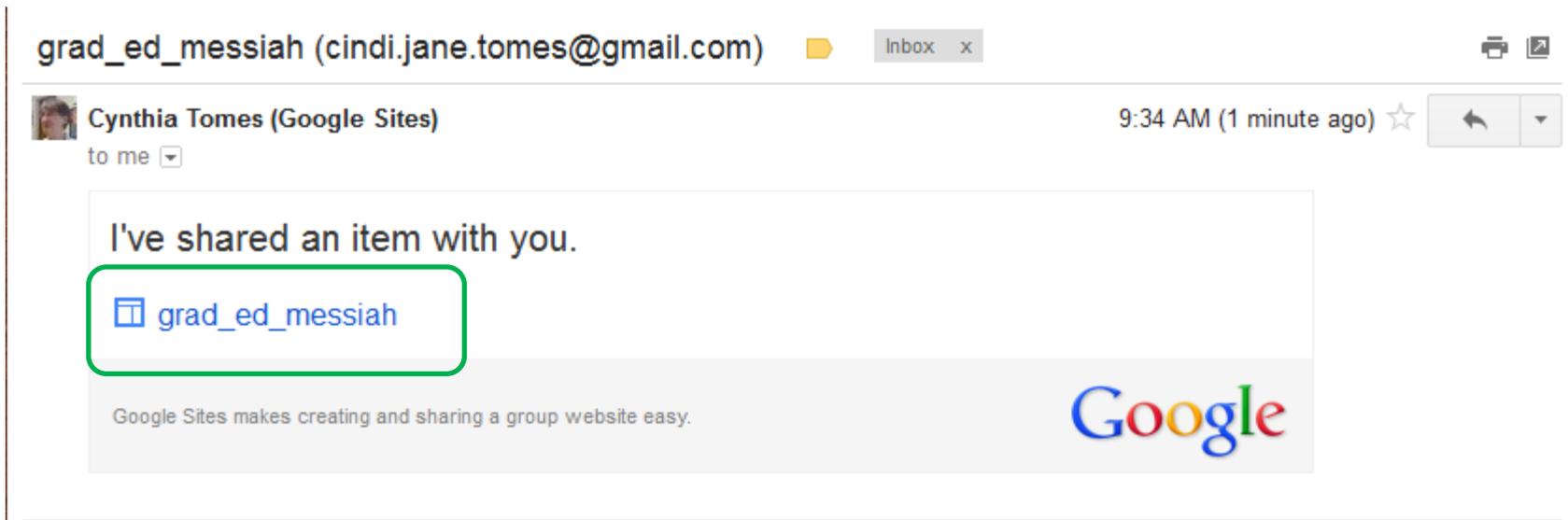
Only the owner can change the permissions.

Share your portfolio

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>

From: Site name Graduate Education Program at Messiah

To: Site name **Cindi's Copy Grad Ed**

Site location - URLs can only use the following characters: A-Z,a-z,0-9

https://sites.google.com/site/ cindiscopygraded

Include Revisions

Copy Site Collaborators

Copy Page Comments

Type the code shown:



| 

The site will then appear in the sites for your personal g-mail account.

