



E-Portfolio Instructions

Creating your Google Site:

1. Go to the following website: <https://sites.google.com/site/coteportfoliotemplate16/>
2. Click "Use Template" and choose the google account you want the site to be saved under. You can use your Umail account if you have one.
3. Make sure your site is set to "share" with everyone or with your facilitator.
4. Create Site!

Editing your Google Site:

1. In the top right hand corner, you will see an icon for editing the page 
2. Once you click it, it will allow you to add text to the page and bring up a menu that will allow you edit formatting, .

3. To insert word or adobe documents, click the "Add Files" button  at the bottom of the page and select the file you want to upload.

4. To insert links, pictures, videos, or subpages click "Insert" which will bring up the following dialogue box for you to choose from. Simply click on what you would like to insert and follow the instructions to add it to your page.

