EPORTFOLIO WITH GOOGLE SITES

Creating Your ePortfolio Site

1 Go to http://my.sjfc.edu and login with your Fisher network account.

2 Once logged in, click on [icon] icon in the Launch Pad on the left.

3 In the upper right corner click on the [icon] icon, then click on **Sites.**

4 On the Google Sites page you will see any of the sites to which you have access. You can click on **Create** to begin creating your ePortfolio site.

5 You can select a template for your site. When creating an ePortfolio it is recommended to use the **SJFC ePortfolio Template**. Click on the template thumbnail to select it.

6 Next add a name for your site. For example, 'Student Name's ePortfolio'.

7 Customize the URL of your site under **Site Location**. Typically, you will use your first initial and last name as the last part of your site's URL.

8 Click **Create** at the top of the page to create your site.

Accessing Your Google Site

All Fisher students have access to the Google Sites area through their student Gmail account. Google sites can be used for a variety of reasons, including student clubs or organizations, as well as ePortfolios. Your Google site will be available to you throughout your time at Fisher and can be transferred to an Alumni account if you choose upon graduation.

Edit & Add Pages

Once your site is created, you have full control over the look and feel, content and organization of your site.

You can edit any page in your site using the [icon] icon or add a page using the [icon] icon. Both icons are in the top right corner of the window. When creating a new page or editing an existing page, you will have a variety of choices, including formatting text, creating tables, customizing the layout of the page and inserting other Google gadgets.

SJFC ePortfolio Template

HOME   BE CURIOUS   BE ENGAGED   BE READY   BECOME

ABOUT ME
RESUME   Home

Sharing & Permissions

When you are finished with your site and are ready to share it, you will need to set the correct permissions. Click on the **Share** button to edit these settings. On this page you will see the link you can share with others to access your site. Under the **Who Has Access** area, you should change the permission from private only to you to 'People at sjfc.edu can find and view'. You will need to change the setting 'Access: Anyone within sjfc.edu - Can edit' by changing the 'Can edit' to 'Can view'. This will prevent anyone else other than the owners of the site to make changes to site content.

For help with Google Sites, contact the OIT Service Desk at 585.385.8016 or oitservicedesk@sjfc.edu.