Name:

Go to the model site: <http://sites.google.com/site/english2honorsmodelsite/>

Once at the site, go to “Portfolio Rubric” and review the requirements. Write any questions below.

**Creating a Google Site**

**Part 1: Create a Google Account**

**C heck for Completion**

User ID Created

New Password Created

Site Address Copied

Site Address Emailed

1. Log on at the Adams 14 School District Google Address:

<http://www.google.com/a/adams14schools.org>

1. User ID
   1. (First Name)(First letter of your last name) (last 4 digits of your school ID number)
      1. Example: LisaG1234
2. Initial Password
   1. Your complete school ID number
      1. Example: 1234567

*Once logged in, you may change your password under settings.*

**User ID:**

**New Password:**

**Once logged in, you can create your Google Site!**

**Part 2: Structure Your Site**

1. Click on the Adams14 Google site link
   1. It says “site.” Tricky, I know.
2. Choose blank template

\*Remember, this site is a portfolio. Keep it professional and academic.

1. Name your site

\*Remember, this site is a portfolio. Keep it professional and academic.

1. Choose a theme
2. Type in the code as shown
3. Select “Create Site”
4. Wait patiently…then voila! You have a new site.

**Site Address:**

http://sites.google.com/site/

**Once your site is created, email the address to** [**lmgarcia@adams14.org**](mailto:jharkness@adams14.org)

**Next Steps**

**Creating a New Page**

1. Once at your site, go to “create page” (the icon with the green plus)
2. Select “Web Page”
3. Under “Name,” write the name of the paper that will be uploaded to the page
4. Select “Put Page at the Top Level”
5. Select “Create Page”

**Names of Pages to Add:**

About Me (Home)

1984 Journal

Utopian Persuasive Essay

Semester One Reflection

**Edit an Existing Page**

1. Go to the page you wish to edit
2. Select “edit page” (the icon with the pencil)
3. Make edits and click “save”

**Upload/Attach a Document**

1. Go to the page in which you want to upload a document
2. Select “Attachment”
3. Click “Choose File”
4. Select the file you wish to upload
   1. The file should upload automatically once it is selected