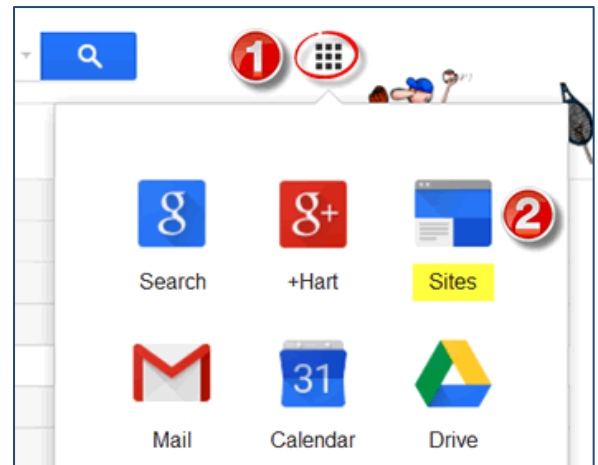


Getting Started on Your ePortfolio: Google Sites

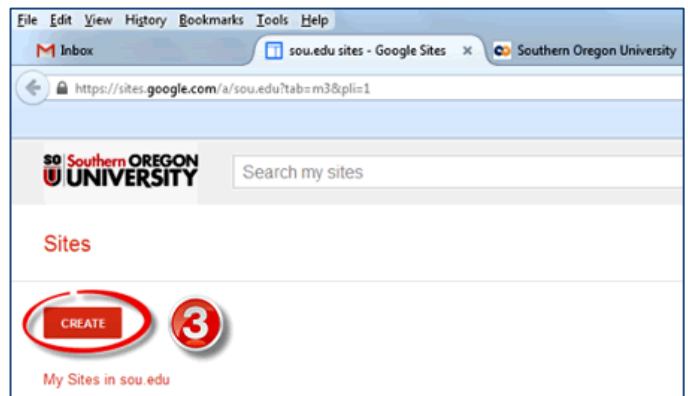
Welcome to your ePortfolio adventure!

To begin creating your Google site ePortfolio, first log into your campus Gmail account, then follow these instructions to create your site and share it with others from SOU.

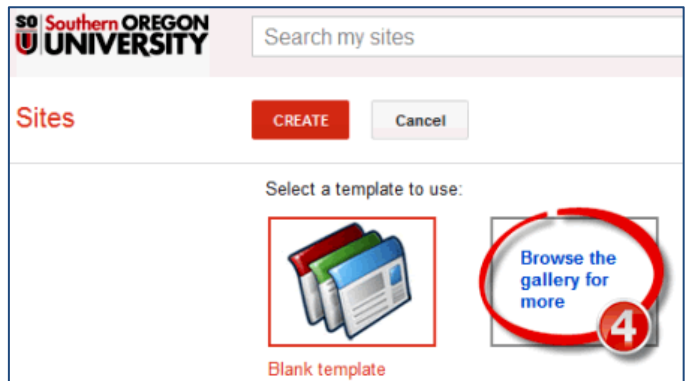
1. Click on the **Apps** block in the upper right-hand corner of your email page.
2. Click on **Sites**.



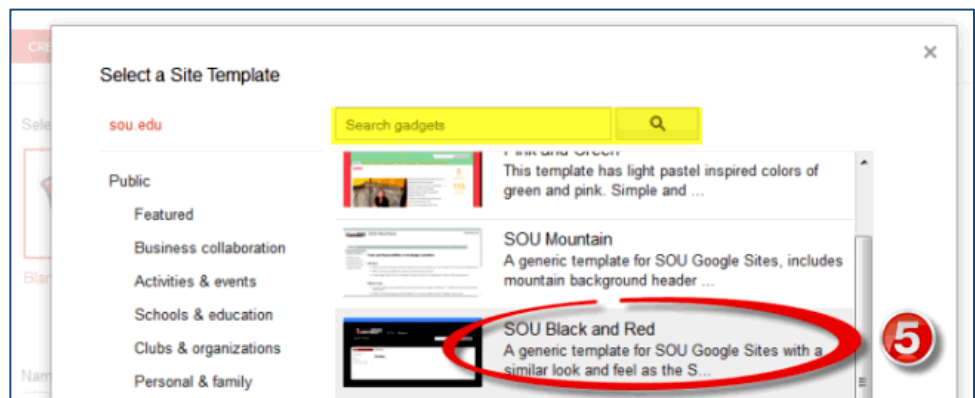
3. Click on the **Create** button.



4. Click on the box labeled **Browse the gallery for more** to bring up the template that your instructor has designed for you to use.

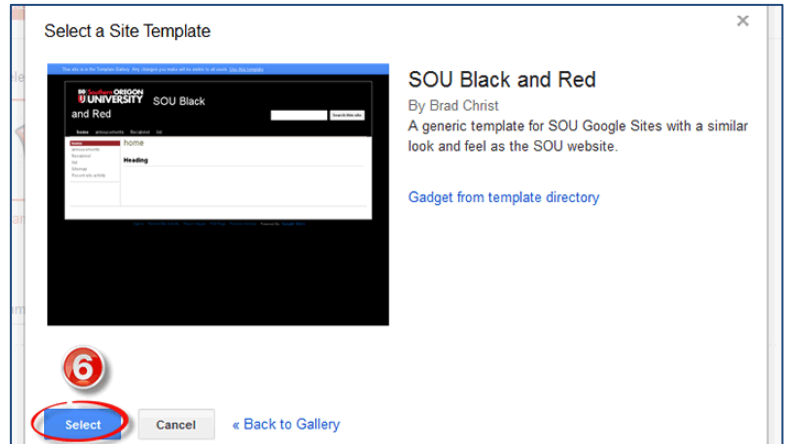


5. Scroll down the list of SOU templates until you locate the template designated for your course or program. For this example, the **SOU Black and Red** template has been selected. (If you don't see the template, enter its name in the **Search gadgets** field and click on the search icon.)

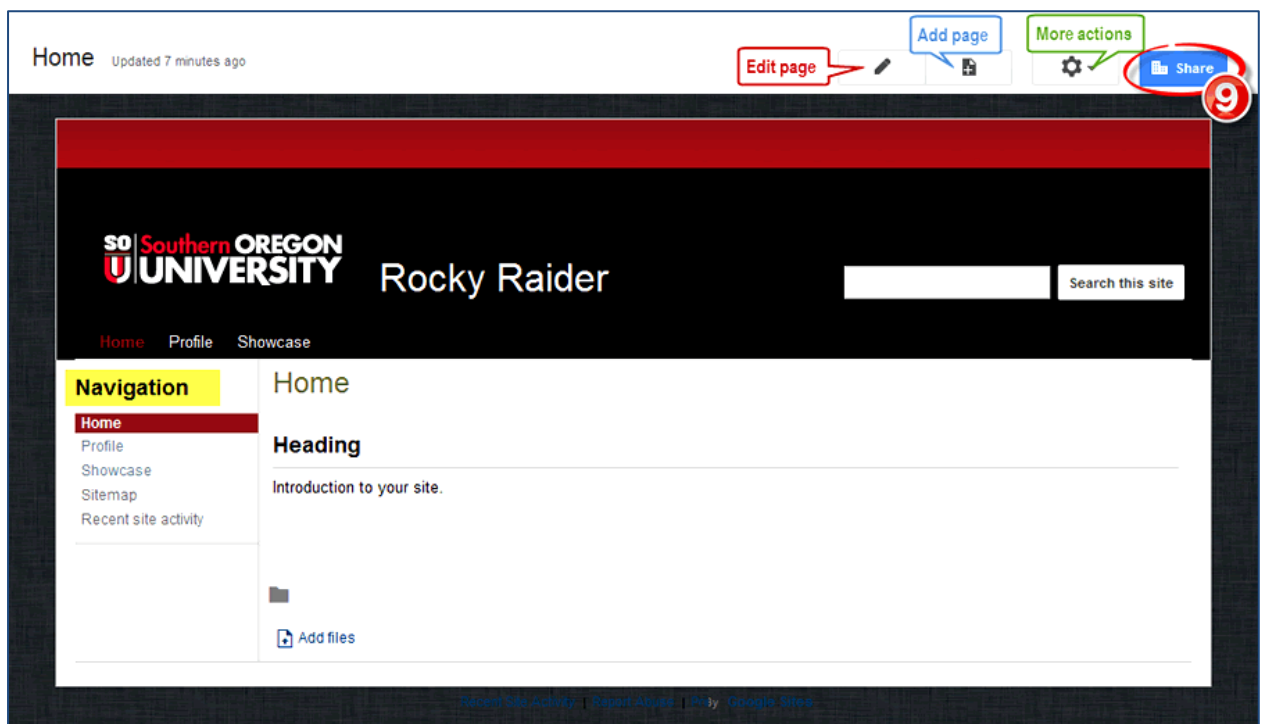
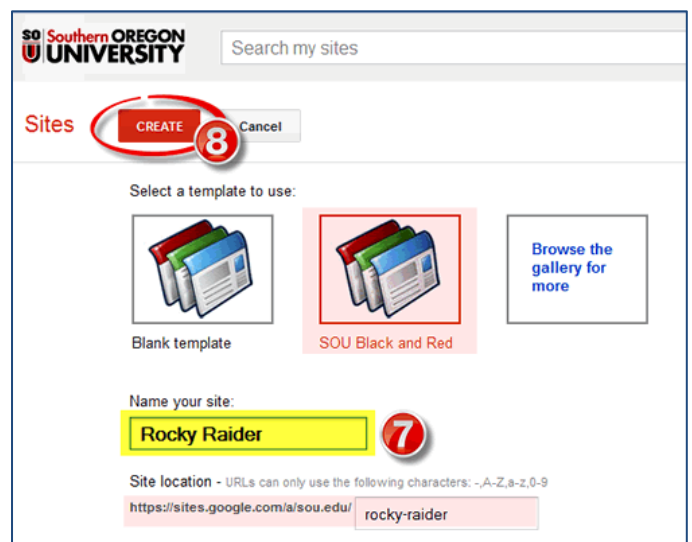


Getting Started on Your ePortfolio: Google Sites

- In the **Select a Site Template** confirmation page, click on **Select**.

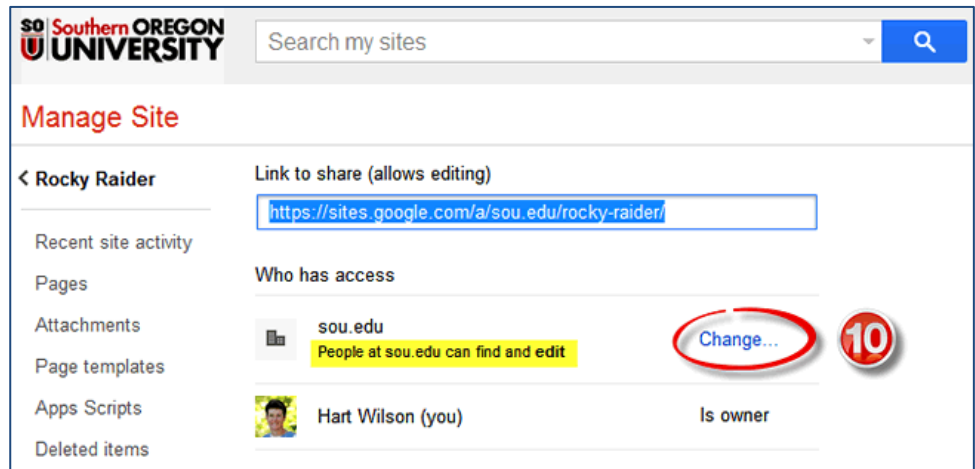


- Name your site by entering **your name** (first and last) in the field provided. Verify that the template that you want to use is displayed in a red box ("SOU Black and Red" in this example).
- Click on **Create**. Stand by while your site is created—this will take a few minutes.
- When your site appears, click on the **Share** button in the upper right-hand corner.

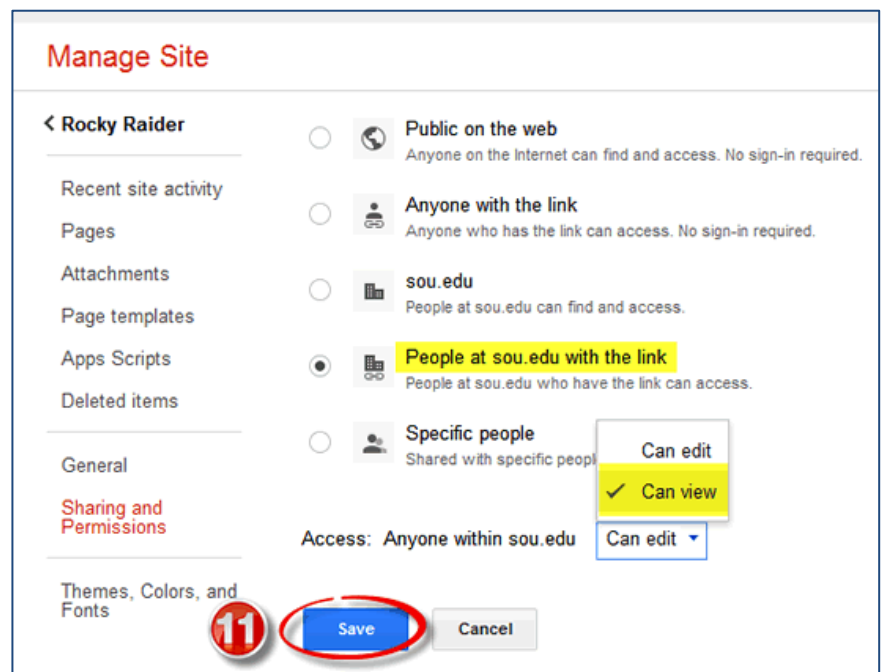


Getting Started on Your ePortfolio: Google Sites

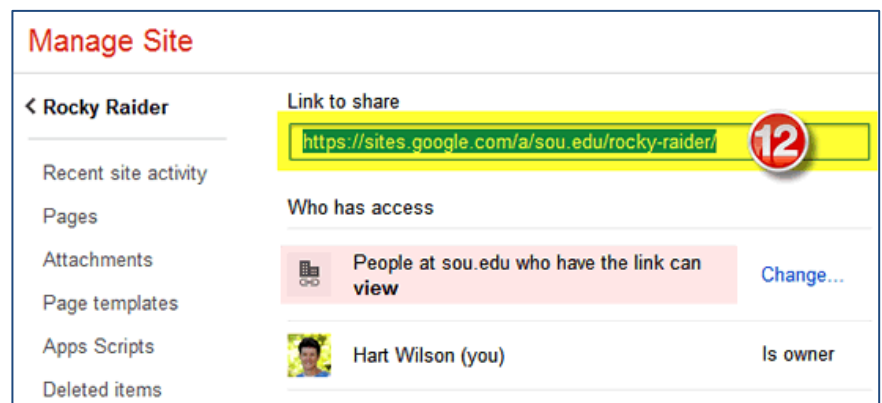
10. In the **Share** settings page, click on the **Change...** link.



11. Select the **People at sou.edu with the link** option and change the **Access** option to **Can view**. Click on **Save**.



12. Copy the **Link to share**—this is your site's URL—and share it with your instructor/classmates as instructed.



13. To return to your site, click on **your name** at left.

Congratulations—your site is ready to build!