

How to create your own “Portfolio of Excellence” – Faculty and Staff

- **Sign up for gmail account even if you already have one**
 - To go www.gmail.com and click on “create an account”
 - Email address will be BSUsername@gmail.com
 - So if your name is John Smith and your username was J2smith, then you will type BSUj2smith
 - From this point on this will be your google username.
- **Sign up for google sites.**
 - Go to <http://sites.google.com> and sign in with your username.
 - Click on “Create site”
 - Your site name will be your first and last name. Where it says “Your site will be located at this URL” type in your username.
 - Make sure to change “Share With” to “Everyone in the world.”
 - Type in the code shown then click “Create site”
 - Your site URL will be <http://sites.google.com/site/username> (BSUsername)
 - If this is done successfully you will be brought to a page that says “Home” in the middle of it with your name on the left hand side.

Ok. First thing we have to do is create the basic structure of this website. We are going to start making the main pages.

- **Class Schedule**
 - On the upper right hand corner of the page click “create page”. Select the option “web page” then name it “Class Schedule” and choose the option to have it at the top level and click “Create Page.” Then click save on the upper right hand corner of the page. This will create the basic page for your class schedule.
- **Announcements**
 - The next page will be a blog for you to record and share of academic progress as well as social experiences. Click on create page then choose “Announcements” as the type of page. Name the page “Announcements” and choose “put page at the top level” then “create page”. Now the announcement page is all set.
- **My Bio**
 - Create a new “web page” titled “My Bio” at the top level. Then save the page. Under the MyBio page you can put any information that you want about yourself. You can put in your interests, hobbies, likes, dislikes, etc.
- **Resume**
 - Create a new “web page” titled “Resume.” Instead of putting it at the top level, choose “put page under My Bio.” Make sure to save the page. This will be a page where you can post your resume.
- **Goals**
 - Create a new “web page” titled “Goals” at the top level and click save. This is where you will be able to talk about your goals for the academic year, both academic-wise and social-wise.

- **Academic History**
 - Create a “web page” titled “Academic History” at the top level and save it. Here you can list your academic accomplishments, or your contributions to Bridgewater State University as a faculty or staff member.

- **Student Involvement**
 - This will have a small widget that will have a list of on campus activities that you can take part of. Create a “web page” titled “Student Involvement” at the top level. Then on the upper left hand menu there is an option to “Insert” and scroll down to “other gadget” at the bottom. Click “featured” and scroll down to “Include Gadget (iframe) Click on this gadget then hit add. In the URL box copy and paste the following without the quotes:
 - “http://bridgew.collegiatelink.net/Community?action=getExternalFlyerboard&bgColor=FFFFFF&textColor=CDCCD&linkColor=000000”
 - Then change the box underneath to “no” scrollbar. The display needs to be changed to width = 600 and height = 400. Then click OK. Save your page then you should have the Student Involvement bulletin board on your page.

- **File Cabinet**
 - Click create page, then click “file cabinet” and name the page “files” then “create page” while putting it at the top level. This will be where you can upload your files for others to view.

You can create as many pages for your classes or anything else that you want.

Content of web pages

- Home
 - The first thing will be to fill out the main page. Open your page labeled “home” by clicking “home” on the left hand column. Then click on “edit page”. Here you can enter text and insert pictures. This is kind of like Microsoft Word. Here are a few basics to put in your profile:
 - ePortfolio of "NAME"
 - Email Address - _____@ bridgew.edu
 - Faculty member of Bridgewater State University since:
 - Sept. 2003
 - Graduated from:
 - Major:
 - Minor:
 - Currently Teaching:
 - Currently involved on-campus in:
 - You can upload a picture by going to Insert -> image. You can upload by either a file on your computer or a web image.
 - Make sure to click save when you finish.

- **Navigation Bar**
 - In order for a visitor to navigate their way through your site, you need to edit the navigation bar. The remainder of the pages that we created currently does not appear on the left hand

column where “home” and “sitemap” are. To make them appear on the side navigation bar, you need to do the following:

- Click on “site map” on the upper left hand column. Click on the page you want to show up on your navigation bar.
 - On the upper right hand corner click “more actions” then “page settings”. Check off “show this in sidebar” and save it. Now this page will show up on your sidebar.
 - Recommended pages to have in sidebar:
 - Class Schedule, Announcements, Resume, Academic History, Student Involvement, My Bio, Goals
- **Class Schedule**
 - For your Class schedule page, you can post what classes you are teaching as well as your office hours.
 - Example:
 - Engl101-001 Monday, Wednesday, Friday 8:00-8:50
 - Math130-001 Tuesday, Thursday 12:30-1:45
 - Office hours: Monday, Wednesday 9-11

How to's:

Insert a video:

First upload your video to a youtube account. To sign up for an account go to http://www.youtube.com/create_account then upload your video to youtube. Pull up the page on your website that you want to insert your video into, and then click "Edit Page." Go to Insert, Video, then Youtube. Copy the URL from the Address bar of the youtube video then paste it into the google document window. You can change the title if you want, then click save on the Youtube properties window, then save your page.

Insert a picture:

Pull up your webpage that you want to insert the picture and click edit. Go to Insert, Image. You can either upload the picture from your computer by just clicking browse and locating the file on your computer. Or if you know the URL of the picture you can copy and paste the address into the text box on the "Add an image" window. After you do this click Add Image and then save your page.

Change the theme of your site:

You can change the theme of your website to have different effects. To do this, go to "More Actions" in the upper right hand corner and click "Manage Site." Click the tabs labeled "Themes" and then you can choose from a variety of themes. When you pick your theme you can preview it and save it by clicking on the proper buttons at the bottom of the page.

Delete a page:

You must be certain that you want to delete the page before you do so. Deleting a page cannot be undone. To delete a specific page, pull up the webpage that you want to delete. Click "More Actions" in the upper right hand corner then "Delete." After you confirm that you want to delete the page you will be all set.

Preview a page:

To preview a single page that you are working on click on "More Actions" in the upper right hand corner then "Preview Page as Viewer."

Preview your entire site:

To preview your entire site you will need to log out of your account then visit your same webpage <http://sites.google.com/site/BSUusername>