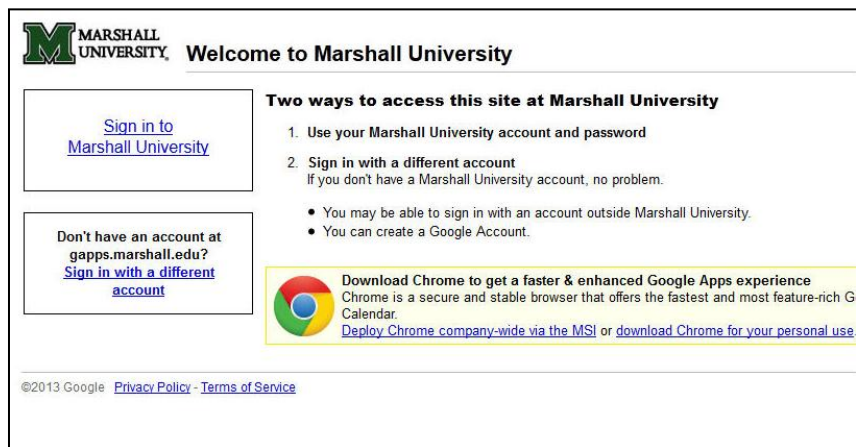


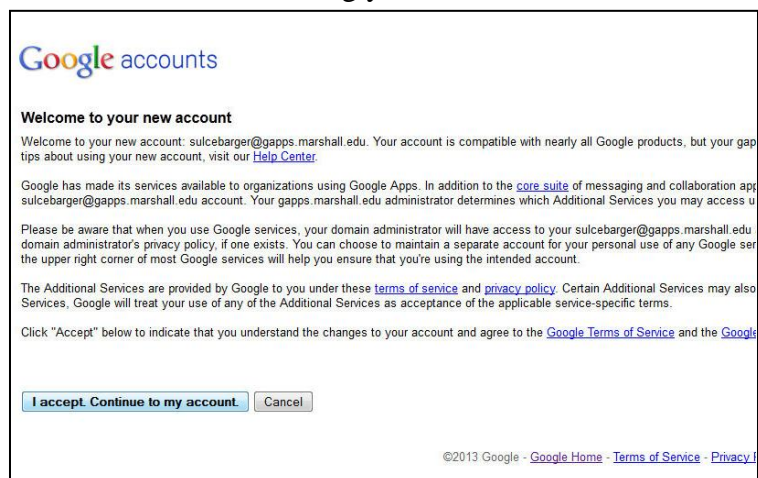
# Building a Google Apps E-Portfolio

- 1) Go to <http://sites.gapps.marshall.edu>. Click “Sign in to Marshall University”

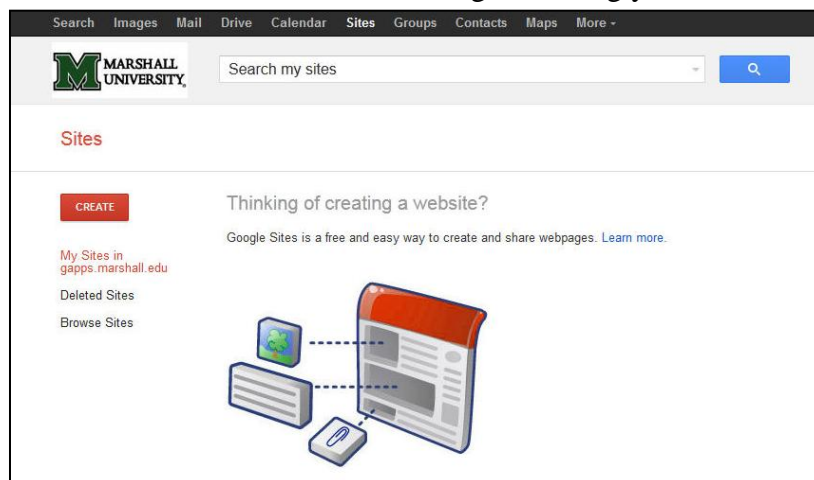
Tip: If you are unable to reach the home page or sign in through Marshall, you may be logged in under an existing Google account. Try logging out, then retrying.



- 2) Logon using your MUNET credentials- your Marshall username and 6-digit password (i.e. Username: hogsettd, password: LKJNFV)
- 3) Once you sign in, an account will be created using your Marshall username.

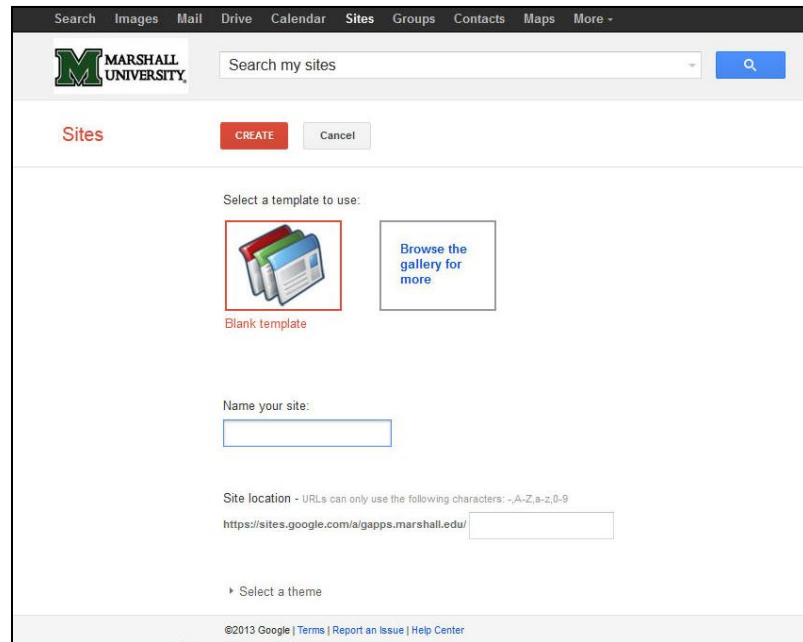


- 4) Click on the red “Create” button on the left sidebar to begin creating your website.

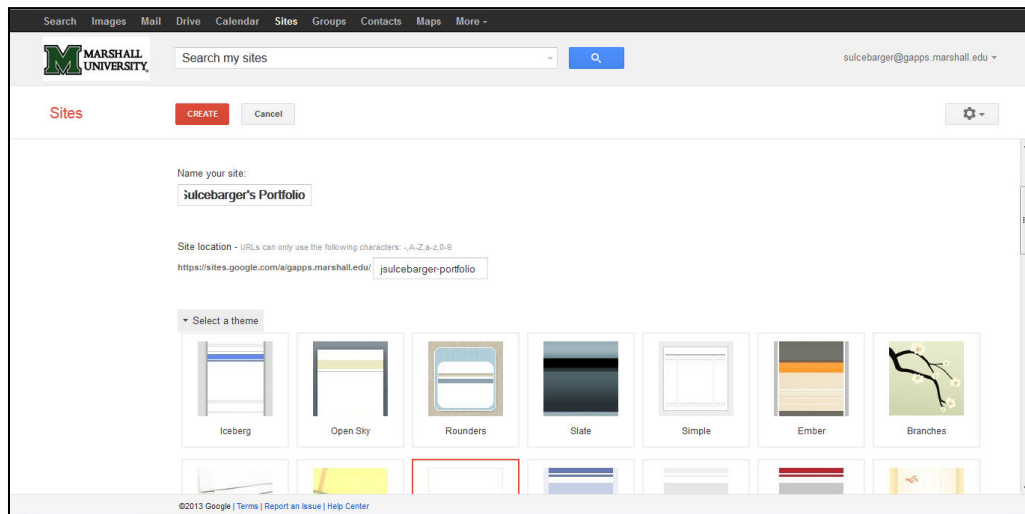


- 5) You will then have to name your site and select a template. A Marshall template can be found under “Browse Gallery for More”.

Tip: You can customize your site’s URL without changing the name of your site.

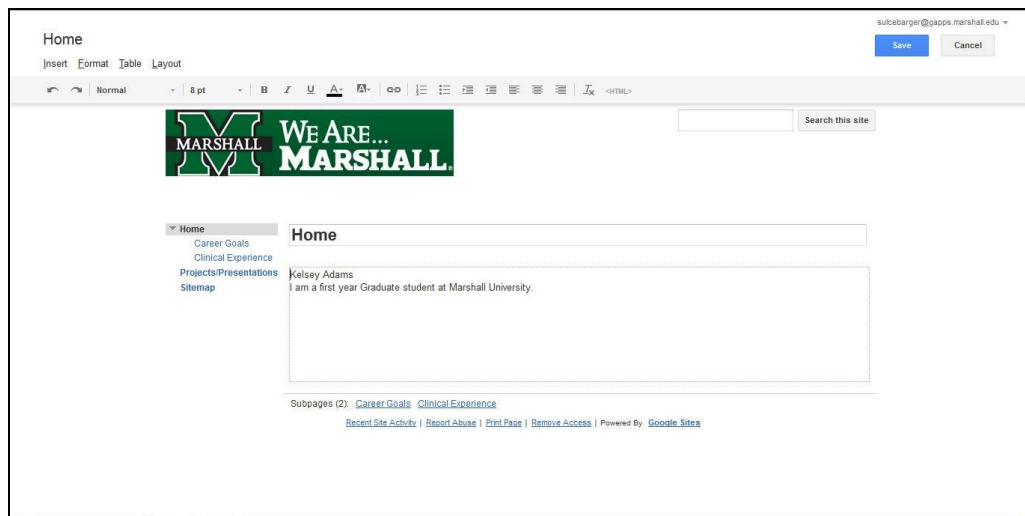


- 6) Once you’ve selected a template, you can choose a theme. Under “More Options” you can set the categories and change the site description.

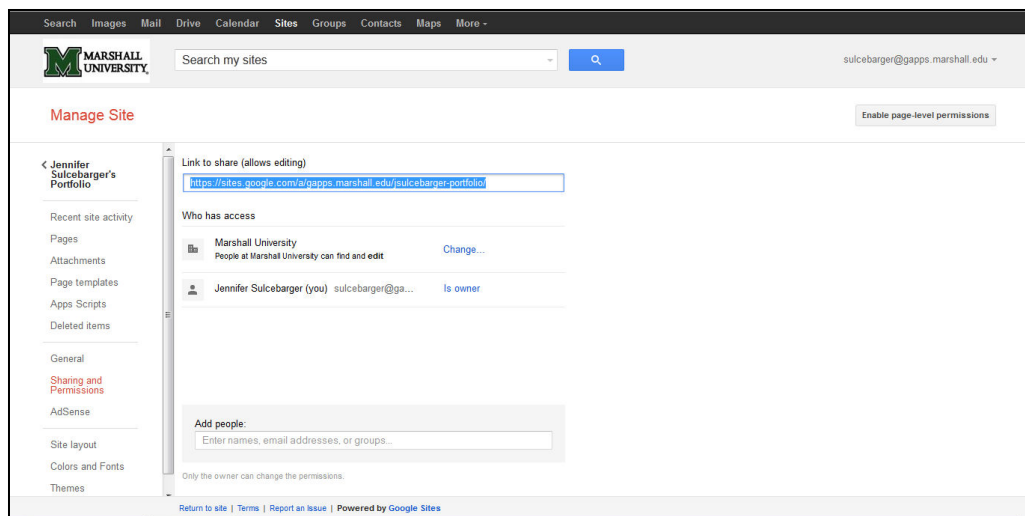
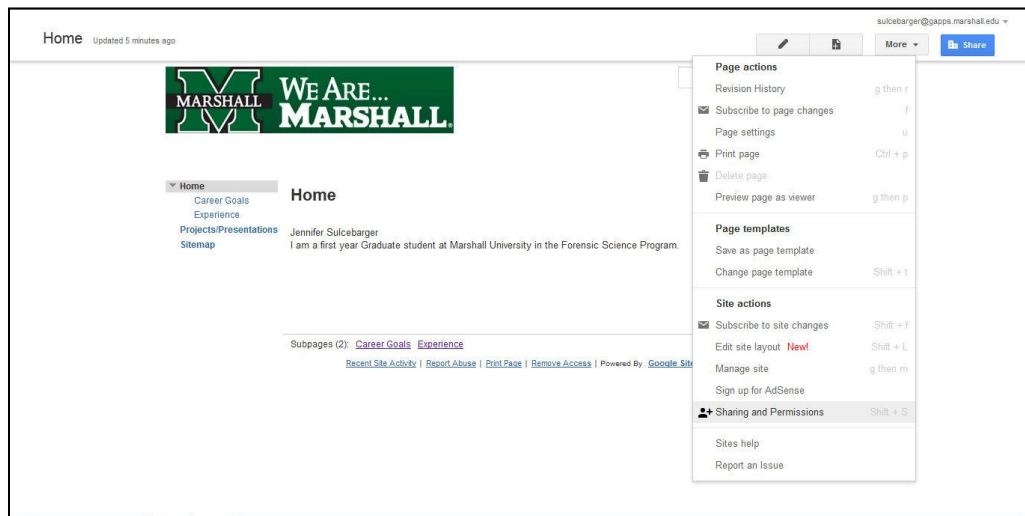


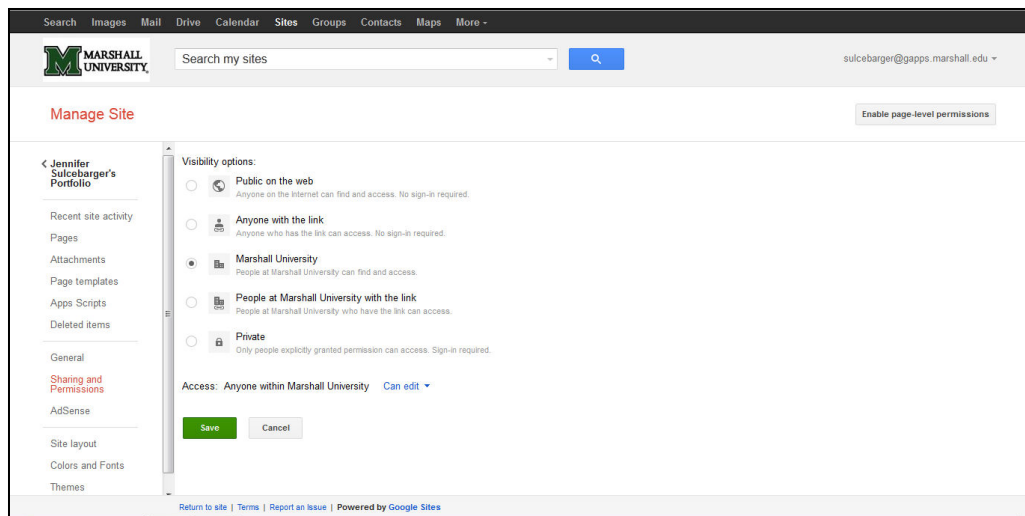
- 7) Click the red “Create” button at the top to finalize.
- 8) In the upper right, click the “Edit” button. You will be able to change the page title as well as the description content.

Tip: Each page can be customized from the “Edit” button.



- 9) To the right of the “Edit” button, click the “More” tab. Under “Sharing and Permissions” you can choose who is able to view your site. Once you’ve chosen your settings, clicking on your page name to the left will return you to your home page, where further edits can be made.

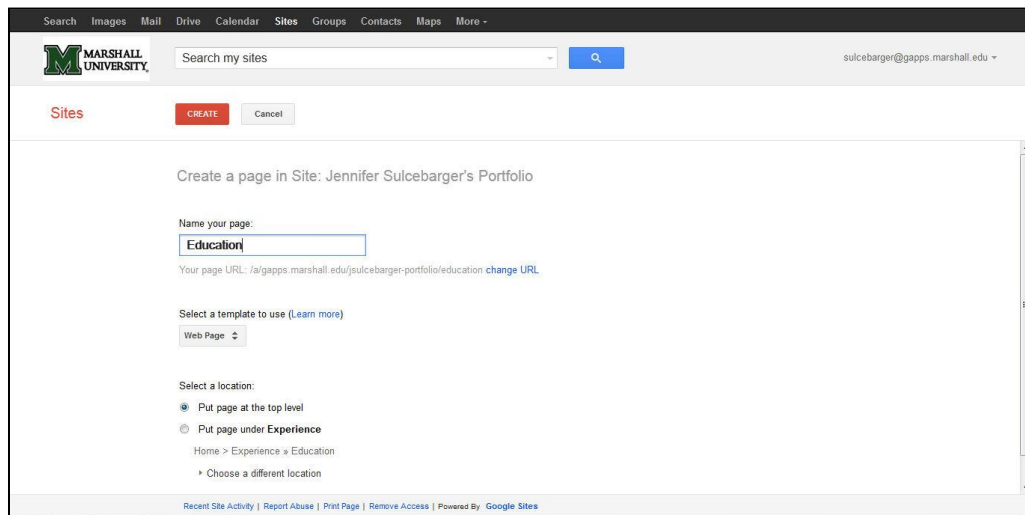




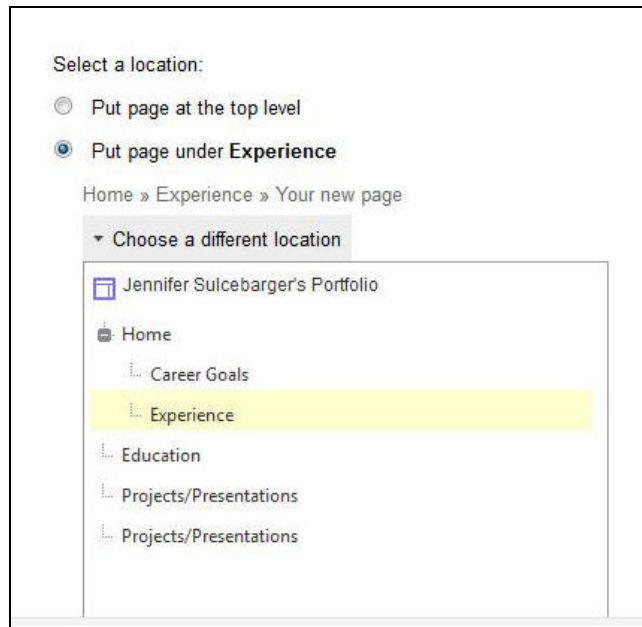
10) To create a new page, click the “New Page” button next to the “Edit” button. You can name your new page, choose its template, and customize its URL.

Tip: There are multiple page templates available.

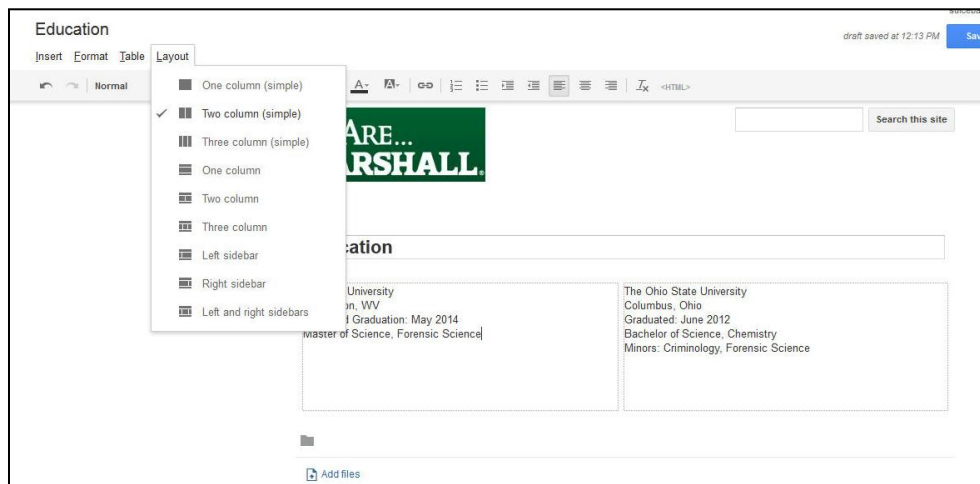
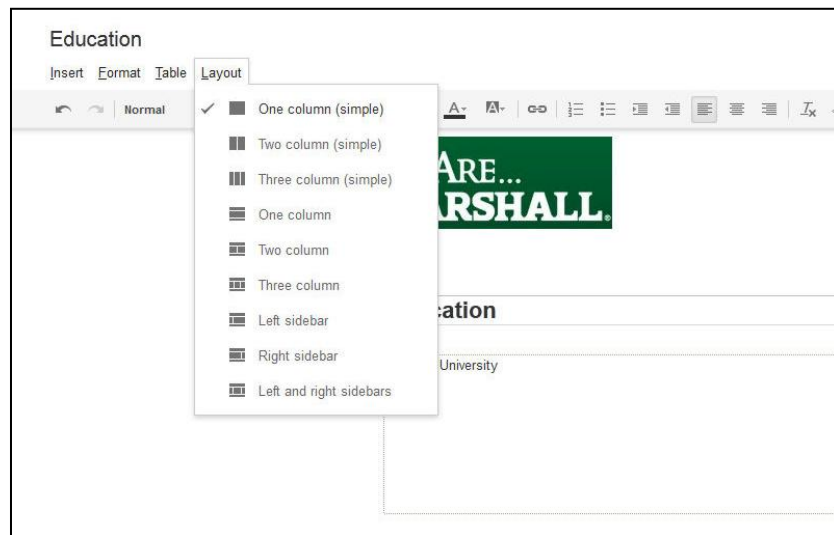
- Web page- simplest, most basic; standard formatting; can upload documents
- Announcements- this will display posts in chronological order with the newest first; blog formatting
- File cabinet- allows you to store, organize, and share uploaded files; page subscribers are notified when files are added, changed, or removed
- List page- can make and sort lists of information; page subscribers are notified



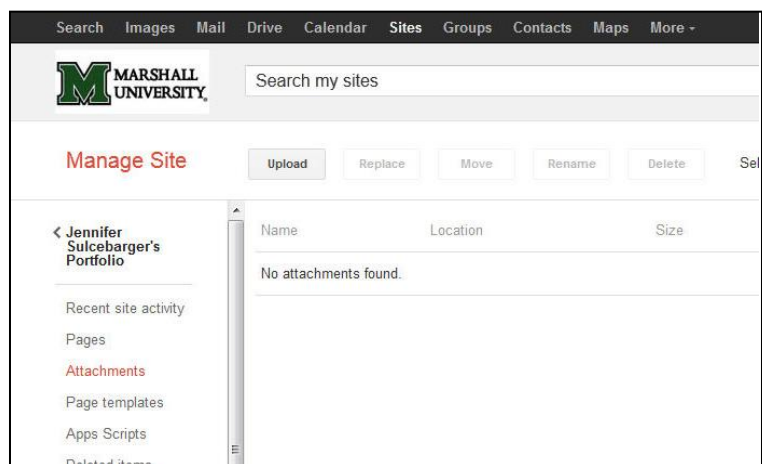
11) You can also create a subpage for any page. When creating a new page, select location as “Put page under...” You can choose to put it under the page you initiated the create from, or choose a different parent page.



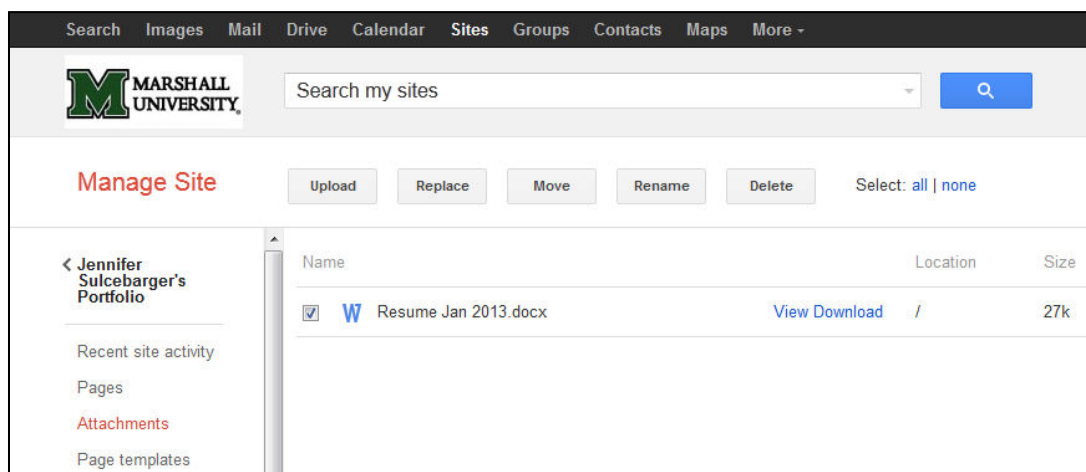
12) Once you have created your new page, multiple formatting tabs appear at the top left. If you want to change the layout of the information within the page, you can do so under the “Layout” tab. There are also options to insert pictures, video, tables, etc. For example, to create columns on the page, click “Layout” then the number of columns you wish to create.



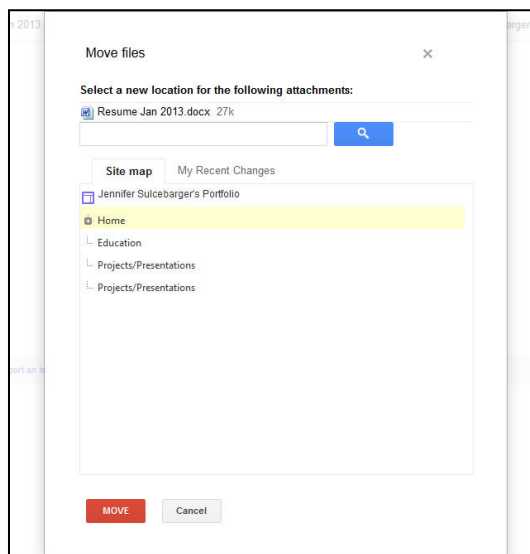
- 13) To upload a document to a page, you can go to the “More” tab, select “Manage Page”, then click “attachments” on the left sidebar.



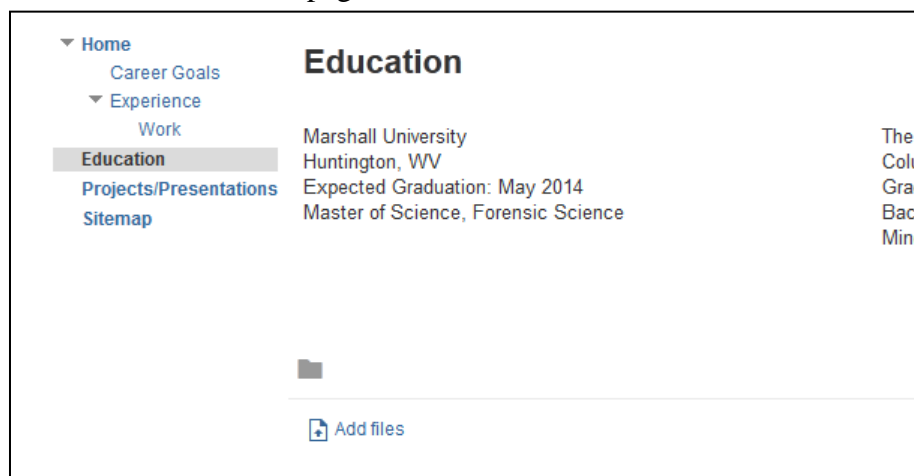
Click the “Upload” button at the top, then select your document. Once the document is uploaded, you can check the box next to the desired file. The buttons on the top will become highlighted and you can choose to edit the attachment.



To move a file to a particular page, you can select “Move” and choose the page under which you want the file to appear.



You can also upload a file directly to a page. While on the page you want to attach a file to, click the “Add Files” button at the bottom of the page and select the desired file.



### Additional Tips

- To move or delete pages, use the options under the “More” tab at the top. The “Delete Page” option will only work for the current page.
- You can preview how your site will look to viewers under the “More” tab.
- If you want to change a page’s URL after it has been created, you can do so by going to “More” then “Page settings”.
- To edit the navigation sidebar, go to “More” and “Edit Site Layout”. Hover over the sidebar and click. You will be able to choose how many levels are displayed on the sidebar. You can also add elements to the sidebar. Hover over the sidebar and click the “+” to the right of “Sidebar”.

