







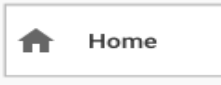
Student Cheat Sheet

(High School)



Portfolios w/ Google Sites

Reminder: This must be professional and school appropriate


Create and Explore the Tools

1. Sign into the computer using your school login information.
 2. Click on the Chrome icon. 
 3. Click on the nine dots  and select "Drive" 
 4. Click the blue "New" button  (top left corner). Select "Folder." Name the folder: first initial, last name, Digital Portfolio. (example: J Smith Digital Portfolio)
 5. Open the folder you just created  . Inside of this folder, click on the blue "New" button  in the top left corner. Select "More," then select "Google Sites." ([Tutorial](#))
 - ☐ Name the site
 - ☐ First name, last name, graduation year. (example: Jason Smith, 2023) [Tutorial](#) (9th Graders - 2022, 10th Graders - 2021, 11th Graders - 2020, 12th Graders - 2019)
 - ☐  This page is also your home page. Create a welcome message for your visitors. Refer to [this template](#) for other examples of what might go on this home page.
 - ☐ [Adjust Header](#)
 - ☐ [Select Theme. Font. Colors](#)
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Personalize Your Portfolio

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1. Page Creation - Click on “Pages” [\(Tutorial\)](#) on the right side menu.
2. Select  on the bottom. Create the following pages
- ☐ *Current Grade and Year Range* (example: Sophomore Year 2017-2018)
 - ☐ Subpage for each subject/class UNDER that grade level page
 - ☐ To create a subpage, hover over the page and select the three dots on the right side. Select, “Add Subpage”. Name it. [Tutorial](#)
 - ☐ *Personal Bio*
 - ☐ *ICAP*
 - ☐ *Resume*
 - ☐ *Transcript/Credit Recovery*
 - ☐ *Extracurricular*
 - ☐ Subpage for each activity in which you participate. For example: student council, basketball, ROTC, etc.)
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Organize, Curate and Add Content

- ☐ “Catch Up” on anything if need be.
- ☐ Continue to digitize work and add content to pages.
- ☐ Remember to store all portfolio resources in your Google Drive folder, even if these are images or PDF's.
- ☐  Publish to “anyone at d49.org”, finished or not. [\(Tutorial\)](#)
 - ☐ Work saves automatically
 - ☐ Work is NOT published automatically, you must RE-Publish each time you add content to your Site
 - ☐ Name web address “FirstNameLastNameGraduationYear” example “pamelalewis2021”
- ☐ Submit your PUBLISHED Site URL to this Form [\(Vista Ridge Form\)](#)