

In this video, I will explain the basics of creating the IAS portfolio.

I assume that you have already activated your UW Google Apps.

If you have not done so, or are not sure what that means, go to this URL:

bit.ly/activateapps all one word

I suggest that you open a separate browser window or tab and follow along with the steps that I describe in this video.

You can always pause the video to complete the steps yourself, and then come back to the video to continue viewing.

The easiest way to begin working on your portfolio in Google Sites is to open a browser window or tab and go to gsites.uw.edu.

Login with your UW NetID and password.

Now, click Create.

As you are working on your portfolio in BIS 300, potentially in BIS 399 and finally in BIS 499, it is important that your site follows a naming convention, which allows instructors to easily find your portfolio and collaborate with you on it.

That naming convention is:

IAS (space) Portfolio (space) Lastname (comma)(space) Firstname

Once you have named your portfolio correctly, click Create.

The first thing we will do after creating the portfolio is to create an Archive page where you will store your artifact files, such as papers, presentations, videos and podcasts.

To do this, click the button with the document icon that reads New Page when you role over it.

Next, name this page Archive.

This page is going to use the File Cabinet template, because it makes it is easier to upload and organize files.

After you select File Cabinet, click Create.

Now, when you want to upload a paper or project file from a class, simply click Add File.

Browse to the file you want, then click Open. Finally, click Upload.

It's also helpful to describe the file using the File Cabinet's File Description function. Simply click the open space where the description will go, and type a quick description of the file. You'll thank yourself later when you aren't re-downloading files just to figure out what they are.

If you have more questions about using Google Sites to create your IAS Portfolio, check out the Learning Technologies web pages at www.uwb.edu/learningtech. Click eLearning and then click ePortfolios.