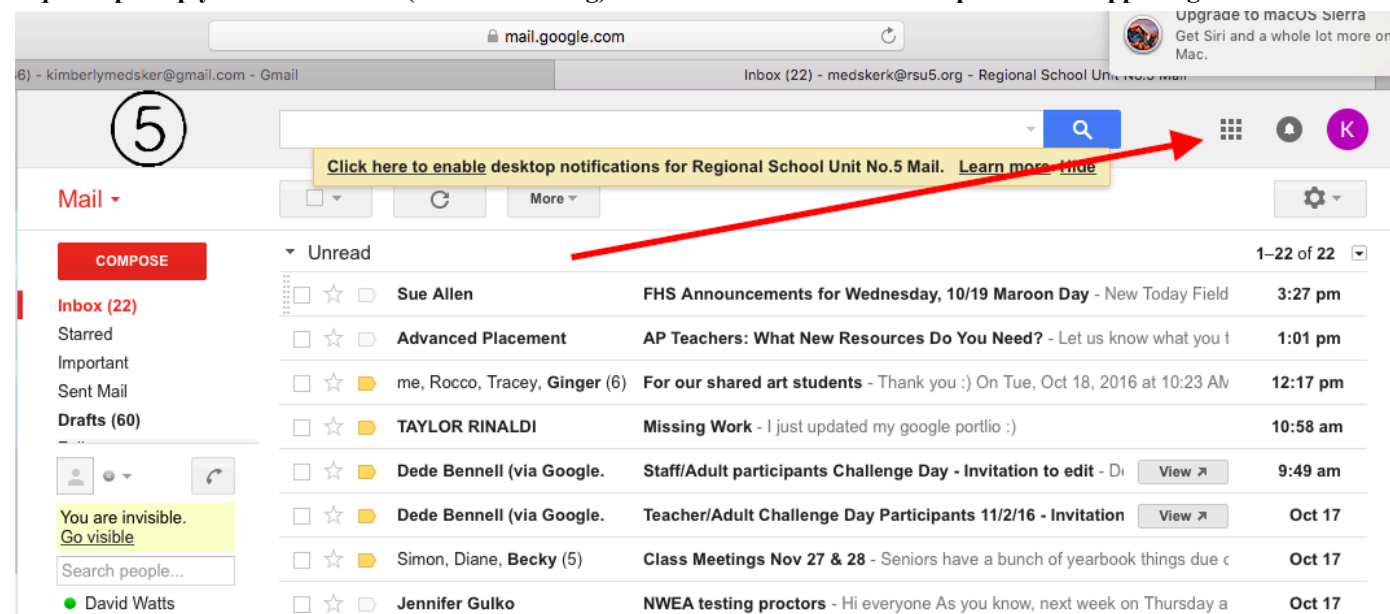


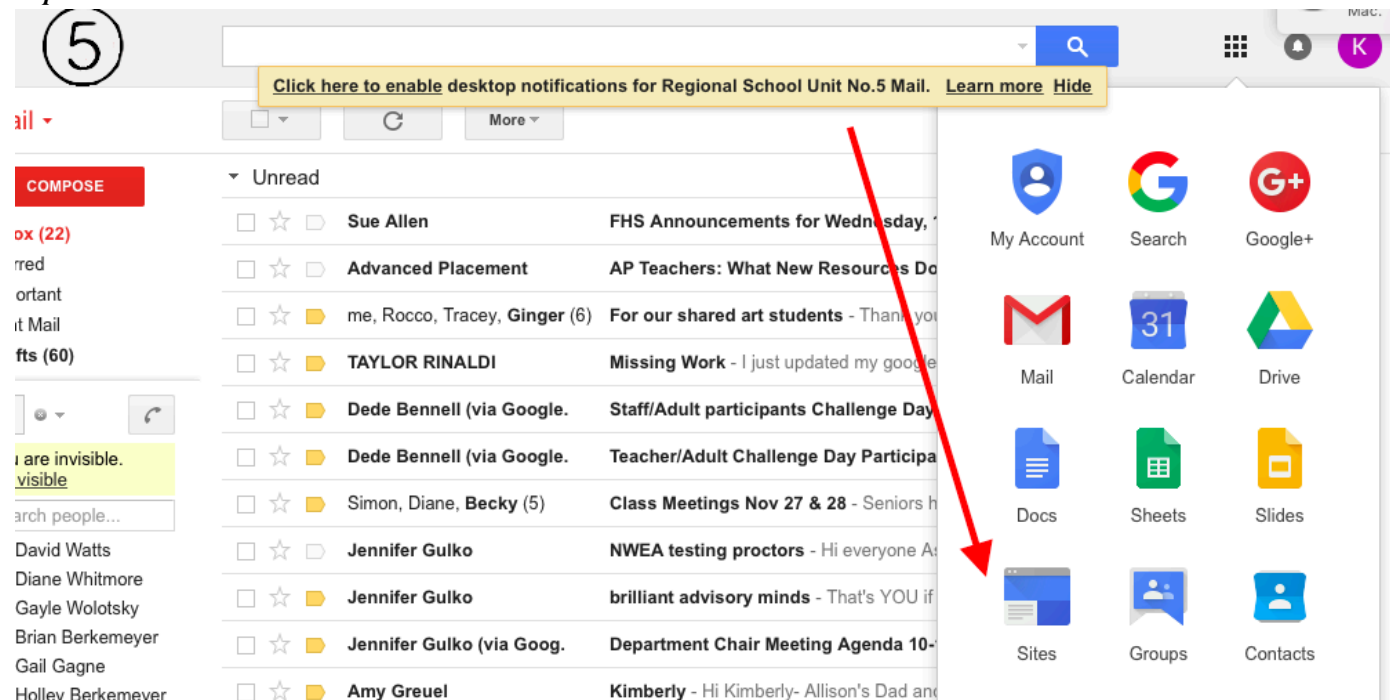
## Visual Directions for Adding Project Pages Ms. Medsker-Mehalic's Art Classes

*These are step-by-step screen shots showing how to add project pages to Google Sites Digital Art Portfolios*

**Step 1: Open up your school email (mail.hs.rsu5.org). Go to the little “tic-tac-toe” square in the upper right.**



**Step 2: Choose “Sites”**



**Step 3: Choose your digital art portfolio you have previously created.**

The screenshot shows the Google Sites dashboard. At the top, there's a search bar with a red circle containing the number 5. Below the search bar, there's a 'Sites' section. On the left, there's a 'CREATE' button and a list of 'My Sites in rsu5.org'. The list includes 'Medsker Foundations Example', 'Medsker-Mehalic', and 'MrsClark'. A red arrow points to the 'Medsker Foundations Example' site.

**Sites**

**CREATE**

**My Sites in rsu5.org**

- Medsker Foundations Example** Shared with everyone in rsu5.org  
</a/rsu5.org/medsker-foundations-example/>
- Medsker-Mehalic** Shared with everyone in the world  
Ms. Medsker-Mehalic's Art Classes  
</a/rsu5.org/ms-medsker-s-magic/>  
art education
- MrsClark** Shared with everyone in rsu5.org  
</a/rsu5.org/mrsclark/>  
guidance

**Step 4: Choose the “add/create page” icon (little rectangle with a plus sign).**

The screenshot shows the 'Medsker Foundations Example' digital art portfolio. The top header is green with the text 'Medsker Foundations Example' and a search bar. Below the header, there's a 'Navigation' sidebar on the left with a list of links. The main content area is titled 'Digital Art Portfolio'. A red arrow points to the 'add/create page' icon (a rectangle with a plus sign) in the top right corner.

**Digital Art Portfolio** Updated Oct 5, 2016, 9:49 AM

**Navigation**

- Digital Art Portfolio**
- Foundations of Art
  - Beautiful Oops
  - Time Capsule
  - Drawings
  - Lichtenstein
  - Square
  - Extended Blind
  - Contour
  - Designs & Space
  - Pure Contour
  - Abstract Shoe
- Sitemap

**Digital Art Portfolio**

Search this site

Powered By

**Step 5: Name your page and click “Create.” DO NOT worry about selecting a template or choosing a location.**

5 Search my sites

Sites **CREATE** Cancel

Create a page in Site: Medsker Foundations Example

Name your page:  
**#Selfie Still Life**

Your page URL: /a/rsu5.org/medsker-foundations-example/-selfie-still-life [change URL](#)

Select a template to use ([Learn more](#))  
Web Page

Select a location:  
☒ Put page at the top level  
☐ Put page under **Digital Art Portfolio**  
    » #Selfie Still Life  
    ▸ Choose a different location

**Step 6: Click “Save.”**

#Selfie Still Life

Insert Format Table Layout Help

Normal 10 pt B I U A A CO List List List List Ix <HTML>

5 Medsker Foundations Example

Search this site

Navigation

- Digital Art Portfolio
- ▼ Foundations of Art
  - Beautiful Oops
  - Time Capsule
  - Drawings
  - Lichtenstein
  - Square
  - Extended Blind
  - Contour
  - Designs & Space
  - Pure Contour
  - Abstract Shoe
- Sitemap

#Selfie Still Life

Add files

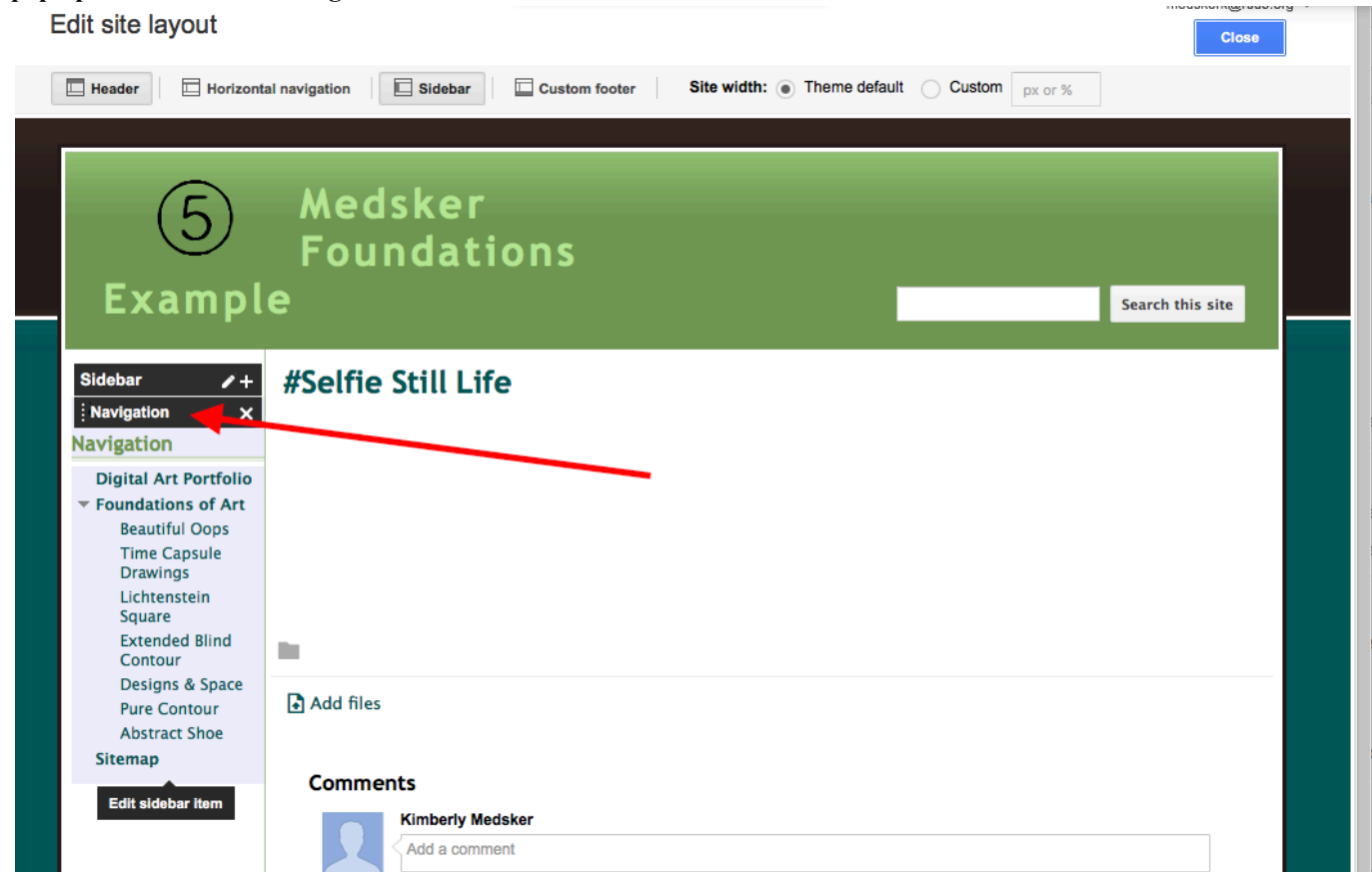
**Step 7: Choose “More Actions” (looks like a little gear icon in the upper right).**

The screenshot shows the top of the Medsker Foundations website. The header includes the text "#Selfie Still Life" and "Updated a minute ago". In the top right corner, there is a toolbar with three icons: a pencil, a document, and a gear (the "More Actions" icon). A red arrow points to the gear icon. To the right of the gear icon is a "Share" button. Below the header is a green banner with a large circled number "5", the text "Medsker Foundations", and "Example". A search bar with the text "Search this site" is on the right. On the left, there is a "Navigation" menu with links like "Digital Art Portfolio", "Foundations of Art", and "Sitemap". The main content area has the title "#Selfie Still Life" and a section for "Comments" with a comment from "Kimberly Medsker".

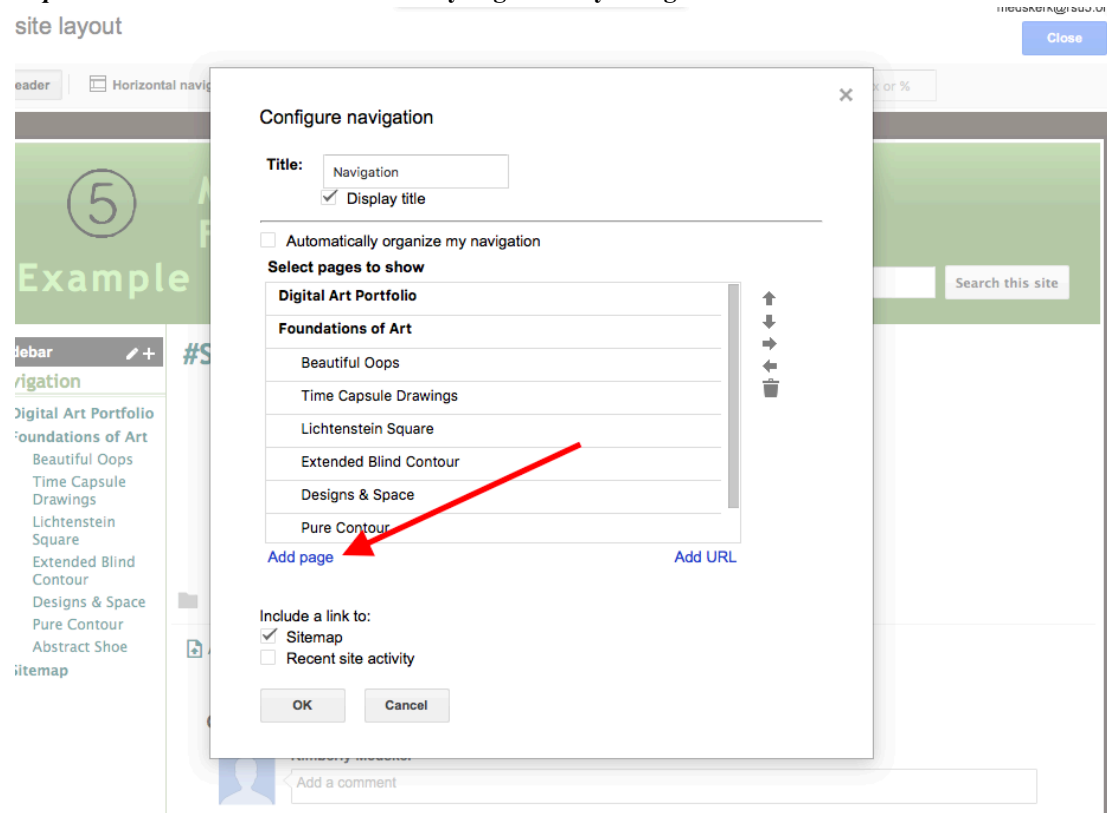
**Step 8: Choose “Edit Site Layout.”**

This screenshot shows the same website as the previous one, but with the "More Actions" menu open. The menu is a white box with a list of options. A red arrow points to the "Edit site layout" option. The menu is organized into sections: "Page actions" (including Revision History, Subscribe to page changes, Page settings, Print page, Copy page, Move page, Delete page, and Preview page as viewer), "Page templates" (Save as page template, Change page template), "Site actions" (Subscribe to site changes, Edit site layout, Manage site, and Sharing and Permissions), "Sites help", and "Report an Issue". The background of the website is partially visible behind the menu.

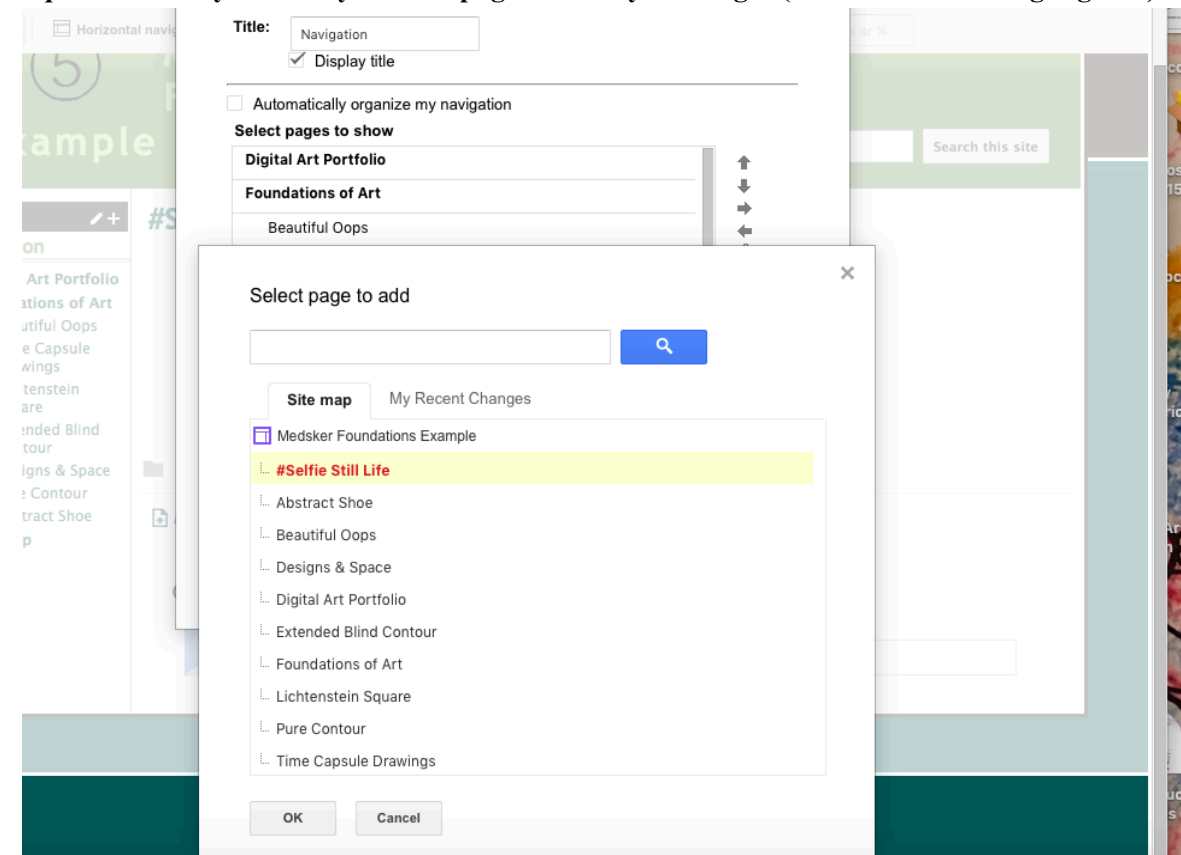
**Step 9:** Move your cursor (the white arrow) over to the left hand side where it says “Navigation.” A black bar will magically pop up that is labeled “Navigation.” Click the **BLACK BAR NAVIGATION** bar.



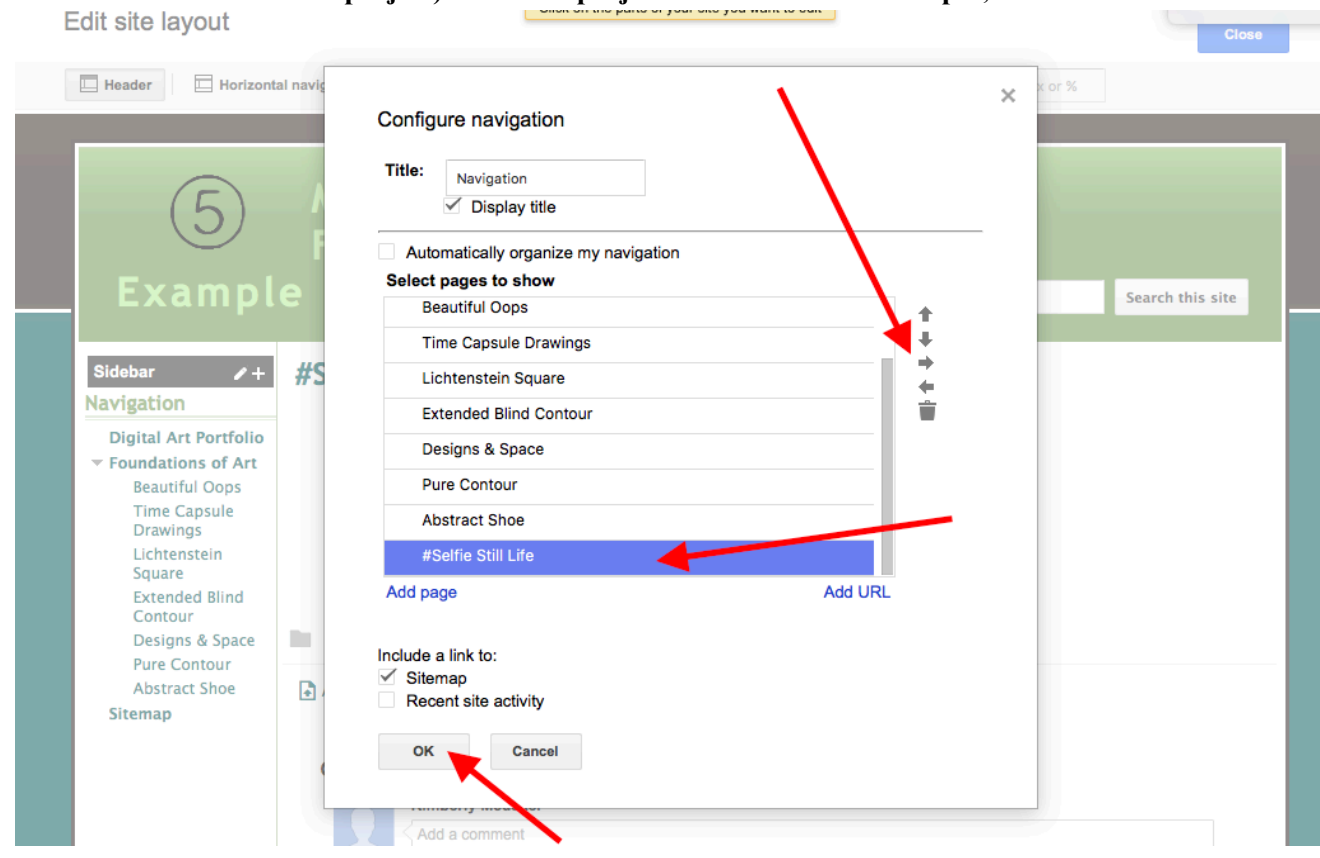
**Step 10:** Make sure that “Automatically organize my navigation” is **UNCHECKED**. Select “Add Page.”



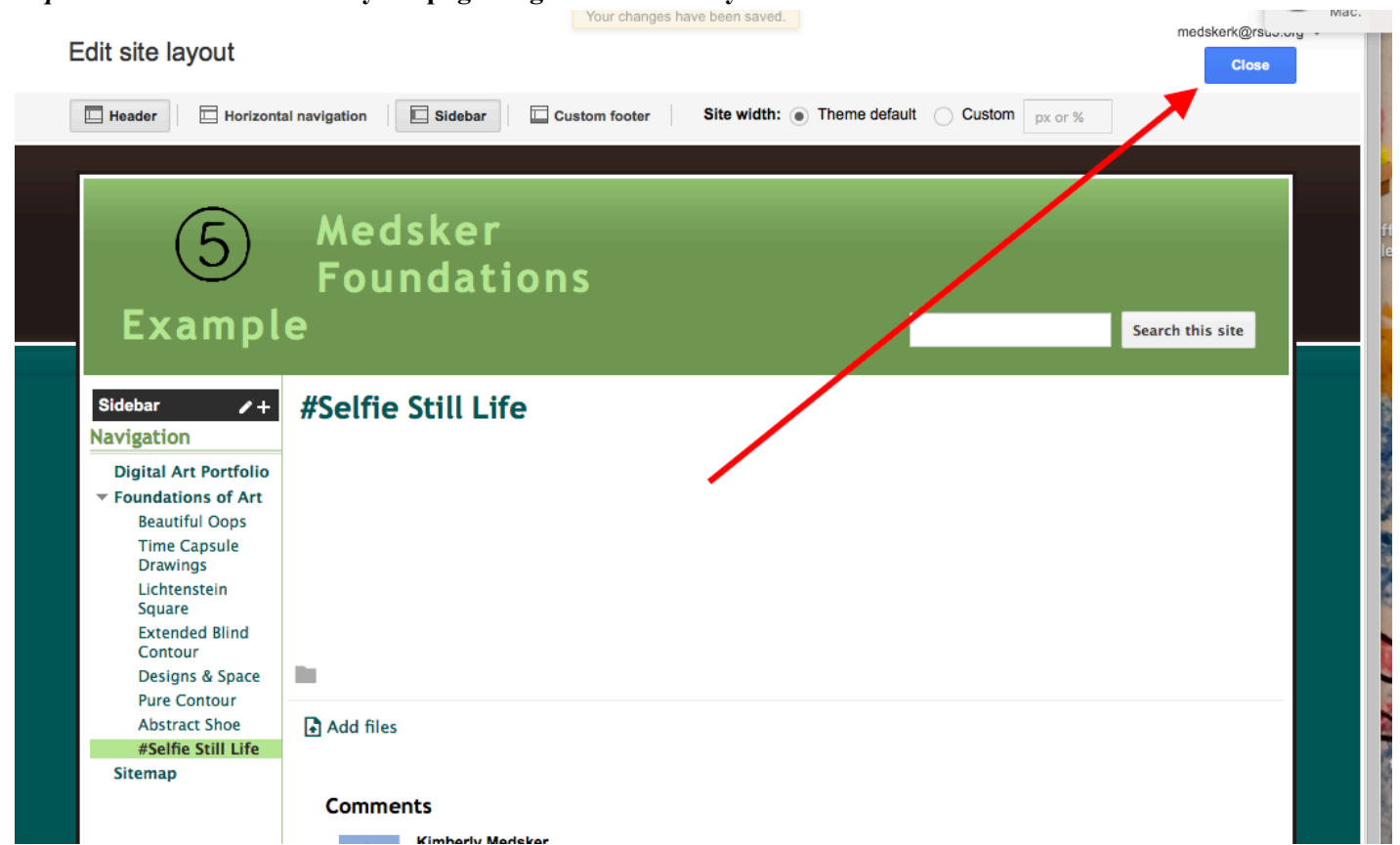
**Step 11: Choose your newly created page to add by clicking it (it should then be highlighted). Then, click “Ok.”**



**Step 12: Use the arrows to move your page into the correct location (it should all be organized chronologically from oldest to most recent project). Once the project title is in the correct spot, click “Ok.”**



**Step 13:** You should then see your pages organized correctly on the left-hand side. Click “Close.”



Once you add your cropped final product image and artist statement (you need to be in editing mode then choose “Insert” “Image”, please e-mail Ms. Medsker-Mehalic at [medskerk@rsu5.org](mailto:medskerk@rsu5.org) letting her know that your Digital Portfolio Reflection is ready to grade.