

# Your Digital PORTFOLIO

## Assignment

### SETTING UP YOUR PAGE

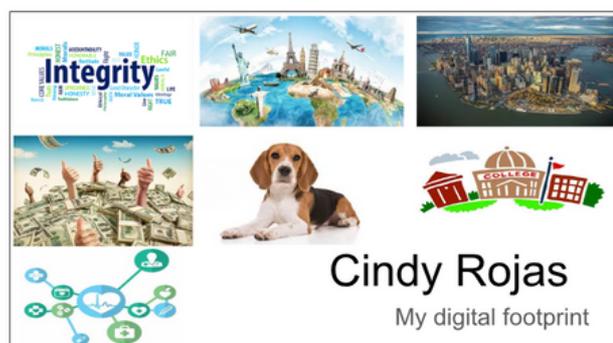
1. Open Google Sites
2. Do you have a Digital Portfolio from last school year? If so, go ahead and open it. If not, follow instructions on pg 2.
3. Add an 8th grade page if you have not already done so.
4. Then create a subpage for this class under your 8th grade page.

### UPLOADING YOUR DOCUMENTS

1. Search for and open all of the documents you wish to upload or that your teacher has asked you to share.
2. Then change the permissions to **ANYONE** with the link can view
3. Then upload the document so that it appears on 1/2 the page. The second 1/2 page will remain for your reflection.  
**See below.**
4. Follow the instructions that your teacher provided for your reflection.

### SAVING AND SHARING YOUR PORTFOLIO

1. Click the blue **PUBLISH** button to save all of your changes.
2. Choose the Share icon  and change the permissions to your portfolio to **anyone with the link**. Then click the link icon and share that link with your teacher via Google forms.



#### Digital Citizenship Assignment

November 2019

I enjoyed this assignment and learned how important it is to have a positive Digital Footprint. Employers and Colleges may Google us and we always want this to be positive.

Cindy Rojas

My digital footprint

# Your Digital/ PORTFOLIO

## Assignment

### NO DIGITAL PORTFOLIO??

1. Click on the Template Gallery.
2. Click on the Upper Grade Digital Portfolio and it will open up with an 8th Grade page and subpages already created for you.



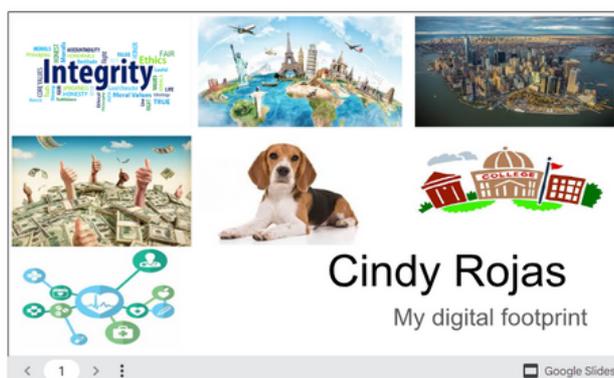
#### ABOUT ME

Write a summary about yourself. Use the following questions as a guide. Write in paragraph form.  
Include your name, what you prefer to be called. Include what Elementary school you attended? Where did you grow up? What after-school activities have you attended?  
Any special skills, talents, or knowledge you'd like to share? What do you enjoy learning about? What is your passion? What type of music do you listen to? Do you...

3. Next, title your Portfolio in two places. First, in the upper left hand corner - type your full name.
4. Then also add your name to the middle Title, ex: Sarah's Digital Portfolio.
5. Finally, update the About Me Section when you have time.

### UPLOADING YOUR DOCUMENTS

1. Refer to the previous page and follow the instructions to upload your documents.
2. Be sure that all documents can be viewed by anyone with the link.



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