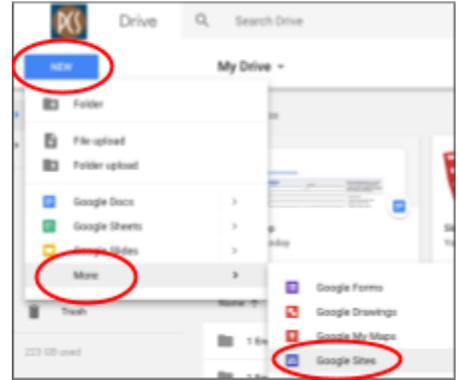
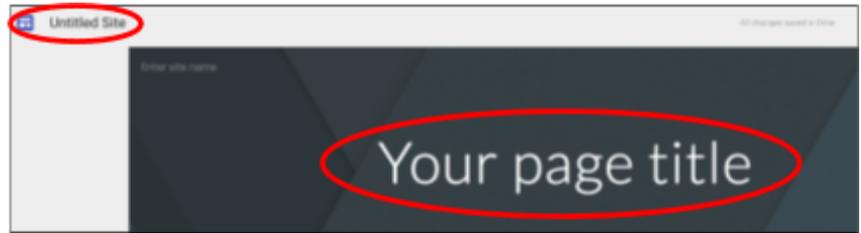


English Portfolio w/Google Sites

1. Click on the **waffle** > click on **Drive**.
2. Double-click on your **English Folder** to open it.
3. Click **New > More > Google Sites**.
4. In the upper left corner, replace **Untitled Site** with your first and last name.
5. Replace **Your Page Title** with your first and last name.
6. Give your portfolio a Header image: in the Header, click **Change image > Select image**.

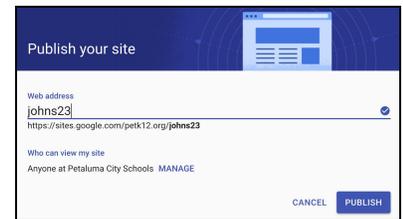


7. In the upper right corner, click on **Pages > add a new page (+)**
8. Name this page: **About**.



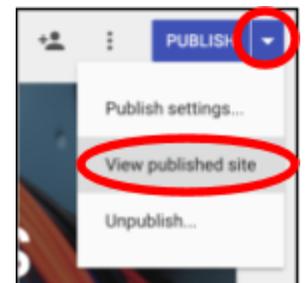
9. Insert a **text box** and write a **paragraph** that introduces you to your audience. Write this in **3rd person** (don't use "I" - instead, write it as though someone is talking about you. For example: "Joe Smith is a student at.... Outside of school, Joe enjoys... He is especially proud of...").

10. To save these changes, click on **Publish site**.
11. Change **Web address** to: your **first name last initial 23** (no spaces, no capital letters - Ex: **johns23**). Then click **Publish**.
12. Add another **page** to your portfolio. Name it **English 8**.
13. Insert a **text box** and paste in your best "Windows and Mirrors" paragraphs.
14. Add a **title** above this paragraph (make it an **original** title - don't use "windows" or "mirrors" in your title).



15. **Insert** an **image** to the right or left of your paragraph. The image should be **symbolic** of something in your paragraph. (ONLY use images labeled for reuse: On Google Images, click on **Tools > Usage rights > Labeled for reuse**). Use just one or two words to search for an image.
16. **Adjust** text box and image sizes so they look good together.
17. Click **Publish** again.

18. Proofread all pages of your site. Don't leave any simple errors!
19. In the upper right of your site, click the **arrow to the right of PUBLISH** and click **View published site**.



20. Click **once** in the URL bar (address bar) of your **published** site:



21. **Copy (ctrl c)** your URL (address).
22. Go to Classroom to **paste (ctrl v)** your portfolio address into the **Portfolio URL form**.