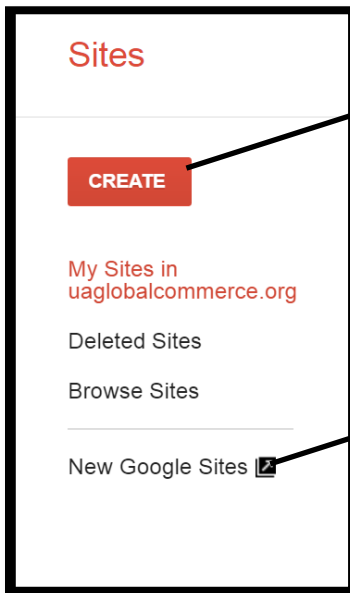


# CREATING YOUR GOOGLE SITES E-PORTFOLIO, MS. FAMILIARE CAREER AND TECHNICAL EDUCATION

Visit [www.sites.google.com](http://www.sites.google.com)

Log into your Google Account.

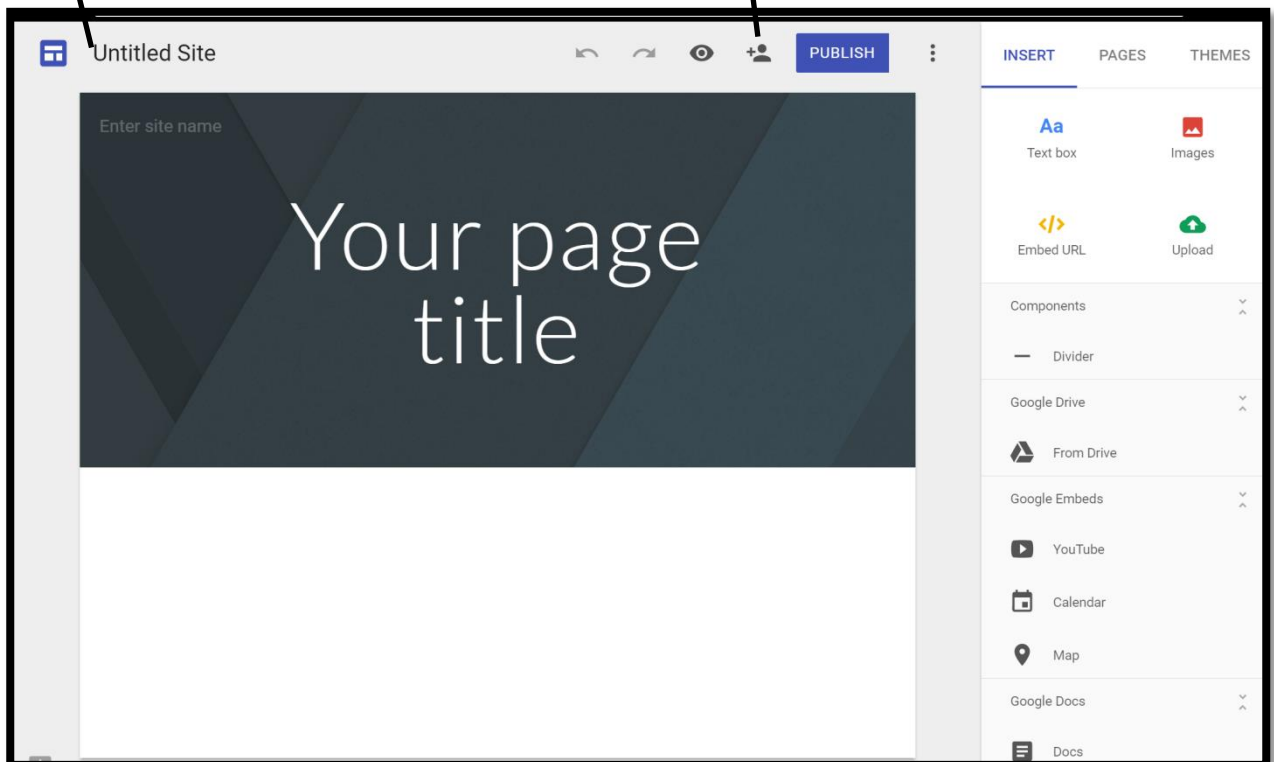


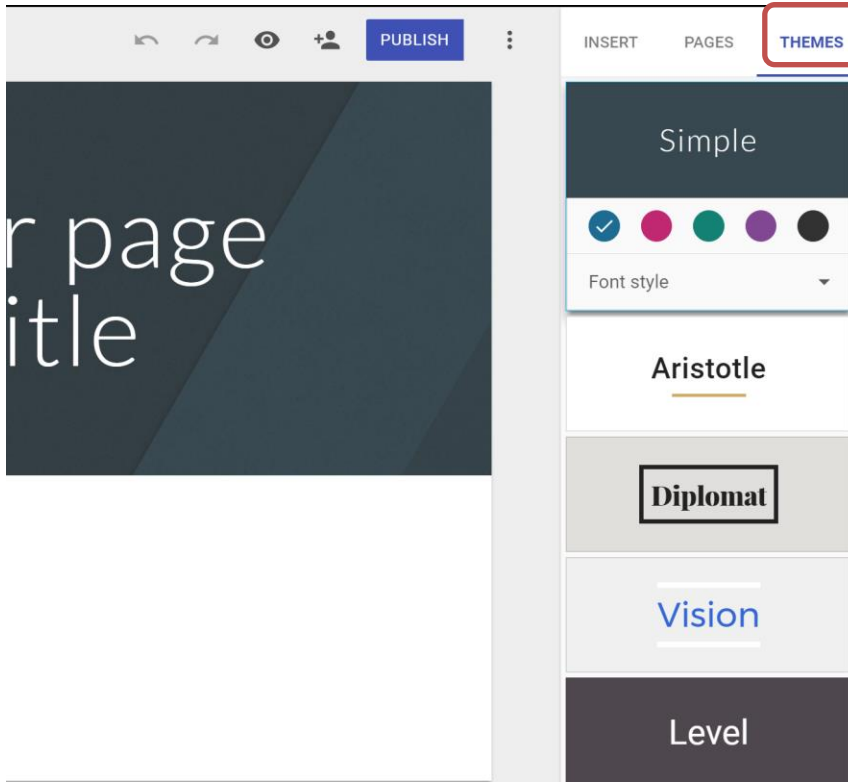
Click here to **create** a new website **IN NEW SITES**

Click here to **access** a website **already created**

Click here to Name your website **YOUR NAME** (no nicknames since this is a professional website).

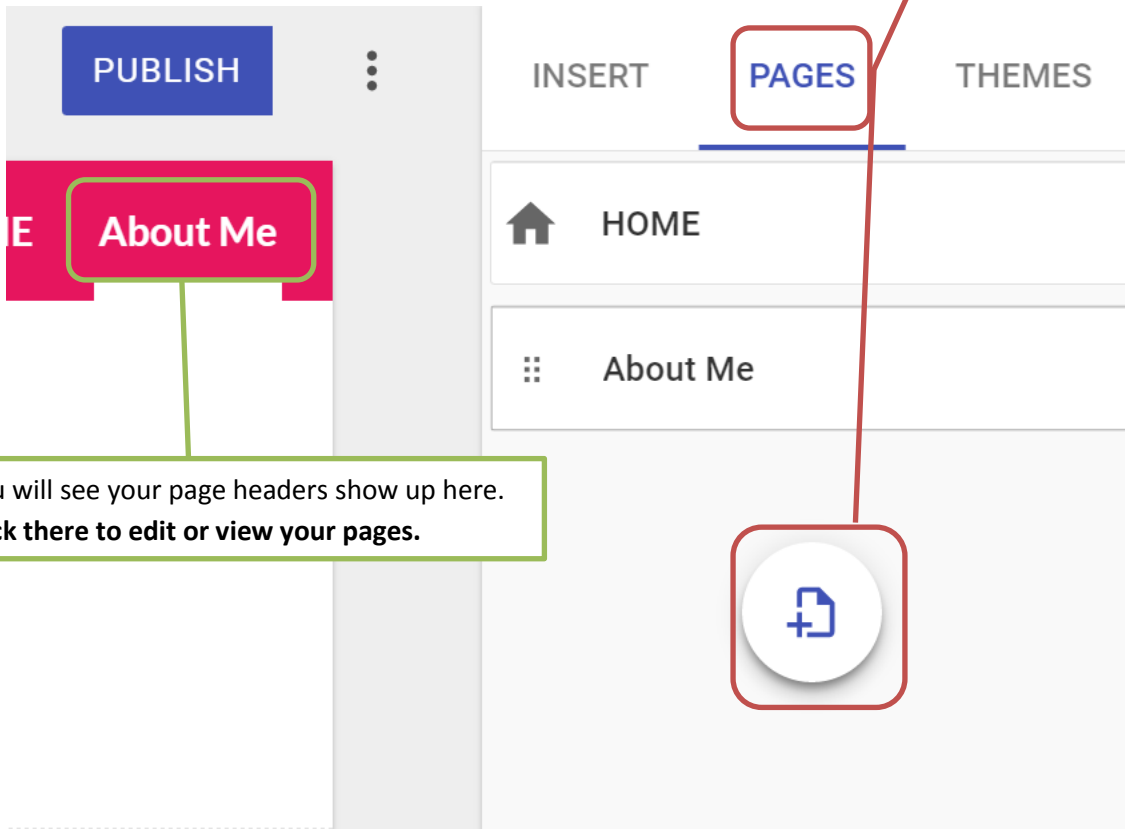
Click here to **share** with `familiare@uaglobalcommerce.org`





Select a THEME. Choose a color and font style that you like. You can always change your Theme later on.

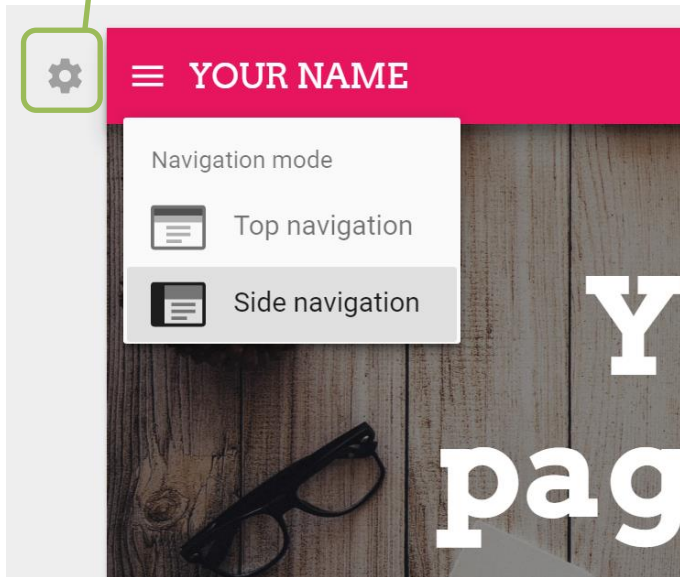
Add PAGES to your website by clicking these buttons.



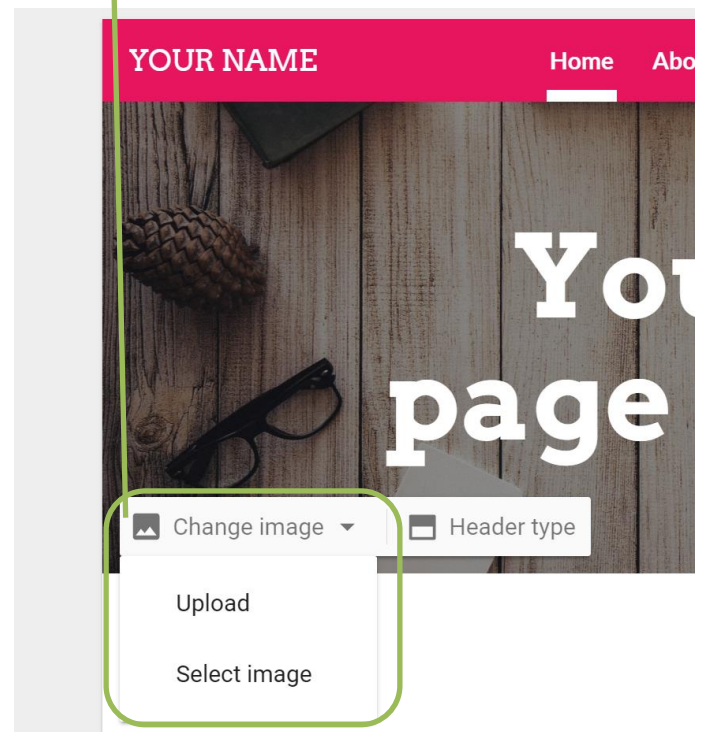
- PAGES TO ADD**
- About Me
  - Résumé
  - Sample Work
  - External Links

You will see your page headers show up here. Click there to edit or view your pages.

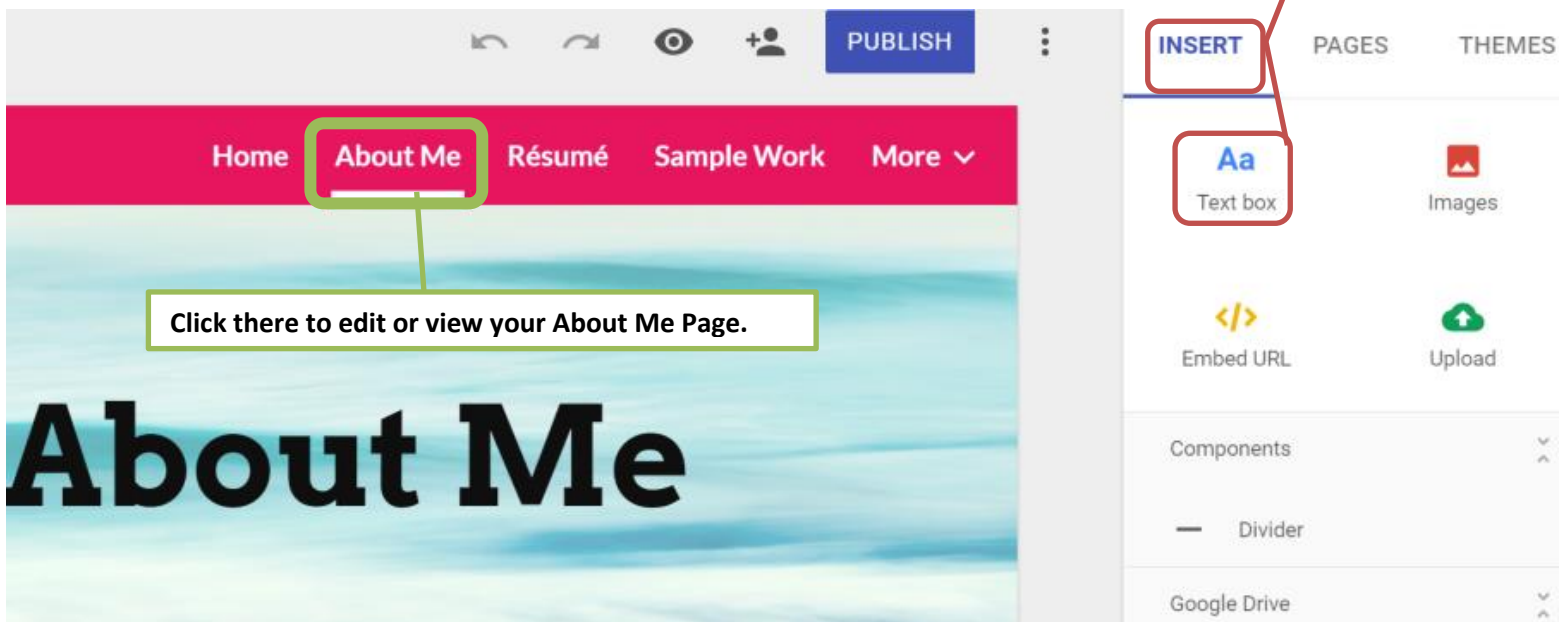
Click here to **change your Menu navigation** if you want.



Change your header picture by scrolling over the bottom left corner and clicking on **CHANGE IMAGE**.



**INSERT a TEXT BOX on your ABOUT ME Page**



Begin Writing in the Text Box. Let the viewer know who you are and what you have to offer. Use the sentence starters below if you get stuck.

# About Me

My name is \_\_\_\_\_ and I am currently a (sophomore or junior) at the Urban Assembly School for Global Commerce, located in East Harlem.

One of my proudest academic moments was when.....

My favorite subjects in school are.....because.....

Some things I am interested in studying when I go to college are....

A few careers I am interested in are....

My greatest strengths are...

One things I would like to improve about myself is....

My personal philosophy is....

My life goals are....

**Write 2 -3 paragraphs about you.**

**Include:**

- Name and school you attend**
- Academic success**
- Achievements and Skills**
- Career goals**
- Personal philosophy**
- Professional Pictures (Optional)**



Navigate to your **EXTERNAL LINKS** page.  
INSERT a **TEXT BOX**  
Click on the **INSERT LINK** icon

The screenshot shows a text editor interface. At the top, the title 'External Links' is displayed in large, bold, black font against a background image of a beach. Below the title is a rich text editor toolbar with icons for bold, italic, bulleted list, numbered list, link, and trash. A red box highlights the link icon. Below the toolbar, a dialog box is open for inserting a link. It has a 'Text' field containing 'You Tube' and a 'Link' field containing 'www.youtube.com'. An 'APPLY' button is at the bottom right of the dialog box. A red line connects the link icon in the toolbar to the dialog box.

**External Links:** A list of at least 3 linked websites that you love and think are interesting, each with a brief description of what the website is about. These should be sites related to your professional or personal goals.

- Example: If you love history, maybe add the link for the Museum of Natural History.

**Museum of Natural History:**

<http://www.amnh.org/>

*Located near Central Park, the Museum of Natural History offers a variety of interesting and wondrous sites. My favorite exhibit is the Dark Universe, which helps to explain the origins of our Solar System and the Universe.*

After you have inserted a link, write 2-3 sentences about the link you added.

The screenshot shows a text box with a dark background. At the top, the text 'You Tube' is written in a light color. Below it, there are two lines of text prompts: 'What is this website/company/organization?' and 'Why do you like this website/organization? How can it help you in your life or career goals? How does it connect to your interest and hobbies?'. An orange line connects the instruction box above to the text box.

Roll over the left side of your text box to change the **BACKGROUND STYLE**.

The screenshot shows a text box with a dark background. A tooltip labeled 'Section background' is visible on the left side of the text box. The text 'You Tube' is at the top, and the prompts 'What is this website/company/organization?' and 'Why do you like this website/organization? How can it help you in your life or career goals? How does it connect to your interest and hobbies?' are below it. A blue line connects the instruction box above to the text box.

On your Home Page, welcome the viewer and write a few sentences about what they can expect to find on your website. You can LINK specific words to each page for your viewer to easily access the information.

# WELCOME

Normal text ▾

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Welcome to my e-portfolio. Here you can find information about me and view sample works as well as my résumé.

I can be contacted at [familiare@uaglobalcommerce.org](mailto:familiare@uaglobalcommerce.org).

Text

about me

Link

Page: About Me

APPLY

Site pages



About Me



Résumé



Sample Work

Include your e-mail address for the viewer to contact you.

You can also insert a **professional picture** of yourself.

