Setting up your ISS Portfolio

ISS 350: Introduction to Portfolio in Social Sciences

Integrated Social Sciences
Go to the UW Google Sites page (https://sites.google.com/a/uw.edu), and make sure you are logged into Google with your UW account and NOT with a personal account.

If you have your personal Gmail open habitually, you might be automatically logged in with a personal account. If you are using your personal account, your template will attach itself to that account and it will cause a lot of problems in the future. You do not want this to happen. So make sure you are logged into Google with your UW account and not a personal account by checking your account icon on the top-right of the page (see orange arrow).
Once you are logged in with your UW NetID, you will see the button to “Create” your Site in uw.edu on the top-left of the page (see arrow). Click on Create.
You will see two options: Create “in classic Sites” and “in new Sites”. This is another critical step. 
Select “in new Sites”. Classic Sites are VERY different from the new Sites. Make sure you select the new Sites or none of the following instructions (nor the ones in the rest of the course and in the following courses) will be valid.

PS: If you do not see this option at all, it means you are using the wrong browser. Please, use only either Firefox or Chrome to edit your Portfolio!
Google sites will open up a page like this one, asking what is the name that you want to give to your website.
Click on the text “Your page title” and rename your home page with your full name.

Once you are done with this step, note that there are several other options in the page. At the bottom-left of the banner, you have two options to change the header. **Header type** and **Change image**.
If you click on **Header type**, you will be presented with 3 options on how you want your banner to be. The default is a normal-size banner. Feel free to see what the other options look like.
If you click on **Change image**, you can choose a background image of your own for banner – you can either upload it from your computer, or select it from a variety of sources (including your Google Drive).
Make sure you **give also your website a name**. Use your full name + “Portfolio”, as in the example. (In the example, mine is called ePortfolio... please, just call yours “Portfolio”)**
Now have a look at the **options on your right hand side**.

The last one is called **Themes**. Here you can play with themes and colors.
For example, you can change the color of the banner, as in my example.
Or the entire theme of the website. In this example, I choose the theme “Impression” and the color red.
In the same menu on the right hand side, click on **Pages**.

From here, you can add new pages to your website. Your Portfolio, in fact, is made of pages. Differently than a book, the content of Portfolio/website is not sequential, but organized in different pages at different levels: first level – or top level - pages, and second-level pages – or sub-pages – hierarchically nested under the first level ones.

Just **click on the icon of the page with a “+” sign** to create your first page.
Call your new page “About Me”. Click on “Done” to save your new page.
Note that your page “About Me” is a first level page. It appears both on your list of pages on the right hand side – from where you can make changes – and in the navigation menu at the top of your website.
Note also that your pages have some options, that you can access by clicking on the **three vertical dots** visible when hoovering with your mouse on the page name.

From there, you can make of your new page the new home page (in this case, don’t), rename the page, create a sub-page of this page, delete the page (=remove page from website), or hide the page from the navigation menu (I suggest not to do it unless you have a valid reason). Let’s create a sub-page of the page “About Me”. 
From the menu under “About Me”, click on “New sub page”. Name the new page “My Biography”. Click on “Done” when you are ready.
By clicking on the 3 vertical dots, see the options also for sub-pages. **Note that subpages cannot have more sub-pages in this version of Google Sites.** (Sorry! I also do not think it is fair!)
Now that you learnt how to add new pages, go on adding all the first-level pages that are shown in the screenshot above, in that order. This will be the template of your Portfolio.

Under the page “About Me”, you will store all the material that you will craft in ISS concerning your biography, your interests and goals, your present and past experience, etc.
Under the page “Keywords”, you will showcase the keywords you will be developing along your core classes in ISS.
Under the page “Life-Long Learning”, you will archive your learning plans and materials that you will produce for your Academic Adviser. Follow their guide on that.
“Bibliography” will contain works about your literature of reference.
“Archive” is where you will archive all the works you will develop for your thematic classes.
Hover your mouse cursor over the “About Me” item in the navigation menu to see how sub-pages are visualized in the website navigation menu.
The order of the pages in the navigation menu can be easily rearranged by dragging and dropping the pages from the list on your left-hand side – you can rearrange both first and second level pages from here, and even changing their level. Note: pages can be nested only one level deep.
Note also that you can decide to change a different theme, or the layout (e.g.: remove the banner, as in the example above) only for certain pages and not for others – so each page is somehow independent from the others. I suggest NOT to do it, unless you have a valid reason for it, as it can result quite distracting for who accesses your site.
After making changes to your pages, and to be sure on the final look, you can click the **Preview icon** (the one that looks like an eye) and preview your website.
The interesting part about this is that you can preview how your site is visualized not only on a computer, but also on a screen of a smartphone or a tablet (by clicking on one of these icons).
Click on “X” to close the preview and go back to editing your page.
If you have further questions about the use of Google sites, you can Click on More (three dots in a vertical line icon) so to access the official Google Sites Help guide.
We are now ready to publish your Portfolio! Ready? Click on the “Publish” button on the top-right corner of your website. Fear not! You will still be able to edit your pages even after publishing your website!
Here you have two final important steps:

1) You need to type again the name of your website to **create an URL** for it. Again, use your full name and the word “portfolio”: your full name + portfolio. You can use hyphens to separate the words, as in the example above, or you can type it all in one word. You cannot use other symbols like _;?=+ in your URL.

2) As you can see, your **Privacy Settings** are here, under the “Who can visit my site” section. Leave the website as visible only to **Anyone at UW**. This will make sure that your instructors, TA, and ISS advisors can view your page. We **strongly recommend** you **NOT** make your Portfolio public for now, and also leave the option “Allow my site to appear in search results” **unchecked**.
Once your site is published, you will see this message at the bottom of your page.
And do not worry: if you are not sure about your privacy settings or you want to modify them, you can always go back by clicking on the arrow close to the Publish button.
You are all set!

Your Portfolio template is ready!