

ETT429 Assignment 5

Google Sites – e-Portfolio

This project requires integration of your assignments from weeks/sessions 1 (Wordle image & Personal profile), 3 (Presentation), & 4 (Web Site Evaluation form).

Estimated time to complete this project: 6-10 hours



Office Hours/Support Sessions

Face-to-Face: Mondays, 12PM – 2PM GA212

Online: available upon email request

Grade Points: 16 points
Assignment Due: **April 22**

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Office: GA 212

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An e-Portfolio is a collection of your project or coursework in digital format. It is a powerful way to demonstrate your competency in fundamental knowledge, ability or expertise in a specific subject area or skill set. It is also a useful tool to help you seek employment opportunities – all of your works are available through a web link (URL)! .

When building an e-Portfolio, you should include a welcome/introduction to your e-Portfolio. This is the first virtual impression that people will have of you, so make it a great one! You may even want to include a video welcome where you explain the organization of your e-Portfolio and direct the viewer through the site. For this class, your e-Portfolio will be related to demonstration of your technology competency and contain artifacts related to your project works:

1. The Word Cloud project (the one you did in week/session 1)
2. The Presentation project (the one you did in week/session 3)
3. The Web Site Evaluation Form project (the one you did in week/session 4)
4. The Screencast project (to be developed in week/session 6)
5. Artifacts from your other courses (to be selected in week/session 7)

Google.com provides users with the ability to create a website that can be used for many purposes, including the creation of an e-portfolio. In this e-Portfolio development project, you will have the opportunity to set up a personal web site to demonstrate your knowledge and skill of using technology for professional development.



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Assignment Example

Your Google Site e-Portfolio project must contain the following information/components:

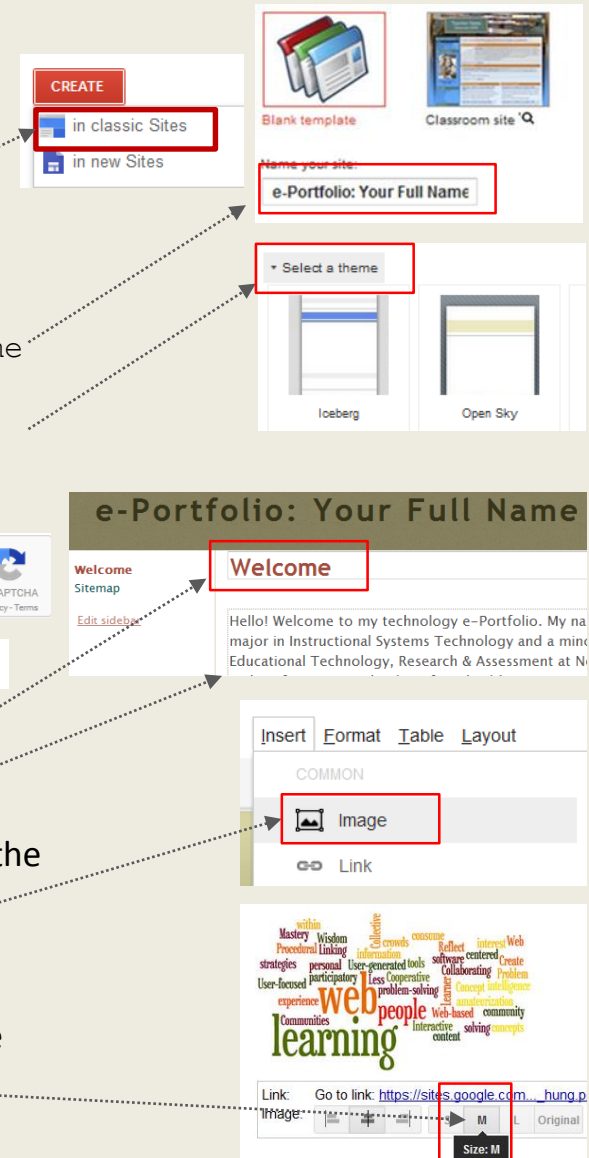
1. A **Home page** contains the following components:
 - A brief biographical statement about yourself (e.g., may be from “Meet Your Classmates.”)
 - The Wordle image you did in week/session 1.
2. A **Resume page** contains the following section separated by horizontal lines:
 - Career Objective (1-2 sentences)
 - Education
 - Work, Service, and Project Experiences
 - Awards and Honors received (skip if not applicable)
 - Course Works (sample courses you have taken and plan to take in the future)
 - Others as you deem appropriate (e.g., volunteer/extracurricular activities)
3. A **Presentation page** contains the following components:
 - A brief statement about the objective of your presentation and what technology skills you have learned/mastered from this project.
 - Embed the Week/Session 3 presentation assignment.
4. A **Web Site Evaluation page** contains the following components:
 - A brief statement about what technology skills you have learned/mastered from this project and how you can apply this “online form” in other settings (survey, quiz, product evaluation, help request, meeting invitation, etc.).
 - Embed the Week/Session 4 form assignment.
5. A **side bar** (menu bar) that contains the following sections and page links:
 - a) An About me section with 2 page links
 - a) Welcome page link (to the home page)
 - b) Resume page link
 - b) A Technology section with 2 page links
 - a) Presentation page link
 - b) Web site evaluation page link
6. Add a **copyright statement** at the end of each page (e.g., © 2018 Your full Name).
7. Add your e-Portfolio **site link** (Google site) to your personal profile page on the course Blackboard.
 - This allows your classmates to visit your e-Portfolio site. Go to Blackboard > Meet Your Classmates to see the example link I included in my personal profile page.



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Creating a Google Site for your e-Portfolio:

1. Go to <http://sites.google.com/site/> and sign in with your Google account.
2. Click Create and select "In Classic Sites".
3. Name it, e-Portfolio: Your Full Name
4. Apply a favorite theme (note: Do NOT use any design templates), click **Select a theme**
5. Check "I'm not a robot"
6. In the home page, click edit
7. Name the home page's title "Welcome."
8. Add an introductory statement (may use the one you did for personal profile)
9. Insert the wordle image after the introductory statement. Center the image and set the size medium.
10. Click Save .



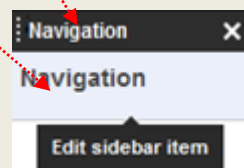
How-to create a Google site



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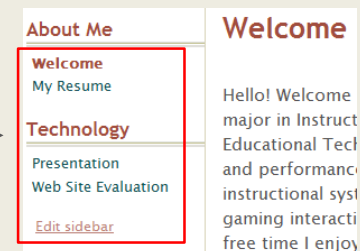
You must follow next steps in order to create side bar (menu bar) navigations:

1. Create three new pages and name them as: My Resume, Presentation, Web Site Evaluation.
2. Click **More > Edit Site Layout**.
3. click + **Sidebar** on left Sidebar navigation,
4. Click **Add** under **Navigation**.
5. Under Sidebar from the left navigation, click on **Navigation** to edit.
6. Edit each **navigation** sidebar so that each navigation has a name with two links:



- **About Me** (contains Welcome and My Resume page links)
- **Technology section** (contains Presentation and Web site evaluation page links)

Result

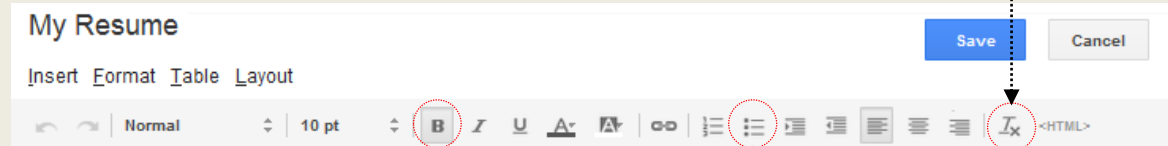


How-to edit Sidebar

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Return to your Google e-Portfolio site and click the **My Resume** link from the navigation menu:

1. Click Edit and type your resume categories and content like you would in a Word document.
 - If you copy-and-paste your resume content from a Word document, be sure to remove the format to get a clean copy.



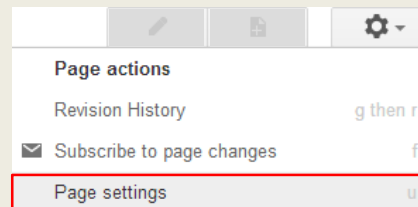
- Bold the resume category
 - Use bulleted list for content
 - Insert a horizontal line between resume categories. (**Insert > Horizontal Line**)
2. Add a copyright statement at the end (copy-and-paste the copyright symbol here > © or simply stated it as "Copyright 2018 Your FullName").

© 2018 Sharif Shahadat

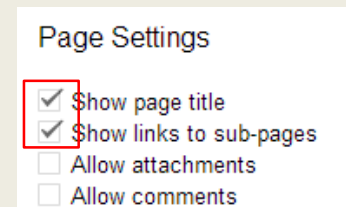
Add Copyright Statement

3. Click **Save**.
4. After saving the page, follow these steps to remove the "Add File" and "Comments" on the page components.

1. Click  > Page Settings)



2. Toggle first two boxes and then save the setting



Sample Resume Page

Quick tutorial – Removing Add File & Comments

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Presentation & Web Site Evaluation pages:

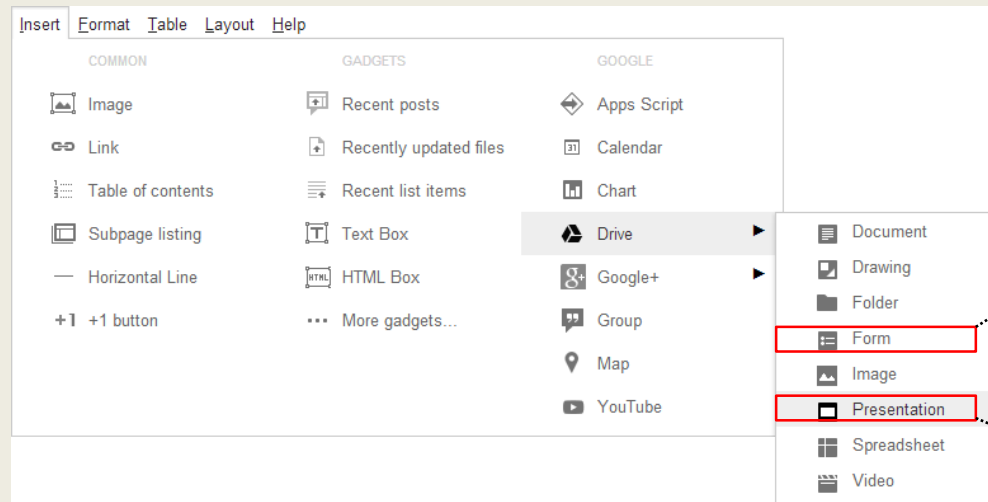
1. Click **Edit** and type your project reflection statement like you would in a Word document.

- If you copy-and-paste your project reflection statement from a Word document, remove the format to get a clean copy using the format removal tool.



- Embed (DO NOT attach) your assignment works after the reflection.

1. For the Presentation project, Go to **Insert > Drive > Presentation**
2. For the Web Site Evaluation project Go to **Insert > Drive > Form**



2. Add a copyright statement at the end.

3. Click **Save**.

4. Remove the **Add File** and **Comments** components. (**More > Page Settings**)

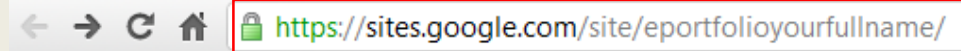
Sample Presentation Page

Sample Form Page

Quick tutorial – Insert Presentation & Form

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1. Copy the link from your e-Portfolio Site

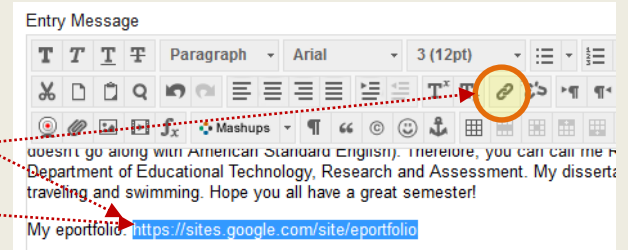
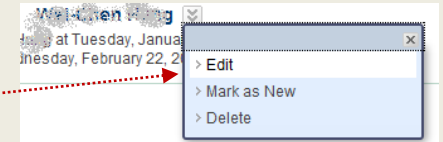


2. Insert the site link to your Personal Profile page in **Meet Your Classmates**.

- Go to Blackboard > Meet Your Classmates.
- Locate your personal profile entry.
- Click Edit.
- In the text page, add a line:

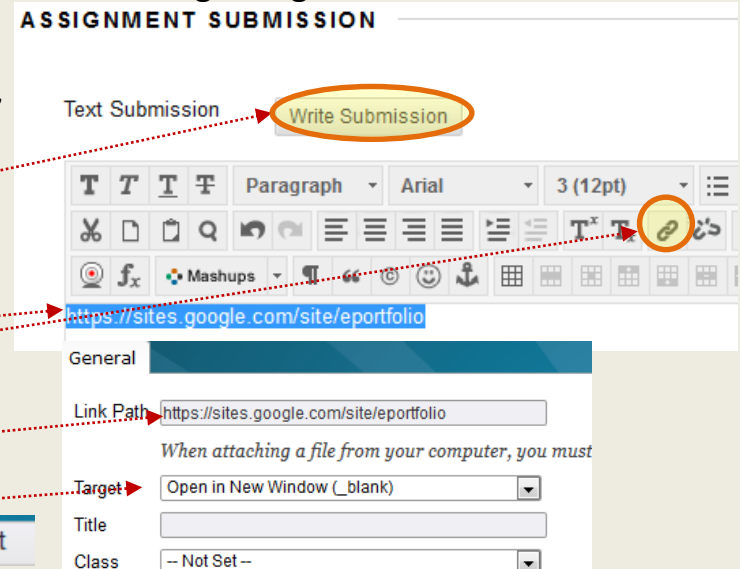
My e-Portfolio page: site link address

- Highlight the address and make it linkable.



3. Insert the site link to course Blackboard for grading.

- Go to Blackboard > Assignments
- Click the name of the assignment (i.e., Week/Session 5: e-Portfolio). The Upload Assignment page appears.
- Click **Write Submission** to enable the entry window.
- Press "Control + V" to paste the web link, **highlight** the web link to active the **Hyperlink** button.
- In Link path: paste the url
- In target, select **Open in New Window(_blank)**, click insert.
- Click **Submit** when the link is inserted.



There is no need to attach any file for this assignment, just the **site link** in your **Personal Profile page** and **Assignment Submission**



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Criteria (14 points)	Points
Inclusion of all required pages, navigation structure, and links	4
Inclusion of a personal statement and Wordle image in the home page	2
Inclusion of the copyright statement in each page	1
Removal of the Add File and Comments components in each page	1
Inclusion of all required resume categories and content as stated in the Requirements page	2
Inclusion of reflection and embedded presentation project in the Presentation page as stated in the Requirements page	2
Inclusion of reflection and embedded web evaluation form project in the Web Site Evaluation page as stated in the Requirements page	2
Inclusion of the active site link in your Personal Profile page	1
Correct submission (active link)	1
Late submission (any component)	-8

Late assignments/projects will receive half credit if turned in within one week of the due date. Assignments/projects later than one week will receive no credit.

Because life can be rather unpredictable at times, you are all allowed **one** late project for the semester. This allows you to turn in the project late up to 10 days after it was due. Obviously, this allowed late submission does not apply to handing in your final assignment.



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E-portfolios are becoming a popular alternative to traditional paper-based portfolios because they offer practitioners and peers the opportunity to review, communicate and assess portfolios in an ubiquitous manner. A typical portfolio should contain these components/elements:

- **An introduction** to your e-Portfolio. This is the first impression that people will have of you, so make it a great one! You may even want to include a video welcome where you explain the organization of your e-Portfolio and direct the viewer through the site.
 - **Collection of artifacts:** This includes or links to a repository of your course or project works. Artifacts may be developmental, displaying the progress of your work over time, or representational, displaying a selection of the your highest level of achievement.
 - **Reflection:** Each artifact should include a reflection of how the project was created, what skills were obtained, and/or how it is integrated into a broader understanding of learning.
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- For additional information about e-Portfolio, check out these sites:
 - (Clemson University) <http://www.clemson.edu/academics/programs/eportfolio/index.html>
 - (Virginia Tech's ePortfolio system) <https://atel.tlos.vt.edu/>
 - For additional instruction about Google Sites, go to:
 - <https://support.google.com/sites/?hl=en>

