

Creating your Continuous Appointment ePortfolio with CTL's Google Sites Template: Step-by-Step Guide

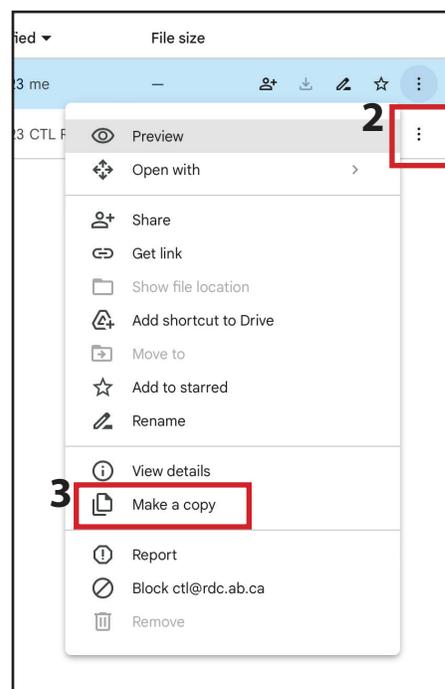
Please note that you must have your own Google account before you begin this project.

It is recommended that you create a new folder on your Google drive where you can house the various artifacts you will share in your ePortfolio. Compiling these artifacts before you begin building your ePortfolio will help make the process quicker and easier because you know where all your artifacts are and do not need to search your computer for anything.

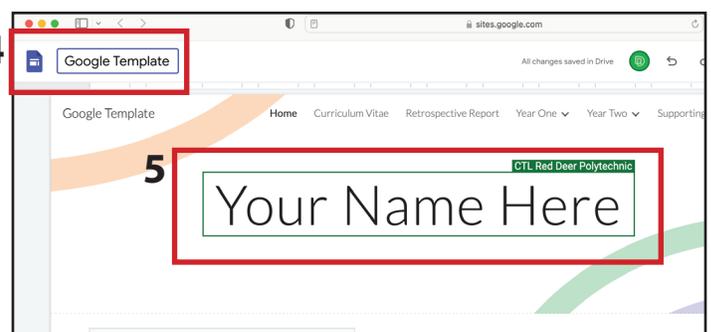
Steps to build your ePortfolio using CTL's Google Sites Template

1. Use this link to access the template folder. Double-click the folder to enter.
2. The template is a view-only file, so you need to make a copy of it. To do this, hover your cursor over the three dots to see a prompt for "More actions." Click and select "Make a copy." This will automatically save a copy of the template to your own personal Google drive. You may need to find it and move it to the folder you created.
3. Double-click to open the copied template.
4. The first thing you will want to do now is to rename it. To do this, go to the top left site name title (right now it is called Google Template). Click in the textbox to rename it.
5. At this time, you can also add your own name to the header on the Home page.

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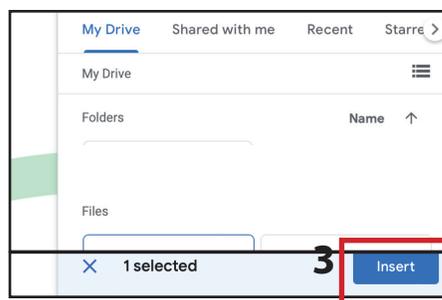
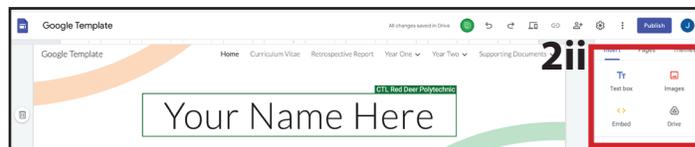
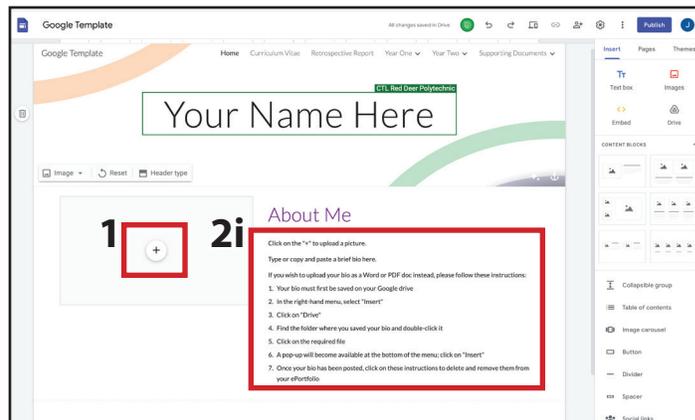


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Home Page

1. Click on the “+” sign to add your own photo. You will be prompted to upload an image, select an image, or choose an image from your Drive.
2. You can add your bio to this page in one of two ways:
 - i) Copy and paste your already-written bio in the About Me text area
 - Delete the existing instructional text and copy and paste your text in the textbox
 - ii) Upload a PDF or Word document directly to the page
 - On the right-side menu click on “Insert”
 - Click on “Drive” to search for your document on your Drive
 - Once you have selected the document, a pop-up will appear at the bottom of the menu; click on “Insert”
3. You can add more images and text if you wish by selecting a Content Block from the right-side menu.



Curriculum Vitae and Teaching Philosophy Pages

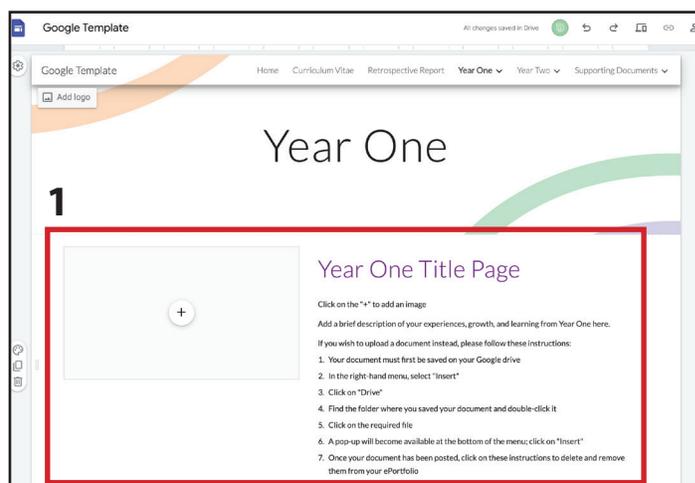
1. Follow step 2 above to add your CV and Philosophy to these pages
2. You can add more images and text by selecting a Content Block from the right-side menu



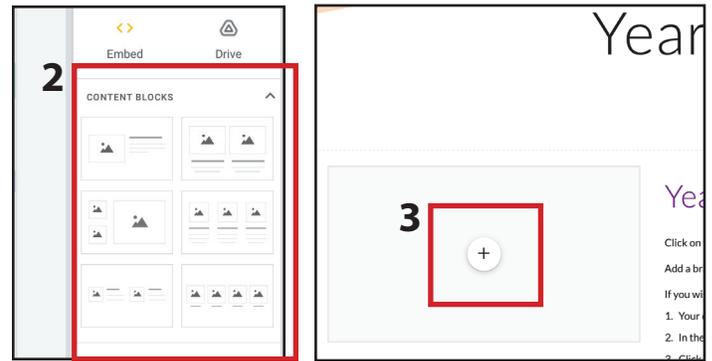
Year One and Year Two Pages

These pages have subpages, meaning there are pages housed within the main pages of Year One and Year Two. These main title pages each have a page to introduce the year where you can add an image and a brief description of your experiences, growth, and learning.

1. Follow step 2 from the Home Page instructions to add an image and text to these pages



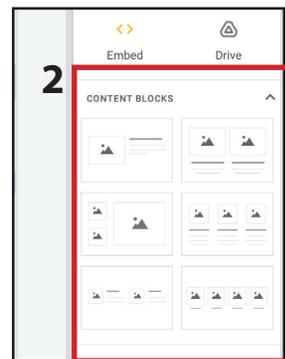
2. You can add more images and text by selecting a Content Block from the right-side menu
3. If you do not want to include an image on these pages, simply hover your cursor over the image box. This will bring up a small menu where you can click on the trash can to delete the image box.



Supporting Documents Page

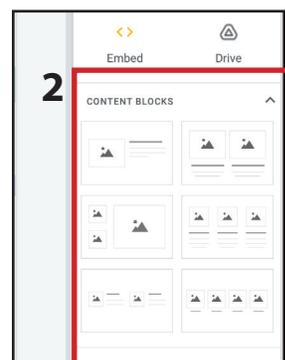
This page has several subpages, which means that there are pages housed within the main page of Supporting Documents. This main title page introduces the section, and you can add an image and brief text here.

1. Follow step 2 from the Home Page instructions to add an image and text to these pages
2. You can add more images and text by selecting a Content Block from the right-side menu



Retrospective Report, AD Summative Report, Dean's Letter of Recommendation, and Relevant Information Pages

1. Follow step 2 from the Home Page instructions to add an image and text to these pages
2. You can add more images and text by selecting a Content Block from the right-side menu



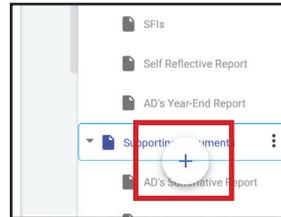
General Instructions and Tips

1. If at any time you want to add more pages, click on "Pages" on the right-side menu. A "+" symbol will appear at the bottom of the menu; click on this to add a new page. Type the name you want to give the page and click "Done"
2. You can move pages by clicking on "Pages" on the right-side menu. Click on the page you want to move and drag it up or down to the correct location.
3. You can duplicate, add subpages, or make any page your homepage. Click on "Pages" on the right-side menu. Click on the 3 vertical dots to the right of the page you want to edit.
4. Watch the provided Youtube tutorial for additional instructions
5. Contact CTLS (Centre of Teaching, Learning and Scholarship) for additional support
6. Use the checklist provided to ensure you have included all required artifacts
7. Consider including additional artifacts that demonstrate your teaching practice and your scholarship of teaching and learning
8. Consider including a variety of artifact types, like videos, presentations, PowerPoints, images, and so on
9. Be sure to Publish your ePortfolio and share it when you are finished!

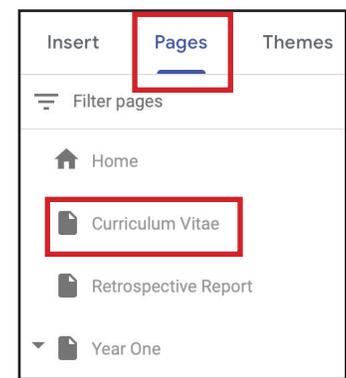
To Publish your ePortfolio Site

1. Click on the "Publish" button on the right of the main top menu bar.
2. You can review changes. If all looks good, click on "Publish" on the right of the main top menu bar. Don't worry, you can still edit and update your ePortfolio after publishing.
3. Share the link with the Continuous Appointment Committee for their review.

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