

# How to Create your Student E-Portfolio Instructions and Upload your resume

## Mrs. Rodrigues English II Honors 4<sup>th</sup> Quarter Project

Please follow these steps in order to create your e-portfolio:

1. Go to Google.com
2. click "sign in" (top right)
3. under "Accounts" click "create an account for free"
4. create a Google account with a user name and password and write them down;  
also write down the email address that it gives you
5. Click on MORE in the top toolbar
6. click on EVEN MORE in the pull-down
7. Scroll down to HOME & OFFICE
8. Click sites on right
9. sign in with your password
10. Click create
11. Click on "Browse the gallery for more choices" (box on right)
12. Click on "SCHOOLS & EDUCATION" on left
13. type in "WBHS Student Portfolio" in the search box and search
14. Click on WBHS template picture
15. Click PREVIEW template
16. Click USE template (top right)
17. Name your site using "your first name middle initial last name" (ex- Tim M Tebow E Portfolio)
18. Enter security code in box at bottom and click "CREATE" at top
19. Click the edit pencil (top right) and customize/personalize your portfolio information
20. Be sure to save all (top right) and save along the way
21. click on "My Resume" (side bar)
22. click on ADD FILES
23. find your resume on USB or computer and double click; file gets uploaded
24. click the SHARE box (top right)
25. Change share selection from "Public on Web" to ANYONE WITH THE LINK and save
26. Under ADD PEOPLE at bottom, type in my email- [phughes-rodrigues@browardschools.com](mailto:phughes-rodrigues@browardschools.com)
27. click SHARE AND SAVE --- I will get an email from you that you have shared your site
28. close the internet - YOUR DONE – CONGRATULATIONS !!!!!

Please create your portfolio by Monday, May 21 and upload your final typed resume. Make sure you link me to your account and then I will give you two parts of grades: one for creating the account and one for uploading your resume and sending your link to me.

Creating the account =25 points

Uploading the resume=60 points if that is all you upload and it is the basic template = B

Uploading the resume=63 points if you make a fancier template for the uploading = B+

Uploading the resume=70 points if you add pictures that showcase your portfolio = A

Uploading the resume=75 points if your portfolio is superior and you have included other files such as original artwork or essays that you have written=A+

Thank you and Good Luck! Be creative and make it spectacular-looking!!

