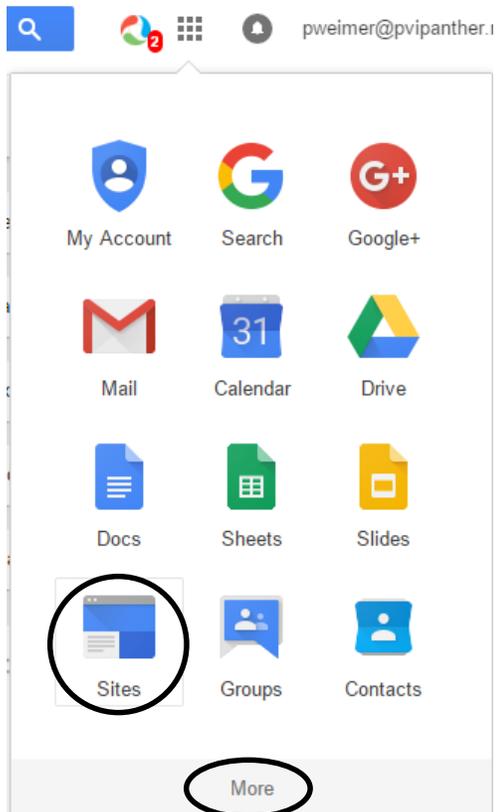


Adding a Document to the Collection of Work Page on MY PVI Portfolio in Google Sites

1. Open Google Drive on the Web.
2. Select the **Google Apps Launcher** in the upper right hand corner of the screen. Select **Sites**. If Sites doesn't appear in the list of choice you may have to select **More** to find Sites.

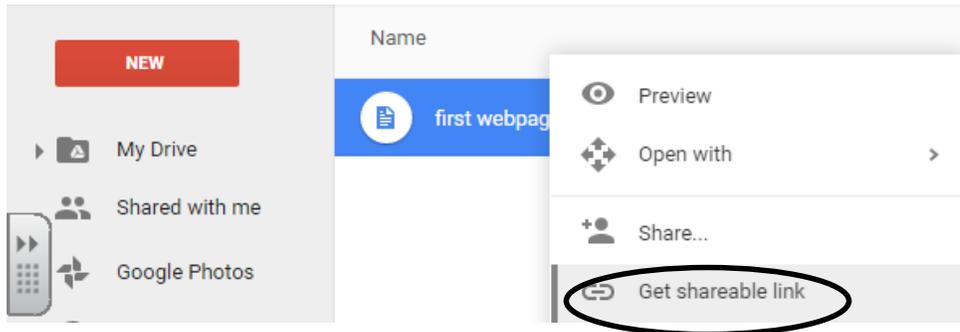


3. Select the MYPVI site.
4. Open the Collection of Work page. Select the **pencil icon** to edit the page.

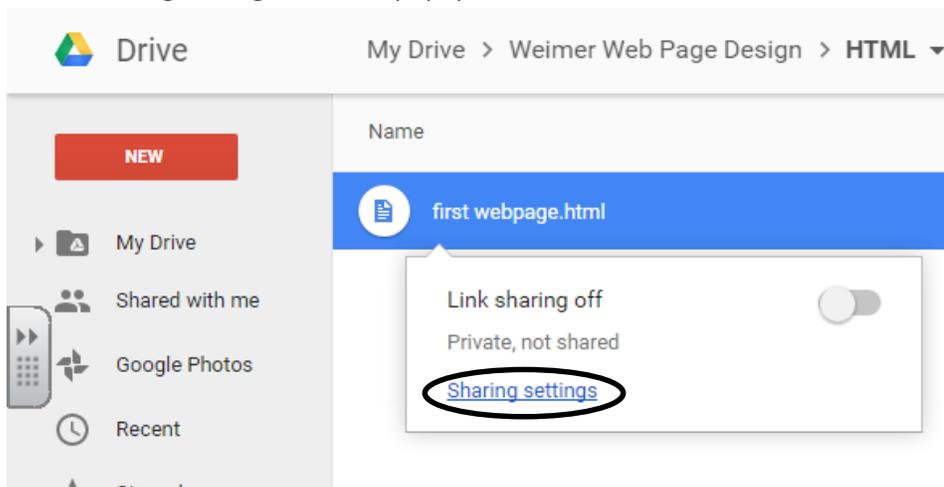


5. Enter the name of the project (in this case Schedule), course name (in this case Web Page Design), year you completed the project, a description of the project, and a reflection for the project in the appropriate cells of the table. The description should include the type of file created (in this case html). The reflection should include what you learned to do concerning technology and any problem you encountered.

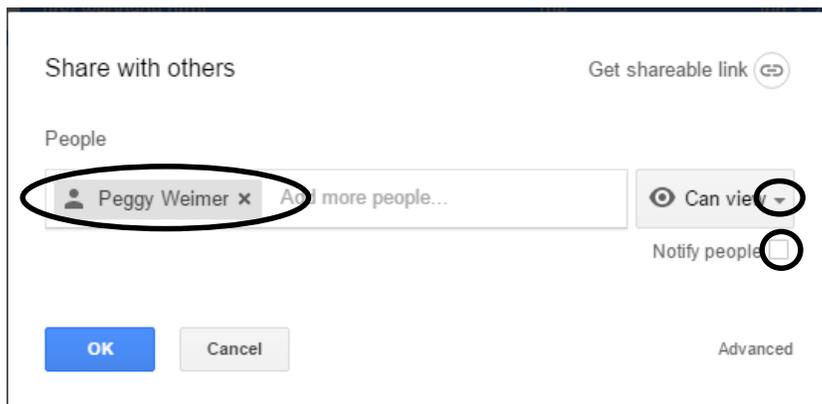
6. The name of the project will be linked to the actual project file. Before you can link the name to the file you first have to add the project file to your Collection of Work by navigating to the file and copying the link. Select the Google Drive icon in the tray and select **Visit Google Drive on the Web**. Navigate to the file and select it (do not open it). **Right click** and select **Get shareable link**.



7. Select **Sharing settings** from the popup menu.



8. Type in the **email address** of the person you shared your portfolio with. Select **Can View** from the drop down list. Remove the Check from the **Notify people** checkbox. Select **Get Shareable Link**



9. When the link appears select **OFF – only specific people can access** from the drop down menu. Select Copy link. Select **OK**.

Share with others Get shareable link

Link sharing off [Learn more](#)

OFF - only specific people can access ▼ Copy link

✓ OFF - only specific people can access

Anyone at Paul VI Catholic High School with the link can edit

Anyone at Paul VI Catholic High School with the link can comment

Anyone at Paul VI Catholic High School with the link can view

More...

OK Cancel Advanced

10. Select OK to Skip Sending the Message

Skip sending invitations?

If you skip sending an email notification, folks will have to sign in before they notice what you have shared. [Learn more](#)

OK Cancel

11. Return to your Collection of Work page. Select the project name. Select **Insert Link** from the menu bar. Select **Web address**. Paste in the copied link. Select **OK**.

Create Link

Sites page: **Web address**

Text to display: Prophet

Link to this URL: rive.google.com/open?id=0Bxn3c9uVRjCmOVBDdGR4bmMzU0k
Example: www.google.com

Open this link in a new window

OK Cancel

