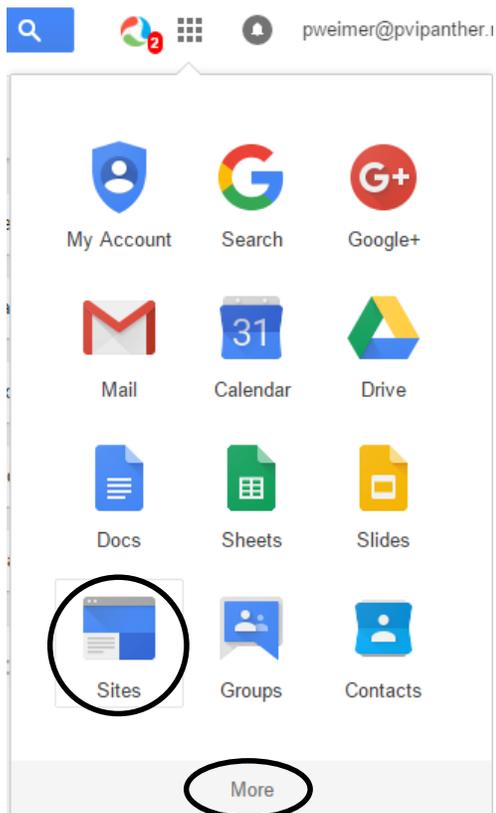
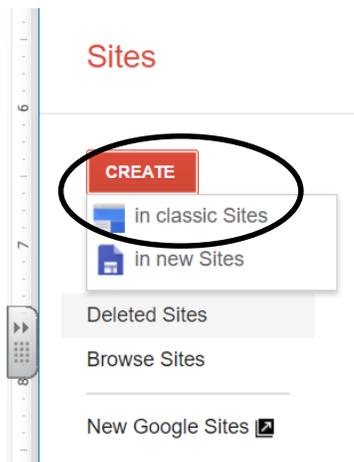


## Creating MY PVI Portfolio Using Google Sites

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, you may have to select **More** to find Sites.



3. Select **Create**. Select **in classic Sites**.



4. Select **Blank template**. Name your site **MY PVI followed by your first and last name**. Then select **Create**.

Sites

**CREATE** Cancel

---

Select a template to use:

 **Blank template**

[Browse the gallery for more](#)

Name your site:

**My PVI**

5. Create a new page called Collection of Work by selecting the **Create page** icon. Note: You may have to select the site before you can create the page.

Home Updated Mar 16, 2016, 2:07 PM

**My PVI Student**

**Create page (+)**

Search this site

6. Enter *Collection of Work* as the name for your page. Select the **Web Page** template. Select **Put page under Home**. Select **Create**.

**CREATE** Cancel

---

Create a page in Site: My PVI Weimer

Name your page:

**Collection of Work**

Your page URL: /a/pvipanther.net/my-pvi-weimer/home/collection-of-work [change URL](#)

Select a template to use ([Learn more](#))

Web Page

Select a location:

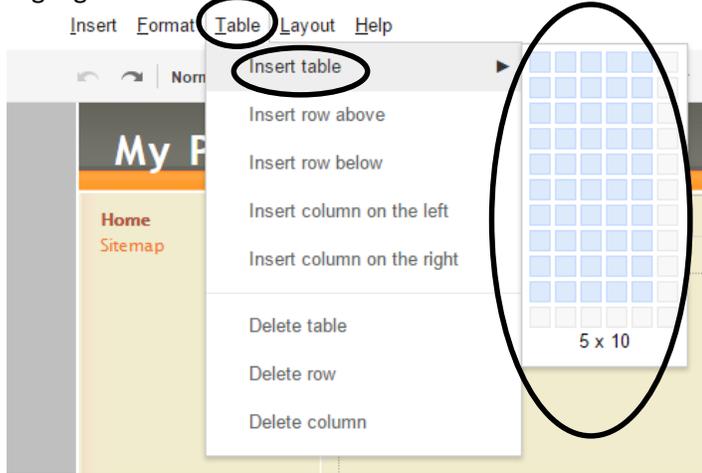
Put page at the top level

**Put page under Home**

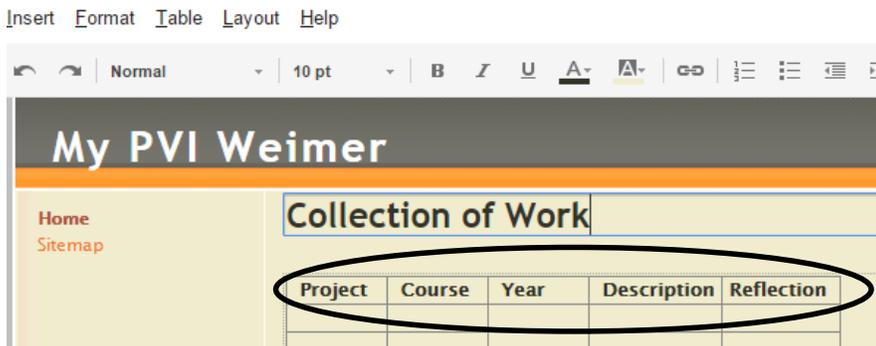
» Collection of Work

» Choose a different location

7. Create a 5 X 10 table by selecting the **Table** tab. Select **Insert table** from the drop down menu. Highlight **5 columns and 10 rows**.



8. Enter **column headings** for Project, Course, Year, Description, and Reflection.



9. Adjust the column widths of the table by **selecting the cell**. Place the cursor on the right border of the selected cell and **drag** to the right.



10. After you have adjusted the column widths, select **Save**.

