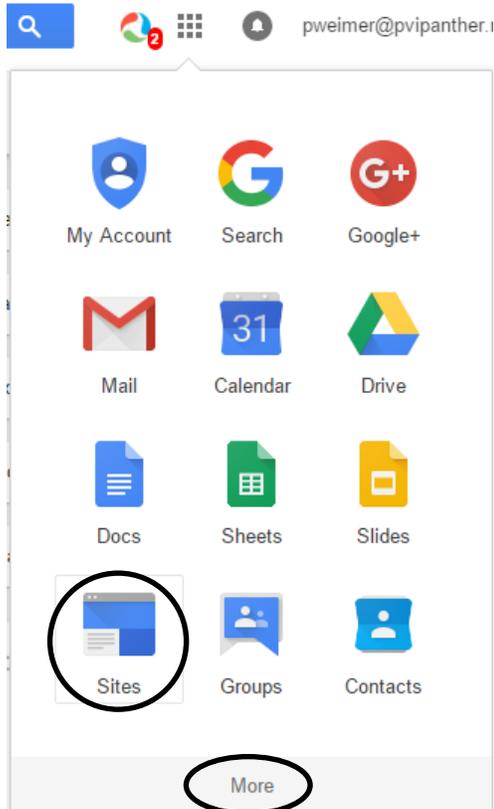
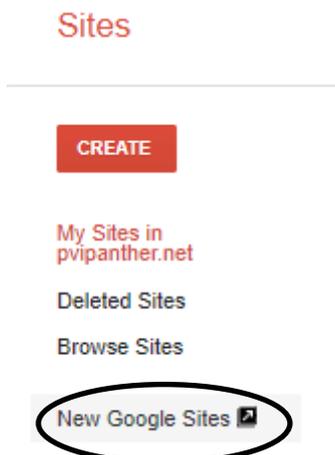


## Updating Your New Google Sites Portfolio

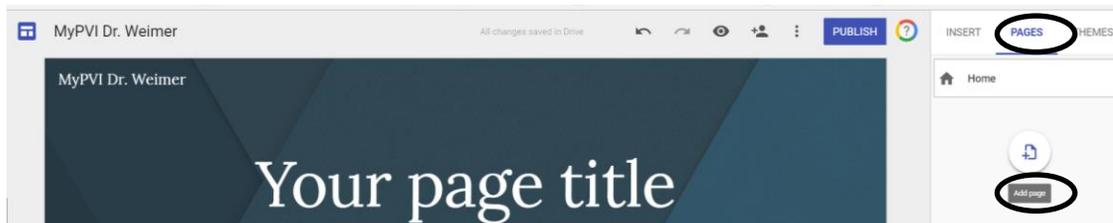
1. Open Google Drive on the Web.
2. Select the **Google Apps Launcher** in the upper right hand corner of the screen. Select **Sites**. If Sites doesn't appear in the list of choice you may have to select **More** to find Sites.



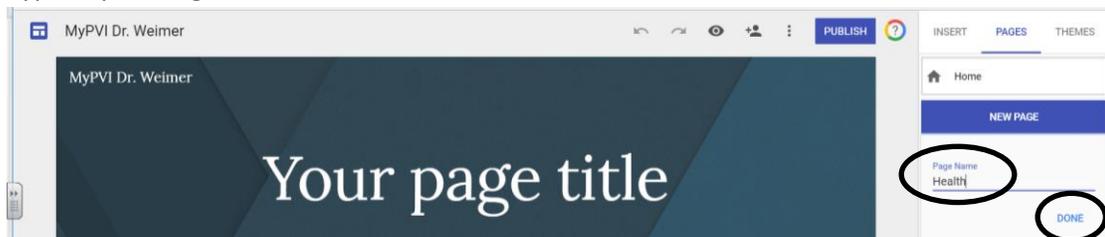
3. Select New Google Sites.



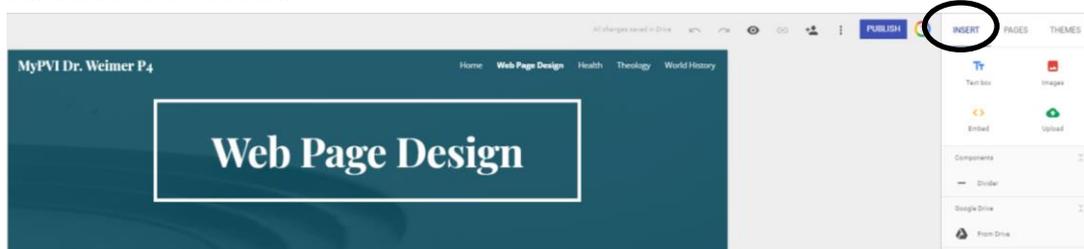
4. Select your **MyPVI** portfolio.
5. Add an additional pages to your site named *Web Page Design*. Select the **PAGES** tab in the upper right hand corner of the screen. Select **Add page**.



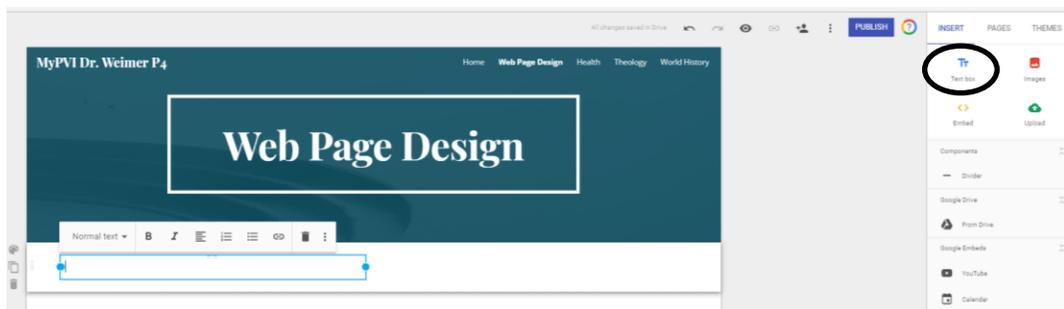
6. Type in your **Page Name**. Select **Done**.



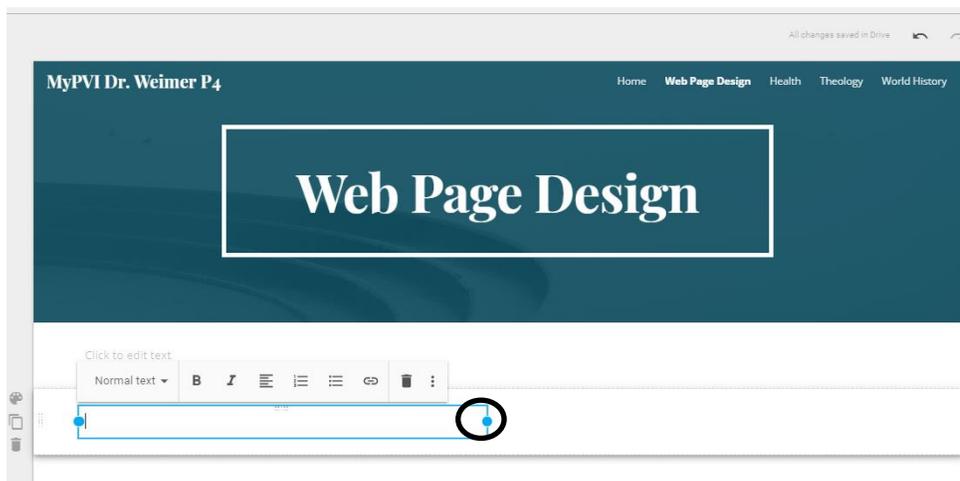
7. To add your schedule to the Web Page Design page, select the **INSERT** tab from the top right hand side of the screen.



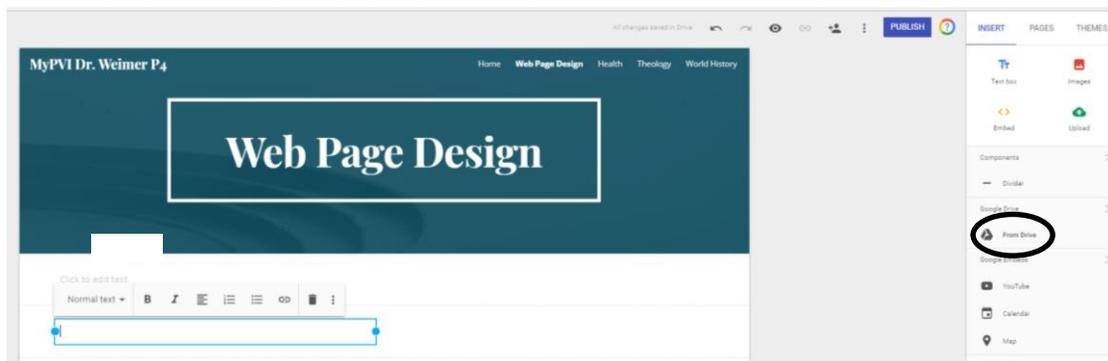
8. Select the **Text box** icon from the panel on the right hand side of your screen. In the text box, type in the Name of the project (Schedule), a description of the project, and a reflection that includes the type of technology.



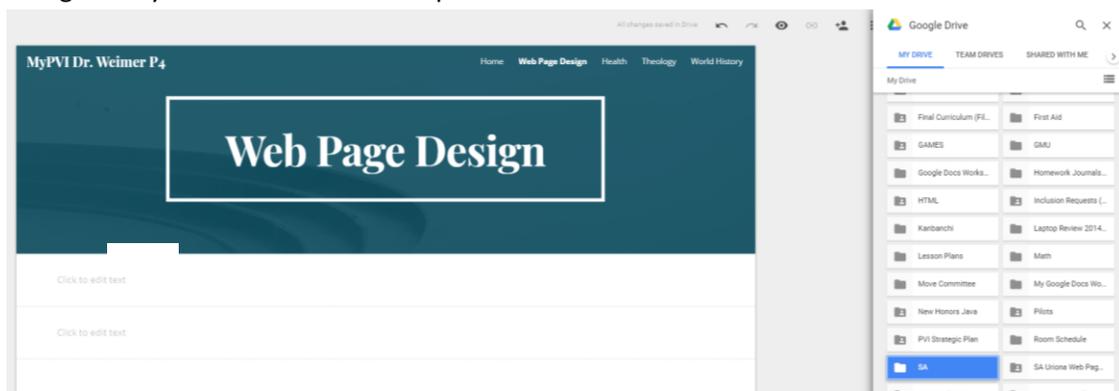
9. Resize the text box by selecting the handle and dragging it to the middle of the page.



10. Add the project file to your page by selecting **From Drive** from the right hand panel.



11. Navigate to your SA file folder and open it.



12. Select the schedule file. Select **INSERT** at the bottom of the panel.

13. Drag and resize the picture of the file so it is to the right of the corresponding text box.