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.

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- 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.

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

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- 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.