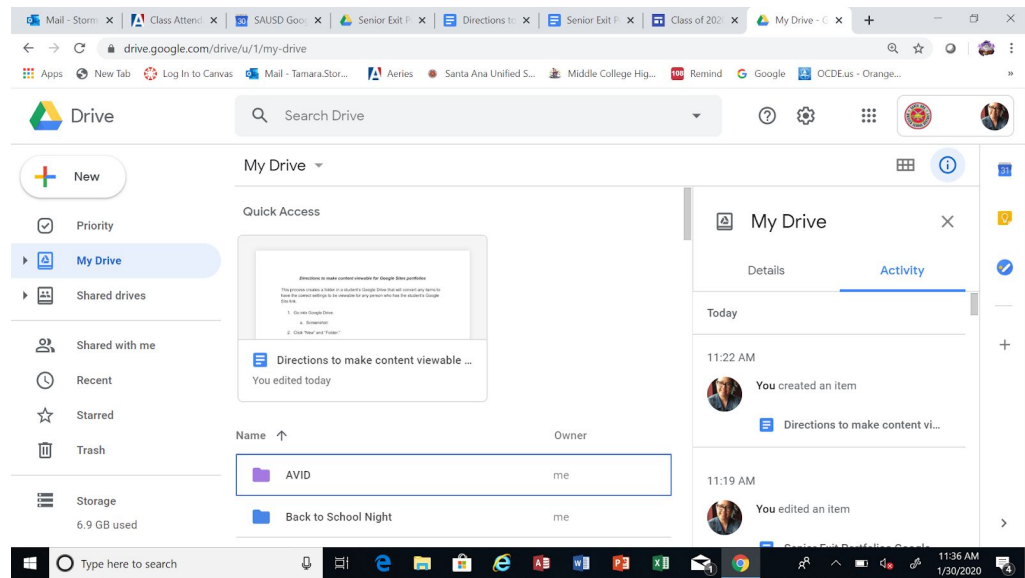


Directions to make content viewable for Google Sites portfolios

This process creates a folder in a student's Google Drive that will convert any items to have the correct settings to be viewable for any person who has the student's Google Site link.

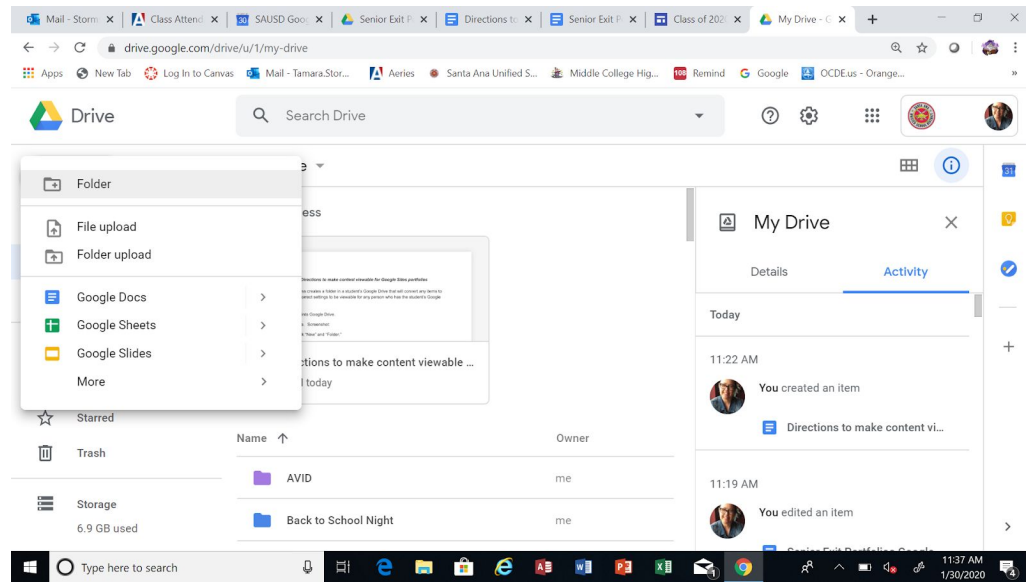
1. Go into Google Drive.

a. Screenshot:



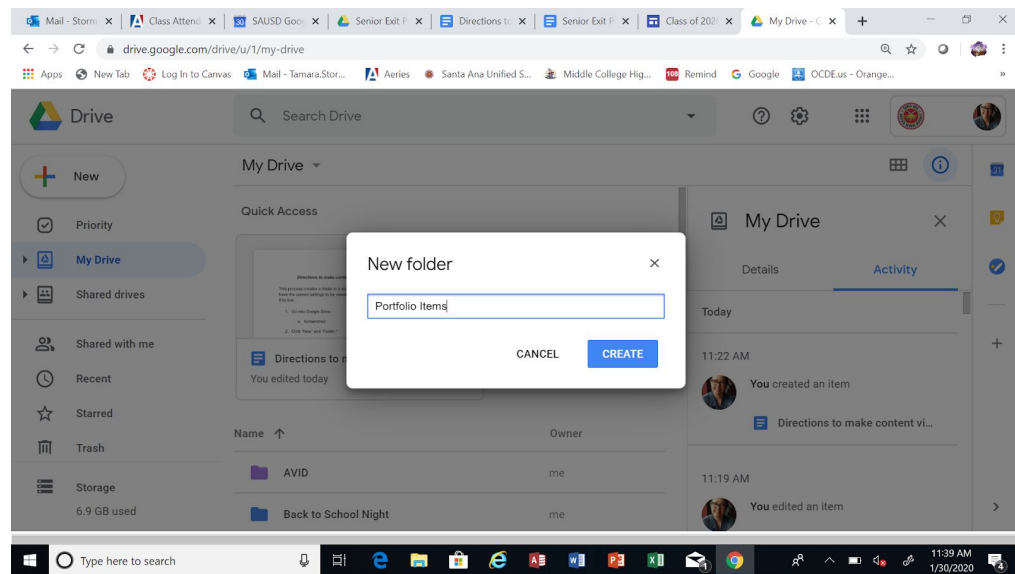
2. Click "New" and "Folder."

a. Screenshot:



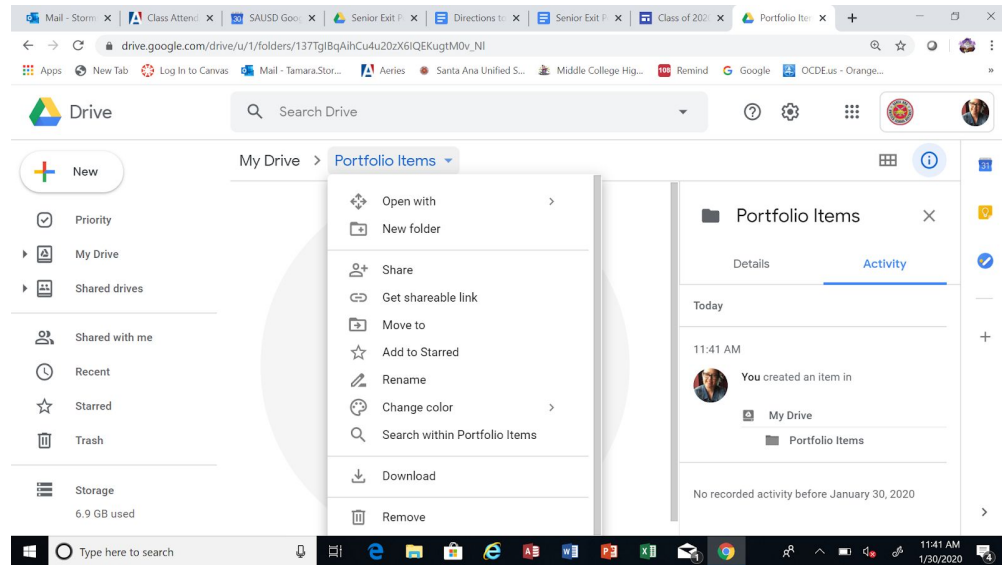
3. Name the folder “Portfolio Items” and click “Create.”

a. Screenshot:



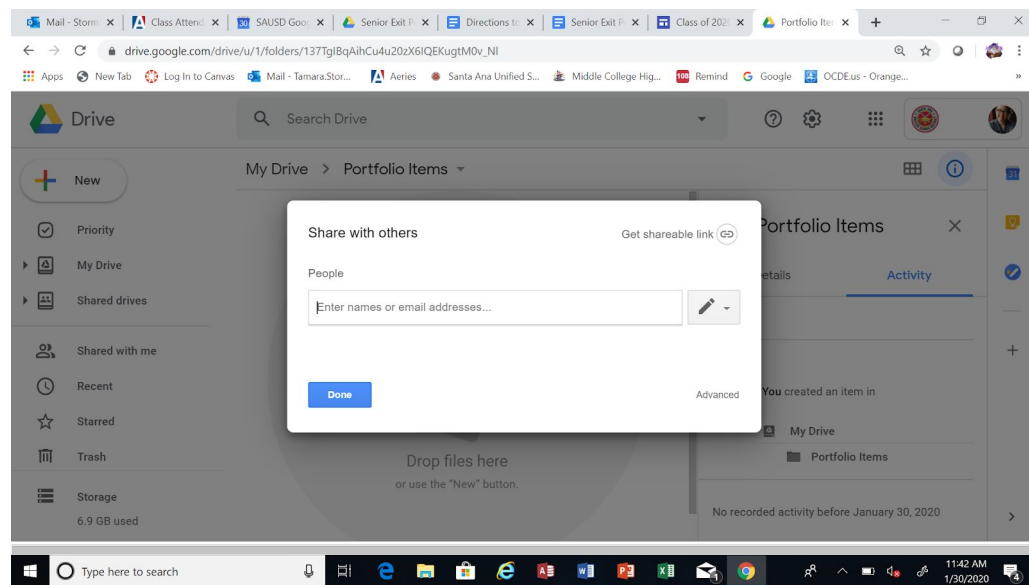
4. Click on the folder name, “Portfolio Items” to open a drop down menu.

a. Screenshot:



5. Click “Share”

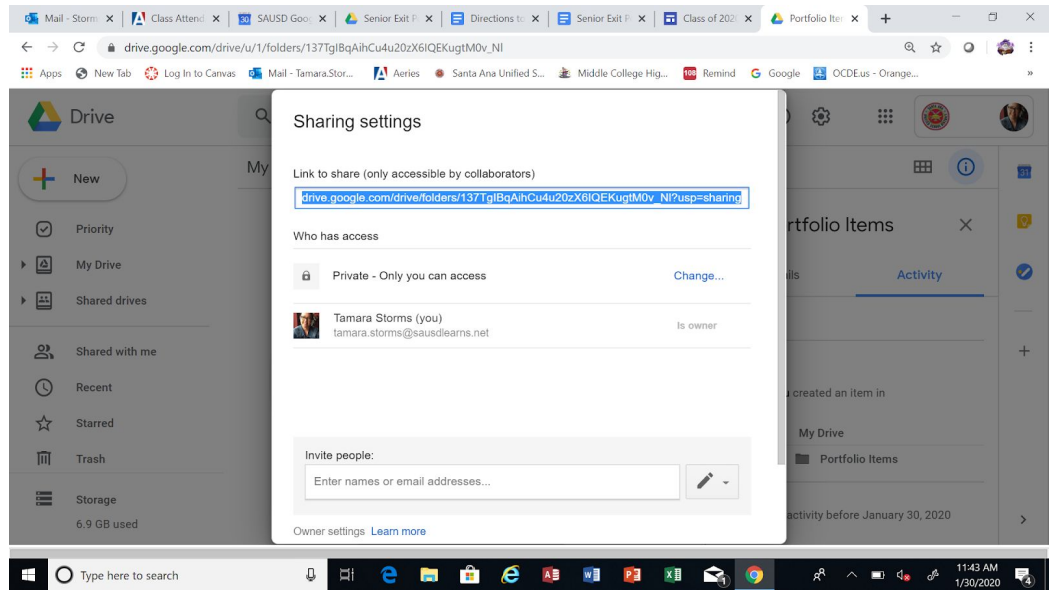
a. Screenshot:

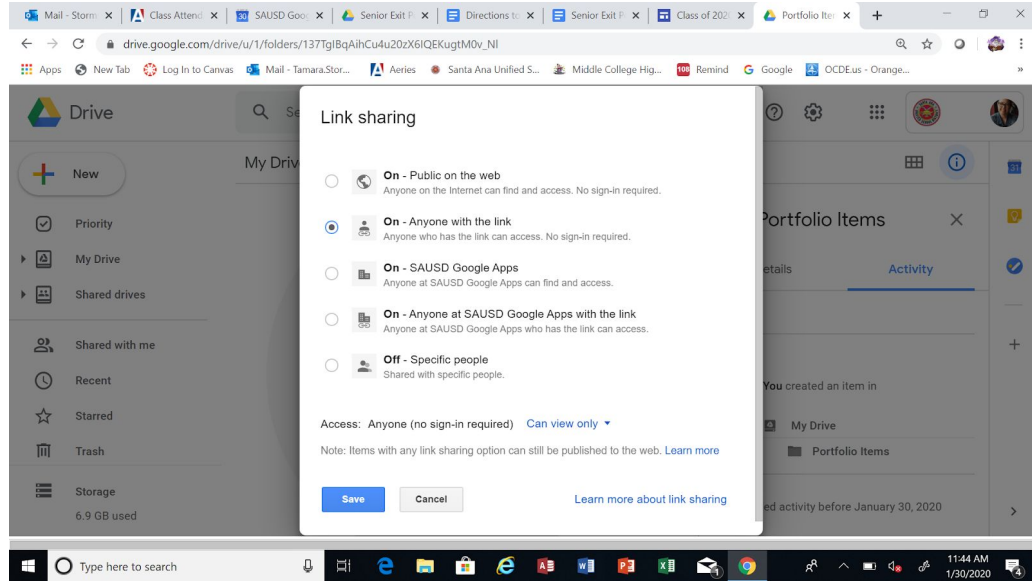


6. Click “Advanced” (see above screenshot)

7. Click “Anyone with the link can view”

a. Screenshots:





b.

8. Click “Save” and “Done.”
9. Move any item you want (Google doc or image) into that folder that you might want to use for your Google Sites Portfolio.
10. In the Google Site, when you are ready to “insert” an item, choose it from Google Drive, “Portfolio Items” folder, and it will be viewable.

a. Screenshot:

