

CREATING A GOOGLE PORTFOLIO SITE

Step 2 – Goals/Bio/Skills Page

1. Open your Google Drive and select your website to continue editing.
 - a. Double click to select
2. Select your Goals Page from your menu at the top of your webpage.
 - a. Education – Write a goal regarding where/what you see yourself doing after high school.
 - b. Personal - Write a goal for yourself that you would like to achieve on a personal level.
 - c. Include appropriate pictures to represent your goals.
3. Select your Bio Page from your menu at the top of your webpage.
 - a. Write a paragraph about yourself
 - i. Include your current education
 - ii. Where you live or have lived in the past
 - iii. Your hobbies
 - iv. Family
 - b. The biography should be at least 8 well-written sentences.
 - c. Include two personal photos of yourself.
 - i. Choose Insert – Upload – Select pictures from your student drive.
4. Select your Skills Page from your menu at the top of your webpage.
 - a. Technology – List 3 technology skills you possess
 - i. Provide a link to illustrate one of those skills
 - ii. Copy your chosen activity or project from your student drive to your Google Drive
 - iii. Choose Insert – Google Drive – From Drive
 - iv. Select the project you would like to include
 - v. Resize project to fit the space
 - vi. Example – Video Editing Skills – Linked to your How To Video
 - b. Professional – List 3 professional skills you possess
 - i. Include an explanation, photo, or link for each one
 - ii. Example – Self Confidence – Linked to a picture of you presenting a speech
 - c. Other Skills – List 1 other skill not represented by the previous categories
 - i. Include an explanation, photo, or link
 - ii. Example – Gymnastics – Linked to a photo of you with a trophy

