Crafting online portfolio using Google sites
Step-by-step guide

Author: Fasika Minda Melese
fmelese@syr.edu, December 2023
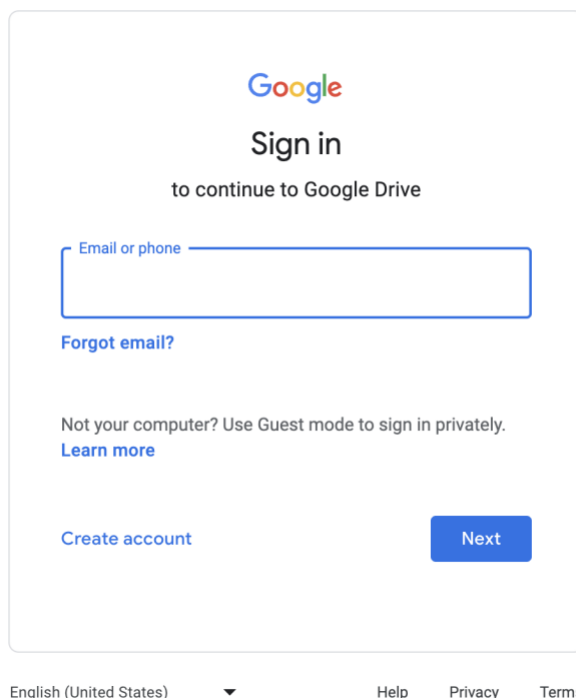
Table of Contents

Getting started

Sign in with your Gmail Account

Open your web browser and go to your [Google Drive](), then Sign in using your gmail account. If you don't have a gmail account you have your syracuse ([netID@g.syr.edu]) institution account so you can use that too. Once signed in, you will be able to see your existing folders and files.


## Accessing Google Sites

<mark>Best practice: Create a folder in your drive and make it your dedicated portfolio site folder.</mark>

Once you have the folder you just created, double click on it. Now that you are inside the folder, click on the "+New" button and from the dropdown menu, choose "Site". If it is not in the list, click on "More".

This will create a new "Untitled Site" inside your Portfolio folder and it will open in a new tab on your browser.
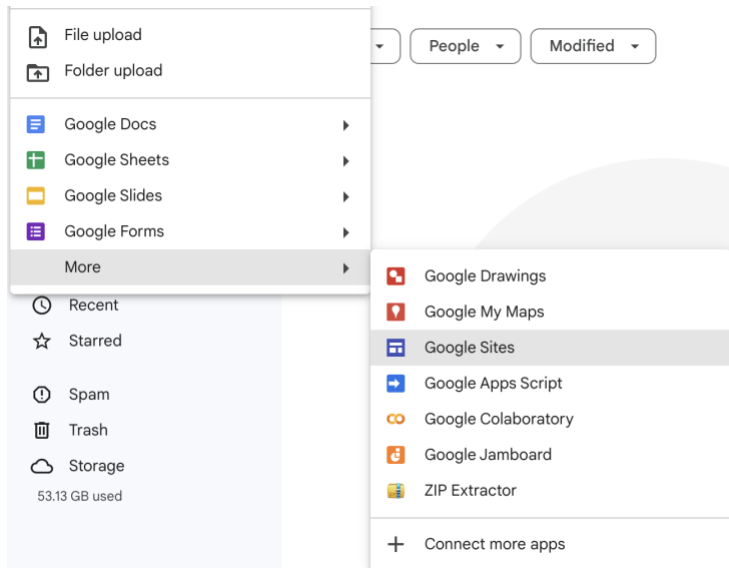
Take a moment to explore. The top toolbar is your main navigation where you can undo and redo your actions, check the compatibility of your site on different screens, add collaborators to edit your site, and other settings. The sidebar holds 3 tabs. First one "**Insert**" holds the items such as images, text, and several other components you can insert into a page. Second "**Pages**" allows you to create pages and lists them, and third the "**Themes**" section allows you to edit the theme of the site.
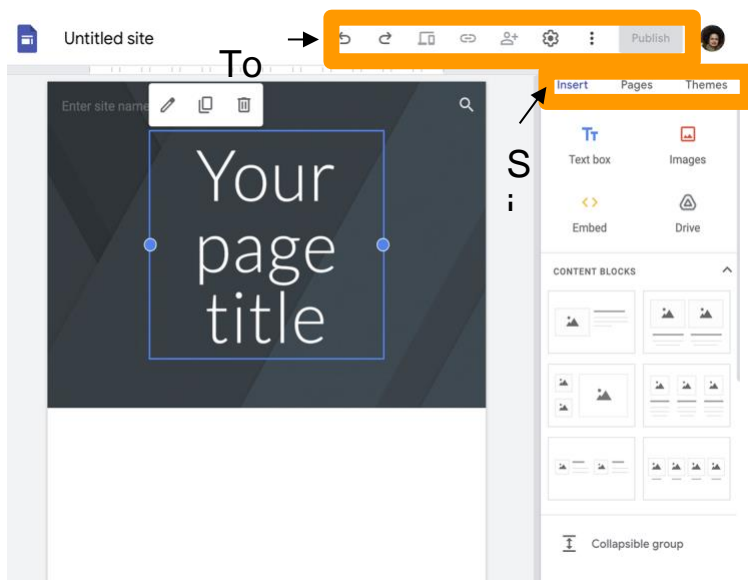
Choosing a template or create your own template.

So, the default template when you first create a new site is a blank template. To choose

from existing templates, click on the **Sites icon** ( ) at the top left corner next to the title

of the site.

This will open the template gallery as shown below. To get the full view click on the "Template Gallery" and then you can select from the available templates. You can personalize your chosen template by changing color, font, and style options later on.
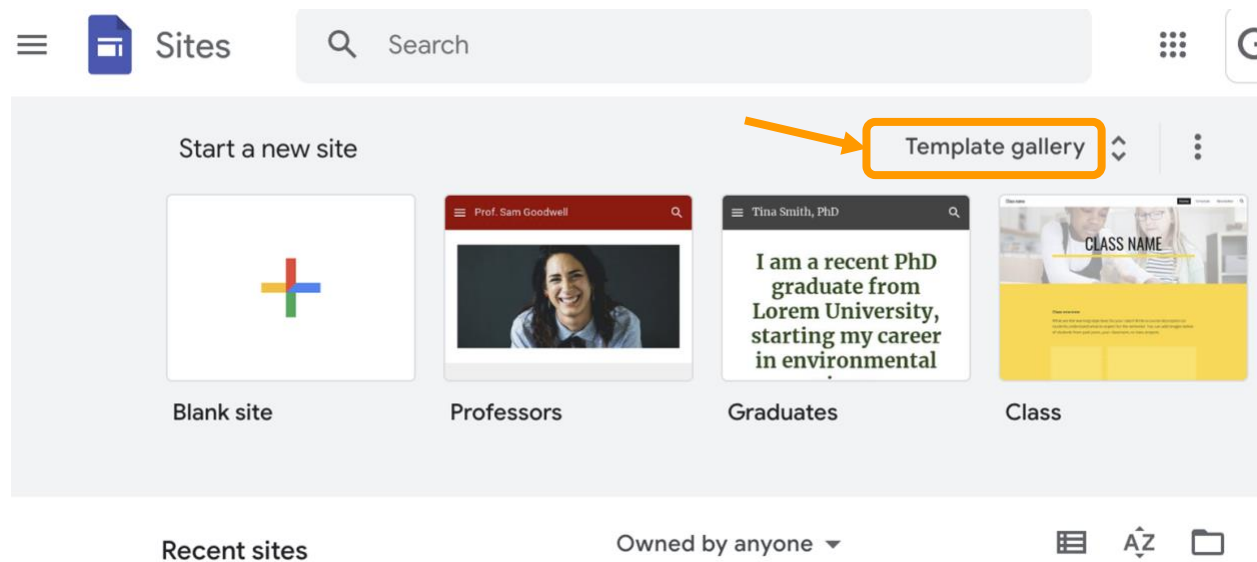

Starting with blank templates

The default template when you first create a new site is a blank template. And for the rest of this guide, we will be working with a blank template. However, you can do all things in a ready-made template too.

Creating content and navigation

Adding new pages

Once you have your site up, you can add pages by going to the **Pages** tab on the sidebar. By default, there will be a page titled "Home" which is the first page of your site currently in view.

You can also create other pages and decide the order as you want by dragging and dropping. To create a new page, click on the "+" sign at the bottom right sidebar and click on "New Page". On the pop up window, enter the name of the page and click "Done". This will create a page under the "Home" page. You can add as many pages as you need.
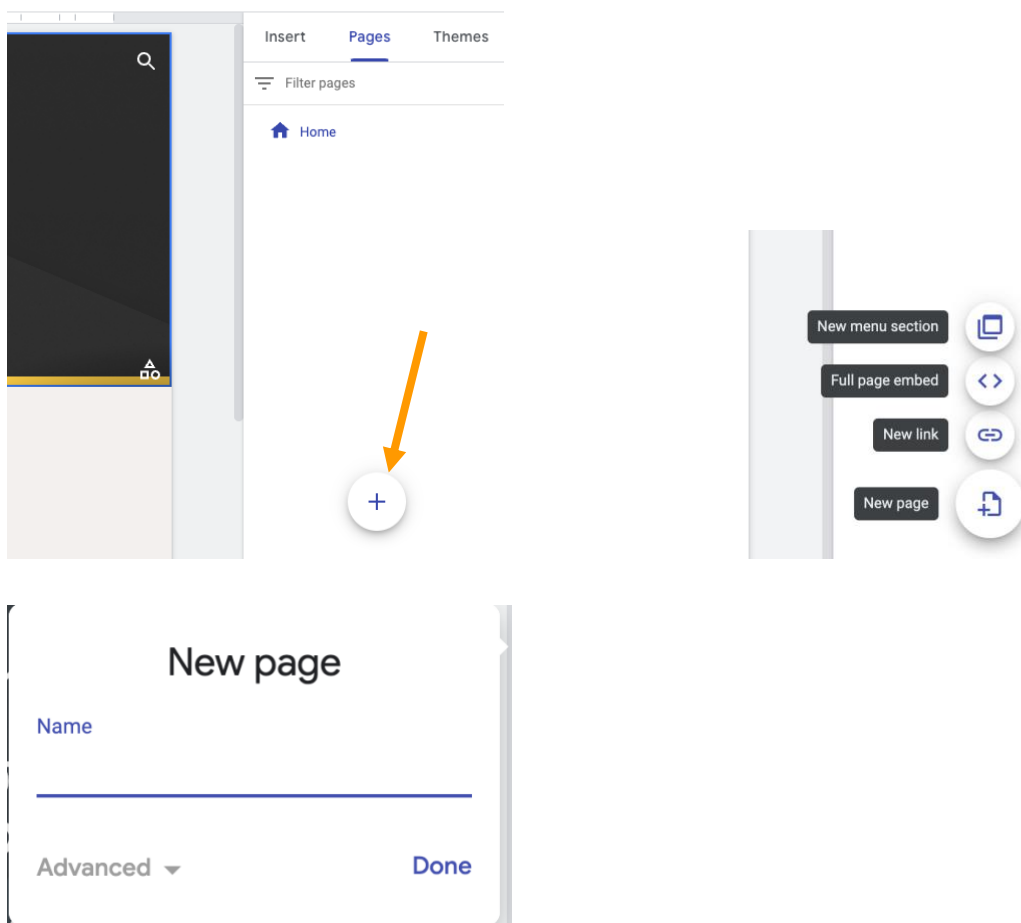
You can also add a new menu section, a full page embeds from your Drive folder, or a video file and link to an external page. For this portfolio, purpose I will create pages and named them as follows:

Organizing page order

You can drag and drop the pages to modify their order and how it appears on the menu. You can see the final result of this on the page on the left side as you are editing your pages. To add subpages, click on the three dots next to the page name and click on "Add subpage". This will automatically display the subpage as a dropdown item in the navigation bar.
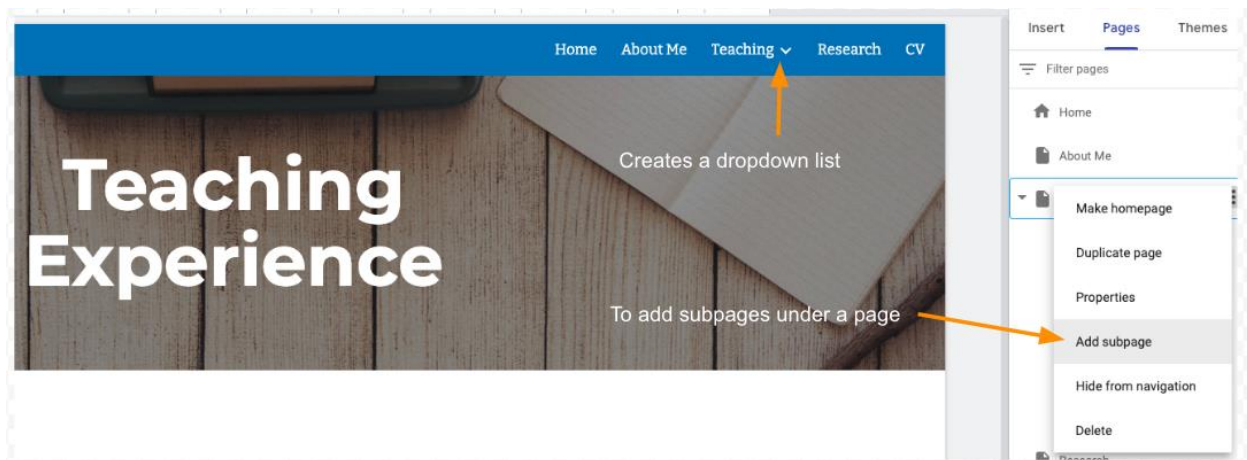
Creating navigation menu

As you are creating your pages, you can see how the navigation looks on each page on the canvas top. If you have several pages, it will group it under a dropdown list with a name "More".
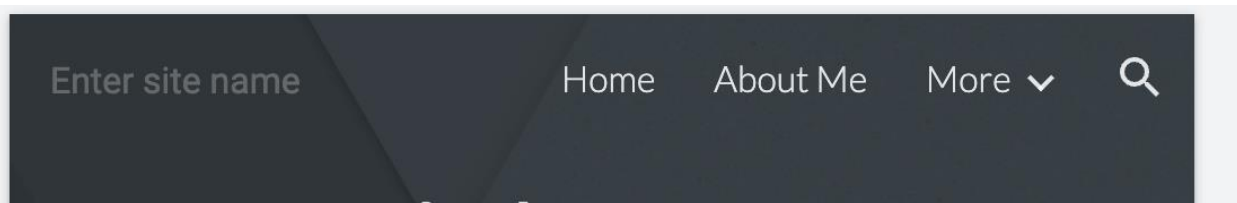
Customizing Page Layout

Now that we have the basic structure, let's customize our site. Click on the "Edit" button, and you can modify text, add images, and personalize the layout to make it uniquely yours.

Editing header and footer

The header of the page is the top bar that contains the site name and header text. For a teaching portfolio, you can put your full name as the site name, and "Teaching Portfolio" as header. You can adjust the header type by clicking on "Header type" at the bottom left corner of the header. You can upload a header image by clicking on "Image". You can also delete the header by clicking on the trash bin icon on the left side of the header. To select and change the theme of the header, you can click on the shape icons at the bottom right corner of the header. You can customize your site with personal logo by clicking on "Add logo" button.


Hover on the bottom of the page to see the "Add Footer" button and then click on it to create a footer.
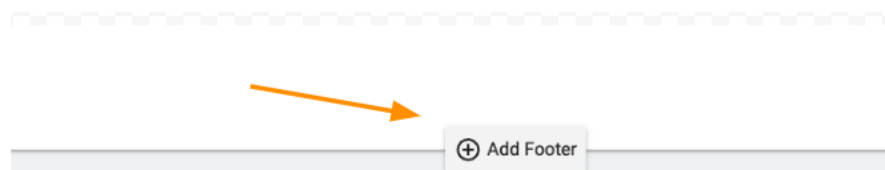
This will create a footer section on your website in which you can add address information so that people can contact you or social media links.

To add links to social media, click on "Social links" in the tab "Insert" under the side bar. This will open a pop-up window. Add all the social media links and click "insert".
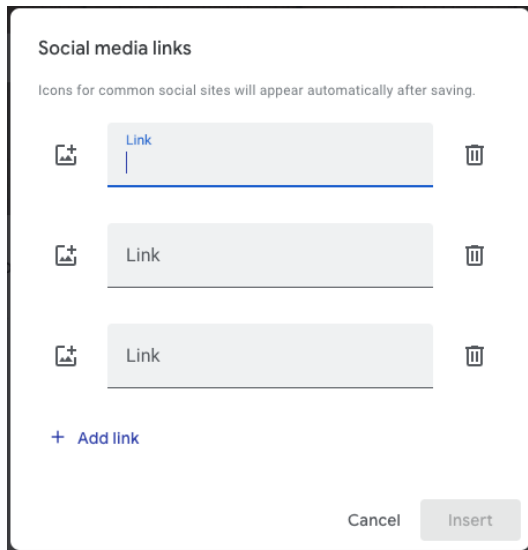

All the icons for common social media links (LinkedIn, Twitter, Facebook, etc.) will appear automatically. The footer appears the same under all pages.

Utilizing sidebars

The insert tab on the side bar contains items you can insert onto the pages you created. For example, to insert a content into the "about me" page, click on the page name first, then under "insert" tab click on the content block that has image and text next to each

other. This will add a place holder that you can fill with portrait picture of yourself and a text about yourself. It automatically saves when you add content so you don't have to save or anything.
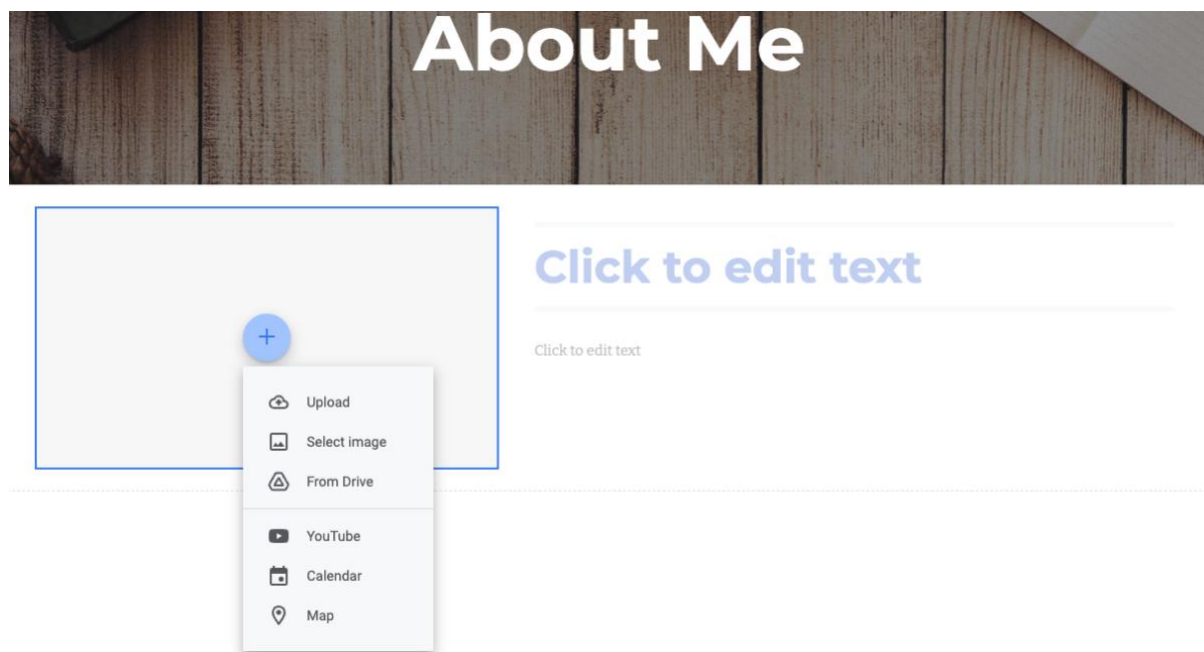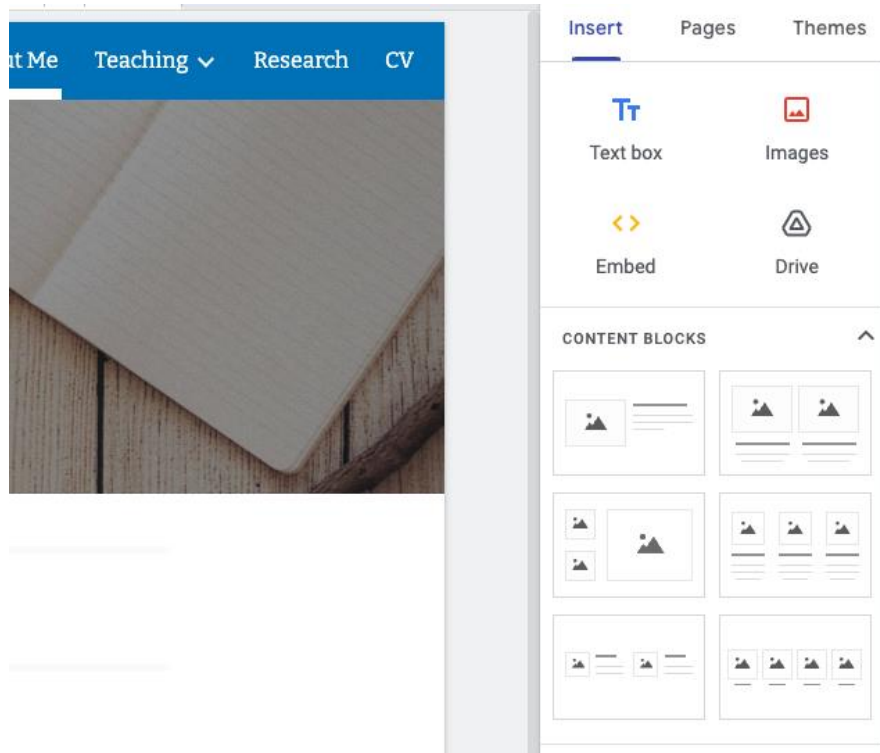
Embedding Media/Uploading Files

There are several ways to embed media and files into your website pages.

1. Using the Embed link: Under insert tab click on the "Embed" link and put the URL of the media/resource that you want to embed into the page. Make sure you select the page that you want the media to be uploaded onto. Here you can embed by URL or using code.
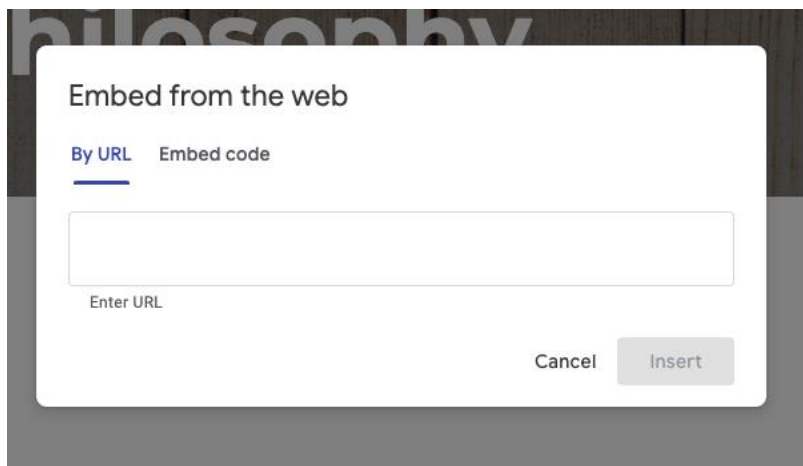

2. Using Drive link: Under the insert tab click on the "Drive" link which opens your Gmail associated Drive folders. You can select any documents from your Drive folder and it will automatically inserts it into the page.
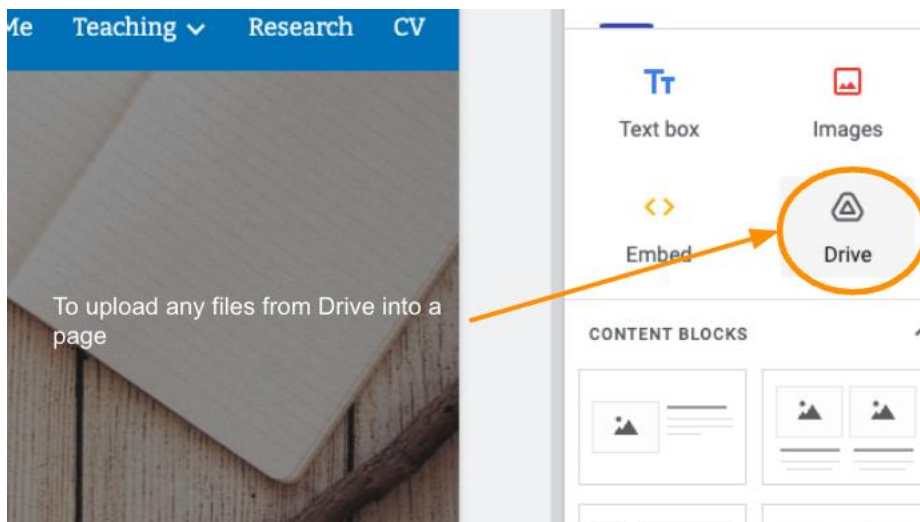
You can also embed Google Docs, Slides, Sheets, Forms, Maps, and Charts using the links at the bottom of the Insert tab. Click on each items and select the file you want to embed from the list.
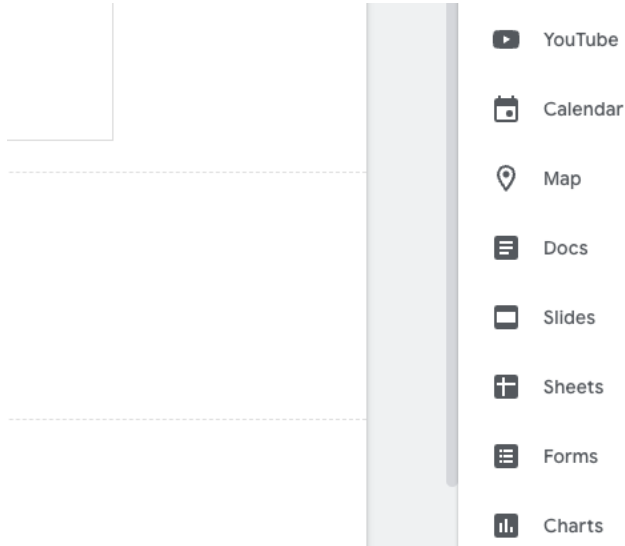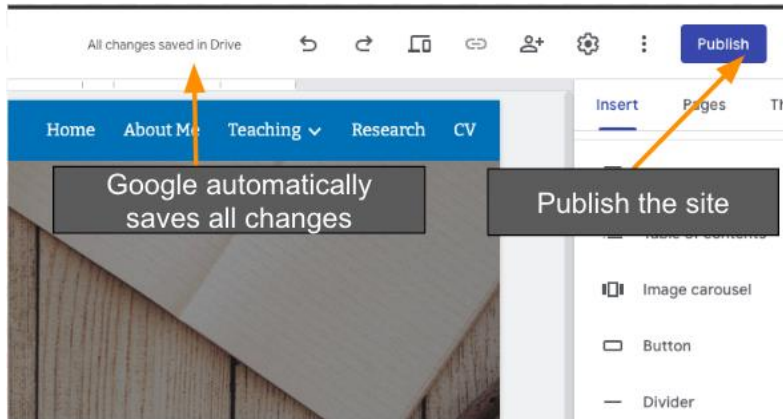

3. Using Youtube: To embed YouTube videos, click on the YouTube link under insert tab and you can search for the video using the title or keyword.
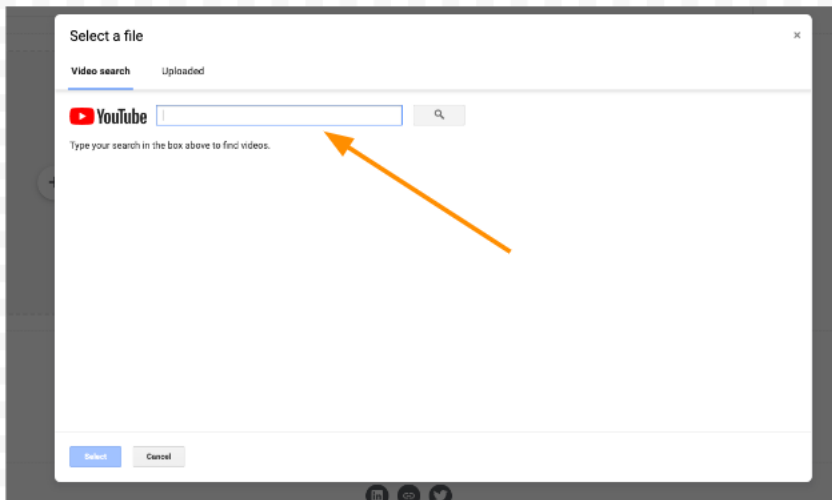
Sharing Your Portfolio Site

Sharing your non-protected site

Once you have Google sites completed and ready to go, you can publish it. To do that click on the Publish button at the top right corner.


In the pop-up window, you can customize the web address. You can give it your name or any other unique identifier that is appropriate for the content of the website.

It shows under what the site pathname will begin with such as https://sites.google.com/view/
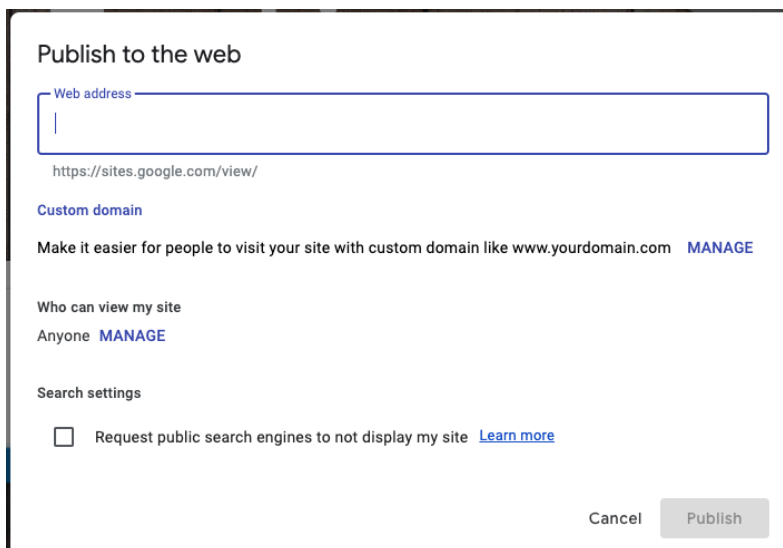
Sharing your protected site

If you want to share the website for specific users or domains, under the "Who can view my site" click on "MANAGE" and then you can add people (using their email address) to be a published viewer or editor of your website.
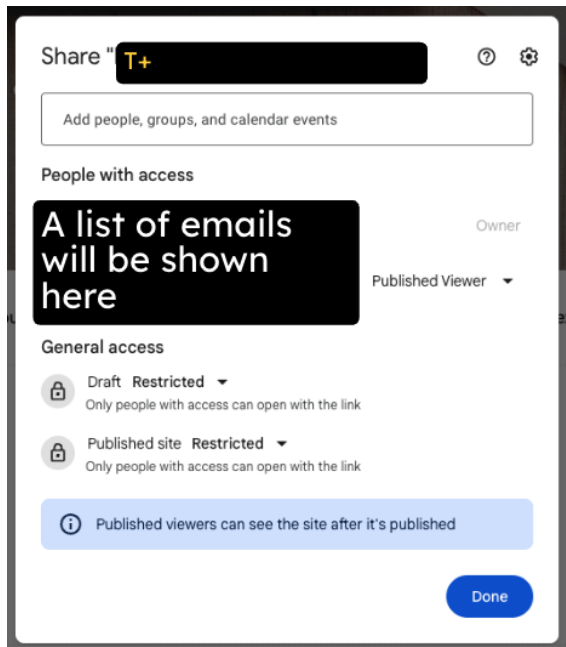
Published viewers can see the site after it's published. Editors will be able to manipulate and change the content and layout of the website. Once the website it published you can share the link to whoever you want. To do that click on the link sign at the top right corner of the site. This will show the published site link that you can copy and paste anywhere to share your website.