

Creating Your Program ePortfolio for Language Education

1. Log into your UDel googleapps account.
2. Click on the "Sites" link along the top of your page.
3. Click the "Create" button.
4. Click "Browse Gallery for More" box.
5. Search for "ePortfolio Template for Foreign Language Education" and click "Select."
6. Make sure the "ePortfolio Template for Foreign Language Education" box is outlined in red and name your site.

The format for naming your portfolio is:

Current year + firstname + lastname + Foreign Language Education ePortfolio eg. "2017 Mary Smith Foreign Language Education ePortfolio"

7. Skip over "site category" and "site description"
8. Click the "Create" button at the top of the page.
9. Click "Share" and select "Private". This will make your site private while you work on it. For sharing your portfolio with the LE faculty member for assessment, please refer to "Sharing your ePortfolio" on page 2 of this document.

You have successfully created your program ePortfolio site. You should see your site name listed at the top.

Editing Your ePortfolio

The navigation tabs at the top of the page reflect the main learning goals for Language Education Majors. The main pages (i.e., Linguistic Proficiency: oral, Linguistic Proficiency: written, Cultural Understanding, Knowledge & Analysis of Literature, Lesson & Unit Planning, Assessing Student Learning, and Professionalism) include a description of each of these learning goals. Under each Main tab is a subpage for each of the core courses that you will take. These subpages contain the reflection prompts; you will be completing your reflections and editing these subpages. On each subpage you will see an embedded screen with the specific reflection prompt for the learning goal related to the core course.

Note: The prompts will no longer be visible once you begin editing the page. It is recommended that you right click on the iFrame window with the prompts and select "This Frame" and "Open in a New Tab." This will keep the prompts visible to you as you edit your pages.

Editing Subpages

(Note: You will not edit the Home Page)

1. Click the *Pencil button (edit page button)* in the top right corner.
2. You will see two editing boxes appear. The first box will be labeled Google Gadget iFrame Wrapper. Please make sure you do not delete this iFrame. The iFrame allows you to see the specific prompts for each core course and learning goal.
3. The second box will say "*Enter Text Here.*" This is where you can type your response to the reflection prompt. You have text editing tools at the top of the page to change font, size, color, etc.
4. Once you have finished your response to the reflection prompt click "*Save*"
5. You will need to go to the Course Subpage for each learning goal and enter your response following the same steps.

Adding Files

You will see an "*Add Files*" icon towards the bottom of the page. When you click "*Add file*", you will see options to browse your files and select the document you want to upload.

Linking Files

After you have uploaded your Reflections to your "*Files*" page you will need to link the file on the correct course page.

1. Right click on "*View*" under the file you wish to link.
2. Select "*Copy Link Address*"
3. Go to the course page where you want to link the file (e.g. ENGL 295)
4. Click the Pencil button to edit the page.
5. Put the cursor in the box with "*Link file here*"
6. Click the **Link button** (looks like a chain link) at the top.
7. Highlight "*Web Address*" and right click to paste the address in the empty box.
8. Check the box "*Open in a new window*" and Click "*OK*"
9. Save the changes to the page.

Sharing Your ePortfolio

When you are ready to submit your ePortfolio for review to your LE faculty you will need to give them access to view your ePortfolio. You will only need to do this once. After you have changed the access settings you can then share your link with anyone.

1. Click the "*Share*" button. You will be taken to your **Manage Site** window.
2. Under "*Who has access*" click "*change*" and set to "*anyone with link*."
3. In the "*Add People*" box, type these email addresses: tquan@udel.edu. This will be the faculty member evaluating your ePortfolio.
4. From the drop down button to the right select "*Can Edit*"
5. Click "*Share and Save*"
6. Now Click the "*Enable Page Level Permissions*" button in the top right corner.
7. Another box will pop up. Click the "*Turn on Page Level Permissions*" button.
8. In the left column make sure the first line (which should be Site- *Your Name*) is highlighted in yellow. In the right column under "*Who Has Access*" click "*Change*"
9. Select "*Anyone with a Link*"
10. Click "*Save*"
11. In the left column select and highlight the "*Feedback*" page.
12. In the right column, at the top under "*Use same permissions and members as...*" click "*Change*"
13. Another box will pop up. Select "*Use Custom Permissions*" and select "*Custom Permissions: Do Not Add New Users to this Page*"
14. Click "*Save*."
15. Under the "*Who has access*" click "*Change*" and select "*Private*"
16. Click "*Save*." In the right column under "*Who Has Access*" you should see "*Private*", your name, and the two faculty members' names listed.
17. You can click the name of your site in the top left corner to return to your ePortfolio.

Tips

If you accidentally delete the Google Gadget iFrame Wrapper, containing the instructions, on any of your pages you can find the instructions here:

<https://sites.google.com/a/udel.edu/eportfolio-directions-for-foreign-language-education/>

"*Manage site*" (in the drop down menu of the "*More*" button") will give you options to change the colors, fonts, layout, etc. While you can personalize the site, make sure that you are not deleting any of the required pages or changing the layout drastically so that your ePortfolio work can still be evaluated by your LE faculty.

Online Resource for Using Google Sites

Creating Webs with Google sites - developed by Prof. Fred Hofstetter, School of Education, University of Delaware, 2010 <http://www1.udel.edu/edtech/video/google/index.html>