

## Using the UMM Portfolio Assessment Template to create a Portfolio

### Creating Your Site:

- a. Click the link to the template found at:  
<https://sites.google.com/a/maine.edu/umm-portfolio-assessment-template/>
- b. There will be a blue bar at the top which says:  
**This site is in the Template Gallery. Any changes you make will be visible to all users. Use this Template.**
- c. Click on the link that says **Use this Template.**
- d. UMM Portfolio Assessment Template will be highlighted.
- e. Give your Portfolio a name (i.e. C Anderson THE 101 Portfolio)
- f. Click the red **Create** button and wait for your site to be created.

### Once your site has been created:

You should be able to access your site by going to your maine.edu email (mail.maine.edu, then click the UMS email link).

Sign in, then click on the  icon. Then select the  Sites menu option. Select the Site you just named and created.

Navigate to each page along the left-hand side. You need to **put your own information** in each of the sections. Use the pencil icon  in the upper right-hand corner to edit a given page.

Once in edit mode, you can type or copy your own text into each page, and/or  and/or links  to pages in the site. You should **replace the text on each page with your own information** wherever possible. You can always go back and look at the instructions on the template if you need to.

Hit the  button at the upper right before navigating away from a page.

Use the Settings wheel  in the upper right-hand corner to copy, move or delete a page or to share with other users.

Create a new page with the paper icon  (with the plus sign).

### When you're ready to submit your portfolio:

- a. Select the Settings wheel. 
- b. Select Sharing & Permissions.
- c. Enter [ummreg@maine.edu](mailto:ummreg@maine.edu) in the box titled "Invite people." Leave the **Notify people** box checked so an email will be sent.
- d. You can add a message by clicking the blue [Add Message](#) link.
- e. Hit the blue **Send** button when you are ready to send.