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/](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 **Sites** 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 add files 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 **Save** 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 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.