

## Assistant Principal Induction Academy



### **Assistant Principal ePortfolio**

**Instructions for creating a site from the ePortfolio template.**

**If you do not have a Gmail account, please sign up for one for free on Google. You will need an account to create your site.**

If you need assistance, please contact me : [wernersr@dadeschools.net](mailto:wernersr@dadeschools.net)

## Log into your Google account

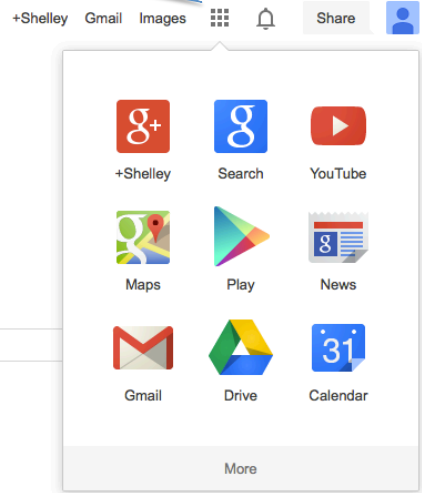
+Shelley Gmail Images   Share 

The Google logo in its multi-colored font.

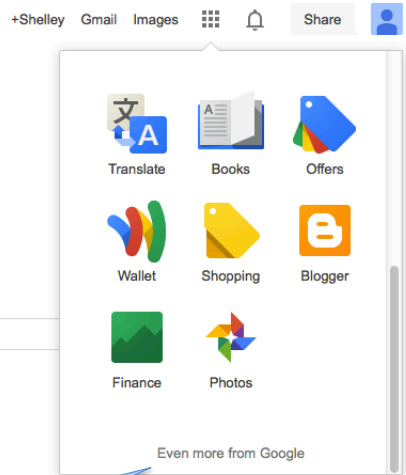
Google Search

I'm Feeling Lucky

Then click the Grid Icon.



Google



Then click Even More



[About Google](#) [Products](#)

#### Web



##### Web Search

Search billions of web pages



##### Toolbar

Add a search box to your browser



##### Google Chrome

A browser built for speed, simplicity and security



##### Bookmarks

Access your bookmarks and starred items

#### Mobile



##### Mobile

Get Google products on your mobile phone



##### Search for Mobile

Search Google wherever you are



##### Maps for mobile

View maps, your location and get directions on your phone

This page appears

Scroll down to  
Home & Office

#### Home & Office



##### Drive

Create, share and keep all your stuff in one place



##### Gmail

Fast, searchable email with less spam



##### Translate

Instantly translate text, web pages, and files between over 50 languages



##### Google Wallet

Make your phone your wallet



##### Calendar

Organize your schedule and share events with friends



##### Sites

Create websites and secure group wikis



##### Voice

One number for all your phones, online voicemail and cheap calling



##### Google Cloud Print

Print anywhere, from any device

Click on Sites

Home & Office



**Drive**  
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**Calendar**  
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**Sites**  
Create websites and secure group wikis



**Voice**  
One number for all your phones, online voicemail and cheap calling



**Google Cloud Print**  
Print anywhere, from any device

Google

Sites

CREATE

My Sites

Deleted Sites

Then click the  
red button that  
says CREATE.

CREATE

Cancel

Select a template to use:



Blank template



Classroom site



Soccer team



Spring Floral  
Wedding  
Instructional

Browse the  
gallery for  
more

Name your site:

Site location - URLs can only use the following characters: A-Z,a-z,0-9

https://sites.google.com/site/

Then click  
Browse the  
gallery for  
more

### Select a Site Template

Public

Featured

Business collaboration

Activities & events

Schools & education

Clubs & organizations

Personal & family

Government & non-profits

Policy

Language

English (US)

APIA ePortfolio



Classroom site  
Pull all your class information together in one  
place. Stay connected with pa...



Professional site template  
Give yourself an online presence. Includes  
blogs, a place to showcase ...



Type  
**APIA ePortfolio**  
in the search box

### Select a Site Template

Public

Featured

Business collaboration

Activities & events

Schools & education

Clubs & organizations

Personal & family

Government & non-profits

Policy

Language

English (US) ▾

APIA ePortfolio



**Classroom site**  
Pull all your class information together in one place. Stay connected with pa...



**Professional site template**  
Give yourself an online presence that includes testimonials, a place to share...



**Project site**  
Put all your project information together in one...



**Click the  
search icon**

### Select a Site Template

Public

Featured

Business collaboration

Activities & events

Schools & education

Clubs & organizations

Personal & family

Government & non-profits

Policy

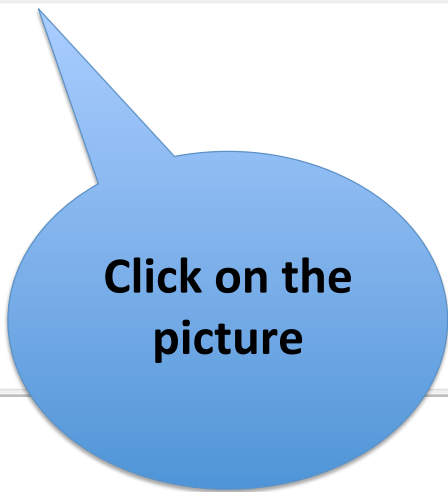
Language

English (US) ▾

APIA ePortfolio

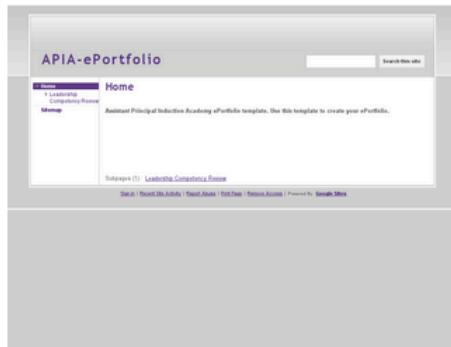


**APIA ePortfolio**  
Assistant Principal Induction Academy ePortfolio template



**Click on the  
picture**

## Select a Site Template



### APiA ePortfolio

By srwnersr

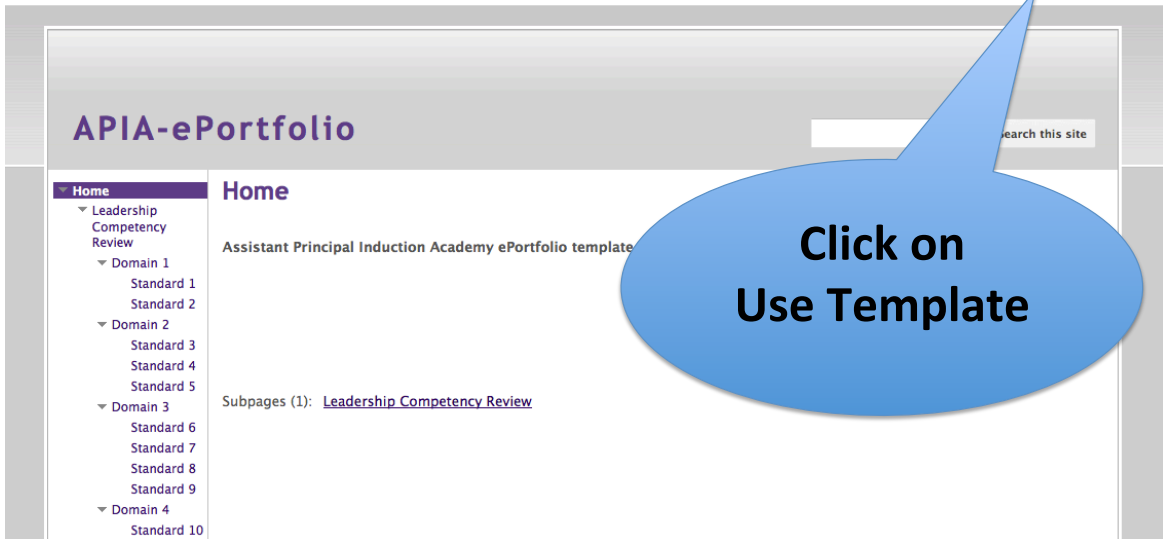
Assistant Principal Induction Academy ePortfolio template

[Gadget from template directory](#)

**Click on the link *Gadget from template directory...***

APiA ePortfolio Updated Nov 6, 2013, 6:15 AM  
Assistant Principal Induction Academy ePortfolio template

USE TEMPLATE



**Click on Use Template**

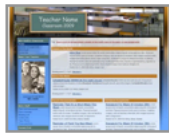
CREATE

Cancel

Select a template to use:



Blank template



Classroom site



Soccer team



Spring Floral  
Wedding  
Instructional

Browse the  
gallery for  
more

Name your site:

Site location - URLs can only use the following characters: A-Z,a-z,0-9

https://sites.google.com/site/

Name your  
site

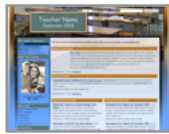
CREATE

Cancel

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Name your site:

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https://sites.google.com/site/

This will be  
your site's  
web address



**You should see your site appear.**

**You can find it through the address, or by going to Google like you did in the first step and clicking on sites.**



**To edit your site, you must first click on the edit icon at the top of the page.**