

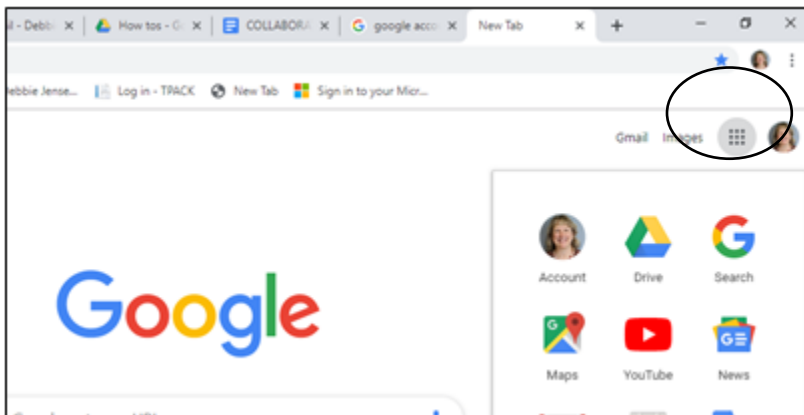
Assignment #1: Create an Online Portfolio or ePortfolio



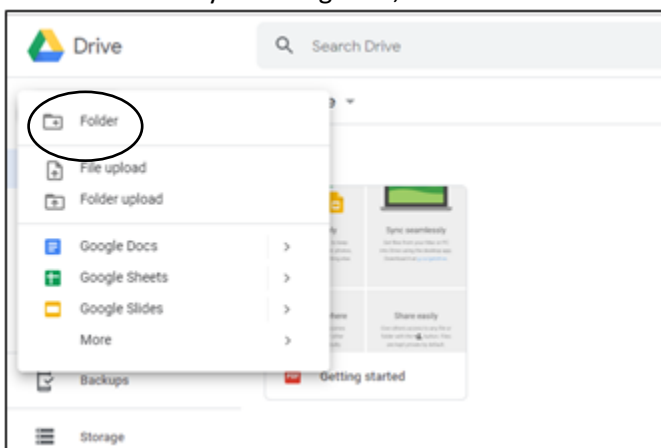
As you create your career documents, you will want to gather them in one place. In this assignment you will create an online shared folder in Google Drive. Your documents will be shared with the teacher, but when the course is over, because you are the owner, the folder/documents will still be yours and you can add, modify and improve them as you prepare for different jobs in your future. After the course has finished you can change the sharing rights to make them private or share them in your job search.

Student ePortfolio

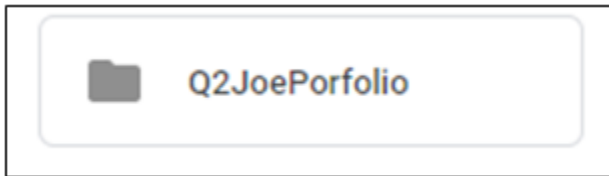
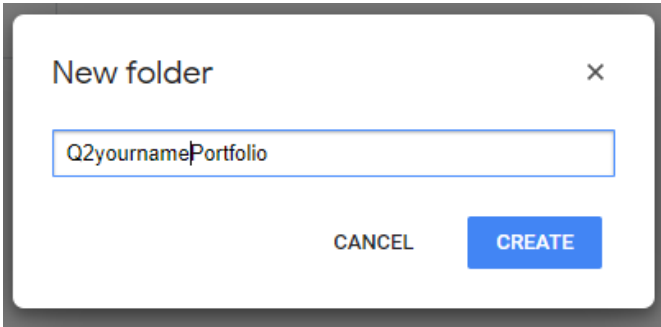
1. You will need a Google account (gmail). Select one that sounds professional, your name and a number. Example: jespinoza47@gmail.com
2. Sign into your Google account. Go to the apps box (waffle) Select Google Drive.



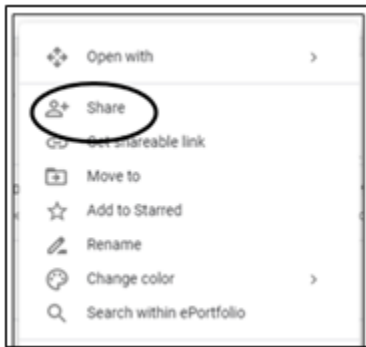
3. Create a Folder by selecting New, then click on Folder.



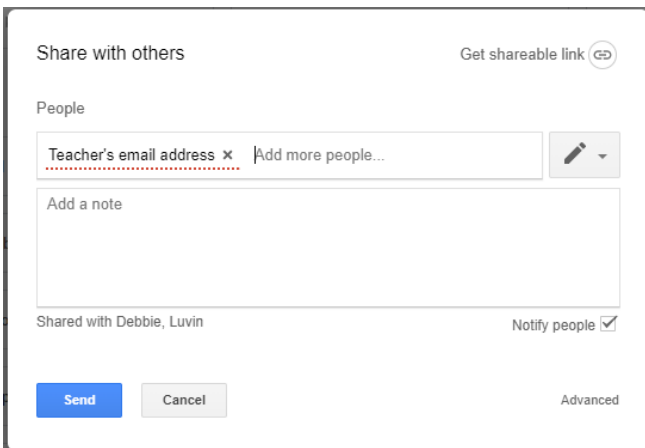
4. . Name the folder: Quarter Number Your first name ePortfolio. Select Create.



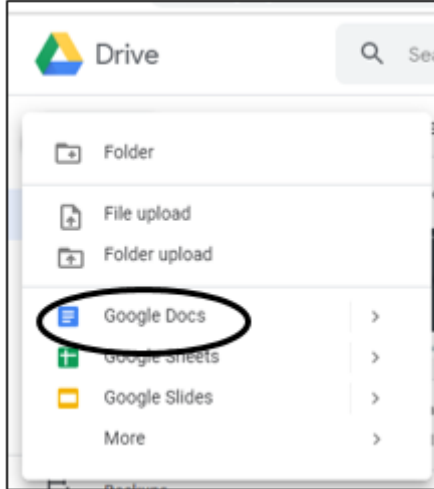
5. For your teacher to access your documents online, you will need to share the ePortfolio folder with the teacher. Get the email address from the teacher. To share your folder, hover over the folder name and right click. A window will appear. Select Share.



6. Write the teacher's email in the People box. This allows your teacher to see your documents. Click on Send.



7. To do assignments, go back to the New icon in Drive. Scroll down to Google Docs.



8. Each time you create a document in the shared ePortfolio this box will appear warning you that the document is being shared. Create all your assignments in the shared folder.

