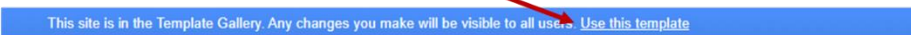


## Creating the Structure of your Digital Portfolio (Program Start Date 2019+) Revised 07-28-20

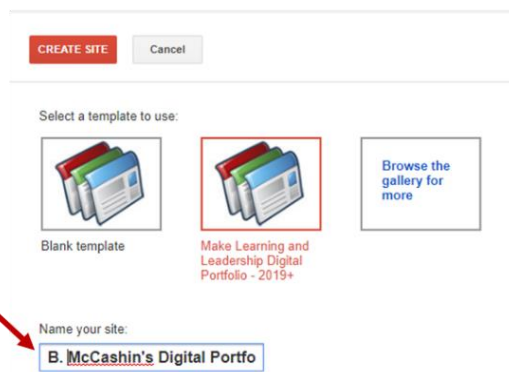
1. Login to [MyMocsNet](#)
2. Visit the following URL/link:

<https://sites.google.com/a/mocs.utc.edu/learning-and-leadership-digital-portfolio---2019/home>

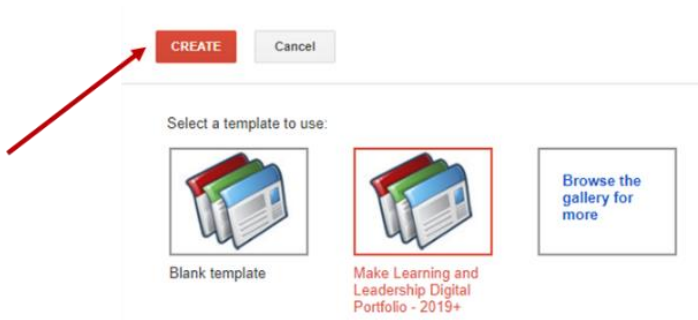
3. Select *Use this template*



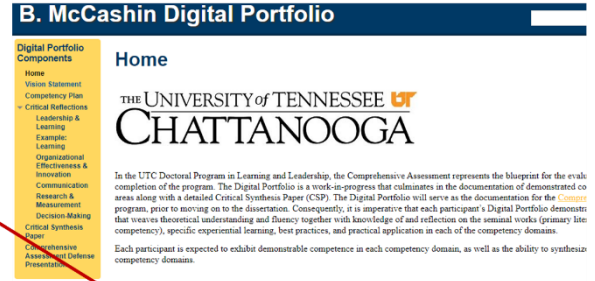
4. Enter a unique name for your Site  
(Example: First Initial Last Name Digital Portfolio)



5. Select *Create*



- You may now begin the process of customizing your digital portfolio structure. There are instructions on each of the content pages.



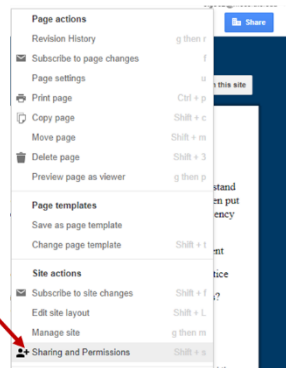
*Note: For each of the primary components, please paste only an overview or an abstract of the paper on the actual portfolio page and then upload the complete document using the **Add Files** feature.*



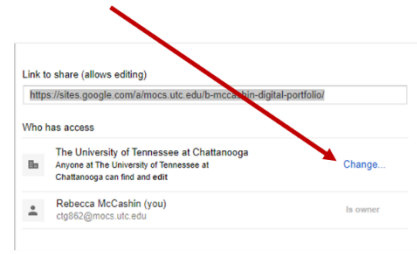
- To make your Digital Portfolio visible to others, click on the cog wheel (“More actions”) in the upper right corner.



- Select **Sharing and Permissions**.



- Under **Who has access**, click on **Change...**



10. Select *On – Anyone with the link* and select *Save*.

**On - Public on the web**  
Anyone on the Internet can find and access. No sign-in required.

**On - Anyone with the link**  
Anyone who has the link can access. No sign-in required.

**On - The University of Tennessee at Chattanooga**  
Anyone at The University of Tennessee at Chattanooga can find and access.

**On - Anyone at The University of Tennessee at Chattanooga with the link**  
Anyone at The University of Tennessee at Chattanooga who has the link can access.

**Off - Specific people**  
Shared with specific people.

Access: Anyone (no sign-in required) Can view

11. When ready to share your Digital Portfolio, copy the “Link to share” and paste the address in an email, discussion post, etc.

Link to share (allows editing)

<https://sites.google.com/a/mocs.utc.edu/b-mccashin-digital-portfolio/>

Who has access

	The University of Tennessee at Chattanooga Anyone at The University of Tennessee at Chattanooga can find and edit	<a href="#">Change...</a>
	Rebecca McCashin (you) ctg862@mocs.utc.edu	Is owner
	B McCashin glenroy628@gmail.com	

Invite people:

Enter names or email addresses...

*Note: Using the Google “Invite people” option sends a request to login or create a Google account.*

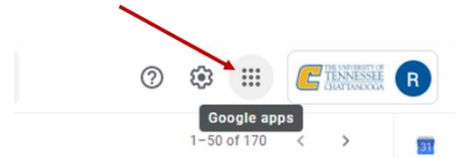
## Accessing an existing Digital Portfolio (via Google Sites):

1. Login to [MyMocsNet](#)

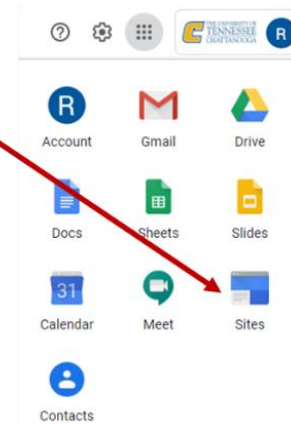
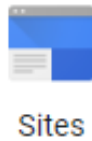
2. Select the *Mocsmail* link



3. Click on the Google apps grid in the upper right corner



4. Select the Sites icon



*Note: You may need to scroll down or select “more” to locate the Sites resource.*

5. Click on the name (hyperlink) of your Digital Portfolio site

