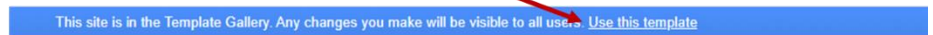


Creating the Structure of your Digital Portfolio (Program Start Date 2005-2018) Revised 07-28-20

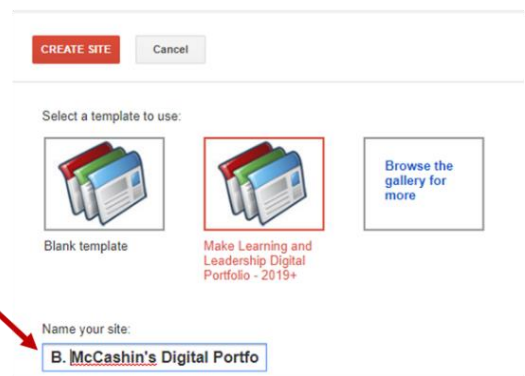
1. Login to [MyMocsNet](#)
2. Visit the following URL/link:

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

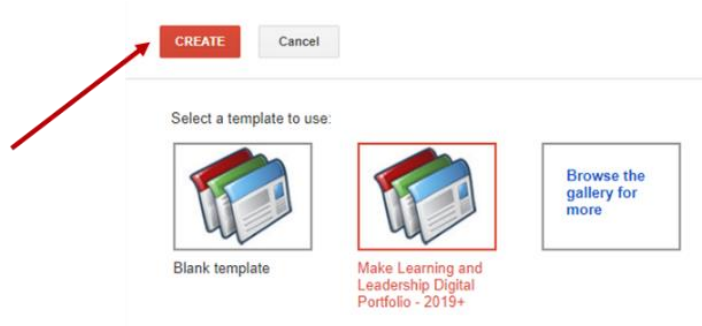
3. Select *Use this template*



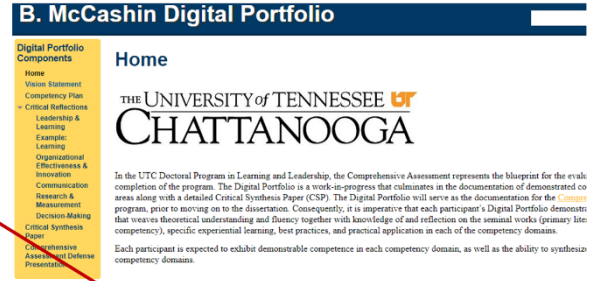
4. Enter a unique name for your Site
(Example: First Initial Last Name Digital Portfolio)



5. Select *Create*

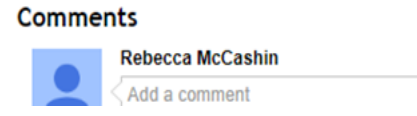


- You may now begin the process of customizing your digital portfolio structure. There are instructions on each of the content pages.

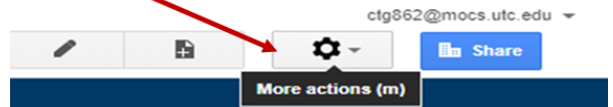


To Use This Page
Using the edit button above (right) that looks like a pencil, insert a brief biography of yourself on this Home page.

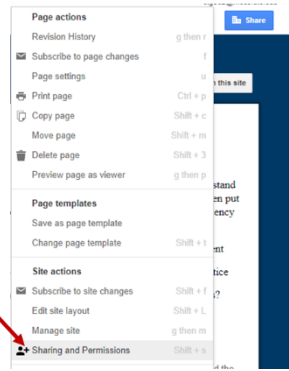
*Note: For each of the primary components, please paste only an overview or an abstract of the paper on the actual portfolio page and then upload the complete document using the **Add Files** feature.*



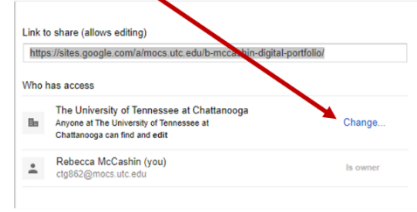
- To make your Digital Portfolio visible to others, click on the cog wheel (“More actions”) in the upper right corner.



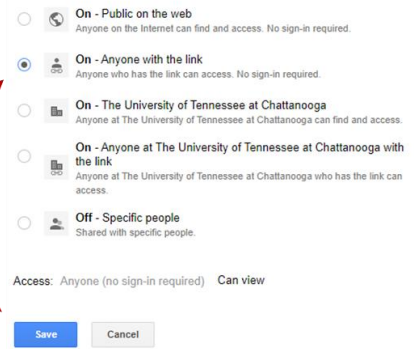
- Select **Sharing and Permissions**.



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



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



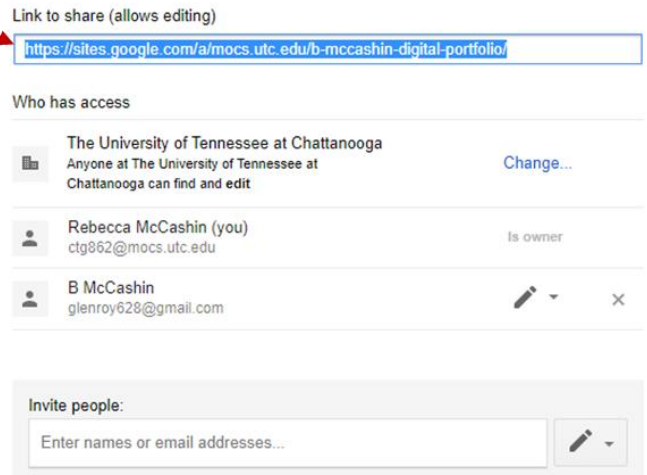
A screenshot of the sharing options menu in Google Sites. The menu is a vertical list of radio buttons with corresponding icons and text. The second option, "On - Anyone with the link", is selected. Below the list, there is an "Access" section showing "Anyone (no sign-in required)" and "Can view". At the bottom are "Save" and "Cancel" buttons. A red arrow points from the text in step 10 to the selected option.

- 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

Save Cancel






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




A screenshot of the sharing settings page in Google Sites. At the top, there is a "Link to share (allows editing)" field containing the URL "https://sites.google.com/a/mocs.utc.edu/b-mccashin-digital-portfolio/". Below this is a "Who has access" section with a table of users and their permissions. At the bottom is an "Invite people:" section with a text input field and a button.

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	Change...
	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.

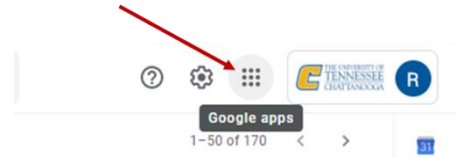
Accessing an existing Digital Portfolio (via Google Sites):

1. Login to [MyMocsNet](#)

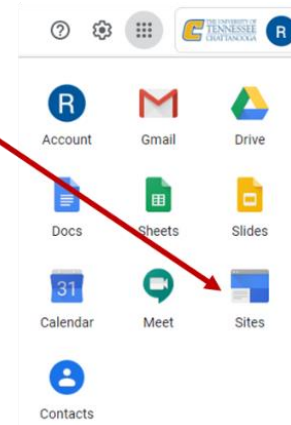
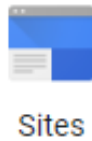
2. Select the *Mocsmail* link



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

