



**6<sup>th</sup> Grade ePortfolio**  
**Fast & Basic Website**  
**Grade Sheet & Step-By-Step Guide**  
 (75 pts.)

<b>Preparation</b>	
<b>Login &amp; View The Model Site:</b> Login to your Google Account.	
<b>Accessing the Project &amp; Online Training Website</b> Log onto "rlsbluedevelils.org" Then select "Class Collaboration", then "Erin Kurtz_ Element sOf Literature - Google Sites"	
<b>Explanation of the Training:</b> <b>First Segment – Create a Basic Grade Level “ePortfolio” Website:</b> Students will recreate a fast/basic Model Website that will contain a page for each of their classes. Students will learn how to add text, images and links to their pages. This site will act as an electronic portfolio for the students to post their class projects. <i>(For a greater understanding of what you will be creating, please view the Model Website).</i> Goal: Anyone who recreates this model site will have all the skills necessary to make a website.  <b>Second Segment – Adding Tabs &amp; Drop Down Menus .</b> Students will learn how to create tabs linking to the homepage of each class. Students will also be shown how to create drop down menus that will link to class projects.	
<b>1<sup>st</sup> Segment: Create A Basic Grade Level Website</b>	
<b>Step #1: Create A New Web Site</b> 1a. Explain “Sites” Home Page and navigation to students. 1b. Show/Explain Blank Templates and Professional Templates to students. 1c. Choose ‘Blank Template’. Enter Site Name:“YourName_6 <sup>th</sup> Grade ePortfolio”.Select Theme.Create! (5pts.)  <b>Helpful Hint:</b> What If I Want to Change My Sites Theme, Color, or Look After I Have Created It? No problem. If you just made the site, I would recommend you just delete it and start over. But if you have put some effort into the site, there are ways to change its look and feel, just go to "Manage site."	5 pts.
<b>Step #2: Creating a Web Page and Linking to Additional Pages</b> 2a. Open “YourName_6thGrade ePortfolio.” You are viewing your home page. Rename it “Welcome.” (5pt) 2b. Create eight more pages and title them: 1.”English,” 2.”History,” 3.”Science.” 4.”Math,” 5.”Spanish,” 6.”Elective” (please enter the name of Your elective), 7.”PE,” and 8.”World Wheel.” If there are other classes you have that are not mentioned here...please add them to your site. Links to each page shall appear in the left Navigation Bar. <i>(8 pages x 2 pts. per page = 16 pts.)</i> Remember to Save! <i>(Note: You cannot change the order of the class pages in the left navigation bar.)</i>	21 pts.
<b>Step #3: Deleting a Web Page</b> 3a. Create an extra page called “Junk,” and then delete it. You now know how to delete web pages. (2pts.)	2 pts.
<b>Step #4: Add Text &amp; Format</b> Open the “English” Home Page. 4a. Write a short sentence welcoming visitors to your ‘Home Page’ (view the Model). Format the text. (2pts.)	2 pts
<b>Step #5: Take A Photo With Your Chrome Book &amp; Insert It into Your Site</b> 5a. Take a photo of yourself with the “Camera” App. on your Chrome Book and save to “Downloads” or “Google Drive. (5pts.) Then Insert your photo onto your sites Welcome Page. Text Wrap the image and format the text. (5pts.)	10 pts.
<b>Step #6: Acquiring Images &amp; Inserting Images</b> 6a. Find a “School Book” image using Google Images and save to ‘Downloads’ or ‘Google Drive’. (5pts.) 6a1. Open your “English” web page. Insert the ‘Book’ image. Resize to ‘Small’ and text wrap. (5pts.)	10 pts.

<b>2<sup>nd</sup> Segment: Adding Tabs &amp; Drop Down Menus</b>	
<p><b>Step #7: Add Tabs For Each Class</b>            7a Create a functioning tab for 1."English," 2."History," 3."Science." 4."Math," 5."Spanish," 6."Elective" (please enter the name of Your elective), 7."PE," and 8."World Wheel." . " If there are other classes you have that are not mentioned here...please add a tab for them as well. (edit site layout) (8pts)</p> <p><b>Helpful Hint: Making the Tabs or Navigation Bar Invisible/Visible</b>            "Enter site layout." Select either the "Horizontal" or "Sidebar" tab. Notice it becomes visible or invisible.</p>	8 pts.
<p><b>Step #8: Linking a Class Project Page to the Class Home Page</b>  <i>In this step, we will create a webpage for a future English Project: the "Elements of Literature_Maroo of the Winter Cave" Project and link it to the English Home Page.</i>            8a. <u>Create Project Home Page:</u> View the "English" page. "Add a New Page." Title it, "Elements of Literature_Maroo of the Winter Cave" Select, "Put page under," (in this case it will say 'English')!! Click on "Create" &amp; "Save." This is the home page for this project. (2pts.)</p>	8 pts.
<p><b>Step #9: Add a Drop Down Menu</b>            9a. Create a drop down menu form the English tab to the "Elements of Literature - Maroo" Home Page. (5pts.)</p>	5 pts.
<b>Additional Useful Skills</b>	
<p><b>Helpful Hint: Creating Links</b>            Open the 'English Home Page.' Create a link from the word RLS to the RLS website.</p>	4 pts.
<b>At This Point, You Are Done Creating Your 6<sup>th</sup> Grade e Portfolio Website.</b>	