

Requirements for FYS Portfolio

Due date:

What's the purpose of an FYS portfolio?

A portfolio is a way to organize and display your accomplishments during college. You can show it to future professors, employers, etc. to let them know your strengths and how you've grown. For FYS, you will make a portfolio to show how you developed in each of the 5 PMC college competencies (*citizenship, collaboration, critical thinking, integration, and communication*).

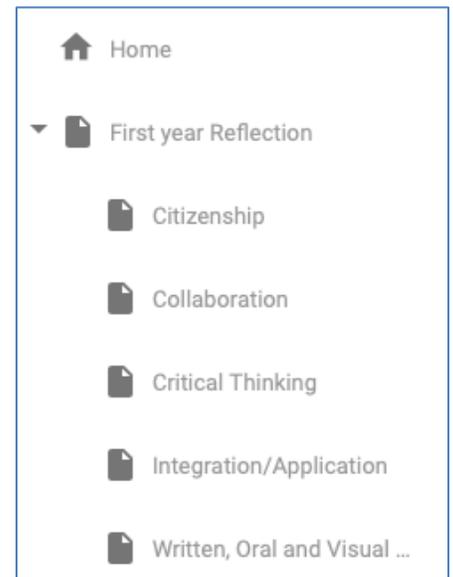
Requirements:

1. Your portfolio should be on Google Sites (sites.google.com)
2. You should have a "First Year Reflection" page and 5 sub-pages, like in the image to the right →
3. Add at least one other assignment from FYS to each sub-page to show how you developed that competency (skill).

Examples:

- Add your FYS group presentation to the "Collaboration" page, because you developed your ability to work in a team (collaboration) through those activities.
- Add a reflection or your "Who am I" presentation to the "Communication" page, because you developed your oral and written communication skills through these assignments.
- Add your reflection on your community service activity to the "Citizenship" folder, because you contributed to the community by volunteering your efforts.

4. Add at least one picture to your page.
5. In total, you should have at least 10 assignments. You may add assignments from other classes to each page, to show how you developed each competency.



How to Create your Online Portfolio

Note: This works best with **Chrome** or **Safari** (not Internet Explorer)



Step A: Put your assignments into Google Drive

1. Go to drive.google.com
2. Create a Google account if you don't already have one, then log in.

3. Click  → **Folder** to make a folder. Name the folder "FYS Portfolio".

4. Click  → **File Upload** to put your documents into the folder (or just drag files from your computer into the folder. If you use Google Docs to type assignments, you can find them and drag them into the folder as well.

Step B: Make a website to show your work with Google Sites

1. Go to sites.google.com and log in if needed.

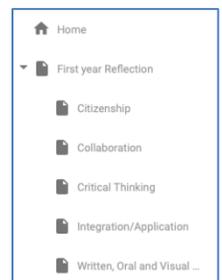
2. Click  to create a new site.

3. Click on  to give your website a name. Use your name as the title.

4. Add text and pictures to your homepage to introduce your writing portfolio:



5. Click on **PAGES** and  to make new pages in your website. Make pages according to the layout on the right. Repeat for second, third, and fourth year reflections.



6. To upload a document to a page from Google Drive, click on **INSERT** and click . Open the "FYS Portfolio" folder and choose an assignment to add. Then click **INSERT**.

7. Adjust the size and position of the assignment, then add more assignments.



Step C: Make your site “public” so professors or employers can view it

Follow these steps to make your portfolio public:

1. Go to drive.google.com
2. Right-click on your “FYS Portfolio” folder and choose "share."
3. On the bottom-right, click "Advanced".
4. Click "change" and make it "Public" so everyone has access.
5. Send the link to your professors.