CREATING YOUR HONORS E-PORTFOLIO
You must use a non-@mail.usf.edu to create your E-Portfolio. If you don’t have another gmail account, simply create a new one. Make sure that is the one you are logged on with once you go to https://sites.google.com.
The next step is to click on the CREATE button.
After CREATE, click on "Browse the gallery for more.." under the "Select a template to use" title.
Search for “USF Honors” in the Search bar
Please note: You do not have to use this template. It is simply a guide to help you with the creation of your E-Portfolio. Other templates are available for your use through Google Sites and you can customize your page any way you desire.
Click on Select for whichever template you choose.
Name your site

Enter the code

Type the code shown:

20180
Hit CREATE
DESIGNING YOUR HONORS E-PORTFOLIO
This is the general USF Honors template, if you choose to use this one. As you see, there is a generic “Home” page. Since this is just a template, use your Home page to introduce yourself and others to your page. Take a look at other Honors E-Portfolios if you are lacking inspiration. This page can include anything that is reflective of you, why you are here, what you want to do, and where you want to go. There is no exact formula for an E-Portfolio, so get creative!

In order to edit your page, you will begin by clicking on the pencil icon towards the right of the screen. This will open an editing screen for the content of your page.
You can see a toolbar pops up after you click on the pencil. Under “Insert”, you can choose “Image” to add pictures to your page. This is a great way to further customize your E-Portfolio!
The Honors template provides you with examples of pages that you can include on your E-Portfolio. They include About Me, Academics (with the sub-pages of Classes, International Experiences, Organizations, Projects/Papers, Research, Service, Study Abroad, and Term Papers), Contact Me, Multimedia, Personal (with the sub-page of Hobbies), and Professional (with the sub-page of Resume).

You can include all of these if you have information pertinent to these titles, however this is your page and all of the categories might not have any relevance to you. If you don’t have any information for these pages, you can click on “More” in the right hand corner and then select “Delete Page”. This will help get rid of any empty content on your page.

To add a new page, you would simply click on the paper with the plus sign on it next to the pencil in the upper right part of the screen.
Under the “More” option, there is also a “Manage Site” link. This is where you can further customize your e-Portfolio.

Themes, Colors and Fonts allows you to change the look of your site. Make your site reflective of your style! You do not have to stick with the general Honors templates. This is not only a professional, but a creative, online representation of yourself!
Make sure your permissions are set to Public! You can do this by clicking on the “Sharing and Permissions” link on the “Manage Site” page.
E-portfolios are meant to visually highlight student achievements and they may be accessed by external audiences. Therefore, we expect E-Portfolios to be accurate and content-rich. You may upload papers, assignments, projects, etc., that you are proud of. Pictures and videos are great... and definitely add your resume.

Once you have a URL for your site, email it to Mr. Mejias at mejias@honors.usf.edu so that we may feature it on our website.

If you have any question about setting up your E-Portfolio or editing it, please email Kelly Brabant at kellybrabant@usf.edu for further assistance.