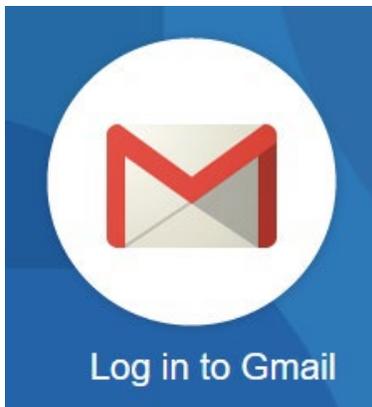




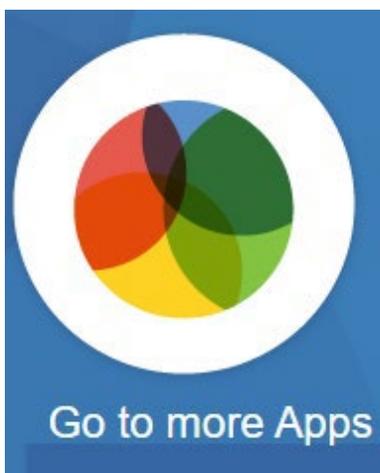
SPH Practicum Experience ePortfolio Instructions

Having trouble creating or sharing your ePortfolio? Check the troubleshooting tips after the instructions!

1. Go to <https://google.tamu.edu/>
 - a. Make sure you are logged into your TAMU Gmail account



2. Create a new folder for “**(Last Name)- Practicum Materials**” on your Google Drive. Upload your work plan, final report, deliverables, and presentation to this folder.
 - a. **IMPORTANT:** Share this folder with your Department Practicum Coordinator and Dr. Heather Clark (hrcclark@tamu.edu). If you do not share this folder, we will not have access to any of the materials on your ePortfolio for grading.
3. Navigate back to <https://google.tamu.edu/>
4. Select “Go to more Apps”





5. Scroll to “Texas A&M Sites” and click Login

Texas A&M Sites



Google Sites lets you easily create and share web pages, and link them to each other as a website. [Learn More.](#)

[Support](#) | [Accessibility](#) | [Terms of Use](#)

Log in

6. Click on “New Google Sites”

Sites

CREATE

My Sites in tamu.edu

Deleted Sites

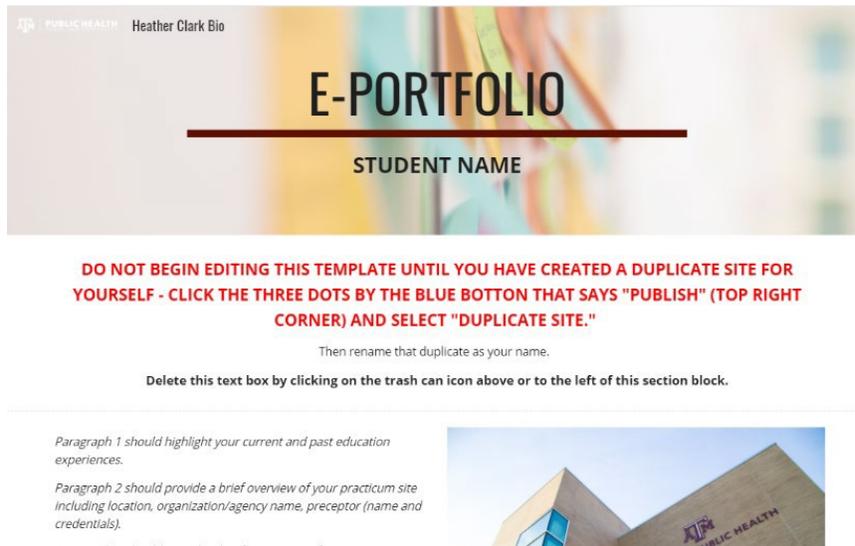
Browse Sites

New Google Sites 

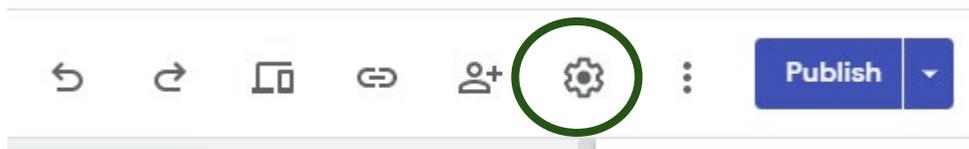
Classic Sites Manager

7. Search “OPHP Sample”

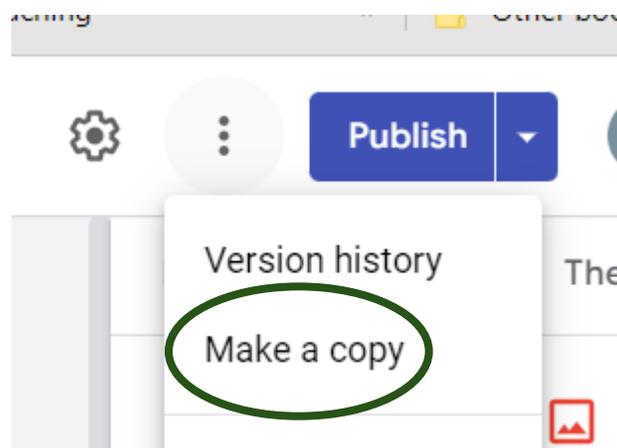
- a. If you are unable to find it though the search, access the template here:
https://sites.google.com/d/12412tGw3BhDsgE6ctXrBeVd-G0_btf61/p/1yOtM_kZLs1yEYREbHSHFNOWE8-vLMOxX/edit
- b. **DO NOT CHANGE OR USE THIS VERSION OF THE PAGE.** It is a template!



8. Click the three-dot icon near settings at the top of the page

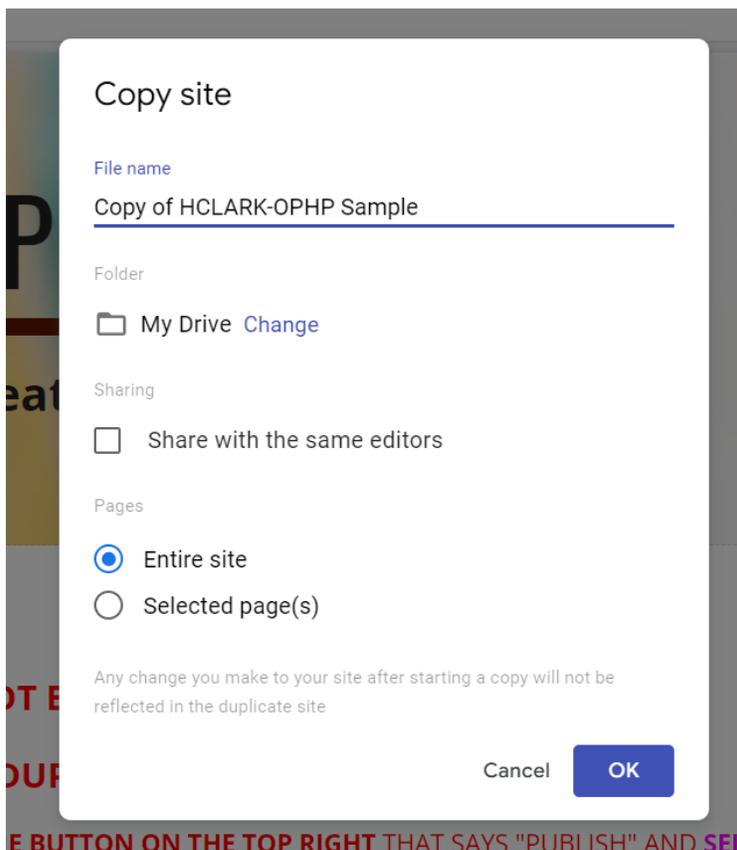


9. Select "Make a Copy"





10. Change the file name to “**LastFirst-eportfolio**” and click “OK”
 - a. For example – **ClarkHeather-eportfolio**



11. You now have your own copy to edit.
 - a. Fill out all the required information under the “Biography” portion of the page.
 - b. Upload your work plan, final report, final presentation, your deliverables, and your resume (optional) using the Drive Icon.
12. Once complete, select “Share with others” at the top of the page.
 - a. Share with your **Department Practicum Coordinator** and Dr. Clark (hrclark@tamu.edu).
 - b. Double check that both the folder containing your practicum materials on your Google Drive AND your ePortfolio are shared.



Technical Difficulties?

1. Make sure that you're also signed in to your TAMU account on Google on the browser window (if you're using Chrome). Sometimes you will sign in on the Drive page, but it'll still say you need access because your Chrome browser is linked to your personal email address.
2. For some reason, leaving some of the boxes that originally populate when you start the e-portfolio causes issues. If you delete all the boxes that say "you have restricted access" first, you can then upload your own documents.
3. If all else fails, send an inquiry to HealthTechCare@tamu.edu or do a live chat with IT via health-bomgar.tamu.edu (<https://health-bomgar.tamu.edu/>). To date, they have always been able to assist!

If you get all the way through Step 4 and still cannot access the site template, please email Carly Gafford (cbgafford@tamu.edu and/or publichealthpractice@tamu.edu).
