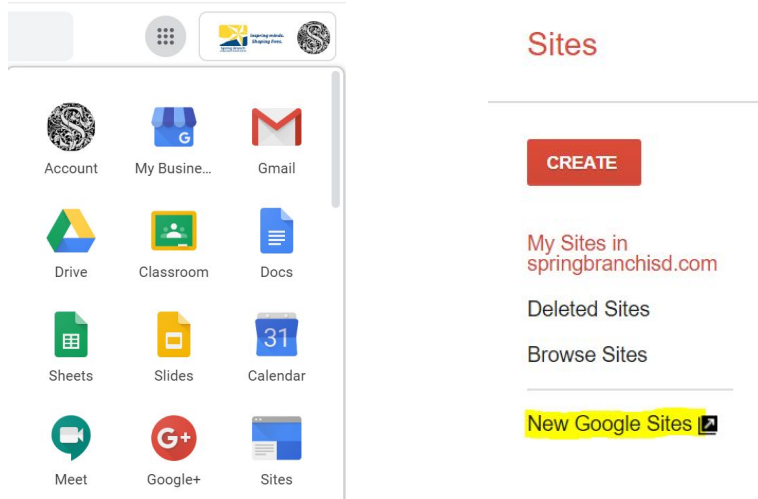
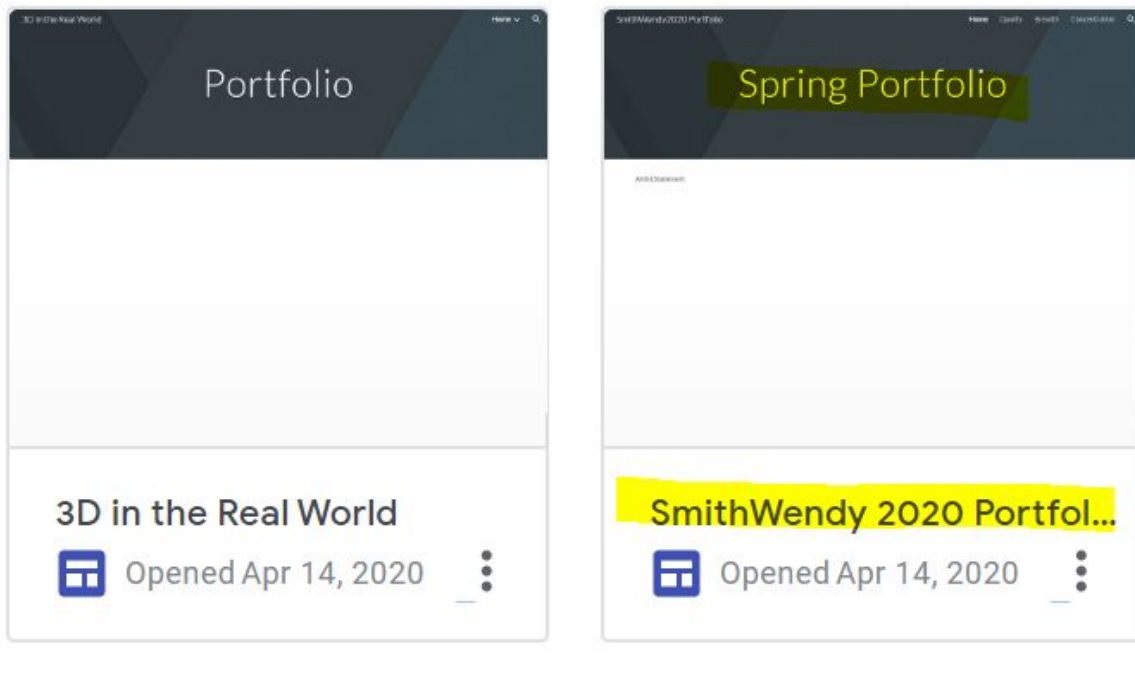


Go to your portfolio that you created (click the Sites icon then click New Google Sites).

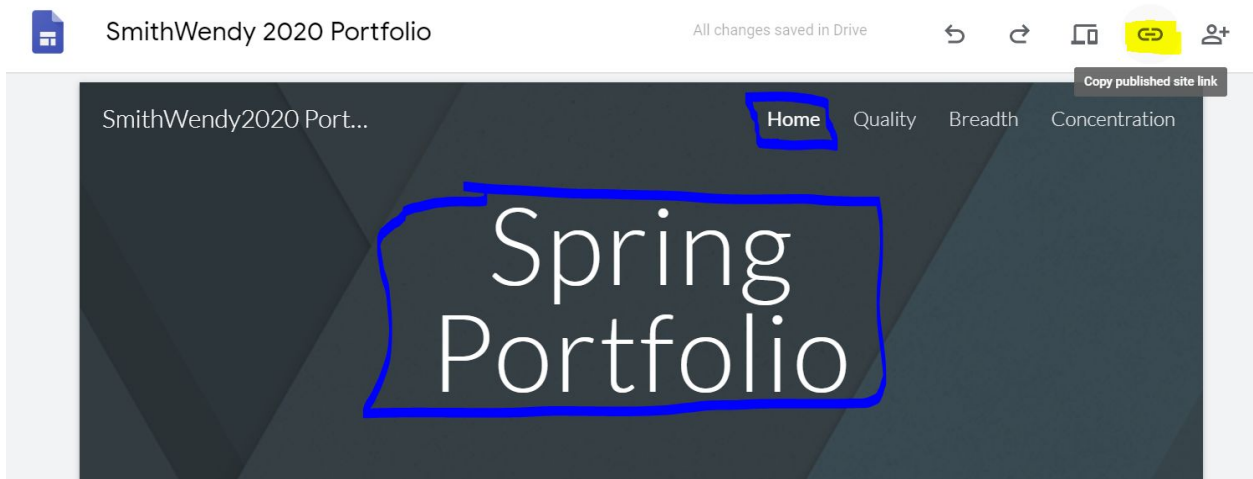


Click on your Spring Portfolio site.

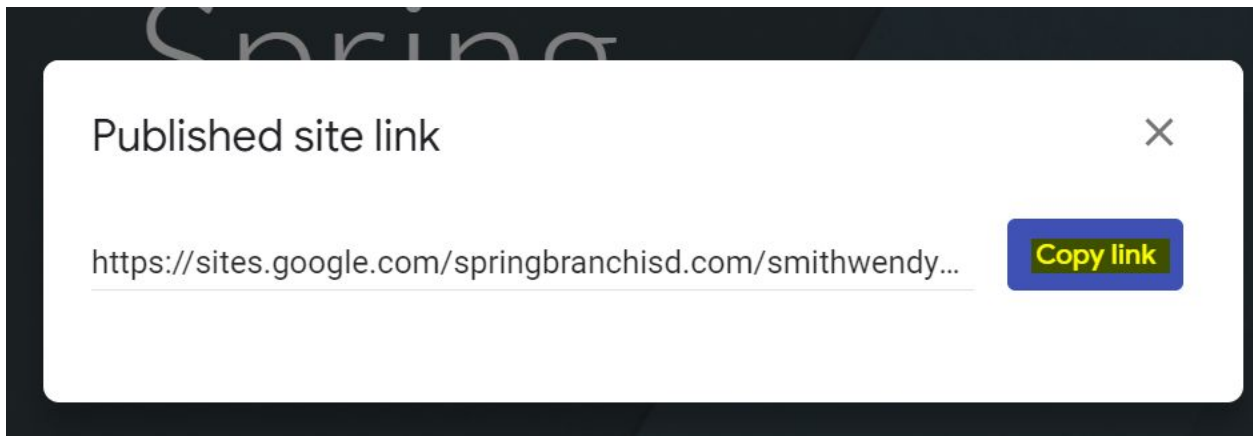
### Recent sites



Make sure you are on your HOME page that reads Spring Portfolio. Click the link icon (It's a chain link. Get it?).

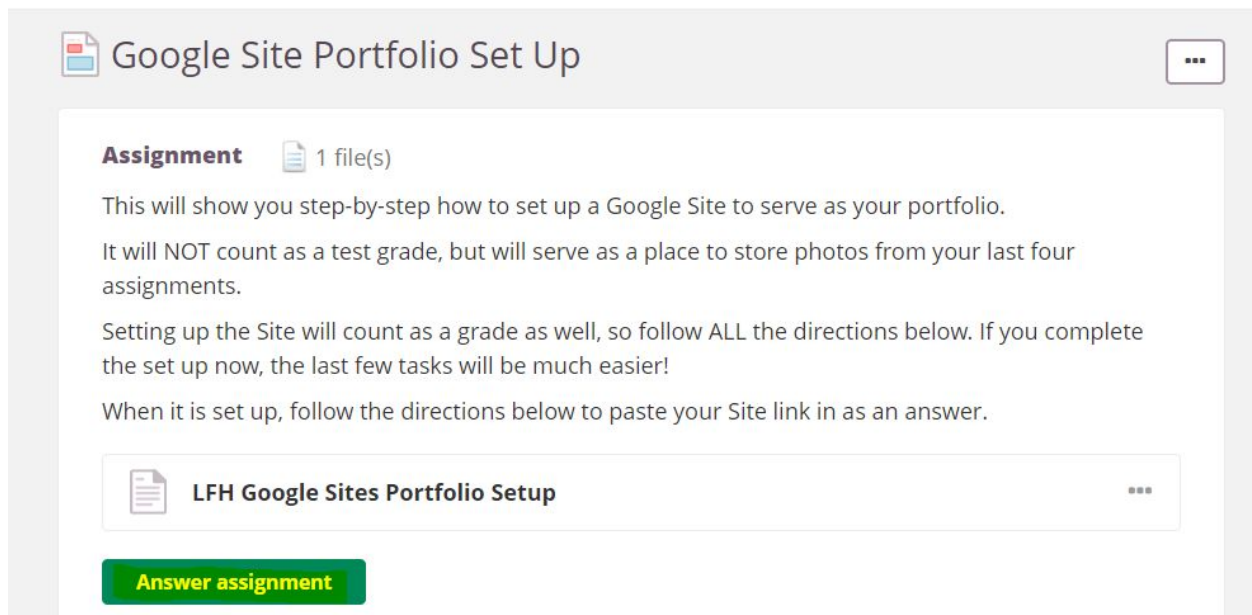


Click Copy link.



Go to the ItsLearning assignment.

On the assignment, click Answer assignment.



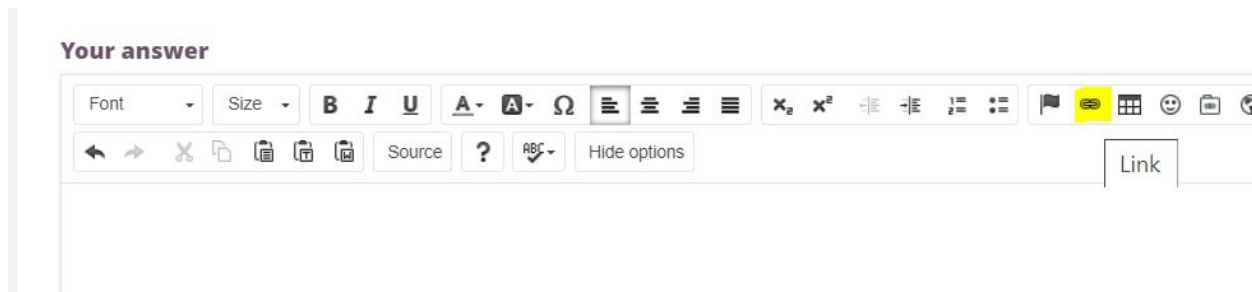
The screenshot shows a Google Classroom assignment interface. At the top, the title "Google Site Portfolio Set Up" is displayed with a document icon on the left and a three-dot menu icon on the right. Below the title, the word "Assignment" is followed by a document icon and the text "1 file(s)". The main body of the assignment contains three paragraphs of text: "This will show you step-by-step how to set up a Google Site to serve as your portfolio. It will NOT count as a test grade, but will serve as a place to store photos from your last four assignments. Setting up the Site will count as a grade as well, so follow ALL the directions below. If you complete the set up now, the last few tasks will be much easier! When it is set up, follow the directions below to paste your Site link in as an answer." Below the text, there is a file card for "LFH Google Sites Portfolio Setup" with a document icon on the left and a three-dot menu icon on the right. At the bottom of the assignment card, there is a green button with the text "Answer assignment".

Click More options on the Your answer box.



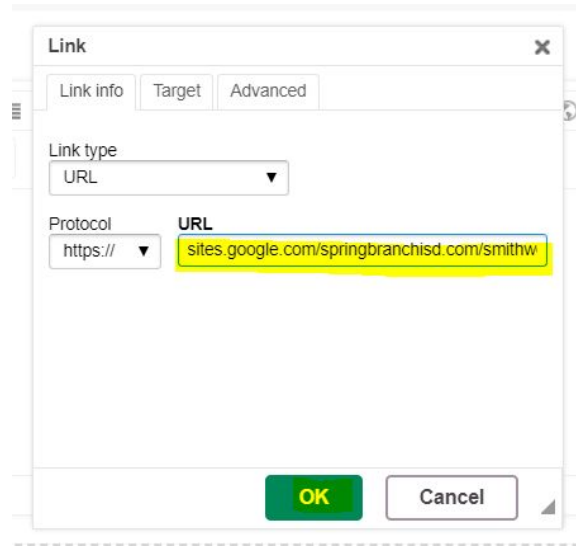
The screenshot shows the "Your answer" text box in Google Classroom. The text "Your answer" is at the top left. Below it is a toolbar with several options: "Font" and "Size" are dropdown menus; "B", "I", and "U" are bold, italic, and underline buttons; and "More options" is a yellow button. The text box is currently empty.

Click the Link icon. (again, it's a chain link)



The screenshot shows the "Your answer" text box with a more detailed toolbar. The text "Your answer" is at the top left. The toolbar includes: "Font" and "Size" dropdowns; "B", "I", "U" buttons; "A" (text color), "A" (background color), and "Ω" (insert link) buttons; a list of bullet points; "x<sub>2</sub>" and "x<sup>2</sup>" (math) buttons; "≡" (list), "≡" (list), "≡" (list), "≡" (list) buttons; a "Link" icon (a chain link) which is highlighted in yellow; a "Table" icon; a "Smiley" icon; a "Globe" icon; "Source", "?", and "ABC" buttons; and a "Hide options" button. A "Link" input field is visible on the right side of the toolbar.

CTRL+V to paste your link in the URL box. Click OK.



Link

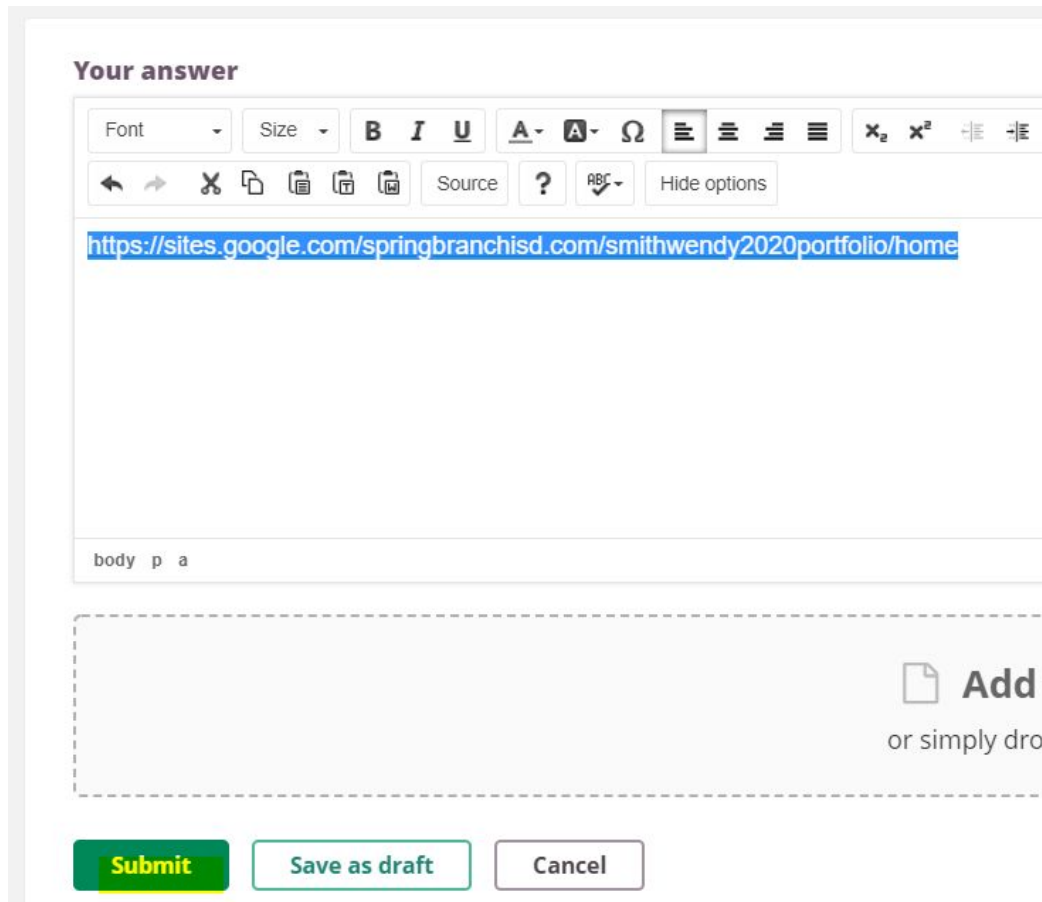
Link info Target Advanced

Link type  
URL

Protocol URL  
https:// sites.google.com/springbranchisd.com/smithw

OK Cancel

Your link should appear as an active link. Click Submit.



Your answer

Font Size B I U A- A+ Ω x<sub>2</sub> x<sup>2</sup>

Source ? ABC Hide options

<https://sites.google.com/springbranchisd.com/smithwendy2020portfolio/home>

body p a

**Add image**  
or simply drop

Submit Save as draft Cancel

After it processes the submission, your answer should have an active link in it. (underlined blue letters; if you hover over it, it will show the link)  
If you click it, you might get a broken link. Don't worry! As long as it's a link, I can open it easily!



The screenshot shows a submission interface for a Google Site Portfolio. At the top, there is a header with a document icon, the text "Google Site Portfolio Set Up", and a three-dot menu icon. Below the header, the submission status is displayed as "Your answer" followed by a blue box containing the text "NOT CORRECTED". The submission details include the text "Submitted: Tuesday, April 28, 2020 2:35 PM by" followed by a globe icon and the name "SMITH, WENDY". Below this, a blue underlined link is shown: <https://sites.google.com/springbranchisd.com/smithwendy2020portfolio/home>. At the bottom of the submission area, there are two buttons: a green "Edit" button and a blue "Delete" button.

If you have already submitted this without waiting for these directions, you will need to edit your answer and redo it this way.

If you cannot access your answer page for this, let me know!