SPH Practicum Experience ePortfolio Instructions

(NEW SITE SETTINGS)

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

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. *IMPORTANT* Share this folder with your Department Practicum Coordinator and Dr. Heather Clark hrclark@tamu.edu. If you do not share this folder we will not have access to your Practicum Materials on your ePortfolio for grading.

- Navigate back to https://google.tamu.edu/
- Select “Go to more Apps”

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

Updated 11.21.22 by H Clark
• Search “OPHP Sample”
• If you are unable to find it though the search, access the template here: https://sites.google.com/tamu.edu/heatherclarkbio/biography

• DO NOT CHANGE OR USE THIS VERSION.

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

• Select “Make a Copy”
• Change the file name to “LastFirst-eportfolio” and click “OK”
  ○ For example – ClarkHeather-eportfolio

Copy site

File name
Copy of HCLARK-OPHP Sample

Folder
☐ My Drive  Change

Sharing
☐ Share with the same editors

Pages
☐ Entire site
☐ Selected page(s)

Any change you make to your site after starting a copy will not be reflected in the duplicate site

Cancel  OK
• You now have your own copy to edit. Fill out all the required information under the “Biography” portion of the page and upload your work plan, final report, final presentation, your deliverables, and your resume (optional) using the Drive Icon.

• Once complete, select “Share with others” at the top of the page. Share with your Department Practicum Coordinator and Dr. Heather Clark hrclark@tamu.edu.

• Double check that both the folder containing your practicum materials on your Google Drive AND your ePortfolio are shared.