Using Google Docs to Create Student Digital Portfolios
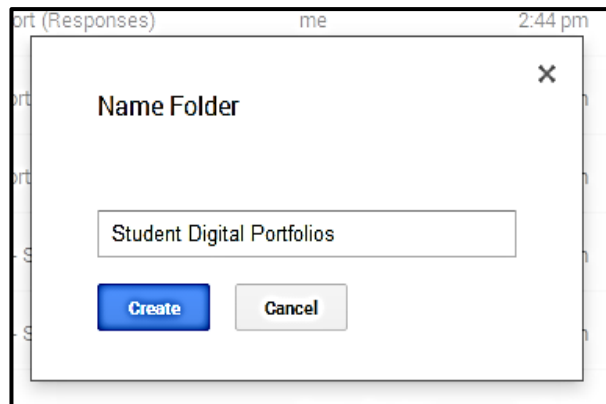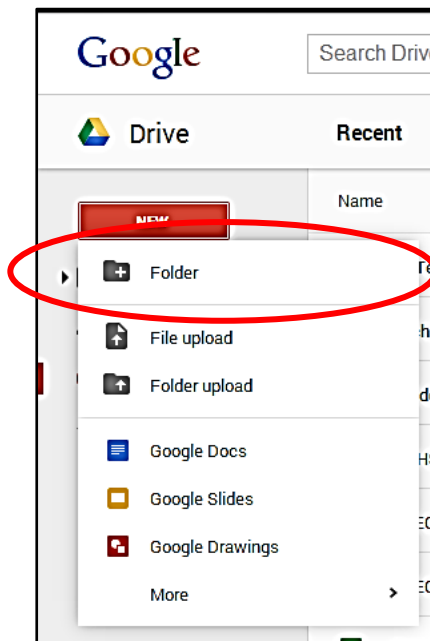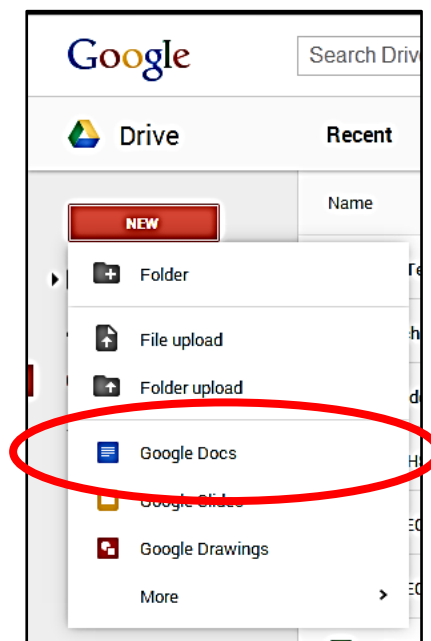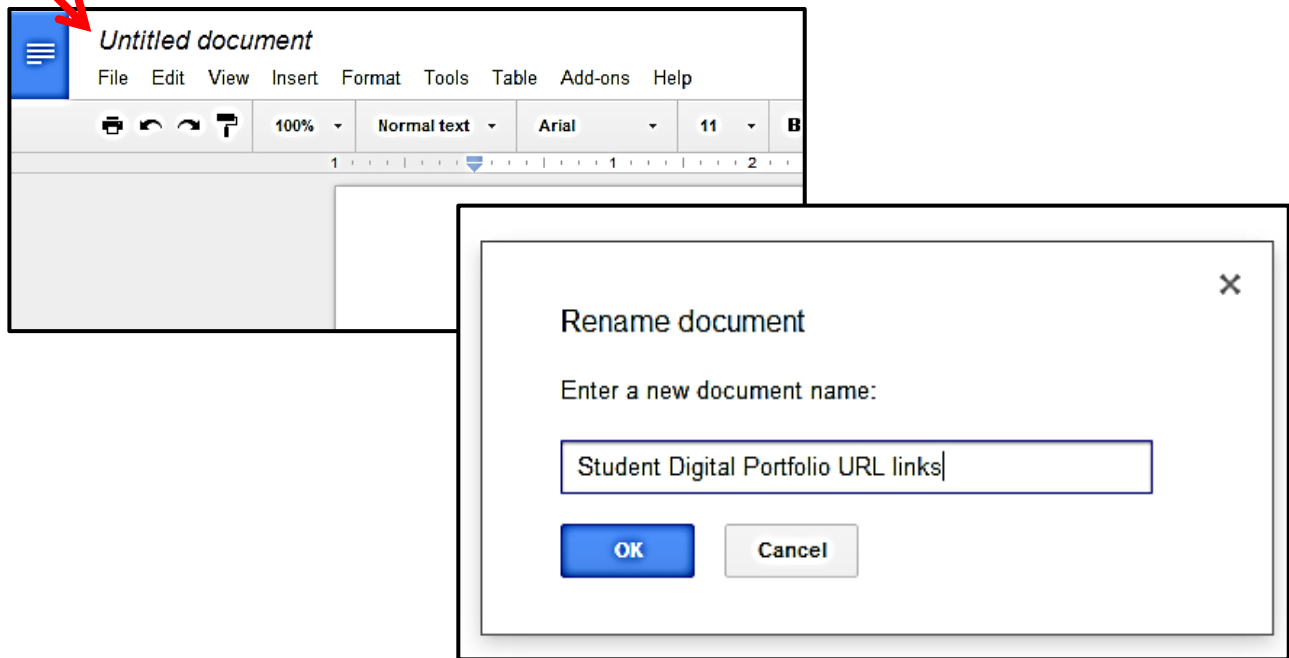
1) In your Drive, create a new folder and title it "Student Digital Portfolios." Hint: Your Drive may say "Create" instead of "New".
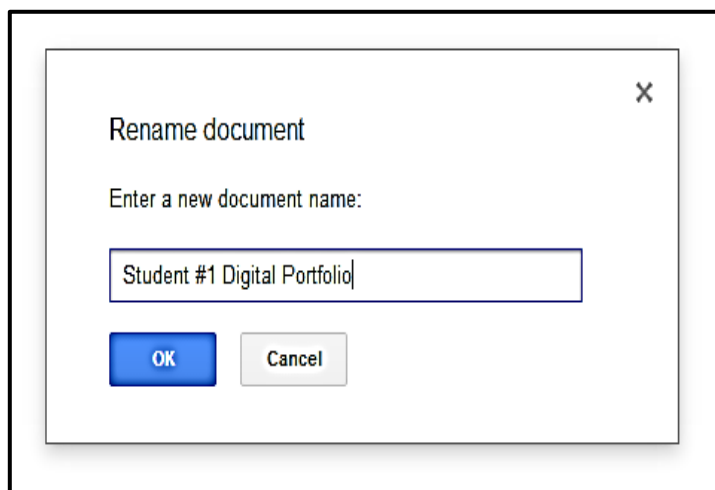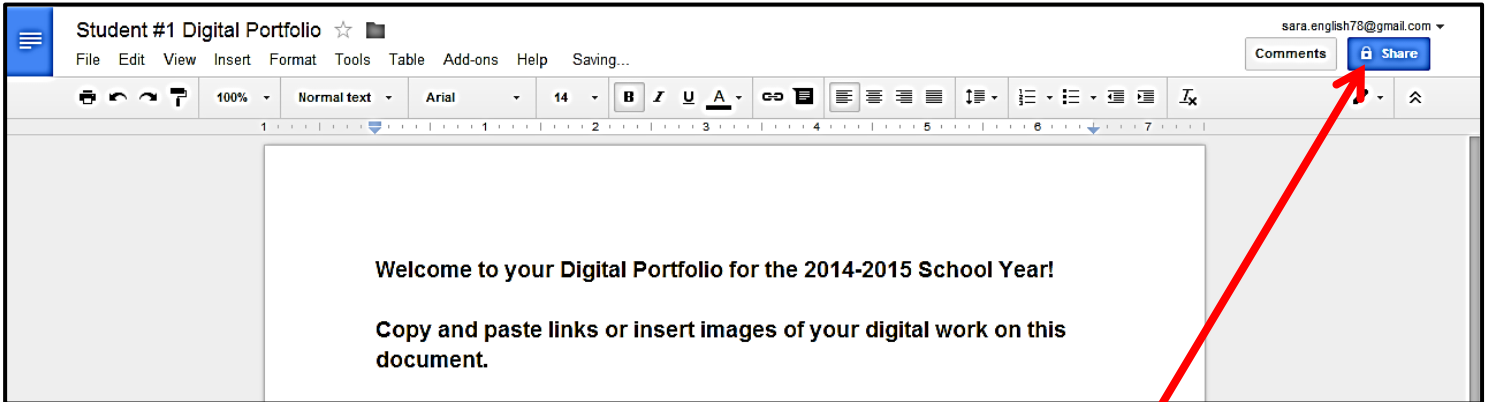

2) From Google Drive, create a new Google Doc.

3) From the upper left-hand corner of the new document, click once on the section labeled "Untitled Document." In the text box, title the new document with the "Student Digital Portfolio URL links." Keep this tab open, you will come back to it in step 14.

Untitled document

File   Edit   View   Insert   Format   Tools   Table   Add-ons   Help

100%   ▾   Normal text   ▾   Arial   ▾   11   ▾   B

Rename document

Enter a new document name:

Student Digital Portfolio URL links

OK   Cancel

4) Create another document and title it with the name of the first student for whom you will create a digital portfolio doc.

Rename document

Enter a new document name:

Student #1 Digital Portfolio

OK   Cancel

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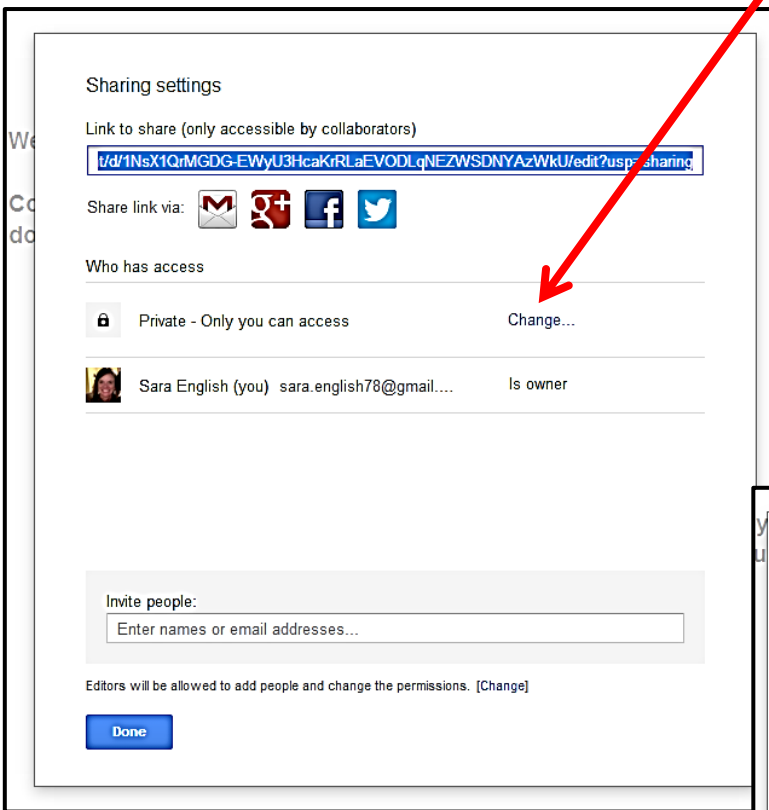
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5) Type in directions for the student on this document.

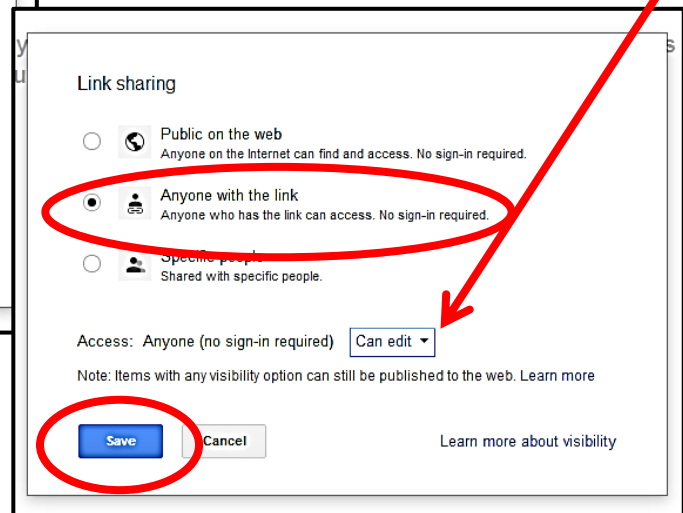6) Select "Share" in the upper right-hand corner of the document.
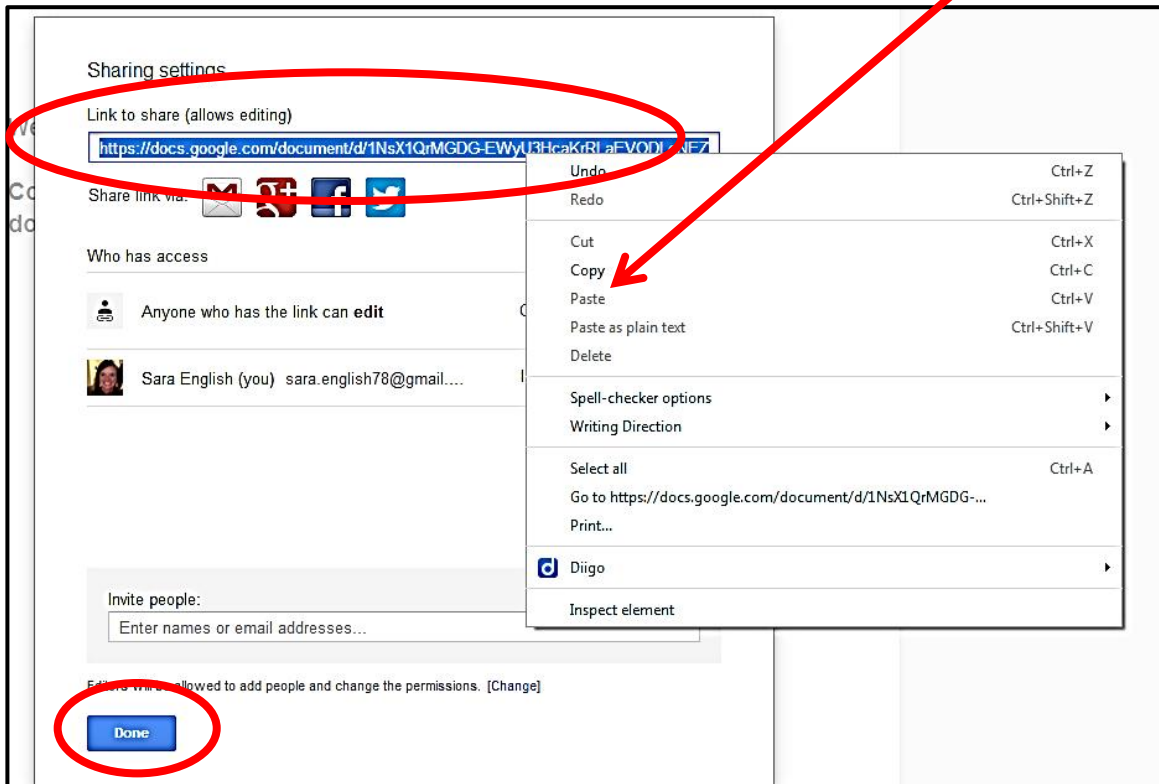
7) From the "Share" menu, select "Change."

Then select, "Anyone with the Link" button.

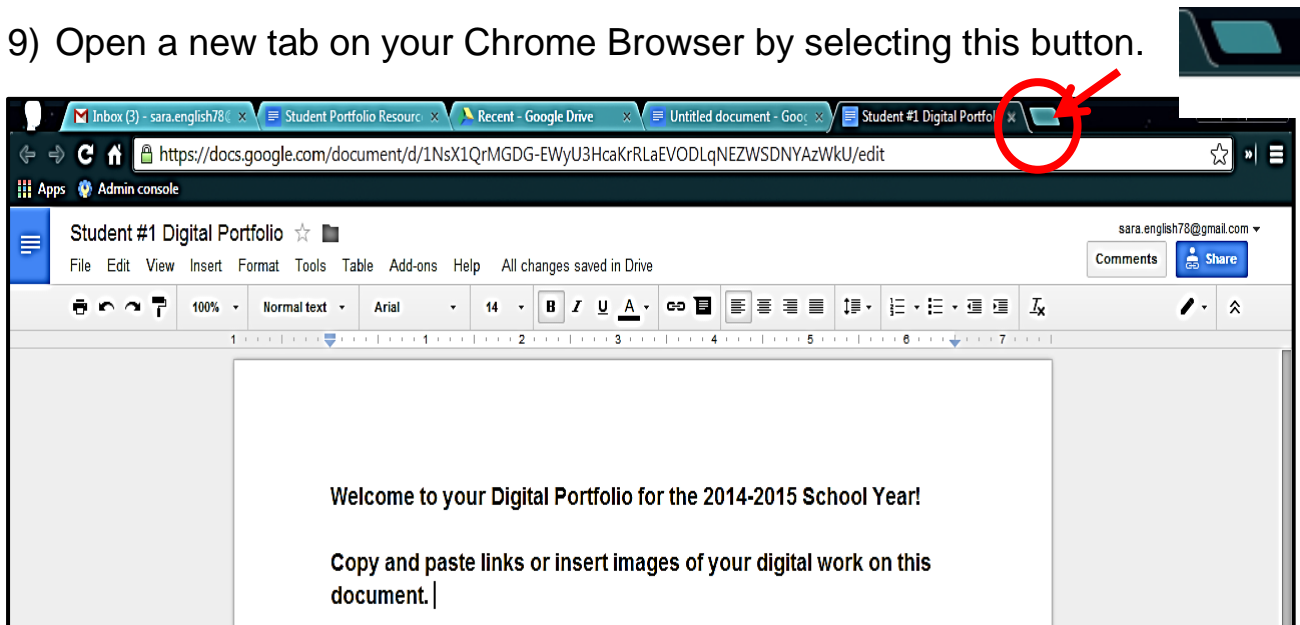From the Access options, click on the drop-down menu and select "Can Edit."

Select Save.

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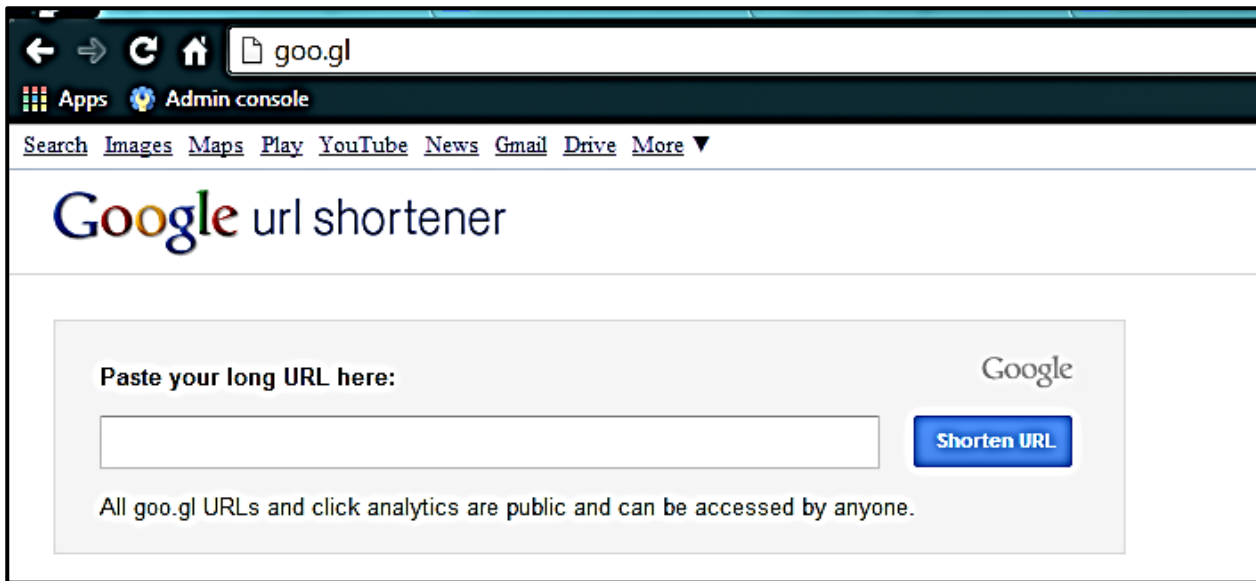
8) From the Share menu, copy the "Link to Share" by right clicking the mouse over the highlighted link. Select "Done."

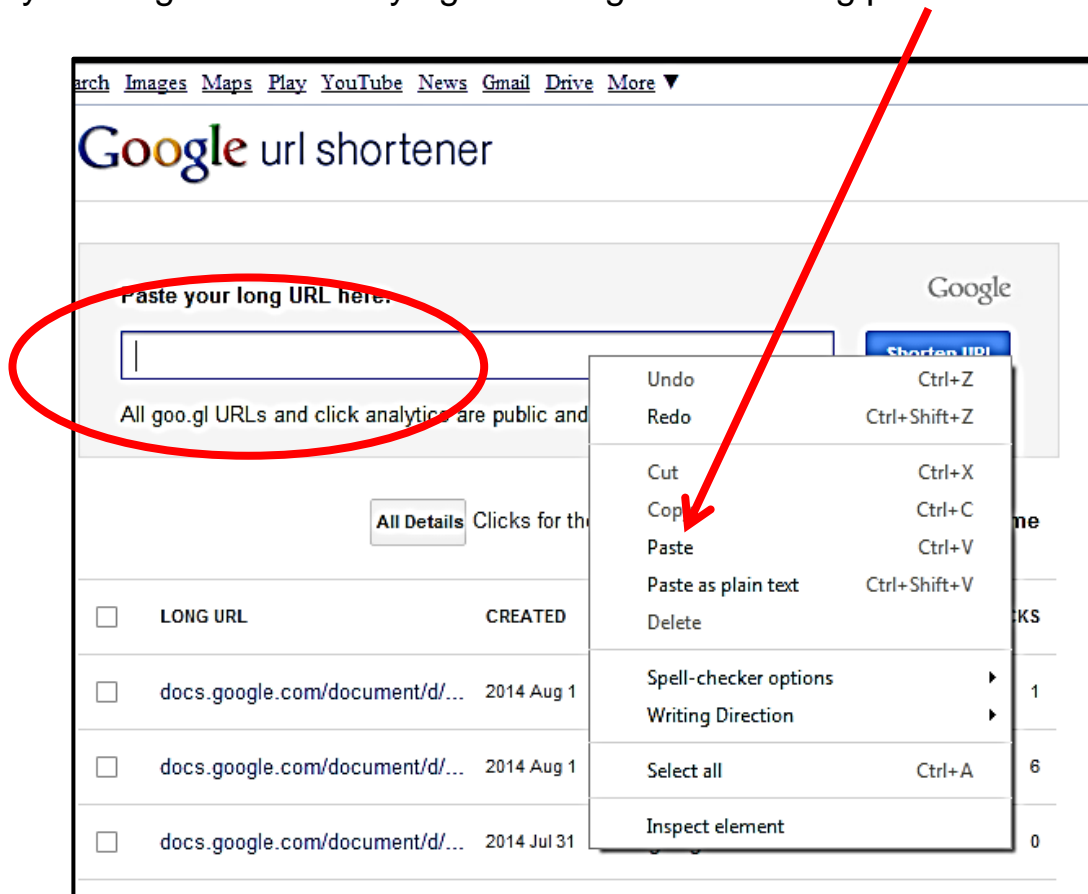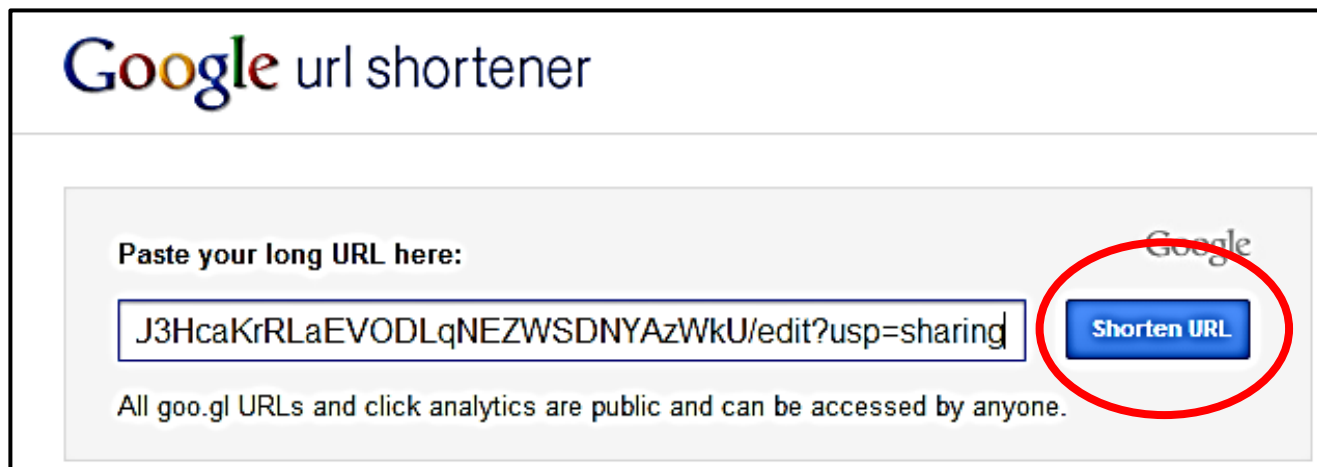9) Open a new tab on your Chrome Browser by selecting this button.

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10) In the new tab, type "goo.gl" in the address bar. This will take you to the Google url shortener tool.

11) Paste the "Share" link you copied in step 7 into the field that says "Paste your long URL here" by right-clicking and selecting paste.

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12) Select "Shorten URL".

13) The Google url shortener tool will generate a shortened URL, which will appear to the right of the paste field. Copy this URL by using the "CTRL+C" shortcut on the keyboard.
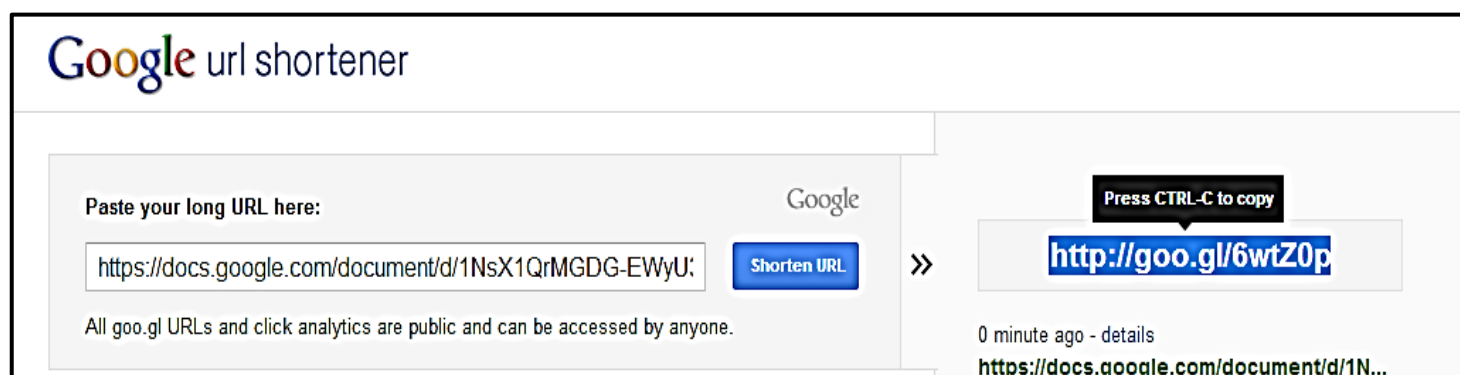

14) Paste this shortened url onto the "Student Digital Portfolio URL links" doc created in step 3. To past the link, use the "CTRL+V" keyboard shortcut on the keyboard. Hit Enter. Then, type the student's name above this shortened link.
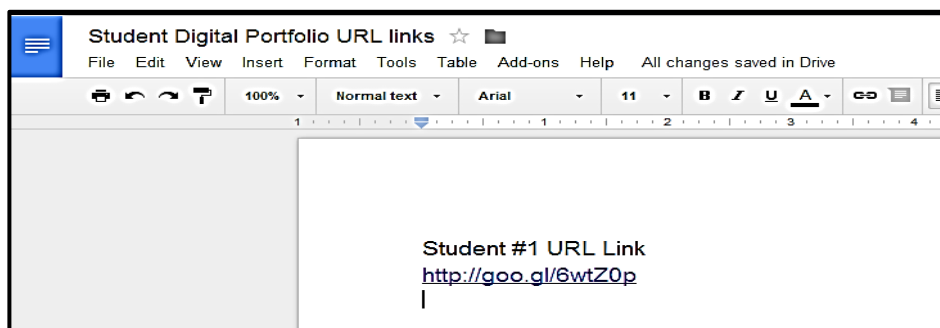
15) Go back to the browser tab on which the student digital portfolio page for Student #1 is found. From the File menu in the upper left-hand corner of the document toolbar, select "Make a Copy."
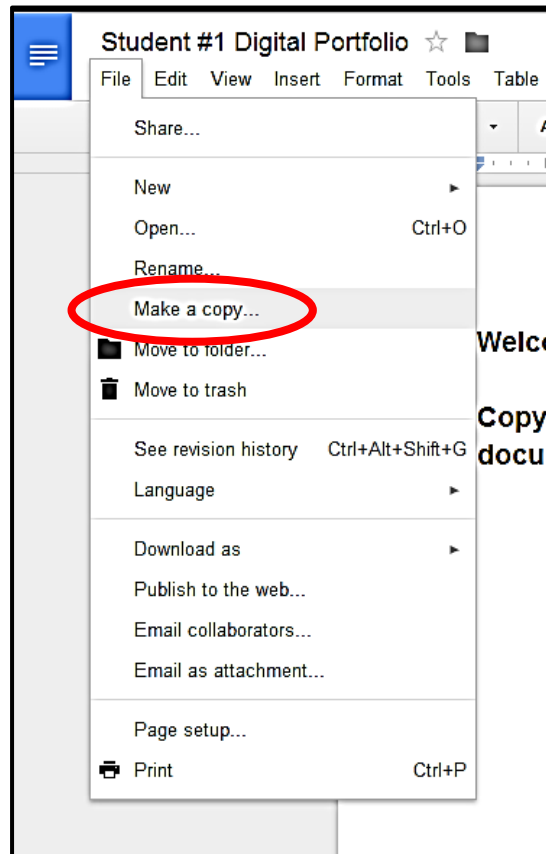

16) From the "Make a Copy" box that pops up, enter the name of the second student for which you will create a Digital Portfolio Doc and select "OK." A new Google Doc will be created and saved to your Drive for this second student.
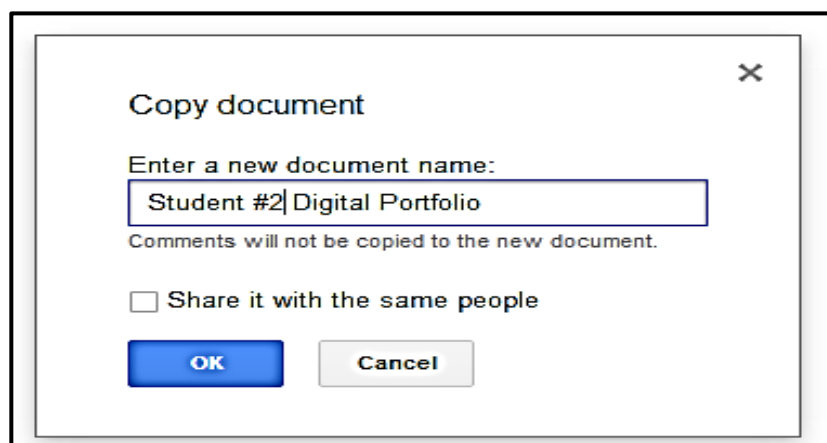
17) Repeat steps 6-16 for each student in your classroom.

18) From your Drive menu (go to drive.google.com), you can drag and drop the Digital Portfolio documents for each student into the folder you created in step #1.
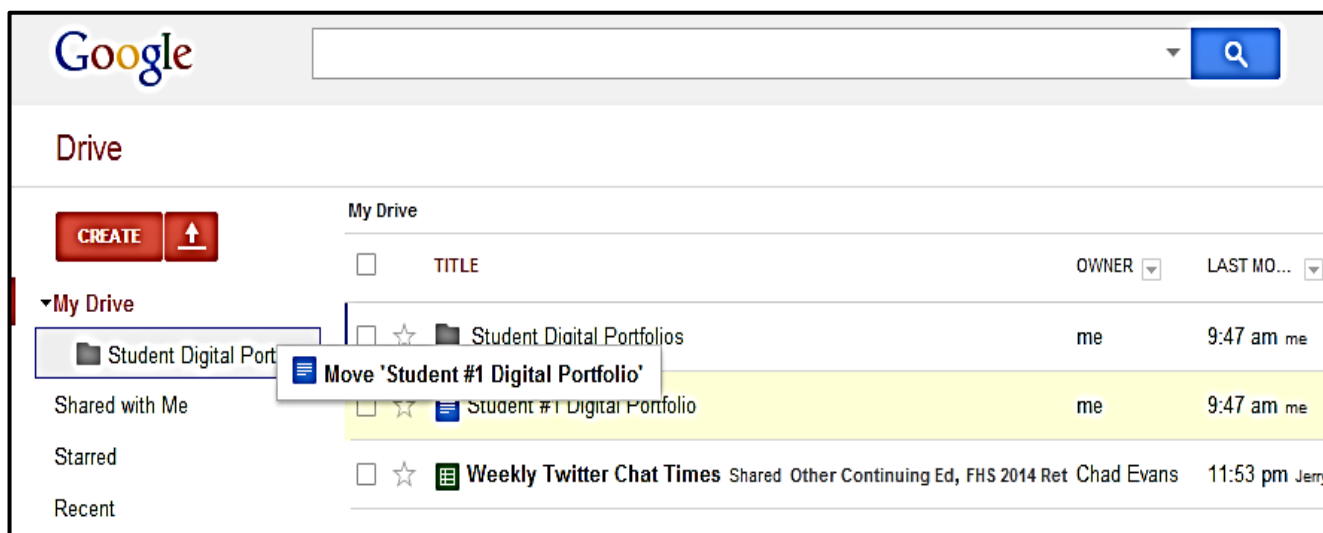
19) The shortened URL for each student can now be printed on an index card to share with the student. When he or she is ready to post a digital work product to his or her portfolio document, he can simply enter the shortened URL into the address bar of a web browser and:

- Insert Images of his or digital product(s)
- Insert Links to the URL for a digital product(s)
- Type reflections and/or explanations for each digital product that is entered onto the Digital Portfolio document.

NOTE: By using the public share settings, students will not need an email address to post their work to their personal Google Doc.

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