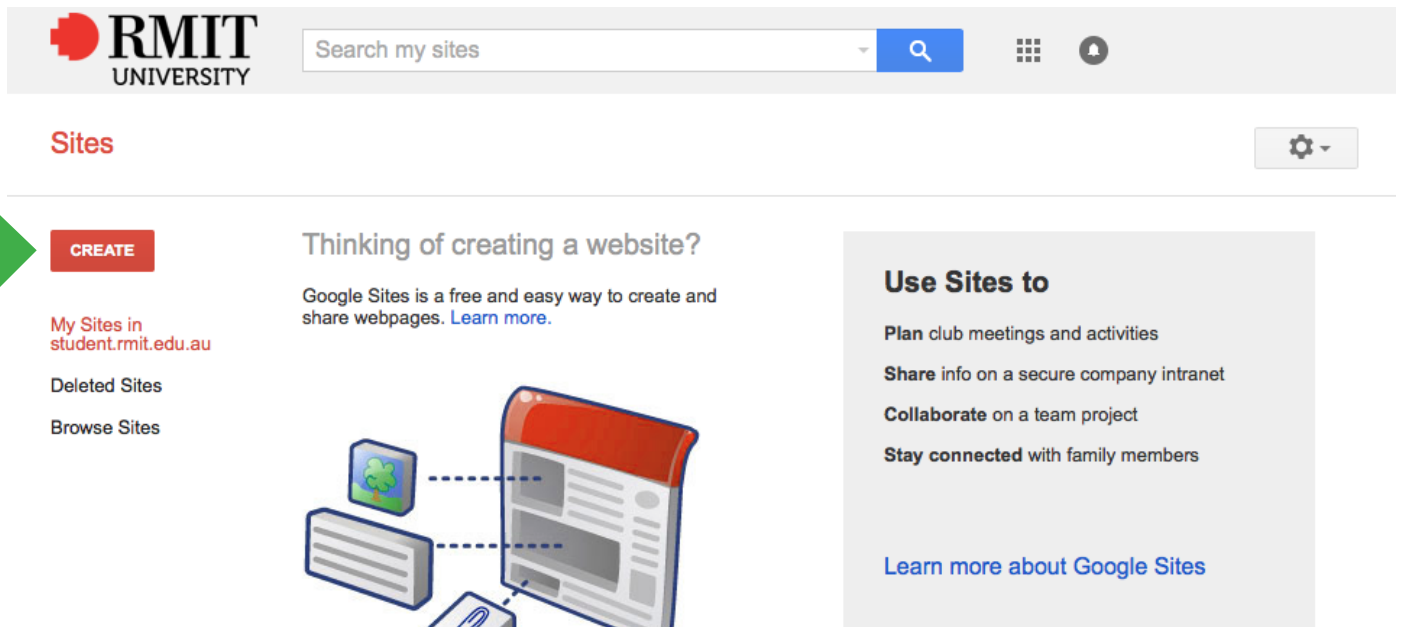


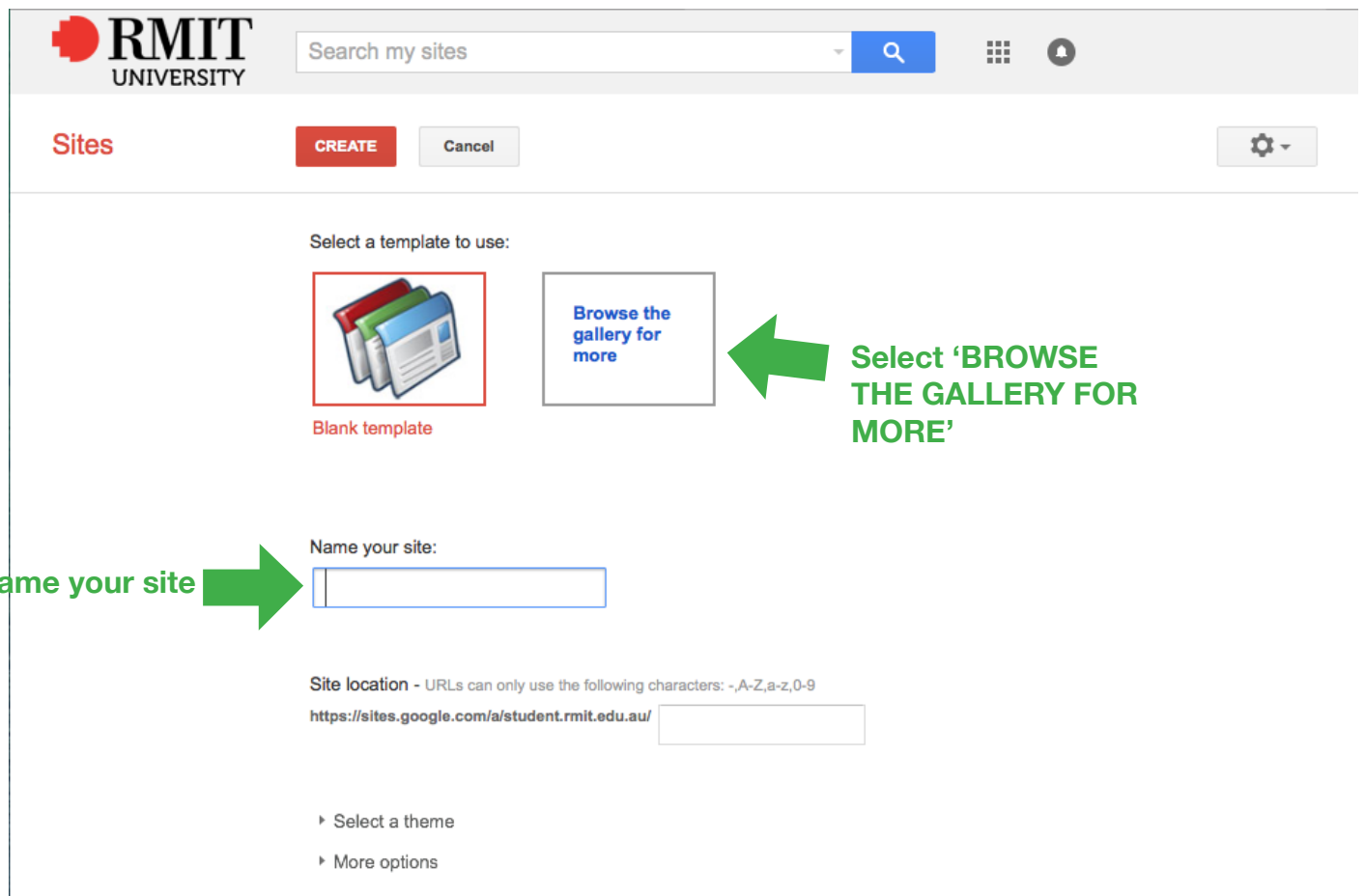
1. Log into Google sites: <https://sites.google.com/a/rmit.edu.au>

2. Select **CREATE** on left hand side.



The screenshot shows the Google Sites interface for RMIT University. At the top left is the RMIT UNIVERSITY logo. To its right is a search bar labeled "Search my sites" with a magnifying glass icon. Further right are icons for a grid and a notification bell. Below the header, the word "Sites" is displayed in red. On the left side, there is a vertical menu with a red "CREATE" button highlighted by a green arrow pointing from the left. Below the "CREATE" button are links for "My Sites in student.rmit.edu.au", "Deleted Sites", and "Browse Sites". The main content area features the heading "Thinking of creating a website?" followed by the text "Google Sites is a free and easy way to create and share webpages. [Learn more.](#)". Below this text is an illustration of a computer monitor displaying a website, with a small icon of a tree and a paperclip icon connected to it by dashed lines. To the right of the main content is a grey box titled "Use Sites to" containing a list of uses: "Plan club meetings and activities", "Share info on a secure company intranet", "Collaborate on a team project", and "Stay connected with family members". At the bottom of this box is a link: "Learn more about Google Sites".

3. Give your site a name then select **BROWSE THE GALLERY FOR MORE.**



The screenshot shows the Google Sites interface for RMIT University, now in the site creation process. The header is the same as in the previous screenshot. Below the header, the word "Sites" is displayed in red. To its right are a red "CREATE" button and a grey "Cancel" button. Further right is a settings gear icon. The main content area features the heading "Select a template to use:". Below this heading are two options: a "Blank template" represented by an icon of three overlapping documents, and a "Browse the gallery for more" button represented by a box with the text "Browse the gallery for more". A green arrow points from the right towards the "Browse the gallery for more" button. Below the template selection is a text input field labeled "Name your site:" with a green arrow pointing to it from the left. Below the name field is a section for "Site location" with the text "URLs can only use the following characters: -,A-Z,a-z,0-9" and a pre-filled URL "https://sites.google.com/a/student.rmit.edu.au/" followed by an empty text input field. At the bottom of the page are two expandable menu items: "Select a theme" and "More options".

4. Find the **EQ Workbook** template in the list or do a search in the search panel.

RMIT UNIVERSITY

Search my sites

Sites

CREATE Cancel

Select a template to use:

Browse the gallery for more

Select a Site Template

student.rmit.edu.au

Search gadgets

Public

- Featured
- Business collaboration
- Activities & events
- Schools & education
- Clubs & organizations
- Personal & family
- Government & non-profits

Policy

Language

English (US)

Inclusive Teaching at RMIT
A site for resources related to Inclusive Teaching at RMIT.

RMIT_Archi&Design_General
For internal use by RMIT School of Architecture and Design. Please contact Ke...

Flipped classroom template
This template has been designed as a model for teaching staff to use to desig...

Ecological and Aboriginal understandings of country a reflective journal
This site accompanies the resource made for the course Ecological and Aborigi...

Bookkeeping Makes Cent\$ Student Workbook
This workbook accompanies the eBook 'Bookkeeping makes cents\$', it ho...

PD Reflective Journal
This reflective journal was designed for use by teaching staff attending a se...

Select Cancel

Search for 'EQ learning portfolio' template

5. Once you find the correct template choose **SELECT**.



Select a Site Template

student.rmit.edu.au

EQ



Public

Featured

Business collaboration

Activities & events

Schools & education

Clubs & organizations

Personal & family

Government & non-profits

Policy

Language

English (US) ▾



EQ Learning Portfolio

This learning portfolio template is used in conjunction with the Business Ski...

1

Choose the correct template then 'SELECT'

2

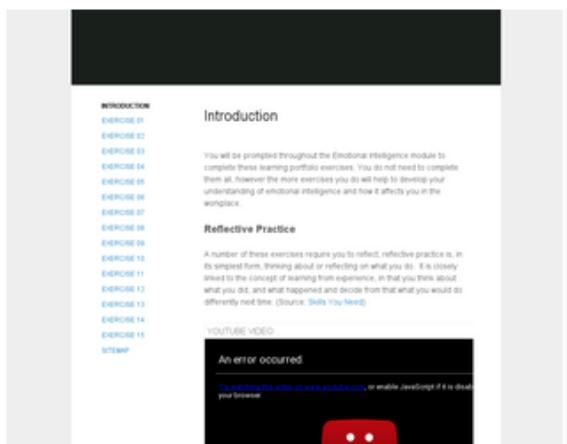
Select

Cancel

6. Press **SELECT** to confirm.



Select a Site Template



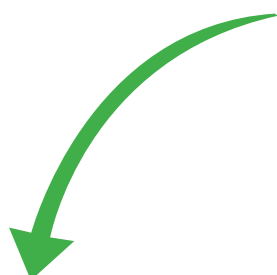
EQ Learning Portfolio

By Lisa Curran

This learning portfolio template is used in conjunction with the Business Skills module "Emotional Intelligence". You only need to copy this template once and then use to complete your activities. There are how to use this Learning Portfolio instructions on the first page.

Gadget from template directory

'SELECT'
to confirm the
template



Select

Cancel

« Back to Gallery

6. Press **CREATE** to use the template as your site.

Select **CREATE** to use the template as your own.

RMIT UNIVERSITY

Search my sites

CREATE Cancel

Sites

Settings

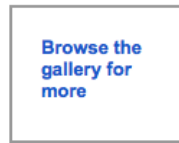
Select a template to use:



Blank template



EQ Learning Portfolio



Name your site:

myeqportfolio

Site location - URLs can only use the following characters: -,A-Z,a-z,0-9

https://sites.google.com/a/student.rmit.edu.au/myeqportfolio

- Select a theme
- More options