

## DIRECTIONS TO CREATE YOUR PORTFOLIO

- Students need a Gmail account. Students 13+ years old may open their own account. Younger students need a parent to give their student access to a Gmail account.
- Log in to your Gmail account. You will see your name and some icons on the top right.
- Look for the icon for Apps (it's 9 little boxes) next to the bell icon on the top right and click on it.
- A box of App options will appear. Click on the triangle for Drive.
- Click on the box on the top left titled "CREATE." A box of options will appear. Then click "Folder."
- Title your new folder "IB PORTFOLIO" and click create on the bottom left box.
- Click on your new folder and you will see "My drive: IB PORTFOLIO" at the top left. Above that you will see a picture of a folder with a plus (+) sign on it. Click on the folder picture.
- Title your folder "LANGUAGE and LITERATURE (ELA). Click create.
- Click on the folder with a plus (+) sign again and create another folder titled MATHEMATICS. Click create.
- Click on the folder with a plus (+) sign again and create another folder titled SCIENCES. Click create.
- Click on the folder with a plus (+) sign again and create another folder titled LANGUAGE ACQUISITION (French/Spanish). Click create.
- Click on the folder with a plus (+) sign again and create another folder titled INDIVIDUALS AND SOCIETIES (Social Studies/Humanities). Click create.
- Click on the folder with a plus (+) sign again and create another folder titled ARTS. Click create.
- Click on the folder with a plus (+) sign again and create another folder titled PHYSICAL AND HEALTH EDUCATION. Click create.
- Click on the folder with a plus (+) sign again and create another folder titled DESIGN (Technology). Click create.
- Click on the folder with a plus (+) sign again and create another folder titled ACTION AND SERVICE. Click create.
- Share your portfolio with [suttonmiddleschoolib@gmail.com](mailto:suttonmiddleschoolib@gmail.com)