

# Chapter 3

## Your professional ePortfolio

### Annex 3 - Excuse Sharing Your Google Site

In general, your site is not public (that means accessible) until you publish it by clicking on the button “Publish”.

To use documents from you Google Drive you need to make it a shareable folder by giving viewing access by selecting “On - Anyone with the link can view”. Otherwise if you publish your Google site later viewers need to request access each time they want to view your ePortfolio.

**For sharing your Google site you need to decide on one of the two options:**

1. Anyone in the web can view your site. This means it can be found by anyone - also search engines - and your personal data are public.
2. Only people you share the link to your Google site can view your ePortfolio. We would advice to go for this option to keep your data basically protected. However, mind that Google still collects data and therefore with pressing the button “publish” you still share a reasonable number of data with Google (and hence also with Google related services).

**How to manage your publishing options:**

To make your ePortfolio accessible you need to publish it. Click on the button “Publish”, choose as customized web address and now click on “Manage” in the section “Who can view my site”. Here you can enter who should have access to your side and in the bottom what they can do if they received the link to your site. Please tick your options with care, rather prefer a more restricted access. So click on restricted.

Visit your site’s web address to make sure it is published correctly.

**License note:** If not stated otherwise this document is for free use under the Creative Commons Attribution-ShareAlike: distribute of derivative works only under a license identical (“not more restrictive”) to the license that governs the original work (CC BY-SA 4.0). To view a copy of this license, visit <http://creativecommons.org/licenses/by-sa/4.0/>. Logos are excluded from free licensing.

**Disclaimer:** This project has been funded with support from the European Commission. The European Commission’s support for the production of this document does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.