

**UW Bothell Education Program
Master of Education Degree**

Creating an Electronic Completion Dossier

Google sites offers an electronic format that is stable, secure, and a better option than individual CDs. Education Program faculty have created a Google document template that can be used to construct and complete a dossier on Google sites:

1. Activate Google Apps through your MyUW Account
 - i. Directions are provided at: <http://www.uwb.edu/learningtech/help/how-to/eportfolios/student-tutorial/getting-started>
 - ii. If you have already activated Google through MyUW skip to step #2.
2. Log onto Google through UWB (easiest access is via: <http://gmail.uw.edu/>)
 - i. Select “Sites” from the black menu bar across the top of the page
 - ii. Choose “Browse Sites” from the left hand menu
 - iii. Select “education” from the categories of sites
 - iv. The Completion Dossier Template is titled: “UW Bothell Med Completion Dossier” or [Dossier Template](#). Open the Completion Dossier Template by clicking on the title.
3. Once you have opened the template you can create your own copy by clicking the blue “Use Template” button at the top right side of the page.
 - i. On the next page:
 1. Select “Med Completion Dossier” as the template to use.
 2. Name your template in the “Name your site” box
 3. Give your site an address in the “Site location” box
 4. Personalize the look of your dossier site by selecting from the themes provided.
4. After you have created your own Completion Dossier site, you can start adding content to your dossier.
 - i. Four academic products from your coursework
 - ii. One application of knowledge product.
 - iii. An introduction
 - iv. A reflection
5. “Share” your site with your academic advisor and second reader, with “Can View” access. Be sure to indicate that you want those people notified via e-mail.
6. “Share” your site with the UW Bothell Education Program shared UWNNetID with ‘Owner’ access the site. This shared UWNNetID is: uwbmed12@uw.edu
7. After your dossier has met the program requirements as determined by your first and second readers, create a copy of the dossier site with a new name for you own use.
 - i. In the drop down menu titled “More” select “Manage Site”
 - ii. From the “Manage Site” page select the “Copy this site” box
 1. Create a new site name and do not copy site members
8. The UW Bothell Education Program will remove all other users from the original site and archive it for program review purposes. You may retain the copy you made (step 7, above) for your reference.

During the 2011-2012 year, students may use alternative electronic formats and save their Completion Dossiers onto CD/DVDs.