BUILD YOUR PORTFOLIO

Portfolio Creator — Student Instructions

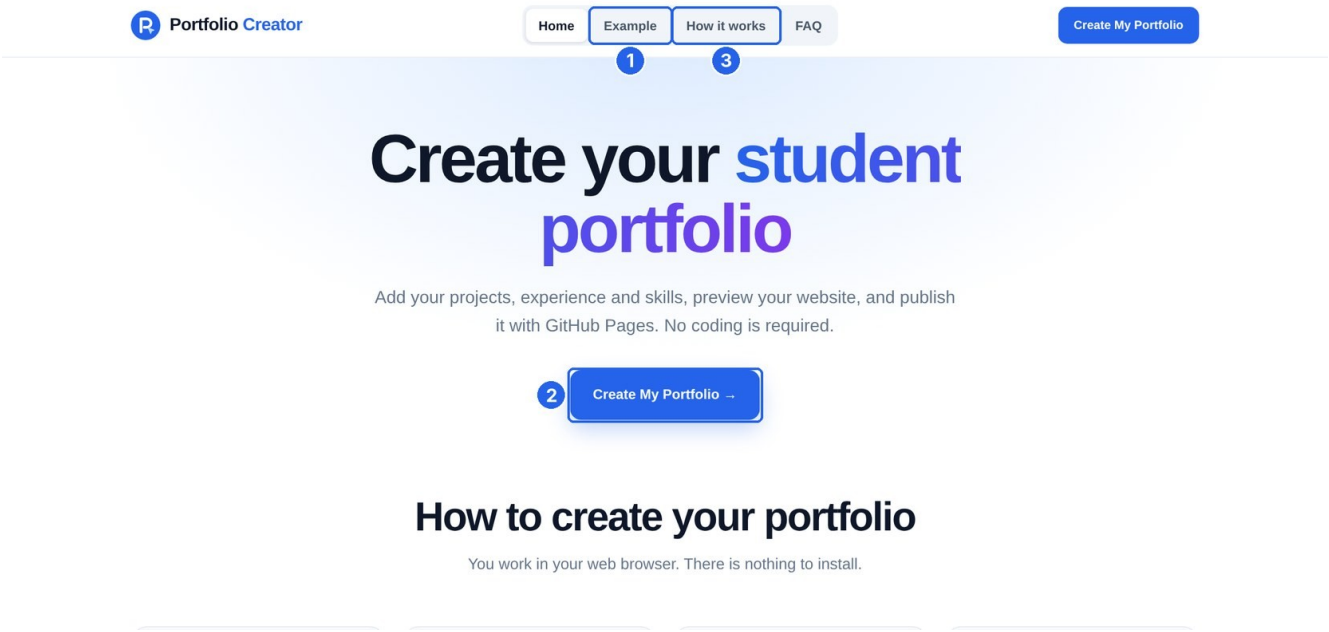
Create a professional portfolio without coding and publish it as your own public website.

THE PROCESS Portfolio Creator → View Example → Create & Edit → Preview → Export index.html → Check the file name is exactly index.html → Create GitHub repository → Upload index.html → Enable GitHub Pages → Copy your personal portfolio URL.

PORTFOLIO CREATOR | STUDENT INSTRUCTIONS

1. Explore Portfolio Creator

Open the Portfolio Creator link provided by your instructor. The site is designed to help you build a portfolio without editing code.



1 = Example (a finished sample portfolio) • 2 = Create My Portfolio • 3 = How it works

1. View Example

Not sure what your portfolio should look like? Select Example in the top menu to see a completed sample in all three designs (Professional, Editorial and Modern Dark). Use it as a reference for layout, sections, professional links, and project presentation.

2. Create My Portfolio

Select Create My Portfolio when you are ready to begin your own portfolio.

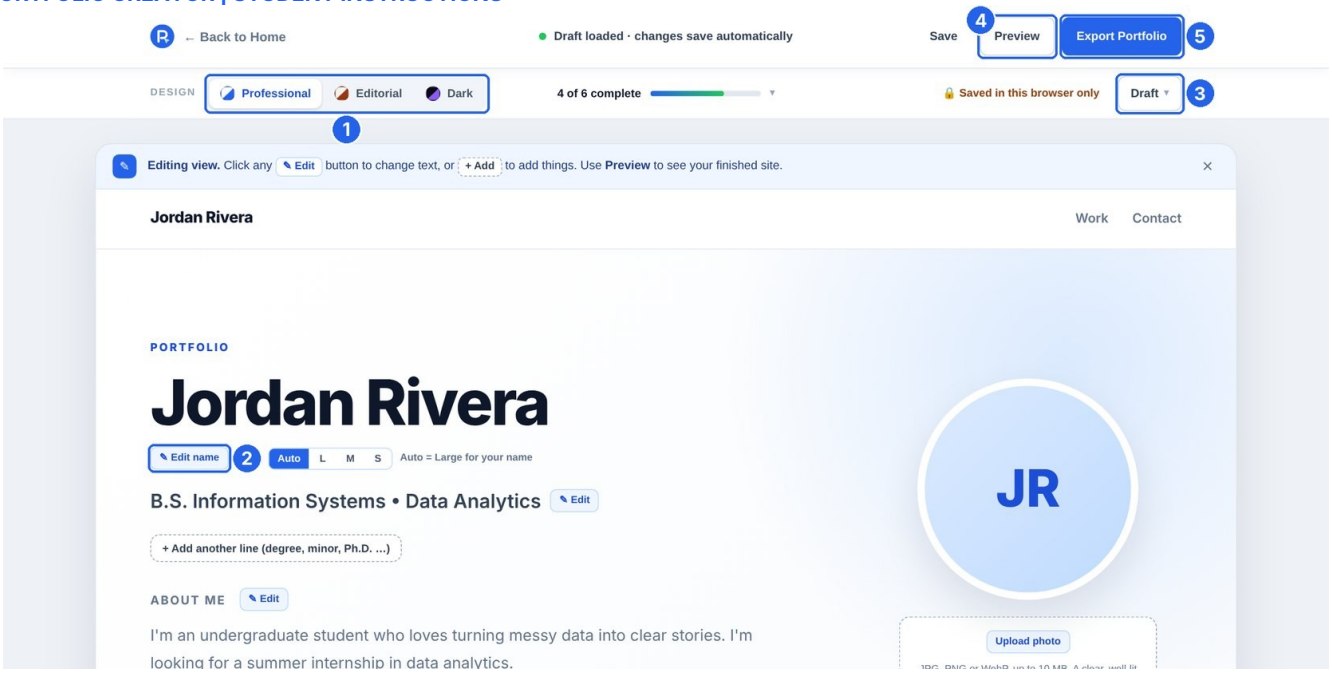
3. Add your content

First choose a design at the top: Professional, Editorial or Modern Dark (you can switch at any time). Then click ✎ **Edit** next to any part of the page to change it, and **+ Add** to add your Resume, LinkedIn, GitHub and email links, projects, experience, education, skills, certifications or your own sections. Under your title you can add extra lines, such as a minor, a second degree or a Ph.D. plan. If your name is long, the name size is set automatically; you can also choose L, M or S. Upload a profile photo, then drag it or use the sliders to position it.

4. Save and Preview

Your work saves automatically. The status at the top says “All changes saved”. Select **Preview** to see exactly what visitors will see, and switch between Desktop and Mobile.

PORTFOLIO CREATOR | STUDENT INSTRUCTIONS



1 = Design • 2 = ✎ Edit name and name size • 3 = Draft menu (backup and publishing guide) • 4 = Preview • 5 = Export Portfolio

SAVE NOTE Your draft is saved only in this browser on this computer. To continue on another computer, select Draft → Download backup, then use Draft → Restore backup on the other computer.

2. Export Your Portfolio

5. Final review

Before exporting, check your photo, text, Resume, LinkedIn, GitHub, and project links.

6. Export Portfolio

Select **Export Portfolio**. In Chrome or Edge a Save window opens with the name index.html already filled in: choose a folder you can find (for example Desktop) and select Save. If your computer asks to replace an existing index.html, choose Yes / Replace. In other browsers the file goes to your Downloads folder.

⚠ FILE NAME CHECK — the #1 reason for a "404 – File not found" error

Your file must be named exactly: ✓ `index.html`

Not: ~~`index (1).html`~~ ~~`index(2).html`~~ ~~`Index.html`~~

If your computer added a number (this happens when you export more than once), rename the file before uploading: right-click the file → Rename → type **`index`** so the full name is **`index.html`**.

Tip: Windows may hide ".html". If you only see "index (1)", rename it to just "index".

7. Open the exported file

Double-click index.html and open it in your browser. This is the standalone version of your portfolio that you will publish.

IMPORTANT Upload only the one index.html made by Export Portfolio. Do not upload the Portfolio Creator's own HTML, CSS, or JavaScript files.

Before you continue

- ✓ **The file is named exactly index.html (not index (1).html).**
- ✓ Your name and About Me text are correct.
- ✓ Your profile photo displays correctly.
- ✓ Professional links work.
- ✓ Project information and links are correct.
- ✓ The exported index.html opens successfully.

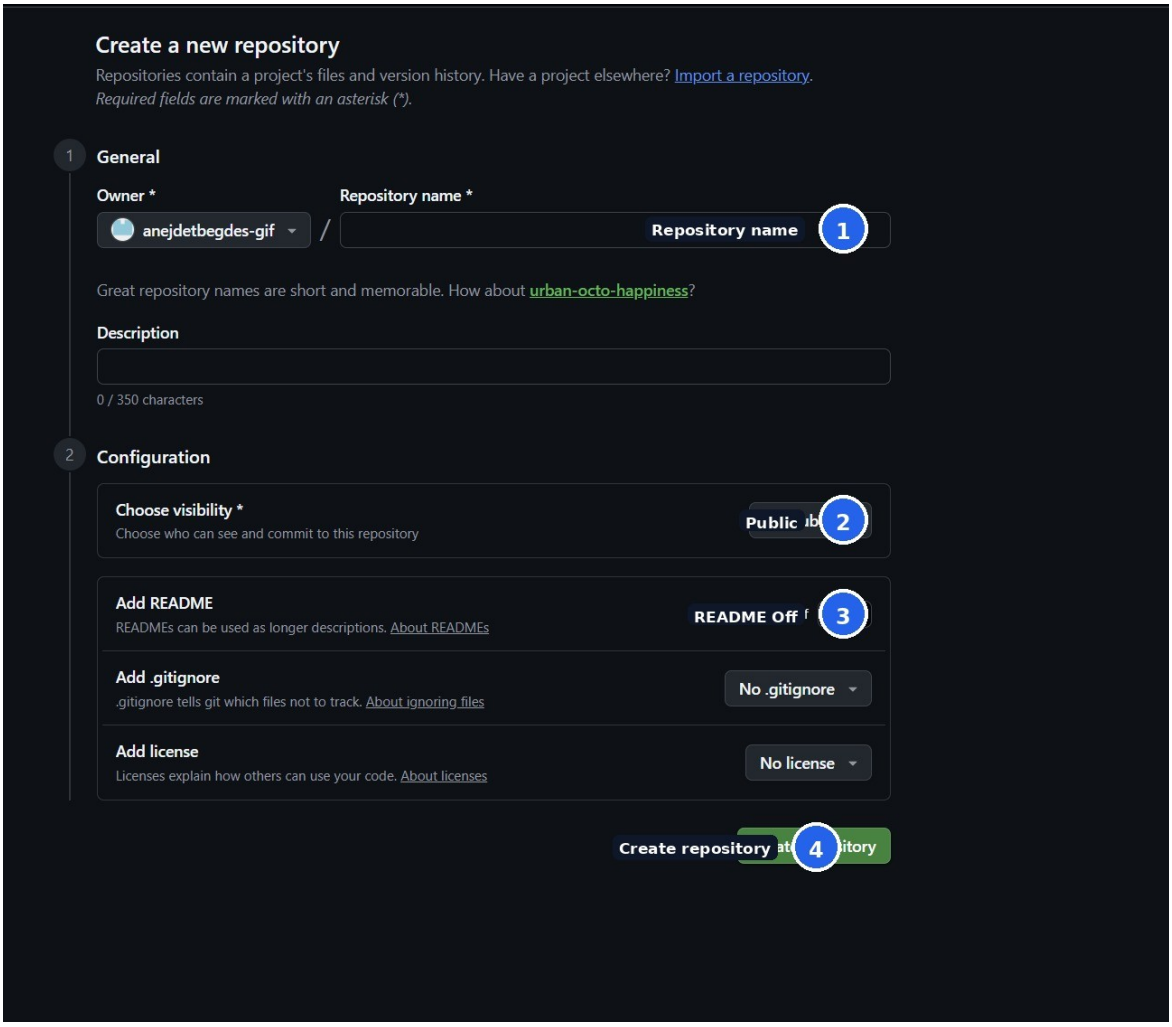
3. Create a GitHub Repository

8. Sign in or create an account

Go to GitHub. If you already have an account, sign in. If not, create a free GitHub account first.

9. Create a new repository

After signing in, use the + menu in the upper-right corner and select New repository.



1 = repository name • 2 = Public • 3 = README Off • 4 = Create repository

10. Name the repository

Enter a simple repository name such as my-portfolio.

11. Choose Public

Set the repository visibility to Public. Leave Add README turned Off. You can leave .gitignore and license at their default 'none' options.

12. Create repository

Select Create repository. GitHub will open your new portfolio repository.

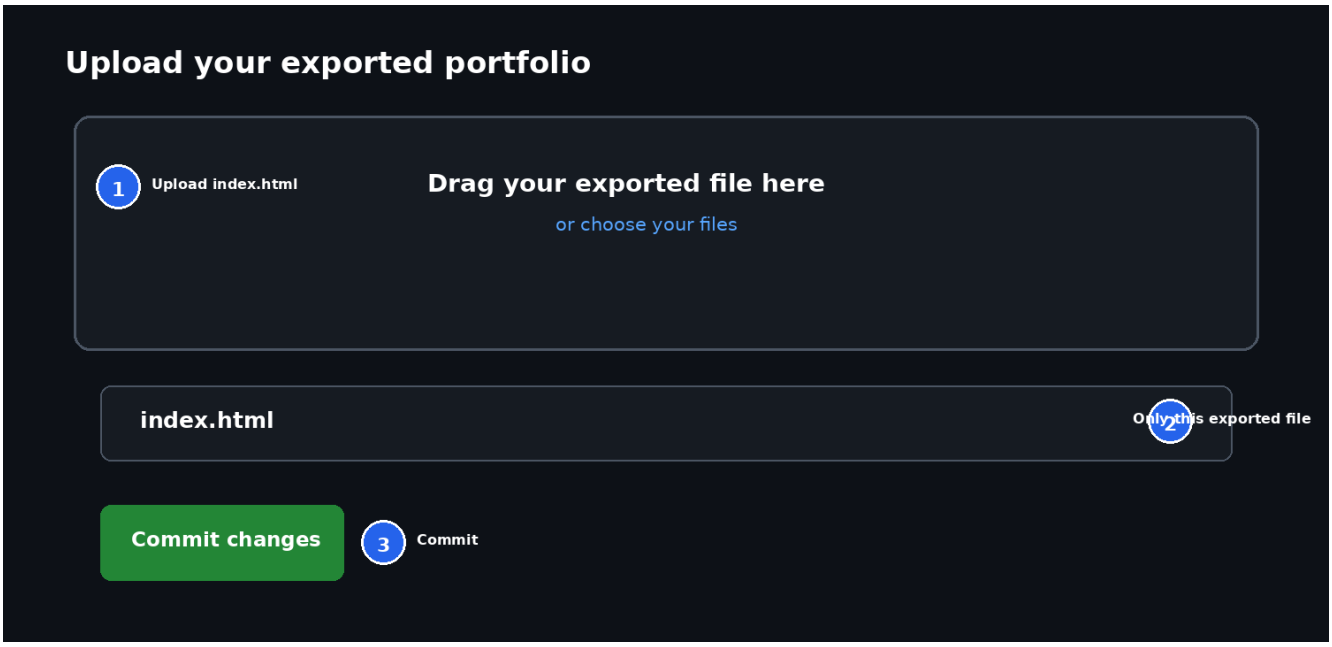
4. Upload the Portfolio You Exported

13. Open the upload option

In the new repository, choose uploading an existing file. If needed, use Add file → Upload files.

14. Upload index.html

Select or drag the index.html file you exported. **Before you select Commit changes, look at the file name in the list: it must say exactly index.html.**



Only upload index.html — and check that the name in the list is exactly index.html, not index (1).html.

15. Commit changes

Select Commit changes. Your exported portfolio is now stored in your GitHub repository.

REMEMBER The repository stores your portfolio file. The next step — GitHub Pages — turns that repository into a public website.

5. Publish Your Portfolio with GitHub Pages

16. Open Settings

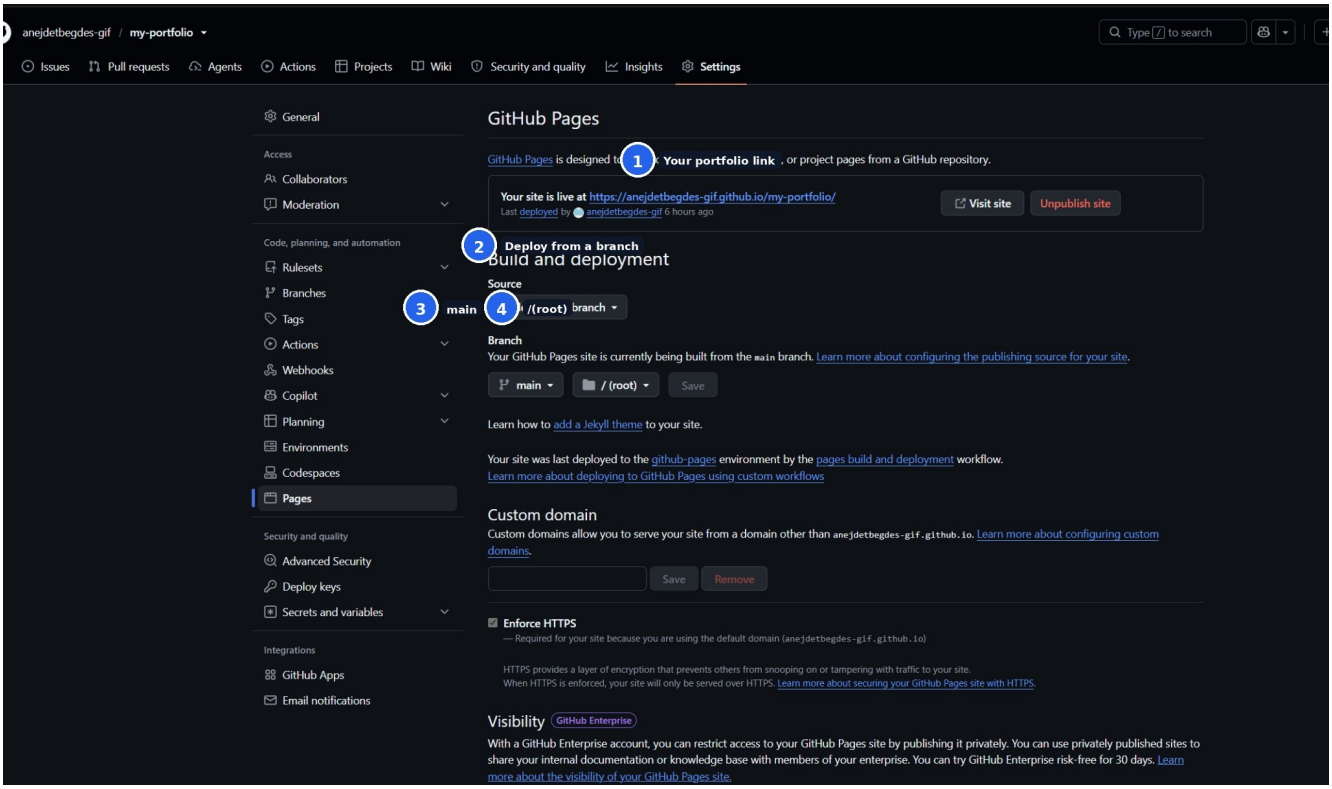
Inside your portfolio repository, select Settings from the top navigation.

17. Open Pages

In the Settings sidebar, select Pages.

18. Configure publishing

Under Build and deployment, choose Deploy from a branch. Select main and /(root), then select Save.



1 = personal portfolio URL • 2 = Deploy from a branch • 3 = main • 4 = /(root)

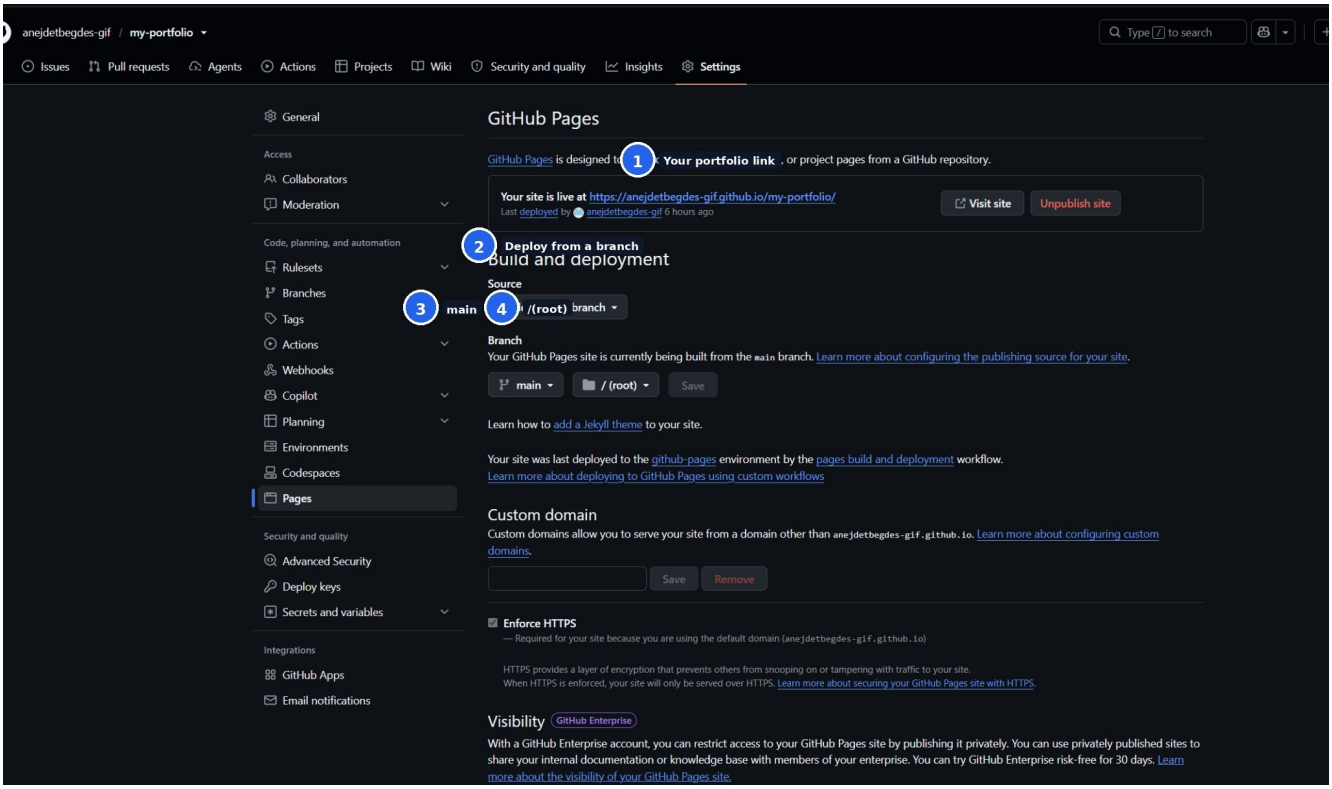
19. Wait for the site to go live

GitHub will publish your website. This usually takes 1–10 minutes; the Actions tab shows a green ✓ when it is done. Then the Pages screen will display 'Your site is live at' followed by your public URL.

CUSTOM DOMAIN You do not need the Custom domain section. Your GitHub Pages address is already your personal public portfolio link.

6. Copy and Submit Your Personal Portfolio Link

Once GitHub Pages finishes publishing, use the link displayed next to “Your site is live at”.



Marker 1 shows where GitHub displays the portfolio URL after the site is published.

20. Copy your link

Your link will normally look like: https://YOUR-USERNAME.github.io/YOUR-REPOSITORY/

21. Test the public website

Open the link in a new tab. For a stronger check, open it in a private/incognito window or on another computer.

22. Submit or share it

Copy the public GitHub Pages URL and submit it to your instructor. You can also use this link on your resume or LinkedIn.

DO NOT SUBMIT Do not submit a local file:/// address from your computer. Do not submit only the GitHub repository page. Submit the GitHub Pages website URL shown under 'Your site is live at'.

Seeing a “404 – File not found” page?

Don’t worry — your portfolio is fine. Check these in order:

1. **Check the file name.** In your repository the file must be exactly index.html. If it says index (1).html: click the file → ✏️ (Edit) → change the name at the top to index.html → Commit changes.
2. **Check the address.** Use the link shown at the top of Settings → Pages. It ends with your repository name, for example ...github.io/my-portfolio/.
3. **Check that Pages is turned on.** Settings → Pages → Deploy from a branch → main → /(root) → Save.
4. **Wait a few minutes.** Open the Actions tab. When you see a green ✓, refresh your portfolio page.
5. **Make sure the repository is Public.** Free GitHub accounts can only publish public repositories.
6. **Upload the file itself, not a folder.** index.html must be on the main page of your repository, not inside another folder.

Updating your portfolio later

Make your changes in Portfolio Creator (or restore your backup with Draft → Restore backup), export a new index.html, and upload it to the same GitHub repository so it replaces the old one. Keep the name exactly index.html. Commit the change, and GitHub Pages will publish the updated version.

IF YOU SEE AN OLD VERSION Wait for GitHub Pages to finish redeploying. In Chrome on Windows, Ctrl + Shift + R performs a hard refresh and requests the newest version.

CREATE → EXPORT → GITHUB → PAGES → YOUR PUBLIC PORTFOLIO