PORTFOLIO CREATOR · STUDENT INSTRUCTIONS

Build and Publish Your Portfolio

Create a professional portfolio without coding, then publish it as your own website with GitHub Pages.

Part	What you do	Steps
A · Build your portfolio	Add your content, preview it, and export one file: `index.html`.	1–6
B · Introduction to GitHub	Create a GitHub account and a repository, upload your file, and turn on GitHub Pages to get your link.	7–15

Online version

The same guide is on the Portfolio Creator site: select **Guide** in the top menu.

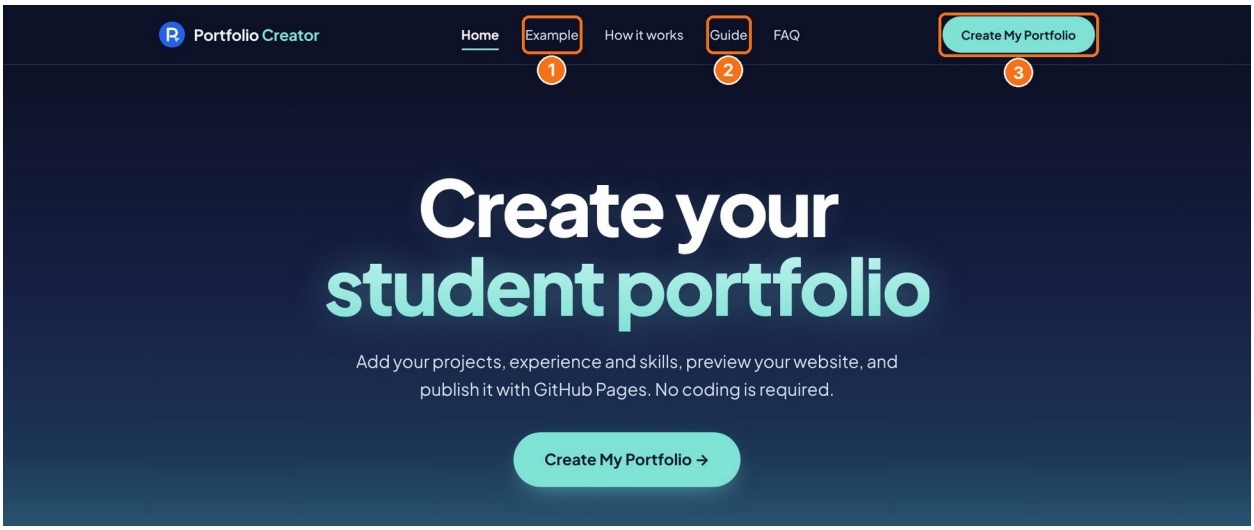
PART A

Build your portfolio

You work in your web browser. There is nothing to install.

Explore Portfolio Creator

Open the Portfolio Creator link from your instructor.



1 Example: a finished sample portfolio in all three designs · **2** Guide: these instructions online · **3** Create My Portfolio: opens the editor

Create your portfolio

1 Open the editor

On the home page, select **Create My Portfolio**.

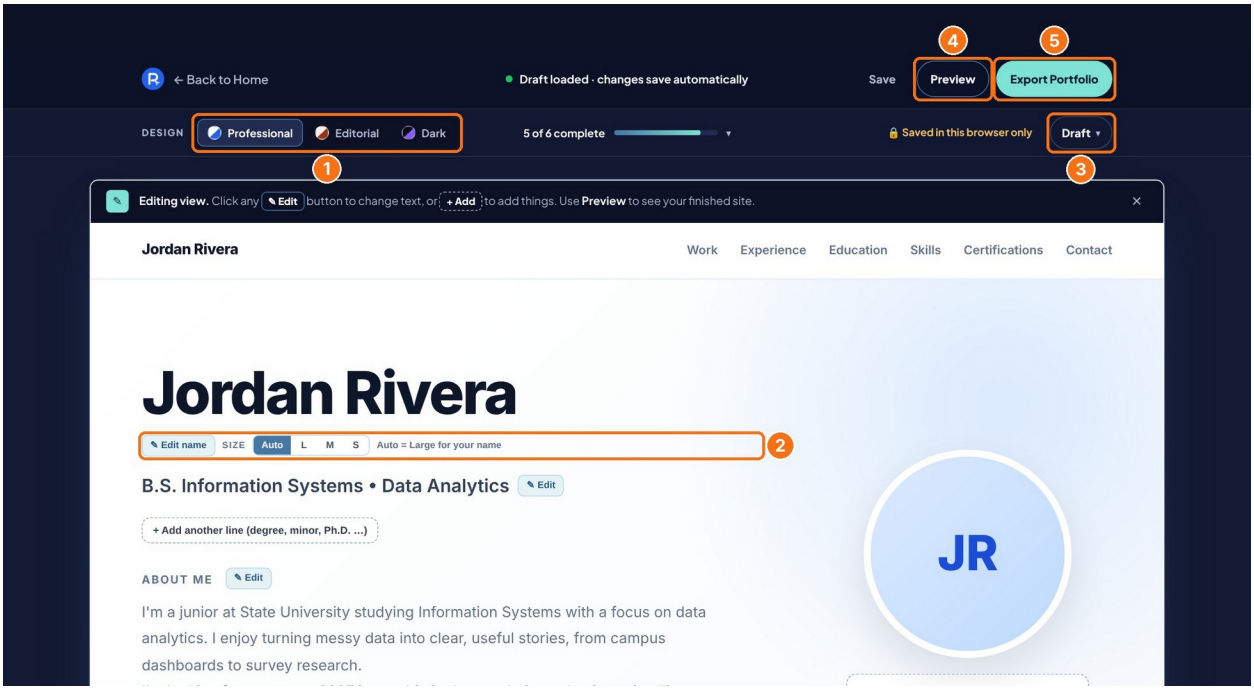
2 Choose a design

At the top, pick **Professional**, **Editorial** or **Dark**. You can switch at any time; your content stays the same.

3 Add your content

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.

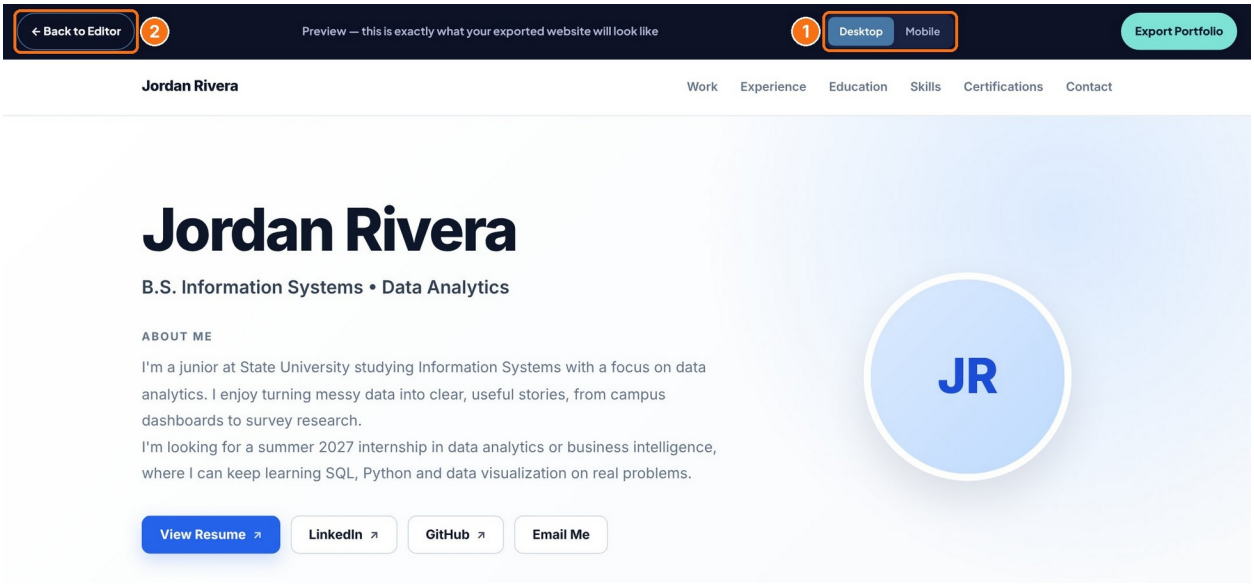
- Upload a profile photo, then drag it or use the sliders to position it.
- If your name is long, the name size is set automatically. You can also choose L, M or S.
- Under your title you can add extra lines, such as a minor, a second degree or a Ph.D. plan.



1 Design · **2** Edit name and name size · **3** Draft menu (backup and publishing help) · **4** Preview · **5** Export Portfolio

4 Preview

Select **Preview** to see exactly what visitors will see. Switch between **Desktop** and **Mobile**, then select **Back to Editor** to make changes.



1 Desktop / Mobile · **2** Back to Editor

> **Saved in this browser only**
>
> Your work saves automatically, but only on this computer and in this browser. To continue on another computer, select **Draft → Download backup**, then **Draft → Restore backup** on the other computer.

Export your portfolio

5 Export Portfolio

Check your photo, text and links one last time. Then 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 file, 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` or `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`. Windows may hide ".html": if you only see "index (1)", rename it to "index".

6 Check the file

Double-click `index.html`. Your portfolio opens in your browser. This is the file you will publish.

Upload only this one file

Upload only the `index.html` made by **Export Portfolio**. Do not upload the Portfolio Creator's own files.

Before you continue

	Check
✓	The file is named exactly `index.html`.
✓	Your name, title and About Me text are correct.
✓	Your profile photo looks right.
✓	Your links (Resume, LinkedIn, GitHub, Email) work.
✓	Your projects and their links are correct.
✓	`index.html` opens in your browser.

PART B

Introduction to GitHub

Learn the GitHub basics and publish your portfolio as a live website.

What is GitHub?

GitHub is a free website where people store, share and show their projects. Developers, analysts and researchers use it as a public record of their work, and many employers look at it. You only need a web browser. Five words are enough to get started:

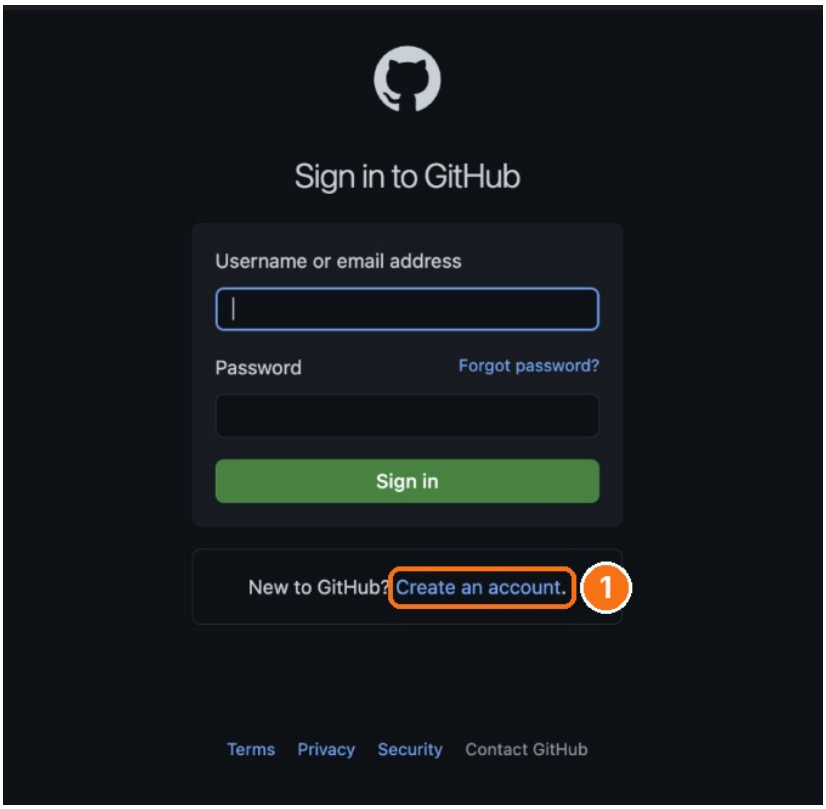
Word	Meaning
Account	Your profile. Your username becomes part of your website address.
Repository	A "repo": one folder for one project. It keeps the files and the history of every change.
Commit	Saving a change. Each commit has a short message, such as "Add portfolio".
README	The front page of a repository. It explains what the project is.
GitHub Pages	A free feature that turns a repository into a live website.

Create your account

7 Sign up

Go to **github.com** and select **Sign up**. If you already have an account, sign in and go to step 10.

Use a **personal email** that you will keep after graduation. You can add your school email later in **Settings → Emails**.



1 New to GitHub? Select Create an account (or sign in if you have one)

8 Choose a professional username

Your username becomes your web address: `jordan-rivera` → `jordan-rivera.github.io`. Use your name, lowercase, with a hyphen if needed. Avoid nicknames and random numbers.

9 Verify and secure your account

Enter the code GitHub sends to your email. GitHub may also ask you to turn on **two-factor authentication (2FA)**: use an authenticator app or GitHub Mobile, and save your recovery codes somewhere safe.

> **Optional**
>
> Add a profile photo and a one-line bio under **Your profile** → **Edit profile**. It makes your GitHub look professional when you share it.

Create a repository

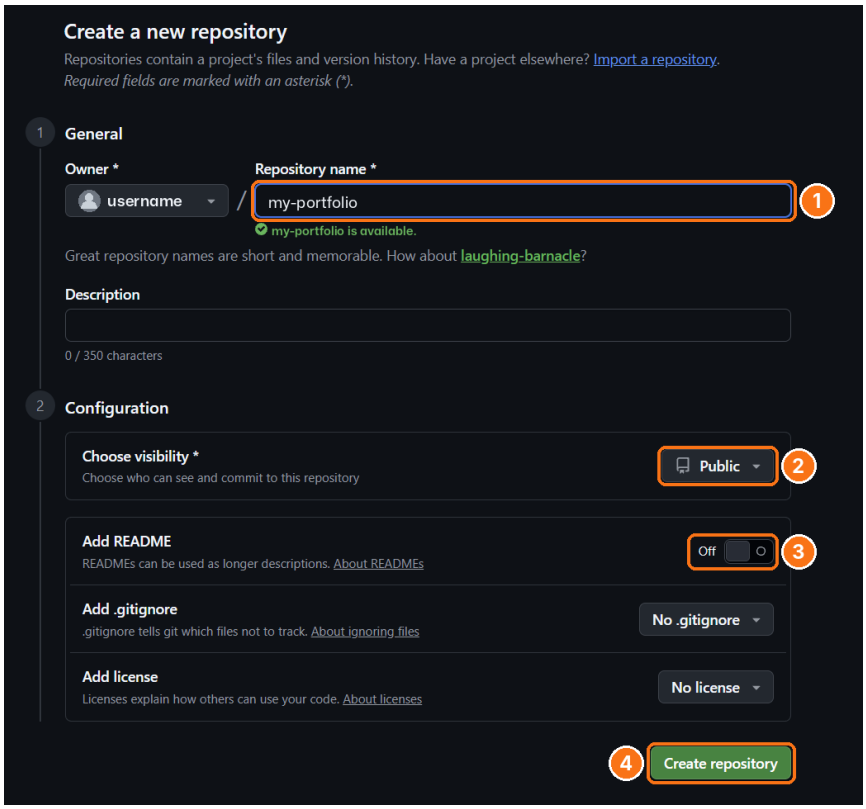
10 New repository

At the top right of any GitHub page: **+** → **New repository**

11 Fill in the form

- **Repository name:** `my-portfolio`. Use lowercase letters and hyphens, no spaces. The name becomes the end of your link.
- **Visibility: Public**. Free accounts can only publish public repositories.
- **Add README:** leave it **off** for your portfolio.

Then select **Create repository**.



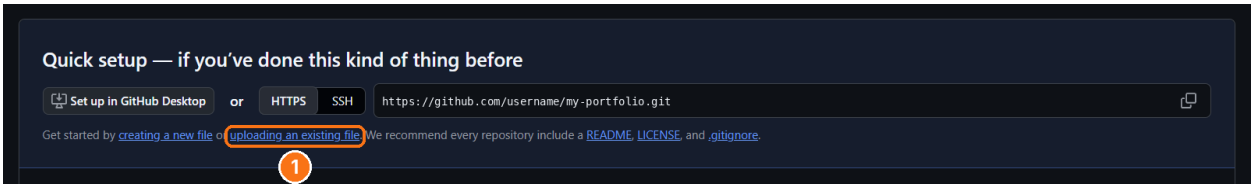
1 Repository name · **2** Public · **3** Add README: Off · **4** Create repository

Upload your file

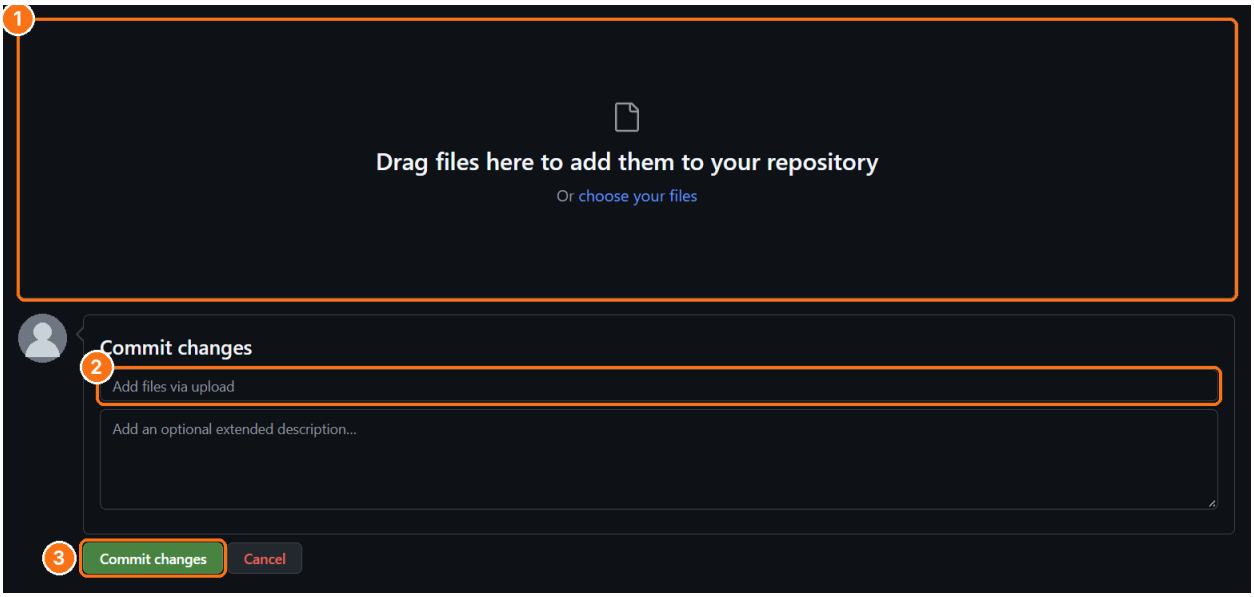
12 Upload index.html and commit

Select **uploading an existing file** (or **Add file ▾** → **Upload files**) and drag in your `index.html`.

Check that the name in the list is exactly `index.html`. Type a short message such as *Add portfolio*, then select **Commit changes**.



In your new, empty repository: **1** uploading an existing file



1 Drag your index.html here · **2** Short message, e.g. Add portfolio · **3** Commit changes

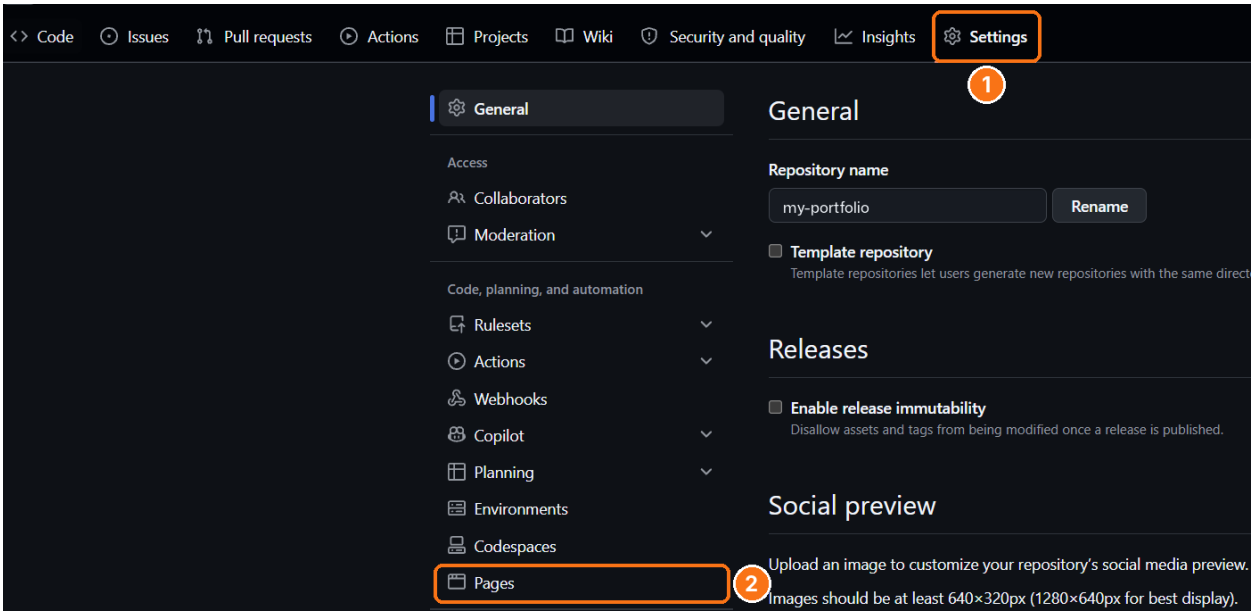
> In the browser, each file can be up to 25 MB, and you can upload up to 100 files at once.

Publish with GitHub Pages

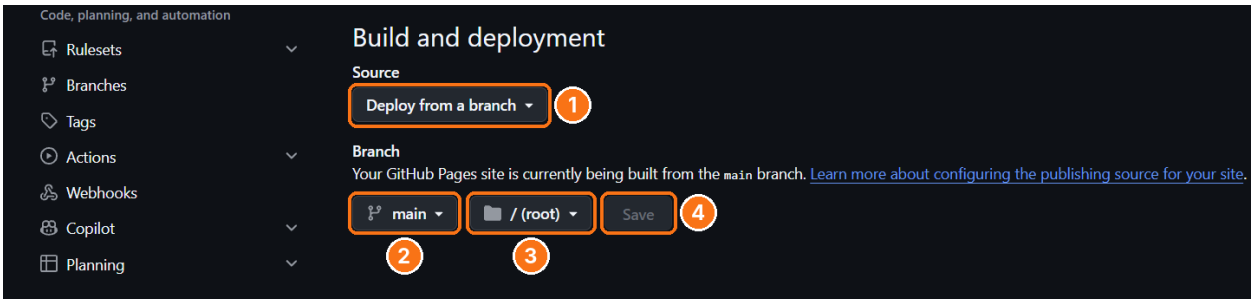
13 Turn on GitHub Pages

In your repository: **Settings** → **Pages**

Under *Build and deployment*: Source **Deploy from a branch**, branch **main**, folder **/ (root)**, then **Save**.



1 Settings · **2** Pages

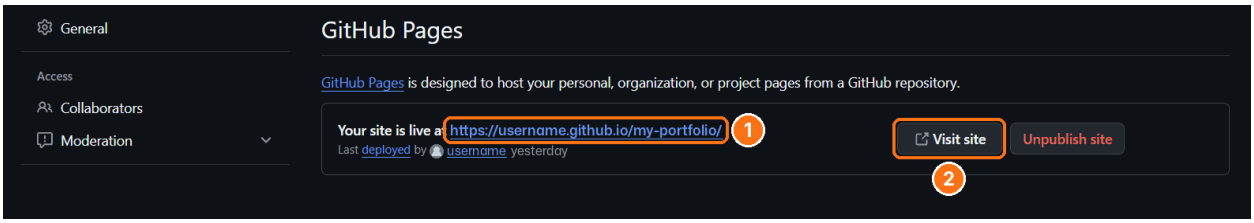


1 Deploy from a branch · **2** main · **3** / (root) · **4** Save

14 Wait for your link

Publishing usually takes 1 to 10 minutes. The **Actions** tab shows a green ✓ when it is done. Refresh **Settings** → **Pages** to see *"Your site is live at"*, then select **Visit site**.

Your link looks like: `https://your-username.github.io/my-portfolio/`



1 Your portfolio link · **2** Visit site

Share and update

15 Test and submit

Open your link in a private window to check it. Then submit the GitHub Pages address to your instructor. Do not submit a `file:///` address or the repository page.

> **Your site is public**
>
> Anyone with the link can see it. Do not include your home address, phone number, student ID or other private information.

Updating later

Make your changes in Portfolio Creator (or restore your backup with **Draft** → **Restore backup**) and export a new `index.html`. In the same repository, select **Add file** → **Upload files**, drag in the new file and commit. A file with the same name replaces the old one. If you still see the old version, wait a few minutes and press **Ctrl + Shift + R**.

> **Shorter link**
>
> If you name the repository exactly `your-username.github.io`, your site is at `https://your-username.github.io/`, without a repository name at the end.

Use GitHub for your other projects

The same steps work for any class or personal project: create a repository, upload your files and commit. This time, turn **Add README** on. A good repository has:

- **A clear name**, such as `sales-dashboard` or `survey-analysis`.

- **A README** that answers: What is it? Which tools did you use? What did you find? Add one or two screenshots.
- **Tidy folders**, such as `data/`, `notebooks/` and `images/`. When uploading, you can drag a whole folder.
- **No private data:** no passwords, API keys, personal information or confidential company data.

Then add the repository link to the project in your portfolio, so visitors can see your work in detail.

Seeing a "404 File not found" page?

Your portfolio is fine. Check these in order:

1. **File name.** In your repository it must be exactly `index.html`. If it says `index (1).html`: click the file → ✏️ Edit → change the name → **Commit changes**.
2. **Address.** Use the link shown at the top of **Settings** → **Pages**. It ends with your repository name.
3. **Pages is on.** Settings → Pages → Deploy from a branch → main → / (root) → Save.
4. **Wait a few minutes.** When the Actions tab shows a green ✓, refresh your page.
5. **Public repository.** Free accounts can only publish public repositories.
6. **File, not folder.** `index.html` must be on the main page of the repository, not inside another folder.