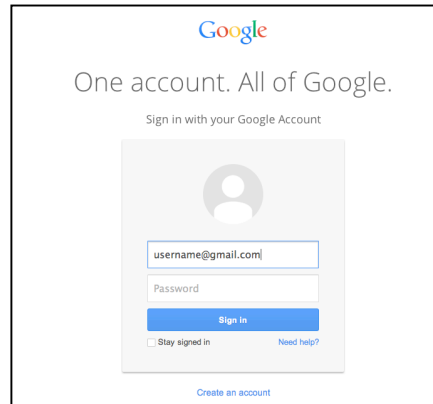


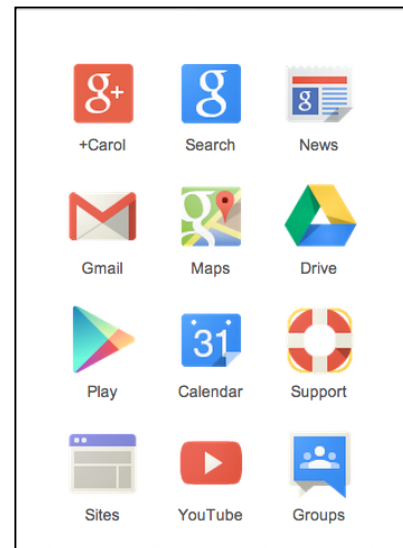
### Creating A Site

To create a new site and to view a list of sites that you already created:

- Login to your account (or your school’s domain).
- Enter <https://sites.google.com/> in your browser
- Or, use the Shortcut Grid in the top, right of the sign in page
- Or, login using the login screen provided by your district
- Your screen will look like the image on the right:
- Then, once you are logged in, navigate to Sites
- Or, you can navigate from another Google Apps tool if you are already signed in

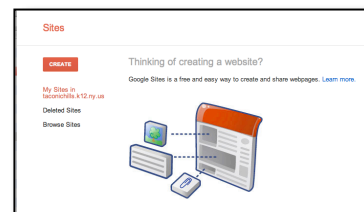
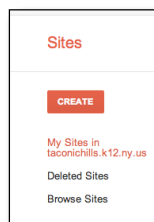


- When you’re using a Google Apps product (e.g. Mail, Drive, Calendar), you can find other Apps products listed at the top, right of the screen.
- Click the gray grid in the top, right of the screen.
- A drop down menu appears with different tools. Click **SITES** to access the SITES tool.



### Creating A New Site

Once you've accessed the SITES area, click the “Create” button to begin the process.



Next, you'll need to provide the following details (other information is optional, but these are required):

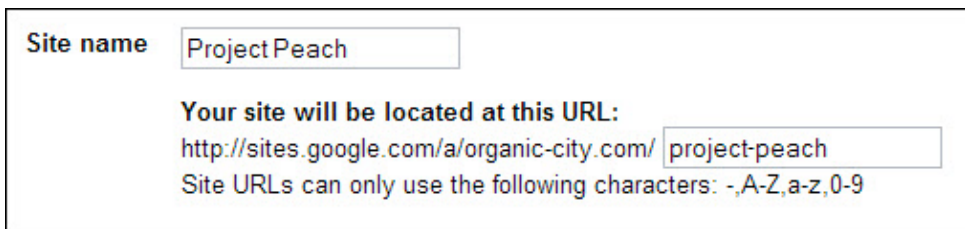
Then, decide if you wish to use a blank template or choose one from the Gallery. Click the Gallery to see templates. It may be easier to design your own the first time because it may be more confusing to figure out all the add-ons that were used in the pre-made template.

You will see the following:



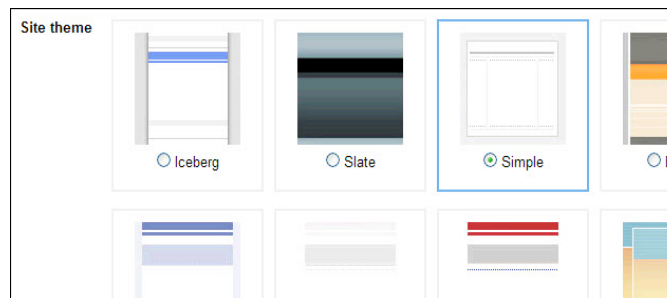
**Site name**

- Give your site a name
- The name becomes the URL for your site
- The name you select will autofill as the custom URL for your site. If you'd like a URL that differs from your site name, click into the URL field and make the appropriate changes (Your title will not reflect the URL changes).

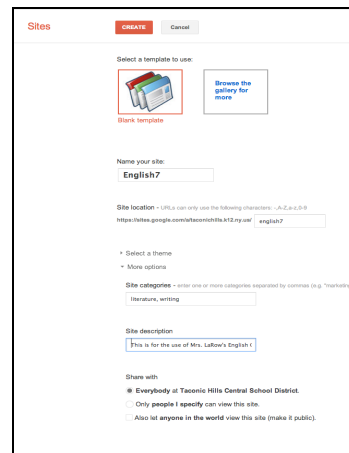
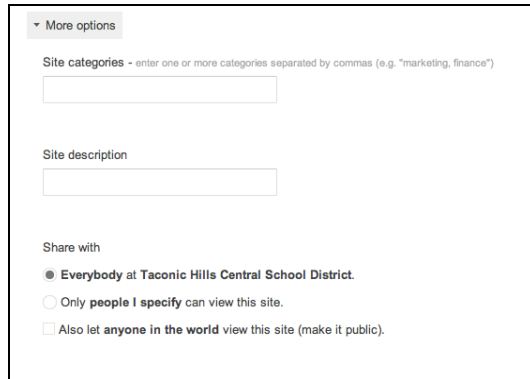


**Theme**

- Click on "Select A Theme" to display several theme choices
- Select a theme
- A Theme determines the overall look of a site



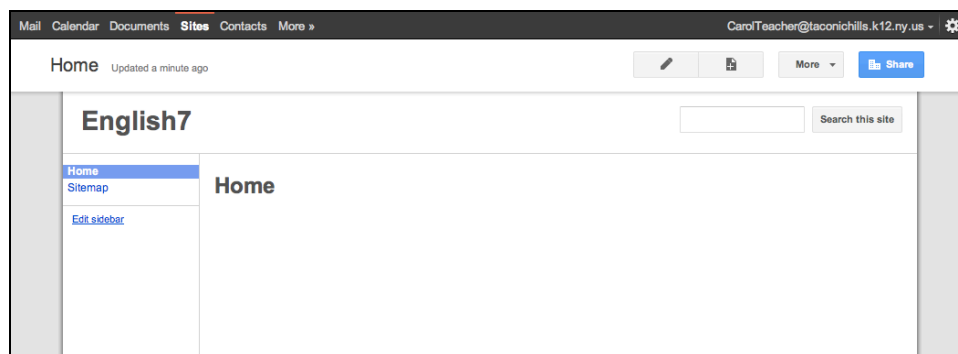
- Click on “More Options”; there are choices for:
  - Site categories – type keywords for users to find topics they are looking for
  - Site description – give it a description for users to read
  - Sharing Option – decide if everyone in the school district may see your site page or only the people you specify



**A Note About Sharing Options:**

You control who can view your site. If you make your site public, anyone in the world will be able to view your site. Choose with care!

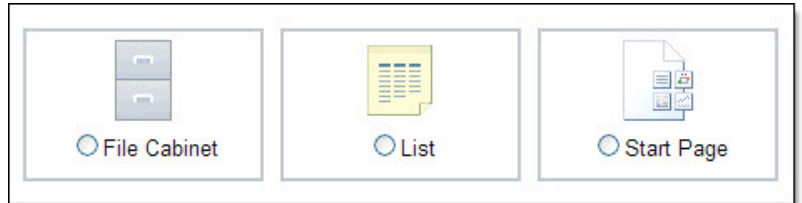
- *Domain administrators control whether it's possible to make sites available to the public. Check with your domain administrator if you're not able to view this sharing option.*
- Your new site will automatically appear.
- This is your Homepage; there is no content on it as yet



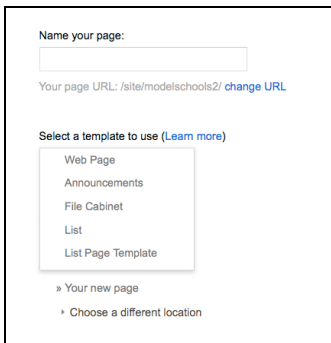
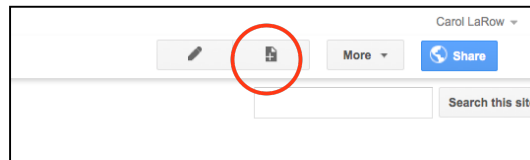
**Adding Pages To The Site**

When you create a new page in Google Sites, you are given the option to choose from different page types.

- **Web Page:** An unstructured page where you can add text, images, tables, and embed spreadsheets, presentation, videos and more.
- **Announcements:** An easy way to post chronological information (e.g. project updates, company announcements, etc.)
- **File Cabinet:** Allows you to organize common documents in one place. Upload files from your hard drive and create a complete library of information.
- **List:** Choose from list templates, or configure your own custom columns to easily track items.
- **Start Page:** (This feature only available in Google Apps For Education and Google Apps For Business accounts). A web page with a special section that is restricted to each individual collaborator. Collaborators can still add content that everyone will see, but can add their own personalized set of gadgets that only they can view.



1. Click the + icon in the top, right of the Site
2. Choose the type of page you wish to create from the drop down menu.
3. Give the page a name
4. Click "Create"



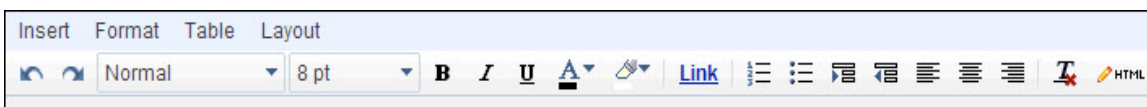
- Notice you can choose to "Put the page at the top level," or put the page as a sub-page of another page.
- For now, choose, "Put the page at the top level." This will automatically show pages in the sidebar navigation.

### Edit pages in your site

To edit a page, click the Edit Page button in the upper right corner of the page. Click on the image of the pencil.



The page opens in the editing mode, and you will see the layout outlines and places to add gadgets, etc. An edit toolbar will appear that provides the tools necessary to edit the page.



Add text, insert tables, and edit the layout of the page.

### Adding Gadgets And Media To The Site

Google Sites is integrated with other Google products, so you can easily insert videos, documents, spreadsheets, presentations, maps, calendars, etc. directly onto your Google Sites pages.

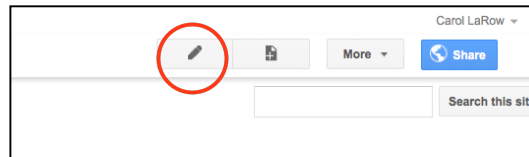
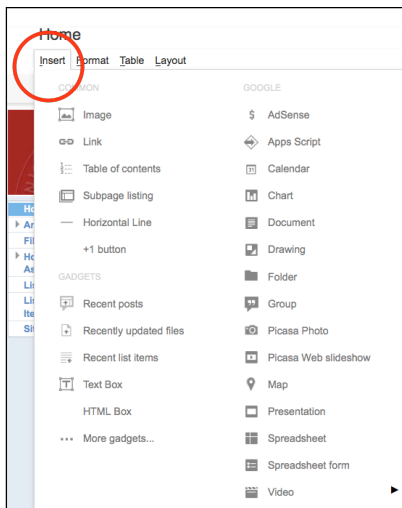
You can also include other rich media in the form of gadgets. Gadgets are lightweight applications written in HTML and JavaScript. To start adding apps and gadgets to your site, make sure you are in Edit Mode. From the File Menu, select Insert, and choose the appropriate item you'd like to include.

Some useful apps and gadgets include:

- Calendar: embed a calendar that includes key due dates
- Document/Presentation/Spreadsheet: Embed a Google Document - when the source is modified, the document is updated automatically
- Video: Upload a video from YouTube. (You can use the Google Video Search box to find videos)
- Map: embed a map
- Recently updated files: Lists the latest additions/updates to your file

To Add Gadgets:

- In Edit Mode,
- Choose: Insert → (choose gadgets)



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### Share your site

You can share and collaborate with others. Click the blue share button in the top right of any page on the Site. A window opens which allows you to type the email addresses of people you wish to add.



There are different levels of permissions to choose from. Those options are "Owners", "Collaborators", and "Viewers".

A brief overview of what the different aspects of sharing are:

Owners can:

- Invite other owners, collaborators, and viewers
- Change site themes, and layout
- Change the site name
- Delete the site
- Do everything a collaborator can do
- Change any page within the site

Collaborators can:

- Create, edit, delete pages
- Move pages
- Add attachments
- Add comments
- Add/remove pages to the sidebar navigation
- Subscribe to site and page changes
- Change any page within the site

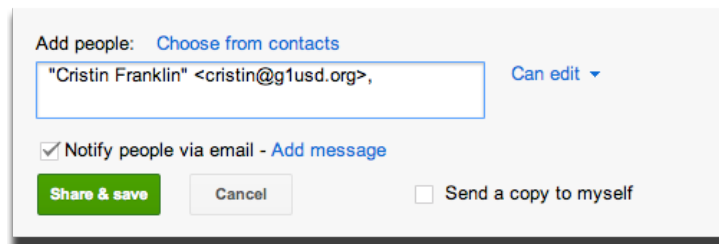
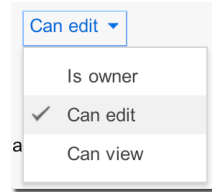
Viewers can:

- Only view pages; they cannot make changes or invite others

You can invite specific individuals to be editors or viewers. You can also invite everyone with an account on the domain to be an editor or a viewer.

You can also make a site public to view (no sign in or school Apps account required).

1. Click the **Share** button in the top, right corner
2. In the share window that opens, enter the email address of the individual (or enter in multiple email addresses, separated by commas)
3. Choose the type of sharing access for an individual or multiple individuals: Is Owner, Can Edit, or Can View.
4. You can send an email to the individual providing the link to the site and notification that they have access.
5. If you would like to include some additional information, you can select **Add Message** and type a message into the dialog box that opens.
6. To send the email notification, click the **Share & save** button.
7. If you do not want Google Sites to send an email notification, uncheck the **Notify people via email** checkbox before clicking the **Share & save** button.



Notes:

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