# Google Sites

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Have you ever stared enviously at your colleague's class website, sure that such technology prowess was outside your reach? Or have you spent hours every year trying to get the same information disseminated to parents, only to have students lose it on their way home? You need Google Sites! Website building has never been easier. With just a few clicks of a button you can design your own classroom website that is slick and practical.

Getting Started:

1. Go to sites.google.com
   a. If you are in the old version of sites, click the text on the left menu that says "New Google Sites"
   b. In the upper left corner you will see a menu button (the pancakes). This allows you to toggle between Google Apps. When you click on the apps in the menu it will take you to those app main pages. This is not a menu for Google Sites specifically.
   c. To create a new site, click on the plus sign in the lower right corner
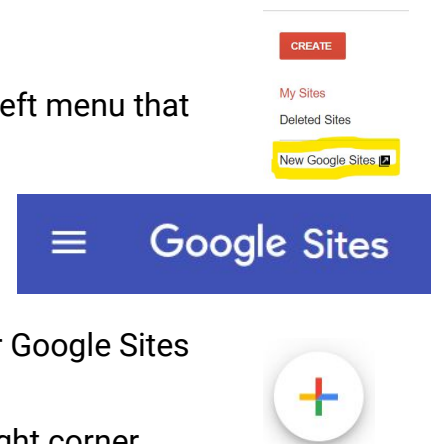
Designing Your Site

1. Once you've started creating a new site, you will see this page:

a. Enter Site Name: This is the name of your website

b. Undo: Use this to undo an action

c. Redo: Use this to redo an action

d. Preview: This will allow you to preview the site to see what it will look like when people visit your website and on different devices

e. Link: Use this button to copy the published site link for your Google Site

f. Add Collaborators: Use this button to add collaborators who can edit the site with you, and to decide the level of access people have to view the website

g. Settings: This allows you to access the tools to change:

   i. Navigation

   ii. Brand Images

   iii. Viewer Tools

   iv. Custom URLs

   v. Analytics

h. Change Image: You can either upload a picture from your computer or choose one of the images that Google provides in their stock photos.

i. Header Type: Change how the site header appears. You can choose a large banner, a banner, or just the title (with no banner).

j. Title: Click on the title to chance the text for the title of your site

k. Add logo: Upload a logo to the navigation bar
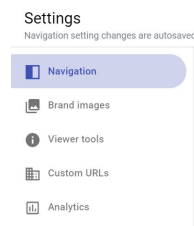
Site Menus:

1. **The Insert Menu** is how you add formatting to your site page.

   a. Text box: Use this to add text to your Google site page

   b. Images: Use this to insert an image from your computer, a Google search, or your Drive

   c. Embed URL: Use this to embed context from the internet (for example: a Google calendar)
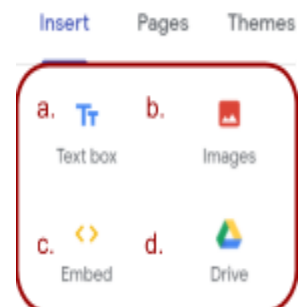
d. Drive: Use this to import files from your Google Drive

e. Layout: Use this to choose the layout for each section of the Google site

f. Collapsible Text: Use this to create menus with text that will collapse into headings to make cleaner navigation and less scrolling

g. Table of Contents: Use this to create your site's table of contents, hyperlinked for easier navigation

h. Image Carousel: This allow you to imbed images on the site that scroll by in a carousel. You can control the speed at which they scroll, and whether or not to have it auto-scroll

i. Button: Create buttons that link to other parts of the site, or to other websites and resources

j. Divider: Use this to put a divider between different sections on the same page, creating a clean line.

k. YouTube: Use this to embed videos straight from YouTube

l. Calendar: Use this to embed your Google Calendar onto your site.

m. Map: Use this to embed a Google Map onto the site

n. Docs: Use this to embed a Google Doc onto the site.

o. Slides: Use this to embed a Google Slides presentation onto the site

p. Sheets: Use this to embed a Google Sheets workbook onto the site

q. Forms: Use this to embed a Google Form onto the site

r. Charts: Use this to embed a chart created from your Google Sheets workbooks
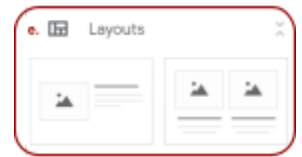
2. **The Pages Menu** allows you to add pages onto your website
3. To add pages to your website, click on the "Pages" tab in the right side menu
4. Once you've added a page, you will be able to click on the three dots next to that page to see the menu for that page.
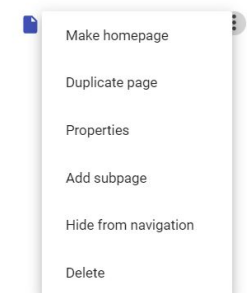
a. Make homepage: This will change this page to the first page that opens when someone goes to your site.

b. Duplicate page: Similar to making a copy, if you like the format, you can duplicate and then edit the information.

c. Properties: Allows you to rename the page and create custom paths to the pages

d. Add subpage: Creates a page(s) under the main page.

e. Hide from navigation: This will keep the page, but it won't be in the site navigation for people to find

f. Delete: Allows you to delete your page

5. Site Navigation: Once you've added a page, the pages will be available in the site navigation

Themes:

1. You can change the theme for your Google Site.
   a. Click on the "Themes" tab
   b. You can change the theme, color, or font style
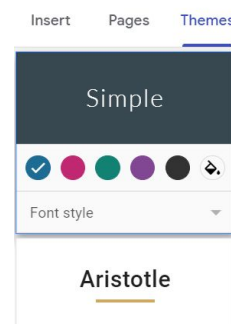
Publishing Your Site:

1. When you'd like to publish your site, you will choose a url for the site (this is the web address people will use to access the site).

2. You can also assign your site with a custom domain, if the domain is owned by you or you purchase the domain

3. You can determine who can see your site:
   a. Anyone (Public)
   b. Specific people
   c. Domain access (for custom domains)

4. You will also select if your site will appear in search results on the web (when people do a Google search for your site)

Google Sites and Google Classroom:

You can have students do Google Sites and submit them in Google Classroom. Just know that when they turn it in, the teacher becomes the owner of the Google Site. Students lose the ability to edit their sites and can only view (like a Google Doc). When the teacher finishes grading the assignment and returns it, the students will be able to edit again and the teacher remains an editor.

This is pretty exciting because it means that students don't need to publish their sites if they only want the work visible to the teacher.

1. **Student turns in a Google Site through Classroom by selecting Add or Create>>Google Drive**
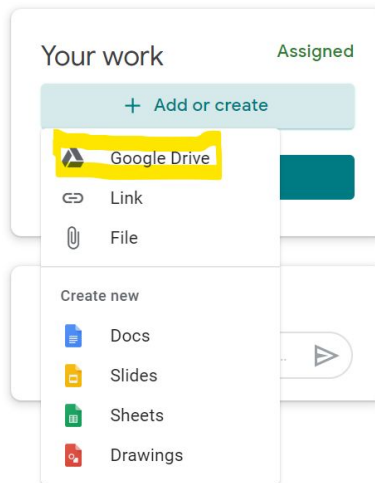
2. **Students attach their site, then click "Turn In"**
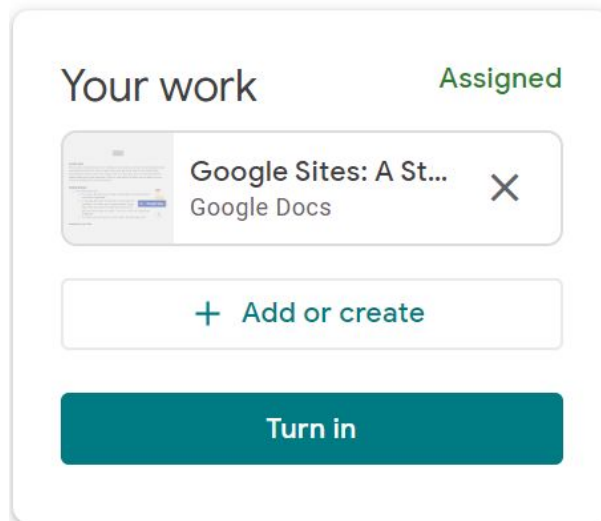
3. **Notification when you return to the site before it is graded and returned to the student.**

4. **The teacher will need to return the assignment in order to give ownership back to the student.** The teacher (and Google Class) will continue to have editing rights even after the assignment is returned.