



WCPSS Google Apps - Sites

At a Glance...

- Creates websites based on templates
- Permits sharing options for viewing/editing
- teachers and students can create websites
- integrates well with other Google Apps, like Google Drive

Access It At...

<http://wakeid.wcpss.net> or
<http://sites.google.com>

Required Knowledge...

- Basic MS Windows / PC operation
- Helpful: Previous web design experience

Username / Password

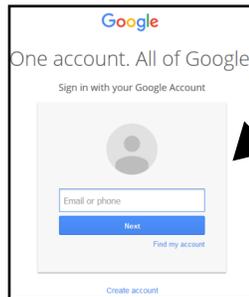
- Username: WCPSS email name (ex. jsmith1)
- Password: WCPSS email password

There are several ways to login to Google. The easiest is to navigate to **<http://wakeid.wcpss.net>** enter your WakeID and password - and launch Google Drive from the applications listed.

Alternatively, you can click "Sign in" on a Google page (such as here at Google.com)



Click "Sign In."



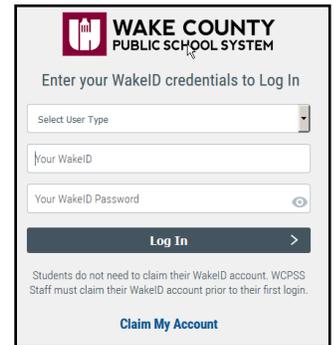
Enter your full WCPSS email address (ex. jsmith1@students.wcpss.net) No need to enter password yet.

In WCPSS, you may receive a document via email that someone has shared with you from Google.

You may have to enter this login information to be able to view / access it.

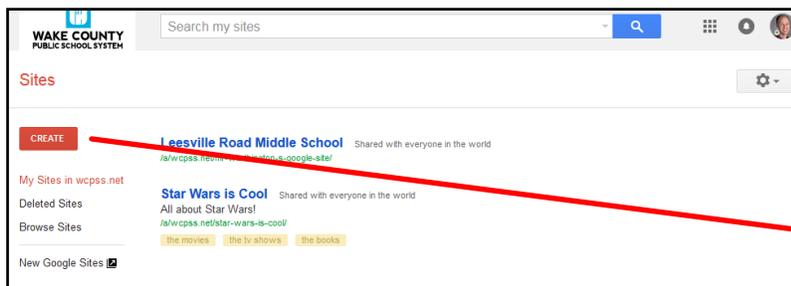
You'll be forwarded to the WCPSS WakeID login entry.

Choose your role, enter your username (your WakeID) and your WakeID password and click "Log In."



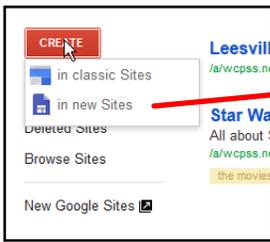
After logging into the WakeID portal, enter the following address in your web browser:

<http://sites.google.com>



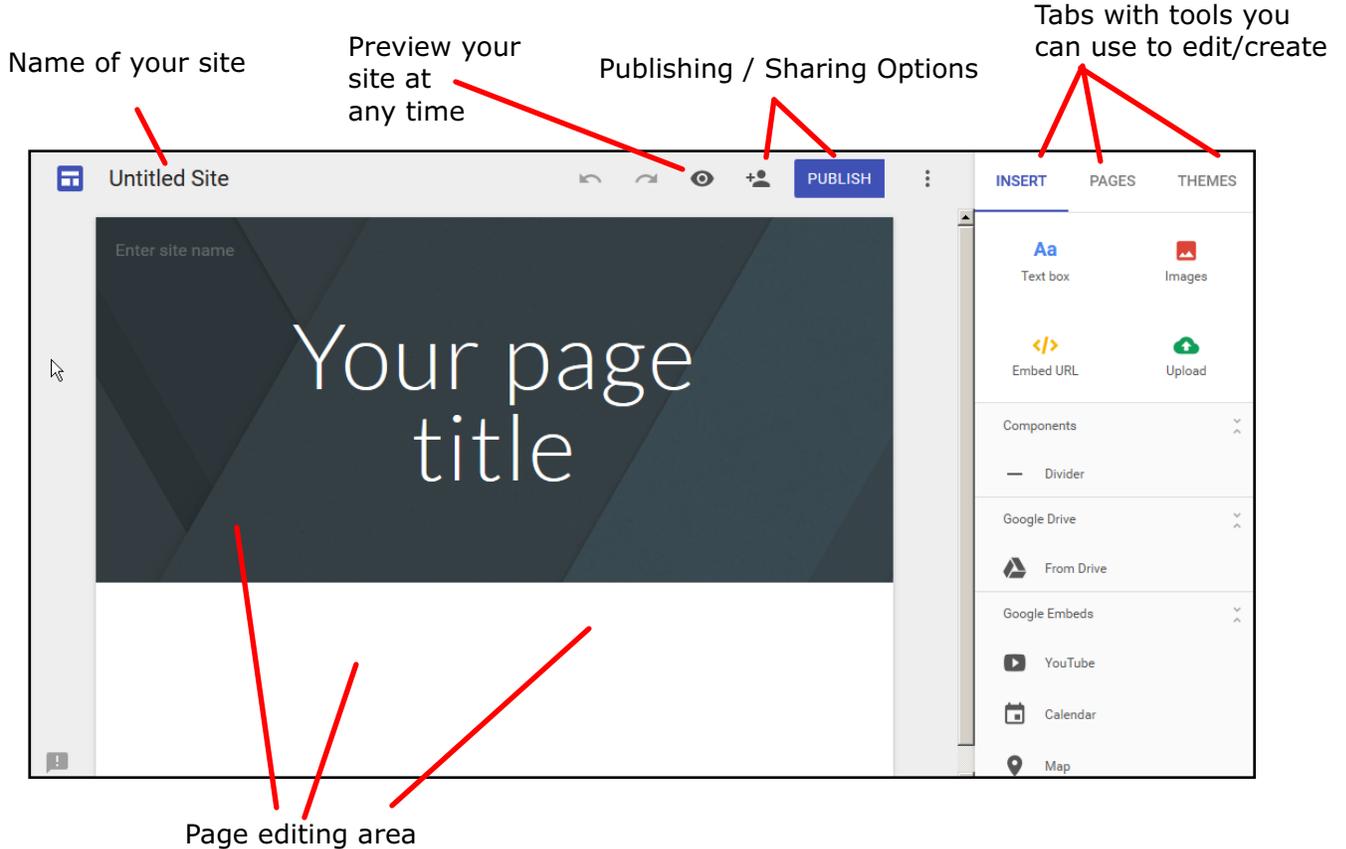
You'll see a listing of all Google websites you've created. If it's your first time here, you may not have any listed!

To begin creating a site, click the red "Create" button.

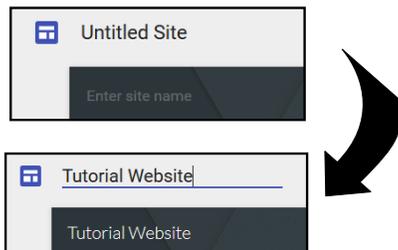


You'll have to choose if you want to create a website in "classic" or "new" Google Sites. Choose "new." This tutorial will not cover work in "classic" Sites.

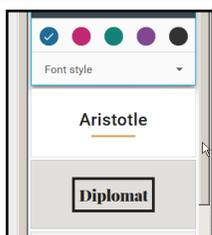
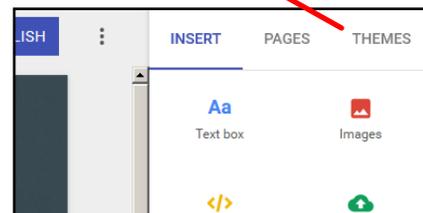
Now you'll see the basic editing interface. On the left, you'll see the work area for the page of your website you're working on. On the right, you'll notice 3 tabs that help you edit and create your pages that comprise your website.



Let's begin by giving our site a name. Click "Untitled Site" and change the text to something like "Tutorial Website."



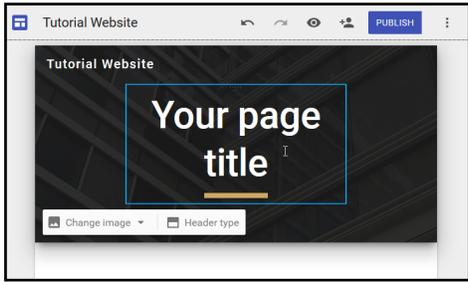
Next, let's go ahead and choose a template theme for our website. Most of it will be customizable! Click the "Themes" tab at the right.



For now, let's choose "Aristotle." Just click that theme and it will be applied to the website you're creating.

You can see the look of your webpage has changed.

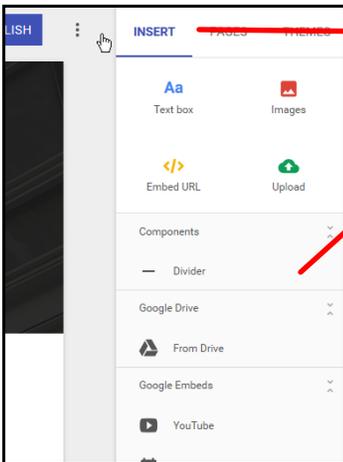
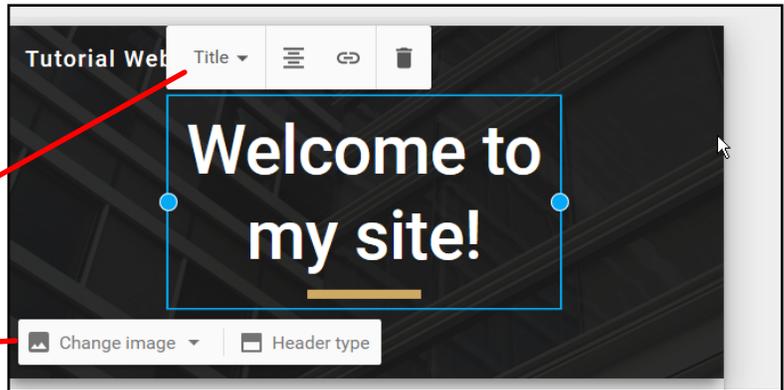




Go ahead and click the large text area. Let's change the text to say "Welcome to my site!"

As you type, notice that you have some options you can choose, such as changing the text formatting, the justification, or you can make the text a link.

You can also change the background image.

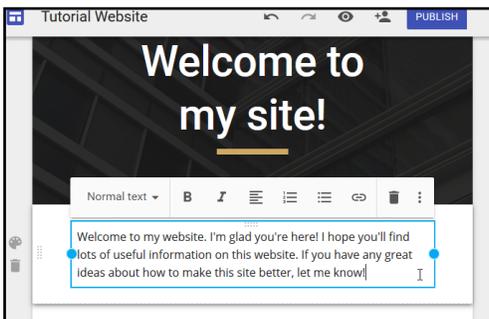


Next, click on the "Insert" tab. This gives you a list of things you can insert into the web page. Just click the item you want to add, and it will be added underneath your existing content.

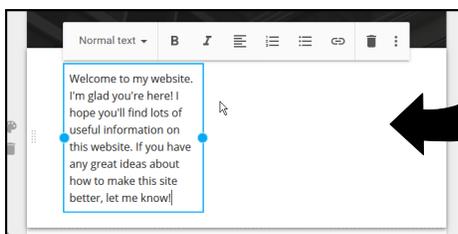
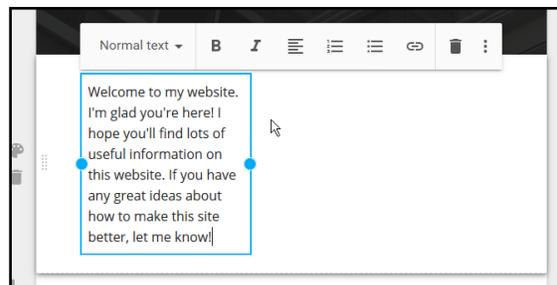
There are also lots of other things you can insert below, including items from your Google Drive - or embed a YouTube video.

Let's choose "Text box." Click "Text Box" and you'll see you have a new text box underneath the large title graphic that already is in place.

Enter some sample text.

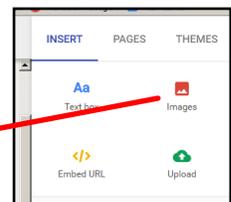


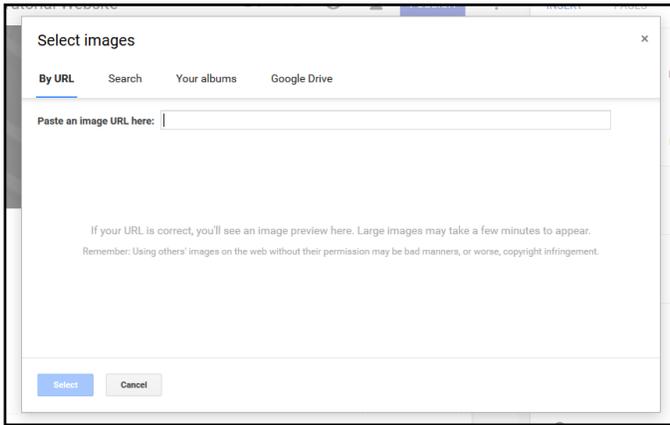
You can grab hold of the blue "handles" to resize the text box. Here, we've made it into a small column.



Now, let's add a picture to the area to the right of the text box we just created.

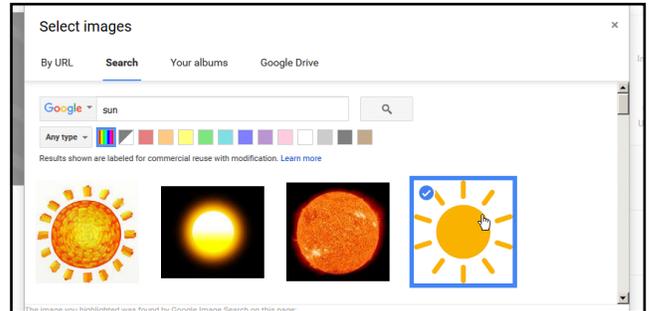
Click the "Images" button under the "Insert" tab.



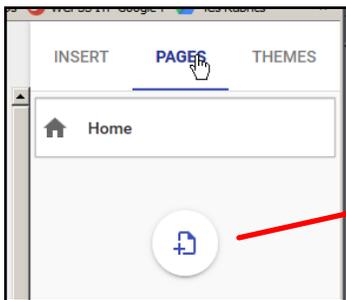
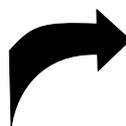
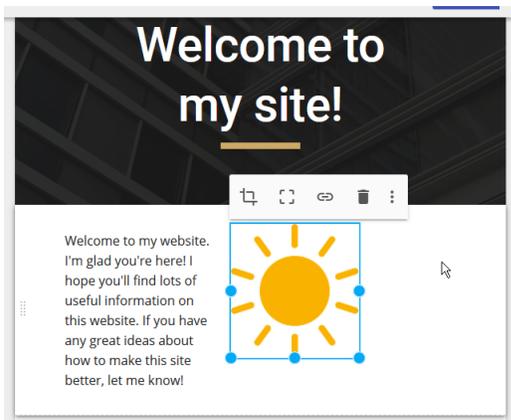


There are numerous places you can add images from. Paste in an address of a photo, search for an image on Google, or use one from your Google Drive. Let's search for "Sun" and choose a sun graphic.

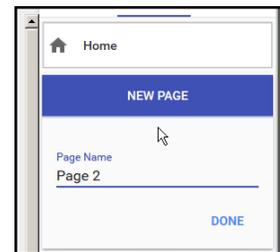
Click the graphic you want to use and you'll see a blue border around it. Click the blue "Select" button at the bottom.



Your image now appears. You can click and drag the image to move it around on the page.



You can add additional pages to your website. Just click the "Pages" tab. Then, click the "add page" button.



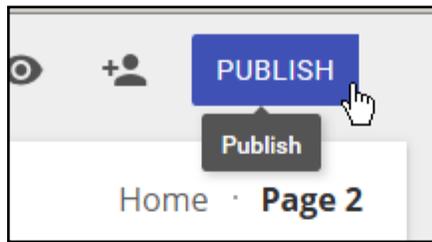
Give your second page a name and click "Done."



You'll notice a navigation button now appears at the top right of your page. This is the navigation bar your visitors will use to get from one page to another in your website.

Add content to this second page just as you did the first. Continue creating pages until you have all of your website complete.

Your last step is to publish your site. Click the blue "Publish" button at the top right.



Enter a phrase for "site location." You'll see below it the full address of your website. Remember you can use URL shorteners (like TinyURL) to make the address friendlier.

Choose if you want users to be required to enter a WCPSS Google login to see your site, or if you prefer it be available to anyone on the web.

Also choose if the site should appear in Google search results. Then, click "Publish." The site will then be live on the Internet.



Remember, if you make changes to your website at a later date, you'll need to click "Publish" again to publish your changes.

That should get you started creating websites in the new Google Sites!