



WCPSS Google Apps - Sites

At a Glance...

- create unlimited websites
- template based
- easy to use
- designed for web publishing novices
- great for creating a teacher website
- connects with other Google Apps (like Drive)

Access It At...

sites.google.com or via mobile device app

Required Knowledge...

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

Username / Password

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

After logging in, you'll see a list of the sites you've created. Here, you'll see I have a few already created. You likely won't have any.

So, let's click the "Create" button and make a site!

Ignore the large template/gallery buttons at the top.

Type in a name for your site. In this tutorial, we'll use "Art 1" as our name.

Next, choose the address of your website (the URL that visitors will access your website through). Think simple! This is the address you'll give out so visitors can find you.

Next, click "select a theme" and find a template you like.

Let's pick "Open Sky" in the top row of choices.

You don't need to choose any of the "Other Options" below the theme choices.

Once you've completed these initial setup steps, click the red "Create" button at the top of the page.

You'll now be presented with your website. You can see it's currently a very simple one page website.

To continue editing, we'll use the editing buttons at the top of the page.

To edit the page, click the pencil icon button. This temporarily converts your view to "edit mode," permitting you to change text or add items.

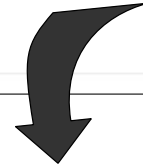
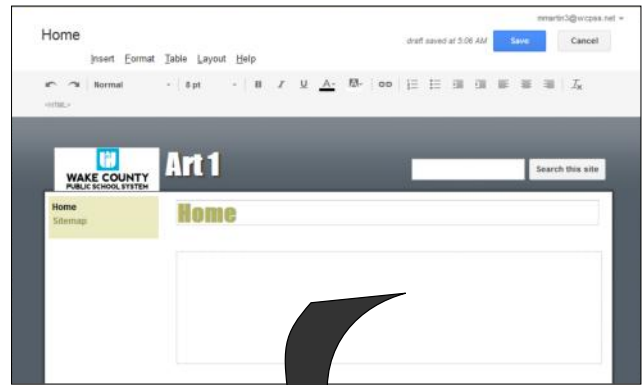


Notice there's now a command bar at the top, giving you familiar tools like fonts, underline, size, etc.

Click in the area that says "Home." Delete "Home" and type in a title for this main page of your website. Let's type "Welcome to Mrs. Smith's Class."

Below that is a text box you can type information in. Let's make this area a running list of homework assignments. Go ahead and enter some sample homework. You can alter text properties (color, font, etc) using the bar above your page.

Click the blue "Save" button at the top when you're done making changes.



Now, let's add another page to our website.



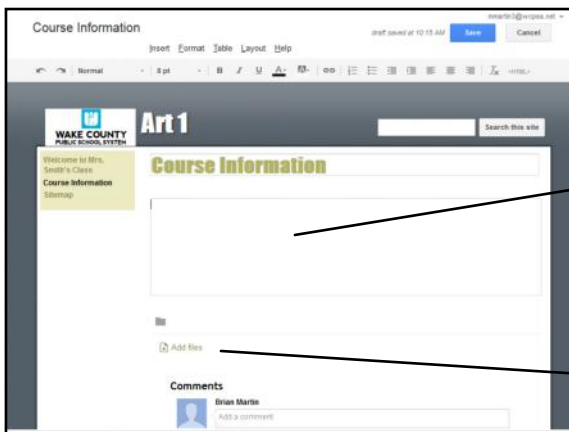
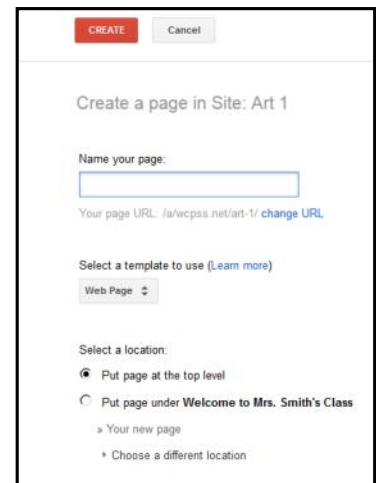
To add another page (you can add as many pages as you like), click the "Add Page" button at the top.

Again, you'll fill out information about what you want this page to be.

Let's name this page "Course Information."

You likely won't need to alter any of the further options.

Click the red "Create" button at the top to create this second page.



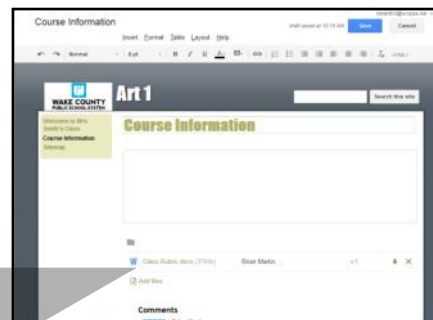
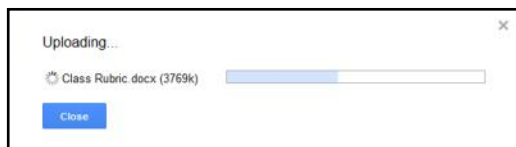
Here we can leave "Course Information" as the title.

Go ahead and type "Here you'll find useful information about our class," in the text box below.

Let's add our course syllabus to this page. We'll use the "add file" option.

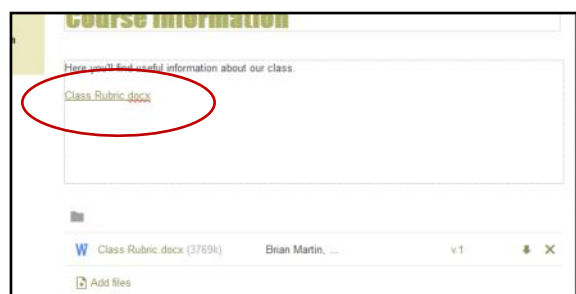
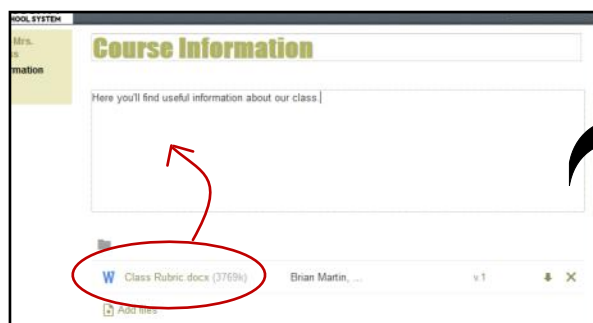
Below the text boxes is a button that says "Add file." Click it, and find the document you'd like to add. For our tutorial, any document or file will work.

Once selected, it will take a second to upload - and then you'll see your document listed below the text area..



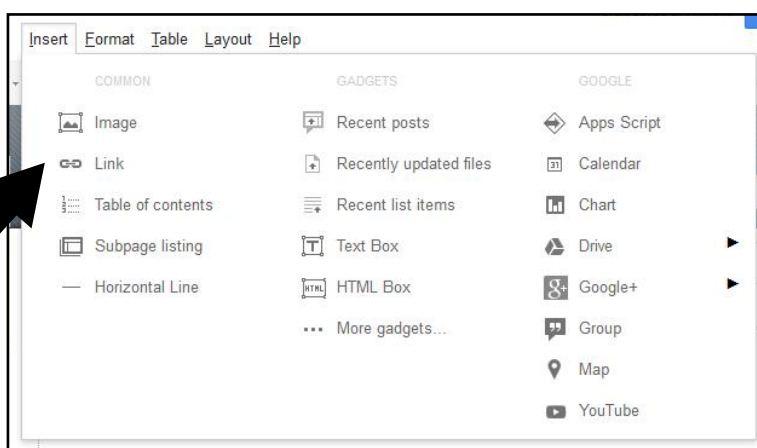
Click and drag the file...

... up to the text box.



You can add as many files/documents as you wish.

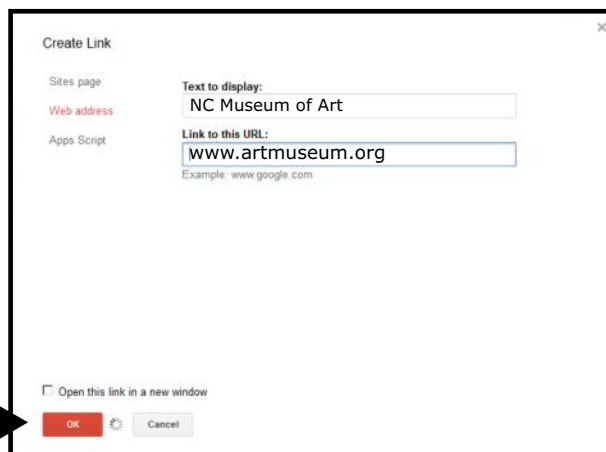
Next, let's add a link to another website. Up at the top of the page, click "Insert." You can see lots of things you add to your webpage. Let's choose "Link." Do take note of the other items - you can insert things like images, charts, files from your Google Drive, or YouTube videos.



Click the second option on the left, "Web address." This lets us create a link to any web page on the Internet.

"Text to Display" will be the text that your visitor clicks to follow the link. Type in "NC Museum of Art."

For "Link to this URL," enter the address (URL) of the website you want to link to. Type in "www.artmuseum.org," which is the address of the museum's website. Click the red "OK" button to add it to our web page.



You'll now see we have added a link to the NC Museum of Art website.

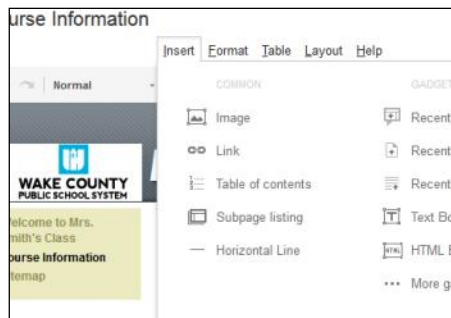
Course Information

Here you'll find useful information about our class.

[Class Public.docx](#)

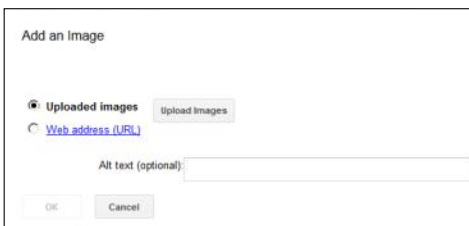
[NC Museum of Art](#)

Let's add a picture to our page.

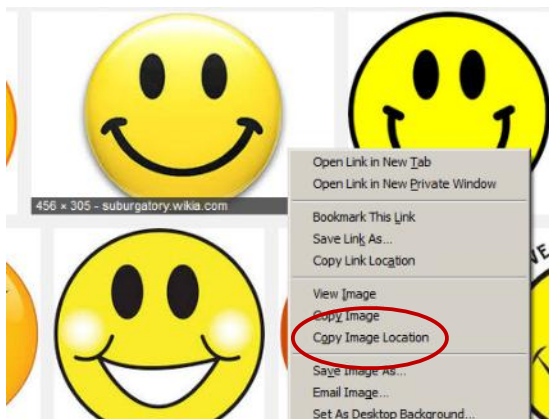


Again, at the top, choose "Insert / Image."

You can choose to upload an image from your computer, or paste in the address (URL) of an image already on the Internet.



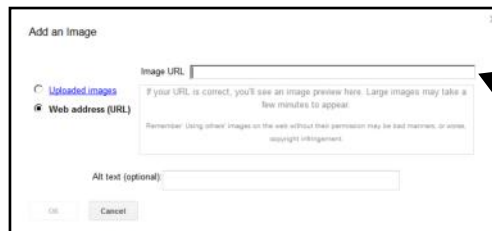
To find an image on the Internet to use, open another browser window. When you find an image you like, RIGHT click on the image.



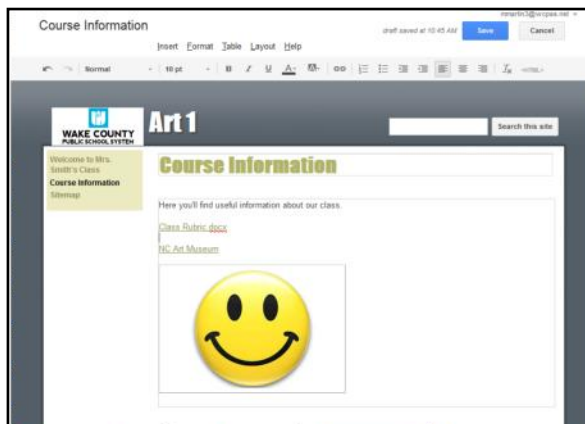
Select "Copy Image Location."

This copies the address (URL) of the PICTURE to the clipboard.

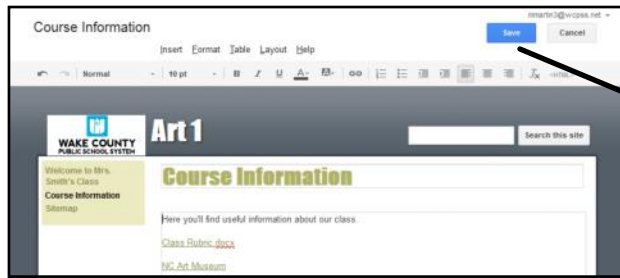
You then paste in the address to the "Add an Image" popup in your Google Sites work area. Then click "OK."



Paste the URL here

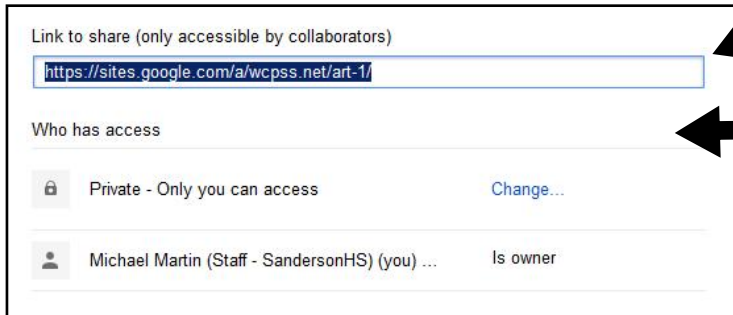


We've now added an image to the page. Images help make your pages more interesting. Would you want to read a web page with nothing but text on it?



When you're finished editing the page, click the blue "Save" button at the top right.

One last step. We need to enable our website to be public, so visitors can access it. Click the blue "Share" button at the top right.



This is the address you'll give out so visitors can find you!

By default, only you can view the website.

Click "Change" to alter this. Choosing "Public on the web" will permit anyone in the world to view your site. There are other sharing options available here, such as settings that would permit multiple teachers to view/edit the same website.

If your address (URL) is too long, you can use free services to shorten it to something easier to digest. Try "https://goo.gl/" or "www.bit.ly" to get a friendlier URL for your site.

This just scratches the surface of what you can do with Google Sites. There's lots to learn and explore!

Help, Tutorials, and Ideas...

Google Sites Support:
<http://learn.googleapps.com/sites>

WCPSS Google Support:
<http://google.wcpss.net>

Google Sites Classroom Ideas:
<https://sites.google.com/a/share.brevardschools.org/integratorsgoogleresources/lessonplanideas>

Note WCPSS plans to make Google accounts available to students in 2015-2016. Soon your students will be able to be ace website publishers, too!