

Creating Google Sites

Get Your Feet Wet!

A Quick Start Guide



Before you begin, decide the purpose of the site and organize the elements you will need? Visit a few sites and see what works for other teachers. Go to google.amassi.net for some samples. Log in to your domain account (or the demo account <https://sites.google.com/a/amassi.net>)

Start at [Sites](#)



Sites

CREATE

My Sites in [amassi.net](#)

Deleted Sites

Browse Sites

Select **“Create”**. Give the site a name. You can browse the gallery for a template you like or choose a theme. Both are customizable.

Sites

CREATE

Cancel

Select a template to use:



Blank template

Browse the gallery for more

Name your site:

Select a Site Template

amassi.net

Public

Featured

Business collaboration

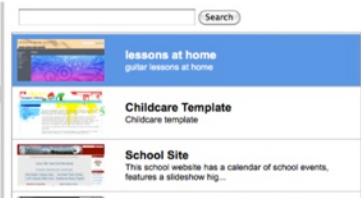
Activities & events

Schools & education

Clubs & organizations

Personal & family

Government & non-profits



Open More Options

▸ Select a theme

▼ More options

Site categories - enter one or more categories separated by commas (e.g. "marketing, finance")

Site description

Under **Site categories**, enter a category for the site. For example if students are creating the site it is suggested they enter their graduation year to make the site easier to find. A description is nice but not necessary.

Select **Create** and the site will now be created. By default the Home page will use a web page template, but that can be changed if desired.

Building the Site – Page templates

Page templates are a way to easily format a site page for effective use.

Web Page: This is the most common Google Sites webpage. Unstructured format where you can add text, images, tables, embed spreadsheets, presentations, vids... You are allowed to have a wide variety of page layout options.

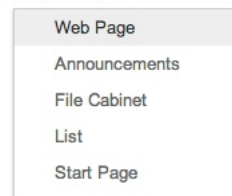
Start Page: This page is similar to an iGoogle page where you can customize a page of gadgets. Think of the start page as a Welcome Page. I rarely use this format and there may be some issues with younger students.

Announcement Page: This page is a posting page where you can post chronological info. Think of it as a simple blog for posting news, assignments, project updates, web links and much more. The Announcement page can be subscribed to only if the page is public. (generate an RSS feed)

File cabinet: This page allows you to upload and manage documents. You can upload any file type, but remember users may not have access to all file types so you might want to save documents as a .pdf document. You cannot upload Google docs but we will see later that they can be inserted using a gadget or a link.

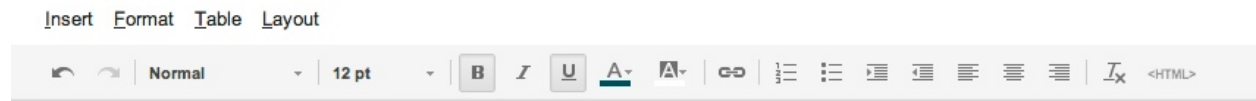
List page: This page has the ability to create lists of information. You can pick a template or make your own.

Select a template to use ([Learn more](#))



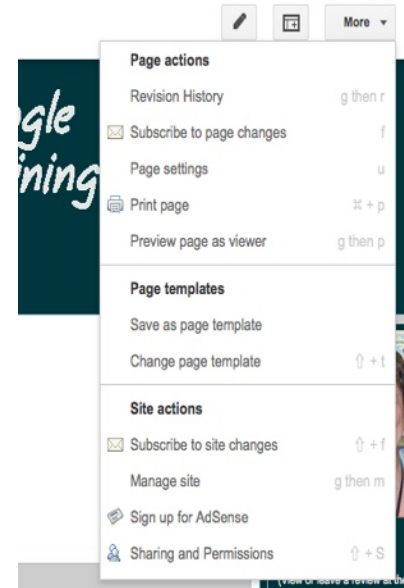


Sites Editor – Contains the basic tools for editing your site.



Here you can format text, create links, and edit the html code if you chose. From the insert tab you can add many elements to your site.

In the **More actions** tab, you will find all the additional tools you need to edit and manage your site.



Let's Begin to Build Our Site

Your home page in your new site is by default a web page.

Create an Announcement page and post a few announcements.

Create a File Cabinet page and upload some files. Perhaps a worksheet or rubric.

At the Home Page



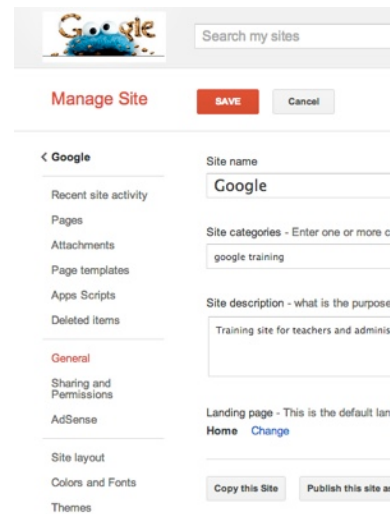
Select **Edit Page** - go to **layout** and choose a layout. In this activity we will use a two-column layout.

Always remember to Save your changes.

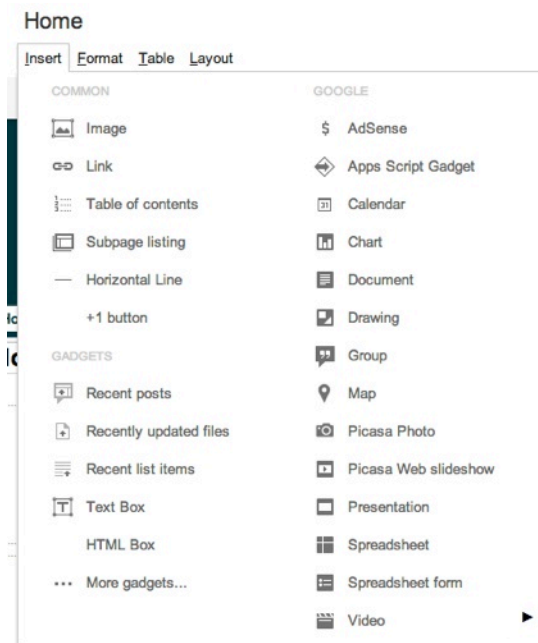
More actions/Manage site: You can click any of the settings that you would like to change.

Site layout: click here to edit the site Navigation in the sidebar for adding a sidebar item as well as a number of other options.

Don't forget to click **SAVE CHANGES** and/or click Preview to view before saving.



Adding Elements to the Site



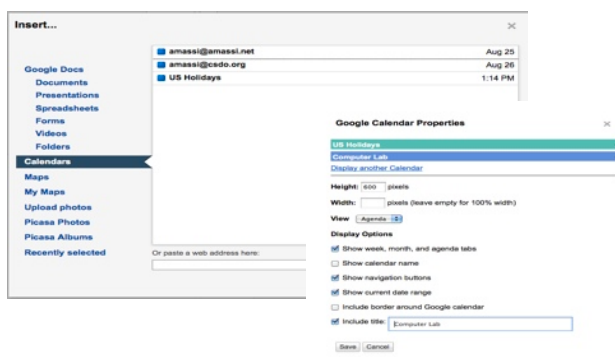
To add a variety of elements to your site, use the **Insert** tab on the left of your editing page. You can insert images, videos, Picasa slideshows, Google Docs, Calendars, and many gadgets such as text, recent posts, recently uploaded files, and more.

Today you will be inserting four gadgets on the home page – a calendar, your recent posts, a text gadget and photo, and recent file updates. We will also insert a Google video, a YouTube Video and if there is time we will look at Picasa Web.

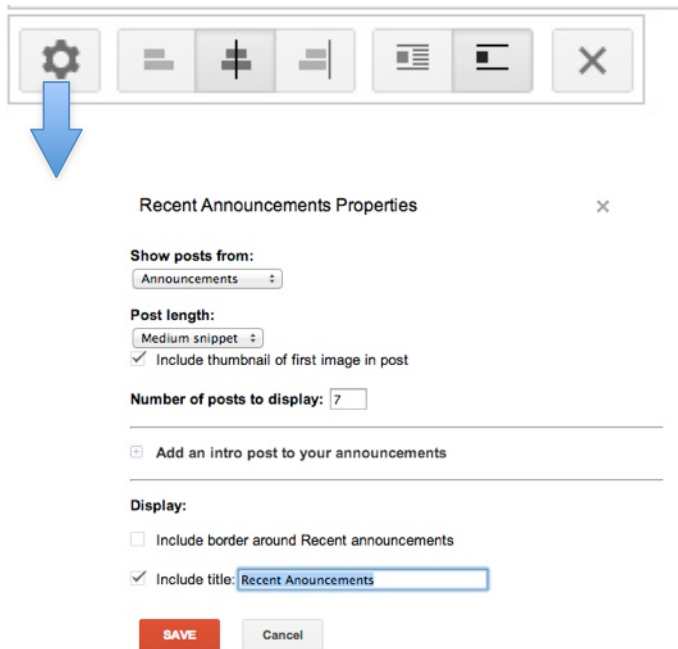
Go to **Insert**. Choose **Calendar**.

Choose the calendar you would like to insert from the menu that appears. If you are working in the amassi.net domain, you will only see one personal calendar.

Select the calendar properties and save.



The text, recent posts, and recent files gadgets will insert in much the same way. You can align, wrap, and delete the gadget from the property menu. To return to the gadget properties, click on the gear.



[Inserting Google Docs](#) into your Site is an efficient way to keep information updated in one easy step. After inserting a document into a page, any changes you make to the document updates on the site. **To insert a document, presentation, or form**, use a web page, choose a one-column layout, and follow the steps above.

[Inserting an image](#) – Images can be inserted by uploading the image to the site, pasting in a URL of an image, or inserting from [Picasa Web](#).

Need some pictures? [Go to my shared albums](#). Or download from [amassi.net](#)

Customizing the site - By exploring the settings in **More Actions>manage Sites>Colors and Fonts**, you can find options to customize many of the site features like colors, images, text, and font. These tools will not be covered in this workshop, but the best way to learn is to do some exploring. [Google](#) has good support on changing site features at <http://support.google.com/sites/bin/answer.py?hl=en&answer=97520>

You can also find more information at <https://sites.google.com/a/amassi.net/google/>