# Google Sites

Directions: Google Sites allows you to create websites, using some of their built in themes. You can upload attachments, add links, insert images, post announcements or imbed documents. You can invite others to manage your site by giving them privileges. You can limit who can see your WebPages if necessary.

Helpful Videos:

- http://www.youtube.com/watch?v=fD-4FRTzxkI
- http://www.youtube.com/watch?v=X_KnC2EIS5w
- http://www.youtube.com/watch?v=X_KnC2EIS5w&feature=PlayList&p=43EA68CD3CDDF704&playnext=1&playnext_from=PL&index=38

Getting Started:

1. Click on **Sites** under more options in your Google menu once you are logged in to your Google account. You can also type **sites.google.com/** in the URL. If choosing this method, you will use your login to access your sites in Google.
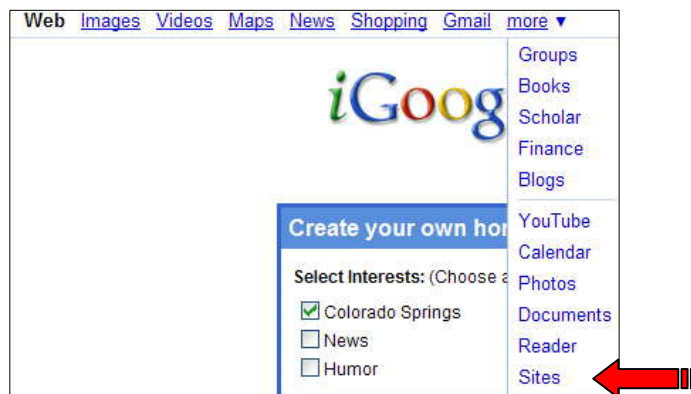

2. You will get a welcome window. When this pops up, click on the **Create Site** option.

3. Give your site a name, type in information about your site, specify if for a mature audience, decide who you will share this site with, choose a theme and then type in letters confirming you are an actual human. Once done, you can click **Create site**. You can always change your site theme later if necessary.

4. When clicking on the **Site theme**, the following window will pop up. You can select one now or later. You can always change the site theme later.
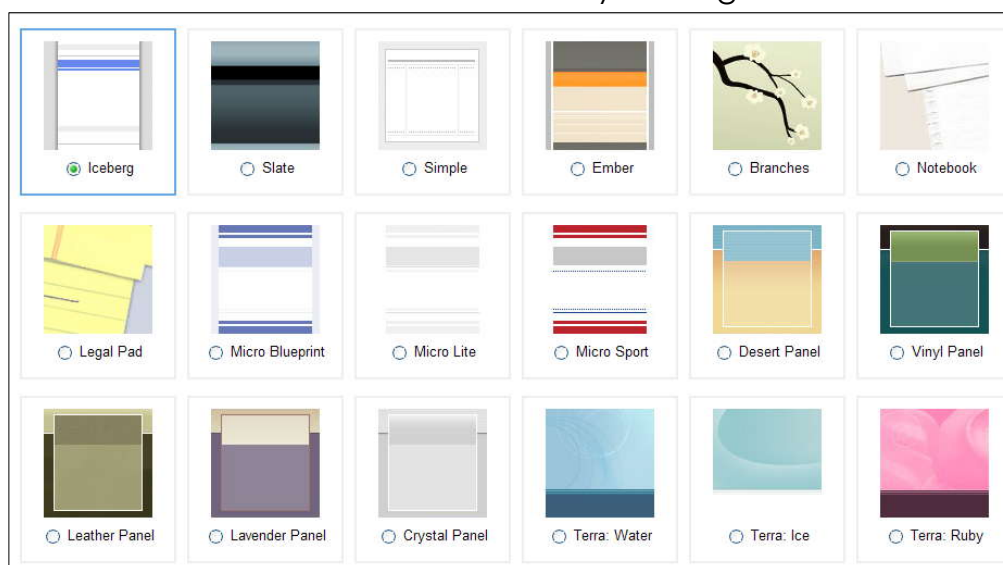
5. Once the categories have been changed, you can type in the code and then click **Create site**.
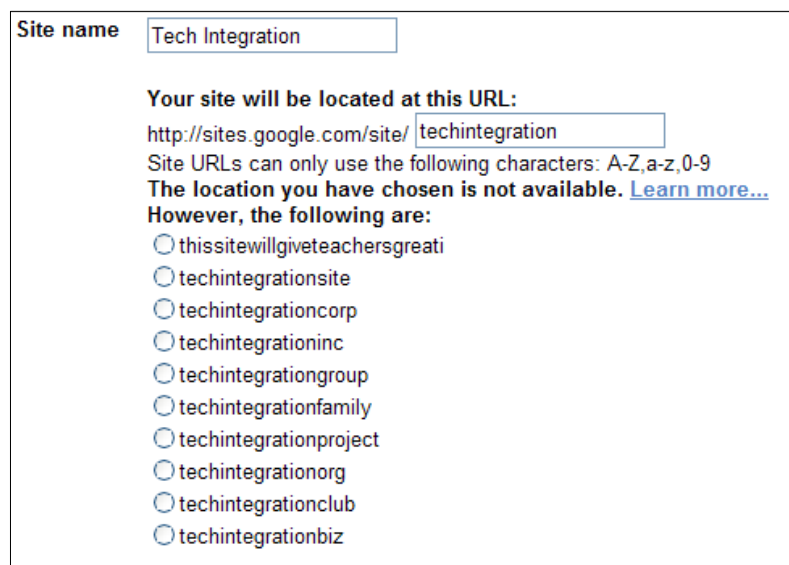
Please type the code shown.

garbion

garbion   Please retype the code.

Create site   Cancel

6. You may get a message stating that you can't use the name chosen because it is already taken. You can choose one of the recommendations by clicking in the choice next to the name or experiment and resubmit until you get a site's name that isn't taken.

Site name   Tech Integration

Your site will be located at this URL:
http://sites.google.com/site/ techintegration
Site URLs can only use the following characters: A-Z,a-z,0-9
The location you have chosen is not available. Learn more...
However, the following are:
○ thissitewillgiveteachersgreati
○ techintegrationsite
○ techintegrationcorp
○ techintegrationinc
○ techintegrationgroup
○ techintegrationfamily
○ techintegrationproject
○ techintegrationorg
○ techintegrationclub
○ techintegrationbiz

7. After selecting techintegrationsite, the following page came up after clicking on the **Create site** option.

Gmail Calendar Documents Photos Reader **Sites** Web more ▼   mrmsanimoto@gmail.com | My sites | Help | Sign out

Google sites Home Updated a minute ago   ✚ Create page   ✎ Edit page   More actions ▼
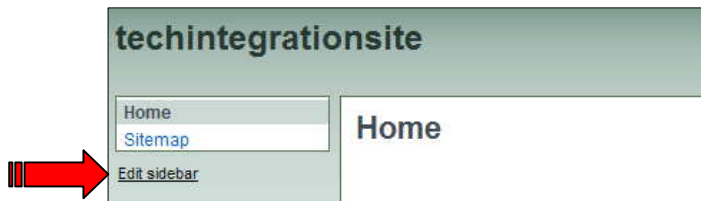
techintegrationsite   Search Site

Home
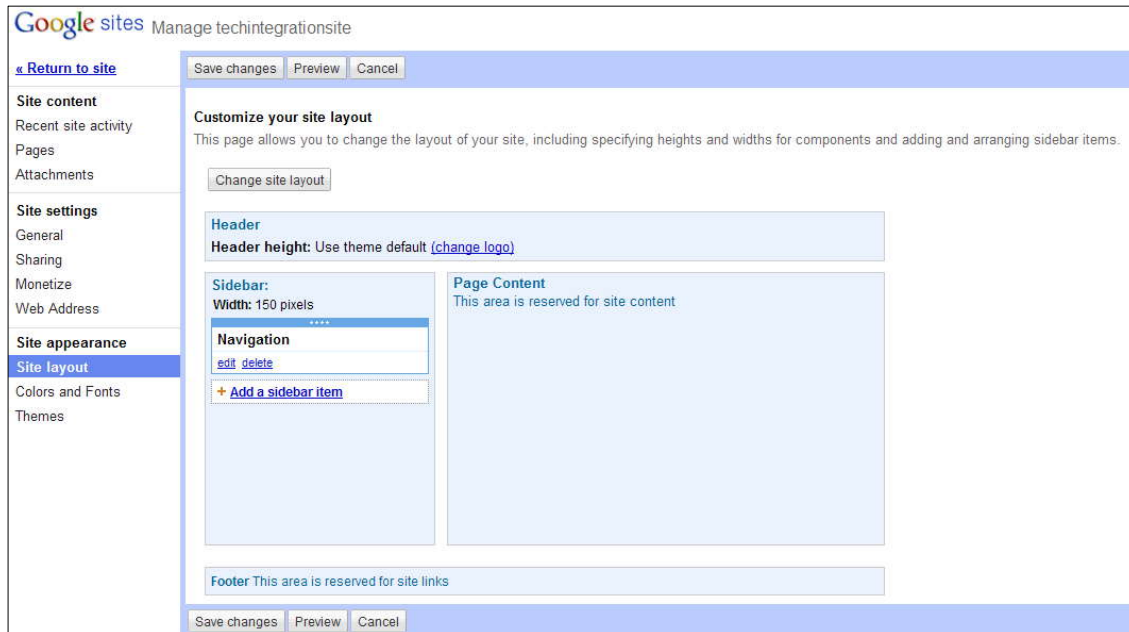Sitemap   **Home**
Edit sidebar

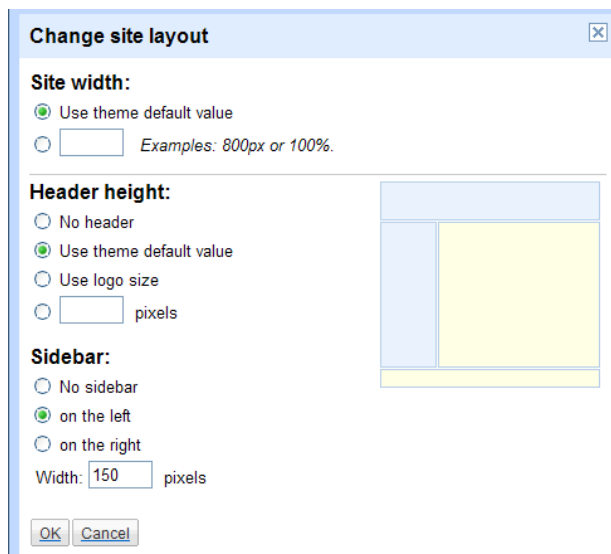Terms Report Abuse Print | Powered by **Google Sites**

8. You can click on the Edit sidebar option and make changes accordingly.

9. When clicking on the **Site Layout**, a window will pop up with a window that allows you to add your own logo, change your site layout and navigation scheme.
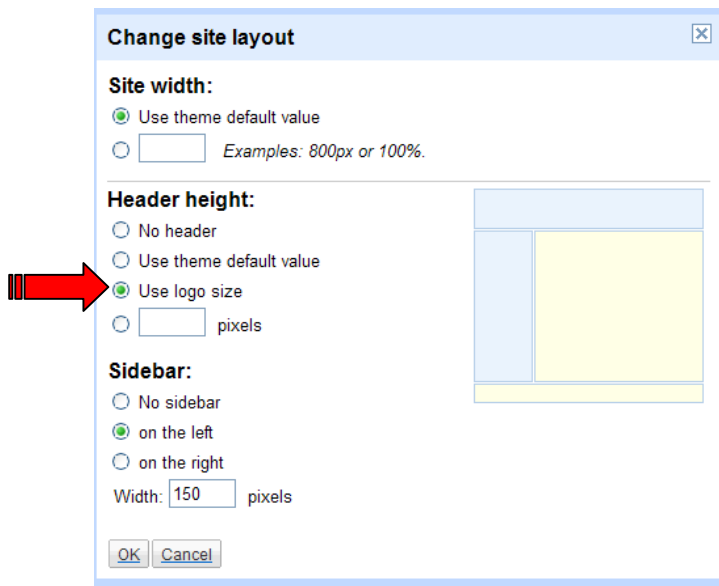

10. When clicking on the **Change site layout**, the following window will pop up.

Tip: You can always experiment and save changes. If you are unsatisfied with your results, you can always come back to this option and set them to the default settings.
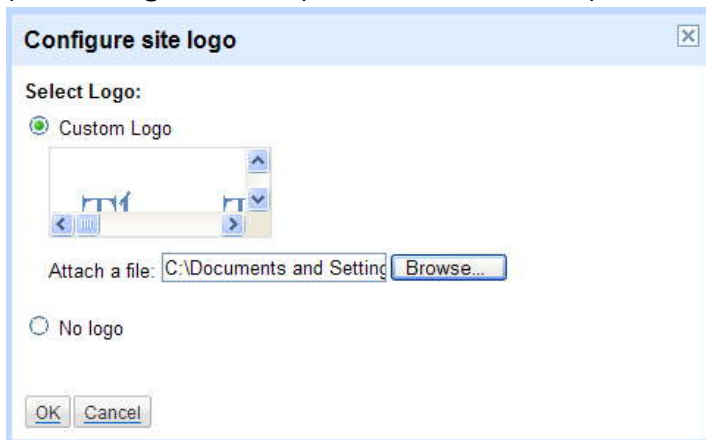
11. If you want to put your own banner or logo on the page, under the **Header height** option, select **Use logo size.**

12. After clicking OK, a **Header** option will pop up for you to browse for your image. Click on the **change logo** link.
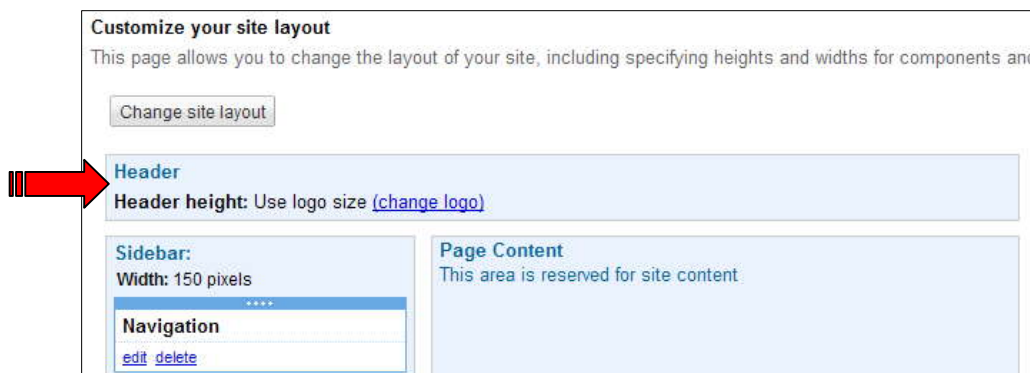
13. When the following window pops up, click on the **Browse** button and locate your image. Once you have located your image, click on OK.
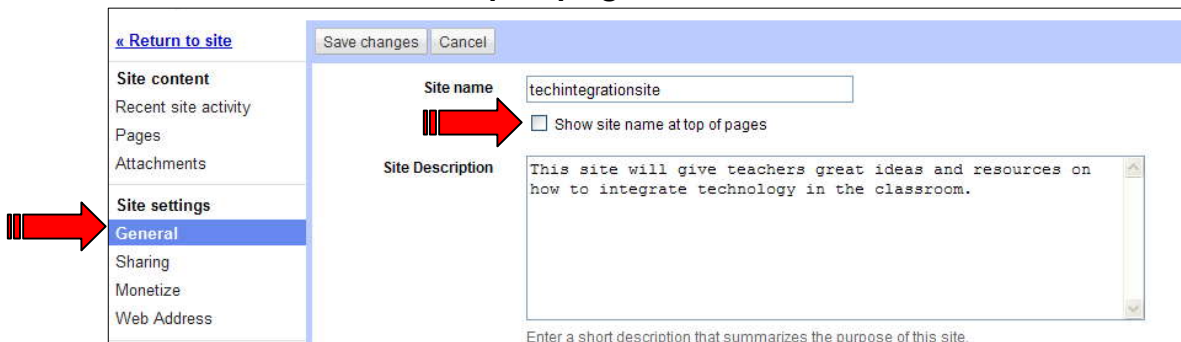
14. After adding my own banner, I still had a problem with my sites name appearing underneath the banner.

15. To get rid of the unwanted title, go to **More actions** and select **Manage site**.

16. When the following window pops up, choose the **General** option. Deselect the **Show site name at top of pages**.
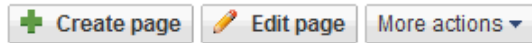
17. The results were successful!

Creating and Manage New Pages

http://www.youtube.com/watch?v=Z7TT0QLBvTE

18. Click on the **Create page** option at the top of the menu.

19. Type in the name of the new page. In this case, the name is About for information about the site. Web Page was chosen in this example. Put page at the top level was kept selected. Click on **Create Page** when done!

20. The **About** will appear in the Navigation window for editing and accessing.
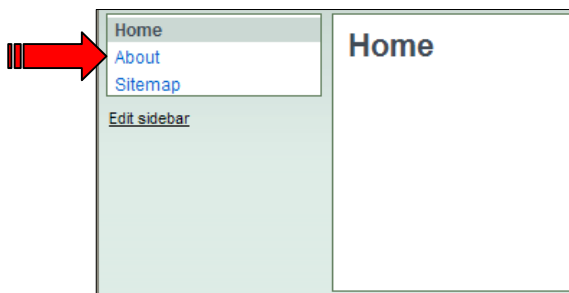
21. If you wanted a subcategory for a page, you would choose have the **About** page selected and choose **Create page**.

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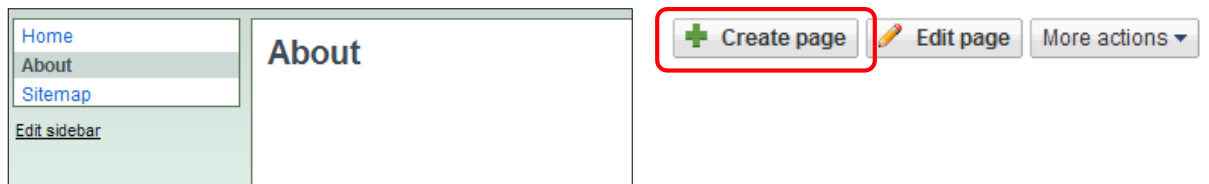
22. When the window pops up, you can choose **Web Page**, type in the subcategory of About, in this case Author was typed in. Make sure you select **Put page under About**. Click **Create Page** when done.

Select a template to use

● Web Page	○ Dashboard	○ Announcements	○ File Cabinet	○ List

Name: Author

Your page will be located at: /site/techintegrationsite/about-5/author   Change

○ Put page at the **top level**

● Put page under **About**

About > Author

Choose a different location

Create Page   Cancel

23. When returning to your navigation scheme, you can see Author appear as a subcategory of About. You can expand the categories of About by clicking on and off the triangle next to the About link.

Home
▼ About
  Author
Sitemap
Edit sidebar

Author

Home
▶ About
Sitemap
Edit sidebar

Author
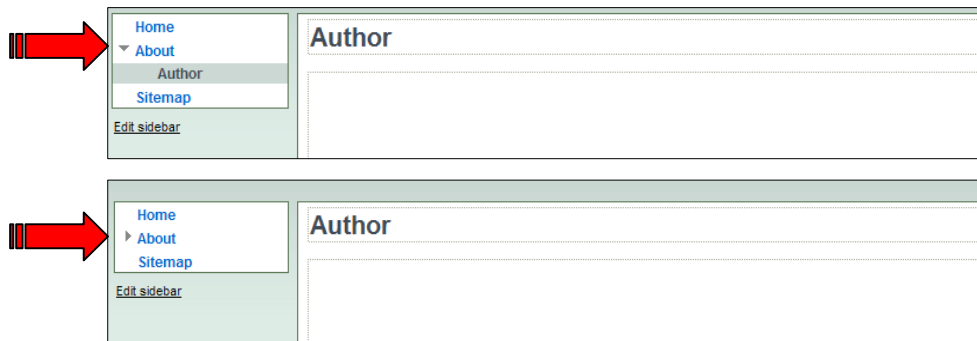
24. You can continue to add you major links and subcategories for your site. You can always add more links later.

25. Notice that you can add many subcategories.

The Tech Integration Site

Home
▶ About
▼ Content
  Audio
  Clipart
  Creative Writing
  Hoax or Not?
  Poetry
  Poster Unit
  Searches
  Visual Literacy

Visual Literacy

© Created by Chris Clementi 2009
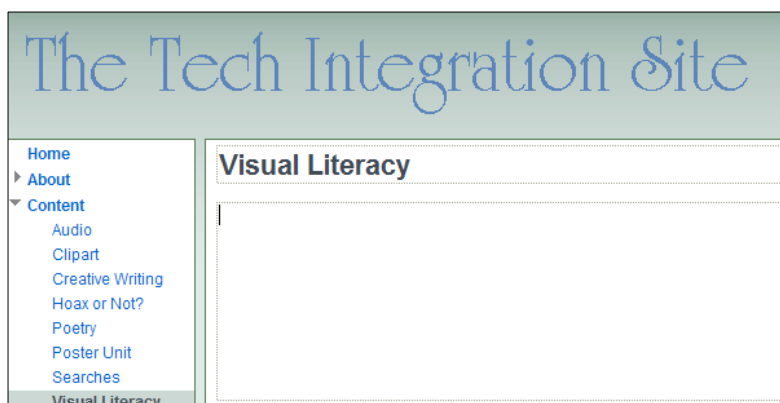
Editing Pages

26. Select the page you want to edit and click on the Edit

27. Type in your content.
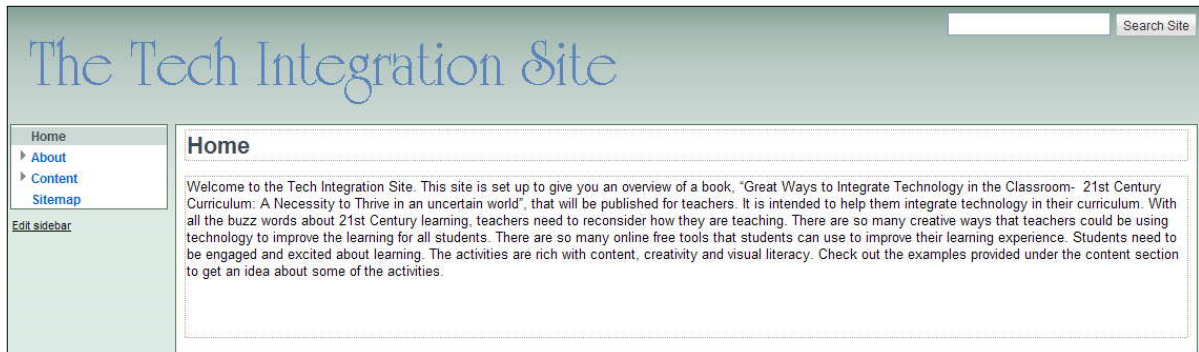
28. To change the font size and type, select the words and make necessary changes in the Font section. The font size was changed to 12pt and the style was kept at Normal.
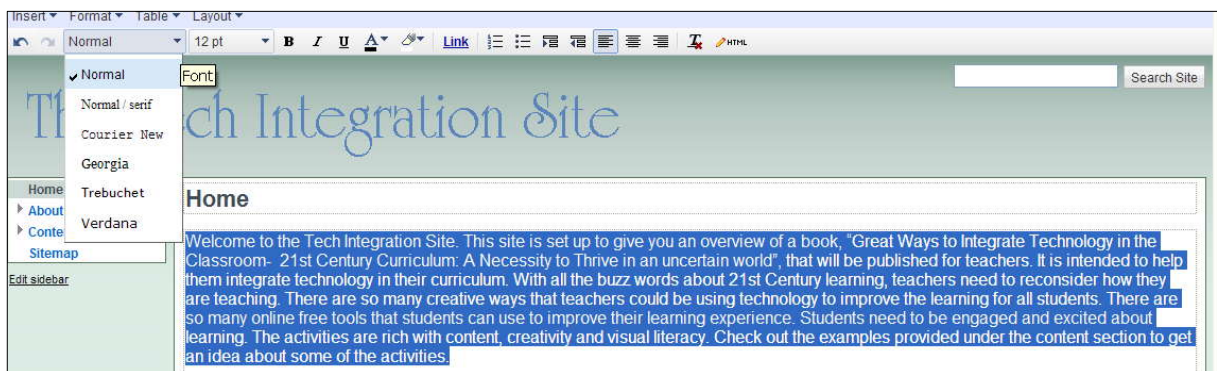
Inserting Images to pages

29. Before inserting images, graphs, videos, etc. to your site, you should create a folder to contain all of your content for your website. Organization is key to good design and efficiency.
30. A folder called website was created to contain everything intended for this site.
31. Images were resized to roughly 335 X 250 pixels. It is important that you resize images in an image editing program. If you load large images, the page will load slowly and people are more likely to leave your page.

32. With your image resized and in an organized location, click where you want your picture to appear on your page. In this case, it was clicked in front of the first word, Welcome. Choose **Insert | Image** from the drop down menu. Take note of all the possible items that can be inserted on a page. More on this later.

Insert ▾ Format ▾ Table ▾ Layout ▾

- 🖼 Image
- Link
- ☰ Table of contents
- ☰ Subpage listing
- — Horizontal Line

Google...
- AdSense
- 📷 Calendar
- 📄 Document
- 📍 Map
- 🔵 Picasa Web slideshow
- 📊 Presentation
- 📊 Spreadsheet
- ▭ Spreadsheet form
- Video ▶

Gadgets
- 💬 Recent posts
- 🖼 Recently updated files
- ▦ Recent list items
- T⊟ Text Box
- More gadgets...

ch Integration Site

ome

Welcome to the Tech Integration Site. This site is set up to give you an overview of a book, "Great Ways to Inte classroom- 21st Century Curriculum: A Necessity to Thrive in an uncertain world", that will be published for tea em integrate technology in their curriculum. With all the buzz words about 21st Century learning, teachers nee re teaching. There are so many creative ways that teachers could be using technology to improve the learning o many online free t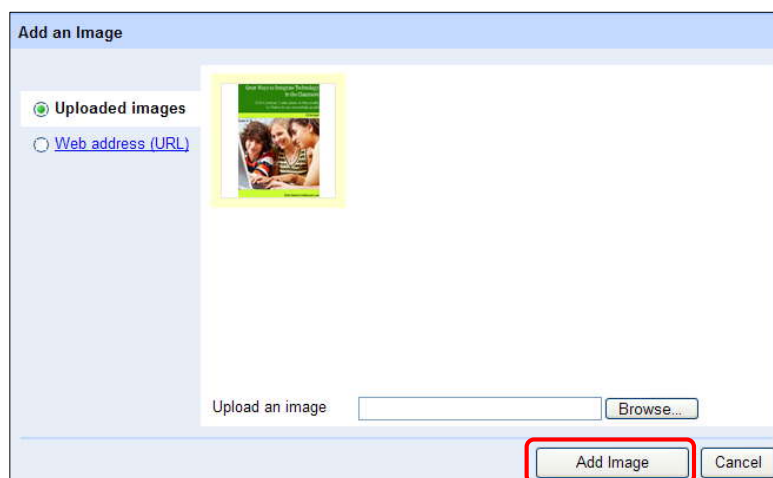ools that students can use to improve their learning experience. Students need to be enga arning. The activities are rich with content, creativity and visual literacy. Check out the examples provided und n idea about some of the activities.

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33. When the following window pops up, browse for your image. Choose **Add Image** when you have selected the image for your page.

Add an Image

- ⊙ **Uploaded images**
- ○ Web address (URL)

Upload an image [   ] Browse...

Add Image   Cancel

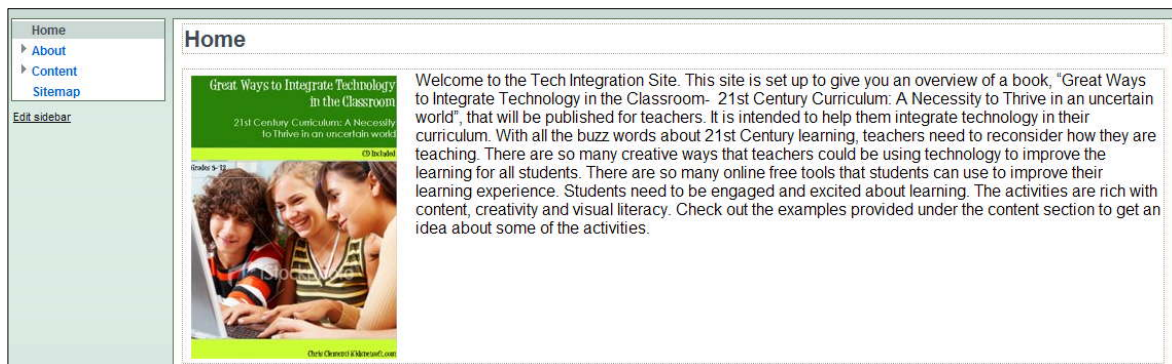34. Notice how the text is at the bottom of the image. This is a poor use of space. To get the text to wrap around the image, select the image and choose **on** next to **Wrap**.
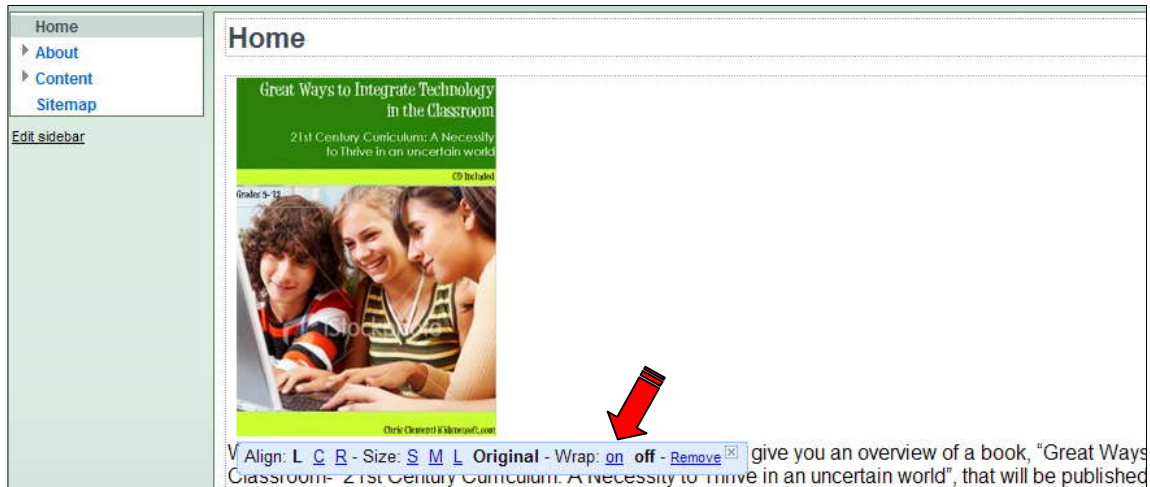
35. Once you choose the on option next to Wrap, the text will wrap around the image.

36. I decided to return to the font scheme and change the font size to 12 pt and set it to Verdana. Because consistency is key to good design, that scheme will be applied to all pages. Don't forget to click on the **Save** button!

37. If you are copying and pasting from a program such as Microsoft Word, it is very important that you change the font size and style that program to the exact style being used in Google sites. Make the font changes in a word editing program and then copy and paste it into Google sites. You might want to double check it is consistent on Google sites. If you use an uncommon font and try to change it in Google sites, it might not change to the common font, which is poor design.
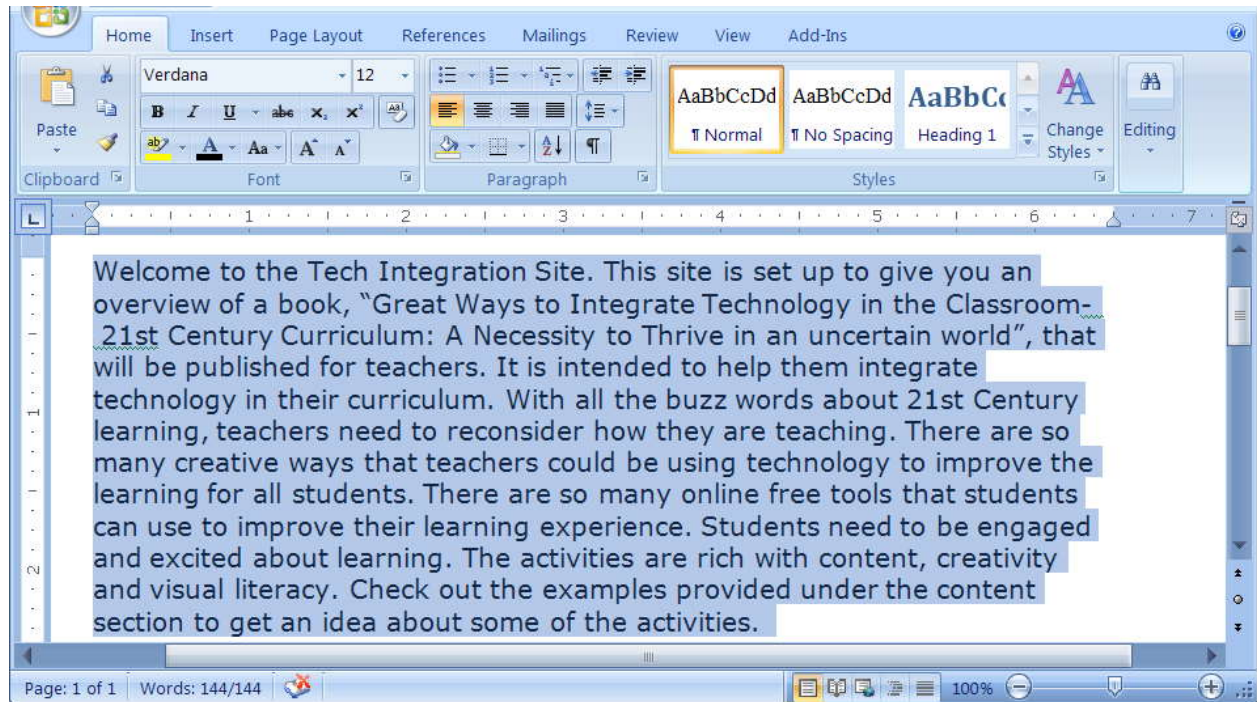

38. Experts recommend if you are going to copy and paste from a word editing program, use notepad.
39. If you decide to change your theme or other website options, choose **More actions** and then choose **Manage site**.

40. Once **Manage site** is selected, you can choose from a variety of options. In this example, **Colors and Fonts** was selected. Under the **Entire page** section, **Page font** was selected. **Verdana** was chosen under **Choose a font**. You may still have to change your font, depending if you copied and pasted from a word editing program that had a different font.
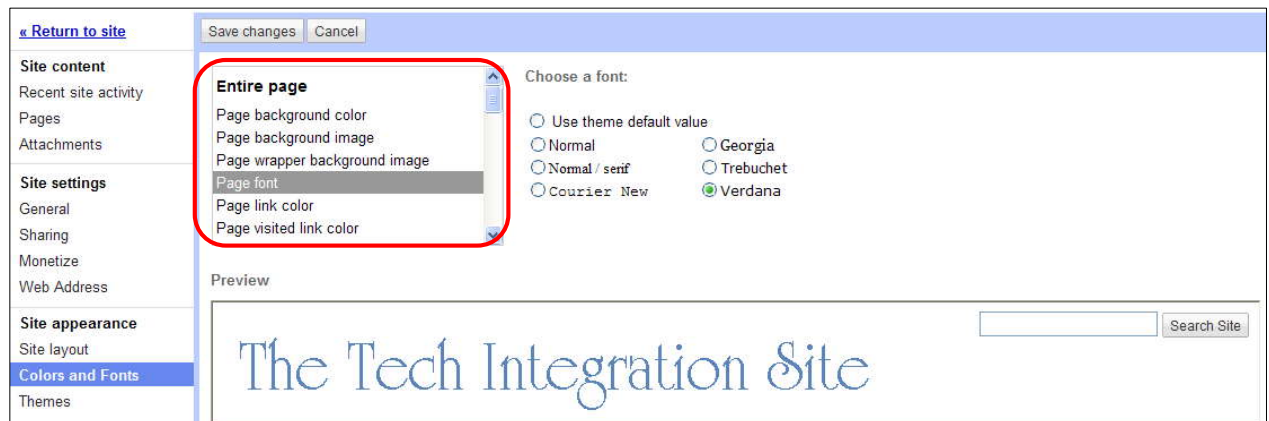
Adding Attachments

41. Make sure that whatever attachments you want to put on your site that it is named and saved in a logical and safe location on your computer. As mentinoned earlier, all materials intended for this site should be in the same location for organizational purposes.
42. A PDF was saved in the folder to be placed on the clipart section of the website.
43. Select the page to add the attachment.
44. Click on the **Attachments** link and browse for your attachment. Once the attachment is selected, it may take a few seconds to upload. When uploaded, it will look like the following example. If you want to remove the attachment, click on the **Remove** option next to the attachment.

Creating Hyperlinks

45. Highlight the URL of the site you want to link to.
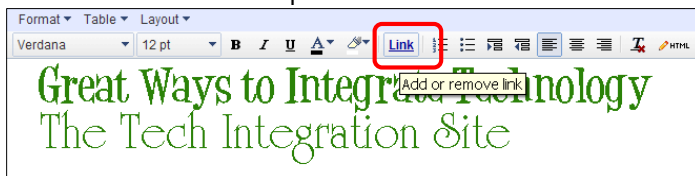

46. To copy the URL, you can right click on the selected URL and choose **Copy** or you can click on the **Ctrl + C** keys of your keyboard. (shortcut for PC) For Mac, click on **Apple + C**.


47. With the URL on the clipboard waiting to be pasted, return to your website. Select the word or image you would like to set up as a hyperlink.

48. Click on the **Link** option in the menu under edit mode.

49. When the following window pops, choose Web address and paste the website address under Link to this URL: Shortcut for paste is Ctrl + V on a PC and Apple + V on a Mac. Be sure to check off **Open this link in a new window**.
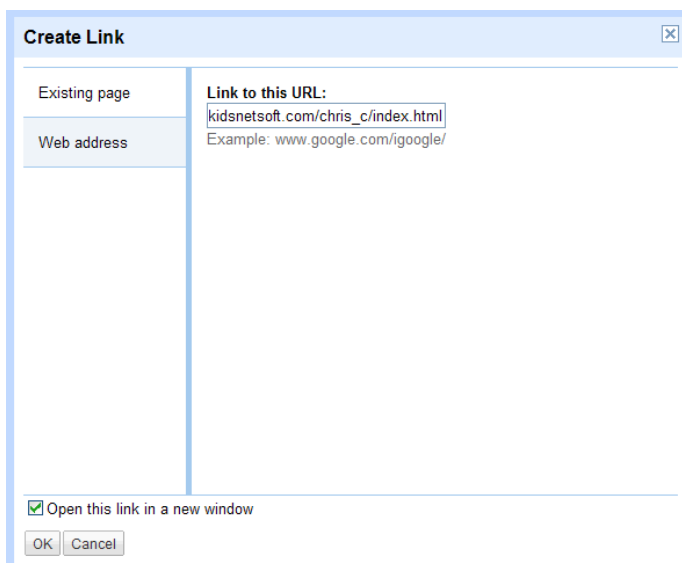
When linking to an external website, you want it to open in its own window. You don't want the viewer of your site to go to an external link and then once that link is closed, your site will close. You want to keep people on your site.

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Embedding Video

50. Copy the URL of a Google or YouTube video. For copy tips, see steps 45-46.
51. With the URL copied, return to the webpage you want to embed the video.
52. To add video to your page, click on the **Edit page** button to add the video.
53. Click in the area you want the video on your page. In this case, the cursor was placed in front of the first sentence in the paragraph.
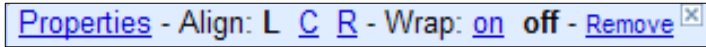54. Choose **Insert | Video | YouTube** (in this case, the video is from YouTube)
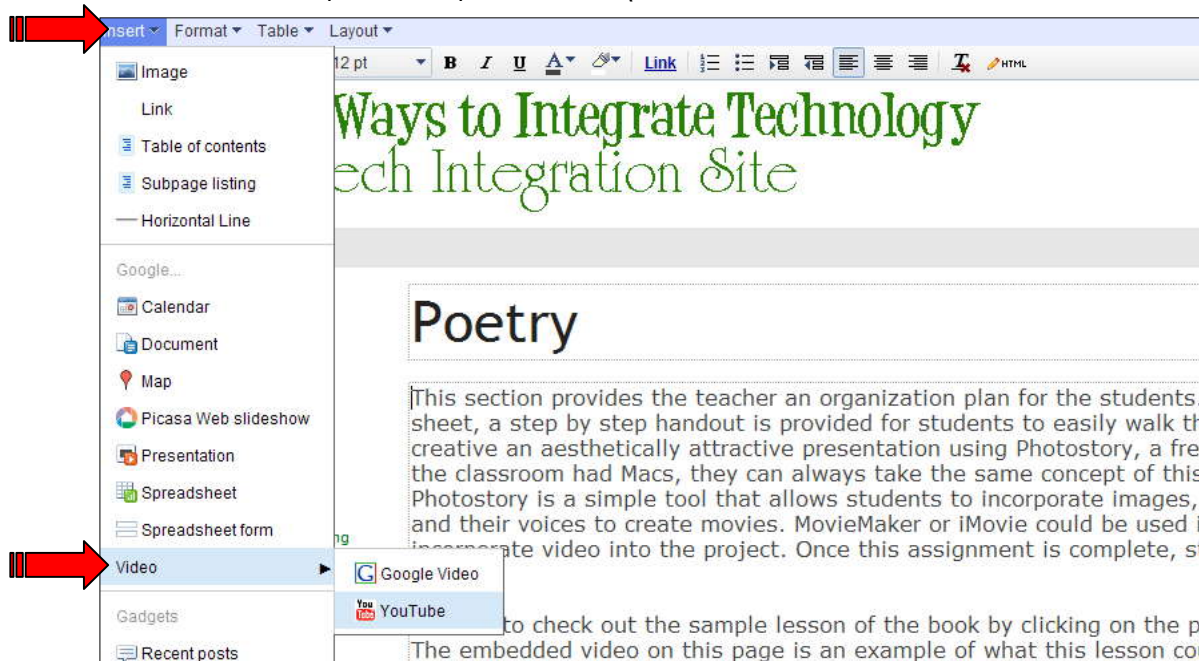
55. When the following window pops up, paste the URL under the **Paste the URL of your YouTube video section**. The Display settings were checked off. Click **Save**.
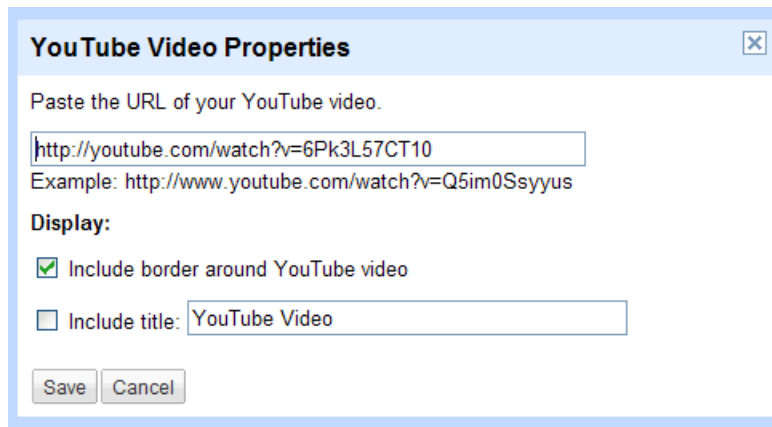
56. If you want to wrap the text around the video, click on the video and then select the **on** option next to **Wrap**. If you want the text aligned around the video on the right, click on the R next to Align.

Properties - Align: L C R - Wrap: on off - Remove ⊠
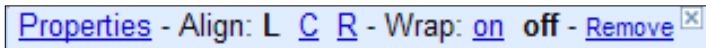
57. If you want to make changes to the video, click on the Properties option.

Properties - Align: L C R - Wrap: on off - Remove ⊠

58. Make changes to the window that pops up. In this case, the title YouTube Video was removed.

YouTube Video Properties   ⊠

Paste the URL of your YouTube video.

http://youtube.com/watch?v=6Pk3L57CT10

Example: http://www.youtube.com/watch?Q5im0Ssyyus

Display:

☑ Include border around YouTube video

☐ Include title: YouTube Video

Save Cancel

59. The video is now embedded on the page:

Great Ways to Integrate Technology
The Tech Integration Site

Search Site

Home
▼ About
   Author
   CD
   Copyright
   Design
▼ Content
   Audio
   Clipart
   Creative Writing
   Hoax or Not?
   Poetry
   Poster Unit
   Searches
   Visual Literacy
Sitemap

Content >
Poetry

This section provides the teacher an organization plan for the students. In addition to a planning sheet, a step by step handout is provided for students to easily walk through the process of creative an aesthetically attractive presentation using Photostory, a free program for Windows. If the classroom had Macs, they can always take the same concept of this lesson and use iMovie. Photostory is a simple tool that allows students to incorporate images, transitions, text, music, and their voices to create movies. MovieMaker or iMovie could be used instead if you wanted to incorporate video into the project. Once this assignment is complete, students can render them as movies.

Be sure to check out the sample lesson of the book by clicking on the photostory.pdf attachment. The embedded video on this page is an example of what this lesson could look like when complete.

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