

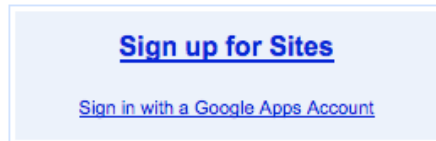
# Google Sites Tutorial

## YouTube Google Sites Tutorial:

<http://www.youtube.com/watch?v=fD-4FRTzxkl>

## Creating a Google Account

1. You need to have a Google account in order to use Google Sites. If you already have a Gmail account, you're set. If not, go to the link below to set up an account.
  - a. **Link to setup free Google account:** <http://google.com/sites>

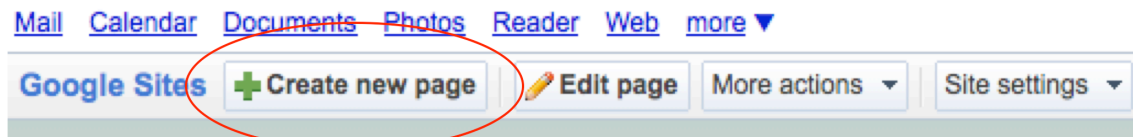


## Creating a New Site

2. Once you have created a Google account, you are ready to begin developing your webpage. Click on the Create new site and follow the directions on the screen.

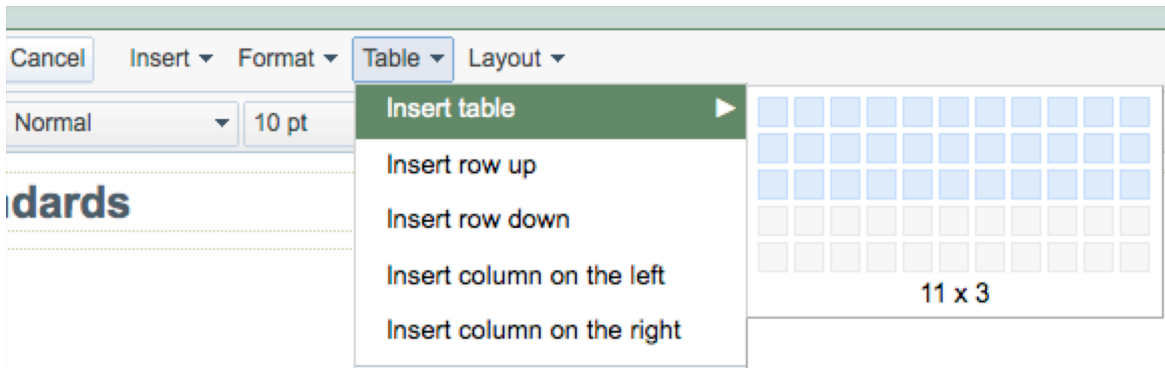
## Adding a New Page

3. Click on the "Create new page" button to start building your website, and select "web page" template from the options. Give your page a title and determine what level you want your page to belong to. For this page, select "top level" and click OK. Your new web page will be created and opened up in the Edit Mode, ready for you to add content.



## Inserting a Table

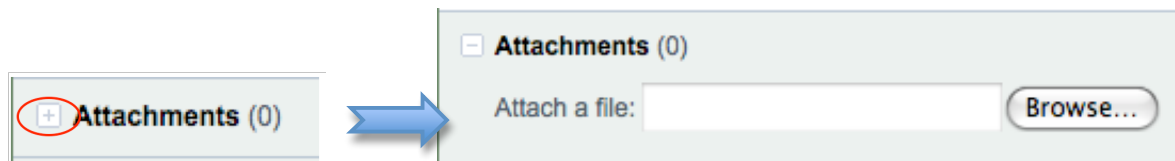
4. Insert an 11 column X 3 row table from the Table Menu. This will be your framework for a sample Standards and Artifacts page that students could create to provide easy access to documents that demonstrate the various competencies required by NCATE, AAHE, and NASPE.



**Tip:** If you are having trouble centering your table on the page, click on the “html” icon on the editing toolbar and make sure that the “table style” line includes the words “margin-left: auto; margin-right: auto;” somewhere between the enclosing brackets. For example: `<table style="border-color: rgb(136, 136, 136); border-width: 1px; border-collapse: collapse; margin-left: auto; margin-right: auto;" border="1" bordercolor="#888888" cellspacing="0">`

### Uploading an Attachment

5. You can attach files within the Attachments section at the bottom of any page. To attach a document, click Browse next to Attach a file, browse for the file, select it, and click Open. *Please note: The limit on file uploads is 10MB per file.*

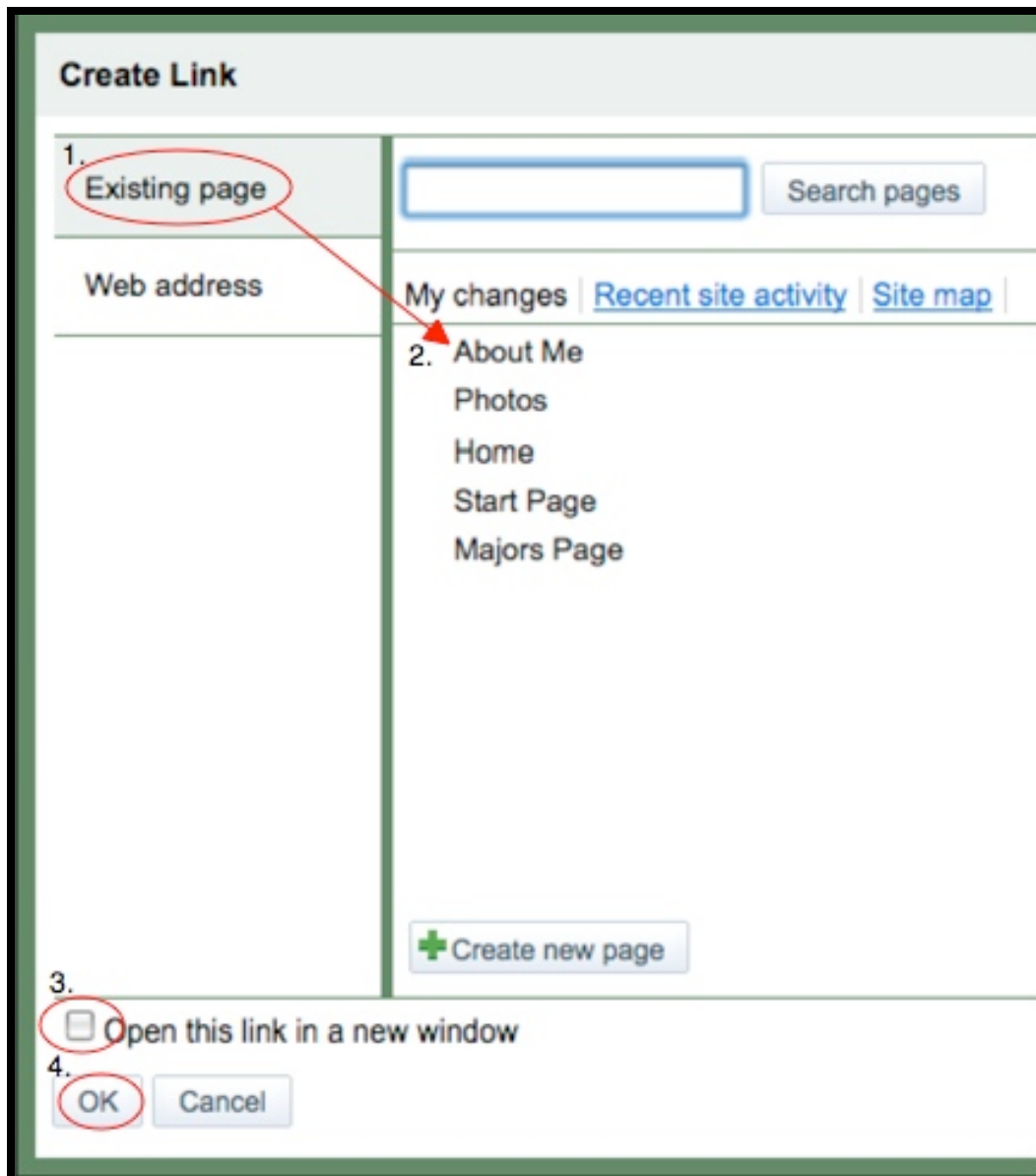


*Note: If the “Browse” button is not visible, click on the “+” sign to the left of Attachments to reveal the browse field and button.*

### Creating Links

6. You can create links to:
  - a. external web pages (pages that you don’t create, such as your institution’s home page),
  - b. internal web pages (pages that you create within your Google Site),
  - c. a file (a Word document, a PowerPoint, a picture, etc.), or
  - d. an email link (a link that opens up a mail client and pre-addresses an email to someone).

To create a link, select the text that you want to become the link and click on the “Link” button on the Toolbar. (Make sure you are in the “Edit Mode.”) Select the type of link you would like to create and click “OK.”



*(1.) Creating a link to an existing page; (2.) Select the file from the list; (3.) decide whether to open in a new window or the existing window; and (4.) click OK.*

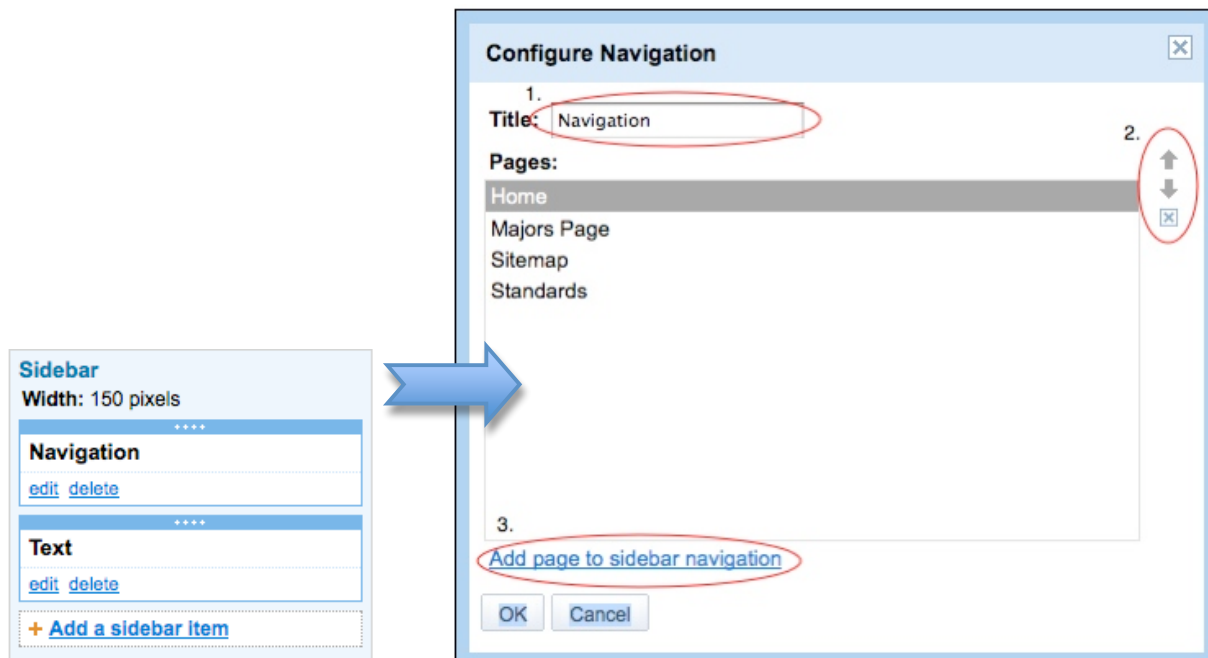
### **Inserting an Image**

7. To insert an image, select “Image” from the Insert Menu. In the resulting window, you can either select from images you have already uploaded to Google Sites, browse your hard drive or flash drive for images, or select one from a web address. Once you have located the image, select it and click “OK.” You will then be able to format the picture using Google’s tools.

### **Changing the Sidebar**

8. You can change the Sidebar Navigation to reflect your personal preferences. To change the Sidebar, click on the “Edit Sidebar” link located just below the Sidebar. This will bring you to the Appearance Settings window where you can edit the

Navigation and Text blocks by clicking on the “edit” button. You can also delete or add a Sidebar item in this same window.



*In editing the navigation, you can 1.) change the name of the Navigation block; 2.) rearrange the order of the links in the navigation block or delete a link; or 3.) add a page to the sidebar navigation.*

## Page Settings

9. The Page Settings feature in the More actions drop-down menu allows you to rename your page and alter the following account features:
  - Show/Hide Page Settings in "Navigation" in the sidebar
  - Show/Hide Page Title
  - Show/Hide links to sub-pages
  - Allow attachments (must be checked to upload attachments, but can be turned off once all the page uploads are complete.)
  - Allow comments
  - Change the Page URL (name)

## Site Settings

10. You can delete a site by going to the Site Settings menu and selecting “Other Stuff.” In this window you can also change the name of your website and change the landing page for your site. The landing page is the default page visitors will go to when they type in your Google Sites URL. By clicking on the Web Address tab, you can also find out the URL to your site.