

Google Sites



Interesting items about Google Sites

- Similar to a wiki or making a web site
- You can collaborate with other people and work on site together
- You can import calendars, documents, text, presentations, forms, videos and the like
- You can share with world or small group
- You can simultaneously edit a site but only one person per page
- Limited file size upload of 10MB

Creating a Site

- Go to My Sites and click the button **Create a New Site**
- Give your site a name and double-check the url
- Insert some site categories (great for Google apps domain users – keep it consistent with students)
- Include a site description
- Choose who you want to collaborate with
- Choose a site theme

Create new site in **cherrycreekschools.org**

Site name

Your site will be located at this URL:
<https://sites.google.com/a/cherrycreekschools.org/>
Site URLs can only use the following characters: -A-Z,a-z,0-9

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

Site description (optional) enter a short description of this site

Collaborate with Everybody at cherrycreekschools.org
 Only people I specify can view this site
 Also let anyone in the world view this site (make it public)

Site theme

 <input checked="" type="radio"/> Default	 <input type="radio"/> Simply White	 <input type="radio"/> Charcoal	More themes...
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Create a Page Button

- Web page is an unformatted page
- Dashboard is a preformatted template and you can import gadgets
- Announcements is a place to post news etc
- File cabinet allows you to manage documents
- List allows you to track lists or columns of information
- Select your template
- Type in a name for your page
- Decide if you want the page stand alone (at the top level) or have it as part of an existing page (under the page you created)

Select a template to use

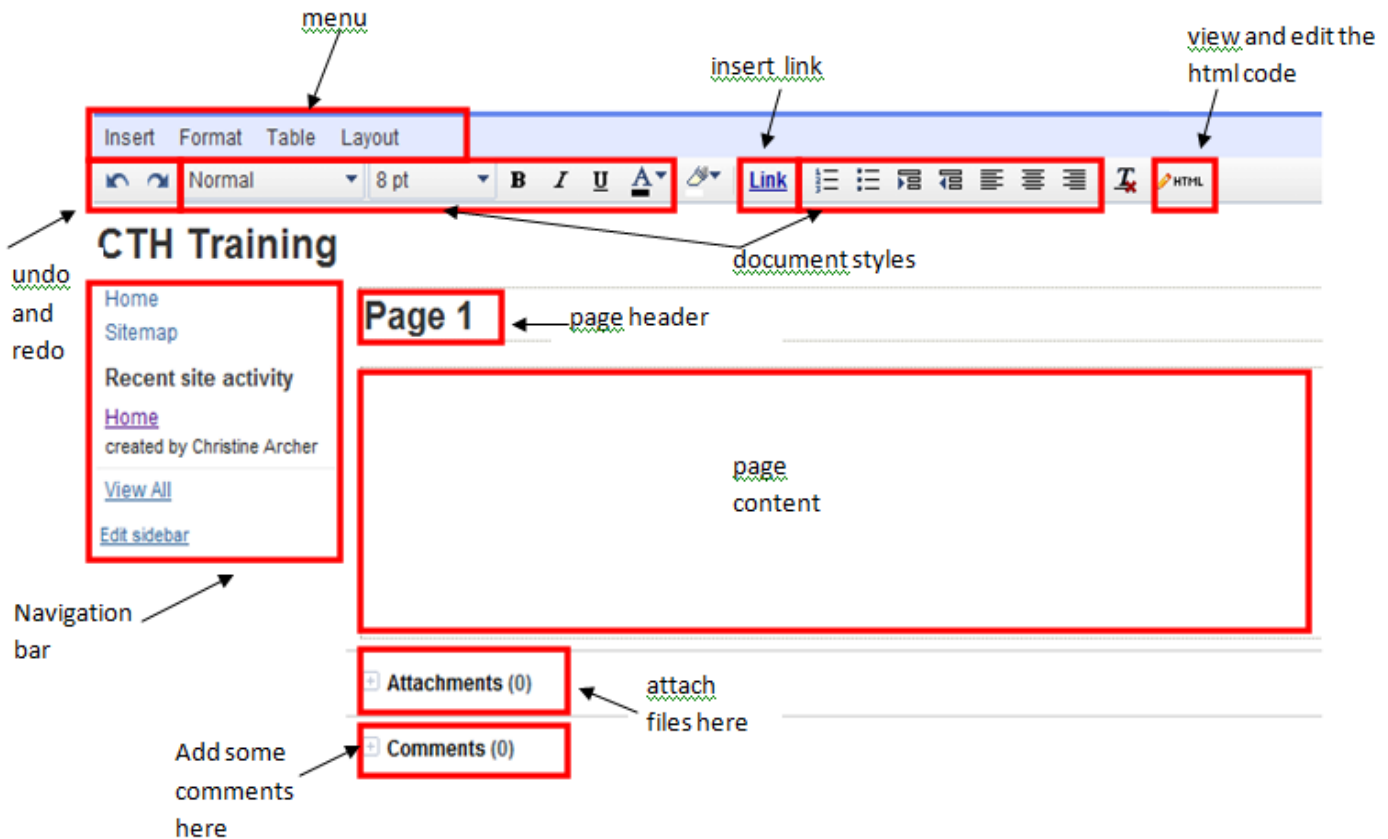
 <input checked="" type="radio"/> Web Page	 <input type="radio"/> Dashboard	 <input type="radio"/> Announcements	 <input type="radio"/> File Cabinet	 <input type="radio"/> List
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Name:

Your page will be located at: </a/cherrycreekschools.org/cthraining/> [Change](#)

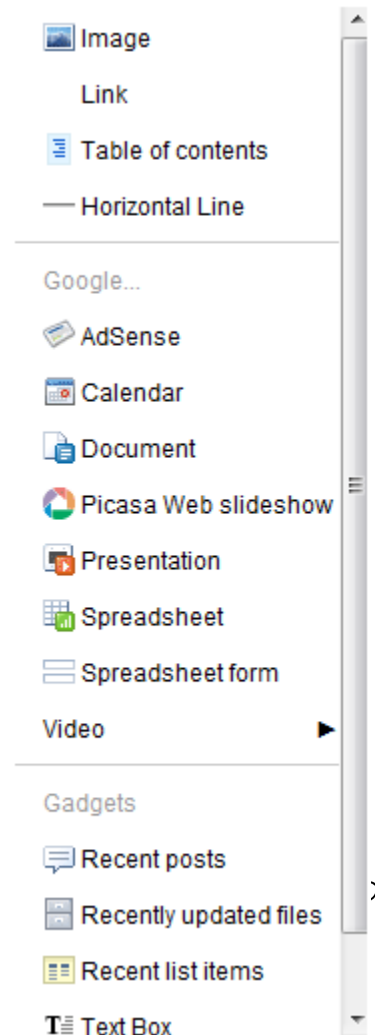
- Put page at the **top level**
- Put page under **Home**
Home > Your new page
[Choose a different location](#)

Page Overview



Insert menu

- Image will allow you to bring in images from your computer or from the web
- Link provides option to add links within site or web sites
- Table of contents will let you insert just that
- Horizontal line will let you insert just that; good for visual division of content
- AdSense adds ads to your page (not a great idea for school)
- Calendar will allow you to embed a calendar into your site
- Document gives you the option to insert a document
- Picasa web slideshow gives you the ability to bring in a picture slide show that you've created in Picasa
- Presentation will allow you to embed just that into your site
- Spreadsheet can be added to your sites as well as spreadsheet forms
- Video can be obtained from Google video or YouTube
- You can insert recent posts, recently updated files and recent list items based on documents you already have
- A text box can be inserted onto your page by selecting text box
- More gadgets can be added but be careful in educational setting

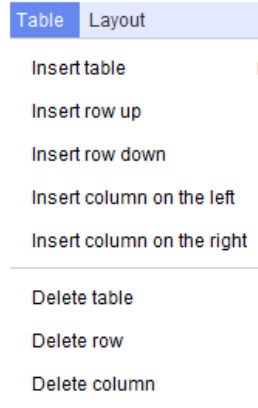


Format menu

- Allows you to choose specific headings and formats used in html

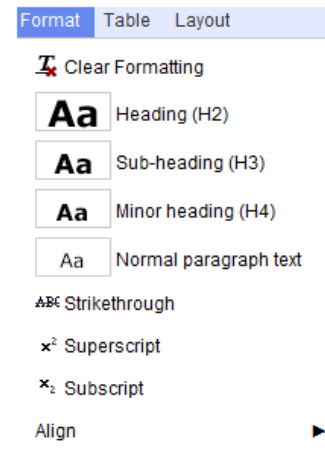
Table menu

- Insert table will allow you to bring in a table/chart (helpful for managing pictures as well)



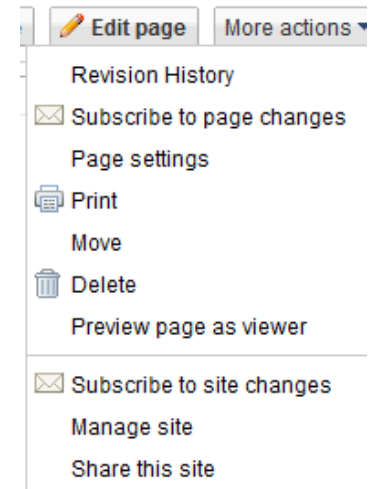
Layout menu

- Gives you the option to choose one or two columns for your page content

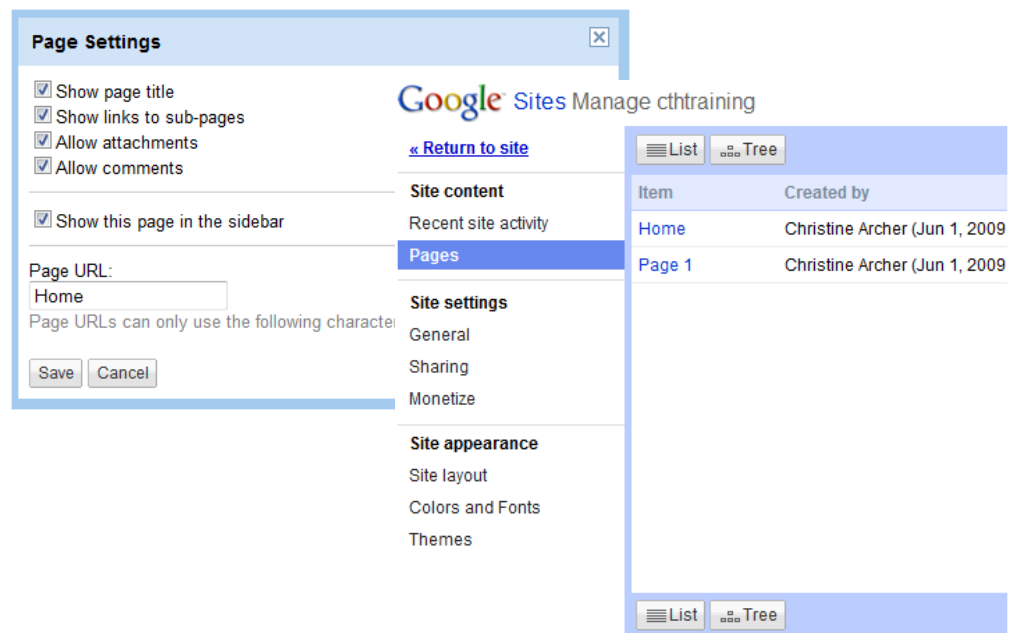


More Actions Tab

- Contains numerous tools to assist you in managing your site
- Revision history allows you to see what changes have been made and revert back to a former setting if desired
- Subscribe to page changes will notify you with something has been modified on the specific page
- Page settings allows you to establish a basic view for the page
- Print, move, delete and preview page as viewer are pretty self explanatory
- Subscribe to site changes will notify you when something has been modified on the site



- Manage site brings forth a number of options for your site such as the ability to see what has been done on your site recently as well as a list of pages found within the site



- Site appearance will give you the opportunity to change the look of your site. You can modify the theme, colors and fonts and layout of the site

Customize your site layout

This page allows you to change the layout of your site, including specifying heights and widths for

Change site layout

Header
Height: Use logo size ([change logo](#))

Sidebar
Width: 150 pixels

Navigation

[edit](#) [delete](#)

Recent site activity

[edit](#) [delete](#)

[+ Add a sidebar item](#)

Page Content
This area is reserved for site content

Footer This area is reserved for site links

- Sharing provides the option for you to invite others to work on the site or to view it

Invite people to your site:

as owners
 as collaborators
 as viewers

Separate email addresses with commas

[Choose from contacts](#)

Advanced permissions

Anyone at Cherry Creek School District may view this site.

Anyone in the world may view this site (make it public)

This site is currently shared.

Owners (1)
carcher-davison@cherrycreekschools.org - [Remove](#)

Collaborators (0)

Viewers (0)

- There is lots you can do with Google Sites so let your creativity bloom.