

# Getting Started with Google Sites

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## **Background Information**

Google Sites is an online application that makes creating a team web site as easy as editing a document. With Sites, you can quickly gather a variety of information in one place - including videos, calendars, presentations, attachments, and text - and easily share it for viewing or editing with a small group, an entire organization, or the world.

Use Sites to:

- **Collaborate** on a team project
- **Share** info on a secure company intranet
- **Plan** club meetings and activities
- **Stay connected** with family members

## **Required Skills**

Before beginning, the following skills are required:

- Experience with software navigation (keyboard and mouse)

## **Agenda**

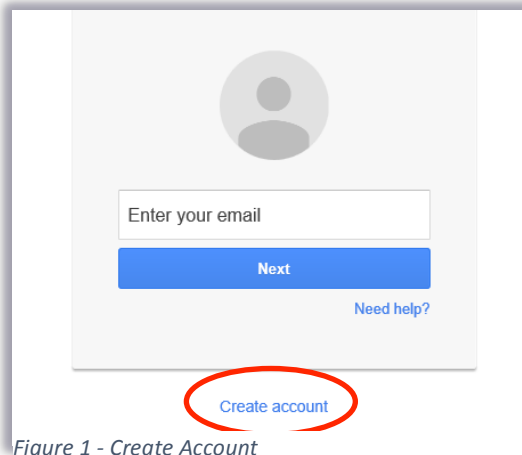
- Creating a new site
- Share and collaborate your site
- Update and personalize your site
  - Add pages
  - Update site layouts
  - Change site navigation
  - Edit pages
  - Add content to your site
  - Adjust colors, fonts, and backgrounds
- Copy and delete sites

## **Create your Google Site**

### **Access your Google Site**

1. From a web browser go to [www.sites.google.com](http://www.sites.google.com)

2. Select *Create Account* as shown in *Figure 1*



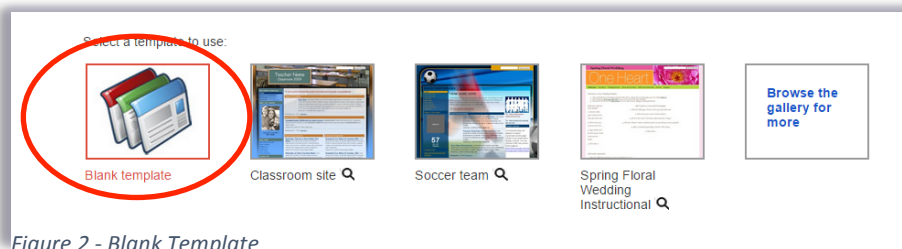
3. Fill in all the information necessary to create your Google Account.
4. Select *Next step > Continue to Google Sites > Create*

**Activity:** Create a Google Account and a Google Site

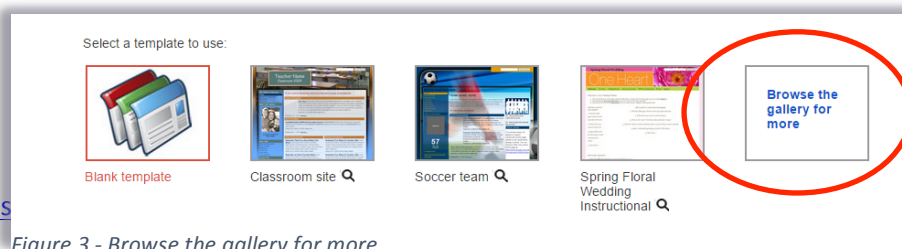
### Choose a template

Select a template to use:

- Select *Blank template* to design your own site from scratch.



- Select *Browse the gallery for more* to choose a pre-designed site template.



In the *Browse the gallery for more* option, you can search for templates created by your organization, or public templates such as featured, business collaboration, activities & events, schools & educations, clubs & organizations, etc.

## Name your site

1. Name your site Enter a name for your site in the *Name your site* box.

The screenshot shows a form with the following elements:

- A label "Name your site:" above a rectangular text input field.
- Text below the input field: "Site location - URLs can only use the following characters: A-Z,a-z,0-9".
- A URL input field containing "https://sites.google.com/site/" followed by a smaller text input field.
- To the right of the smaller input field is a link: "Want a custom domain name? Visit Google Domains."

Figure 4 - Site Name and URL

Initially, this becomes the unique part of your site's URL.

2. (Optional) Change the URL under *Site location*  
This option will not change your site title.
3. (Optional) Add a site description under *More options*:

**Note:** You must choose a unique name and URL within your domain. You will be able to change the name later, but you will not be able to change the URL.

## Select a theme

1. Go to *Select a theme* option. Each theme comes with a preset background, color scheme, and font selections. You can adjust fonts, colors, and background later. You can also change the theme or build a custom them after the site has been created.

**Note:** If you selected a pre-designed template, your site might have a theme already, but you can change it as well.

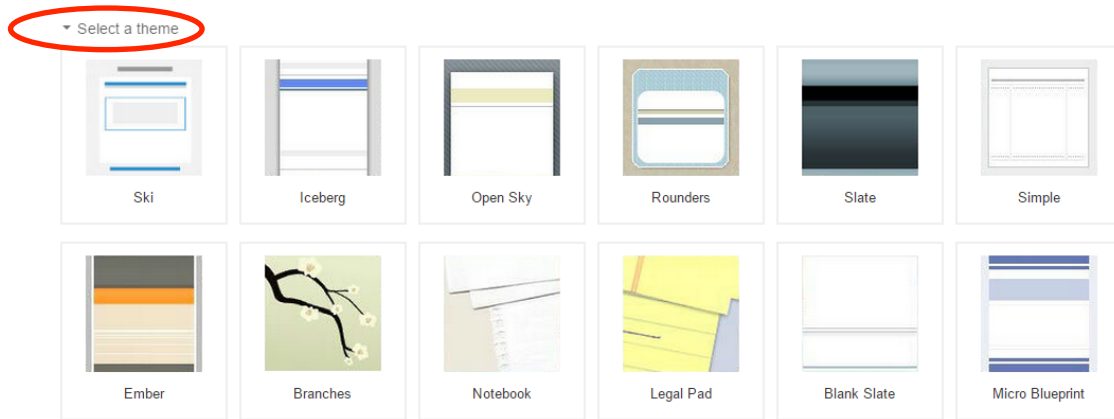


Figure 5 - Select a Theme

2. Press *Create* when finished.

**Activity:** Create a Google Site, give it a name and URL. Select a template and a theme for your site.

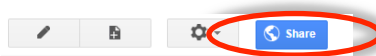
## Share and collaborate

Now that you have a customized site, you can share it with others. Decide if you want to make the site public or keep it private inside your team or organization. You can also choose whether you want to open the site for collaboration or limit others' access to only view it.

### Share and collaborate on Sites

#### Share your site:

1. Select *Share* from the top right of your site's homepage.



2. Select *Who has access > Change*.

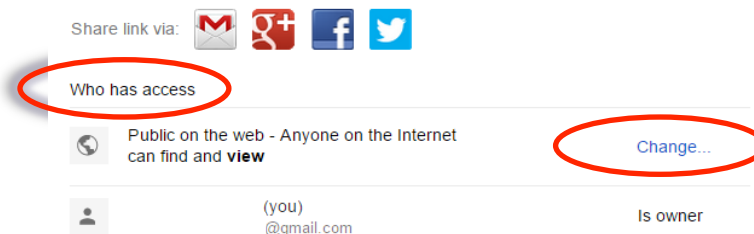


Figure 6 - Change Access

3. Select *Save* when finished.

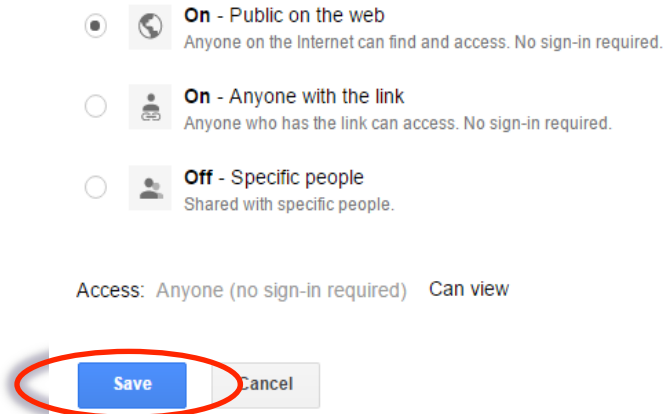


Figure 7 - Save Access Option

4. (Optional) Choose *Specific people* to invite specific people you want to share your site with and set their access level.  
Select *Send* option to send email invitations.

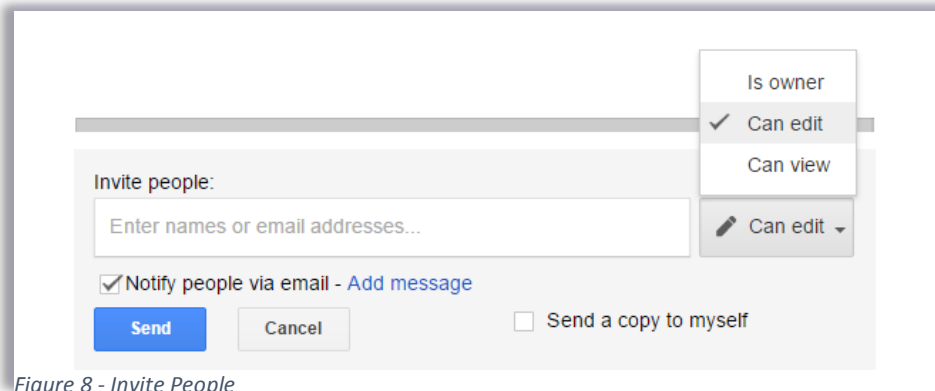


Figure 8 - Invite People

As shown in *Figure 8* above, you can invite people to be the owner of the site, to only be able to edit it or only view it.

5. (Optional) Select *Enable page-level permission* to be able to do steps 1-3 with each individual page.

Select *Turn on Page-Level Permission*.

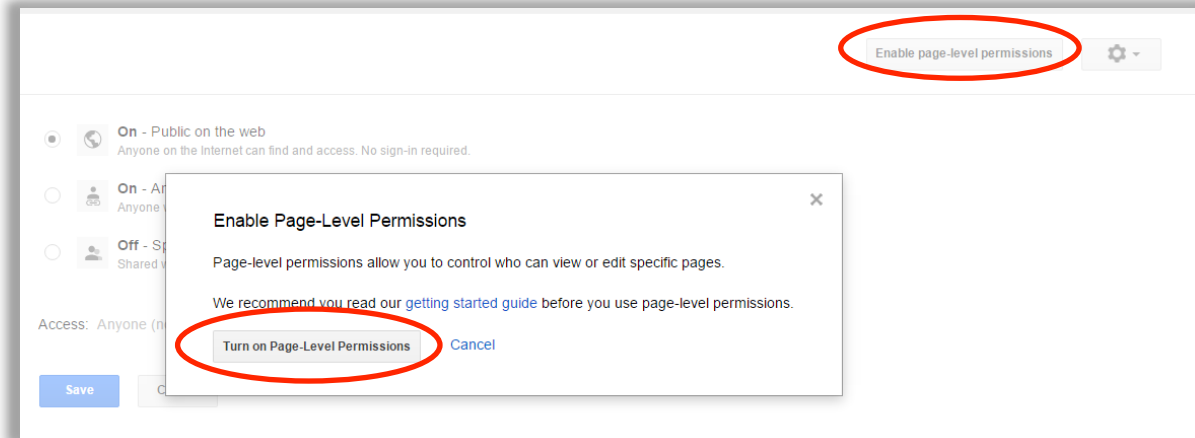


Figure 9 - Enable Page-Level Permission

**Activity:** Change your site's access, invite people.

## Update and personalize your site

With Google Sites, you do not have to be a web designer to make your site look great. Next, we will take a look at how to update and personalize your site.

### Add pages

1. Select the *Create page* icon

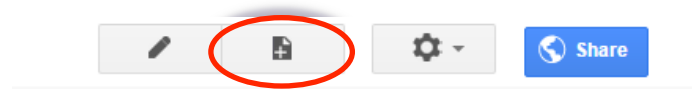


Figure 10 - Add pages

2. Add a name for your page in the *Name your page* box. A URL is automatically created for the new page. You can change the URL from the *change URL* option right underneath the *Name your page* box.

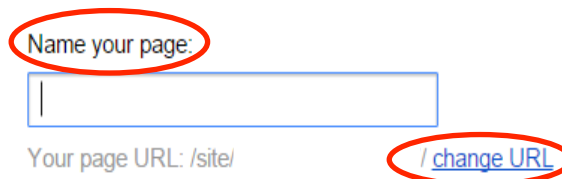


Figure 11 - Name page & change URL

3. Select a template option. Learn about different types of pages:

- **Web page**

A web page is the simplest kind of page; you can write content, embed gadgets, and arrange it however you like. The web page has standard formatting controls like bold, italic, and underline, bullets, and more. You can attach documents from your hard drive to the bottom of the page, and you can let other site collaborators comment on your pages. Google Sites periodically saves versions of your page as you make edits, so it's easy to go back to earlier versions of the page to make comparisons or undo changes.

- **Announcements**

Much like a blog, announcement pages display posts you make to the page in chronological order, starting with the most recent. For example, an announcement page would be great for keeping a record of weekly meeting notes, while providing quick access to the most recent meeting info.

- **File cabinet**

File cabinet pages let you store and organize files from your computer's hard drive, making it an easy way to share files with other users of your site. Anyone subscribed to the page will be notified when files are added, changed, or removed.

- **List page**

List pages let you make and organize lists of information. Items on the list are easy to add, edit, and remove, and viewers of the list can sort it by any column. Like the file cabinet page, subscribers are notified when items are added, changed, or removed.

4. Choose your page location within the site by nesting it under an existing page or by keeping it at the top level.

5. Select *Create* when finished.

**Note:** Although we have created the page, it might not always show up on our Navigation Side Bar. That might happen when using a pre-designed template. To actually add the page to be visible on your site, we will learn how to do that in section **Change Site Navigation** below.

**Activity:** Create the following pages: - About page; - Cover Sheet page; - Target Population; Program Evaluation; Individual Contribution

## Update site layouts

Give your pages structure by changing the layout.

1. Select the *More actions* button from the top right of the page
2. Select *Edit site layout*.



**Note:** If you are not in Edit mode, you will not see this button





To add headers, horizontal navigation, sidebars, footers, etc. click an option in the toolbar. Click it again to remove the object.

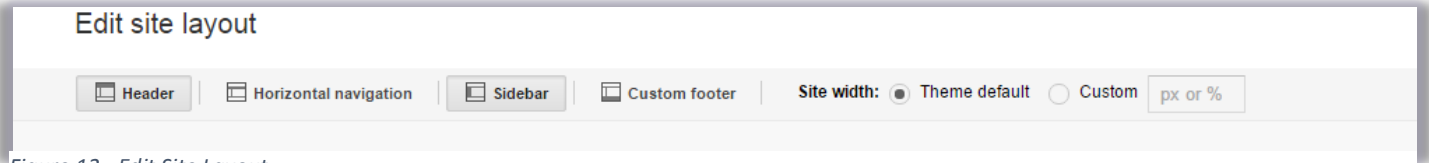


Figure 12 - Edit Site Layout

**Note:** To change individual objects on your site without the toolbar options, hover over parts of your site. The areas hovered will become editable when they will be highlighted in blue. To make a change to a highlighted object, click on the object.

**Header** — Change your header's height and alignment, and add a logo.

**Horizontal navigation** — Change your navigation bar's style and select which pages of your site you want to display there.

**Sidebar** — Choose your sidebar's name, how it will be organized, and to what it links.

**Custom footer** — Add and format footer text.

3. Select *Custom* to change the Site Width just as shown in *Figure 13*

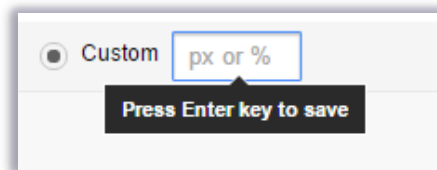


Figure 13 - Custom Site Width

**Note:** Make sure you Press Enter key to save the Custom px or % for your site.

4. Select *Close* when finished

## Change site navigation

Once you have added navigation bars, you can add links or change the order.

1. Select the *More actions* button from the top right of the page
2. Select *Edit site layout*



**Note:** If you are not in Edit mode, you will not see this button

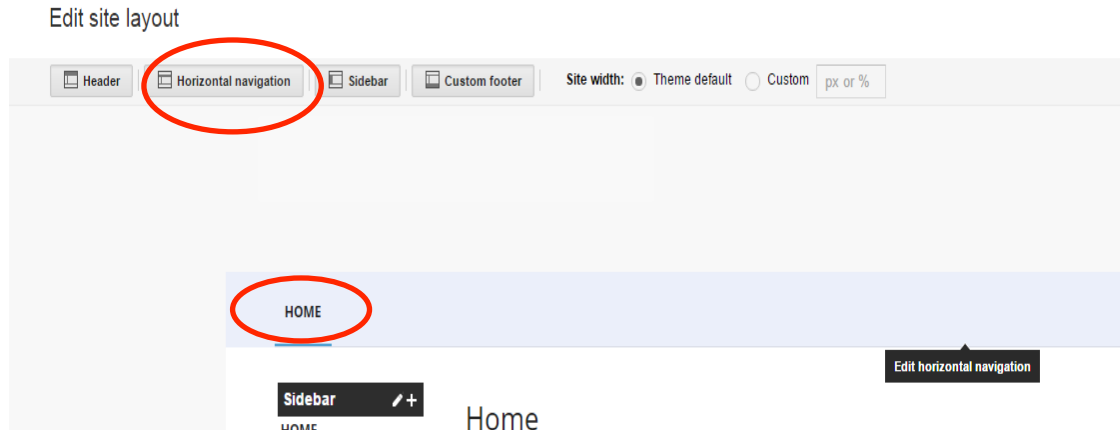


Figure 14 - Horizontal Navigation

3. From Edit Site Layout page select *Horizontal Navigation*
4. Hover over the horizontal navigation object and click to select it.

The *Configure navigation* window will appear, where you can configure any of these options:

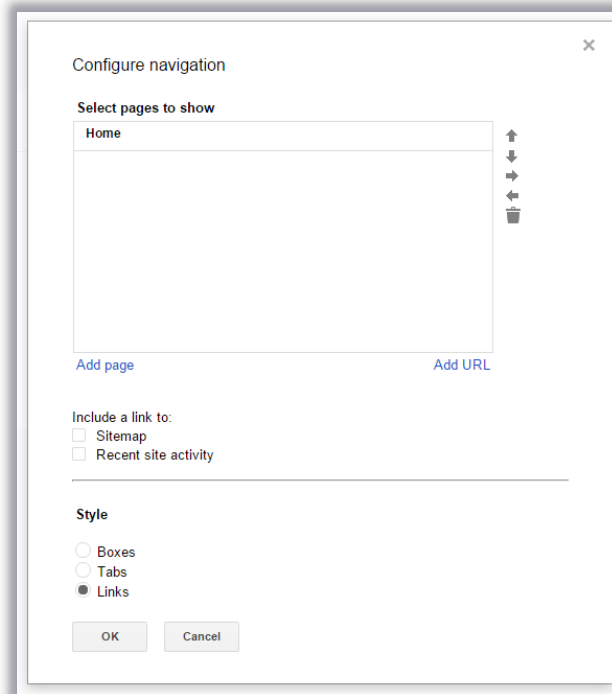


Figure 15 - Configure Navigation

- Add linked pages – select *Add pages*
- Rearrange page order – use arrows

- Make a linked page a subpage in a sidebar or a drop-down list in a horizontal navigation bar, indent the link.



Figure 16 - Configure Navigation


5. Select *Close* when finished.

**Activity:** Adjust the Home and About page. Order the other pages so they are indented under the About page, in the following order: - Target Population, Program Evaluation, Individual Contribution

Now you are ready to customize the new page.

## Edit pages

Updating a page is just like editing a document, although you can do much more than just adding text.

On the page you want to update, at the top right, click  (Edit page tab) to show the editing options. If you just created the page, the options appear automatically. *Table 1* below, shows the main options for the Page Editor Menus:

<b>Layout menu</b>	<ul style="list-style-type: none"> <li>• Specify the number of columns on the page</li> <li>• Add sidebars</li> </ul>
<b>Format menu and toolbar</b>	<ul style="list-style-type: none"> <li>• Format text</li> <li>• Add links</li> <li>• Change text alignment</li> <li>• Remove text formatting</li> <li>• Edit HTML or CSS content directly</li> </ul>
<b>Insert menu</b>	<ul style="list-style-type: none"> <li>• Add images</li> <li>• Add links</li> <li>• Add a table of contents</li> <li>• Add gadgets</li> <li>• Add Google-specific applications, such as Calendars, Google Maps, and YouTube videos</li> <li>• ...</li> </ul>

<b>Table menu</b>	<ul style="list-style-type: none"> <li>• Insert, delete, and modify table rows and columns</li> </ul>
<b>&lt;HTML&gt;</b>	If you're familiar with HTML or CSS, enter code directly on the page.

Table 1 - Page Editor Menus

## Add Page Content

1. Select *Insert* menu tab.
2. Select *Insert* menu tab.
3. Here you can add a wide variety of objects, apps, and gadgets to enhance your site even further.
4. Select *More gadgets* to browse more add-in features from Google and third parties, or search for a particular gadget.

Some of the most common features are:

- **Images** – insert and format images within your page.
- **Links** – add internal and external links to you page.
- **YouTube** – Embed any YouTube video in your site.


Some extra useful apps and gadgets include:


- **Chart** – insert a chart to display data or information from a spreadsheet on you site.
- **Insert Google Docs, Sheets, Slides, and Forms** – you can embed Google Drive files (documents, drawings, folders, forms, images, presentations, spreadsheets, and videos) into your Google Site.
- **Table of Contents** – add a table of contents to organize your content and make it easy for viewers to navigate your document. All you have to do is create headings within your document, then add a table of contents to your page.
- **Recently updated files** – Lists the latest additions or updates to files loaded on to the site.
- **Calendar** – Ensure your project stays on schedule. Embed a team calendar that includes key due dates for deliverables.
- **Drive** – Embed Google Docs, Sheets, Slides, Forms, and more. When the source is modified, the document updates automatically within Sites (this is true when embedding documents, spreadsheets, forms, and presentations).
- **Map** – Headed to an offsite meeting? Don't just provide directions, embed a map!
- **HTML** – with the HTML Box tool, you can add HTML, CSC and Javascript into a google site page.
- 

**Activity:** Insert a picture, text, a link and an YouTube video.

## Adjust colors, fonts, and backgrounds

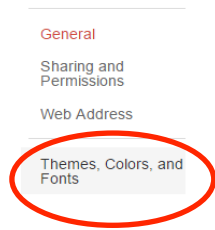
You can further personalize your site's look by adding background colors or images to the content areas, header, or the entire page.

1. Select the *More actions* button from the top right of the page 
2. Select *Manage Site* option.

**Note:** If you are not in Edit mode, you will not see this button 

3. Select *Themes, Colors, and Fonts* from the left sidebar in *Manage Site* page.

Change the colors, fonts, and backgrounds across your site. At the bottom, you will see your changes reflected in the preview.



4. Click *Save* when finished.

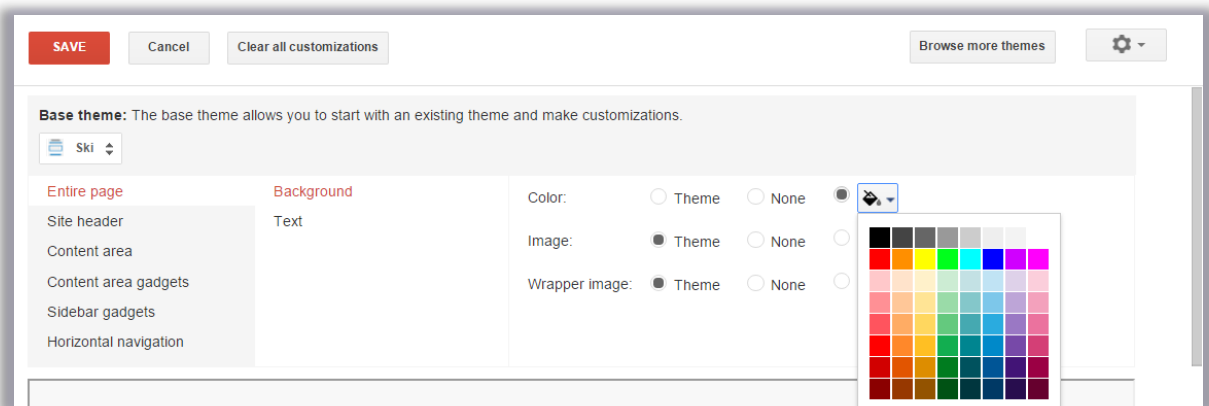



Figure 17 - Themes

## **Copy and delete sites**

You can make a copy of a Google Site you really like and have access to it, to use it later on as a starting point for your own website.

You can also delete a site at any time.

## **Copy your site**

1. Select the *More actions* button from the top right of the page 
2. Select *Manage site*.

3. Select *General* in the left sidebar.
4. Scroll down and select *Copy this Site*

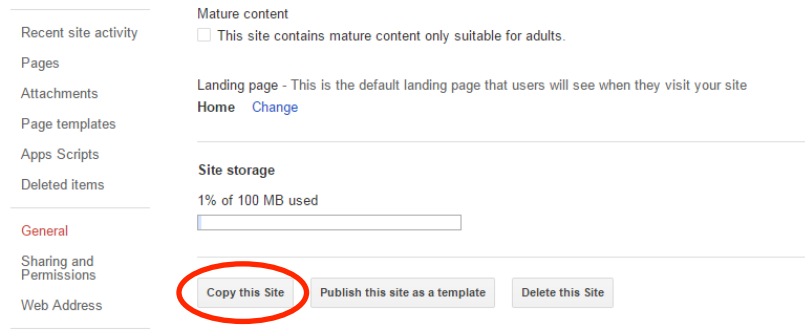




Figure 18 - Copy this Site

5. Give your new site a name and unique URL.
6. If you do not want to share the site with the same collaborators, uncheck *Copy Site Collaborators*.
7. If you want to carry over your revision history, select *Include Revisions*.
8. Select *Copy* when finished 

## Delete your site

1. Select the *More actions* button from the top right of the page 
2. Select *Manage site*.
3. Select *General* in the left sidebar.
4. Select *Delete this Site*

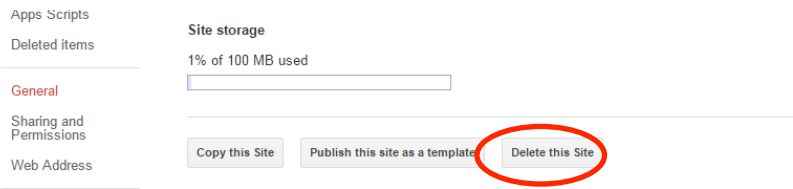


Figure 19 - Delete this Site

5. Select *Delete* at the prompt 

**Note:** If you delete a site by accident, you can restore it up to 30 days after it was deleted.

**Activity:** Show students how to Copy and Delete a site.

## Getting Help

- From your Google Site page:

1. Go to *More Actions* tab
2. Select *Sites Help*.



3. Type a question and choose the appropriate result.
- From a web browser:
    1. Go to <https://support.google.com/sites>
    2. Search for information about Google Sites.

## **What you have learned**

- Creating a Google Site
  - Accessing it
  - Choosing a template
  - Naming it
  - Selecting a theme
- Sharing and collaborating on Sites.
- Updating and personalizing your site
  - Adding and editing pages
  - Adding images and site features
  - Updating site layouts, and changing site navigations, etc.
- Copying and deleting sites
- Getting help

## **Student Tech Center**

### **What is the Student Tech Center?**

The Student Tech Center (STC) is a division within the IRT Department that offers one-on-one computer help for students.

### **Mission**

The mission of the Student Technology Center is to **teach** students the technology needed to complete their coursework **collaborate** with faculty on the use of technology in courses and **develop** the professional skills of our Student Staff.

Additional services include:

- Tutoring to students on technology and software needed for class assignments
- Assistance on a first-come-first-serve basis or tutoring by appointment to individuals and small groups
- On-going workshops focused on course related software and computer technology
- Consultation with Faculty to directly support the use of technology in their classes

- Large scale printing resources to students with a direct course need
- 24/7 access to self-help technology resources

**Hours and contact information**

Mon-Thu: 10:00am-7:00pm

Fri: 10:00-3:00pm

Phone: 916.278.2364

Email: [stc@csus.edu](mailto:stc@csus.edu)

Web: <http://www.csus.edu/irt/stc>

Location: AIRC 3007