

## Getting Started:

- ◆ Visit: sites.google.com
- ◆ Log in using Google account or create a new account
- ◆ Click Create button
- ◆ Choose template
- ◆ Name your site
- ◆ Select a theme
- ◆ More options – privacy
- ◆ Create

## Create a New Page or Subpage:

- ◆ Click the New Page icon
- ◆ Name the New Page
- ◆ Option to change template
- ◆ Select location
  - Put page at top level
  - Put page under Home
- ◆ Click Create
- ◆ You can now Edit the new page

## Insert a Video:

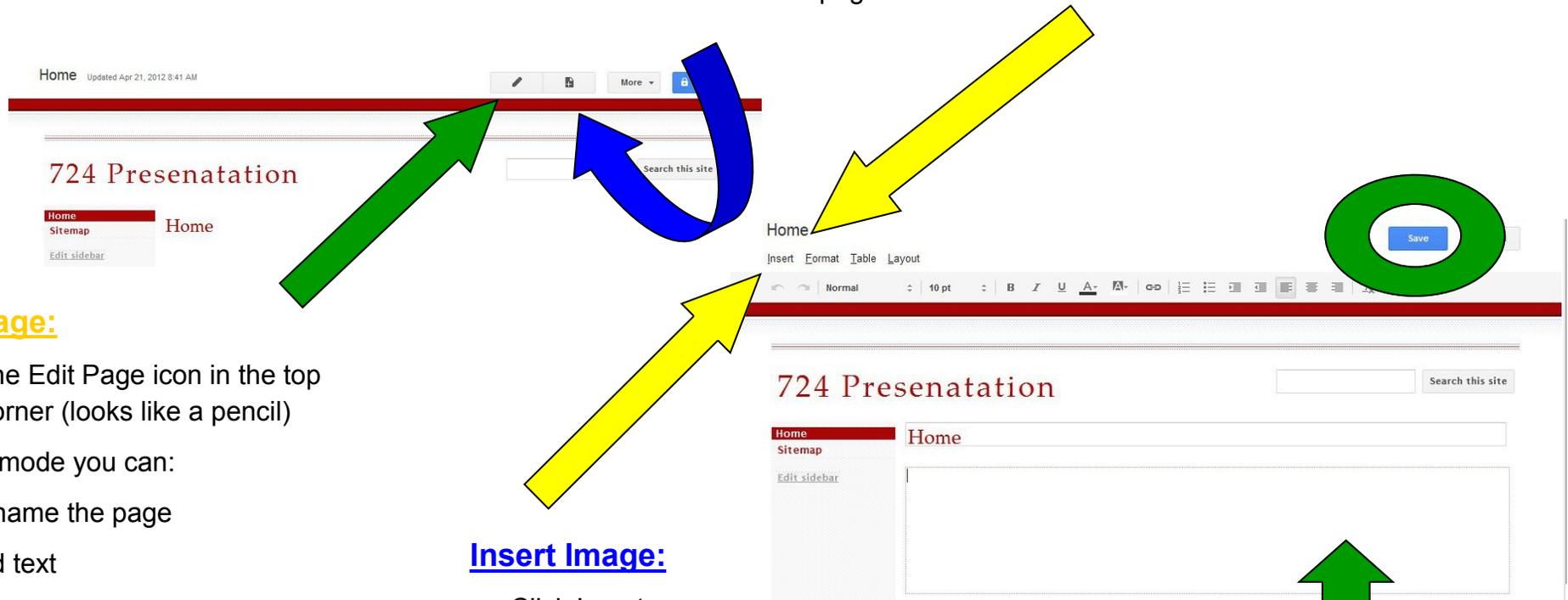
- ◆ Click Insert
- ◆ Choose 'Video'
- ◆ Choose 'Youtube'
- ◆ Paste the URL of your video
  - Either from the Share button or the top URL
- ◆ Click on the video to align, wrap, or remove

## Edit a Page:

- ◆ Click the Edit Page icon in the top right corner (looks like a pencil)
- ◆ In edit mode you can:
  - Rename the page
  - Add text
  - Use the toolbar to change font, size, etc.
  - Insert images, links, HTML, calendars, documents, presentations, etc.

## Insert Image:

- ◆ Click Insert
  - ◆ Choose File & click OK
- Reposition image by click on the image. A toolbar will appear.



**Text Box**

## Teachers—Use Google Sites to:

- ◆ Create a class web page
- ◆ Collaborate with other teachers
- ◆ Manage projects
- ◆ Post announcements & assignments
- ◆ Post a calendar of events
- ◆ Share curriculum resources with parents
- ◆ Class content, activities, events
- ◆ Photos from fieldtrips
- ◆ Conduct polls or quizzes using Google Docs Spreadsheet/Google Forms & embed in Google Sites

## Students—Use Google Sites to:

- ◆ Manage assignment to do lists
- ◆ Create personal portfolios
- ◆ Collaborate and groups

## Google Site Hosts:

- ◆ Spreadsheets
- ◆ Presentations
- ◆ Youtube
- ◆ Calendar
- ◆ Images
- ◆ Picasa Web Slideshow
- ◆ Documents

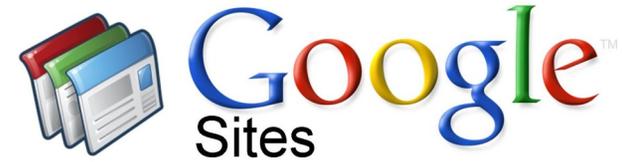


## Questions:

- ◆ How other Google Site functions
- ◆ Curriculum applications of Google Sites

## Contact:

Mindy Perry, Media Specialist  
librarian@ssms121.org



## Professional Development

### How-To:

- ◆ Create a Website
- ◆ Edit a Page
- ◆ Insert an Image
- ◆ Insert a Youtube Video
- ◆ Create a New Page