

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:

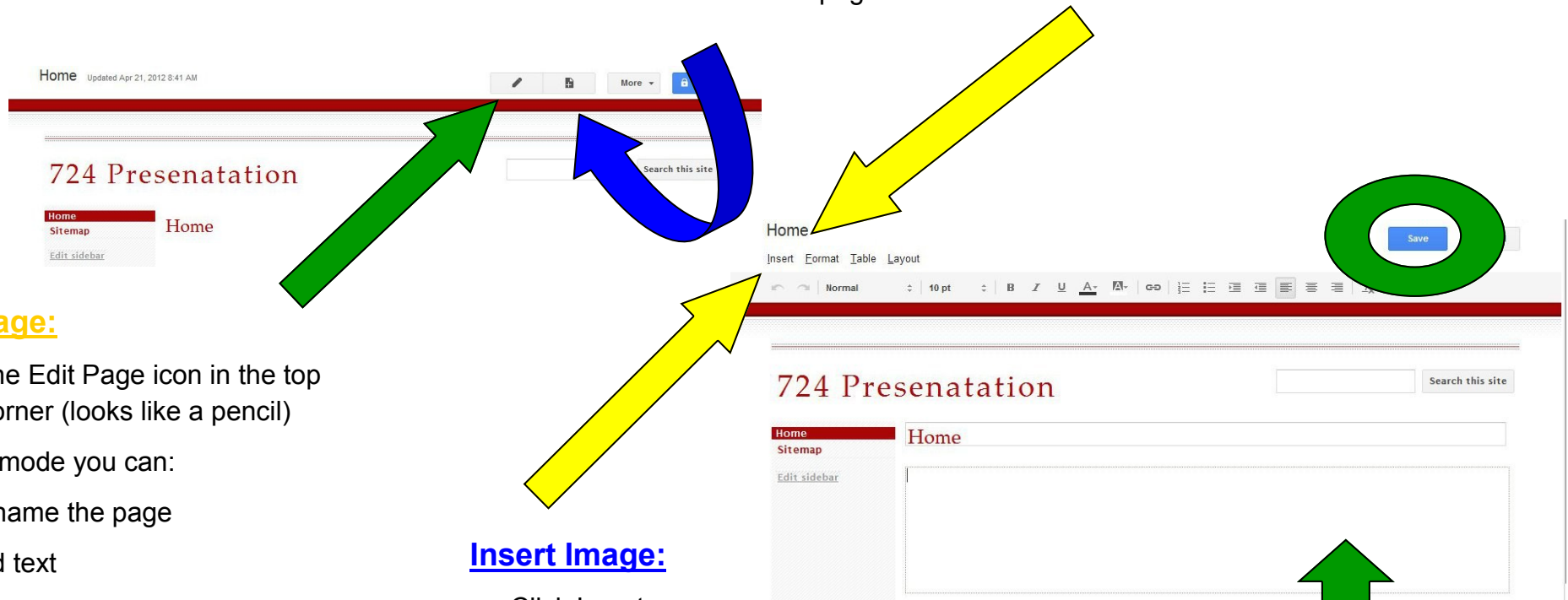
- ♦ Click Insert
- ♦ Choose 'Video'
- ♦ Choose 'Youtube'
- ♦ Paste the URL of your video
 - Either from the Share button or the top URL
- ♦ Click on the video to align, wrap, or remove

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

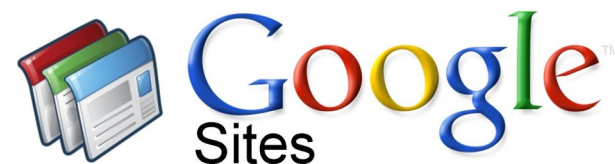


Questions:

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

Contact:

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Professional Development

How-To:

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