

The Great Google Sites Cook-Off: Module #1

Summary: Google Sites is a tool within the Google Apps for Education suite, which allows users to create their own custom websites without specific coding knowledge.

Alignment to CCSS: Google Sites can be used across the curriculum and grade levels to support teaching and learning

Supports for a Personalized Library: Google Sites allows librarians to create custom library websites to provide a menu of options for learning. In addition to sharing basic library program information, these sites can be used to develop digital curriculum-based pathfinders to support research, collaboration, and assessment. Web pages can include links to vetted websites, online databases, Web 2.0 tools, digital resources, and print materials.

- 1. Thinking about your site:** Think about the intended audience for your Google Site. If your audience is in the CPS domain, you can create a site associated with your CPS Google account. Currently, CPS Google Sites are only visible within our domain. If you need a site that can be seen more broadly, create one that is associated with a regular Gmail account. Most of the functionality is similar to the creation of CPS sites. CPS students should not be guided to create a Gmail site and at this time, students are not able to create a Google Site. This training focuses on how CPS librarians can create a Google Site within the CPS domain.
- 2. Request a site:** To create a CPS Google Site, you must first request the site. Request your site at <http://www.cps.edu/googlesites>. Anticipate that it may take up to three days to create your site. Look at the Site Template tab to determine which template you want – Course, Department, CPS Theme, Project Wiki, Generic Classroom, Sport/Club, or Internal Department/School.

CHICAGO PUBLIC SCHOOLS CPS Google@CPS Site Requests

Home Site Templates Site Request Form Resources

Welcome to the CPS Sites request page!

Here are the steps to get started:

1. Determine whether you need a **Personal Site** or a **General Purpose Site**.
2. Look at the **Site Templates** tab to determine which template you would like installed. (You may change the look and feel once you have your Site.)
3. Click the **Site Request Form** tab to fill out the request form.
 - Sites will initially take up to three days to be created.
 - We will not process requests for student sites at this time. (However, you may share your Sites with your students if you choose to do so.)
4. Review the **Resources** tab for basic site management instructions.

When your Site is ready, you can access it by clicking **Sites** in the black navigation bar at the top of your Google@CPS

Site Templates Site Request Form Resources

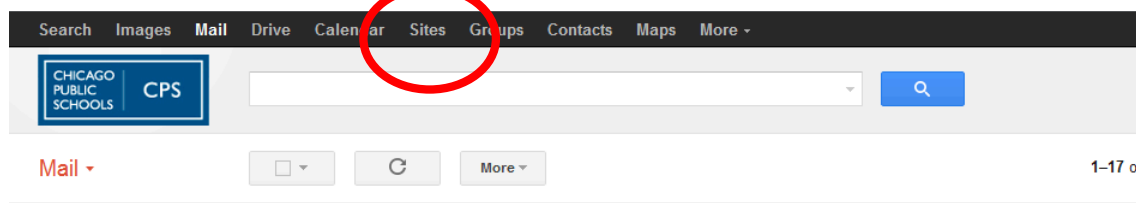
- Course (CPS)
- Department (CPS)
- CPS Theme
- Project Wiki (non-CPS)
- Generic Classroom (non-CPS)
- Sport/Club (non-CPS)
- Internal Department/School (non-CPS)

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Complete the request form by clicking on the link on the Site Request Form tab. For a library website, request the General Purpose site. For the purpose of this training, select Blank. You will receive a confirmation email that your request is pending and a notice when your site is created within three days.

The screenshot shows the 'Google@CPS Site Requests' form. At the top left is the Chicago Public Schools (CPS) logo. The page title is 'Google@CPS Site Requests'. Below the title is a navigation bar with links for 'Home', 'Site Templates', 'Site Request Form', and 'Resources'. The main heading is 'Site Request Form'. Underneath is the 'Google@CPS Site Request' section. It contains a paragraph explaining the form's purpose and a note about the user's username (lepez1@cps.edu) being recorded. There are three main sections: 'Site Title' with a text input field, 'Type of Site' with radio buttons for 'Personal Site' and 'General Purpose School/Department Site', and 'Select your template' with radio buttons for various templates including 'Blank', 'CPS Department', 'CPS Classroom', 'CPS Theme', 'Project Wiki (non-CPS)', 'Generic Classroom (non-CPS)', 'Sport/Club (non-CPS)', and 'Internal Department/School (non-CPS)'. At the bottom, there is a checkbox for 'Send me a copy of my responses' and a 'Submit' button.

3. **Find your new site:** After you are notified via email that your new site is created, you can find it under the Sites link on the black navigation bar at the top of your CPS Google login screen.



4. **Other CPS training:** Be sure to check out the Google@CPS site (google.cps.edu) for additional training materials. Monitor CPS University for other district training opportunities.