

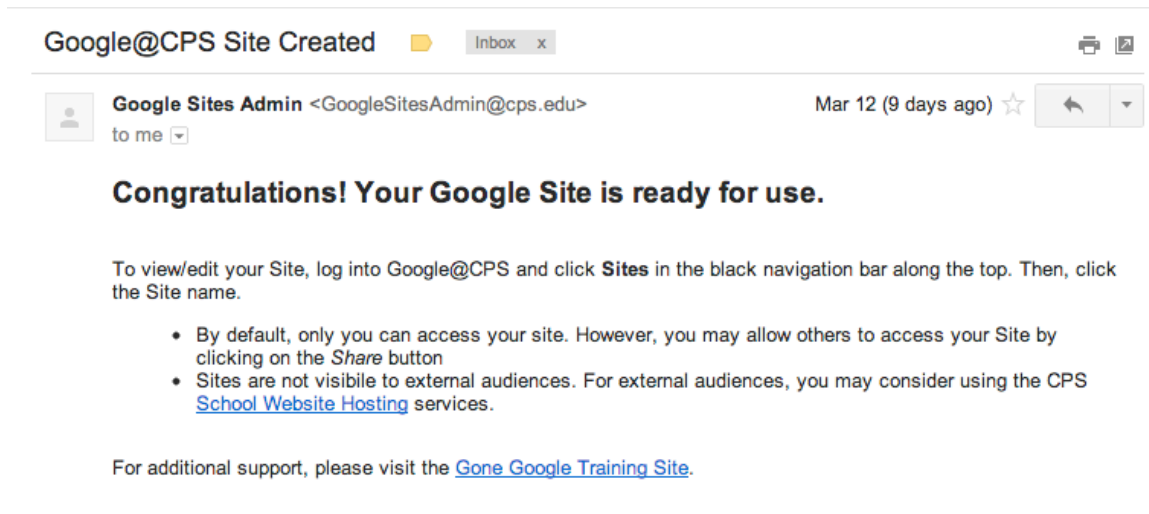
The Great Google Sites Cook-Off: Module #2

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.

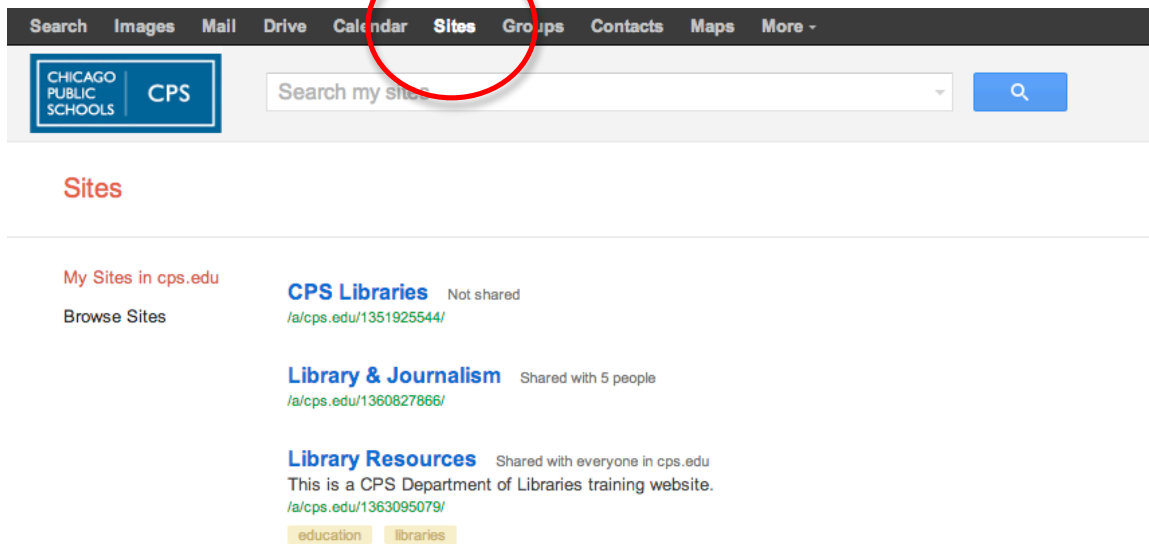
Alignment to CCSS: Google Sites can be used across the curriculum and grade levels to support teaching and learning

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.

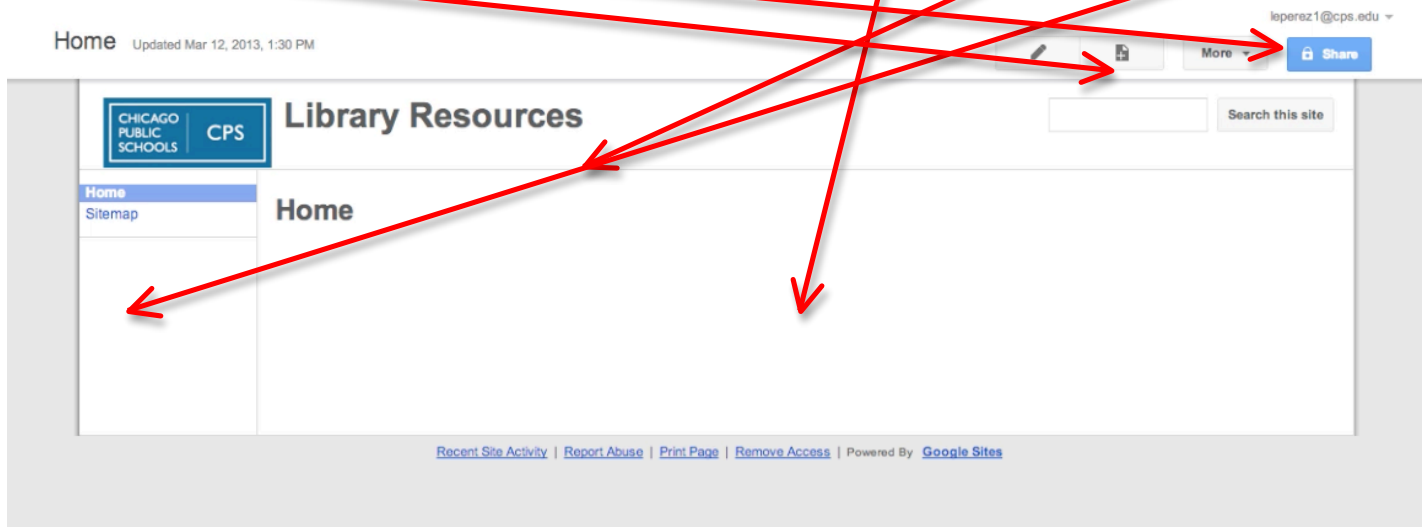
1. **Notification of your new site:** Several days after requesting a site from ITS, look for an email notifying you that your new site is prepared.



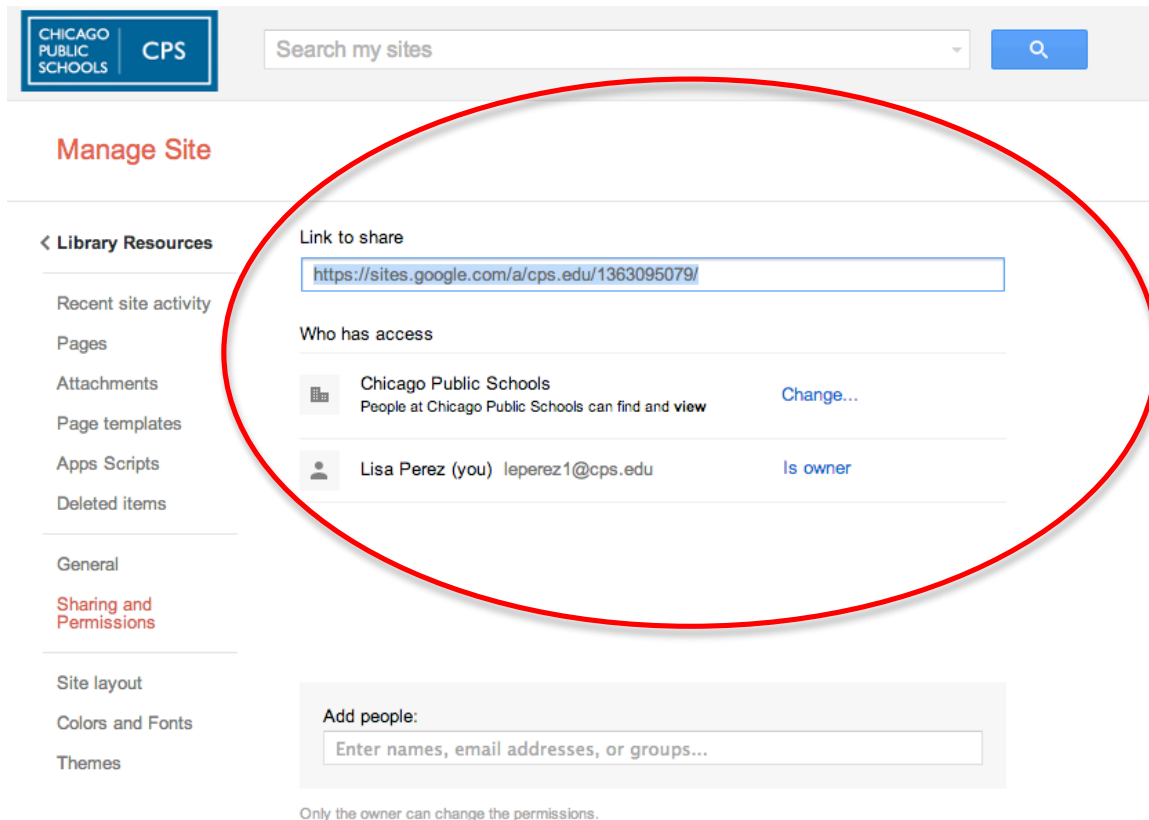
2. **Locate your site:** Click on the Sites link in the black toolbar at the top of your browser page to locate your new site.



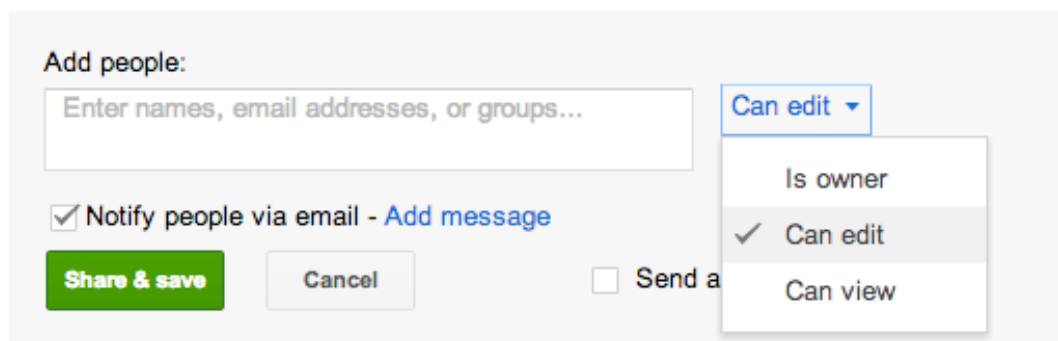
3. **A first look:** As you first look at your new site, note the following: Content area, top banner area, side navigation, editing buttons, and the Share button.



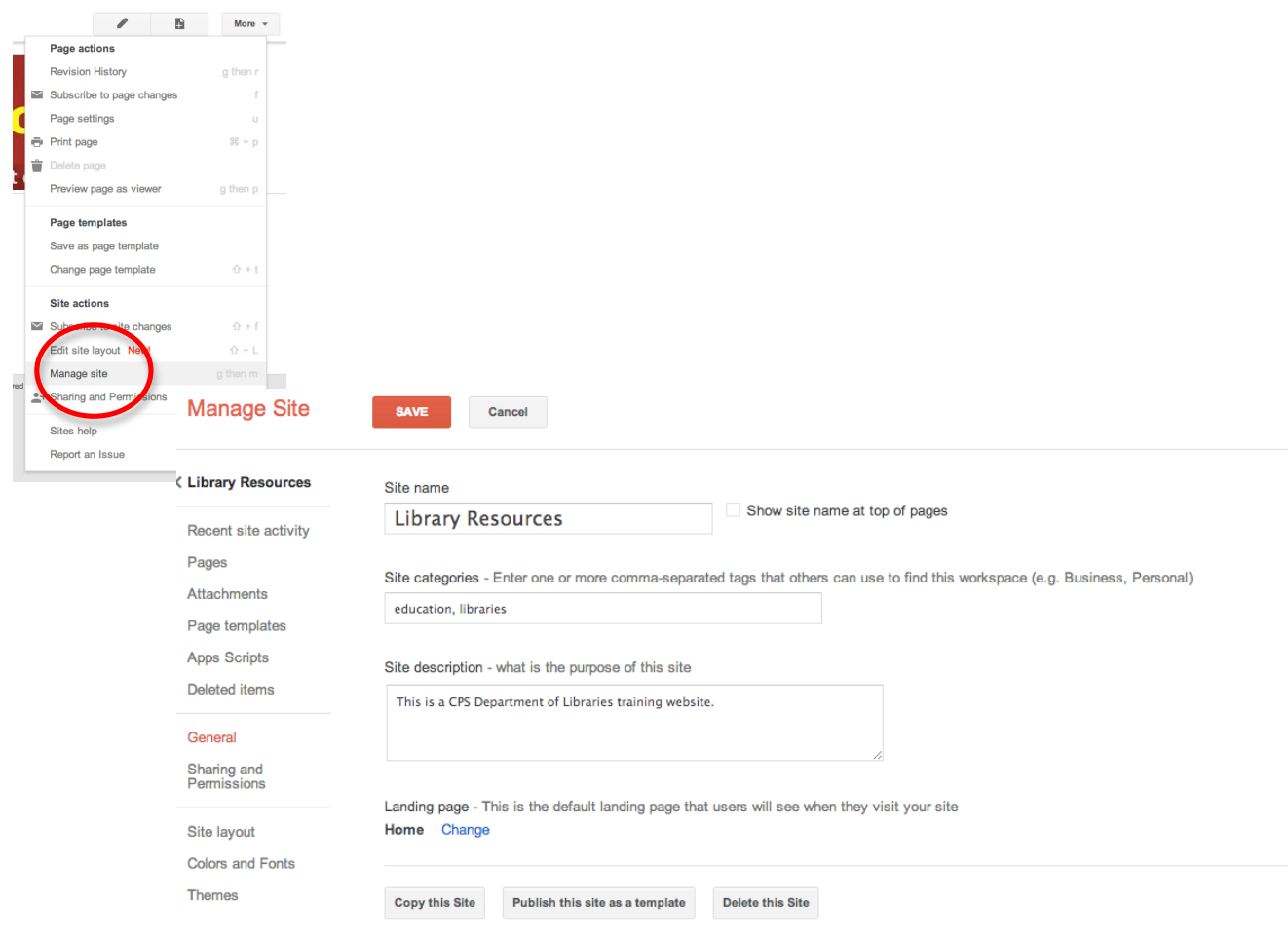
4. **Sharing the site with others:** Click on the Share button to set the visibility of your site. For this training, set it to Public in CPS.



4. **Sharing with specific people:** You can also choose to share your site with specific people. You can give them permissions to edit, view, or become an owner. You can also notify them via email about your share and add a message to explain further.



5. **Managing the site:** Begin to manage the site by selecting More > Manage site. Check the site name, add site categories, and a Site description



6. **Site layout:** Under the Manage site option, select Site layout. Look at your options. Click on the Change site layout button.

Manage Site

The screenshot displays the 'Manage Site' interface. On the left, a sidebar menu lists various site management options. The 'Site layout' option is circled in red. The main content area shows the 'Manage Site' header with 'SAVE', 'Preview', and 'Cancel' buttons. Below the header, the 'Change site layout' button is circled in red. A yellow notification box states: 'We have redesigned the site layout editing experience. Try it now. The old style will be going away soon.' The main content area is divided into three sections: 'header', 'sidebar', and 'page content'. The 'header' section includes 'Height: Use theme default - change logo' and 'Alignment: Center, Middle - change'. The 'sidebar' section includes 'Width: 150 pixels' and a 'Navigation: edit | delete' button. The 'page content' section includes the text 'This area is reserved for site content'. At the bottom of the sidebar section, there is an 'Add a sidebar item' button.

Manage Site SAVE Preview Cancel

Manage Site Change site layout Configure search

We have redesigned the site layout editing experience. Try it now
The old style will be going away soon.

header
Height: Use theme default - [change logo](#)
Alignment: Center, Middle - [change](#)

sidebar:
Width: 150 pixels
Navigation: [edit](#) | [delete](#)

page content
This area is reserved for site content

Add a sidebar item

7. **Site layout menu:** Study your options for the site layout. At this point, you may not want to change any of these settings, but be aware they exist.

Change site layout ×

Site width:
 use theme default value
 Example: 800px or 100%.

Include the following:

Header

Height
 Use theme default value
 Use logo size
 pixels

Alignment
Vertical:
Horizontal:

Horizontal navigation bar

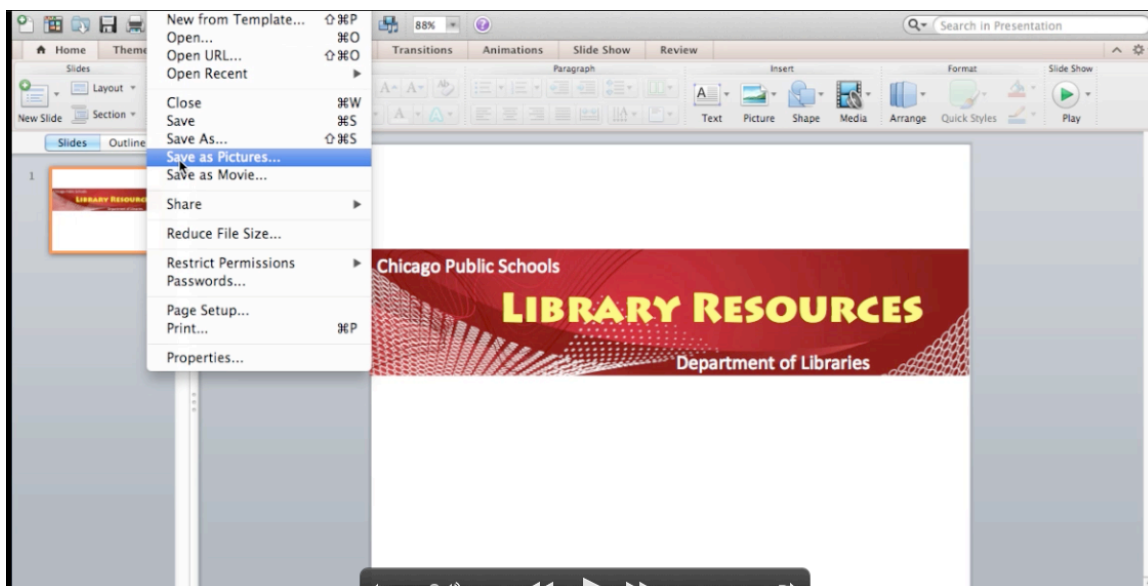
Sidebar

Display
 on the left Width: pixels
 on the right

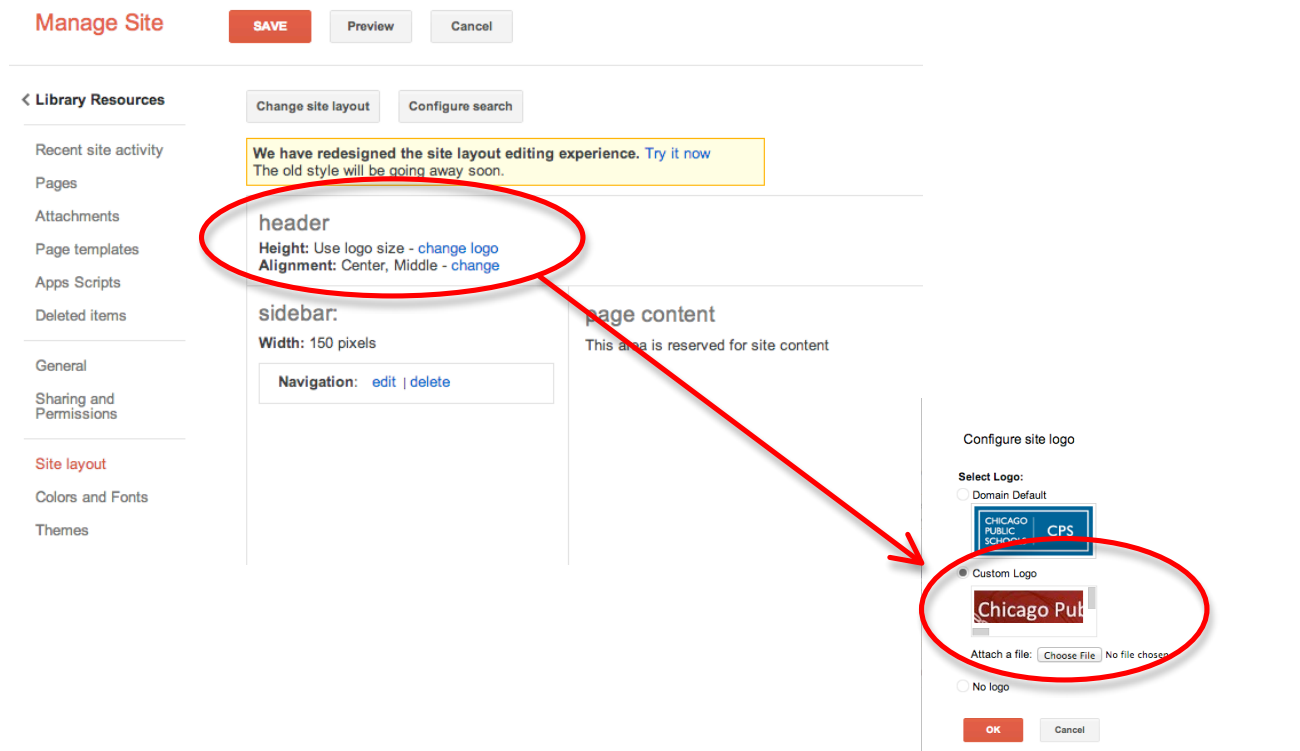
Footer

Height
 Content determines height
 pixels

8. **Add a logo or banner:** To customize your website, you will likely want to add your own logo or banner. If you already have one, skip to the next item. If you need to make one and you are not familiar with graphic design software, an easy way to make a banner is with PowerPoint. Add a background image (perhaps a horizontal slice of a picture of your library or other graphic), add text boxes, and then save the slide as a picture/jpeg. Crop the banner to eliminate the white background and resize the banner appropriately (recommended 800 pixel width).



9. **Insert to banner/logo:** In the Site layout view, select header > Change logo. When the Configure site logo menu comes up, selection the Custom Logo button. Navigate to the image file on your computer, wait for it to load, and then selection OK. Back in the Siate layout view, you can change the alignment of the header. Save the choices and then click on the site name to the left to view your site.



10. **Eliminate Search bar:** In some cases, you may not want to have the Site search box in the banner area of your website. If you don't have a complex site, this may especially be the case. In the Manage Site menu, select Configure search. Make sure the Enable Search box is unchecked.

