

The Great Google Sites Cook-Off: Module #6

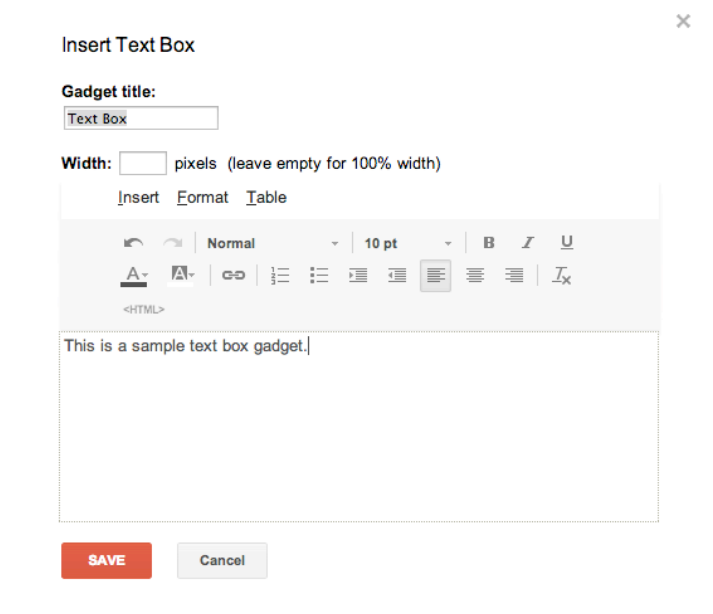
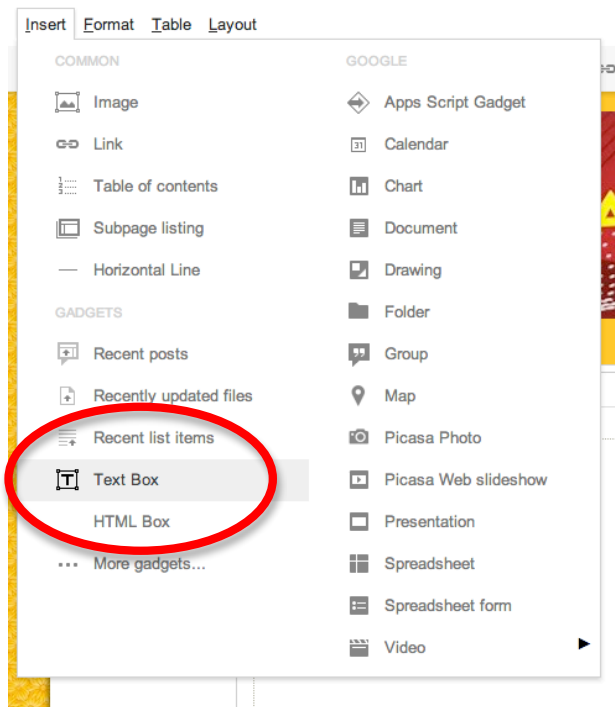
Summary: Google Sites is a tool within the Google Apps for Education suite, which allows users to create their own custom websites without specific coding knowledge.

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. Adding a textbox gadget: Gadgets are items you can insert in your website to perform special functions. The textbox gadget allows you to enter text in a web page so it stands out on the page. This is useful when you have a special announcement or piece of information that requires special attention. To insert a textbox gadget, go into edit mode, place your cursor in the desired location, and click Insert > Text Box. Within the text box, you can control the appearance of the text, including the size of the box, the font color, the size, the alignment, and the indentation. You can also click on the link icon to make the text a link.

Gadget Examples



2. Adding a calendar gadget: You may want to add a calendar to your website to share important events, your library's schedule, the availability of a technology cart, or for some other reason. Add the calendar gadget in the same way as the text box gadget. Within the calendar gadget menu, select the desired calendar between your calendars or any calendars shared with you. After selecting the appropriate calendar, the following menu will allow you to select how the calendar appears, including the height, width, view, time zone, and other display options.

Insert...

Calendar Name	Time
<input type="checkbox"/> lepez1@cps.edu	8:20 AM
<input type="checkbox"/> DLIS Conference Bridge Reservations	May 30
<input type="checkbox"/> DLIS Event Calendar	12/17/12
<input type="checkbox"/> edtoolstech@cps.edu	May 25
<input type="checkbox"/> Libraries Computer Lab	May 23
<input type="checkbox"/> libraries@cps.edu	7/22/12
<input type="checkbox"/> Mailbox - Perez, Lisa E/Calendar	9/27/12
<input type="checkbox"/> professionalibrary@cps.edu	May 29
<input type="checkbox"/> Contacts' birthdays and events	3:22 AM
<input type="checkbox"/> CPS Districtwide Calendar	May 30
<input type="checkbox"/> CPSU Conf Rm 301	May 30
<input type="checkbox"/> CPSU Lab 303	May 30
<input type="checkbox"/> CPSU Lab 304	May 30

Or paste a web address here:

Insert Google Calendar

professionalibrary@cps.edu
[Display another Calendar](#)

Height: 600 pixels

Width: pixels (leave empty for 100% width)

View: Month

Timezone: Choose a timezone...

Display Options

- Show week, month, and agenda tabs
- Show calendar name
- Show navigation buttons
- Show current date range
- Include border around Google calendar
- Include title: professionalibrary@cps.edu

SAVE Cancel

3. Adding a group gadget: In some cases, you may want to add a Google Groups gadget to display a groups threaded discussions or other information. First, you must locate the URL of the group. Go to the black bar at the top of your email and click on Groups. Next, select My Groups and click on the appropriate group to open it. Once open, copy the URL in the browser bar to your clipboard. Then, go into edit mode in your website, place the cursor in the desired location and click on Insert > Group. Indicate your desired display options in the calendar gadget menu.

The image shows a sequence of steps for adding a Google Groups gadget. It starts with a navigation bar at the top of a page with options: Search, Images, Mail, Drive, Calendar, Sites, Groups, Contacts, Maps, More. A red arrow points from the 'Groups' link to a 'Welcome to the new Google Groups' message. Below this, there are two buttons: 'My groups' (with a group icon) and 'Browse all' (with a speech bubble icon). A second red arrow points from the 'My groups' button to a list of groups. The list includes:

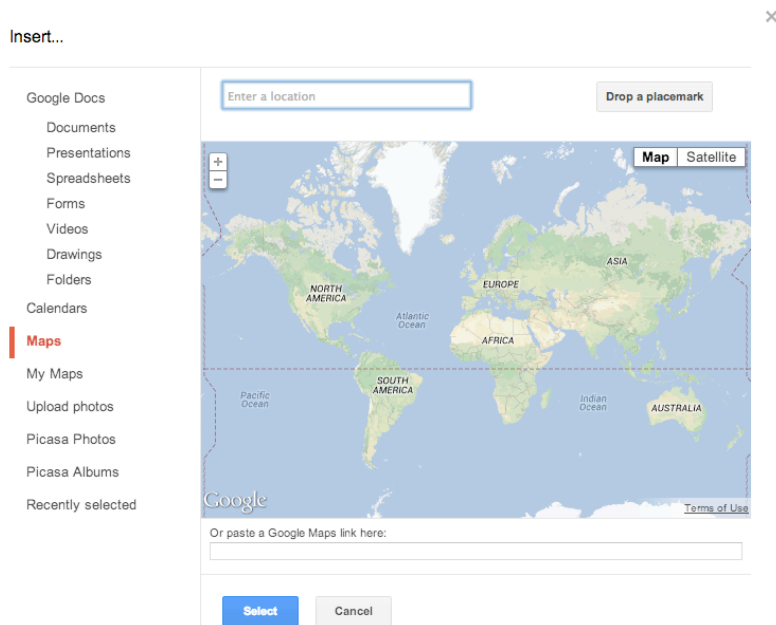
- ★ [Google Tip of the Week](#) (Receive weekly tips on Google@CPS.)
- ★ [Group-10840-CPAA IAA 2013](#) (Owner) (This group is for attendees of the 2013 CPAA IAA Conference.)
- ★ [Group-10840-CPS Librarians](#) (Owner) (This group discusses matters of interest to CPS librarians.)

 A third red arrow points from the 'Group-10840-CPS Librarians' link to a browser window. The browser's address bar is circled in red and contains the URL: https://groups.google.com/a/cps.edu/forum/?hl=en&fromgroups#forum/group-10840-cps_librarians. Below the browser, a 'Groups' gadget configuration dialog is shown. The dialog has a title 'Add a gadget to your page' and a close button (X). It contains the following fields and options:

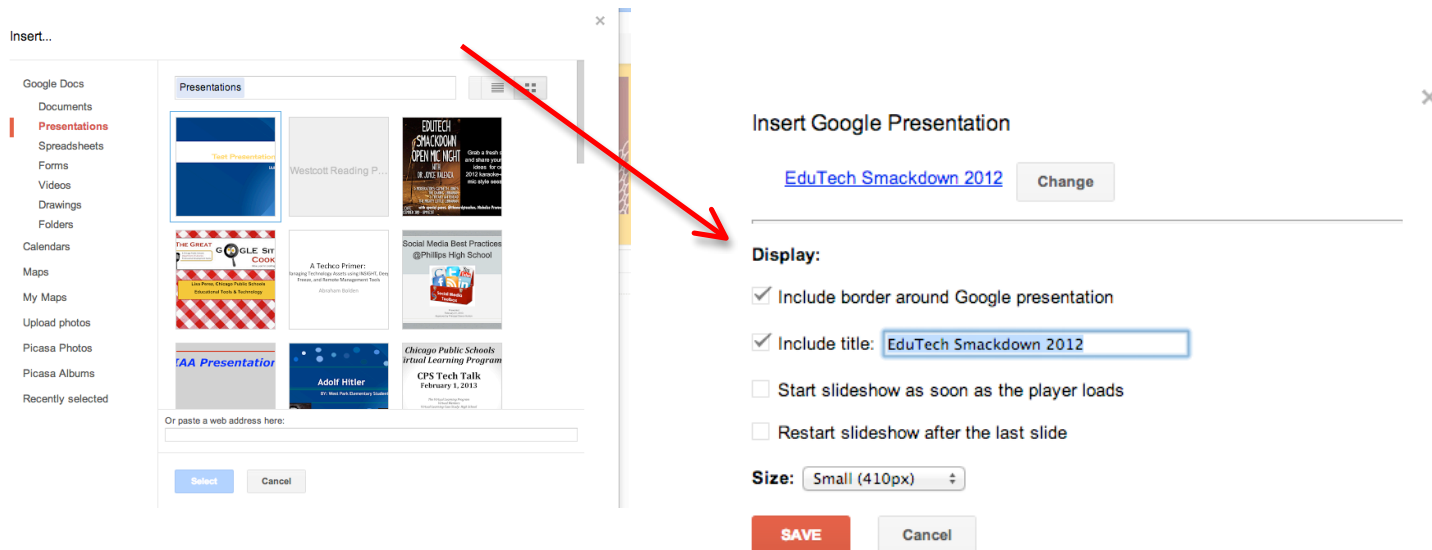
- Google Group URL (required): [Empty text box]
- Show a search box for this group:
- Show a link to pop out into a new window:
- Transparent background:
- Display:
 - Width: 100 percent
 - Height: 600 pixels
- Include a scrollbar on gadget when necessary:
- Include a border around gadget:
- Display title on gadget: Google Group

 At the bottom of the dialog are three buttons: OK, Cancel, and Preview Gadget. A fourth red arrow points from the 'Display title on gadget' checkbox to the 'Google Group' text box.

4. Adding a Maps gadget: You may want to include a map to direct people to your school, to tie into a unit of instruction, or to show locations of specific related places. Insert the map gadget in the same way as the other gadgets. In the map gadget interface, enter the location that you want to be featured, hit return, and select. Alternately, if you already have the URL of a desired map, you can paste it in the field at the bottom of the interface.



5. Adding a Presentation gadget: You can use the Presentation gadget to embed traditional presentations, to show scrolling pictures, to create moving announcements, or at any time you want to attract attention to a set of visuals. Insert the Presentation gadget in the same way. Within the Presentation gadget, select the desired presentation from any presentation in your Google Drive or any presentation shared with you. Then, enter your desired display options. In choosing the size of the display, keep in mind that larger-sized gadgets may cause page-loading issues. Be sure to check the options to “Start the slideshow as soon as player loads” and “Restart the slideshow after the last slide” if you want automatically displaying gadgets.



6. Adding other Google gadgets: You can insert a variety of other gadgets from the Google Gadget Gallery. Access the gallery by selecting Insert > more gadgets. You can select Public and Featured gadgets, as well as gadgets by URL. A popular gadget is the iframe gadget. This one allows you to bring embeddable code in from a variety of other applications for display in your Google Site.

The screenshot shows the 'Insert' menu on the left with 'More gadgets...' highlighted. A red arrow points from this option to the 'Add a gadget to your page' dialog on the right. In the dialog, the 'Include gadget (iframe)' option is circled in red. The dialog also shows a search bar and a list of gadgets including Google Calendar, Google Group, Google NewsShow, and Twitter Widget.

6. Using revision history: In case it becomes necessary to revert back to a previous version of a web page, be aware that you can access versions under More > Revision History. Click on the Revert to this version link to activate the change.

The screenshot shows the 'More' menu on the left with 'Revision History' highlighted. A red arrow points from this option to the 'Revision History' page on the right. The page displays a table of versions for 'Gadget Examples'.

Version	Last edited	Edited by	
Version 12 (current)	a minute ago	Lisa Perez	
Version 11	May 30, 2013, 6:11 AM	Lisa Perez	(Revert to this version)
Version 10	May 30, 2013, 6:06 AM	Lisa Perez	(Revert to this version)
Version 9	May 30, 2013, 6:02 AM	Lisa Perez	(Revert to this version)
Version 8	May 30, 2013, 6:01 AM	Lisa Perez	(Revert to this version)
Version 7	May 30, 2013, 5:59 AM	Lisa Perez	(Revert to this version)
Version 6	May 30, 2013, 5:51 AM	Lisa Perez	(Revert to this version)

7. Activating page-level permissions: Google Sites allows you to turn on and off page-level permissions. These permissions allow you to give viewing and editing rights to specific persons without turning over those rights for the entire website. You can use this option if you want some users to edit a particular webpage or set of pages only. Activate this option under More > Sharing and Permissions. At the top right of the sharing interface, locate a button to turn on and off page-level permissions. Then, you can click on every webpage within your site to assign appropriate permissions. You can also opt to use the permissions of the general website, if desired. Since this can be a more labor-intensive option, use it only if needed.

