

# Teacher Website Outline (Google Sites)

## Project Overview

See detailed requirements and examples on an assignment page:  
<https://insttech.uni.edu/240-031/assignments/teacherweb.html>

## I. Creating a Site in Google Sites

1. In a Chrome browser select Sites from the Google Apps: 
2. To start a new site select Blank (observe other template-based options for a future use)

## II. Editing Page Names, Site Name, and Site Title

1. Replace “Your **Page Title**” header text with a title of your opening page
2. Replace Enter **site name** in a left top corner with something short and descriptive – *this section will appear on every page of your website*
3. Notice your **document title** above the site name changed to match that name – *This is your website file name you can modify the site name if needed.*

## III. Creating / Organizing Pages

1. Go to the Pages tab in a right-hand toolbar
2. Click  and Add Page icon  to create additional pages
  - a. Ex: Calendar, Standards, Learning Resources etc.
3. Notice that navigation links on top of your pages mirror the order and the names of your pages
4. To change the order of the pages, click and drag them in a Pages menu
5. To rename the link/page click on 3 vertical dots next to the page name in a Pages menu > Properties > Name and type the correct name
6. To create the subpages:
  - a. Create the new pages (name them according to the role)

### In this outline...

- Creating a site in Google Sites
- Creating/organizing pages and subpages
- Editing Page Names, Site Name, and Site Title
- Creating / Organizing Pages
- Adding Content to the Pages
- Formatting text
- Creating hyperlinks
- Site settings
- Preparing images for the web
- Inserting images
- Inserting a table of contents
- Inserting Google Embeds
- More gadgets
- Google Apps gadgets
- Attaching files
- Revision history
- Sharing a site with editors

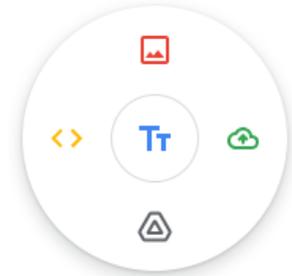
- b. Click and drag them one by one on top of the desired main page box

#### IV. Adding Content to the Pages

1. Select Insert tab in a right-hand toolbar then click on appropriate icon to add Text box, Upload Image, or add image from your drive

OR

Double click anywhere on a blank canvas under the header and select options from the **options wheel** to insert a text box section, upload a file, embed a URL, or insert an image.



#### V. Formatting Text

1. Click one on the added text box section
  - a. Copy and paste some text onto the page (from project requirements or <http://lipsum.com>)
  - b. Clear Formatting, especially after copying & pasting from other places (click on three vertical dots at the end of a text toolbar to expand the menu)
2. Notice the blue box around the text and formatting toolbar directly above the text box
  - a. Use the toolbar to style your text accordingly
    - ⇒ Define Title, Heading, Subheadings and Normal Text – be consistent from page to page
    - ⇒ Use the toolbar for basic formatting options (lists, indents, alignment, etc.)
3. Click or move mouse over the text and notice section formatting tools on the left side
  - ⇒ Section Background styles
  - ⇒ Duplicate section
  - ⇒ Delete section

*NOTE: Consider creating separate text box (double click to add new text from the wheel) for different chunks of information. That way you can further emphasize the hierarchy of information using section background styles, and also easily reorder the groups of information.*

#### VI. Creating External or Internal Hyperlinks

1. Select text you want to become hyperlink.
2. Click the Link icon in the toolbar above the text box
  - a. If a URL is detected in the selected text, then link will be created automatically.
  - b. If no URL is detected, then
    - ⇒ copy and paste the link to the **external website**
    - ⇒ select one of your Site pages listed in a link menu **for internal navigation**

## VII. Iowa AEA Online [www.iowaaeaonline.org](http://www.iowaaeaonline.org) free resources for the images

1. **Scroll down to iCLIPART.com** (username & password provided on a Syllabus)
  - a. Find image
  - b. Note the Clipart ID # (You will have to cite the source of it on your website)
  - c. Explore the process for downloading images.
    - ⇒ Click thumbnail for more options.
    - ⇒ Choose desired format and size.
      - (a) Choose either GIF, JPG or PNG format for a web site.
      - (b) Small or medium size (about 300–400 pixels wide is probably sufficient).
    - ⇒ Click the “Download” button next to your selection.
      - (a) Follow the download instructions

**Note** how to cite the iClipart image used on your website:

Image source <https://schools.iclipart.com/> ID#....

## VIII. Preparing other images for your website

1. Confirm that the image may be reused on a public website (copyrights)
2. Confirm images comply with web-safe file type and naming conventions.
  - ⇒ JPG, GIF, or PNG format.
  - ⇒ Short, concise name (preferably less than 16 characters).
  - ⇒ Lowercase letters, numbers, hyphens, underscores OK. No spaces or other characters.

## IX. Inserting Images options

1. Click to position the cursor where you want to insert an image.
2. Go to the INSERT tab right-hand toolbar **or double click for an option wheel**
  - a. Click on **Images Icon >Upload** or Click on **Upload icon** on a options wheel to upload file **from your computer**
  - b. Click on **Images Icon >Select** for the images stored in a cloud (google drive, photos, google image search)
    - ⇒ Avoid using “by URL” option when inserting images

c. **NOTE:** each image has the address that you will need to cite within the website (copyrights)

## X. Image properties (menu that appears when the image is selected):

- Crop / uncrop
- Insert link
- add alt text (always add alt text for accessibility reasons- UDL)
- add caption

## XI. Inserting Google Embeds and Docs (INSERT tab right-hand toolbar)

1. To Embed **YouTube** (required):
  - a. Open [www.youtube.com](http://www.youtube.com) in a new tab
    - ⇒ Search for a video that could be used as a resource for students or guardians.
    - ⇒ Copy the URL of the video (click “Share” below the video).
    - ⇒ Return to your page
  - b. Click on YouTube (INSERT tab)
  - c. Paste the URL copied from YouTube.
  - d. Click on a video to select it
2. To insert **Google apps** (Docs, Slides, Sheets, Forms...)
  - a. Select the type of the document (Insert tab >...)
  - b. Find a select the desired file from your google drive

**IMPORTANT:** Make sure that all the Docs, forms, and slides created in Google Apps **are public**; otherwise your website visitors will not have permissions to view the content of your embedded files.

## XII. Publishing your site

1. Open Home Page (Introduction page)
2. Click blue Publish button in the upper right corner
  - a. Web Address: your unique address – you may need to experiment with the names that are not yet taken –name needs to be a one word.
  - b. Who can view my site: the option should be **Anyone** to change it click **MANAGE** link
  - c. In a Links section click on **Change**
    - ⇒ *Published site > Public*
3. PUBLISH

## XIII. Previewing, Sharing and Publishing changes

1. To find a link to share site with the audience (to submit assignment)
  - a. Click on the publish options (and arrow down next to the blue PUBLISH button)

- b. Select *View published site*
  - c. The published site will open in a new tab
    - ⇒ Copy the URL address from the address bar to share with others
    - ⇒ Click on a little pencil icon in a bottom right corner to switch to the editing site
2. To **preview** your site in **different media formats (UDL)**
- a. Click on a preview icon in a top right menu
  - b. Notice the in the bottom right the icons representing different media formats. Toggle between them to preview how your website will look on different devices (UDL).
  - c. Click blue X to come back to the editing site view



NOTE: Although your work is automatically saved. Every major change made after initial publishing needs to be updated in order for the viewers to see the changes. **Click a blue PUBLISH button to republish the changes**

#### XIV. Sharing a site with editors

1. Click **Add editors** icon in the upper-right corner of a page:
  - a. Enter names or email addresses of your co-teachers or other people that can be your website editors

