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Google Sites: Creating, editing, and sharing a site

Google Sites is an application that makes building a website for your organization as easy as editing a document. With Google Sites, teams can quickly gather a variety of information in one place—including videos, calendars, presentations, attachments, and text—and easily share it for viewing or editing with a small group, an entire organization, or the world. As a business user, you can use Google Sites to set up internal project sites, intranets, or public-facing sites.

Read this guide for basic steps on creating a Google Site and customizing it for your organization. You'll learn to:

● Create a new website
● Add and edit pages
● Insert maps, forms, video, and more
● Embed calendars, spreadsheets, and other Google documents
● Customize site layout and appearance
● Share your site for internal or external use

Access Sites

To create a new site, or to view a list of sites that you own or can edit:

● Directly visit the page - Enter https://sites.shenschools.org/ in your browser.
● Or visit from another Google app

Whenever you're signed in to your Google Apps account, click the ⊞ App Launcher icon at the top right of the page and select **Sites** to access your sites list.

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Create your site

From the Sites sidebar, click **Create** to make a new site. You will also see existing sites that you have access to.

Use a site **template**

First choose whether or not you want to work from an existing site template. There are hundreds of template options, ranging from public-facing business sites and work portfolios, to intranets and training sites, to pages for clubs and upcoming events. Each template features a topic-specific layout and professional appearance.

- To select a site template, click **Browse the gallery for more**. Here you can search public template categories including Schools & education.
- To design your own site from scratch, select **Blank template**.

Give your site a **name/URL**

Enter a name for your site. Initially, this becomes the unique part of your site's URL. If you want a different URL, just make the appropriate changes in the **Site location** field (don't worry, this won't change your site title).

Name your site:

ShenTRAC

Site location - URLs can only use the following characters: -,A-Z,a-z,0-9

https://sites.google.com/a/shenschools.org/   shentrac

💡 *Keep in mind that the name and URL you choose must be unique within your domain. You can change the name later, but you won't be able to change the URL.*

Select a site **theme**

Choose a look for your site. Each option comes with a preset background, color theme, and font selection. You'll be able to adjust fonts, colors, and the background later, and you can always change the theme or build your own custom theme once the site has been created.
(Note: if you're working from a template, your site might already have a theme. But you can choose another theme here, if you want.)

Blank Slate   Micro Blueprint   Micro Lite   Micro Sport   Madison   Beige and Blue   Desert Panel   Vinyl Panel   Leather Panel   Lavender Panel

Under **More options** you can categorize your site and enter a description to make your site more findable. Both fields are optional, and can be changed later under **Manage Site > General**. ex: Gowana, Tech

Once you're all set, click **Create** at the top of the page. Your new site will appear.
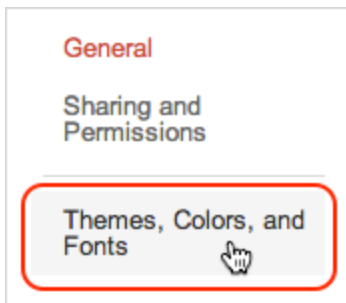
Customize your site

From the **Edit site layout** page you can edit the site layout, add your organization's logo to the header, and build the right site structure for easy navigation.
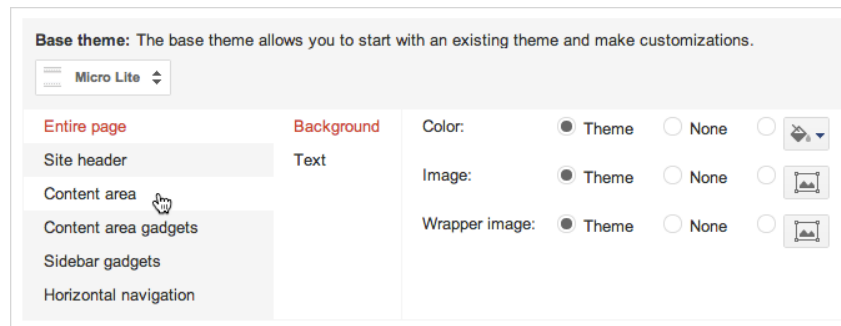
For more specific instructions, see Changing your Site's layout and Changing your Site's appearance.

Adjust colors, fonts and backgrounds

You can further customize your site's look by adding background colors or images to the content areas, header, or the entire page. Click **More** at the top of the page and select **Manage Site**. On the **Manage Site** page, select **Themes, Colors, and Fonts** on the left sidebar.

Here you can change the colors, fonts, and backgrounds across the site. The basic site page, the header, the text content areas, navigation menus, and gadgets are all independently customizable. Check the display on the bottom of the screen to preview your changes before saving them.
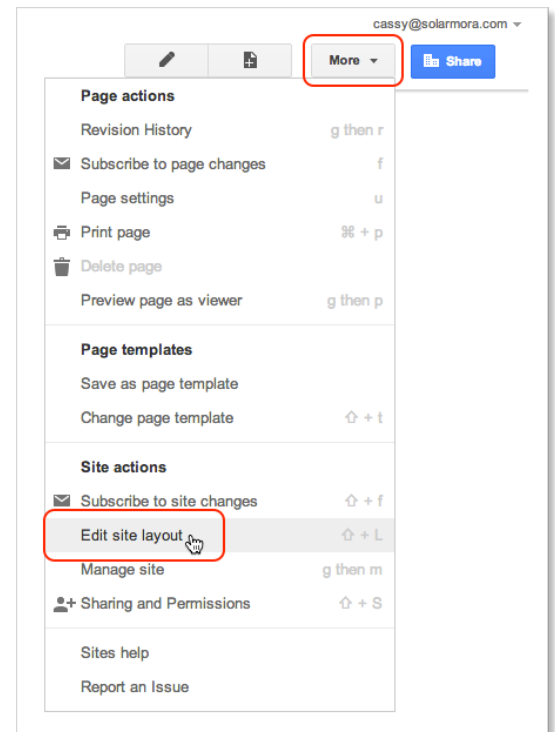
Define site structure and dimensions

1. Click **More** at the top of the page and select **Edit site layout**.

2. On this page you can specify site dimensions and what structural elements you want on all pages, such as the header, sidebar and footer. Click **OK** when you're finished.

Once you've chosen your site's overall layout, you can customize each component individually.

Customize your header

Something you'll probably want to do is put your organization's logo on the header.

1. On the **Edit site layout** page, click the header to open the **Configure site header** page. You may already have a domain default image available. You can also upload a logo.

2. To adjust the header alignment and height, select the alignments you want from the drop-down menus for **Vertical** and **Horizontal** alignment. Click **OK** when you're finished.

3. Click the **Close** button at the top of the page when you are finished.

Organize site navigation

It's important to make your site easy to navigate for your users. In **Edit site layout**, you can add items to the sidebar and configure the built-in **Navigation** menu.

1. First decide on the overall page structure. Do you want the sidebar on the left or right? Or does a horizontal navigation bar look better? Can't decide? You can use both. Make these edits under **Edit site layout**.

2. Once you've added your navigation bar, click the navigation bar you want to edit to open the **Configure navigation** page. Using the arrows, arrange your pages in whatever order you want. By indenting certain pages, you can make them appear in drop-down menus for horizontal navigation or as sub-pages in a sidebar.

3. Click **OK** and then **Close** in **Edit site layout**. Test out your navigation to make sure it's what you want.

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Share your site

Now that you've created your site, share it with others! First, you'll need to decide if you want to make the site **public or keep it private** inside your team or organization. You'll also want to decide whether you want to open up the **site for collaboration or limit others' access to view only**.

Share publicly or across your organization

1. From any page, click [🔒 Share] in the upper right. This takes you to the **Sharing and Permissions** tab under Manage Site.

2. Find **Who has access** and click **Change**.

Here you can set **Visibility options** to make your site public on the web, accessible only within your organization, or private for a list of specified users. You can also choose whether pages can be found via search, or accessed only by linking to it directly.

The possibility exists with a Google Site to create a website that you and the students would have to login to view and contribute , but that wouldn't be available to the general public.

This allows the website to become much more like a blackboard/LMS site.

Link to share

https://sites.google.com/a/shenschools.org/shentrac/

Who has access

🏢 Shenendehowa Central School District
People at Shenendehowa Central School District can find and **view**   Change...

👤 John Bullington (you) bulljohn@shenschoo...   Is owner

Visibility options:

○ 🌐 **Public on the web**
Anyone on the Internet can find and access. No sign-in required.

○ 👤 **Anyone with the link**
Anyone who has the link can access. No sign-in required.

◉ 🏢 **Shenendehowa Central School District**
People at Shenendehowa Central School District can find and access.

○ 🏢 **People at Shenendehowa Central School District with the link**
People at Shenendehowa Central School District who have the link can access.

○ 👤 **Shared privately**
Only people explicitly granted permission can access.

Access: Anyone within Shenendehowa Central School District   Can view ▾

[Save]   [Cancel]

Add pages to your site

At first your site only has a home page and site map. To create additional pages:

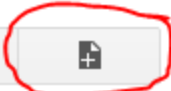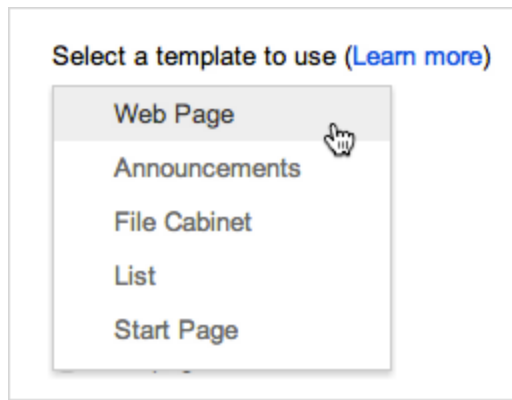1. Click the **New page** button in the upper right corner of the page.

bulljohn@shenschools.org ▾

[✏️] [📄+] [More ▾] [🏢 Share]

2. On the next screen, enter the page name. A URL is automatically generated for the new page, which you can change if you want. (Unlike with the site URL, you can change this later under **More > Page settings > Page URL**.)

3. Now select a page **template**. You'll see several options, each designed to help organize page content in

different ways.

You can do most things with **Web Page**, like add text, insert photos, and embed other content. The other options have more specific functions. Click **Learn more** to pull up a guide to different page types.

💡 If you make a page you might want to use again, you can create a page template.

4. *Choose where you want the page to be located within the site.* Depending on what pages you already have, you can either nest your new page under an existing page or keep it at the top level.
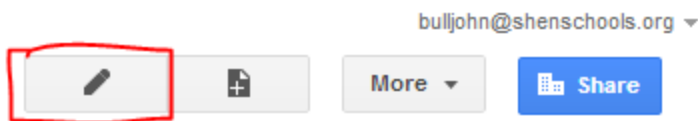
Nesting the page will affect its URL. It will also add a sub-page link to the page one level up (you can hide this at **More > Page Settings > Show links to sub-pages**). Remember, you can always move pages later under **Manage Site > Pages**.

5. Click **Create**. The next step is to edit the new page!

Edit pages in your site

With Google Sites, you don't have to be a web designer to make something that looks good. Editing a page is just like editing a document, although you can do much, much more than just adding text. And if you are familiar with HTML, CSS, or Javascript, you can enter code directly using our HTML options (see below).
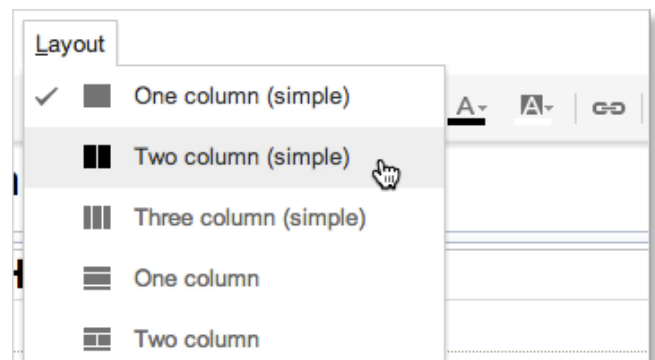
1. Get started by clicking the **Edit page** button in the upper right corner to open the edit toolbar. (If you just created the page, the toolbar opens automatically.)

2. Using the features on the edit toolbar, you can add text, insert tables, and modify the page layout.

- The **Layout** tab gives you multiple options for page geometry. For example, you can space out your page content by splitting it into columns, adding sidebars, or inserting rows.
- You can add links to your page for internal site pages or external pages with the **Link** button.
- Clicking **<HTML>** allows you to insert most HTML or CSS content directly. For more advanced coding, including Javascript, use the **HTML Box** under Gadgets.
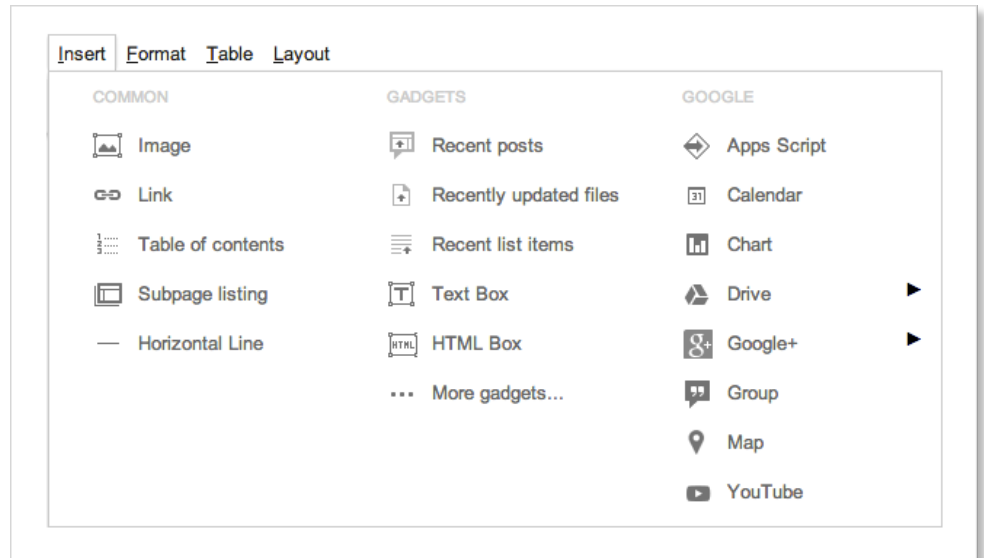
6

Add objects, apps, and gadgets

Under the **Insert** tab, you can add a wide variety of objects, apps, and gadgets to enhance your site even further. This is also where you can embed Maps, Calendars, and Google Docs.

Some of the most useful apps and gadgets include:

- **Calendar**: Make sure your project stays on schedule by embedding a calendar that includes key due dates.
- **Drive**: Embed a Google Doc, Sheet, Slide, Form, and more. When the source is modified, the document updates automatically within Sites (this is true when embedding documents, spreadsheets, forms, and presentations).
- **Map**: Headed to an off-site meeting? Don't just provide directions, embed a map!
- **Youtube:** Embed any Youtube video in your site.
- **Recently updated files**: Lists the latest additions/updates to files loaded onto the site.
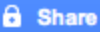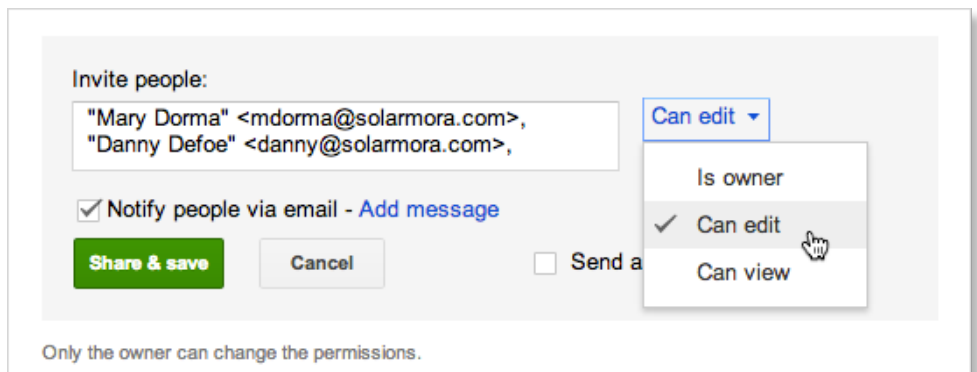
Click on **More gadgets** to browse even more add-ins built by Google and third-party developers, or to search for a particular gadget. You'll be able to preview each gadget before adding it to your site.

> For specific instructions, see Adding Docs, Calendars, and other gadgets.

Share and collaborate with work groups or teams

To restrict access to a specific group of people, or to give people different levels of access:

1. Click **🔒 Share** to open **Sharing and Permissions** in Manage Site.

2. Share the site by entering user names or groups in your domain in the address box, separated by a comma. Select the level of access you want

them to have, and then click **Share & save**.

3. As the site owner, you can control who can view and edit your site by adding others as **owners**, **collaborators**, or **viewers** (see sharing your site for details on the three different access levels).

4. You can control individual pages and how they are shared by clicking the enable page level permissions in the upper right hand corner.

💡 The default share setting allows all users in your organization's domain to access and edit the site. To make changes, click **Change**.

Where do I?

More>Manage Site	Categories, Description, Landing Page, Organizing Pages, Page Templates, Sharing and Permissions, Themes, Colors + Fonts
More> Edit Site layout	Header, Footer, Sidebar, Horizontal Navigation Bar
More> Page Settings	Attachments, Comments, Template
Edit Page	Layout, Links, Images, Gadgets, Google Apps Integration, General editing