Google Sites From the Ground Up

Northside ISD Technology Training & Development
6632 Bandera Road, Building D
San Antonio, Texas 78238
(210) 397-8126
# Table of Contents

Web Publishing Basics ........................................................................................................... 3  
Parental Permission .................................................................................................................. 3  
Protection .................................................................................................................................. 3  
Creating a Google Site ............................................................................................................. 4  
Basic Page Content .................................................................................................................. 6  
Update Content .......................................................................................................................... 6  
  Previewing the Page .................................................................................................................... 6  
  Email Contact Link .................................................................................................................... 7  
  Sidebar Links ............................................................................................................................ 7  
  Additional Sidebar Links .......................................................................................................... 8  
Sharing a Google Site ............................................................................................................... 9  
Adding Files to a Google Site .................................................................................................. 10  
  File Settings ............................................................................................................................. 10  
  Linking to Uploaded Files ........................................................................................................ 11  
Adding Pages ........................................................................................................................... 12  
  Templates ................................................................................................................................ 12  
  Adding a New Page ................................................................................................................... 12  
    Turn Off Comments ................................................................................................................ 12  
    Using the Announcements Page ............................................................................................ 13  
    Using the File Cabinet Page .................................................................................................. 13  
    Using the List Page ................................................................................................................. 13  
    Create Sidebar Links for Additional Pages ........................................................................... 15  
Deleting a Page ........................................................................................................................ 15  
Adding a Calendar .................................................................................................................... 16  
  Creating a Public Calendar ...................................................................................................... 16  
  Adding a Calendar to a Google Site ....................................................................................... 16  
Google Site Enhancements ..................................................................................................... 18  
  Adding Images ......................................................................................................................... 18  
  Adding a Video ........................................................................................................................ 19  
    Linking Video from a YouTube ............................................................................................... 19  
    Linking Video from SchoolTube (or other sites) ................................................................ 19  
  Theme ...................................................................................................................................... 20  
  Adding a Solid Color Background ............................................................................................ 20  
  Adding an Image ....................................................................................................................... 20
Web Publishing Basics

When creating a web page there are a few things to consider before posting. The content must be appropriate for K-12 education, in line with the District Acceptable Use Policy, and useful to the target audience. The content of the website should be without spelling or grammar errors. Graphic elements should be included to complement rather than detract from the content. Protection of student and teacher privacy are important when designing a website.

Parental Permission

Before publishing any information (photos, voice, video) about a student online, the web designer must verify parental permission. The current Parent-Student Authorization Form includes a section Web Publishing. The Yes box must be checked to publish student information online. This provides permission for student work, first name, and inclusion in a digital image or video clip (in a group setting only) to be included on a website.

Protection

Protection of student, teacher, and campus privacy is imperative.

Do not publish:

- Home addresses of students or teachers.
- Home phone numbers of students or teachers.
- Grades or test scores of individual students.
- Detailed maps of a school or site (should not show more than general areas).
- Maps that identify classroom functions (labs, locker rooms, special education areas).
- Maps that illustrate entrances other than those intended for entry and sign-in.
- Maps that show evacuation routes and assembly area locations.
- Identification or listing of assembly areas, evacuation destinations, or reunification areas.
- Specific information about preparedness drills and exercises.
- Facility safety and security audit results.
- Details of specifics regarding emergency operations plans.
- The number or locations of security or law enforcement officers.
- Specifics regarding safety and security initiatives at the facility or district.
- Personal information about staff or students or about their family.
- Personal contact numbers or information outside of school or district information.
- Personal information about any individual’s safety and security experience, expertise, or skills.
Creating a Google Site

1. Log into Gmail.
2. In the top right corner, click the Apps Grid.
3. Select Sites.
4. On the left side of the screen, click CREATE.
5. In the Select a template to use section, click Browse the gallery for more.
6. Type the name of the campus in search box, then select the Campus Site.
7. Click Select.
8. Provide a **name for the site** and **change the site location**.

**NOTE**: Use the name of your school followed by your first initial and last name for the name of Site Location. In this example, the teacher wants to name the site Ortega’s Corner, but has entered his campus, first initial, and last name for the site location.
Basic Page Content

A page can be edited by clicking the Edit icon in the upper right of the page. There are three selection areas that the user will access frequently to edit the content of the Google Site.

1. Edit page icon
2. New page icon
3. More drop down icon

Update Content

Content can be edited on the site to personalize the information regarding the user's classroom expectations, contact details, and other pertinent information. The user will need to select the Edit Page icon to begin making revisions. The page has a basic template that can start as the user's guide to creating the Google Site.

1. Title
2. Short Welcome Message
3. Contact Information
4. About me - Short information section about yourself. Information should not be personal.

**NOTE:** After making edits to any of the sections, click Save to ensure content is saved.

Previewing the Page

The user can preview their webpage anytime a change is made.

1. Click More actions.
2. Select Preview page as viewer.
Email Contact Link

It is best not to list the Northside email directly on the page, this will ensure security and spam prevention. Instead use the Northside Contact Us internal email.

1. Highlight the **text** you wish to link.
2. Open Google, and locate the **nisd.net** website.
3. From the **menu bar**, click **CONTACT**.
4. Select **Employee Search**.
5. In the **text fields**, enter your first and last name.
6. Click **Apply**.
7. Click **Email**.
8. **Copy** the URL.
9. In the **formatting toolbar**, click the **Link** icon. This will open the Create Link window.

![Create Link window]

10. In the **left sidebar**, select **Web address**.
11. In the field labeled **Link to this URL**: paste the copied URL.
12. Check the box **Open this link in a new window**.
13. Click **OK**.

![Link inserted]

14. Click **Save**. (Test the link by previewing the page.)

**Sidebar Links**

The sidebar starts with a single link to the Northside homepage. It is recommended that each user adds a link back to the campus site. Before beginning, go to the campus webpage and copy the URL to add to the Google Site.

1. Click **More actions**, then select **Edit site layout**.
2. Hover the cursor in the **Sidebar links**, then click **Edit sidebar item**.

3. In the *Text to display* field, add a **title** for the campus homepage link.

4. In the *URL or email* field, **paste the campus homepage** address in the text box or type the address (nisd.net/campusname).

5. Click **OK**.

6. In the **Configure navigation window**, use the **arrows** to determine the placement of the page.

7. Click **OK**.

---

### Additional Sidebar Links

Additional sidebar links can be added to create a list of curriculum links.

1. Select **More**, then choose **Edit site layout**.

2. On the left side of the screen in the **Sidebar section**, click the **+ sign** to add a new sidebar item.

3. Choose **Navigation**, then click **Add**.

4. Edit the sidebar item to add a new URL (as seen in Sidebar Links).

**NOTE:** When adding the URL it is recommended that links to new webpages open in a new window.

5. Click to change **Navigation** to an **appropriate title** for the Sidebar content.

6. Click **OK**.

7. To add additional links, repeat the previous steps as needed.
Sharing a Google Site

After adding classroom content and adding navigation links, the user will have created a basic single page site that can be published. Each user needs to ensure the following measures have been taken before sharing the site with their campus webmaster.

The page:

- does not contain errors in spelling or grammar.
- has a welcome message for visitors.
- has an email contact using Northside’s Contact Us form as described in this document.
- has a short description with expectations for each of the classroom.
- has an “About Me” section with professional information, i.e. teaching experience, degrees, and certifications. No personal information is included.
- has a sidebar link back to the campus site.
- has appropriate curriculum links.

When all items have been reviewed and completed, the user is ready to share their site with the Technology Support Specialists. The TSS will then add the link to the campus site.

1. In the upper right corner of the page, click Share.

2. In the section Who has access, click Change….

3. Under Visibility options, select Anyone with the link.

4. Click Save.

5. Copy the Link to share.

6. Paste the link in an email to the campus webmaster with the request to link your teacher page from the campus site.
Adding Files to a Google Site

Users can create links to any file or resource available on the Internet. If a person wishes to create a link to a personal file, like a PDF of a newsletter, homework assignment, etc., they will need to upload the file to their site.

**NOTE:** A file from Google Drive cannot be made public. Items Google Drive can only be shared between Northside employees and students while logged in their NISD Google account. To share a Google Drive file, it should be saved to computer as a PDF to be uploaded.

**File Settings**

1. Select the **More actions**, then choose **Page settings**.

2. Check the box next to **Allow attachments**.

3. At the bottom-left of the **Page Settings** window, click **Save**.

4. To upload a file, click **ADD FILES** at the bottom of the page.

5. Locate the file on your computer, select it, then click **Open**.

**NOTE:** Once uploaded, a small text link to the file will appear at the bottom of the page.
## Linking to Uploaded Files

Files that are uploaded will always show at the bottom of the page, users can also create a link to the document in the sidebar.

1. At the bottom of the page, right-click the **file name**.
2. From the *Menu*, choose **Copy link address**.
3. Select the **More actions**, then choose **Edit site layout**.
4. Hover on *Sidebar links*, click **edit sidebar editor**.
5. Select **Add URL**.
6. In the *Text to display* field, type a **title** for the link.
7. Right-click in the URL or email field, then choose **Paste or Paste as plain text**.
8. Click **OK**.

**NOTE:** For more detailed instructions on the sidebar link, revisit the section **Sidebar Links or Additioabal Sidebar Links in this guide**.
Adding Pages

In addition to the homepage, a user can add additional pages to store content. Google Sites allows the user to make different types of pages.

Templates

- **Web Page** is a basic page that allows you to write content. It has standard formatting controls (bold, italic, etc.). Attachments can be added to the bottom of the web page.

- **Announcements Page** works like a blog that allows users to stack posts or documents in chronological order.

- **File Cabinet** is a page where the user can upload files that can then be accessed by teacher’s students and classroom parents.

- **List Page** offers a selection of common templates (Action items, Issues, Unit Status) and also lets the user define their own columns for a list.

Adding a New Page

1. Click the **Create page**.

2. In the **Name your page** field, create a **title** for the page.

3. Select the desired **template**.

4. Select **Put page under “name of homepage”**.

5. Click **Create**.

Turn Off Comments

New pages are created with the comments feature turned on. Comments will need to be turned off by the user.

1. Select the **More actions**, then choose **Page Settings**.

2. Uncheck the box next to **Allow Comments**.

3. Click **Save** at the bottom-left of the **Page Settings** window.
Using the Announcements Page

Announcements work similar to a blog page. Posts are stacked on top of each other in chronological order.

**NOTE:** The page can be used for posting documents. Each post can provide instructions, images, and attached resources that the student would need.

1. Click **New Post** to add a new announcement.
2. Add a **title** and **message**.
3. Click **ADD FILES** if an attachment is necessary.
4. At the top right corner, click **Save**.

Using the File Cabinet Page

This page will allow the user to upload files that can be accessed by parents and students when visiting the Google Site. These files cannot include copyrighted material. Files attached can not exceed 20MB.

The user can:

- Select **Add File** to attach a document.
- Select **Add Link** to create a link to a learning website.

**NOTE:** Users cannot make a public link to a document in Google Drive. Items in Google Drive can only be shared with Northside users who are logged in with their Northside account.

Using the List Page

The list page template provides the user with options to create lists. The list page offers a selection of common templates (Action items, Issues, Unit Status) that can be created by the end user to keep track of projects.

Adding New Information

1. Create the **List Page**, then select the **template** preferred.

2. Click **Add Item** and complete the fields to add the information to the list page.

**NOTE:** The end user can edit the list at any point. All items do not have to be included when creating the page.
Customizing a List Page

1. Click **Customize this list** to change name and type of the columns.

2. In Column/Fields to Collect section, click the **Column name** to edit.
   - Enter a **Column name**.
   - Choose the type of list entry needed.
   - Move columns by clicking the arrows located to the right of the name to the preferred location.

3. Click **Save**.

Editing a List Page

The list page can be edited as a project progresses. The page can be used to the end user’s advantage to keep track of items and add additional information for viewers.

1. Open **Google Sites**, select the **list page** to edit.

2. Click the **action item** to edit.

3. In the **Edit item** window make changes as needed.

4. Click **Save**.
Create Sidebar Links for Additional Pages

Links to additional pages will be added to the bottom of the end user’s start page. To make the search for the page(s) more convenient for viewers, links can be added to the sidebar.

1. Select More actions, then choose Edit site layout.
2. On the left side of the screen in the Sidebar section, click the + sign to add a new sidebar item.
3. Choose Navigation, then click Add.
4. Click edit the sidebar item.
5. Change the title of the navigation section.
6. Click Add page.
7. Find the page within the Site map, My Recent Changes, or type the name and click search to find a specific page.
8. Select page to add, then click OK.

**NOTE:** Repeat steps 1-8 as needed to add additional pages.

9. Using the arrows on the right, arrange the links in the preferred order to be seen in the sidebar.
10. Click OK.

Deleting a Page

If a page is no longer needed on the site it can easily be deleted. Once the page is deleted it can not be retrieved.

1. From the Google Site, click the page to open.
2. Click More actions.
3. Select Delete page.
4. On the Delete Page window, click DELETE.
Adding a Calendar

Calendars can be useful tools to share on a Google Sites. Do not share your personal calendar on Google Sites. It is best to create a calendar specific for this task.

Creating a Public Calendar

1. Click the **App Grid**, then select **Calendar** to open a new tab.

2. In **My calendars**, click the **drop down arrow** and select **Create new calendar**.

3. Add a **Calendar Name**.

4. Check **Share this calendar with others**.

5. Check **Make this calendar public**.

6. Click **Create Calendar**.

7. In the **Warning box**, click **Yes**.

Adding a Calendar to a Google Site

1. Within the **Google Site**, set the cursor to the location where the calendar will be embedded on the page.

2. From the **top menu**, click **Insert**.

3. Select **Calendar**.
4. **Click the desired calendar** to add, then click **Select**.

5. **NOTE:** Be sure not to share a calendar with personal events.

6. **Edit Settings,** then click **Save.**
   - Recommended **height is 400** and **width is 450.**
   - Select a default view (week, month, agenda)
   - Select an appropriate Timezone.
   - Edit Display Options.

7. In the top right corner click **Save,** of the main page to view the calendar. The page must be saved to view the embedded calendar.
Google Site Enhancements

Adding Images

Images can be added to enhance the page content.

1. From the top menu bar, click Insert then select Image.

2. Add the image using one of the following options:
   - Upload images: allows end user to locate files on their desktop.
   - Web address (URL): allows user to add images from the web.

3. Click OK.

4. To change the size of the image, select the image.

5. Selecting the appropriate size from the Image bar.

6. Edit image settings as needed.

**NOTE:** Images added from a URL should be free to share, always check copyright privileges before posting. Use websites like morguefile.com, pixabay.com, or wikipedia.org to copy the image’s URL to insert the image onto the Google Site. It is recommended to add Alt text to the image to share the site the image was taken from.
Adding a Video

Video can be uploaded to a File Cabinet page or attached as a file to any page. To reach the widest audience when embedding a video a link should be added then an embedded player if possible. If you want the video to be viewable by the public, do not do a directly embed from Google Drive. Video embedded from Google Drive can only be viewed by Northside users.

**NOTE:** Embedded video may not be compatible every browser.

**Linking Video from a YouTube**

1. From the **top menu** bar, click **Insert**.

   **NOTE:** Before you select Insert, be sure the cursor is placed on the page where the video should be embedded.

2. Select **YouTube**.

3. Paste the copied URL.

4. Edit **Display settings**.
   - Check **Include Border**
   - Check **Include title**

5. Click **SAVE**.

6. To view the embedded video, click **Save**.

**Linking Video from SchoolTube (or other sites)**

Before you begin, ensure the code has been copied from the site you choose. Once a video has been uploaded an embed code will be provided to share the video. The user can also click the Share option to copy the embed code.

1. **Click the location** where the video will be embedded.

2. In the top **Tool bar**, click `<HTML>`.

3. Right click to paste the **embed code**.

4. Delete **http:** from embed code. This must be completed for the video to show on the page.

5. Click **Update**.

6. On the Google Site page, click **Save**.
Theme

A background color or image can be added to personalize the site. It is important to remember the audience when adding images or contrasting colors; be considerate of the American Disabilities Act. Keeping muted and consistent colors is always a good idea. Don’t underestimate the power of simplicity.

Adding a Solid Color Background

1. Click More actions.
2. Select Manage Site.
3. On the left side, click Themes, Colors, and Fonts.
4. Click Entire Page.
5. Select the fill bucket then choose the desired color.
6. On the top left corner, click SAVE.
7. On the left side, click the <Title of the Page> to exit Manage Site.

Adding an Image

1. Click More actions.
2. Select Manage Site.
3. On the left side, click Themes, Colors, and Fonts.
4. Click Entire Page, then add a background color or image.
5. To add an image, click the Browse icon.
6. Search for the image on the desktop, select the filename, then click Open.
7. To the right of the bowser, click Options.
8. Change Repeat to none.
9. Change Horizontal and Vertical Postition to Center.
10. Check Fixed Postition.
11. Check Stretch to Cover.
12. On the top left corner, click SAVE.
13. On the left side, click the <Title of the Page> to exit Manage Site.