

Transitioning Teacher Websites

Google sites is an online web building tool that can be accessed and updated from anywhere there is an internet connection.

[Here](#) is a brief video introduction of **Google sites**.

Web Browsers (Work & Home)

If you are doing this from work, it is strongly recommended that you use Firefox or Chrome.



If you are doing this from home, it is still recommended that you use Firefox or Chrome, however, you may still have success with other browsers.



Logging In

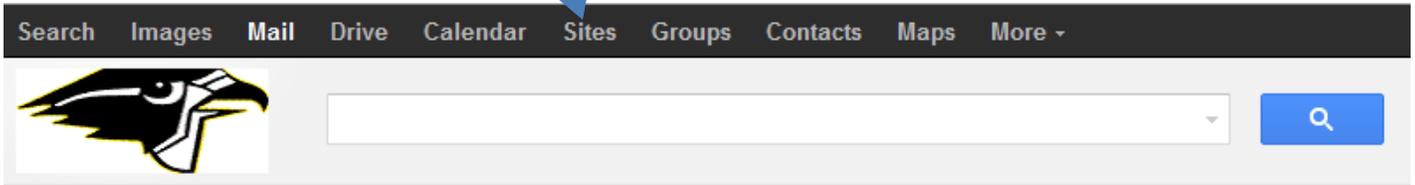
We need to log into your Google Apps Email account (Gmail). There are three ways you can do this. To save, time, we are going to pick one way.

- Go to www.google.com
- Click "Sign In" in the upper right corner.

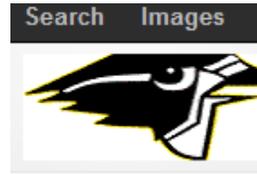
A screenshot of the Google sign-in form. It has a light gray background. At the top left is the text "Sign in" and at the top right is the "Google" logo. Below the logo is a "Username" label followed by a text input field. Below that is a "Password" label followed by a text input field. At the bottom left is a blue "Sign in" button. To its right is a checkbox labeled "Stay signed in". At the bottom left, below the button, is a blue link that says "Can't access your account?".

Accessing/Setting Up/Updating/Maintaining Google Sites

1) Use the top tool bar & click on "sites."



2) Click on "Create"



Sites

CREATE

My Sites in
burtwpsch.org

Deleted Sites

Browse Sites

CREATE

Cancel

Select a template to use:



Blank template

Browse the
gallery for
more

3) While you could select one of the various templates, I find them much more difficult to work with and edit. So, for this workshop, we are going to make sure the "Blank Template" is selected. You can always go back and create a new site. You are not limited to one within your Google Apps for Education account.

4) Name your site. I would use something simplistic like BTSD followed by your first initial last name if available.

Name your site:

BTSDTrainingTest1

5) For now, we are going to skip the "Site Theme" and "More Options." They can always be updated later.

6) Once you have this step complete, click "CREATE."

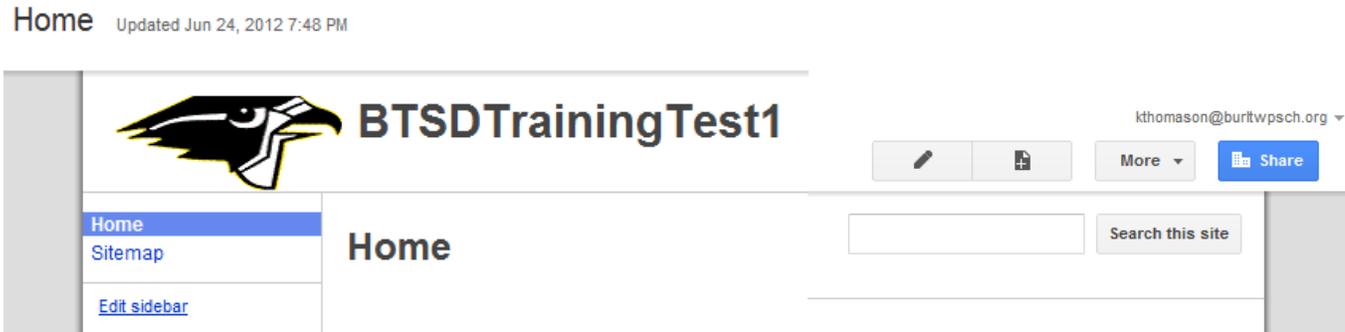
Site location - URLs can only use the following characters: -,A-Z,a-z,0-9

https://sites.google.com/a/burtwpsch.org/ btsdtrainingtest1

Select a theme

More options

7) This will automatically generate your site and your home page will pop up. We are now ready to edit.



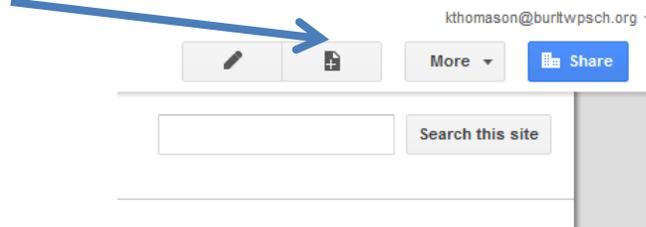
8) My first piece of advice is to take a few minutes to brainstorm what links you want to appear on EVERY Page of your site. You could easily use the ideas you have from your old site, or take this time to think about additional possibilities. I am going to show you my current **Google Site** for school that is a work in progress. Clicking on this link & looking at the left side may help you generate additional ideas should you desire to do so.

<https://sites.google.com/site/btsdkthomason/>

a) The links the district is requiring are:

- Home (that is automatically done for you)
- Your building's home page
- The district home page
- And we will talk about other ideas to consider.

9) Now that we have ideas on what our links will be, click on the page icon with the plus sign on it. It is towards the top right side of the page. This will allow you to create your first page.



10) Name your page & leave everything else as the default settings & then click create.

The screenshot shows a form for creating a new page. At the top, there are two buttons: a red 'CREATE' button and a grey 'Cancel' button. Below them is a horizontal line. The text 'Create a page in Site: BTSDTrainingTest1' is displayed. Underneath, the label 'Name your page:' is followed by a text input field containing the word 'Homework'. Below the input field, the text 'Your page URL: /a/burltwpsch.org/btsdtrainingtest1/homework' is shown with a 'change URL' link. Further down, the text 'Select a template to use (Learn more)' is followed by a dropdown menu showing 'Web Page'. Below that, the text 'Select a location:' is followed by three radio button options: 'Put page at the top level' (which is selected), 'Put page under Home', and 'Choose a different location'. Under 'Put page under Home', there is a sub-option '» Homework'.

11) Before we add content, let's create the rest of your pages. So, we need to save this blank (Homework) page first.

The screenshot shows a page editor interface. At the top, the email address 'kthomason@burltwpsch.org' is visible with a dropdown arrow. Below it are two buttons: a blue 'Save' button and a grey 'Cancel' button. Below the buttons is a large grey rectangular area representing the page content. At the bottom of this area, there is a search bar with the text 'Search this site' inside it.

... Now, simply repeat step 9 above for each of your pages.

12) Now, let's categorize your pages. Categorizing your pages

Home
Contact Info
District Home
MS Home
My Blog

Khan Initiative
Contest Details & Prizes
Eligible Links (6th)
Eligible Links (7th)
Eligible Links (8th)

Avenues for Help
Homework Hotline
Peer Tutoring Club
Math Lab
State Test Samples
Hiring a Tutor
Other Good Links
Some Answers

Mr. Thomason
My Resume
My Philosophy
My Hobbies
My PGTs

Fun Stuff
Student Awards
Pictures & Videos
Math Game Links
MS Field Day

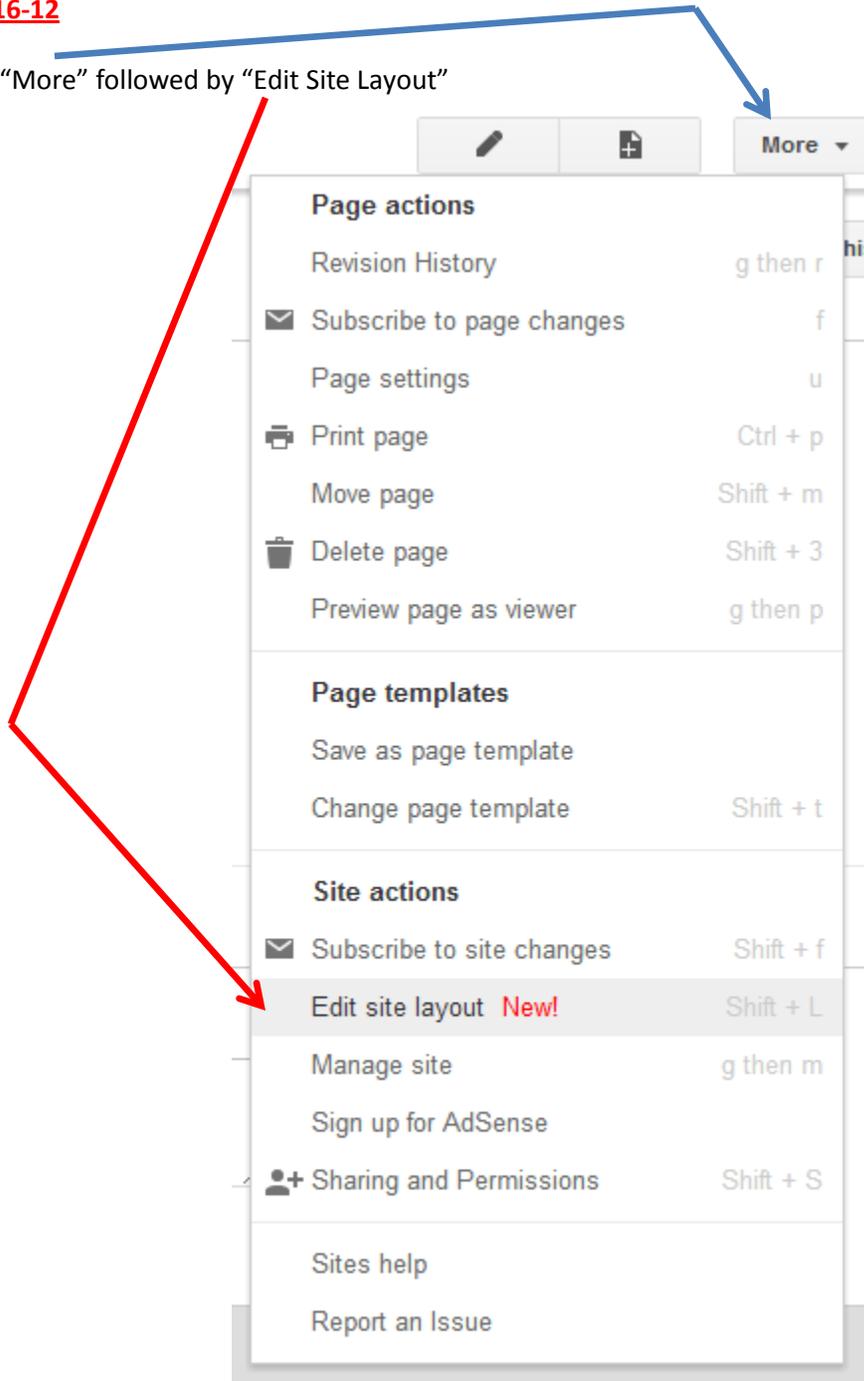
BTMS BBall Club
Basketball Club Info

This section **does not** have a category title.

These sections **do** have category titles.

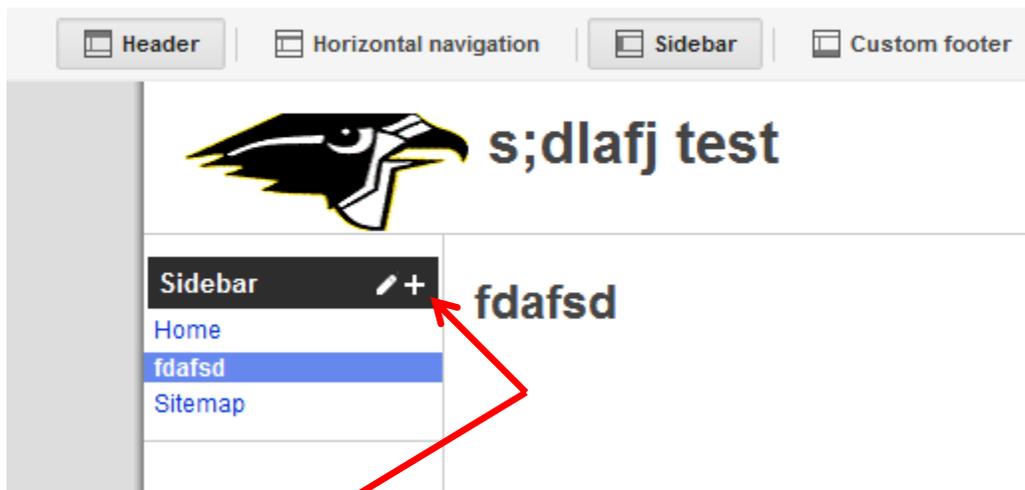
Updated 9-16-12

13) Click on "More" followed by "Edit Site Layout"



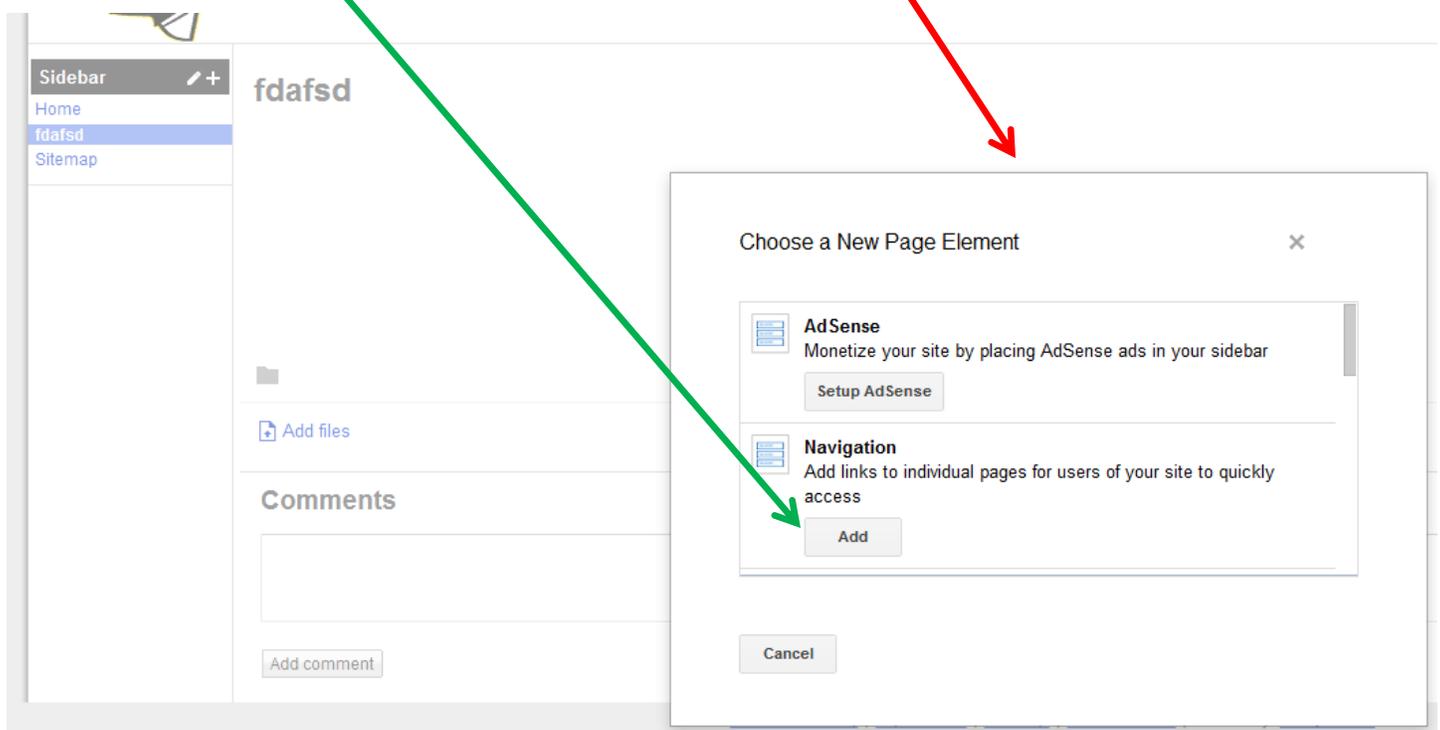
14) You will notice the Site Layout Page will appear.

Edit site layout

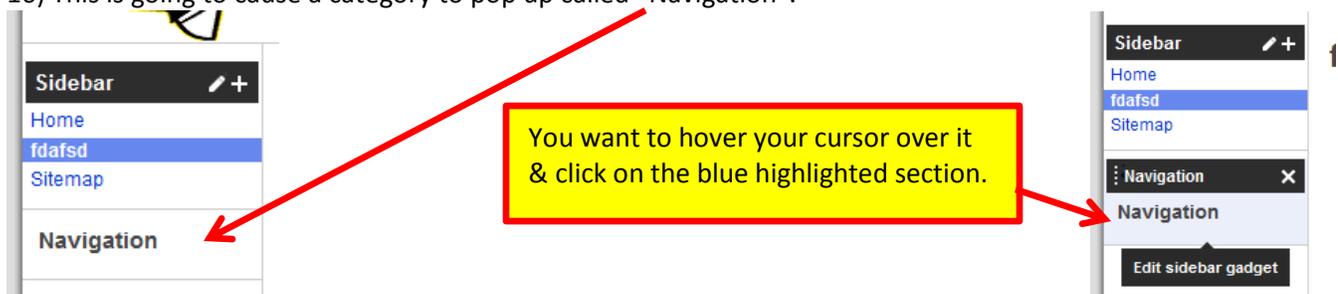


15) If you click on the "+" in the black Sidebar, a box will pop up that gives you a lot of different options. For now, we will stick with the basics.

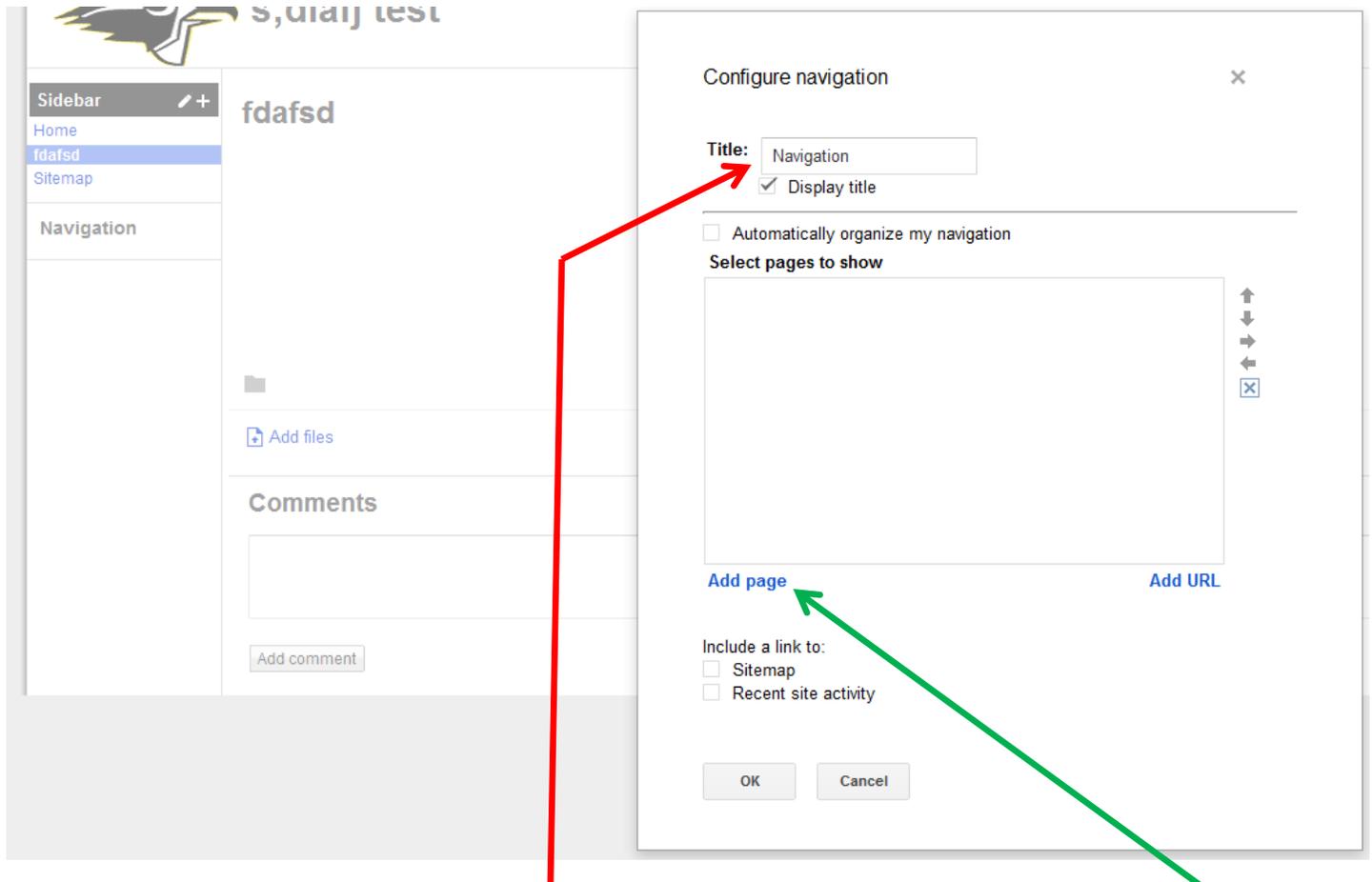
We want to click on the "Add" button within the "Navigation" section.



16) This is going to cause a category to pop up called "Navigation".



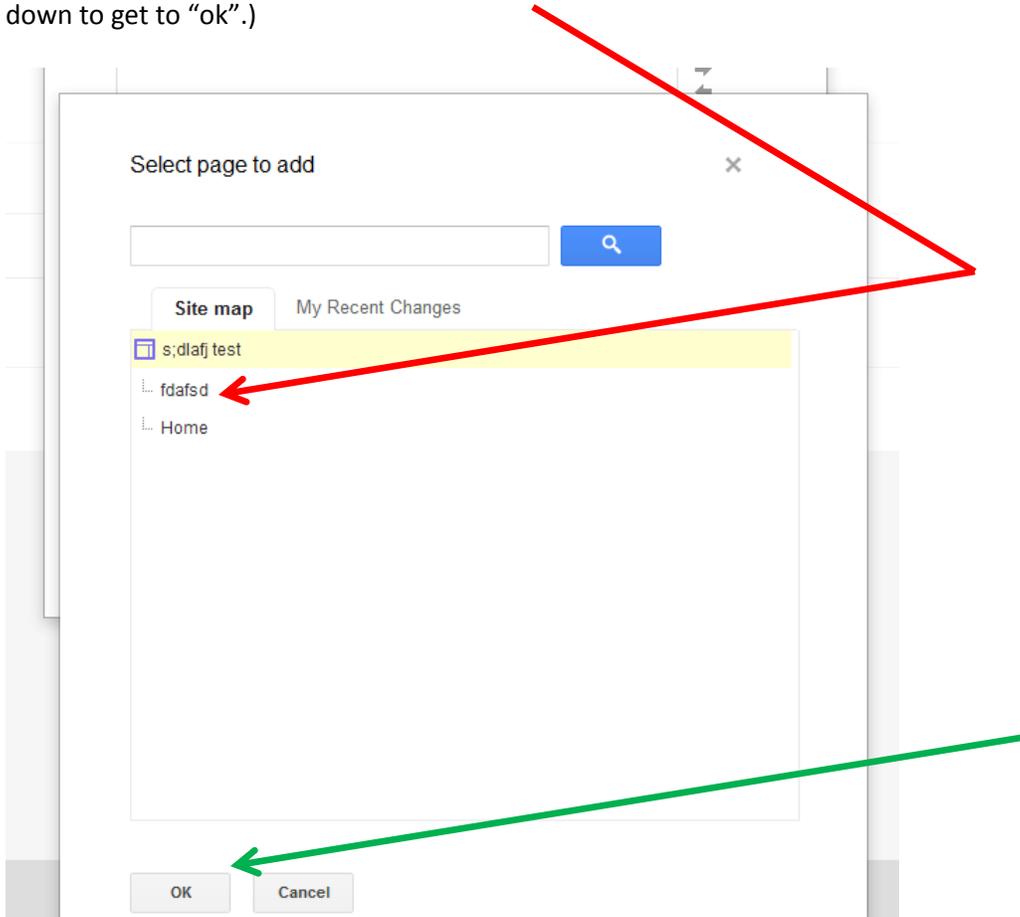
17) By doing this, a “Configure Navigation” box will appear.



18) While in this box, you can now change the title to whatever make sense for you.

19) You then want to click “Add Page”.

20) Another box will appear on top of these. I only have one page, but you will have all the pages that you created showing in this box. Simply click on the page you want to be in this category & then click ok. (You may have to scroll down to get to "ok".)

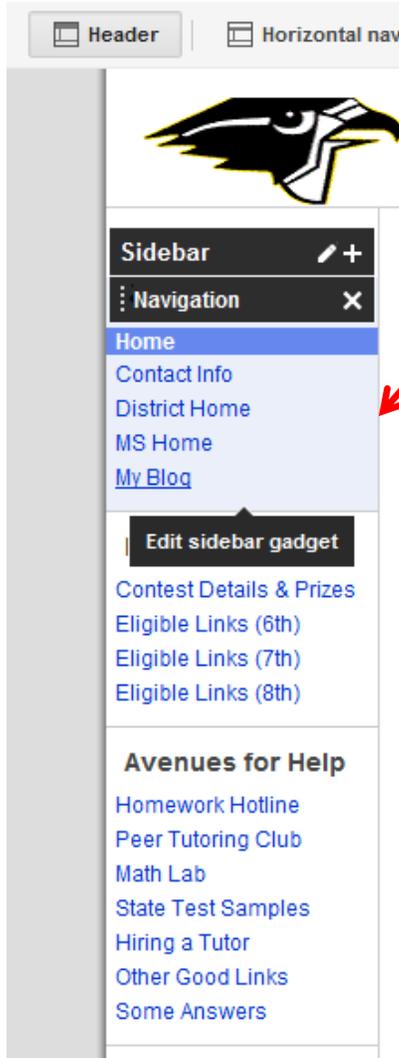


21) You will then have to click "Ok" again.

22) Repeat steps 15 through 21 for as many categories that you need organizing your pages along the way.

23) Before we leave this section, we want to add the district home page & your individual school's homepage.
Click in the blue section of any Category you want.

Edit site layout



Header | Horizontal nav



Sidebar  +

Navigation  x

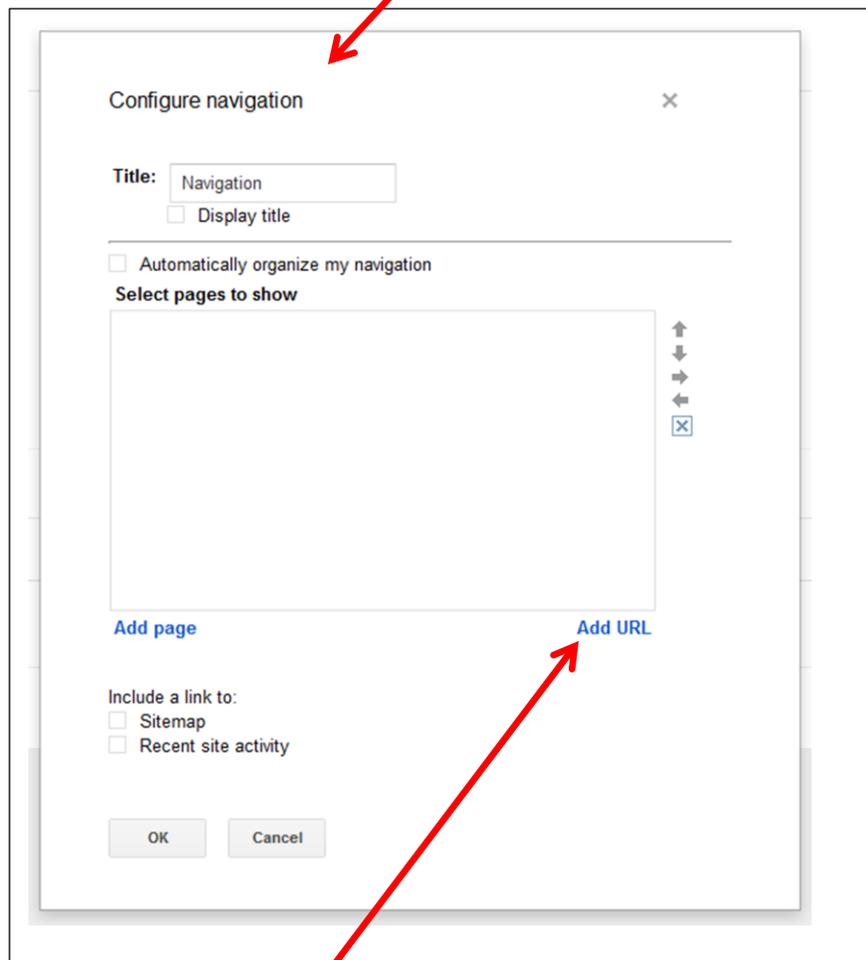
Home
Contact Info
District Home
MS Home
My Blog

Edit sidebar gadget

Contest Details & Prizes
Eligible Links (6th)
Eligible Links (7th)
Eligible Links (8th)

Avenues for Help
Homework Hotline
Peer Tutoring Club
Math Lab
State Test Samples
Hiring a Tutor
Other Good Links
Some Answers

24) This will open the "Configure Navigation" box again.



Configure navigation  x

Title:

Display title

Automatically organize my navigation

Select pages to show

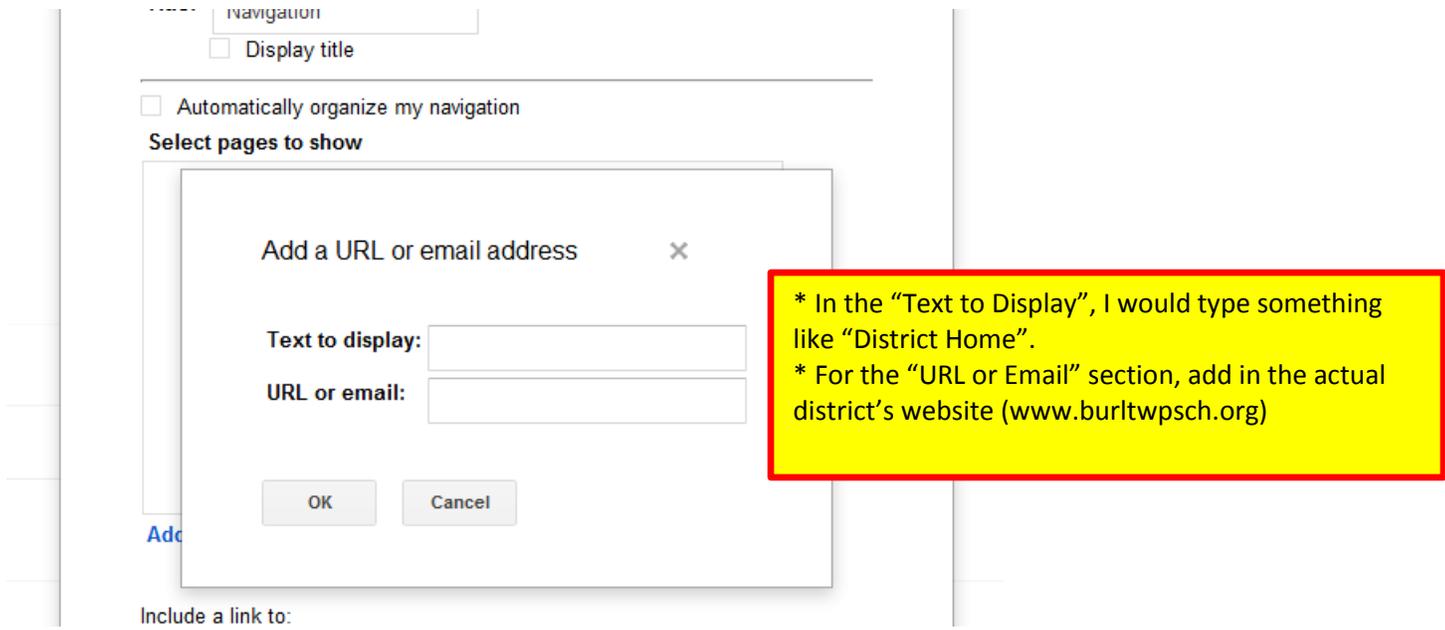
[Add page](#) [Add URL](#)

Include a link to:

Sitemap
 Recent site activity

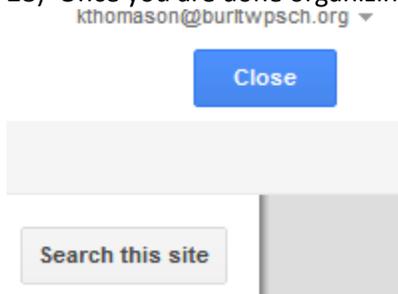
25) This time, we want to click on "Add URL".

26) A new box will appear on top of the others.



27) Click "ok" & repeat the process to add your school's address. This is what you would do to add any other EXTERNAL links to your site.

28) Once you are done organizing all of your pages, click close in the top right corner.



29) To actually edit your site, click on the page you want to edit in your side bar. Once you are on that page, click on the pencil. This will open up an editor similar to FrontPage. Simply click save when you are done & then move onto another page.



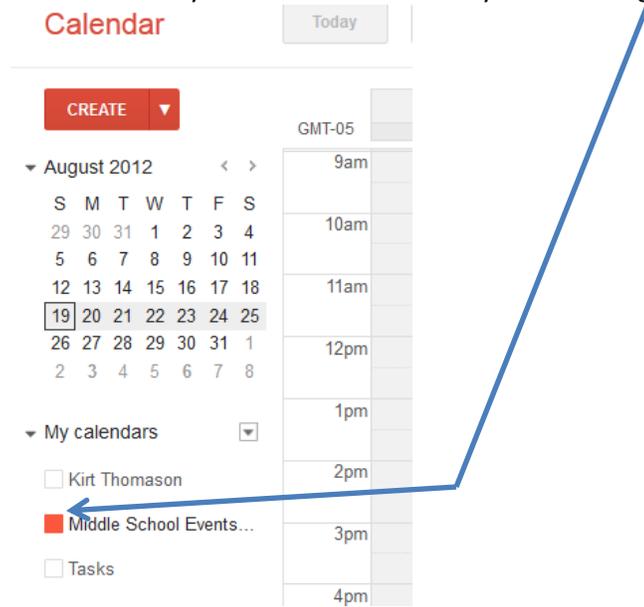
NOTES:

- Make sure you always save.
- If you ever get a message asking if you want to “leave page”, it means that you forgot to save. So you want to click “stay on page”, save and then go and do what you had planned on doing next.
- Copying text from your existing teacher website will work.
- Copying EXTERNAL links from your existing teacher website will work. An example of an EXTERNAL link would be something like www.brainpop.com.
- Copying INTERNAL link from your site will work but cease to work once the district officially switches away from FrontPage. In other words, you don't want to copy your “Homework” page onto your new Google Site. You want to create a new Homework page on your new site.

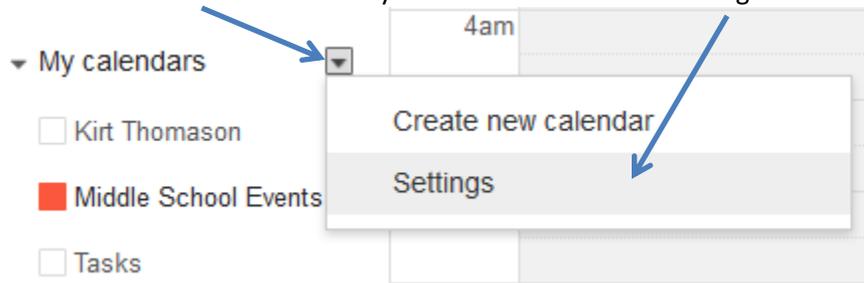
Advanced Topics (for those that are ready)

- 1) Adding downloadable worksheets for your students to be able to view and/or print from home.
 - a) Go to MORE > PAGE SETTINGS > ALLOW ATTACHMENTS > SAVE
 - b) Now, while NOT in edit mode, click on “add files.” I highly recommend uploading it as a PDF. Google is compatible with MS Office, however, sometimes some things do not transfer well. Margins, text boxes, tables and certain fonts sometimes get distorted.
 - c) Once you have it uploaded, you now want to go into edit mode. Click the file you uploaded, drag it up into your document wherever you want to place it.
 - d) After you have released your mouse, click on it again and you will see the link pop up again underneath.
 - e) Click on “change.”
 - f) Highlight the “Text to Display” and type it whatever you want to call it.
 - g) It is not necessary, but I recommend having your worksheet pop up in another window. In order to do that, you need to check “Open this link in a new window” and then hit OK.
 - h) You then want to hit save. Repeat for any worksheets you have for any of your other pages or for the one you are on.
- 2) Once you are ready, you also want to make sure your site is viewable to all. Some sites might be defaulted to prompt the viewer to log into a gmail account before they can view your site. Parents & students should NOT have to have a gmail account to view your site. To toggle your site to be viewable to all, is a matter of a few clicks.
 - a) Make sure you are logged in
 - b) Click on sites
 - c) When your site comes up, click on “More” towards the top right
 - d) Click on “Manage Site” from within the drop down.
 - e) Click on “Sharing & Permissions”
 - f) Under “Who has access”, if it does NOT say “Public ...”, click on the word “Change.” (If it does say “Public ...” you are already set up so that everyone can see your site.)
 - g) Switch it to Public & then save.

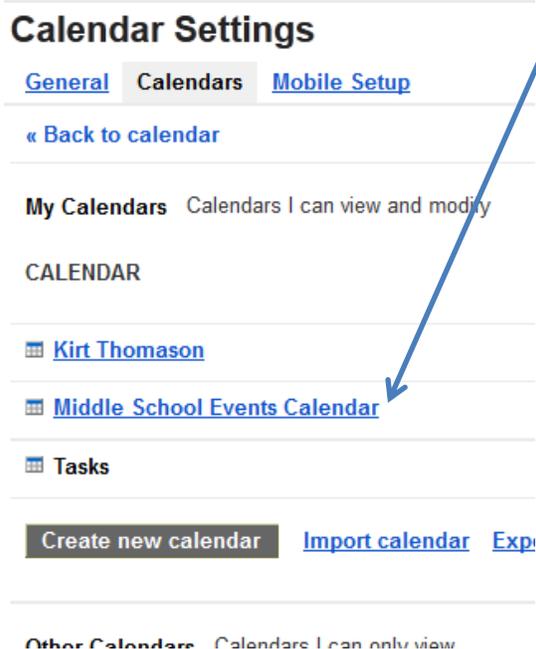
- 3) Embedding a Calendar into your school site. This will allow you to update your calendar while signed into your google apps suite & whatever you add/edit it will automatically take affect within your calendar on your site.
- Follow all the instructions on the "Calendar Packet".
 - Make sure that only the calendar that you want to embed into your site is highlighted.



- Click the down arrow next to "My Calendars" & click on "settings"



- Click on the actual calendar you want to embed.



- e) Scroll down on the page that popped up & select all of the code & copy it.

Middle School Events Calendar Details

Calendar Details [Share this Calendar](#) [Notifications](#)

[Back to calendar](#)

Calendar Name:

Organization:

Description:

Location:
e.g. "San Francisco" or "New York" or "USA." Specifying a general location will

Calendar Time Zone:
Please first select a country to select the right set of time zones. To see all time zones, check the box instead.

Country: (country)

Now select a time zone: Display

Auto-accept invitations
Calendars for resources like conference rooms can automatically accept invitations from people with whom the calendar is shared when there are no conflicting events. [Learn more](#)

Auto-accept invitations that do not conflict.
 Automatically add all invitations to this calendar.
 Do not show invitations.

Embed This Calendar

Embed this calendar in your website or blog by pasting this code into your web page. To embed multiple calendars, click on the Customize Link



Paste this code into your website. [Customize the color, size, and other options](#)

```
<iframe src="http://www.google.com/calendar/embed?src=burltwpsch.org_69d83gatch427es4fabimd7g94%40group.calendar.google.com&ctz=America/New_York" style="border: 0"
```

- f) Go over to your site.
g) Go to the page you want the calendar in.
h) Make sure you are in edit mode.
i) Click "insert" > "More Gadgets"
j) Scroll down to "Embed Gadget" & click on it
k) Click select
l) Paste the code (CTRL + V)

- m) You want to make sure your “Display” matches the code so people can see your entire calendar.
Set up your gadget

Embedding snippet:

```
<iframe src="http://www.google.com/calendar  
/embed?src=burltwpsch.org_69d83gtach427es4fabimd7g94%40gro  
/New_York" style="border: 0" width="800" height="600" fram
```

Display:

Width: pixels

Height: pixels

Include a scrollbar on gadget when necessary

- n) So, I will change my Width & Height to 800 & 600 respectively.
o) Click OK
p) Then click SAVE on the actual page you were working on
q) Your calendar should then appear!