

# Google Sites

## About

- New Google tool [launched February 28, 2008] that lets you easily create a team website
  - Formerly JotSpot, a structured wiki program acquired by Google
  - Replaces Google Page Creator
- Web2.0HTMLWikiDropBoxFileRepositoryCalendarGroupIntranet tool
- Think of Google Sites as a WYSIWYG online, central repository of information of your choosing--videos, calendars, presentations, file attachments, and text
- You control who can view or edit your site

## Benefits

- Cost
  - Free
- Ease of Use
  - You can access and update your site from any internet-connected computer
    - No software to download, install, or learn
    - You don't need to know Dreamweaver, Expression Web, or HTML
  - You can create new sub-pages with the click of a button
- Control
  - You control who can access/edit your pages
  - You control the site's look-and-feel
  - You can see and revert back to earlier versions of any of your site's content
  - You can be notified via email when pages are updated, comments are made, or files are attached.
- Features
  - You can create not only web/wiki pages but also announcements, digital drop boxes [file cabinets], dashboards of Google Gadgets, and lists
  - You can easily embed rich content (video, Google Docs documents, spreadsheets, presentations; Google calendars; Picasa photo slide shows, iGoogle gadgets) into any page
  - You can attach files to any page
  - You and your students can comment on any page
  - You and your students can instantly search your site using Google



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## **“Limitations”**

- Like most Google products, Google Sites is still in Beta [but so is Google Video, Google Scholar, ...]
- Like many of Google’s advanced tools and services, you need a Google account to be able to use Google Sites
  - Google accounts require you to have an email address
  - If your school does not allow student email accounts, you can set up a classroom set of free, anonymous, instructor-controlled email addresses at Gaggle.net
- Storage: 100 MB for free accounts, 10 GB for Google Apps users [maintained at the domain level]
  - There is no limit, other than storage, on the number of pages you can create or files you can upload
- You cannot upload an existing website to Google Sites
  - You can, however, copy and paste either the text or the HTML if you want
- You cannot control page access and editing rights at the individual user level
- Non-collaborators cannot add anonymous comments (only invited people can write to site.)
- No outgoing RSS feeds
  - You can subscribe to be notified via email when pages are updated, comments are made, or files are attached.
- Does not support hosted animated GIFs
  - You can link to external, animated gifs
- Limited use of HTML coding
  - Sites automatically removes JavaScript, iframes, style tags and other custom code to prevent their use by potential Web intruders.
- Embedded objects are not currently included in search results.

## **Help**

- Google Sites Help: <http://www.google.com/support/sites/>
- Google Sites Group: <http://groups.google.com/group/sites-help>

## **Create a site**

1. Go to <http://sites.google.com/>
2. Login with your Google Account [or Google Apps account] email address and password
  - You can create a Google account for free by visiting <https://www.google.com/accounts/> and selecting the “Create an account now” hyperlink
3. Select the **Create new site** button
4. Enter your site’s name [required] and description [optional]



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5. Choose whether or not your site will contain mature content
6. Choose who can *view* this site
  - Everyone in the world
  - Only people I specify
7. Choose a site theme
  - Google Sites currently has 23 themes
8. Enter the CAPTCHA
  - Completely Automated Public Turing test to tell Computers and Humans Apart
9. Select the blue **Create site** button
10. That's it. You're done.
  - The URL in your browser's address bar is your site's URL

### ***Edit a page***

1. Open a site page in your web browser
2. Select the **Edit page** button
3. Using the menu bar, you can
  - Insert an image, link, table of contents, horizontal line, Google calendar [this is HARD!], Google document, Picasa Web slideshow, Google presentation, Google spreadsheet, Google spreadsheet form, video [from Google Video or YouTube], and a bunch of Google Gadgets.
  - Change the formatting of a selected item or items on the page
  - Insert or modify a table
  - Change the page format from one column [default] to two
4. Using the formatting bar, you can
  - a. Edit your document's title and body much like you would edit a Microsoft Word document
5. You can add attachments to the page by expanding the Attachments section and following the on-screen prompts.
6. You can add comments to a page by expanding the Comments section, entering your comment, and selecting the **Add comment** button.
7. Select the **Save** button at the top of the page to save your changes.

### ***Attach files and documents***

- You can attach files and documents at the bottom of any page or within a File Cabinet-type page.
  - To attach a document to a standard page, click Browse next to Attach a file, browse for the file, select it, and click Open.
  - To attach documents to a File Cabinet, create a new page using the File Cabinet type and upload your files there using folders as desired to organize the contents.
- Attached files and uploaded images are currently limited to 10 MB each.



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- Only the creator of the attachment or an owner of the site may remove that attachment.
- Tip: Once you've attached documents, you may grab their links and drag them into the body of the page you're editing with your mouse.

### ***Options for displaying images on pages***

Once an image is included on a page, you may access controls for changing its size, alignment and whether text wraps around it by clicking on the image in edit mode. The controls then appear as links directly below the image. You may choose one of four sizes: small, medium, large, or original size. You can also align the image to the left, center or right. Finally, you may turn text wrapping on or off.

### ***Change a page's settings [and other options]***

1. Open a site page in your web browser
2. Select the **More actions** pull-down list to the right of the **Edit page** button.
  - a. **More actions** will not appear if you are in edit mode.
3. The More actions pull-down list lets you
  - Subscribe to page changes [you can to be notified via email when pages are updated, comments are made, or files are attached]
  - Change the page settings [see below]
  - Print the page
  - Move the page [to a subfolder in your site]
  - Delete the page
  - Preview the page as a viewer [who has not edit/delete rights]
  - Subscribe to site changes [you can be notified via email when any changes are made to the site]
  - Share the site with others [see Share a site below]
  - View the site's sitemap
4. For now, select **More Actions > Page Settings**.
5. Page settings let you
  - a. Add or remove the page from the site-wide navigation sidebar
  - b. Choose whether or not to display the page title
  - c. Choose whether or not to show links to sub-pages
  - d. Choose whether or not to allow attachments
  - e. Choose whether or not to allow comments
  - f. Change the page's URL
6. Select the **Save** button to save your changes

### ***Types of new pages***

Google Sites can create five different types of pages: web page; dashboard; announcement page; file cabinet; and list



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## Webpage

- A webpage is an unstructured page where you can enter text, images, tables, and embed spreadsheets, presentations, videos, and more.
- A webpage has standard formatting controls like bold, italic, underline, font control, text color, and text highlighting.
- You can create bulleted lists, numbered lists, and easily link to other pages in your site.
- You can attach documents from your hard drive to the bottom of the page, and allow other site collaborators to comment on your pages.
- Because Google Sites is built on a wiki foundation, all versions of your document are saved. This means you can always go back to early versions of the document and compare changes between different versions.

## Dashboard

- A Dashboard page is a two column webpage with four placeholder gadgets to make it easy to get started creating an overview of information.

## Announcement

- An Announcement page is a page which makes it easy for an individual or group to post chronological information like news, status updates, or notable events.
- The Announcement Page can be used to post organizational news, post project updates, announce new releases, post interesting links from around the web, as a simple blog, and more.

## File Cabinet

- A File Cabinet allows you to manage documents from your hard drive and organize them into folders.
- This can be used to organize common documents in one place.
- Version history is stored for documents so you can always return to an earlier version.

## List

- List pages allow you to easily track lists of information.
- You can choose from a list of templates or configure your own custom columns.
- Items can be easily added, updated, and removed.



## **Create a new page**

1. Access your site
2. Select the **Create new page** button
3. Enter a page name
4. Choose the type of page you wish to create
5. Choose where the page is to be located within your site
6. Select the **Create page** button

## **Change the site's settings**

- Select **Site settings** in the top right corner of the screen
- Site settings has four tabs:
  - Sharing
  - Appearance
  - Web address
  - Other Stuff

## **Share a site**

1. Go to Site Settings
2. Select the **Sharing** tab
3. Enter the email addresses of the people you wish to share your site with
  - If your school does not allow student email accounts, you can set up a classroom set of free, anonymous, instructor-controlled email addresses at Gaggle.net
4. Choose the level of permissions you wish to give them (Owner, Collaborator, Viewer)
  - Owners can
    - Invite other owners, collaborators, or viewers
    - Change site themes and layout
    - Change the site name
    - Delete the site
    - Do everything a collaborator can do
  - Collaborators can
    - Create, edit, delete pages
    - Move pages
    - Add attachments
    - Add comments
    - Add/remove pages to the sidebar navigation
    - Subscribe to site and page changes
  - Viewers can
    - Only view pages
5. Select the **Invite these people** button
6. Enter an email message in the **Message:** box
7. Select the **Send** button



8. At the bottom of the **Sharing** tab, choose whether or not you want to make your site public
  - Google Sites automatically saves your changes

## **Change how your site looks**

1. Go to Site Settings
2. Select the Appearance tab

Changing how a site looks is divided into three major areas: themes, site elements, and colors and fonts. Changes can be made to these areas via Site Settings -> Appearance.

The Site Elements section allows you to control features which appear on every page of your site. You can change your logo [145 x 52 pixels maximum], and change your sidebar location. Additionally you can add, remove, and update sidebar elements like text boxes, navigation, and countdowns. Select the Save Changes button in the right corner of the screen to save your changes.

The Colors and Fonts section allows you to change the colors and fonts for each section of your site [e.g., the background color, background image, page font]. Select the element in the scrolling window on the left side of the screen and then change its settings on the right. The bottom half of the screen shows a preview of what your site looks like with your changes applied. Select the Save Changes button in the right corner of the screen to save your changes.

The Themes section allows you to change your site's themes to one of 23 pre-rendered themes. Changes made on this section overwrite any changes you may have made in the Colors and Fonts section. Select the Save Changes button in the right corner of the screen to save your changes.

## **Change your site's web address**

1. Go to Site Settings
2. Select the Web Address tab

Sites created under sites.google.com/site can be mapped to a custom domain [such as mssmith.unionps.ok.us] using the Site Settings area. This involves a CNAME record change. Have your district's network administrator check out <http://sites.google.com/support/bin/topic.py?topic=15219>

## **Change other site settings**

1. Go to Site Settings
2. Select the Other Stuff tab

The Other Stuff section allows you to change many of the settings you entered when you first created your site. This section also lets you choose your site's landing page,



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enable Google Analytics for your site, enter your Google Webmaster Tools meta tag, and even delete your site.

### ***Add a Google calendar***

First, you need to find the URL for your Google calendar

1. Navigate to your calendar [at [calendar.google.com](http://calendar.google.com)]
2. Click the "Settings" link in the upper-right corner of the screen
3. Locate the calendar you wish to embed and click the "Edit Settings:" link under the "Sharing" column
4. Click the "Calendar Details" tab
5. Scroll down to the "Calendar Address" section
6. Click the "HTML" button (NOTE: Make sure you are NOT clicking the HTML button in the "Private Address" section)
7. Copy the URL

Then, embed the calendar in a page:

1. Log into your Google Site
2. Navigate to the page on which you would like to embed the calendar(s)
3. Click the **Edit Page** button
4. Place the cursor where you would like to embed the calendar
5. Select **Calendar** from the Edit toolbar's **Insert** menu
6. Paste in the calendar's URL from the section above
7. Adjust the settings of your calendar to suit your layout needs
8. Click the **Save** button

### ***Change the order of pages displayed in the navigation***

1. Go to **Site Settings > Appearance > Site Elements** and click **edit** next to Navigation (within the Sidebar section).
2. Then select the page to be moved and use the arrows to shift it up or down in order.
3. When finished, click OK.

### ***Delete a site***

- To delete a site, please follow these steps:
  1. Go to Site Settings.
  2. Click Other Stuff.
  3. Click Delete this site.
- Only owners can delete a site

### ***Help***

- Google Sites Help: <http://www.google.com/support/sites/>
- Google Sites Group: <http://groups.google.com/group/sites-help>



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