

Getting Started with Google Sites

OVERVIEW

- Create a Google Site at <http://sites.google.com> or in your Google Drive tap + *NEW* > *MORE* > *GOOGLE SITE*.
- Modify the header by typing in the text box with a title for your home page. By hovering over the header, a header menu will appear that will allow you to change the image as well as the type.
- Add text by selecting the *Insert* tab from the menu on the right and choosing *Text box*.
- Add images by selecting the *Insert* tab from the menu and choosing *Images*. Images can be uploaded from your computer, the web, your photo albums, or your Google Drive.
- Add another page by choosing the *Pages* tab > tap the plus sign at the bottom of the menu. A box will pop-up to type the name of your *New Page*.

EMBEDDING ELEMENTS

- Any of the Google Apps like Slides, Docs, Sheets, or Forms can be embedded in your site. From the *Insert* tab > scroll down and choose the app you would like to insert. This will open another window where you can browse your library to add items. *Important: See share settings below.
- Video can be embedded from the *Insert* tab by choosing *YouTube*. Video can be uploaded from your Google Drive or the web.

SHARING AND COLLABORATING SETTINGS

- To collaborate with others on your website, click the *Share with others*  button on your Google Site. Enter the email addresses of collaborators > tap the pencil drop down > choose *Can edit* > *Done*. The Draft setting should be set to *Off*. This will allow only those *specific people* that you have invited to edit.
- To share Google Apps like Slides, Docs, Sheets, or Forms that are embedded in your site, navigate to that document in your drive and tap the *Share* button. Choose *Anyone with the link can view* and *Save*.
*Note: This is a separate step from allowing collaborators to edit the site.

EDITING AND PUBLISHING

- There are two sides of Google sites. The editing side that you work in and the published side.
- When your Google Site is ready to be published, click the *Publish* button. Add your web address in the box. Your unique URL will be made with the format <http://sites.google.com/view/> plus your web address.
- Manage who can see your website by selecting *Published* and chose *Anyone* or *Specific people* that you invite via email.

ADVANCED RESOURCES

<https://gsuite.google.com/learning-center/products/sites/get-started/#!/section-1>

[3 Minute Video](#)