OVERVIEW

* Create a Google Site at [http://sites.google.com](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/](http://sites.google.com/view/UNIQUEURL)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 min video tutorial](https://drive.google.com/open?id=1axMqDgPfsu1i3sfLZf9FEGCMXWTbkiTI)