


Building a Google Site



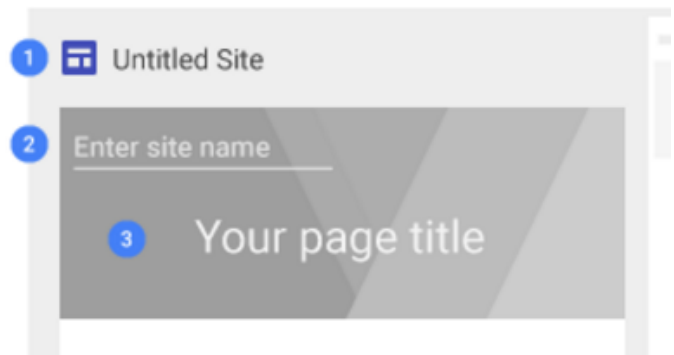
I. Create Your Site

1. Go to www.sites.google.com/new.
2. Login with your TPS Google account.
 - i. 5x2@k12.tulsaschools.org. Password is same as Outlook.
3. Click **Create new site.** 

II. Name Your Site

Name the three different parts of your site.

1. **Site document name**—Enter a unique name to keep track of your site. The site document name is only visible to you.
2. **Site name**—The site name appears in the header and in the web or mobile window title bar after you publish the site. You need to have 2 or more pages in your website for your site name to appear.
3. **Page title**—Each page in your site has a title, which appears at the top of the page. The page title also appears in the navigation menu.



III. Select a Theme

Choose a look for your site.

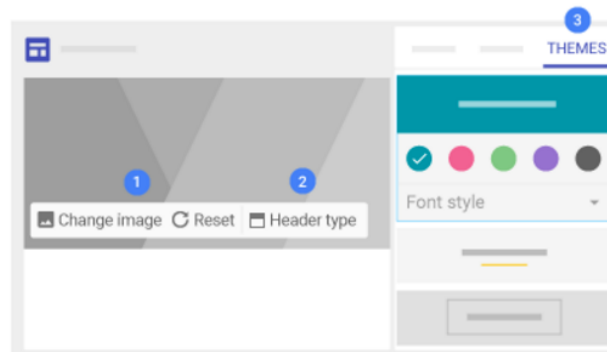
1. **Change the background image:**
 - i. Hover over the background image and click **Change image**.
 - ii. **Select image** choose another image to upload.
 - iii. Click **Select**.
2. **Change the header type:**
 - i. Hover over the background image and click **Header type**.

ii. Choose an option:

- Larger banner
- Banner
- Title only


3. **Change the header type:**

- In the top-right corner, click **Themes**.
- Select a theme option and choose a color.
- Click **Font style** and select a style.



IV. Add and Nest Pages


1. **Add pages:**

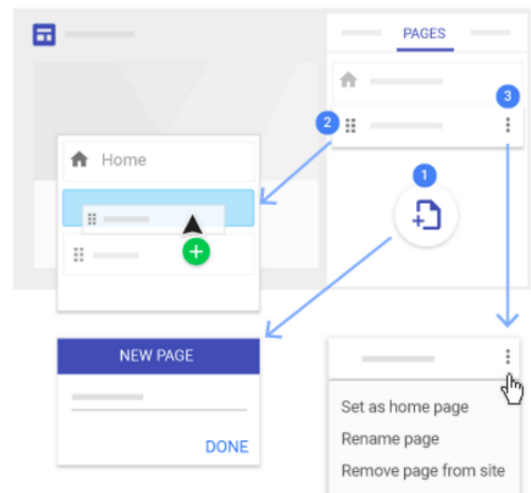
- In the top-right corner, click **Pages** > Add page. 
- Name the page and click **Done**.

2. **Reorder or nest pages:**

- Click **Pages**.
- Drag a page up or down in the list to reorder it.
- Drag a page on top another page to nest it.
- (Optional) To un-nest a page, drag it to the bottom of the list.

3. **(Optional) Choose page options:**



- Under **Pages**, select a page and next to it, click More  to:
 - Set it as the homepage.
 - Rename the page.
 - Remove the page from the site.You can't remove the page that's set as your homepage.





V. Add Content

1. On the right, select the page that you want to add content to.
2. Click **Insert** or double-click on the page where you want to add content.
3. Choose the content you want to add:
 - i. **Text box**—Add titles and text.
 - ii. **Embed URL**—Add photos, designs, and other images.
 - iii. **Images**—Add content directly from the web, such as music and videos.
 - iv. **Upload**—Upload photos, videos, PDFs, or other documents from your device.
 - v. **Component**—Add a (horizontal) divider line to your page.
 - vi. **Google Drive**—Embed any file or the contents of a folder stored in Drive. If you make changes to your files in Drive, the same changes automatically show in Sites.
 - vii. **Google Embeds**—Add YouTube videos (such as product trailers or company ads), calendars (such as team or event calendars), and maps (such as office locations, event directions, or custom maps).
 - viii. **Google Docs**—Add anything from Docs, Slides, Sheets, Forms, or Charts to your site. Any content you change in the source file will automatically update on your site.
 - ix. Double-click on the page to add content.

VI. Preview Your Site


1. Click Preview. .
2. To see how your site looks on different devices, choose an option:
 - Phone
 - Tablet
 - Large Screen
3. Click Close  to exit the preview screen.

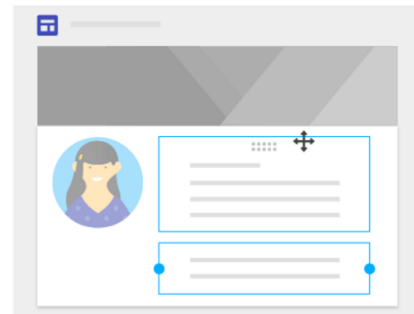
VII. Publish Your Site

1. Click  .
2. Add a name to the end of the URL.
3. Under **Who can visit my site**, choose who can see your site.
4. (Optional) To include your site in search results, check the **Allow my site to appear in search results** box. If you don't use this option, some search engines might still find your site.
5. Click  . Visit your site's URL to confirm that your site published.

VIII. Other Tips

1. Move content:



- i. Hover over the content you want to move until you see Move .
- ii. Drag the content to a highlighted area.



2. Resize content:

- i. Select the content you want to resize.
- ii. Drag the blue circles to resize.

3. Set up site navigation:

- i. Hover over the site name and click Navigation Settings .
- ii. Choose where to place your navigation.
- iii. To see the menu on the left, click Menu .

4. Unpublish your site:

- i. Next to , click the Down arrow  > **Unpublish**.

5. Go to home sites:

- i. Click this icon  at the upper-left of the window.