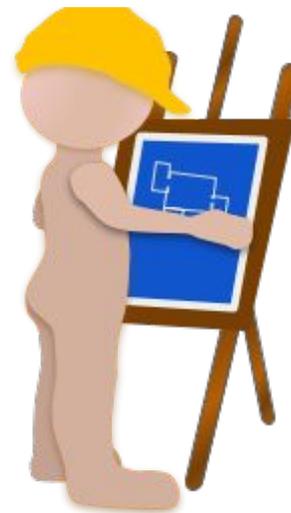


# GOOGLE SITES

Stay connected to students

1. Choose a Web site type
2. Consider audience and devices
3. State purpose and needs



# 1. WEB SITE TYPE

**WEBSITE TYPES = Examples**

**BLOG = digit-photog.net**

**ENTERTAINMENT = nbac.com**

**E-COMMERCE = amazonia.org**

**\*INFORMATIVE = teachrock.edu**

**SOCIAL MEDIA= Facebicker, Twittit**

**Education sites are informative.**

**An informative site conveys specific information and includes “how to’s”, guidance, support info, directions, and instruction in the form of handouts, videos, and other copyable or downloadable materials**

# 2. AUDIENCE and DEVICES

**Tablet**



**Projection**



**Computer  
or  
Remote**



## 3. STATE PURPOSE - MISSION

The Purpose or Mission of a site should be stated or kept by the web site developer. Simply answer the questions, “What will the site be used to do and what will it need to include?”

*The purpose of this site is to provide a repository of easily accessible information for students with limited computer skills enrolled in GED, ESL and MATH classes at THIS ADULT SCHOOL. They will be able to find handouts, links to educational sites, calendar information, due dates, and this that and the other thing.*

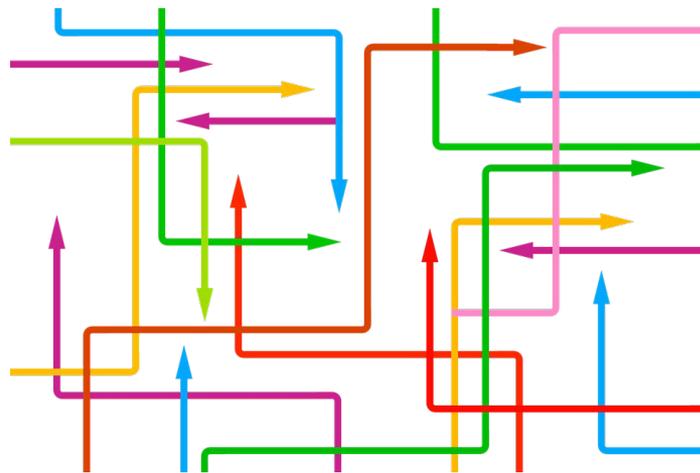
A web site developer should take into account that user's needs and technology will change.

A website should change to meet the needs of users and update to match the technology being used at the time.

*The purpose of this site is to provide information for students enrolled in GED, Career Tech, ESL and MATH classes at THIS ADULT SCHOOL. Students and teachers will be able to find or add handouts, links to educational sites, calendar information, due dates, and other information as needed.*

Plot the what, where,  
which, when, huhs?

1. List
2. Organize
3. Map



# LIST TOPICS

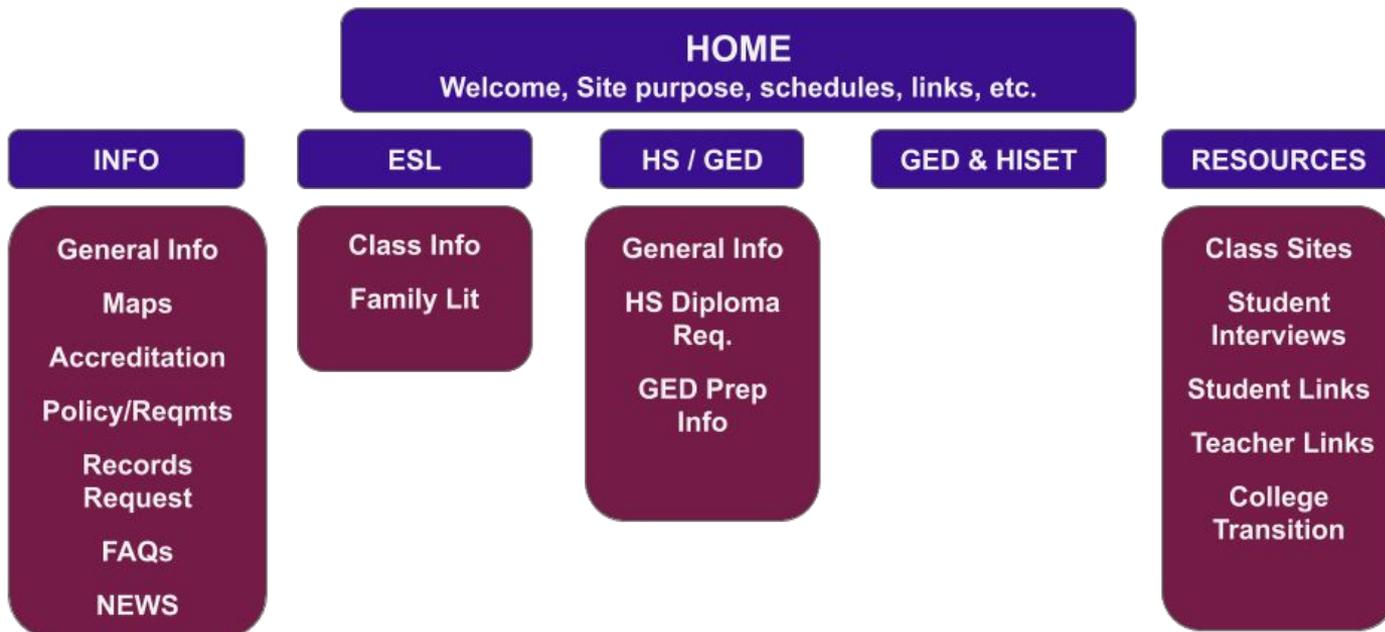
List all topics that could be part of a website. If you are unsure, look at another site that you like - what does it have that you could use?



Place related topics together in columns. Highlight “top level” topics - these become containers for other topics



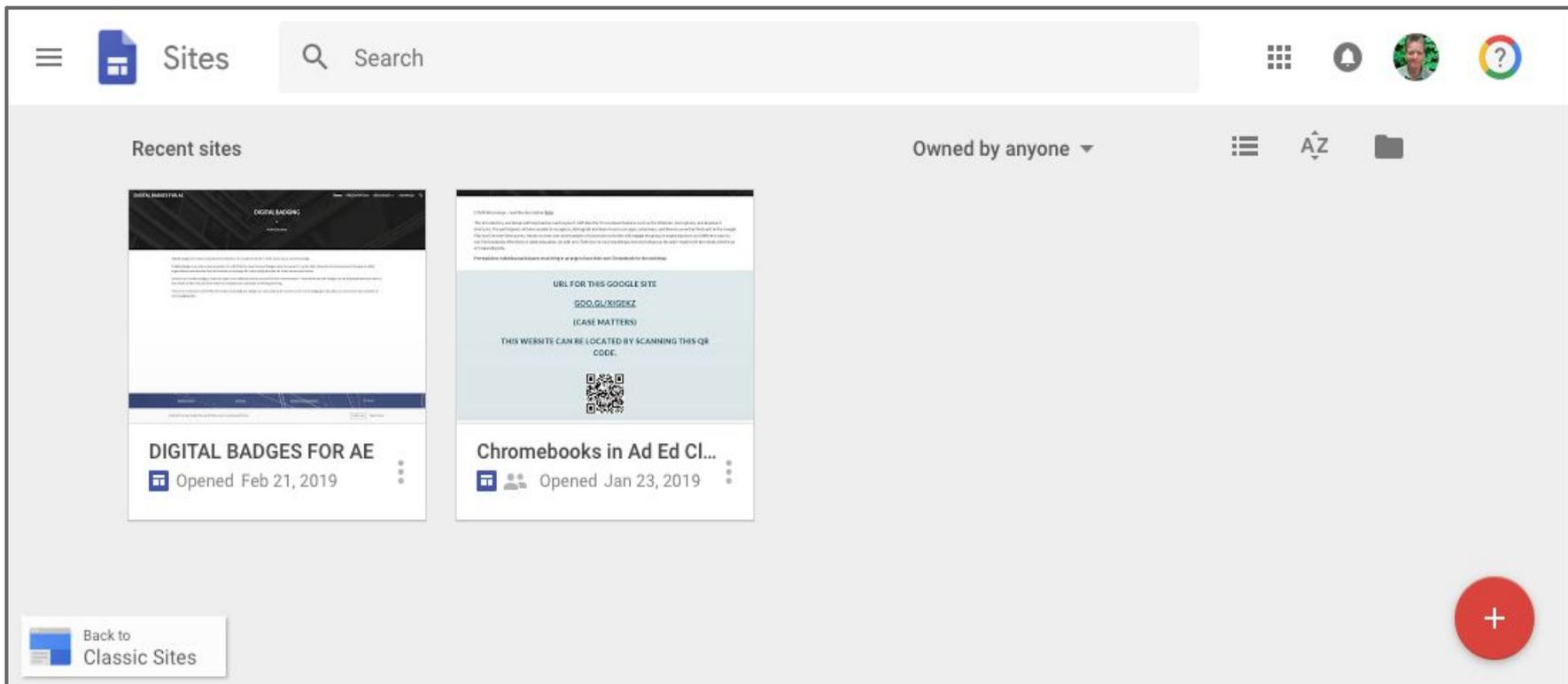
Fine tune organizing, adding, and prioritizing topics as needed - this is the “site map.”



# GETTING STARTED WITH GOOGLE SITES

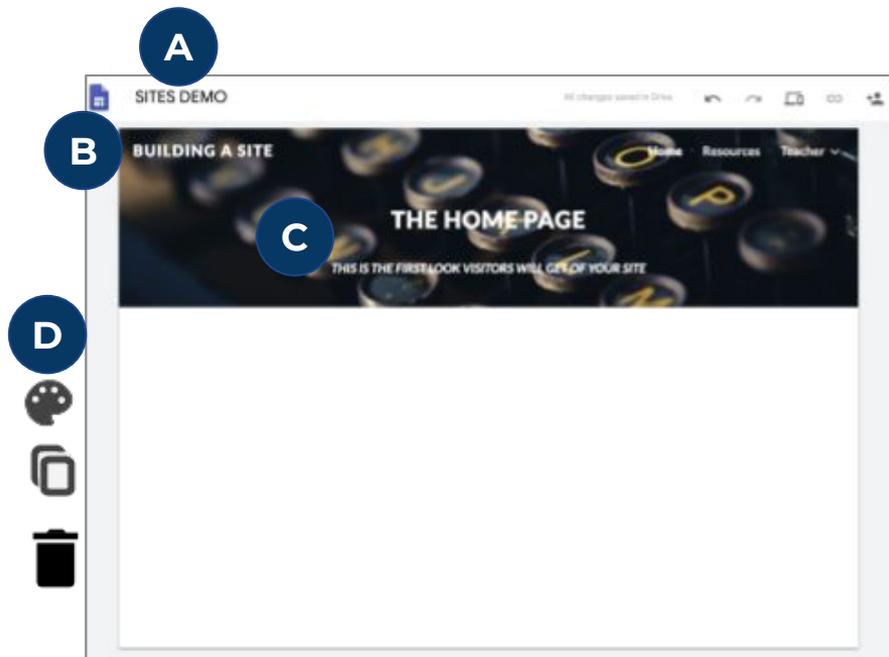


## SITES.GOOGLE.COM

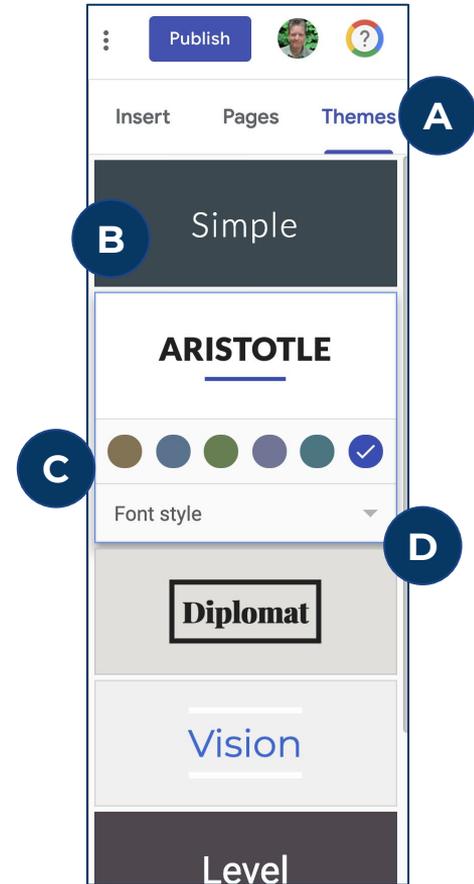


The screenshot displays the Google Sites dashboard. At the top, there is a navigation bar with a hamburger menu, the 'Sites' logo, a search bar, and user profile icons. Below the navigation bar, the main area is titled 'Recent sites' and shows two site thumbnails. The first thumbnail is for a site titled 'DIGITAL BADGES FOR AE', which was opened on Feb 21, 2019. The second thumbnail is for a site titled 'Chromebooks in Ad Ed Cl...', which was opened on Jan 23, 2019. This second site's preview shows a QR code and the text: 'URL FOR THIS GOOGLE SITE: goo.gl/XiSjEz (CASE MATTERS) THIS WEBSITE CAN BE LOCATED BY SCANNING THIS QR CODE.' To the right of the site thumbnails, there are controls for 'Owned by anyone', a list view icon, an 'AZ' sort icon, and a folder icon. In the bottom left corner, there is a 'Back to Classic Sites' button. In the bottom right corner, there is a red circular button with a white plus sign.

- A. **FILE NAME** - seen only by owners and collaborators
- B. **SITE NAME** - seen after publish & will appear in browser tab
- C. **SECTION TITLE** - “header.”
- D. **TOOLS** appear when cursor hovers over different elements - shown:  
background color, duplicate,  
and delete



- A. **THEME TAB** - choose a theme for the entire website.
- B. **THEME LIST** - select a theme to view options.
- C. **THEME OPTIONS** - only one theme can be selected.
- D. **THEME COLOR** - this effects headers, fonts, etc.
- E. **FONT STYLE** - ponder the user and device when choosing.



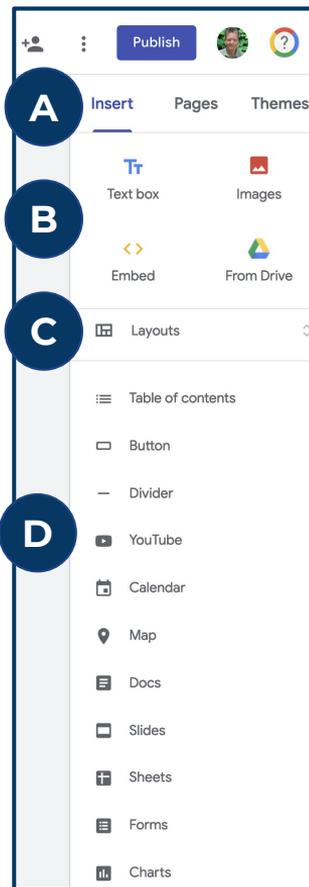
Add, edit and organize pages.

- A. PAGES TAB - select to see theme cards
- B. FILTER - find the page/s by “word”
- C. TOP LEVEL PAGES appear when allowed. ARROWS denote subpages.
- D. MORE - hover over page to show, select for page options
- E. ADD PAGE



Add content and change page layouts.

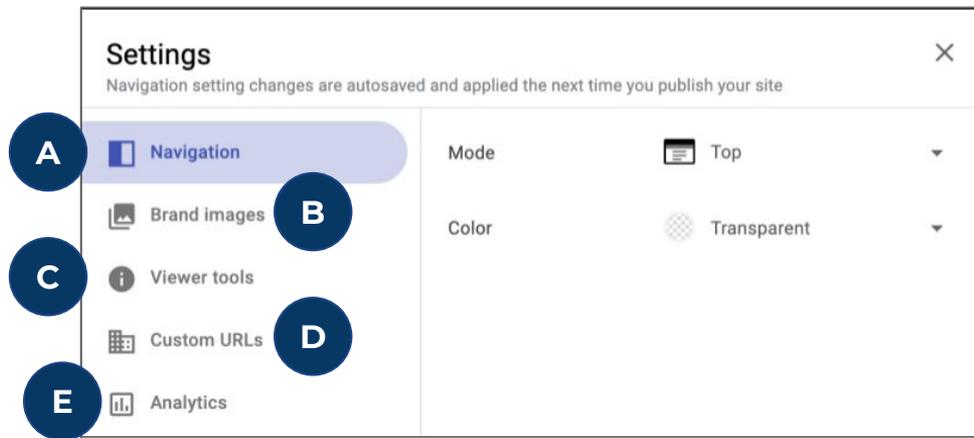
- A. INSERT TAB
- B. ADD - text box, images, embed code, elements from Drive
- C. LAYOUTS - pages can use different layouts
- D. COMPONENTS include table of contents, buttons, divider lines, and elements from other Google Tools



- A. UNDO and REDO last actions or use Ctrl Z and Ctrl Y
- B. PREVIEW as if on computer, tablet, and phone
- C. GET SITE LINK but publish first
- D. ADD COLLABORATORS allows most editing permissions
- E. MORE - Duplicate site, Help, and Take Tour
- F. PUBLISH to see changes on live site or use to unpublish



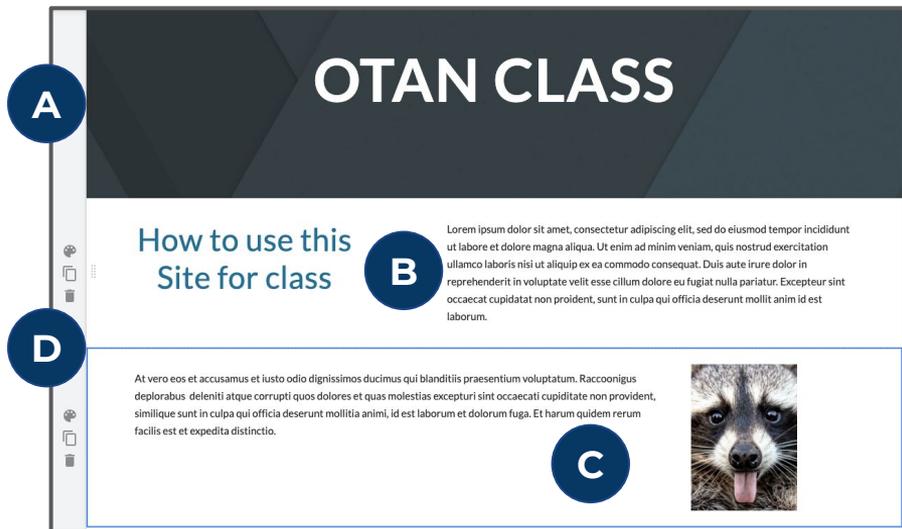
- A. NAVIGATION - set for site
- B. BRAND IMAGES - upload logo or favicons for site
- C. VIEWER TOOLS - add Info Icon or anchor links
- D. CUSTOM URLS - add if you own a domain
- E. ANALYTICS - track site use



# **FORMATTING SECTIONS**

Add sections by adding elements within Insert Tab or by double-clicking on the page.

- A. Section 1: a page header
- B. Section 2: Two text boxes resized and placed side by side.
- C. Section 3: Another text section with an image added to the side
- D. Section tools appear as cursor hovers in area or elements are selected



A section's height is based on the elements it contains except text boxes.

The header is at the top of a page and are based on the theme.

- A. CHANGE header image or type.
- B. SELECT header text to see format options.
- C. SITE TITLE appears in browser tab if titled



# ELEMENTS

Elements include anything inserted or placed on a web page: text box, video, file, divider line, Drive files etc.

1. As elements are moved layout guides appear on a page.
2. Elements will resize and snap to fit to the layout guides.
3. Layout guides cannot be moved or resized.
4. Elements can be resized.
5. Elements can not be layered (stacked).
6. Some elements have GEAR settings (special formatting available).
7. Different layouts are also elements and have limitations on formatting or manipulation

**LAYOUTS ARE BOUND BY THE GOOGLE SITE APP AND THE TEMPLATE**

Elements can be resized but must remain within guides.

- A. USE HANDLES to resize an element
- B. USE GRAB BARS to reorder or move section elements.
- C. USE SECTION GRAB BARS to move entire sections.

**Note:** the handles and grab bars are shown larger than they actually appear on Sites.

A



B

Grab bars are very faint and only appear when a cursor HOVERS over an element. Grab bars cannot be selected or seen if the element is selected or "clicked."

C

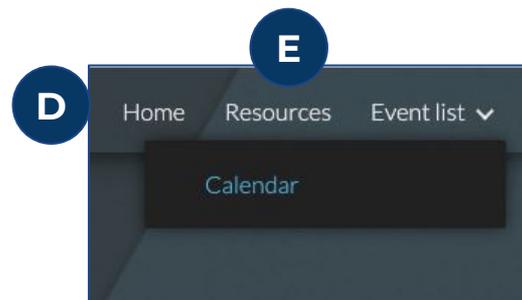
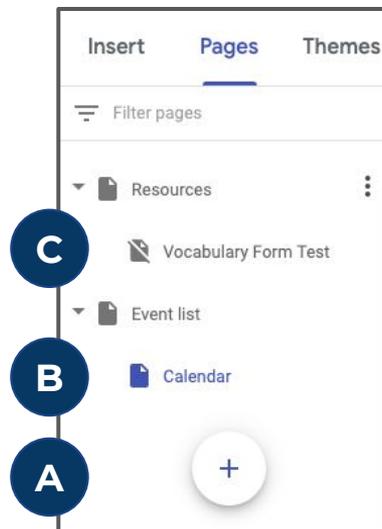
How to use this Site for class

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est

# **ADD AND ARRANGE PAGES**

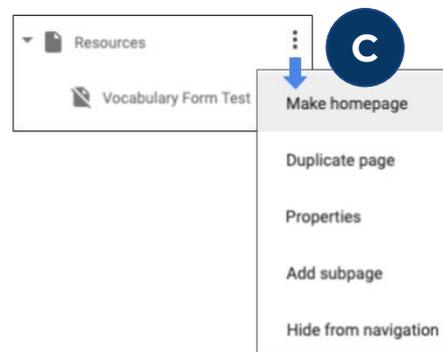
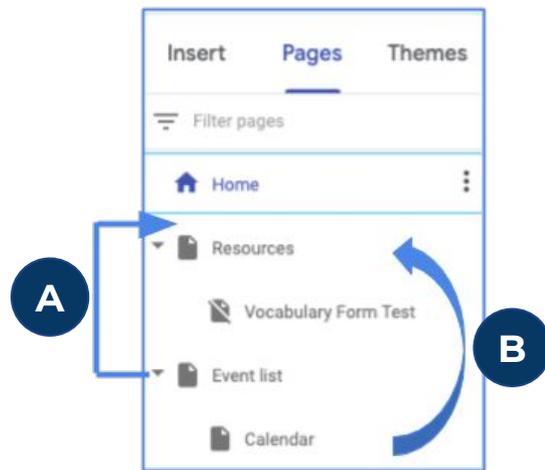
1. Pages are containers - fill but don't overflow!
2. Check and recheck pages for misspells, incomplete links, skewed data, elements not sized correctly, missing Alt tags, etc.
3. Always ask someone else to look at the pages once finished - a beta-tester. If they didn't find anything, they missed it.
4. Pages do not have to appear on the published site - they can be hidden.
5. The pages tab lists pages as links - even the hidden ones - select to open.

- A. Select the Add page button at the bottom of the Pages tab then Name the page.
- B. Subpages will appear indented on pages tab and as dropdown on site.
- C. Pages can be hidden (unlisted)
- D. New pages appear in the site menu.
- E. Hidden pages never appear in the site menu.



Reordering pages affects the menu.

- A. Drag page up or down in list to reorder.
- B. Drag a page on top of another to create subpage. In the example Calendar would become a subpage of Resources.
- C. Select page and open More settings to create subpage.

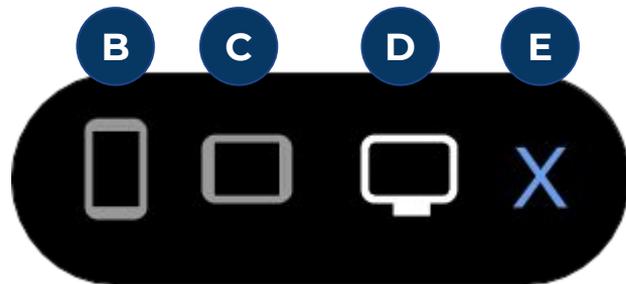
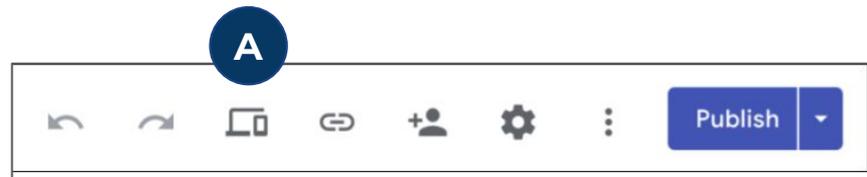


# PREVIEW AND PUBLISH

Preview gives *Responsive design* views. The views give a baseline on how a site looks on different devices. It is not 100% accurate but it is better than nothing.

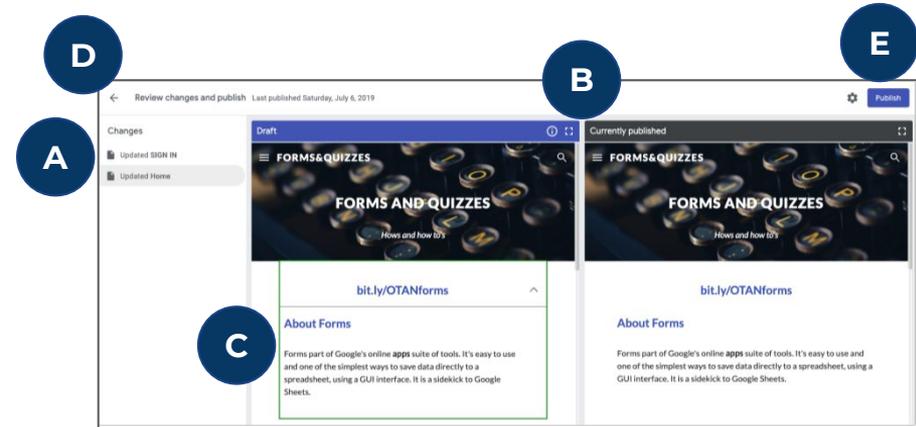
Preview then correct formats as needed before publishing.

- A. Top menu: Preview tool
- B. View as Phone
- C. View as Tablet
- D. View as Computer
- E. Exit Preview



Publish gives information before publishing:

- A. RECENT LIST - select to see comparison
- B. COMPARE - draft and current page
- C. HIGHLIGHTS show last changes on draft
- D. RETURN - to make changes
- E. PUBLISH draft to current site



**CONGRATULATIONS**

A site should be updated periodically - especially if devices or browsers change.

A site should have current information.

A site should have something new at least once a week so that users stay engaged.

A site that is not updated or maintained is not used.

