

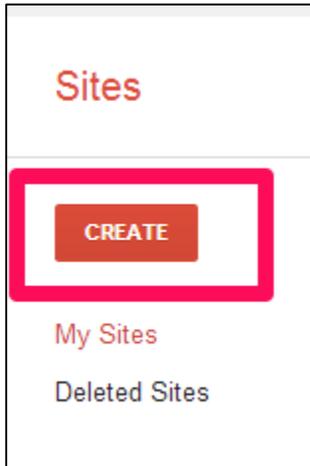
Creating a Google Site

If you already have a Google account, you can sign in and access Sites by navigating to:

<http://sites.google.com/site>. Don't worry, if you don't have a Google account you can still sign up for free.

Once you have signed in, you can begin creating your site.

1. Click the **Create** button.



2. Choose one of the displayed site templates, use the default blank template, or click **Browse gallery for more** to review more template choices

Select a template to use:



Blank template



Classroom site 🔍



Soccer team 🔍



Spring Floral
Wedding
Instructional 🔍



3. Enter your site name and the URL where it will be located (for example, sites.google.com/site/your-site). The name and URL you choose can't be changed after you create your site, or used again if the site is deleted.

Select a template to use:



Blank template



Classroom site 🔍



Soccer team 🔍

Name your site:

myawesomesite

Site location - URLs can only use the following characters: A-Z,a-z,0-9, and hyphen (-). No spaces or other special characters.

https://sites.google.com/site/

myawesomesite

▶ Select a theme
 ▶ More options

4. Click “More options” and select the appropriate checkbox if your site contains mature material. You can also add an optional site description in this section.
5. If you wish, click “Select a theme” to pick a theme for your site.

▶ Select a theme

▼ More options

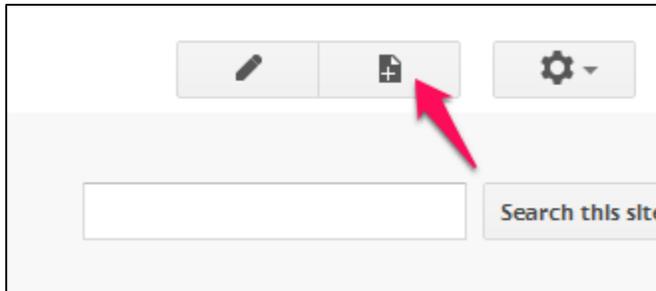
Site description

This site contains mature content only suitable for adults.

6. Enter the wavy characters in the word verification section, and click the **Create** button at the top of the page.



With your site created, you can add a new page by clicking the **New page** button in the top right corner of your window.



Then, name the new page and select the type of page you want: webpage, announcement, file cabinet, or list. After you've selected where you want to locate the page, click the **Create** button at the top of the page.

Create a page in Site: LISO

Name your page:

Your page URL: /site/lisocorp/myfirstpage [change URL](#)

Select a template to use ([Learn more](#))

Web Page

Select a location:

Put page at the top level

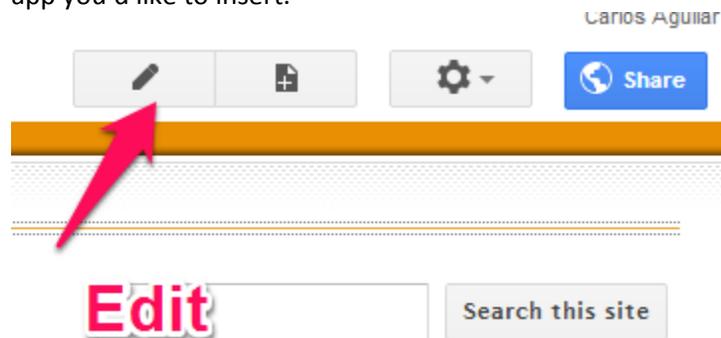
Put page under **Home**

» myfirstpage

▸ Choose a different location

Adding Content to the Site

To start adding objects and apps to your site, just click **Edit page**, select **Insert**, and pick the object or app you'd like to insert.



When the embedded app (a Google Presentation, for example) is updated at its source and published (in this example, within Google Drive), it gets updated automatically within Sites. Make sure you set the app to automatically republish changes, so your site's information is always updated.

Here are some of the objects you can insert:

- **An image:** Click **Insert**, select **Image**, and either browse for an image on your machine or upload one from a specific web address. After you've uploaded and saved the image, you can click it to view it in full screen. You can choose one of these standard sizes for your image: small, medium, large, or original size. If you'd like to resize your image manually on the page, click the **HTML** button and within the source view, include attributes for width, height, or both, within the 'img src' tag.
- **A Google Spreadsheet:** Hover over "Drive" and select **Spreadsheet** from the **Insert** drop-down menu, and a window appears with a list of the spreadsheets you own or can view or edit in Google Docs. Click the spreadsheet you want to insert, or enter the URL in the box right below the list of spreadsheets. Click **Select** and you'll see the properties of the spreadsheet. Select your options and click **Save**.
- **A Google Form:** Hover over "Drive" and select **Form** from the **Insert** drop-down menu, and a window appears with a list of the forms you own or can view or edit in Google Docs. Click the form you want to insert, or enter the URL in the box right below the list of forms. Click **Select** and you'll see the properties of the form. Select your options and click **Save**. (Note: Select this for collecting assessments as mentioned in Phase 3 of the Training and Implementation Plan)
- **A video:** Click **Insert** and select **YouTube** to include a video from YouTube on the page. Paste the URL, enter a title, and save. You can also click **Insert**, hover over "Drive", and select **Video** to choose a video you've uploaded to Google Drive.

Home

Look at all the goodies to insert!

Insert Format Table Layout Help

COMMON

- Image
- Link
- Table of contents
- Subpage listing
- Horizontal Line
- +1 +1 button

GADGETS

- Recent posts
- Recently updated files
- Recent list items
- Text Box
- HTML Box
- More gadgets...

GOOGLE

- Apps Script
- Calendar
- Chart
- Drive
- Google+
- Group
- Map
- YouTube

Document

Drawing

Folder

Form

Image

Presentation

Spreadsheet

Video

HOME

Oracle Projects Module

Contract Projects Certification

Espanol: Contract Projects Certification

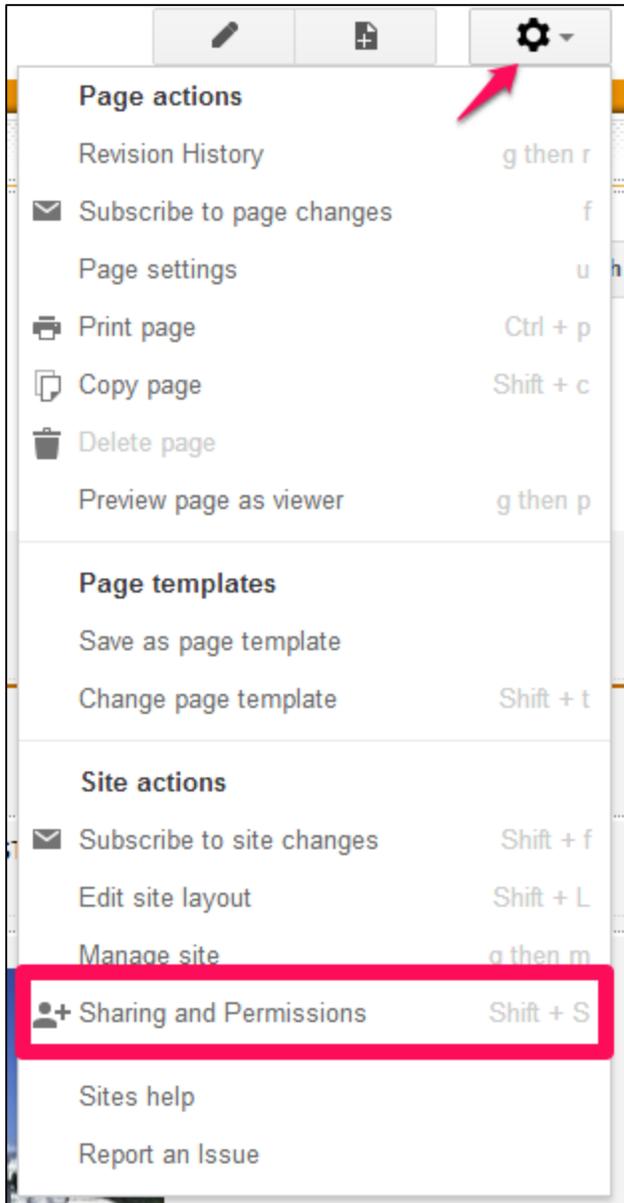
Text gadget

"Messages:"

Sharing the Site

With your Google site created, you can share it with your friends, family, coworkers, or make it public. Just choose **Share this site** from the **More actions** drop-down menu. By default, all new sites are public.

Note: Share this site lets you choose who views, edits, and owns content on your site. Even with these controls, use care when you publish sensitive personal information on the web.



Users set to “Can view” can:

- View pages

Users set to “Can edit” can:

- Create, edit, delete pages
- Move pages
- Add attachments

- Add comments
- Subscribe to site and page changes

Users set to “Is owner” can:

- Do everything users set to “Can edit” can do
- Set other people as “Can view,” “Can edit,” and “Is owner”
- Change site themes and layout
- Change the site name
- Delete the site

The screenshot displays the 'Who has access' section of a Google Site. At the top, there is a 'Link to share' field containing the URL <https://sites.google.com/site/onecoreteam/>. Below this are social sharing icons for Email, Google+, Facebook, and Twitter. The 'Who has access' section shows that the site is 'Public on the web - Anyone on the Internet can find and view'. A list of users is shown, with 'Carlos Aguilar (you)' listed as 'Is owner'. A dropdown menu is open for the 'Can edit' permission, showing options: 'Is owner', 'Can edit' (selected with a checkmark), and 'Can view'. An 'Invite people' section at the bottom has a text input field with the placeholder 'Enter names or email addresses...'. A note at the bottom states 'Only the owner can change the permissions.'