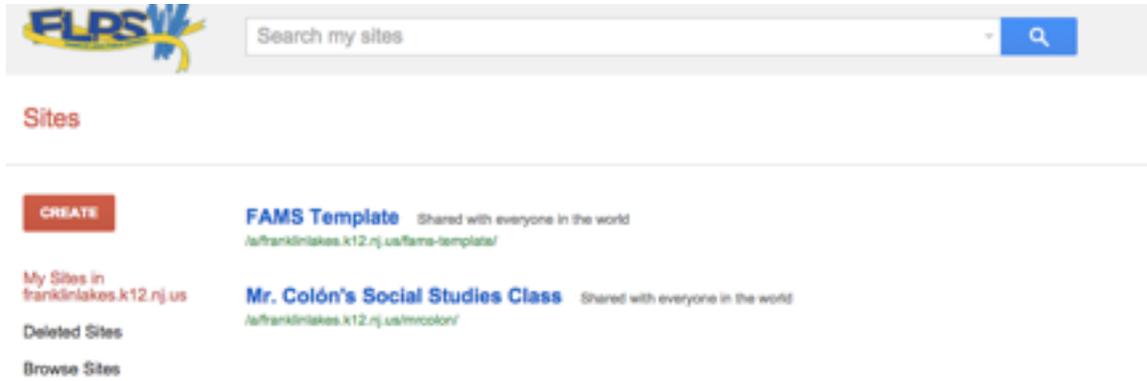


**Google Sites
Quick Start
Prepared for Franklin Lakes Public Schools**

<u>ACCESSING GOOGLE SITES</u>	<u>1</u>
<u>CREATING YOUR SITE</u>	<u>2</u>
<u>THE TOOLBAR.....</u>	<u>3</u>
<u>DELETING A PAGE.....</u>	<u>5</u>
<u>EDITING A PAGE.....</u>	<u>5</u>
INSERT OBJECTS	5
EMBEDDING A GOOGLEDOC.....	6
FONT FORMATTING	7
INSERT A TABLE.....	7
EDIT SITE LAYOUT	8
HELP	8
FONT STYLES, SIZES AND FORMATTING	8
LISTS	9
ALIGNMENT.....	9
REMOVE FORMATTING	9
<u>CHANGING THE COLORS OF YOUR WEBPAGE.....</u>	<u>9</u>
<u>EDITING HORIZONTAL TABS</u>	<u>10</u>

Accessing Google Sites

To access Google Sites, visit <http://sites.google.com> and log in using your FLSD supplied username and password.



Creating Your Site

To create your site, you may either:

- Select the red “Create” button
 - You may select any template that you would like, but note that there are certain requirements that your site must have if you choose not to use the provided FAMS Template
 - You must have **Teacher Contact information (office hours), your teacher biography and teaching philosophy, the district homework disclaimer and homework.**
 - The provided template already has these pages created for you
- Click on the “FAMS Template”
 - Once you open the template, you will visit the template page where a message will be embedded across the top of your screen:

This site is in the Template Gallery. Any changes you make will be visible to all users. [Use this template](#)

- Select “Use this template” in order to create your new site

Once you have selected a template, you must name your site. This can be anything that you would like, but note that within the district, no teacher may have the same website name. (Example: two 8th grade science teachers may not use the same name)

Once you name your site, click on the red create button and your site will be created.

CREATE

Cancel

Select a template to use:



Blank template



FAMS Template

Browse the
gallery for
more

Name your site:

*Note: you can also select a theme from this site by clicking the appropriate dropdown arrow.

The Toolbar

Upon entering your site, you will see a toolbar in the upper right hand corner of your browser.



From left to right, the symbols are...

1. **Edit** – this allows you to edit the specific page that you are currently viewing. If you wish to edit a different page, simply visit the webpage you wish to edit and hit the edit page button.
2. **New page** – This allows you to create a new page within your website
3. **Settings** – This allows you to edit the settings of your entire site
4. **Share** - This shares your webpage with anybody you wish to share it with. **If you wish to share your website with a collaborative teacher and grant them access to edit your page, you can also do this from this button.**

Creating a New Page



When you select the “Create a new page” button, you will have a few options that you must choose from.



Create a page in Site: Mr. Colón's Social Studies Class

Name your page:

Your page URL: /a/franklinlakes.k12.nj.us/mrcolon/ [change URL](#)

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

Select a location:

- Put page at the top level
- Put page under **Home**
 - » Your new page
 - » Choose a different location

1. Enter a name for your new page, and then select which template you would like to use.
 - a. Web page – default website template, where you can later customize the appearance
 - b. Announcements – an announcement style webpage that allows you to post news

- c. File cabinet – A place for you to put any files that you want users to access through your website
 - d. List – Allows you to organize information
 - e. Start page – Disregard this, as it is only used for GoogleApps for Business
2. Select a page location. “Top level” places your page directly underneath the Home page as its own independent subpage. “Put page under” will allow you to organize your new webpage underneath another page that you have already created. (Example: Assignments is one webpage, and 6th, 7th, and 8th can be sublevel pages that you add)
3. Click on the red Create button to create your page.

Deleting a Page

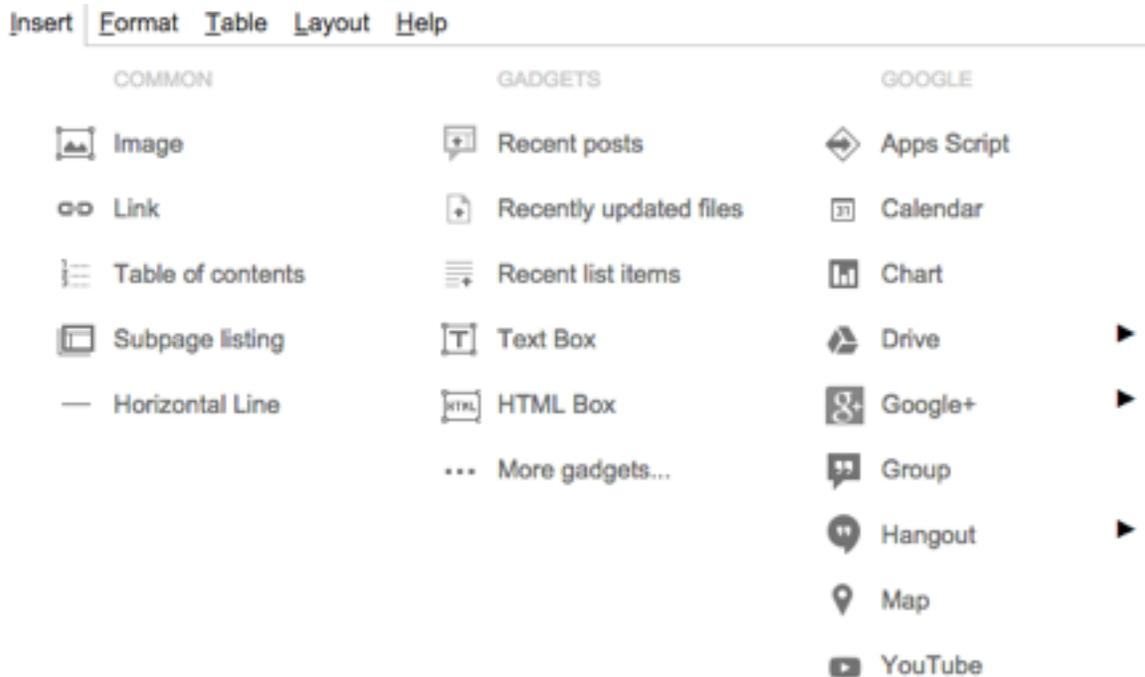
To delete your page, simply click the Settings button (Gear tool) while viewing a page and select the “Delete page” button.

Editing a Page

After selecting the Pencil icon to edit your page, you have many options for your site:



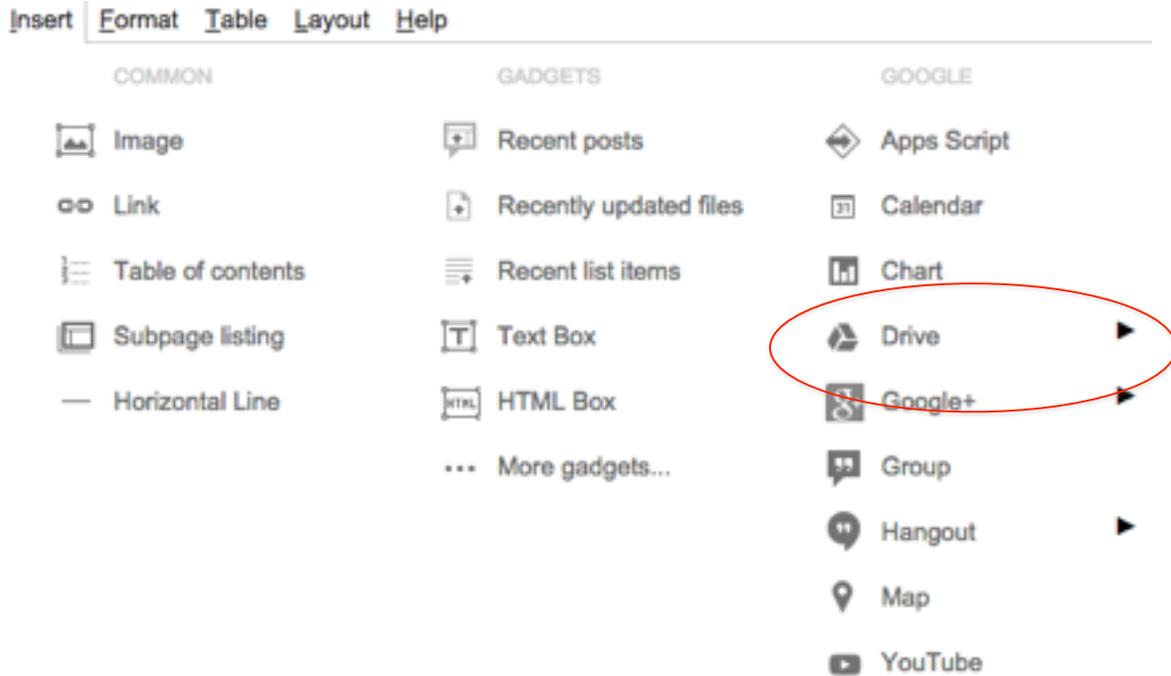
Insert Objects



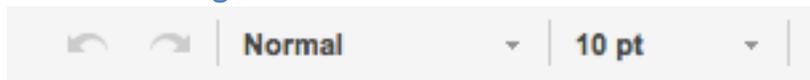
To insert objects onto your page, select Insert and then the object you wish to add. These can include images, a link, a table of contents, et cetera. It is best to experiment with all of these objects, but note that you can add almost anything you want, including files from your own Google Drive.

Embedding a GoogleDoc

To embed a GoogleDoc, use the “Drive” button underneath “Insert → Google” and navigate to your doc file. You can then set the properties of your document. In order for your doc to be visible to all users on your webpage, the Sharing properties for your doc must be shared with everyone.



Font Formatting



To use headings, subtexts, supertext, et cetera, use the font formatting tool.

Insert a Table

To insert a table, simply select the parameters that you want for your table and it will be added to your page.

Edit Site Layout

Layout Help

-  One column (simple)
-  Two column (simple)
-  Three column (simple)
-  One column
-  Two column
-  Three column
-  Left sidebar
-  Right sidebar
-  Left and right sidebars

To edit the layout of your page, select from the list and your page will be updated.

Help

To find shortcuts from your keyboard for various items you can use on your site, reference the “Help” guide.

Undo/Redo



If you make a mistake, use the undo/redo tool judiciously.

Font Styles, Sizes and Formatting

Change your font style.

Lists

Add bullets or numbering to your text.

Alignment

Adjust the alignment of your page.

Remove Formatting

Remove any formatting on text to make it into plaintext.

View/Add HTML

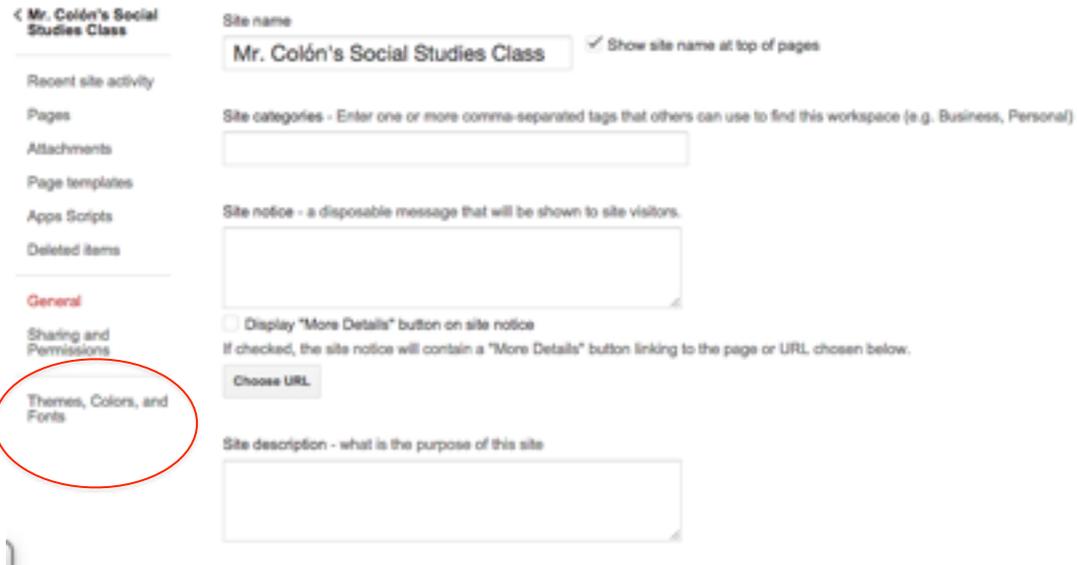
If you are familiar with Hyper Text Markup Language or you have an HTML script that you want to add to your page, use this button.

Changing the Colors of your webpage

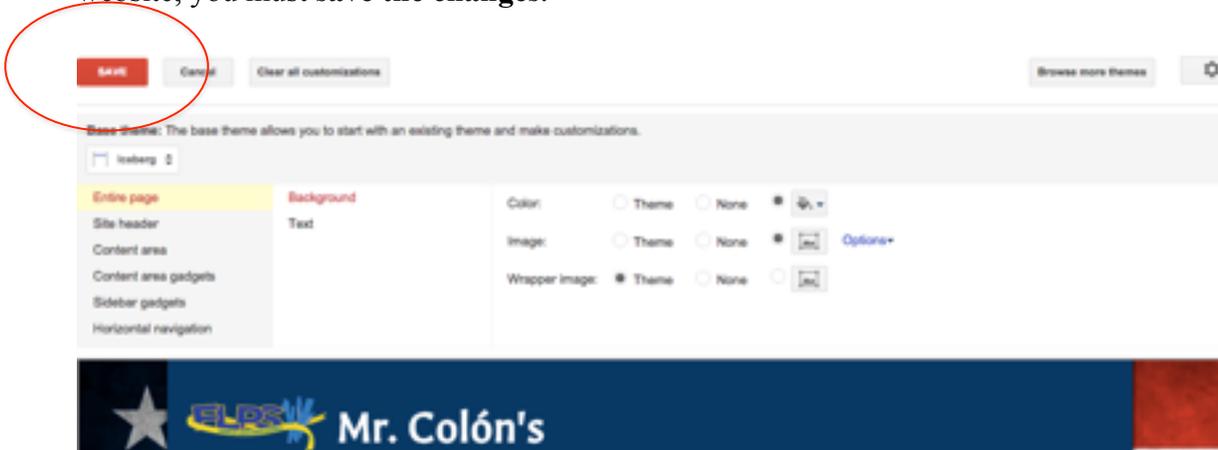
There is a reference for changing the theme and colors of your webpage on the IT Webpage, along with some quick tips and tricks in order to customize the appearance of your page. Access these tips by visiting http://it-department.districtweb.franklinlakes.k12.nj.us/modules/groups/integrated_home.phtml?&gid=2101821&sessionid=ac1263f2bcd5f20f087458528e4ff9b8.

Select the Settings icon and scroll down to “Manage Site”

From here, select “Themes, Colors and Fonts”



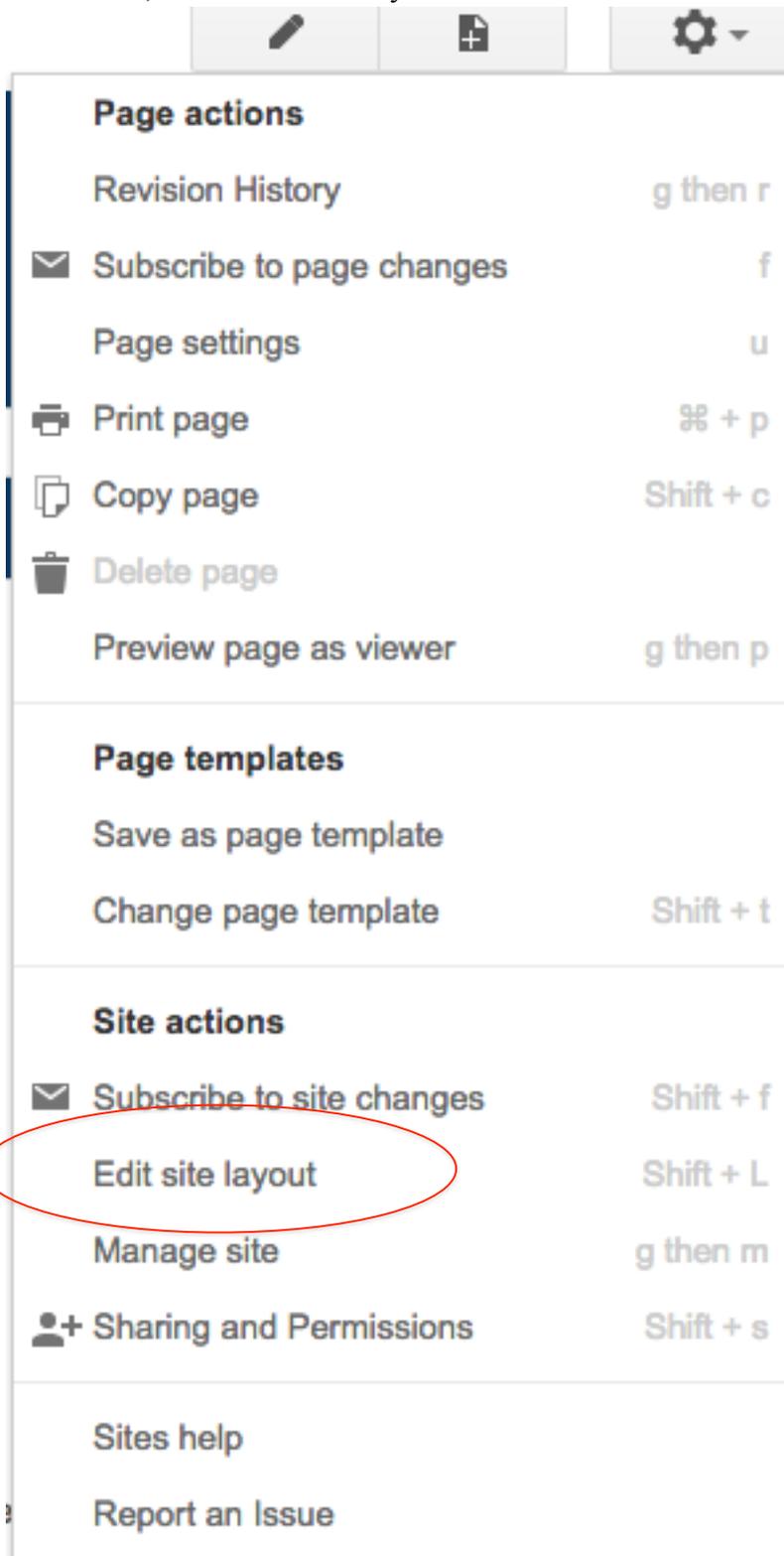
From here, you can edit the appearance of your site. As you update the appearance, Google Sites will give you a “preview” of your website changes. Before it pushes to your website, you must **save the changes**.



Editing Horizontal Tabs

In order to add, edit or remove tabs on your webpage, click on the Settings icon on your page.

From there, select “Edit site layout.”



Once you edit your site layout, you can choose between horizontal navigation (tabs) or a sidebar from the top selections.



You may also hover over any your Tabs and they will “highlight”

Not Highlighted



Highlighted



Click on the tabs you want to edit and a new settings menu will open.



Configure navigation

Select pages to show

District Homepage 	    
Home	
Homework	
Syllabus	
About Your Teacher + Contact Information	

[Add page](#) [Add URL](#)

Include a link to:

- Sitemap
- Recent site activity

Style

- Boxes
- Tabs
- Links

Here, you can rearrange the order of your tabs, add pages, add URLs and select the style of navigation you want (Boxes, tabs or links.)

Please note: any page you wish to add to your horizontal or side navigation must already be created.