Google
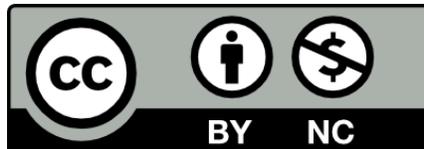# Sites
for Schools

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Google Sites for Schools
Getting Started
by Eric Curts

Introduction

The purpose of this help guide is to provide instructions on **how to use Google Sites to create a basic class website**. There are many more advanced things than can be added to a class site than this guide will address. Also, with Google Sites there are many different ways to create specific web pages, and this guide will simply be demonstrating one way. Please feel free to try different methods and explore other Sites features beyond the scope of this help guide.

What is Google Sites?

Google Sites is a **web design program** that comes with Google Apps for Education. It is a great option for school to create websites for teachers, clubs, sports, organizations, or even entire buildings. There are many good reasons to use Google Sites, some of which include:

- It is all **web-based**, so you do not need to install anything and can edit your website from any computer with Internet access.
- It is **easy to use**, so you can quickly set up a basic website, but is also **very powerful**, so you can design a very complex site if you wish.
- It integrates with other **Google services**, so it is easy to insert documents, forms, presentations, spreadsheets, images, videos, maps, and more.
- It allows you to create as **many sites** as you wish, so you can create, edit, or manage various sites for your class, clubs, certain projects, and more.
- It allows you to make certain pages **public or private**, and to choose who is allowed to see the private pages. This is great for content that should only be accessed by staff or for just specific students.
- It allows you to **share edit rights** with others, so other people can help edit and add to the site. This can be done on a per-page level, so you can share edit rights with just certain people and for just certain pages.
- It is **free**!

How to create your site

With Google Sites you can create as many sites as you want. Each site just needs to have a unique web address. To create your classroom site, do the following:

1. First, log into your school Google Apps account as normal (by going to your school Gmail for example).
2. Now click the **Sites** link from your Apps launcher icon, or alternately you can go to https://sites.google.com
3. You will now be on a page where you will see all the sites you own (which may be empty if you have not made any sites yet.)
4. Click the red **Create** button to begin making a new site.
5. Under **Select a template to use** choose **Blank Template** (*see picture below for details*)
6. In the box labeled **Name your site** type in the name for your website, such as **Mr. Smith's Class Website** or **Miss MIller's Homepage**.
7. In the section titled **Site location** a suggested web address will appear for your site based on the name you typed in. Typically this will be quite long. You can delete what is in that box and type in something shorter, such as **smithj** or **smith-john**. This needs to be unique in the district.
8. Optional - If you wish to pick a color theme for your site, you can do that now by clicking **Select a theme** although you can wait and do this at any time later.
9. When done, click the red **Create** button at the top of the screen to make your site.
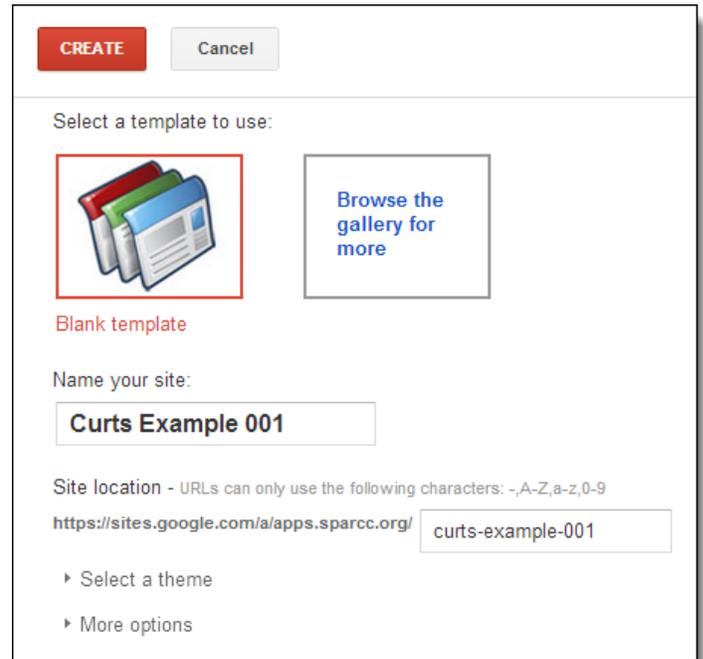
How to modify the look of your site

You can change the look of your site by modifying the background, colors, fonts, and more. This can be done by choosing a new theme, or by modifying specific elements in an existing theme. To change these options:

1. Click **More** in the top right of your site, then click **Manage Site** from the drop down menu.

2. Next, click **Themes, Colors, and Fonts** in the bottom left corner.
3. To change the overall theme for your site, click on the drop-down menu under **Base theme** to scroll through and select a new theme.
4. Or if you wish to make adjustments to specific elements (background, colors, fonts, etc.) click the page element you wish to change. The options you can adjust will appear on the right.
5. When done, click **Save** at the top to save your changes and return to the main page of your site.

How to edit your welcome page

You can edit the main page of your web site to **include information about yourself**, your classes, how to contact you (email, phone, etc.), pictures of you, and such. Below we will look at some basic editing options. Keep in mind there are many more things you can add, edit, and change about any page in SItes, but these steps will give you the basics to get started.

How to edit text on a page

Below are some basic editing options for the text on a web page.

- To go into **edit mode** for a page, click the edit button (looks like a pencil icon) in the top right corner.

- To **add** new text simply type in your content.
- To **delete** existing text, simply use your Delete or Backspace key on your keyboard.
- To **format text**, highlight the text and then use the formatting toolbar at the top of the screen. This includes features such as font size, bold, italic, underline, font color, bullets, numbering, indents, and aligning left, right, and center.

- Even more formatting options are available by clicking **Format** in the top menu bar.
- When done, click the **Save** button in the top right corner of the page.

How to add web links to a page

You can make links on your web pages that link to external websites or to other pages on your own site. To add a link on a page:

1. Go into **edit mode** for the page by clicking the edit button (looks like a pencil icon) in the top right corner.
2. **Highlight the text** you want to make into a link.

3. Next click the **Link button** in the top toolbar (looks like a chain link)
4. If the text you highlighted was already a web address (such as www.google.com) then the text will automatically get linked to that site.

5. If the text is just regular words, then the **Create Link** window will open.
   a. You can click **Sites page** to pick another page on your own site that you want to link to.
   b. Or you can click **Web address** to type in (or copy and paste in) the web address you wish to link to.
   c. If you want the linked page to open in a new window or tab, check the box labeled **Open this link in a new window**.
   d. Click **OK** when done.
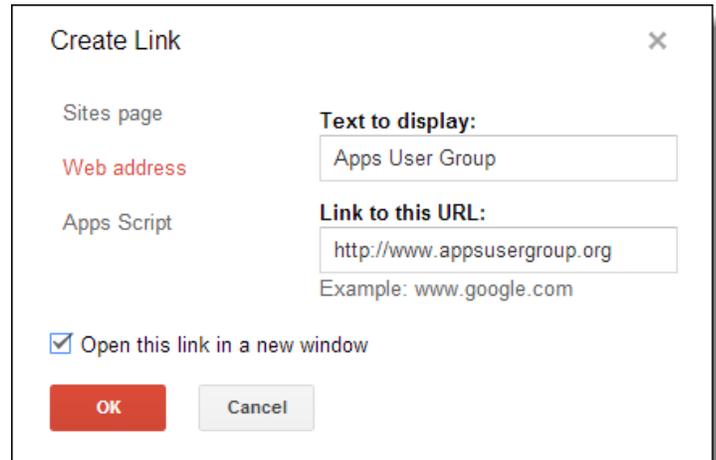
6. You can change the link in the future by clicking the linked text (in edit mode) and clicking **Change**
7. When done, click the **Save** button in the top right corner of the page.

How to add pictures to a page

You can insert images into a page by uploading them, or by choosing a picture you already have saved in your Google Drive or in your Google+ (or Picasa) photos.

To **upload and insert** an image:
1. Go into **edit mode** for the page by clicking the edit button (looks like a pencil icon) in the top right corner.
2. Click **Insert** in the top menu bar, and choose **Image** from the drop-down menu.
3. The **Add an Image** window will open.
4. Click **Choose File** and then browse to locate and select the image you wish to upload.
5. Click **OK** to insert the image.
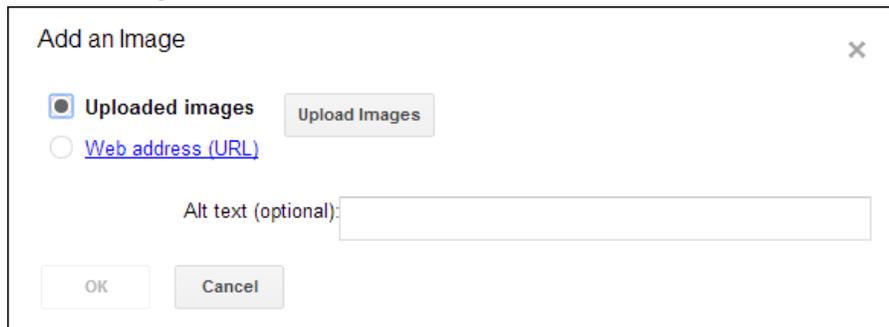
To add an image from **Google Drive** or **Google+ Photos** (or **Picasa Web Albums)**

Google allows you to store images in your Google Drive and in your Google+ Photos (or Picasa Web Albums if you are not using Google+). Any of the images you have stored in these Google services can be inserted into your Google Site.
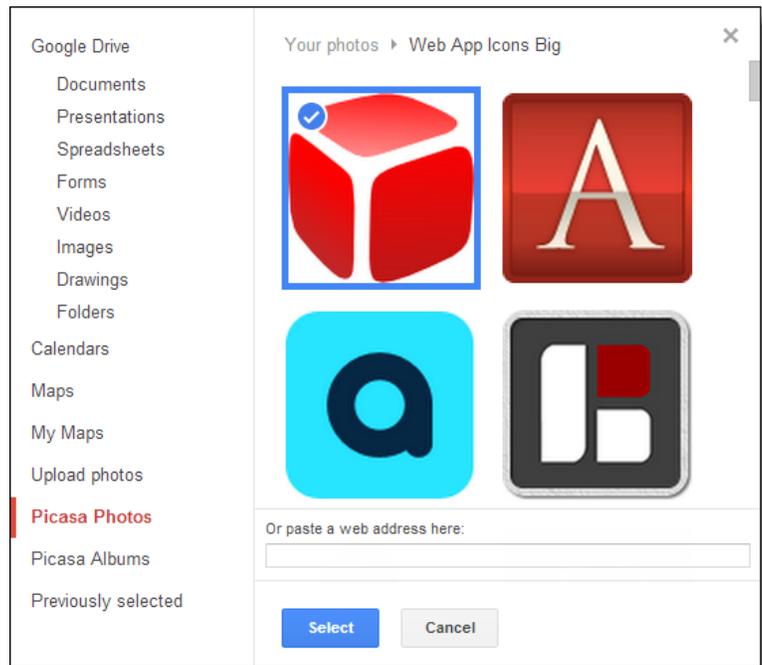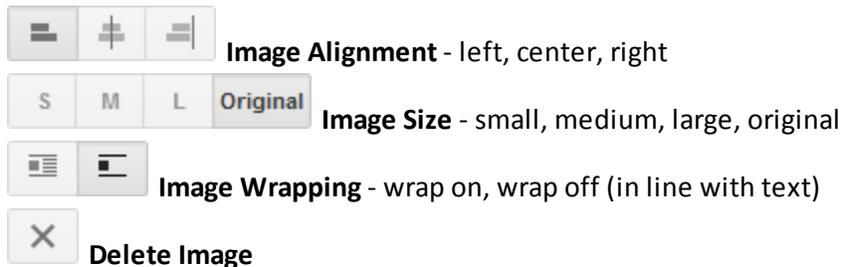
1. Go into **edit mode** for the page by clicking the edit button (looks like a pencil icon) in the top right corner.
2. Click **Insert** in the top menu bar, and then choose **Drive** and then **Image**.
3. Or click **Insert** and then click **Google+** and then **Photo**.
4. This will open a window showing you your photos and/or photo albums.
5. Choose an image to insert (open albums as needed to locate images).
6. Click **Select** at the bottom of the window to insert the image.

Once the image has been inserted you can edit it as follows:
● Go into **edit mode** for the page by clicking the edit button (looks like a pencil icon) in the top right corner.
● You can **click and drag** the image around the page as needed.
● You can also click on the image to access the **image toolbar** where you can choose the following:

Image Alignment - left, center, right

Image Size - small, medium, large, original

Image Wrapping - wrap on, wrap off (in line with text)

Delete Image

Note: Some good sites to find open source / public domain images include:
● Open Clipart - http://openclipart.org/
● Soft Icons - http://www.softicons.com/
● Google Images - http://images.google.com/
● Veezzle - http://www.veezzle.com/

How to add other items to a page

Google Sites allows you to add a wide variety of elements to any page on your Site. Below is a list of some of the more common items you can embed.

In each case you would begin by going into **edit mode** for the page by clicking the edit button (looks like a pencil icon) in the top right corner, then clicking **Insert** in the top menu bar.

Common
● Image - upload a picture to the page
● Link - add a hyperlink

- Table of contents - list of headings from the page
- Subpage listing - list of subpages underneath the current page
- Horizontal line - insert a dividing bar on the page

Gadgets
- Recent posts - short blurbs of latest posts from a chosen Announcement Page
- Recently updated files - list of new files added to a chosen File Cabinet Page
- Recent list items - list of items last added to a chosen List Page
- Test Box - insert a box with rich text input
- HTML Box - insert more advanced HTML, CSS, and Javascript that otherwise might get stripped out
- More gadgets - search for other interactive gadgets to add to your page

Google
- Calendar - insert an interactive Google Calendar on your page
- Chart - insert a specific chart from one of your Google Spreadsheets
- Drive
  - Document - embed a Google Document from your Google Drive
  - Drawing - embed a Google Drawing from your Google Drive
  - Folder - embed a Folder from your Google Drive and display the contents of the folder
  - Form - embed a Google Form for visitors to complete
  - Image - insert a picture from your Google Drive
  - Presentation - embed a Google Slideshow for visitors to view
  - Spreadsheet - embed a Google Spreadsheet from your Google Drive
  - Video - embed a video from your Google Drive for visitors to play
- Google+
  - Photo - add a specific image from your Google+ Photos
  - Album - add a slideshow of images from an album in your Google+ Photos
- Group - add the posts from a Google Group to your page
- Map - insert a Google map
- YouTube - insert a YouTube video
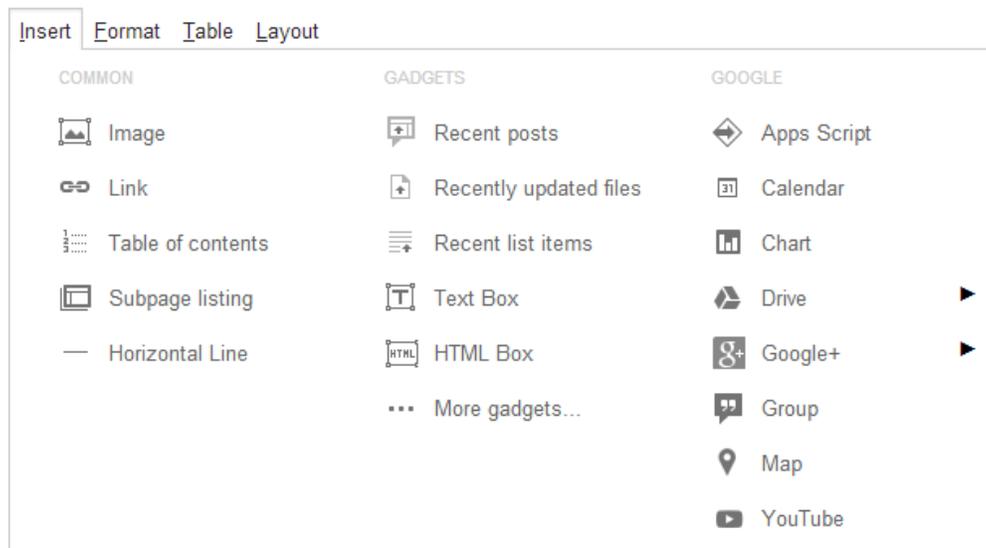
Google Sites for Schools
Adding Pages
by Eric Curts

How to add new pages to your site

Of course instead of just editing your welcome page, you can add new pages to your site. Google provides several templates for new pages including:

- **Web Page** - This is a basic blank web page. You can add all sorts of things to it later such as text, pictures, maps, docs, gadgets, calendars, and more.
- **Announcements** - This is a page that allows you to add chronological posts for news and announcements. This can be used as a blog page, for class news, to highlight recent student work, and more.
- **File Cabinet** - This is a page that lets you upload files or link to files that are already online. This can be used for common forms, class notes, study guides, example student work, newsletters, and more.
- **List** - This is a page that lets you create and edit a list of data in a table format. This can be used for a list of educational links, a club roster, a list of upcoming events, or more.

To **add a new page**, do the following:

1. Click the **new page button** in the top menu bar (looks like a page with a + sign on it).

2. Type in a name for your page in the box labeled **Name your page**. Examples might be Calendar, Files, Links, Pictures, Announcements, and such.
3. Sites will create a web address (URL) based on the page name you type in. If it is a long and ugly address, you can click **change URL** and type in a shorter and cleaner address for your new page.
4. Choose the page template you want in the drop down menu under **Select a template to use**.
5. For **Select a location** choose **Put at the top level** if this is a main page such as a Files Page or Pictures Page or such. Top level pages get added to the navigation links on the page.
6. If the page is not a main page, but instead is something like a category page under your Files Page or Links Page, then click **Choose a different location** and put this child-page under the appropriate

parent-page.

7. When done, click the red **Create** button at the top of the screen.

When a new page gets created, a link to that page will get added in the top left corner of your website in the navigation section.

Following you will see several examples of different types of pages you might want to add you your class website along with directions for doing so. As mentioned before, there are many ways to accomplish tasks in Google Sites, so these instructions just show one way to create these pages. Feel free to investigate other methods and options in Google Sites for creating pages.

Sample: Calendar Page

A common page you may want to have on your site is a calendar page where students and parents can see your upcoming assignment, quizzes, and tests.

The template you will use is called the **Web Page template.** The Web Page template is basically just a blank page that you can add whatever you want to, including such things as text, pictures, maps, docs, gadgets, calendars, and more.
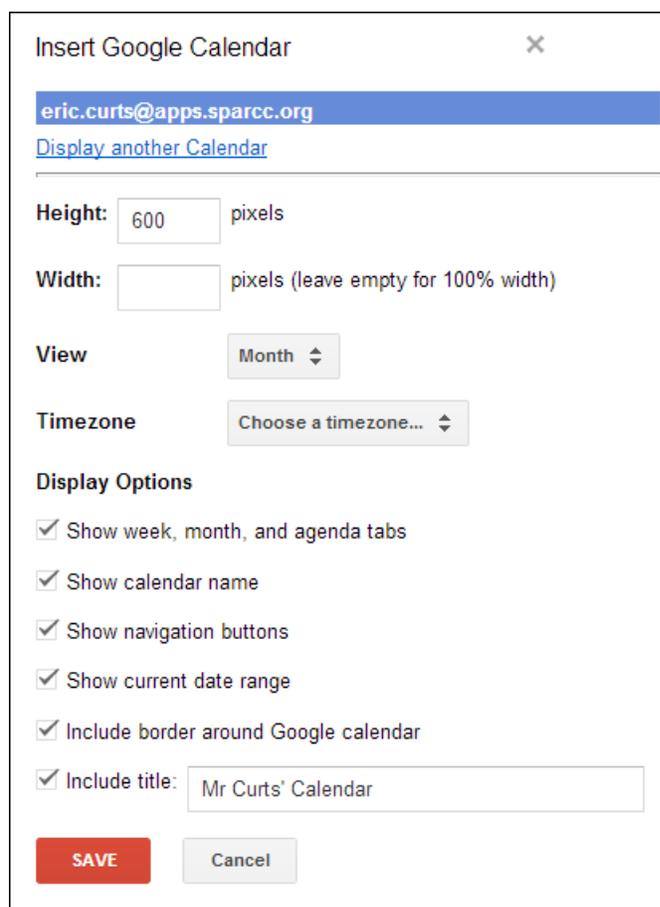
Note: Google Sites does not allow you to create a calendar, but instead simply allows you to embed an existing Google calendar. You need to already have created the Google calendar before you can embed it in your site's Calendar Page.

First, **create the new page**:
1. Click the new page button in the top menu bar (looks like a page with a "+" sign on it).
2. Type in a name for your page in the box labeled "**Name your page**", such as "**Calendar**".
3. Choose the **Web Page template** in the drop down menu under "**Select a template to use**".
4. For "**Select a location**" choose "**Put at the top level**".When done, click the red "**Create**" button at the top of the screen.

Next, **insert a Google Calendar in the page**:

1. Go into **edit mode** for the page by clicking the edit button (looks like a pencil icon) in the top right corner.
2. Click "**Insert**" in the top menu bar, and choose "**Calendar**" from the drop-down menu.
3. You will now get a list of all of your Google calendars.
4. Choose the calendar you want to insert and click "**Select**"
5. If you want more calendars added, click "**Display another calendar**" to pick another.
6. If you want, you can set the default **View** to be **Week** or **Month** or **Agenda**.

7. When done, edit the **calendar title** at the bottom of the window and click "**Save**".
8. The calendar will now get inserted into the page.
9. When done, click the **Save** button in the top right corner of the page.
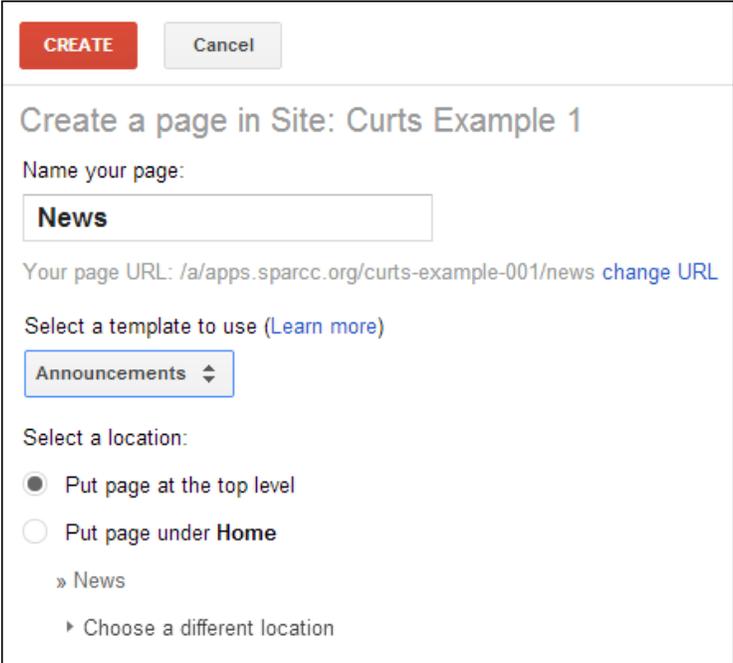
Sample: Announcements Page

Another useful page for a school site is an announcements page where you can put chronological posts for news, announcements, blog entries, and such. This is a great way to share the latest happenings for your class, highlight recent student work, or share news of upcoming events.

The template you will use is called the **Announcements template.** The Announcements template allows you to add new posts, and then orders them for you chronologically.

First you need to **create the new page** for your website:

1. Click the new page button in the top menu bar (looks like a page with a "+" sign on it).
2. Type in a name for your page in the box labeled **Name your page**, such as **Announcements** or **News**.
3. Choose the **Announcements template** in the drop down menu under **Select a template to use**.
4. For **Select a location** choose **Put at the top level**.
5. When done, click the red **Create** button at the top of the screen.

Now that your Announcements Page is created, you can **add a new post** at any time by doing the following:

1. Click the **New post** button. This will open a new edit screen for the new post.
2. Replace **Untitled Post** at the top with the name for your post.
3. In the area below that, **type in your content**. Feel free to add images, change formatting, insert links, and such as desired.
4. When done, click **Save** in the top right corner.
5. You can **edit an existing post** in the future by opening the post and then clicking the edit button (looks like a pencil icon) in the top right corner.
6. As you add new posts, the new posts will appear at the top of the Announcements Page.
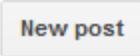
Sample: Links Page

You can use your web page to help your students access valuable educational sites on the web by creating a links page. If you do not have a very large amount of links, you can put them all on one page as described below. If you think you have lots of links, and would rather break them out onto different category pages, then see the next section.

The template you will use is called the **List template.** The List template allows you to create a custom grid of rows and columns where you can add, edit, and sort your information. The List template is good for rosters, a list of events, a links page, and more.

First you need to **create the new page** as follows:
1. Click the new page button in the top menu bar (looks like a page with a "+" sign on it).
2. Type in a name for your page in the box labeled "**Name your page**", such as **Links Page**.
3. Choose the **List template** in the drop down menu under "**Select a template to use**.
4. For "**Select a location**" choose "**Put at the top level**".
5. When done, click the red "**Create**" button at the top of the screen.

Now that you have created the List page, you need to create your list format. Since we are making a Links Page for this example, we probably want columns for **Category**, **Title**, **Description**, and **Link**.

To create the list format, click **Use template** under the **Create your own** option.

The **Customize your list** window will now open. To create your list format:

1. Type in the names for your columns in the **Column name** box
2. Choose the type of data for that column with the **Type** button, such as **Text** or **URL**
3. Click **Add a column** to add more columns.
4. You can also set the default order of the items you add in the **Sorting** section.
5. When done creating your list, click the **Save** button.
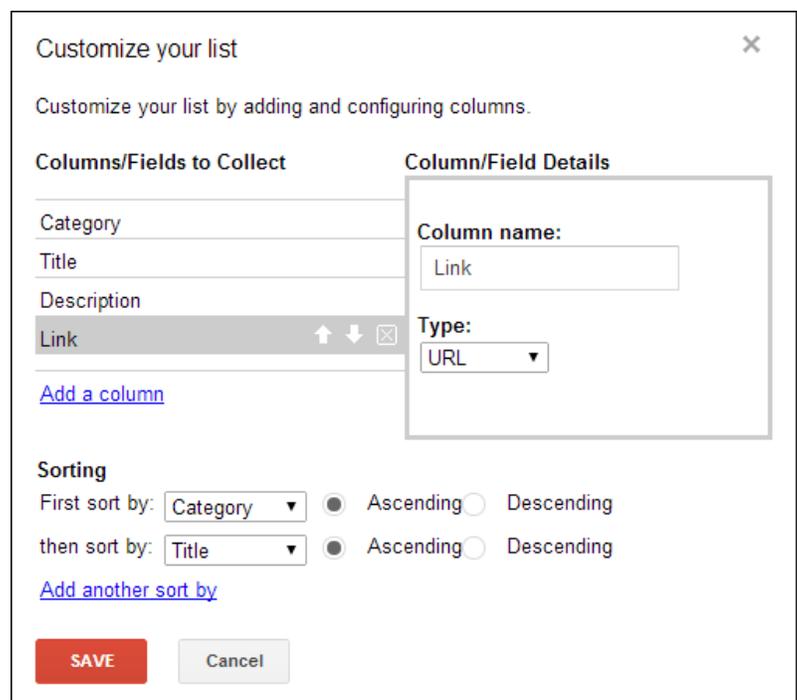
Now that you have made your Links Category page, you can start **adding links** to it as follows:

1. Click **Add item** button at the top of the list.
2. This will open the **Add item** window.
3. For "**Category**" type in the category for the link. If you have used the category before, be sure to use the same spelling so they will be grouped together.
4. For **Title** type in the name of the website you are linking to.
5. For **Description** you can type in some information explaining the site.
6. For **Link** type in (or copy and paste) the full web address for the site. The full address must include the **http://** part to work.
7. For **Display text** you can just type in the word Link
8. Click **Save** when done.

- The new link will now be added to the list.
- You can **edit a link** later by clicking on its title to open the **Edit item** window.
- You can **delete a link** by clicking on its title to open the **Edit item** window, and then clicking **Delete this item**.
- Repeat as needed to add more links.

Sample: Files Page (option 1)

Your class website can also be a great way to make files available to your students and their parents, such as common forms, class notes, study guides, example student work, newsletters, and more. If you do not have a very large amount of files, you can put them all on one page as described below. If you think you have lots of files, and would rather break them out onto different category pages, then see the next section.

The template you will use is called the **File Cabinet template.** The File Cabinet template lets you upload files or link to files that are already online. This can be used for common forms, class notes, study guides, example student work, newsletters, and more.

First you need to **create the new page** as follows:
1. Click the new page button in the top menu bar (looks like a page with a "+" sign on it).
2. Type in a name for your page in the box labeled "**Name your page**", such as **Files Page** or **Forms and Docs**.
3. Choose the **File cabinet template** in the drop down menu under "**Select a template to use**".
4. For "**Select a location**" choose "**Put at the top level**".
5. When done, click the red "**Create**" button at the top of the screen.

Adding Files: Now that you have made your Files Page, you can start **adding files** to it in three ways:


- **Option 1 - Add File button** - Use this to select and upload a file to your site. This stores a copy of the file on the site. However, there is a limited amount of storage space for Google Sites, so use this carefully and with smaller files.

- **Option 2 - Add Link button** - Use this to link to a file or resource already stored online somewhere else.

- **Option 3 - Add from Drive button** - Use this option to add a link to a file you have already stored in your Google Drive. This is a very useful option because Google Drive has much more storage space (30GB per user) and can properly open and display many file types including MS Office files, PDF's, and more.

  Note: Adding a file from your Google Drive does not change its visibility permissions. If you want the file to be viewable by anyone, you need to change the sharing permissions on the file in Drive.

Moving Files: You can organize your files on the page by grouping them under folder headings. To **move a file to a category:**
- Check the box in front of the file(s) you want to move
- Click the **Move to** button in the toolbar above your files
- Choose the category under **Existing folder**
- Or click **New folder** to make a new category
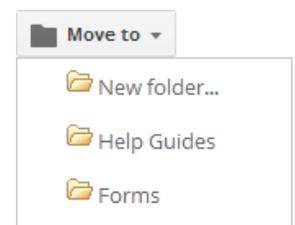
Deleting Files: To **delete a file** later, just check the box in front of the file(s) and then click the **Delete** button in the toolbar above your files.

Sample: Files Page (option 2)

Rather than using the File Cabinet option described earlier, you can also create a Files page that uses your Google Drive only. This is a very useful option for several reasons:

- Google Drive has lots of storage space (30GB per user).
- Google Drive can properly open and display many file types including MS Office files, PDF's, and more. Anytime you add new files to the designated Drive folder(s), the new files will automatically show up on your Site.
- You can fine tune the permissions on the files by using Drive's normal sharing options.

Here are the detailed steps for this option:

Make a Drive Folder: First you need to create a folder in Google Drive that will hold the files (and subfolders) you wish to put on your Site.

- On your Drive screen, click the big red **Create** button and then choose **Folder** from the drop down menu.
- Type in a **name** for the folder and click **Create**.
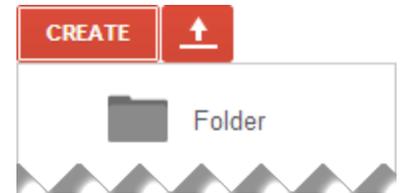
Share the Drive Folder: For people to be able to access the files, the folder needs to be shared publicly.

- Click the **down arrow** to the right of the folder name
- Choose **Share…** from the pop-up menu, and then choose **Share…** again
- Next click **Change…** next to **Private - Only you can access** at the top.
- This will open a window where you can change the visibility to **Public on the web**.
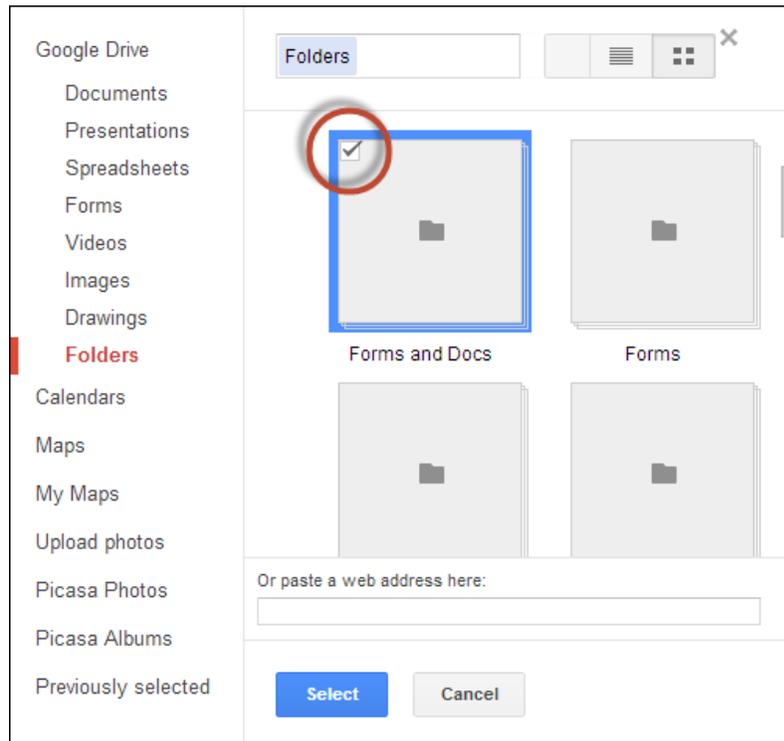- Finally click **Save** and then **Done**
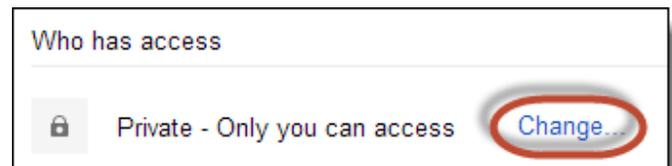
Add files: Now you need to put into the folder the files you want to display on your Site

- Drag and drop files into the folder that you already have in Drive
- Upload new files to the folder as needed
- Create subfolders in the folder if needed for more organization.
- Note: Files and subfolders that you put in the shared folder will inherit the permissions and will be automatically shared.

Add folder to Site: Finally you need to add the Drive folder to your Google Site

- Go to the page where you want to display the Drive folder
- Go into **edit mode** for the page by clicking the edit button (looks like a pencil icon) in the top right corner.
- Click **Insert** in the top menu, then **Drive**, then **Folder**.
- Browse through your folders and check the small box in the top left corner of the folder you want to add.
- Next click the **Select** button at the bottom.
- You now can choose some options such as **Title**, **Height**, **Width**, and whether to display the files and folders as a **List** or a **Grid** (with previews).
- When done click **Save**.

When done you will now get a listing (or preview grid) of the files and subfolders that are inside of the selected Drive folder. Visitors to your Site can click on the files to open them (for Google files) or preview them (for non-Google files).

Sample: Pictures Page (option 1)

Another good use for a class page is to share photo albums, where you can display pictures from class activities, field trips, presentations, student artwork, and more.

One way to make a pictures page would be to simply upload individual images to a page by clicking **Insert** and then **Image**. However, you can add image **slideshows** instead so users can easily browse through all the pictures from a particular event or topic. This is done using Google+ Photos.

Add images to Google+

- First, you will need to add your images to an album in your Photos pages in Google+
- You can do this by uploading pictures from your computer.
- Or you can link your smartphone to Google+ to automatically upload the pictures you take.
- Next you will need to set the sharing options on the album so it is viewable by the public.

Add the slideshow to your site:

Now that you have some images in your Google+ Photos, you can create a Pictures Page for your website:

1. Click the new page button in the top menu bar (looks like a page with a "+" sign on it).
2. Type in a name for your page in the box labeled "**Name your page**", such as "**Pictures**" or **Photo Gallery**.
3. Choose the **Web Page template** in the drop down menu under "**Select a template to use**".
4. For "**Select a location**" choose "**Put at the top level**".
5. When done, click the red "**Create**" button at the top of the screen.

Now that you have the page created, you can **add slideshows** to it:

1. Go into **edit mode** for the page by clicking the edit button (looks like a pencil icon) in the top right corner.
2. Next click **Insert** then **Google+** then **Photo Album**
3. You will now see a list of your Photo Albums. Choose the album you wish to display and click **Select**
4. Choose a size for your slideshow, such as **Large 400px** or **Extra Large 600px**
5. For **Include Title** feel free to edit the title if needed.
6. Next click **Save** to insert the album slideshow.
7. Click the **Save** button in the top right to save your changes to the page.
8. Repeat as needed for other picture albums.

Sample: Pictures Page (option 2)

Just like the Files page, there is more than one way to create a Pictures page, and the second option involves using a Google Drive Folder. With Drive, you can put your images into a folder (or subfolders if needed) and then insert that Drive Folder into your Site, allowing visitors to preview thumbnails of your pictures and view them full-size.

Here are the detailed steps for this option:

Make a Drive Folder: First you need to create a folder in Google Drive that will hold the pictures (and subfolders) you wish to display on your Site.
- On your Drive screen, click the big red **Create** button and then choose **Folder** from the drop down menu.
- Type in a **name** for the folder and click **Create**.
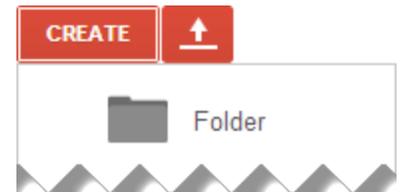
Share the Drive Folder: For people to be able to view the images, the folder needs to be shared publicly.
- Click the **down arrow** to the right of the folder name
- Choose **Share...** from the pop-up menu, and then choose **Share...** again
- Next click **Change...** next to **Private - Only you can access** at the top.
- This will open a window where you can change the visibility to **Public on the web**.
- Finally click **Save** and then **Done**
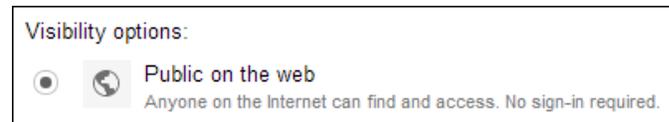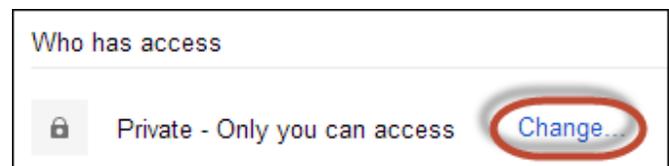
Add pictures: Now you need to put into the folder the pictures you want to display on your Site
- Drag and drop pictures into the folder that you already have in Drive
- Upload new pictures to the folder as needed
- Create subfolders in the folder if needed for more organization.
- Note: Pictures and subfolders that you put in the shared folder will inherit the permissions and will be automatically shared.

Add folder to Site: Finally you need to add the Drive folder to your Google Site
- Go to the page where you want to display the Drive folder
- Go into **edit mode** for the page by clicking the edit button (looks like a pencil icon) in the top right corner.
- Click **Insert** in the top menu, then **Drive**, then **Folder**.
- Browse through your folders and check the small box in the top left corner of the folder you want to add.
- Next click the **Select** button at the bottom.
- You now can choose some options such as **Title**, **Height**, **Width**, and whether to display the files and folders as a **List** or a **Grid** (with previews). Since the folder contains pictures, **Grid** view would be the best choice, so that visitors will see thumbnail previews of the images.
- When done click **Save**.
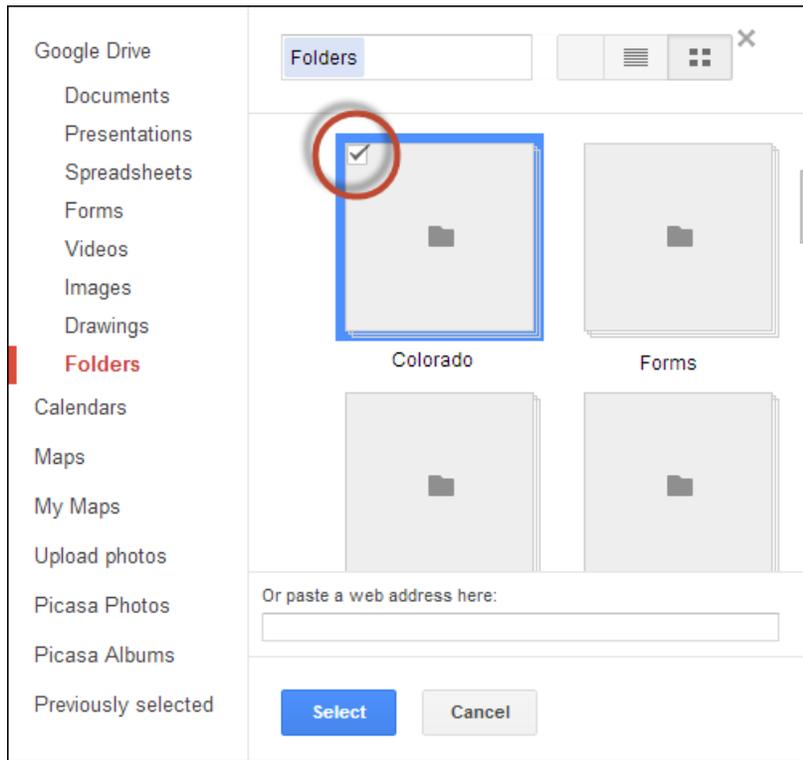
When done you will now get a listing (or preview grid) of the files and subfolders that are inside of the selected Drive folder. Visitors to your Site can click on the files to open them (for Google files) or preview them (for non-Google files).
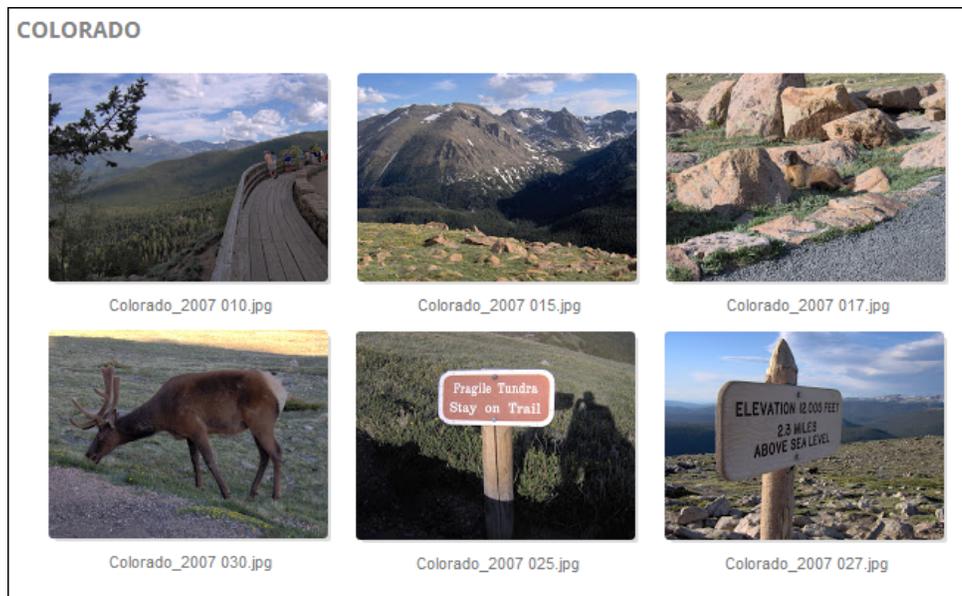
Sample: Subpages

Sometimes you may have so much information, links, or files, that you may prefer to organize the information on multiple pages. For example, if you have lots and lots of links, or if you just really like organization, you can put your links on multiple pages with each page listing links for just one category.

You can use subpages to organize any of your information, such as links, files, pictures, and more. For this example, we will make multiple links pages, although the process could be applied to any type of page. The basic setup will look like this:

- **Main Links Page** - This is the page that will list all of the categories for your links. This page will be the parent page, and all the Category pages will be child pages underneath this page. You will create this page by using the **Web Page** template and by inserting the **Subpage listing** gadget.

- **Category Pages** - These pages will list all the links in a specific category. Each page will be a child page underneath the main Links Page which lists all the categories. You will make these pages by using the **List** template just like in the section above for a one-page Links Page.

Typically you will have **one Links Page** and then **many Links Category pages** under that one page. See the diagram below for an example of the page relationships:
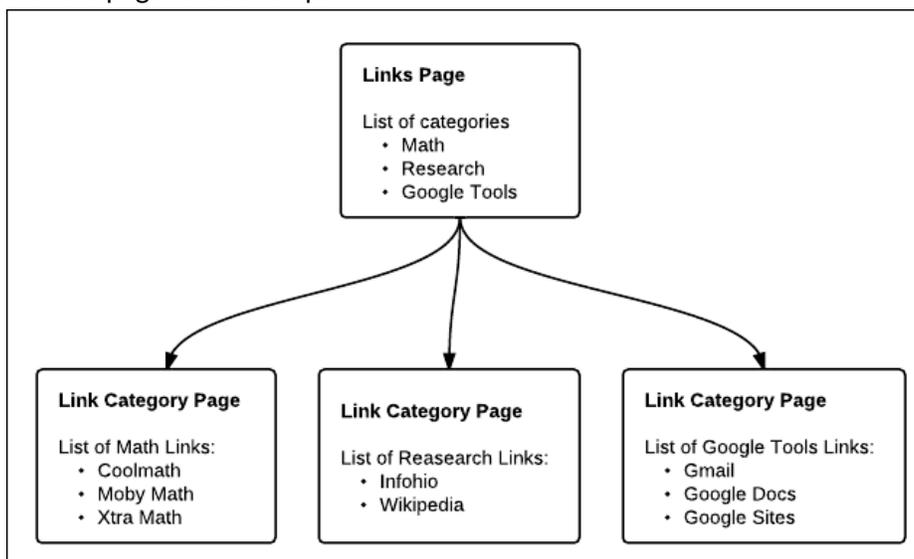
Step #1 - Create the Main Links Page

Begin by first **creating your main Links Page** as follows:
1. Click the new page button in the top menu bar (looks like a page with a "+" sign on it).
2. Type in a name for your page in the box labeled "**Name your page**", such as "**Links Page**".
3. Choose the **Web Page template** in the drop down menu under "**Select a template to use**.
4. For "**Select a location**" choose "**Put at the top level**".
5. When done, click the red "**Create**" button at the top of the screen.

Next, you will insert a gadget call the **Subpage listing** which will list all of the Category Pages that branch off of the main page (once you create them later).

1. Click **Insert** in the top menu bar, and choose **Subpage listing** from the drop-down menu.
2. This will open the **Insert Subpage Listing** window.
3. For **Title** type in something such as **Categories**
4. For **Width** make the box blank so the listing will be 100% wide on your page.
5. For **Appearance** choose the first option to get a cleaner look to the subpage listing.
6. Click **Save** when done, and then click **Save** again on your web page to save the changes.

Note: Until you add subpages for the categories, nothing will show up in the Subpage Listing. However, as soon as you add the subpage for the link categories, the category names will automatically show up in the Subpage Listing.

Step #2 - Create the Category Links Pages

Now all you need to do is create the category pages as subpages below the main Links Page. The category pages are where you will add the actual links that you want to share with your students. You will do this just like described in the earlier section about creating a one-page Links Page, with one small difference listed below:

First you need to **create a category page** as follows:

1. While on the main Links Page (but not in Edit mode) click the new page button in the top menu bar (looks like a page with a "+" sign on it).
2. Type in a name for your page in the box labeled "**Name your page**", using the category for that page, such as **Fractions** or **Reference** or **Educational Games**.
3. Choose the **List template** in the drop down menu under "**Select a template to use**.
4. **IMPORTANT DIFFERENCE:** For "**Select a location**" choose "**Put page under Links Page**" (or whatever you named your main Links Page). This will make the category page be a subpage of the main Links Page so it will show up in the Subpage Listing.
5. When done, click the red "**Create**" button at the top of the screen.

From here on out follow the directions from the earlier section for creating a one-page Links Page to customize your list and add your links. Repeat the process as needed to add other categories.

Sharing your Google Site

By default your Google Site will be private and viewable only by you. When you are ready you will need to change the privacy and sharing settings for your Site for others to be able to access it.

1. First, click the big blue **Share** button in the top right corner of your Site.
2. This will open your **Sharing and Permissions** screen.
3. If you want to share the site with just specific people, then enter their email addresses at the bottom in the **Invite people** box.
4. As usual with sharing, you can choose to give people **edit** or **view** rights.
5. Click **Send** when done to share your Site with those specific people.
6. If you want the site to be visible to more people, you will need to click **Change…** under the **Who has access** section.

7. This will open your Visibility options screen where you can choose who can see your Site including Public on the web, Anyone with the link, or only people within your domain.
8. Click Save when done.

9. You also have the option to set permissions and visibility on individual pages within your Site rather than the entire Site as a whole.
10. To do this, click the button in the top right labeled Enable page-level permissions.
11. You will now be able to select individual pages and adjust who has access to them. This is useful to have sections of your site that are not public or only viewable by staff.
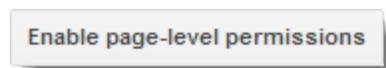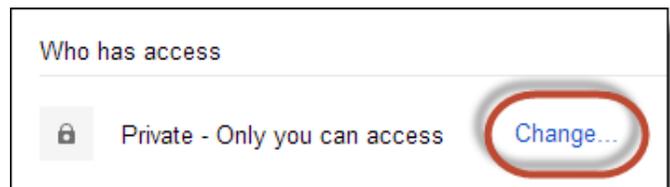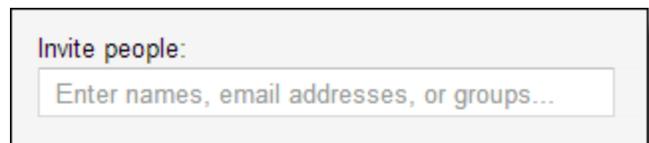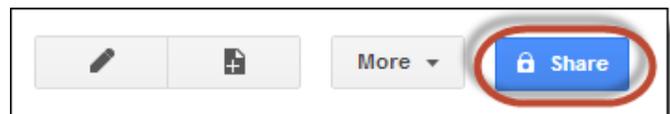
Google Sites for Schools
Example Sites
by Eric Curts

Example School Google Sites

Below are links to exemplary school web pages created with Google Sites. These samples show off the wide range of formats, features, and functions that can be employed with Google Sites.

If you know of a excellent Google Site that others would benefit from seeing, please send me (ericcurts@gmail.com) the web link and a brief description about the Site.

- Next Generation Assessments - resource site to help prepare students for the tech skills needed for PARCC and other online tests
  http://nextgen.apps.sparcc.org/

- North Canton City Schools - district and building level sites
  http://nccs.northcantonschools.org/

- Sample Sites from Grant Wood Area Education Agency
  https://sites.google.com/site/amslerclassroom/sampe-teacher-pages

- EdTech Austin
  https://sites.google.com/site/edtechaustin/home

- Teacher Homepage - October Smith
  https://sites.google.com/a/calvaryepiscopalschool.org/octobersmith/

- Student projects - students put together a hypothetical site on a country, business or museum
  https://sites.google.com/site/clementiportfolio/student-work/sites

- West Hartford Public Schools BYOD Site
  https://sites.google.com/a/whps.org/byod

- High School Swim Team Site
  https://sites.google.com/a/northcantonschools.org/hooverswim

- Middle School Club Site
  https://sites.google.com/a/northcantonschools.org/clubviking

- Interesting Designs with Google Tools - Google+ Community
  https://plus.google.com/u/0/communities/103028898804866428882