

Google Sites & Apps



The screenshot shows the homepage of the WarneScience website. The header features the WarneScience logo on the left, a search bar on the right, and a navigation menu with links for Home, Tutor Grp, Grade 9, Grade 10, Grade 11, Grade 12, Common Tests, and MyLessons. Below the navigation menu, there is a sidebar for 'Mr Warne's Lab' with links to Home, Contact Me, Calendar, Common Tests, MyLessons (with a dropdown menu for Pupil Feedback Survey, ContactDetails..., Yes/No Poll, and Multiple Choice Poll), and a main content area. The main content area displays a welcome message: 'Welcome to my class website!' followed by a red text prompt: 'Please check this site DAILY for details of what is happening in our lessons.' Below this, a large digital clock shows '20 39' and the date 'Jul 08, 2014 (Tue)'.

How to guide

Keith Warne

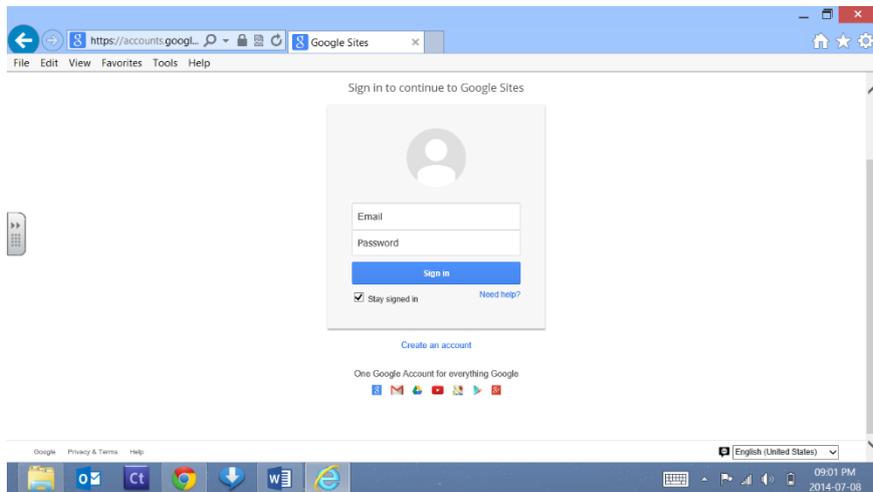
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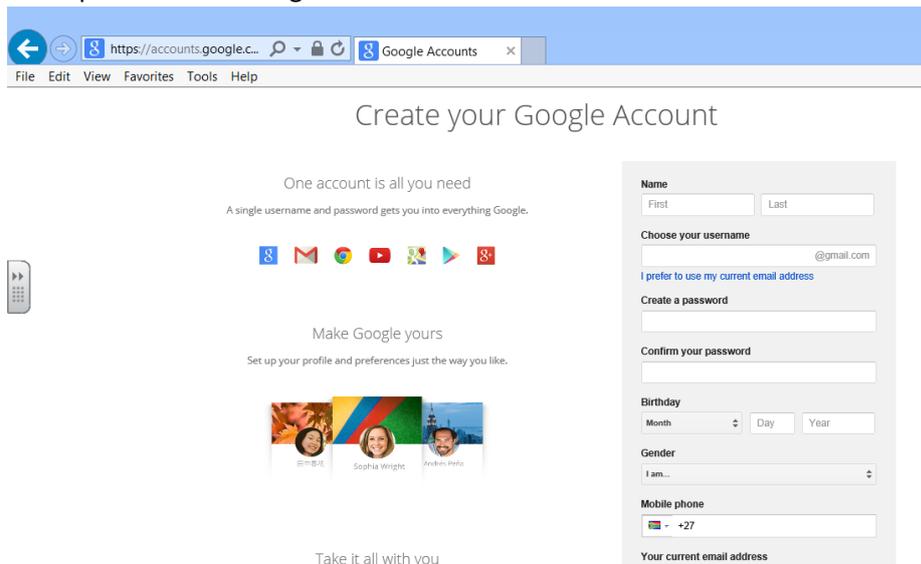
5. Opening your Google account:

1.1 Navigate to “sites.google.com”

1.2 Select – “Create a google account”

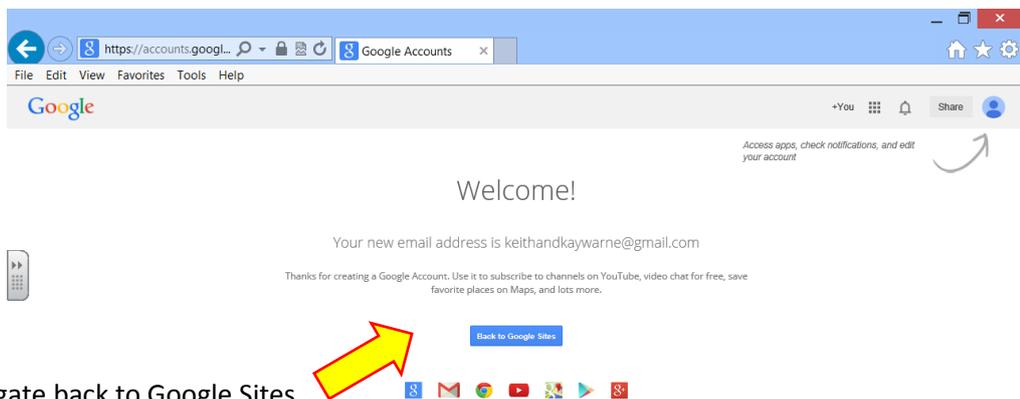


1.3 Enter details required – choose a gmail account and email name.



1.4 Upload a photo (if you like)

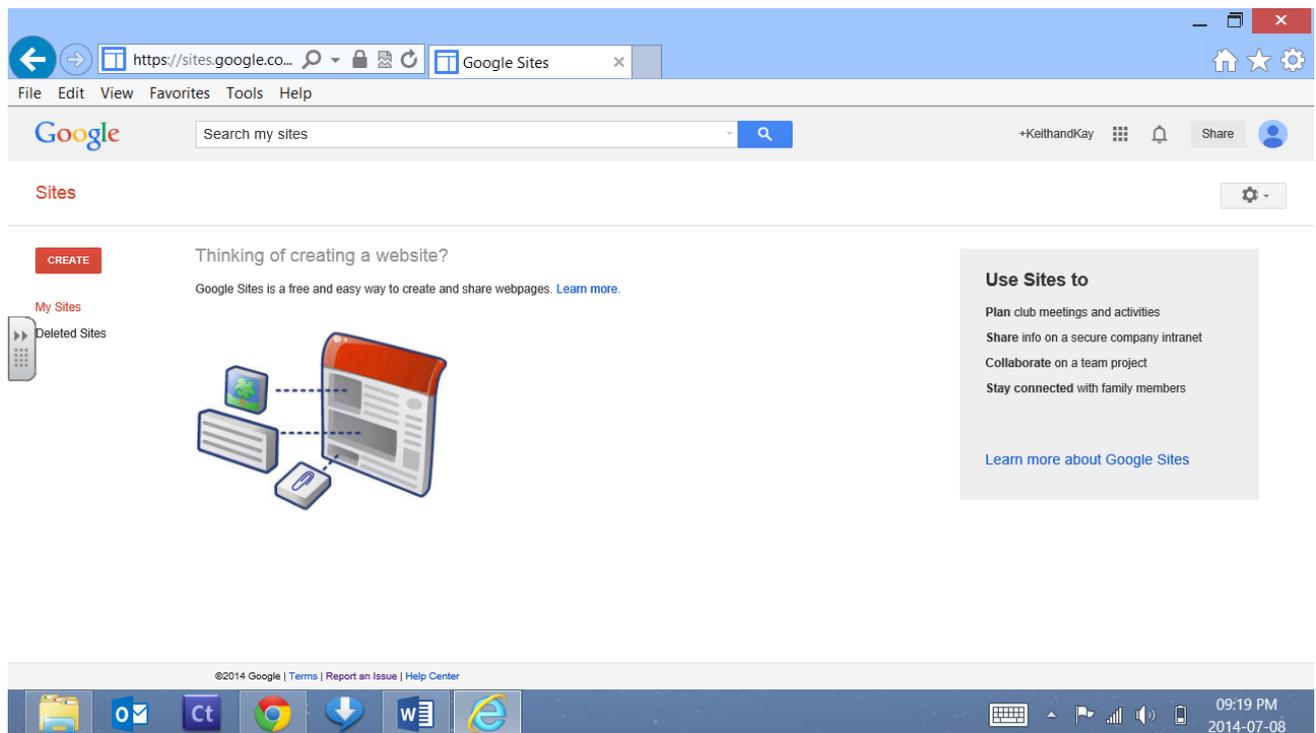
1.5 You now have a google account:



Navigate back to Google Sites

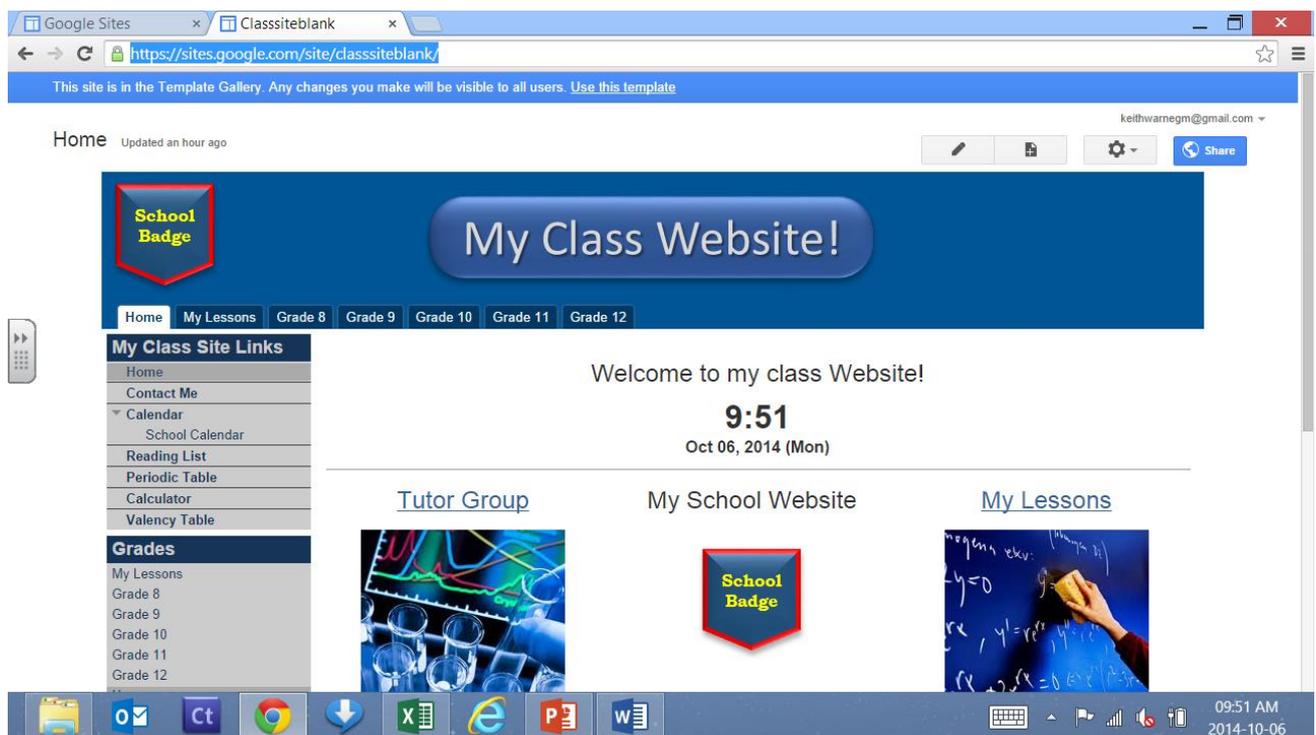
2 Creating Your WebSite

2.1 On the Google Sites page select "CREATE"



2.2 Name your site, select a theme (Classroom) and choose a theme. Most of these can be changed at a later stage. You can put in a description of the site and then need to enter the security code as well.

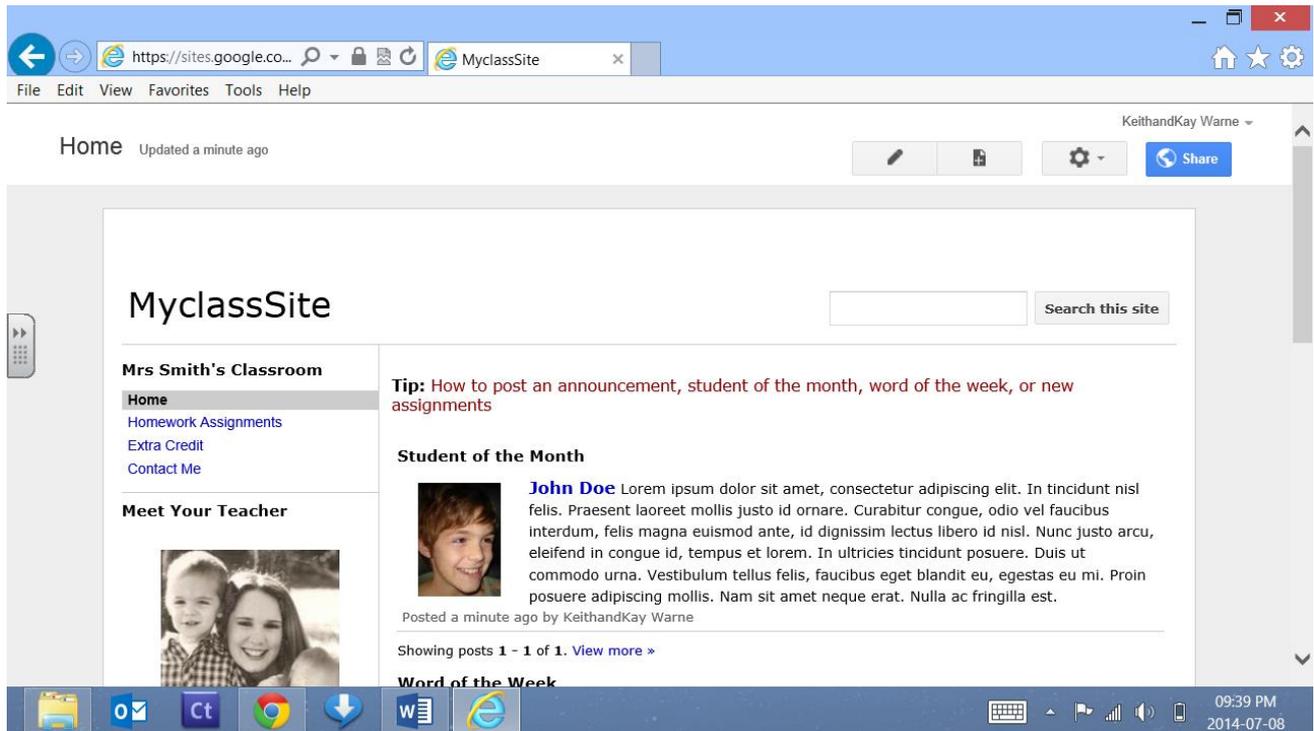
Link to my class site blank: <https://sites.google.com/site/classsiteblank/>



Select "CREATE"

3 Editing your Class Site.

You now have a basic website and can set about changing it.

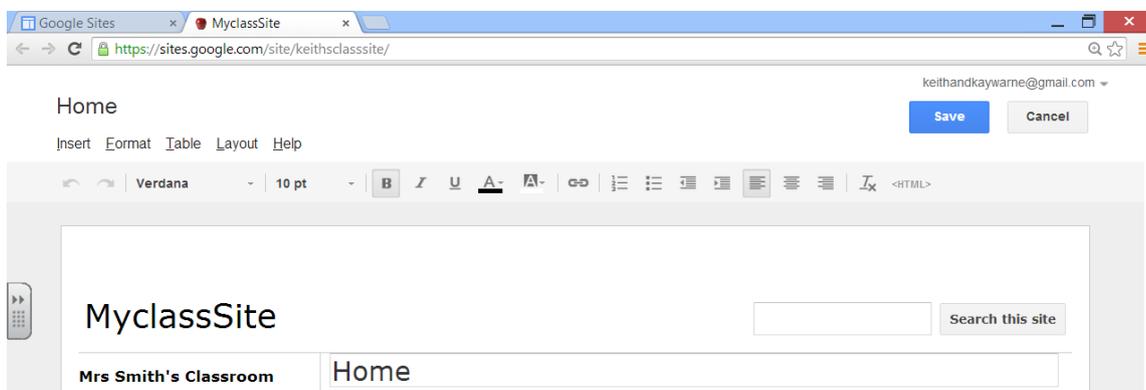


The icons on the top of the page give access to the options for editing, adding pages and managing the site.



3.1 Edit page options

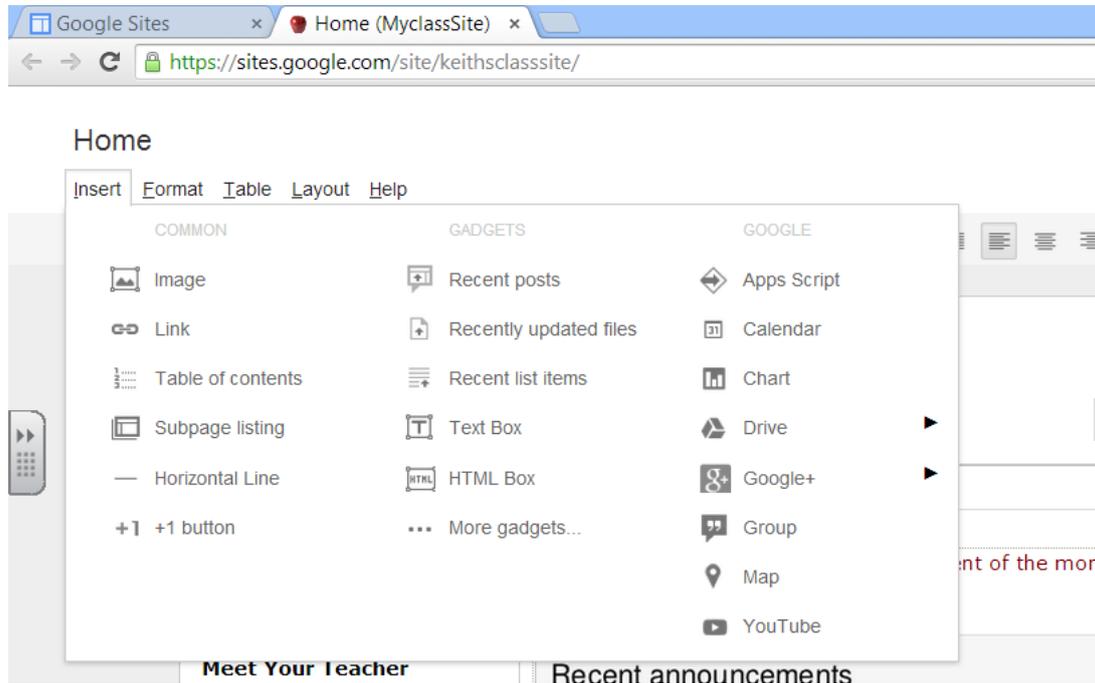
Clicking on the “Edit Page” button opens the following editing options: Insert, Format, Table, Layout and Help. These allow the usual editing functions that you would find in a word document and function in much the same way. Shortcut icons are also shown which allow faster editing. Text style, colour, and formatting all work as expected and the save button above allows you to keep your changes.



Experiment with entering text and changing formatting etc. Save your changes to see the effect.

3.2 Inserting

The insert function here has the usual options but also introduces a number of google related others which allow you to give your site some exciting functionality.

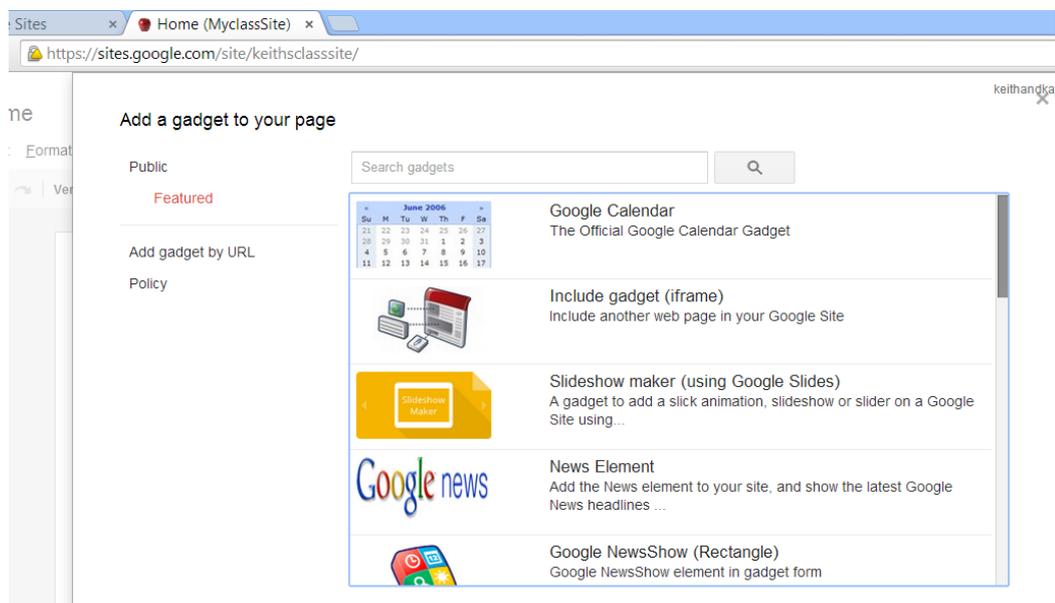


Images, links and table of contents all work as you would expect for a word document. Images must first be uploaded however – you can then select the size of the image and place it where you want it.

Gadgets are google apps which allow added functionality. This is where the power of google begins to show itself.

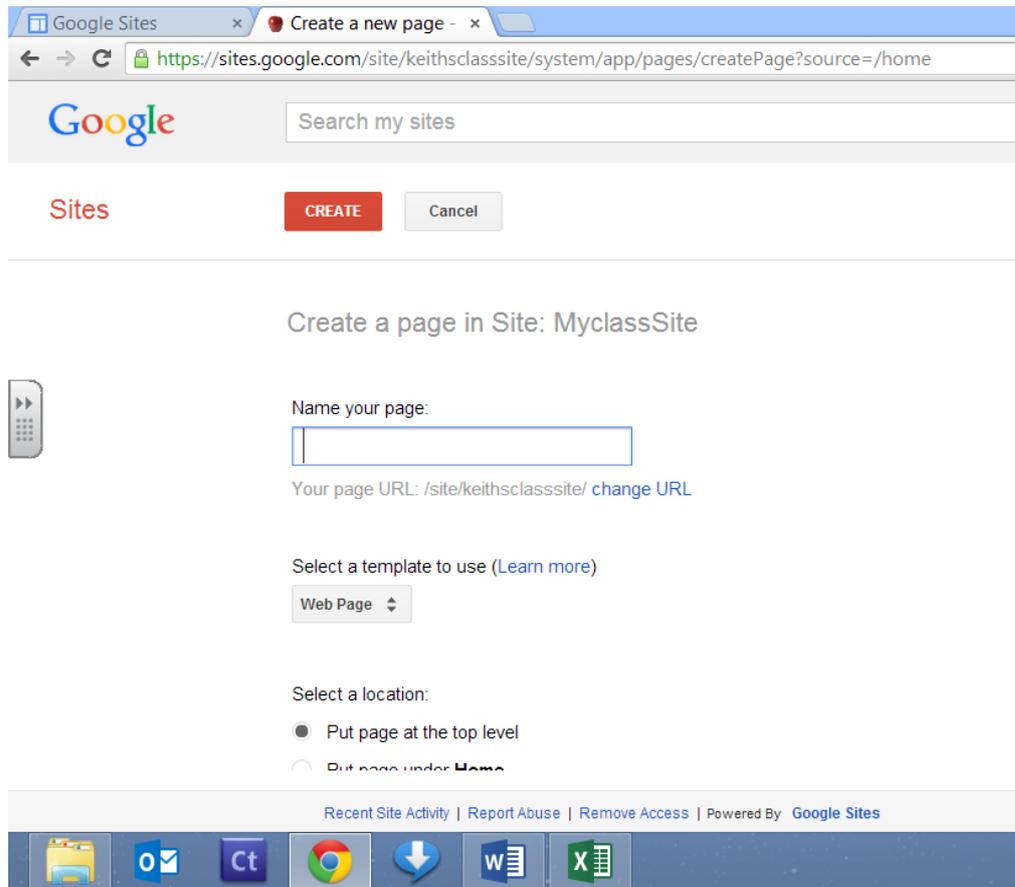
Recent posts, updated files or list items will give you a box like the ones on your class home page. Google allows you to make posts and shows them most recent first.

Clicking the “More gadgets” option allows you access to an ever expanding series of google gadgets that you can explore at your leisure. They all work pretty well and it is simply a matter of navigating to the one you want – inserting it and then saving the page.



3.3 Adding and arranging pages.

Clicking on the “Add page” option brings up the following page:



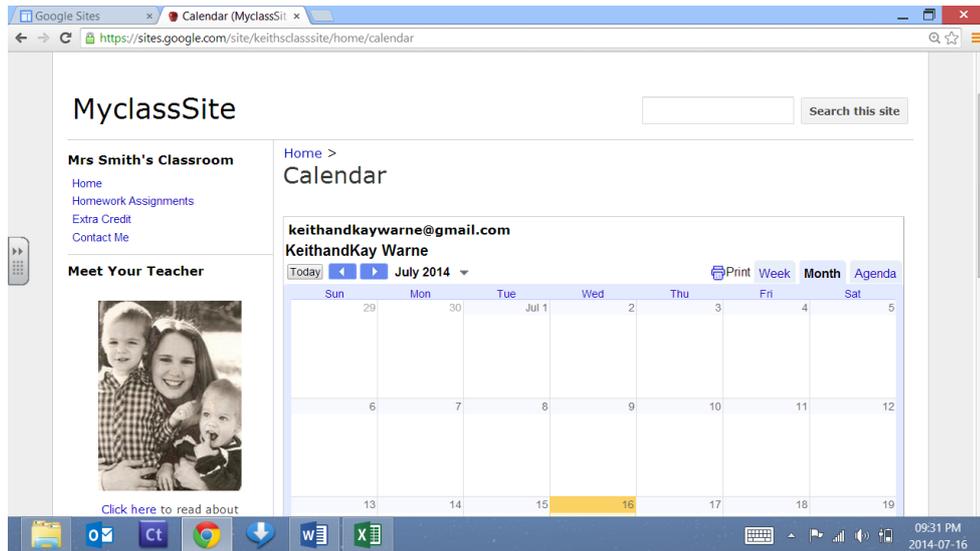
You need to enter a NAME for your page and select a LOCATION. For now choose Calendar. Put the page under HOME. (Leave the template as Web page for now.) Click “CREATE”.

Google creates your page and opens it in Edit mode. We are going to insert your google calendar into the page. Make sure the insert tag is in the page box – select INSERT and then CALENDAR, you will then see your google calendar and need to select it (tick in box) and click insert. You then select your timezone (SA) and choose insert. (I accept all options on offer).

Your google calendar will now be inserted and you can use it for class planning.

Page Templates:

There are a number of default page templates you can start with – Webpage, list page etc. Its best to experiment with each of these to see how they work – you can always delete or change the template after. If you create a page you like you also have the option of saving that as a template for future use.



To enter items you need to scroll down to the google calendar button at the bottom of the calendar.



This opens up the calendar in a new page and if you click on a day (or time) you can enter events – colour code them etc.

There is an option to sync with your phone so you are kept upto date with messages.

Welcome to Google Calendar!

English (US)



Organize your schedule and share it with your family and friends



Never miss an event again with SMS and email reminders



Sync with your phone, and carry your schedule with you

Next: Get reminded about events

← SAVE Discard

Untitled event

7/16/2014 9:00pm to 10:00pm 7/16/2014 Time zone

All day Repeat

Event details Find a time

Where

Video call

Calendar

Description

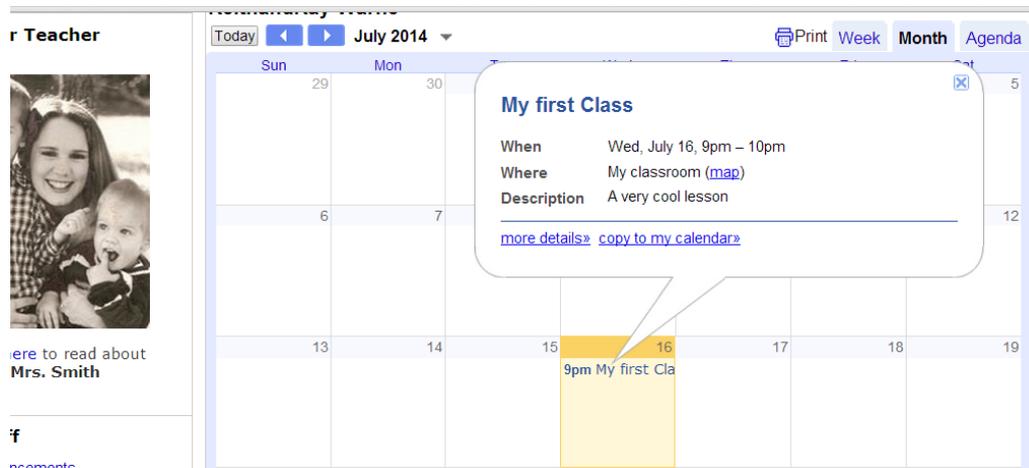
Add guests

Guests can modify event invite others see guest list

Event color

Reminders 30 minutes

You can use a colour code for each class or for homework, tests etc. Save the event and then save it. If you return to the Calendar page and refresh the page you will see the event showing and if you click on it the details are shown in a bubble.

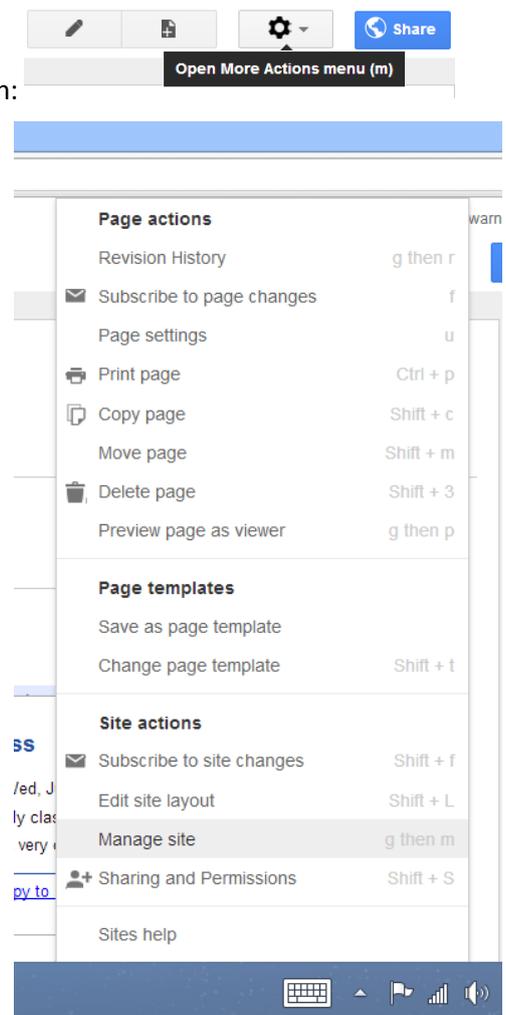
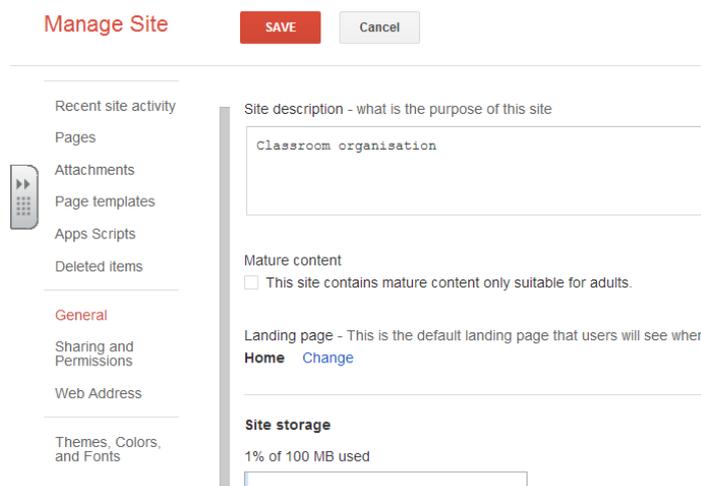


4 Managing your site

At the top of your pages there is a “More options” menu button: selecting this opens the following menu:

4.1 Usual functions of COPY, MOVE & DELETE work as you would expect. An important new one is “MANAGE SITE”

Manage site allows you to perform global site management such as: Changing the site Name (won't change address), access to page change menu as well as changing the colours and themes of your site and a range of others – web address, analytics etc.



Have a look at some of the options available and play. (Obviously save any changes you make before exiting.)