NPS Apps - **Google Sites**
Facilitated by
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Newtown High School
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Mail Calendar Documents **Sites** Video more ▼

CREATE Cancel

Select a template to use:

Browse the gallery for more

Blank template

Name your site:

Ms. Z's Favorite Reads

Site location - URLs can only use the following characters: -,A-Z,a-z,0-9

https://sites.google.com/a/newtown.k12.ct.us/ ms-z-s-favorite-reads

▸ Select a theme

▸ More options

Site categories - enter one or more categories separated by commas (e.g. "marketing, finance")

Book Reviews, Young Adult Literature

Site description

Welcome to Ms. Z's Favorite Reads.

Share with

⦿ **Everybody at Newtown Public Schools.**

◯ Only **people I specify** can view this site.

☑ Also let **anyone in the world** view this site (m

1. Creating a New Google Site

To create a new site click **Sites** on the Google apps bar at the top of your screen, then click the **Create** button and the image and form shown on the left of this page will appear.

You can select a **Blank template** or **Browse the gallery for more.** Google Sites offers a selection **of Public templates** in a variety of categories including School & education, Clubs & organizations, Business & collaboration, Activities & events, etc. You can get ideas for your site by viewing the Public templates, or select a template that was created and shared by someone in the newtown.k12.ct.us domain. After you create your site you may wish to add it to the newtown.k12.ct.us private gallery as well.

Once you've selected your template, you can enter your site's title in the **Name your site box**. Google Sites will edit the title of your site in the proper HTML format, adding it to the NPS Apps **Site location**. This will be your new website's address, or URL.

You can also **Select a theme** for your new site. Themes differ from templates in that they only offer background color schemes and graphics. You can change your theme at any time.

Adding **site categories** to your page will help viewers find your site more easily, both within the newtown.k12.ct.us domain as well as on the Internet. You can also choose to add a **site description** which will appear along with your site title on the list of sites on the NPS domain. You can modify your site category and description at any time.

As soon as you create your site it is "live" and viewable. Under **Share with** you can determine who will be able to view your website; **Everyone at Newtown public Schools**, Only **people I specify**, or you can make it public, (viewable to **anyone in the world**.) When you are done, click the **Create** button and your new website will open.

Your page will appear pretty sparse at first with little more than a **logo image** *(1),* a **header with title (2)***,* a **search box** *(3)**,* a **left sidebar (4)***,* a **system footer** *(5),* and area for your **page content** *(6)* as shown below

Indicates page title
Time of last update
Edit page **New page**
Open more actions menu

*Click **Share** to expand or limit who has access to view your website. You can also opt to **Enable Page-Level Permissions** if you would like to grant others editing privileges to your entire web site or just individual pages.*

2. Adding Text , Pages & Navigation Links

To add or edit text, click on the **Edit page** button (pencil icon) at the top of the screen, and a word processing toolbar will appear at the top of the page. Above that, you'll find additional options: **Insert** which enables you to add virtually anything you'd want to your website; images, charts, spreadsheets, graphs, calendars, videos and much more; **Format** offers options for changing headings, subtext, alignment, etc.; **Table** allows you to insert and edit tables, and lastly, **Layout** allows you to choose how many columns appear on your site and the location of your side bar(s).

After you've entered your text be sure to hit **Save**. If you wish to create a hyperlink that will access another site on the Internet, enter in the text (or insert the image) you want to serve as a hyperlink, highlight the text, then click on the **Create Link** icon on the toolbar. For example, in the screen shot below, I've highlighted the text NHS LMC Website, and selected the **Link** button on my toolbar which will open the **Create Link** window seen on the following page.
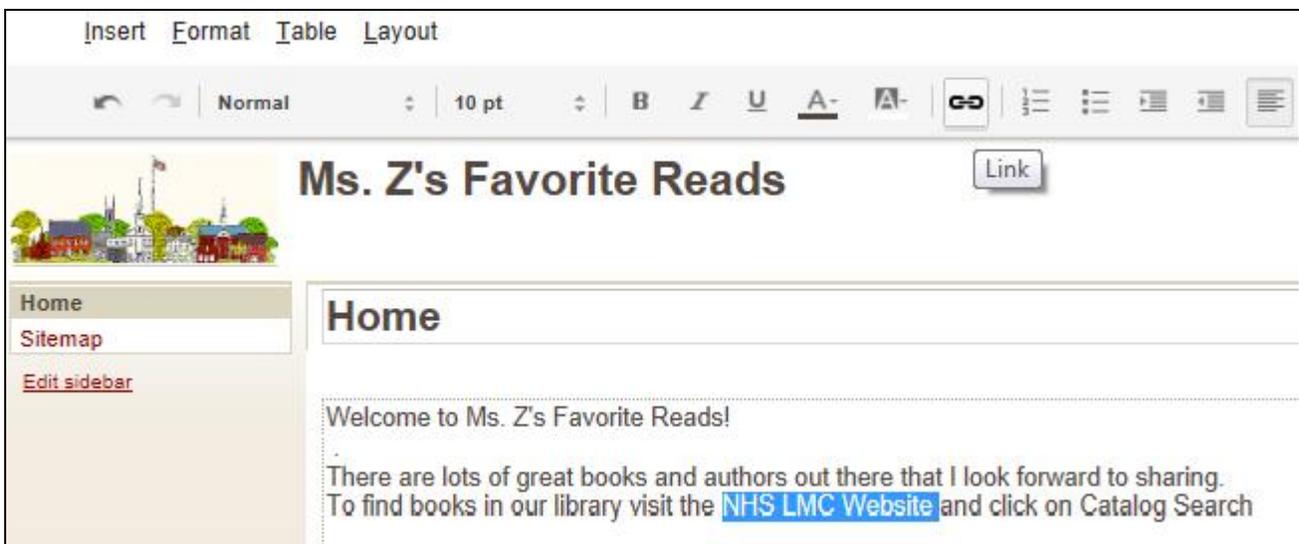
The text I highlighted appears in the **Text to display box** and I've inserted the URL (website address) that I want to open beneath **Link to this URL**:

Upon clicking OK, your selections will be saved and your link will appear underlined and in the default link text color. **Note**: To make your link more obvious, you may wish to make it bold.

Under **New page title** I've entered Book Lists. Beside **Page type**, there is a pull down menu button which, when click offer some choices from which I've selected **Web Page**.

I've also indicated that I want to **Put page under Home.**

After hitting **Create page** Books Lists will save as a subpage beneath **Home**. Now that the page has been created, you can create a link to the side bar so that viewers can access the new page. To add an item to the sidebar, click **Edit sidebar** on the bottom of the side bar of your site's home page and the **Manage Site** window will open. Any edits made in the Manage Site screen can be viewed prior to being applied by clicking the **Preview** button. There are a number of **Page elements** that you can add to your sidebar such as **Navigation** which includes links to individual pages, **Text**, **Site owners** and **Page authors** which automatically adds the name of the owner and / or author(s), a countdown applet and more.

Manage Site offers many additional options for editing and enhancing your website. You can select **Change site layout** if you would like to change the **Site width** the header size, if you would like to add a **Horizontal navigation bar**, the placement of **Sidebar** and the **Footer** size. **Configure search** allows you to broaden the search options of the search bar at the top of your page to include **all sites in newtown.k12.ct.us**, and **google.com**.
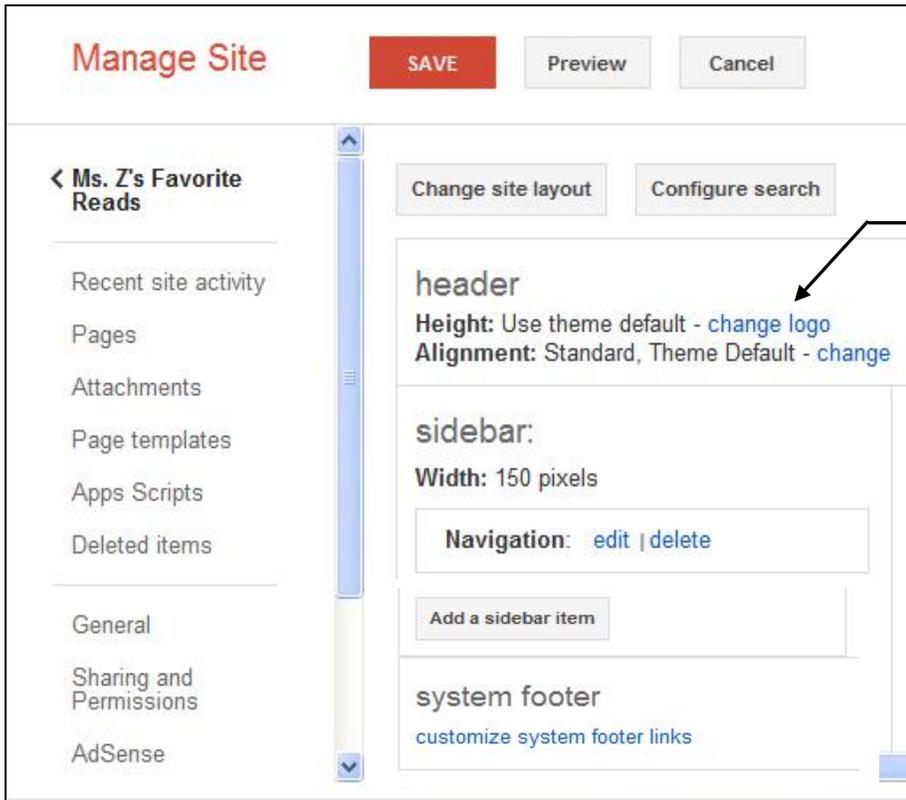
Under **header**, you can opt to adjust its Height (which is determined by the theme's default image (or logo – in the case of NPS, the townscape icon). To change it, select **change logo** and replace it with the image of your choice.
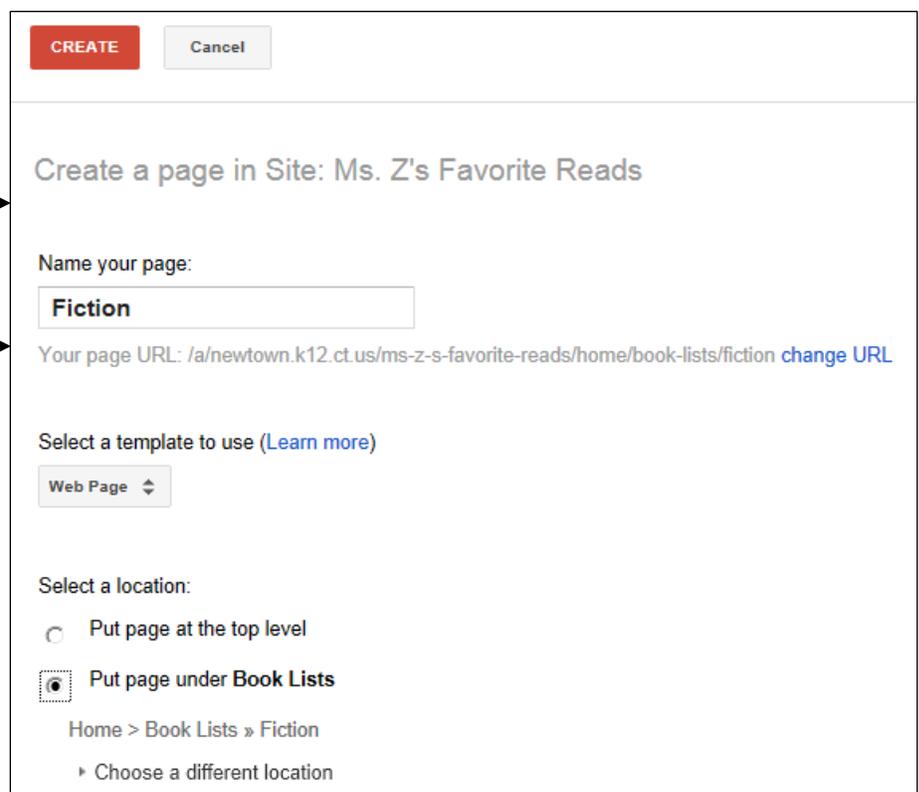
Under the heading Ms. Z's Favorite Reads are listed additional options that I can access. **Recent site activity** can tell me what and when recent changes were made to the site and by whom. **Pages** will list the pages at the home level and **Attachments** will indicate any attachments that were added, when, to which page, and by whom. You can also vies **Deleted items** which can be recovered within 4 weeks of the original delete, afterwhich they will be permanently deleted.   You can also scroll down to access **Site layout**, **Colors and Fonts**, and **Themes**.

Adding additional pages and subpages is easy. Click on **New page** icon to whichever page you'd like to add an addition page. The screen to the right will appear.

Type the title of your page, and it will automatically be reformatted and added to the URL. You can see from the URL that the **Fiction** page has been added to the **Book Lists** page.

Notice that **Put page under Book Lists** has been selected beneath **Select a location**, and the order is displayed: **Home > Book Lists > Fiction**. From this screen I can also **Choose a different location** if you decide it makes more sense as a subpage elsewhere.

Configure Navigation

You can choose to have Google Sites automatically organize your navigation and place page links in the appropriate order on the sidebar under Navigation. To do so, click **Edit sidebar**, and under **sidebar:,** and beside **Navigation** click edit and the **Configure Navigation** window shown to the left will open.

Notice that **Automatically organize my navigation** has been checked, and **Levels of pages to show** has been set to **2.**

Under **Include a link to**: I've also checked **Sitemap**, which will enable my viewers to click the word to access a map of my site either in diagram form, listing all of the site on the same level as **Home**, or a list form showing all of the pages associated with the website, the name of the person who created each page (if it was collaboratively created), the date and time of last revision. The page titles are all hypertext links all of which viewers can click to jump to any of the pages.

In the image shown to the right, you'll notice beneath the word Navigation (which was added to my sidebar as **Text**) all of the pages listed on the same level as **Home** (**Book Reviews**, **NHS LMC Website** and **Sitemap**) with their respective subpages listed and indented below. If you find that your page titles are long and you don't want them to go beyond one line, you can increase the width of your sidebar to accommodate them.

In the page content area you can see that the Home page is open. Notice in the system footer the **Subpages** (in this case just one: **Book List**) is shown as a hyperlink.
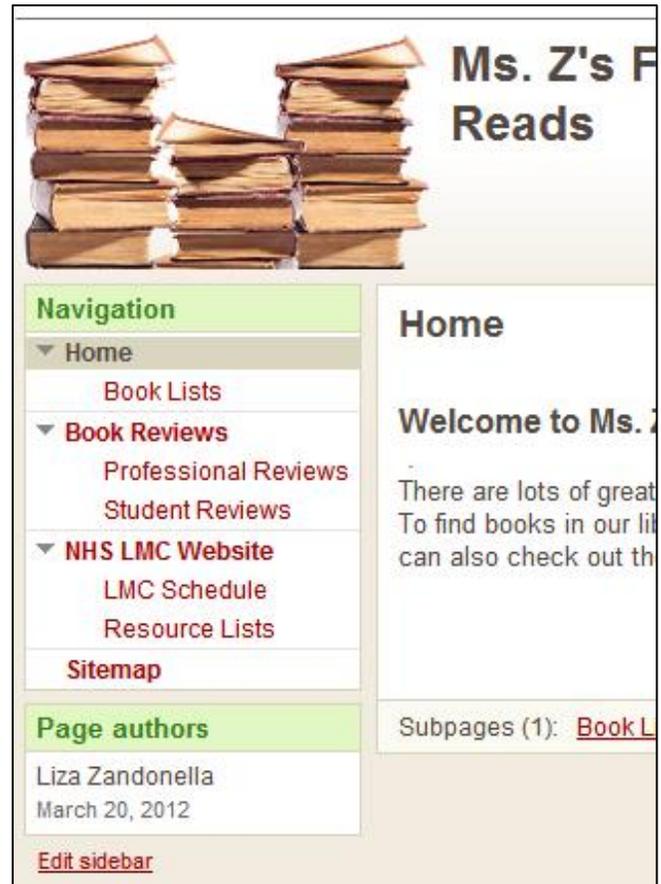
3. More: Page Actions, Page Templates & Site Actions

To access more actions, click on **More** at the top of your screen on any of your pages. The first section is Page Actions which is shown below:

Page actions offer a number of useful functions. The first, **Revision history** enables you to view and restore previously saved versions of your website in the event that you accidently delete something. Speaking of delete, you can select **Delete Page** if you want to remove a page from your website. **Subscribe to page changes** will provide viewers who subscribe email messages informing them of any changes or updates made to your website.

When selected, **Page Settings** offer the options shown in the image below. In addition to showing **page titles** and **links to subpages**, you may wish to select **Allow attachments** so that viewers can access any documents, spreadsheets, PDFs, etc., that you upload to your site. If you'd like to add a blog feel to your site, you can select **Allow comments** so that any comments viewers (specified by you) wish to make about your site will be viewable on the actual page. If you do not want to **Show this page in the sidebar**, check that box.

Though the page defaults as a **Web Page**, you can easily change the template by clicking **Change**, and selecting any other the options to the left.

In addition to Page Settings you have access to more options under **Page templates** and **Site Actions**. As mentioned earlier, you can save any of your pages as a **page template** for future use which you or others in the NPS Domain can modify to create additional pages.

Besides the previously referred to options, **Site actions** also allows you to change the **Sharing and Permissions** of your website. If you would like to change who has access to view and / or edit your page, click **Sharing and Permissions** and the screen below will open.

You can specify who has access to **view** and or **edit** your entire site, or specific pages of your website by clicking on **Change** then selecting the appropriate option. Then click **Enable page-level permissions** at the top right of the window. Under **Add people** enter their name, email address or groups, then select click on **Can edit** and select **Can edit**, or **Can view.** You can also choose to notify them via email by checking **Notify people via email** and clicking **Add message**. As everything added to or edited on a website is "live" after it is saved and viewable to others, it is important to take great care when extending both viewing and editing permissions to your website.