Digital Literacy Study Guide
Cycle II "Force"
Nov 1-7

Overview With Google Sites, teams can quickly gather a variety of information in one place—including videos, calendars, presentations, attachments, and text—and easily share it for viewing or editing with a small group, an entire organization, or the world.

Guiding question: What features would you include in your website?

Checklist:

___ Sign into you Google account using your school email information. [first initial last initial 13579! Mine was eg13579!] If you have never logged in to your SCHOOL email (ending in @mmalions.org) then do so and change your pass code.)

___Using the gear, find the icon/link for Google Sites click the ⚏ App Launcher icon at the top right of the page and select **Sites** to access your sites list.

___ Push create button, select a template that you like

___ Give your site a name
___ Select a site theme

___ Add a page or two to your site by using the add a page button. 'Web page' is the type of page that works best for most web page functions, but feel free to try out the other options provided.

___Edit your page using the edit page button, it looks like a pencil. Editing a page is just like editing a document, although you can do much, much more than just adding text. Try out different layouts.

___Add items to your page. Using the insert button you can insert pictures, links, gadgets, links to your Google Docs, Google Calendar, maps and more! Some of the most useful apps and gadgets include:

- Calendar: Make sure your project stays on schedule by embedding a calendar that includes key due dates.

- Drive: Embed a Google Doc, Sheet, Slide, Form, and more. When the source is modified, the document updates automatically within Sites (this is true when embedding documents, spreadsheets, forms, and presentations).

- Map: Headed to an off-site meeting? Don't just provide directions, embed a map!

- Youtube: Embed any Youtube video in your site.

- Recently updated files: Lists the latest additions/updates to files loaded onto the site.

___Organize your site

It's important to make your site easy to navigate for your users. In **Edit site layout**, you can add items to the sidebar and configure the built-in **Navigation** menu.

1. First decide on the overall page structure. Do you want the sidebar on the left or right? Or does a horizontal navigation bar look better? Can't decide? You can use both. Make these edits under **Edit site layout**.

2. Once you've added your navigation bar, click the navigation bar you want to edit to open the **Configure navigation** page. Using the arrows, arrange your pages in whatever order you want. By indenting certain pages, you can make them appear in drop-down menus for horizontal navigation or as sub-pages in a sidebar.

3.   Click **OK** and then **Close** in **Edit site layout**. Test out your navigation to make sure it's what you want.

Bonus: Add a custom favicon to your Google Site by clicking on More Actions > Manage Site and then clicking on Attachments. Use the Upload Button to upload your file named "favicon.ico." You now have a custom favicon for your site.

Use this link as a resource to adding some bells and whistles to your site: http://learn.googleapps.com/site

___Don't forget to email Ms. Emily a link to your website egoddard@mariamontessoriacademy.org