

Google Site Lesson Unit

1. Make sure you have a plan so that you can focus more on design than content.
2. Gather content
 - a. Photos
 - b. URL links
 - c. Goggle documents, spreadsheets, drawings, forms or presentations
 - d. Youtube links
3. Sign into your Google account
4. Rather than go to your drive find the icon that is labeled 'sites' on your gear box
5. Select the blank template button. Add a description of your site.
6. Click the 'create' button and off you go!
7. An item of business that is important is the permissions. Who do you want to see your site? For the purpose of this assignment we only want students with the email mmalions to be able to see our site. (settings gear>sharing & permissions> choose 'anyone with link' or 'Maria Montessori Academy')
8. Settings gear>manage site>themes, colors, fonts>base theme (choose your favorite)
9. Complete your header (font, color, size) and save your work.
10. Return to your main site by pressing the title with the carrot next to it.
11. Press the add page (to the right of your edit button)
12. Name the page 'resources' and select the page type as a 'file cabinet' and select the option to be under the home page. Tell Google where to put resources (under home)
13. Add another page labeled Academics (leave as a webpage)
14. Add History, Math, English, Spanish, College & Career Awareness, Electives, About Me, and any other subjects you want to add.
15. Choose a page to edit. Add some files (photos, documents, presentations, etc)
16. Have fun adding content and making it look the way you want it. I have how to manuals that will help you accomplish this.