The Student Multimedia Studio's

Google Site Basics

Revision: February 2012

The purpose of this tutorial is to provide Kent State University students with a basic guide for setting up a Google Site within the Kent Google Domain for class projects.

Specific Tutorials on how to use Google Site's tools are available through the Google Site's own help menus. You can also go to http://www.google.com/support/sites/ for a complete guide to Google Sites.

Table of Contents

Create a Google Site in the Kent Google Domain	1
Change the Title of your Google Site	2
Sharing your Google Site with Others	4
Editing Pages	5
Creating New Pages	5
HELP!! My new pages don't appear in the Sidebar!	6
Using the Edit Sidebar tool to Add. Remove or Re-Order Pages in the Navigation Side Bar:	F

Create a Google Site in the Kent Google Domain

Login to Flashline and Navigate to Sites

1. Login to Flashline

You can also just go to http://flashline.kent.edu to login to Flashline

2. **Click on the "Docs" Icon** at the top right of the Flashline Welcome page



3. Click on the **Sites** text link at the top of the page.



Create a new Google Site

1. Create a new site

Click on the Create new site button



2. Choose a template to use

Choose the "Blank template! This choice allows you to create the site layout the way you want it to look. If you choose from the "gallery" of templates keep in mind that you're more or less "stuck" with that Site Template and it can be really hard, if not impossible to change things, especially "header" graphics.



4. Name your site.

At this point, the name should be short and simple, like your initials. This will be the URL to your Google Site.

Name your Site:	
demo	
Your site will be located	at this URL:
Your site will be located https://sites.google.com/a/	

5.

1

4. **Select a Theme:** This is your choice. Themes can be changed later so don't worry to much about it. However, you might want to choose a template that has dark text on a light background. Light text on a dark background is harder to read.

5. More Options

THIS IS CRITICAL... if you don't do this properly, anyone at Kent State will be able to CREATE AND EDIT pages on your Google Site!!

Open More Options then under Collaborate with:

Select: Only **people I specify** can view this site

Check: Also let anyone in the

Chack: Also let anyone in the



world view this site (make it public)

If you want more privacy, you can leave, **Also let anyone in the world view this site (make it public)**, unchecked. However, no one will be able to view your site unless you "SHARE" the site with them! See the instructions in this tutorial for **Sharing Your Site with Others**.

Click the Create button

This button is located at the top of the page....



Change the Title of your Google Site



By default the "name" you gave your site when you created it appears on the Header for your Site above every page as shown on the left. **Testdemo** was the name given for this site when it was created so it appears on the site banner. To change that to something more appropriate, like **Gary's Portfolio**, you need to do the following:

1. Click on the **More** button then choose **Manage Site** from the list that appears in the list of choices.



2. In the **Manage Site** window, make sure **General** is selected. It is selected by default when you choose Manage Site from the More List.



3. Type in the name you want to be placed on your Site Banner into the

Site Name box replacing the old Site name with the new name as shown on right.

Site name

Gary's Portfolio

Site name

Show site name at top of pages

Note: You can also uncheck **Show site name at the top of pages** if you don't want any name to appear on the Site Banner.



5. The new "Site Name" will appear above all the pages on your site.

Note: The URL does not change for the original site name. "testdemo" is still the end of the URL for this demo site as seen below.



Sharing your Google Site with Others

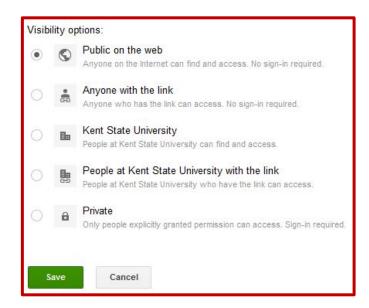
1. Click on the SHARE button



To change Who has access, click on the change... text link.



Choose from the
 Visibility Options in the window that opens (see below) and Save your choices.



- **Public on the Web:** anyone on the internet can search and find your site.
- Anyone with the link: you only need to copy and paste the Link to Share URL, after saving your Visibility Options, into an email (Link to copy shown in red circle below). No sign-in is required.



- If the settings are either of the **Kent State University** choices, the person must sign-in to Flashline using their KSU flashline name & password to view the site.
- If you chose **Private** then only people you specifically ADDED as **Viewers, Editors or Owners** can view, edit or own the site.

3. To Share your site with other people when you have the Visibility Options set to Private you

need to Add them as **Viewers**, **Editors or Owners**, just start typing in their email address or addresses in the box under **Add people:**(as shown)

Select Can Edit
 Can View or
 is Owner



5. **Type a message** if desired then click on the Share & Save button. An email will be sent to the people whose email address you included in the **Add people:** box notifying them that you shared the site with them along with any "message" you typed.

Editing Pages





- 2. Use the editing tools to change the Layout, type text into the Page Content area, Insert pictures, etc.
- 3. IMPORTANT! **Save** the Page when you're done Editing!

Creating New Pages

- 1. Click on the **New Page** button
- 2. Select a template to use:

Choose Web Page.

There are other template options but unless you know exactly what and why you're choosing the other templates, don't do it...

3. Select a location:

Choose Put page at the top level

Again, if you don't know what you're doing or why you're doing it, don't choose **Put page under (name of page.** You only use this option if you intend the new page to be a "sub page" of the page indicated after "under".







4. Click on the CREATE button.

Your new page will open up in the page editor. Edit it then **SAVE** it.

IMPORTANT: If your new page doesn't appear as a link on the Sidebar, it's because you turned off the "Automatically Organize" feature on the Sidebar Navigation so that you could manually organize your pages rather than have them appear in Alpha-Numeric order.

For help, see the next section My New Pages don't appear in the Sidebar!

HELP!! My new pages don't appear in the Sidebar!

Using the Edit Sidebar tool to Add, Remove or Re-Order Pages in the Navigation Side Bar:

 A "Google" Tutorial is provided by Google Sites Help at: https://sites.google.com/site/sitetemplateinfo/tips/navigation

For a short video tutorial showing how to change the Side Bar Navigation go to: http://www.library.kent.edu/page/16227