Step-by-step Directions to make your Teacher Webpage with Google Sites

1. Turn on your computer. Get to the internet. Log into your school email account.

2. Once you are in your email account, click on the word Sites

3. Click on Create

4. Name your site—type it in here. Suggested is your professional name and what you teach, such as Mr. Jones Third Grade Webpage, or Mrs. Sample's Technology Webpage.
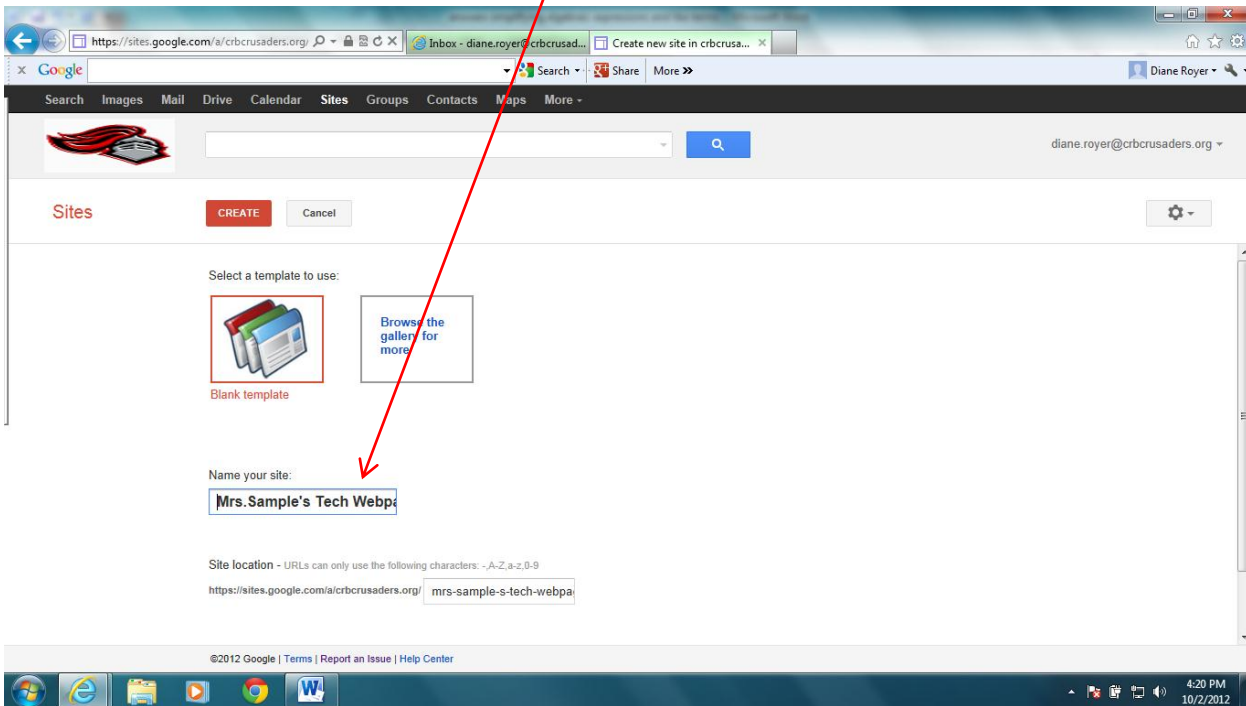
5. Rename your site in the site location url bar as firstname.lastname
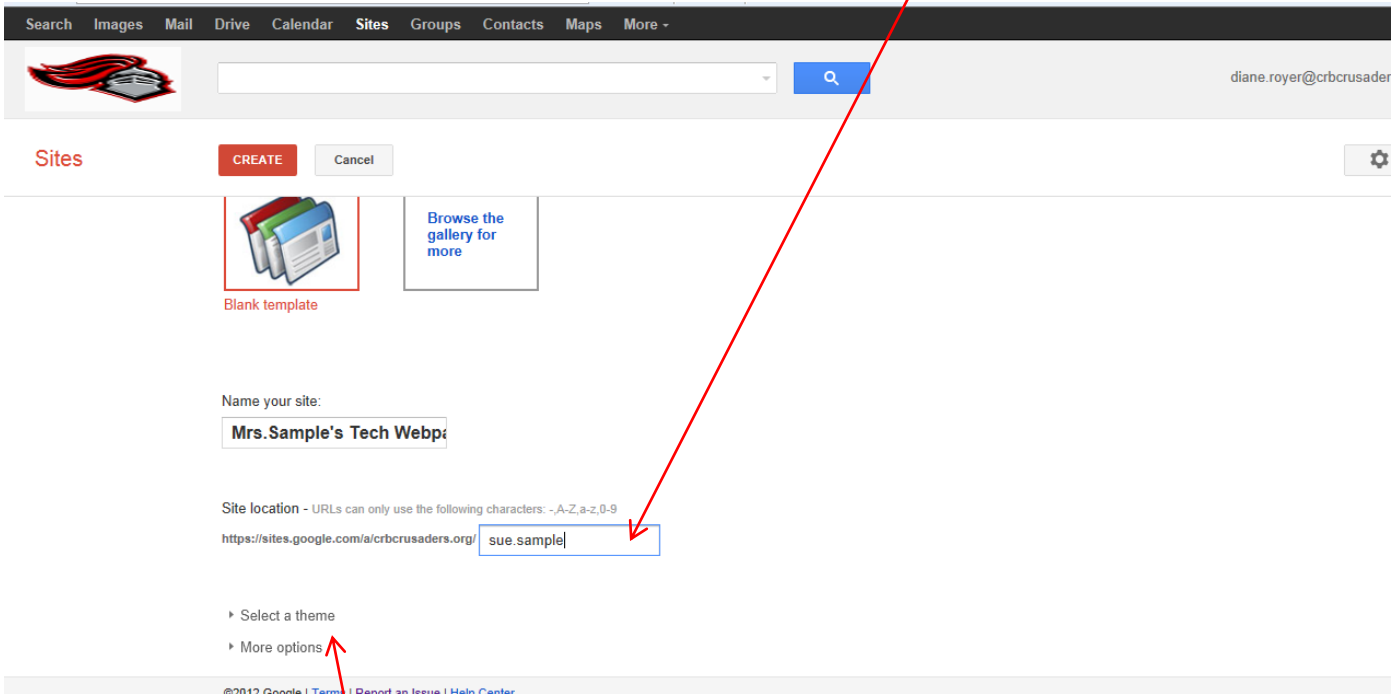
6. Click on Theme.

7. Select Solitude: Cherry
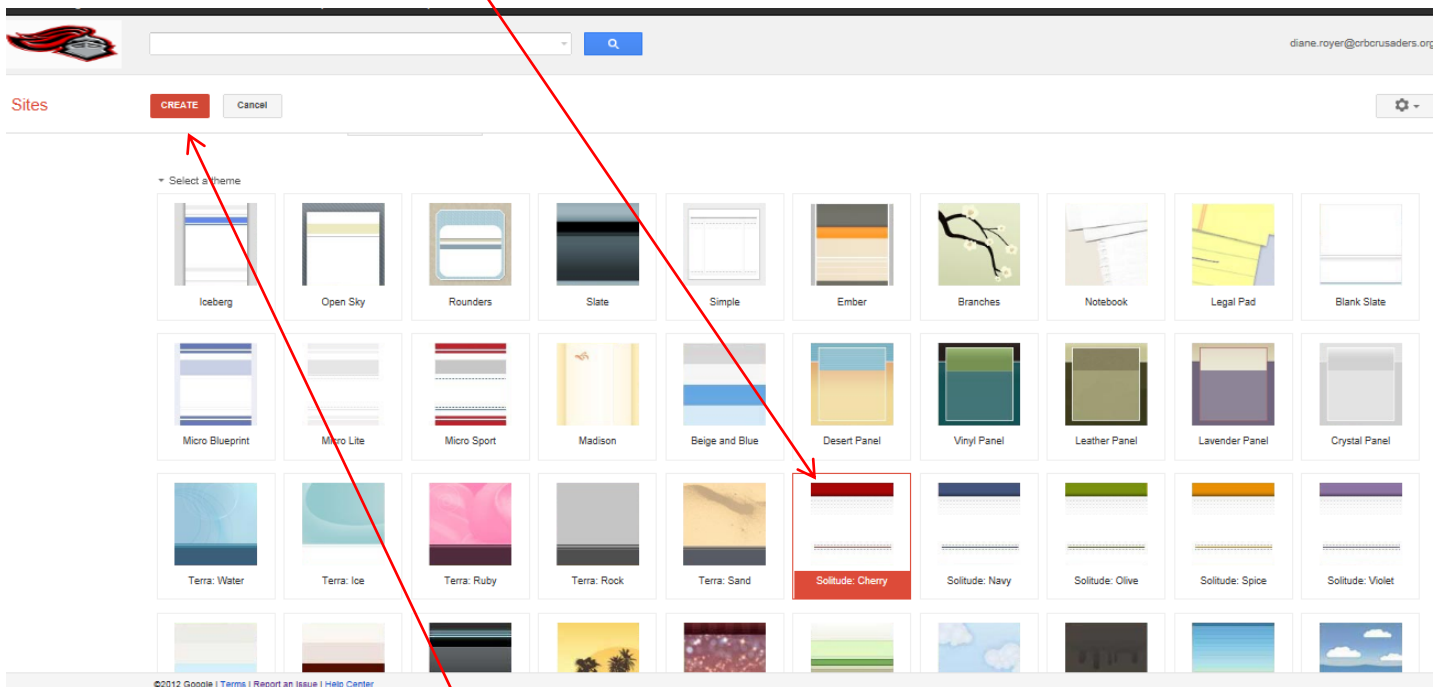
8. Click Create to finish set-up

9. Click on More
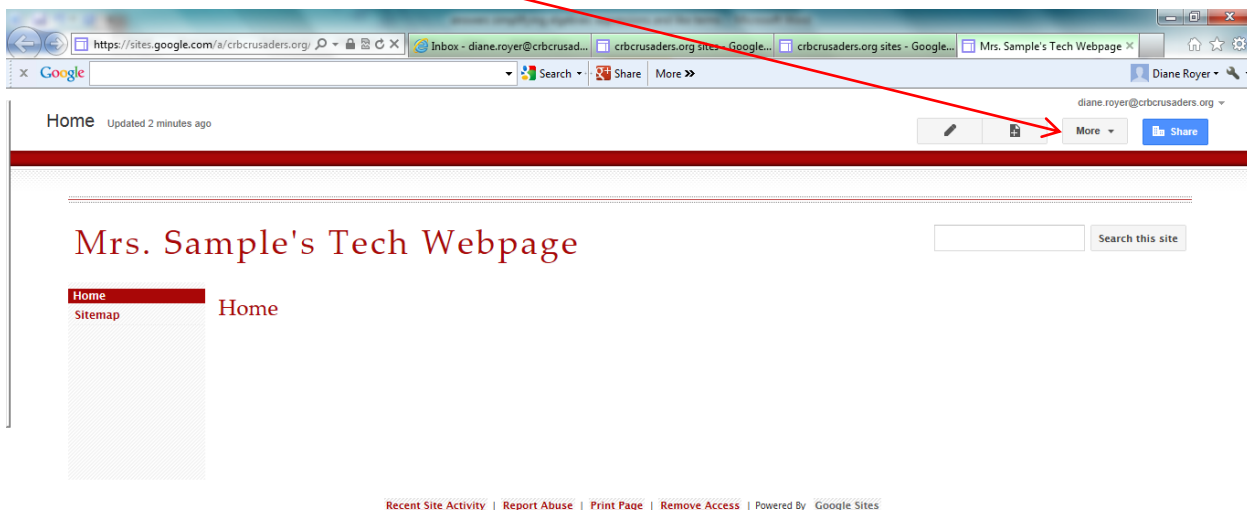
10. Choose Sharings and Permissions
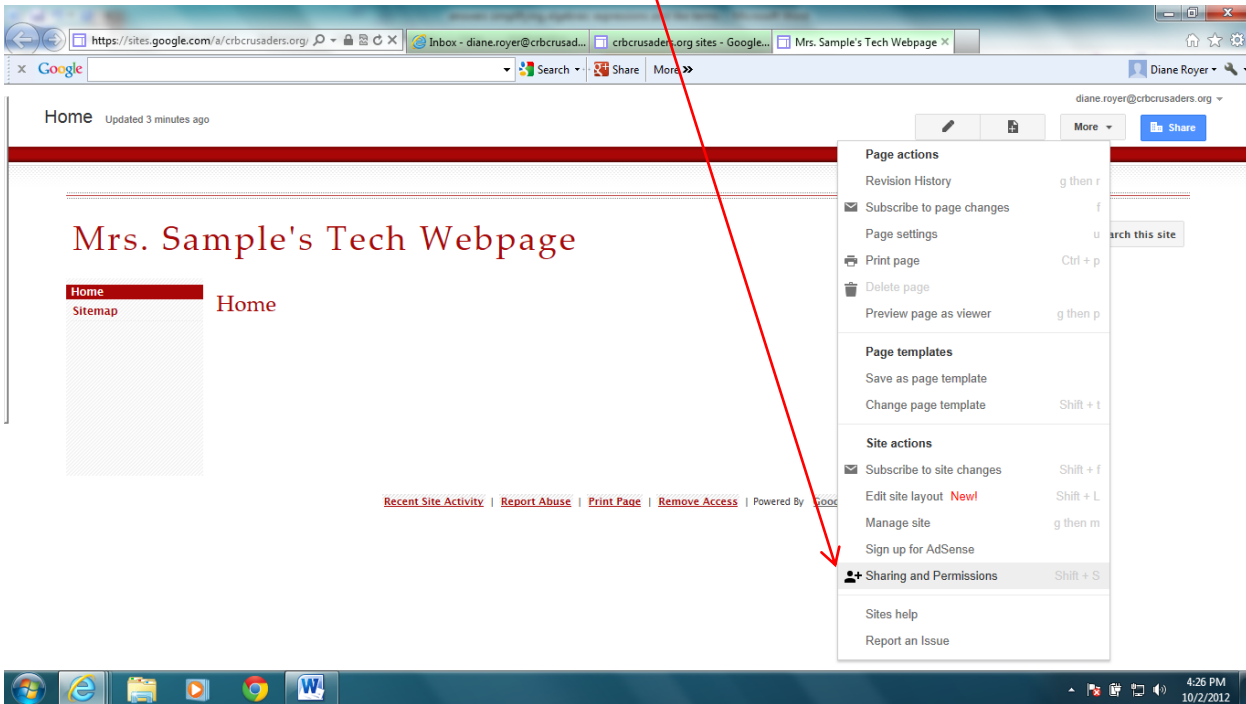
11. Under "who has access", click change
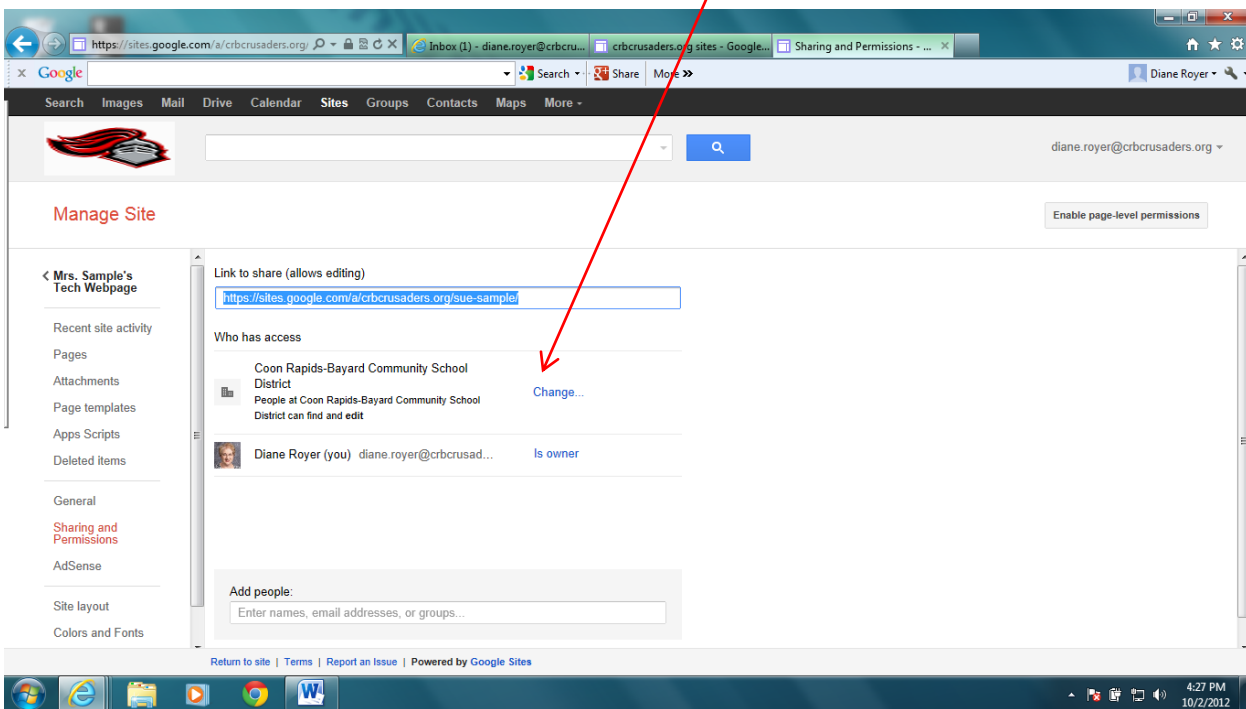
12. Change it to uncheck CR-B and make it Private. (You will change this later when you are ready to go "live".)
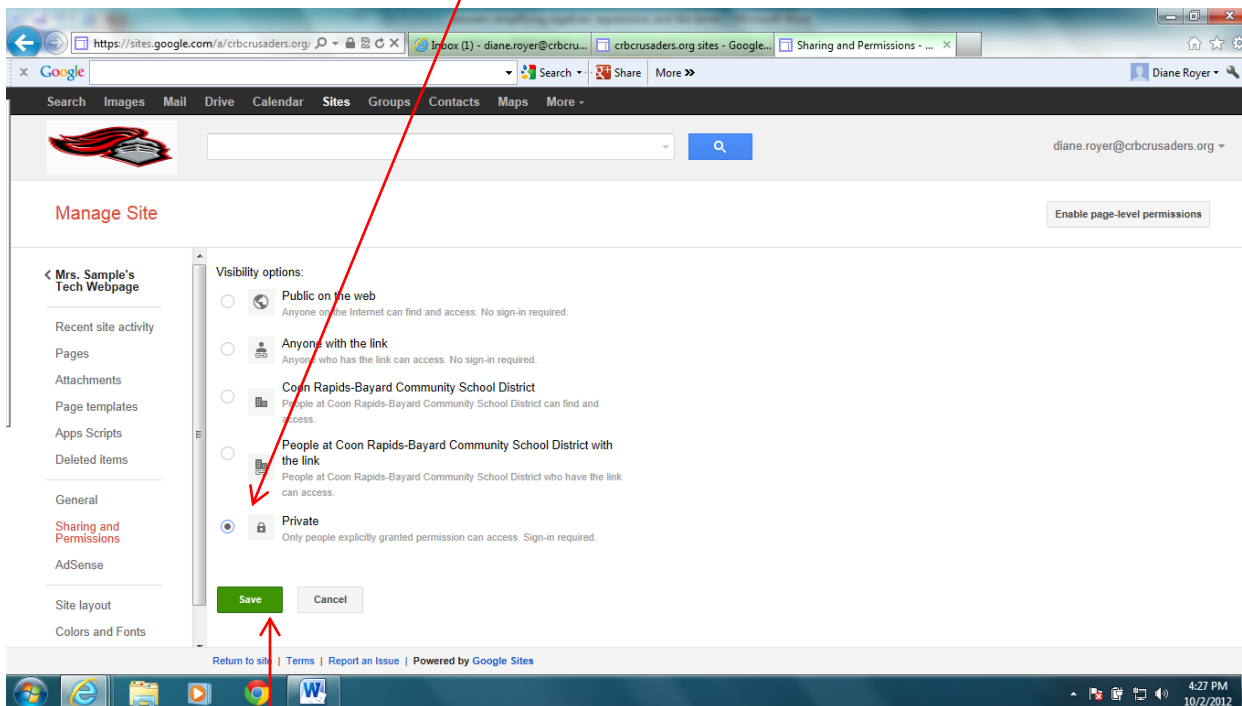
13. Click save

14. Now it is time to add pages. Depending if you are Elementary, or Jr./Sr. High, different page recommendations have been provided.
Click on the New Page icon.
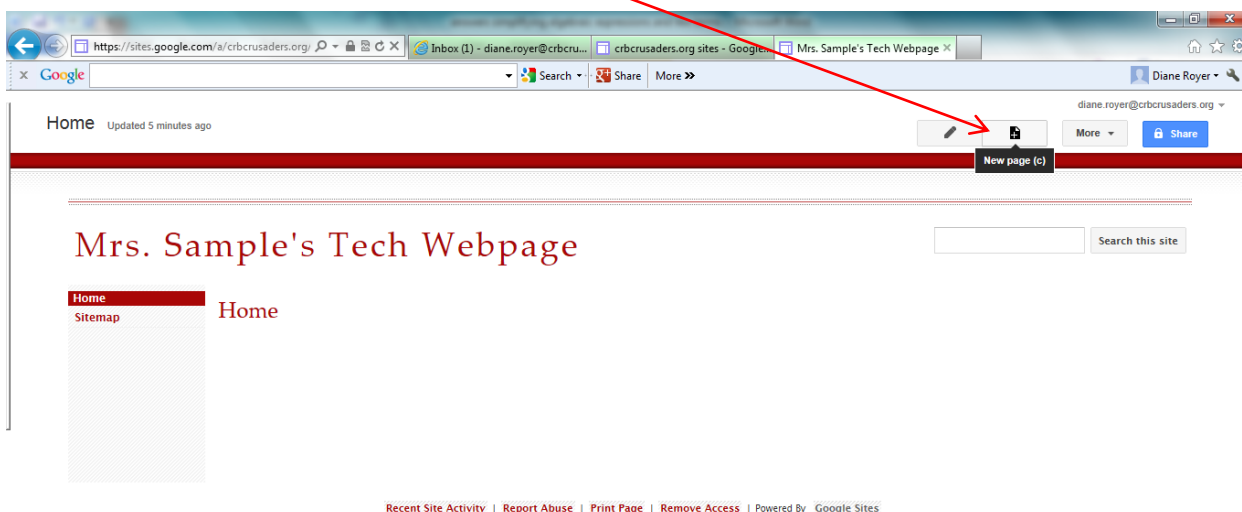
There are different types of pages. Here is a guide to what the different page types mean. (If you are still unsure after reading these descriptions, choose web page as it is the simplest type of a page.)

- **Web page**
  A web page is the simplest kind of page; you can write content, embed gadgets, and arrange it however you like. The web page has standard formatting controls like **bold**, *italic*, and <u>underline</u>, bullets, and more. You can attach documents from your hard drive to the bottom of the page, and you can let other site collaborators comment on your pages. Google Sites periodically saves versions of your page as you make edits, so it's easy to go back to earlier versions of the page to make comparisons or undo changes.
- **Announcements**
  Much like a blog, announcement pages display posts you make to the page in chronological order, starting with the most recent. For example, an announcement page would be great for keeping a record of weekly meeting notes, while providing quick access to the most recent meeting info.
- **File cabinet**
  File cabinet pages let you store and organize files from your computer's hard drive, making it an easy way to share files with other users of your site. Anyone subscribed to the page will be notified when files are added, changed, or removed.
- **List page**
  List pages let you make and organize lists of information. Items on the list are easy to add, edit, and remove, and viewers of the list can sort it by any column. Like the file cabinet page, subscribers are notified when items are added, changed, or removed.
- **Start page** (Google Apps Premier users only)
  A start page is a page that can be customized by each of its viewers (a little bit like an iGoogle page for your site!) to show a personalized set of gadgets. Site collaborators can still add content that all viewers see, but that section remains separate from the section that can be personalized.
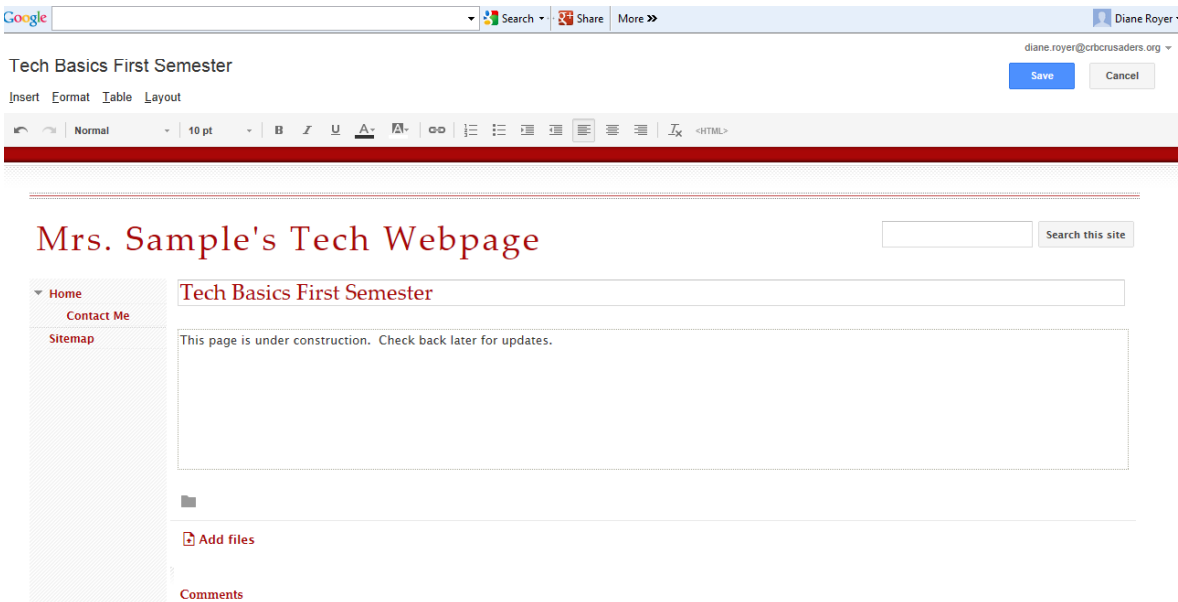
15. Here is a sample of a Contact page being created. I chose web page for the type of page; I typed in the name of the page as Contact Me. Next, I marked that I wanted this page to appear under my Home page.
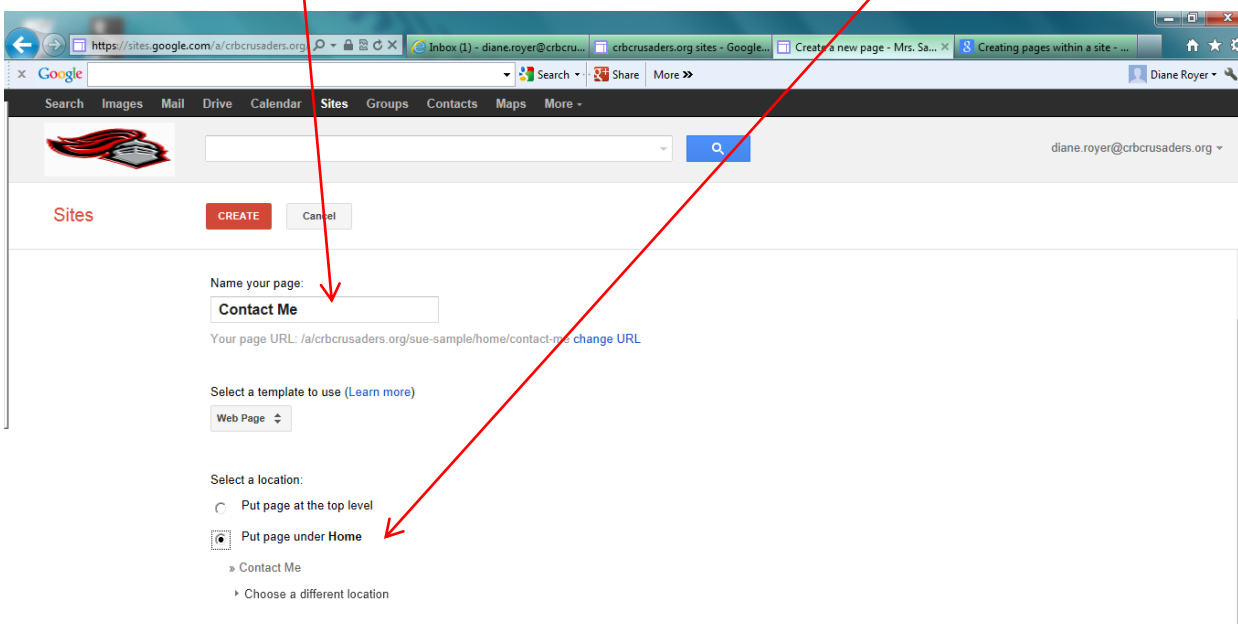
16. Click save.
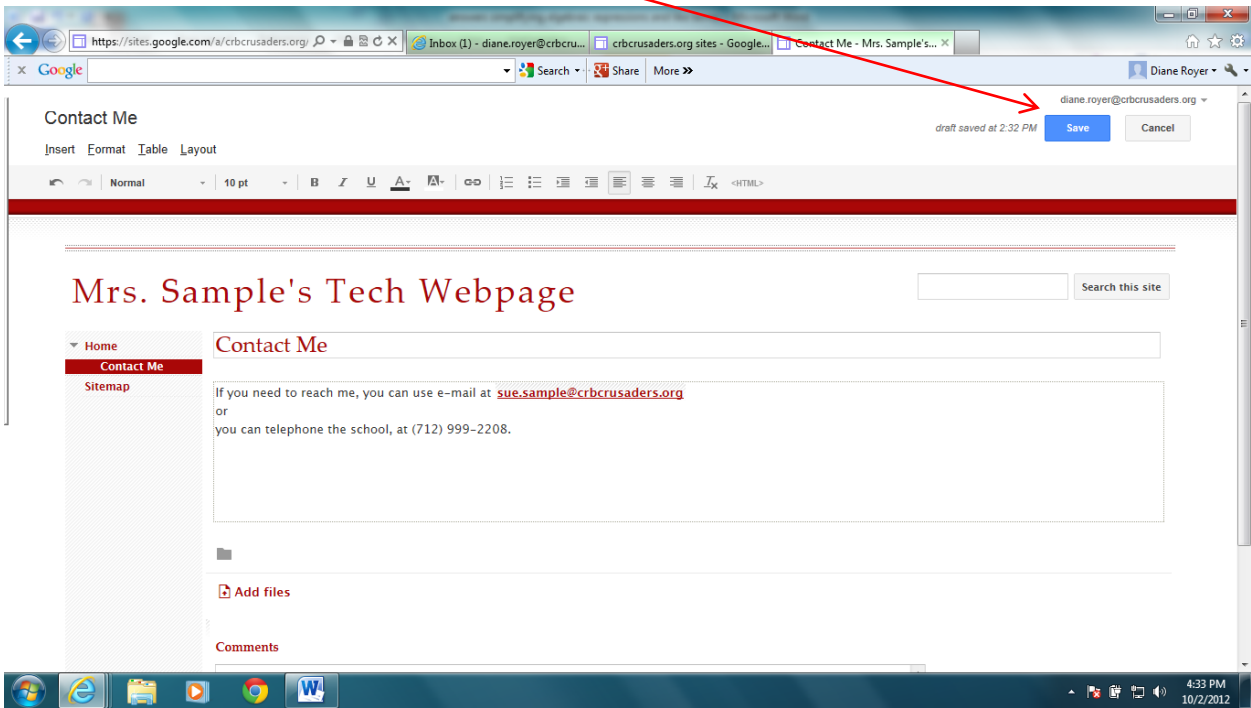
17. Continue adding pages that match your curriculum. (Click the new page icon; tell the computer where to place the page, type in your information, and click save.)

18. When you are ready for your webpage to go "live" send Mr. Spooner an email stating this so he can link it to your name on our School webpage.