# 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.

Welcon	ne to Coon Rapids-Bayard Community School District
Sign in to your account at Coon Rapids-Bayard Community School District	Welcome to your email for Coon Rapids-Bayard Community School District, powered by Google, where email is more intuitive, efficient and useful.
Username:	<ul> <li>Keep unwanted messages out of your inbox with Google's powerful spam blocking technology</li> </ul>
@crbcrusaders.org	Keep any message you might need down the road, and then find it fast with Google search
Password:	Send mail, read new messages and search your archives instantly from your phone
Stay signed in Sign in Can't access your account?	Download Chrome to get a faster & enhanced Google Apps experience Chrome is a secure and stable browser that offers the fastest and most feature-rich Google Apps experience, including offline support for Gmail, Docs & Calendar. Deploy Chrome company-wide via the MSI or download Chrome for your personal use.

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

Search Images Mail	Drive Calendar Sites Groups Co	ontacts Maps More -	
		→ Q diane.royer@	crbcrusaders.org
Mail -	· · C More ·	1–50 of 303 < >	<b>\$</b>
COMPOSE	1 Yr Master of Education - Discover.Concor	diaOnline.net - Get an online Master of Education in Curriculum and Instruction!	Why this ad?
Inbox Starred	🗆 🏂 📄 Michael Lewis	Help Tickets Technology New Help Desk System!!! - We are pleased to announce a new Help Desk Ticket system. From nov	2:27 pm
Important	Friend Peg Wiemers	Class - Diane, The class is Digitools and these are the students present. Brouse, Levi W 10 Carter, Ian M E	2:19 pm
Sent Mail Drafts	🗆 📩 🕞 Linda Long	no AUP update 10/2/12 - No AUPs updated 10/2/12 2:00 PM SENIORS - No AUPs JUNIORS - No AUPs SOPHOMORES - N	2:07 pm
	□ ☆ □ Yazmine Smouse	Student work hello - well about the lemonade stand i did fill it in it's just thats what happened i went from 99% all	2:07 pm
€ • - C	🗌 ★ 📄 Bill Orlano (3)	IYS - Please use this url for the survey. Thanks Bill wwwiowayouthsurvey@iowa.gov Confidentiality Notice	1:52 pm
Search people  Nicole Kesselring	Anne Pudenz	Taking Tickets at Friday's Game - Staff, Would someone be willing to take tickets for me at Friday's football game? My uncle p	12:33 pm
o Ian Hoffman	: 다 ː ː ː support	Help Tickets Ticket 5 Closed> Shockwave: Need Shockwave on my Teacher Laptop - TICKET 5 Ticket 5: Shockwave Dian	10:30 am
Brent Jorth			

## 3. Click on Create

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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.

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	Site location - URLs can only use the following characters: -,A-Z,a-z,0-9 https://sites.google.com/a/crbcrusaders.org/ mrs-sample-s-tech-webpa	
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5. Rename your site in the site location url bar as firstname.lastname

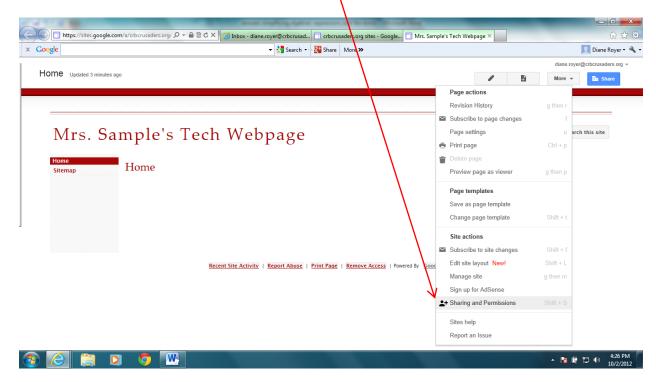
Search Images	Mail Drive Calendar Sites Groups Contacts Maps More -	diane.royer@crbcrusader
Sites	CREATE Cancel	¢
	Blank template	
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	Site location - URLs can only use the following characters: -,A-Z,a-z,0-9 https://sites.google.com/a/crbcrusaders.org/ sue.sample	
	► Select a theme	
	► More options	
6. Clio	ck on Theme.	

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7. Select Solitude: Cherry

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### 10. Choose Sharings and Permissions



11. Under "who has access", click change

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Search Images Mai	il Drive Calendar <b>Sites</b> Groups Contacts Maps More -	
<del>C</del>	▼ Q	diane.royer@crbcrusaders.org
Manage Site		Enable page-level permissions
Mrs. Sample's Tech Webpage	Link to share (allows editing) https://sites.google.com/a/crbcrusaders.org/sue-sample/	
Recent site activity	Who has access	
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Attachments	District People at Coon Rapids-Bayard Community School Change	
Page templates	District can find and edit	
Apps Scripts	E Diane Royer (you) diane.royer@crbcrusad Is owner	
Deleted items	Diane Royer (you) diane.royer@crbcrusad Is owner	
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Sharing and Permissions		
AdSense		
Aubense	Add people:	
Site layout	Enter names, email addresses, or groups	
Colors and Fonts		
	Return to site   Terms   Report an Issue   Powered by Google Sites	

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12. Change it to uncheck CR-B and make it Private. (You will change this later when you are ready to go "live".)

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		diane.royer@crbcrusaders.org +
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Pages	Anyong with the link Anyong who has the link can access. No sign-in required.	
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Sharing and Permissions	Private     Only people explicitly granted permission can access. Sign-in required.	
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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.

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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 <u>subscribed to the page</u> 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 <u>iGoogle</u> 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.

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	» Contact Me	
	▹ Choose a different location	

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Mrs. S • Home Contact Me Sitemap	ample's Tech Webpage Contact Me If you need to reach me, you can use e-mail at <u>sue.sample@crbcrusaders.org</u> or you can telephone the school, at (712) 999-2208.	Search this site

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.)

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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.