

## CREATING A WEBSITE USING GOOGLE SITES

Log in to your gmail account – mail.valleyviewschools.net

Click on the 3x3 set of squares at the top right corner for Google Apps

Click on Sites – Click on Create on the left side menu.

Select the default blank template or click Browse the gallery for more to review template choices.

Name your site: Enter the site name – this will be used as the link to your website and will be visible. Once you create your site using this name it cannot be changed or used again if this site is deleted.

If you wish, click “Select a theme” to pick a theme for your site.

Click CREATE at the top of the page.

Once you have created your site you will be on your homepage. Click on the pencil icon at the top of the page to edit your site. You will add content here for your homepage and change the title of the page if desired.

To create a new page click on the new page icon (page with a + sign). Name the page (for example, About Teacher or Lesson Plans.) Select Location (select Put under Home that was created earlier.) Click Create at the top of the page.

You can either type text directly on the page or click ADD FILES which will create a link that can be opened. You would probably want to save all documents as PDF before creating the link. If you save and attach documents using Microsoft Word, the user must have Word installed on their computer to open the document.

Add any additional pages you want to your website.

The site name you created will need to be sent to me via email or put into a work order so that the link can be put on the lesson plan webpage so your site can be accessed.

The address should look like this:

[https://sites.google.com/a/valleyviewschools.net/\(YourWebsiteName\)](https://sites.google.com/a/valleyviewschools.net/(YourWebsiteName))

Once you have created your pages click on SHARE at the top right of the page. You will see Link to share – this is the information I need sent to me.

Under Who has access the default will be Valley View Public Schools – Click on Change.... – You will need to change to “Anyone with the link” so that your site can be accessed outside of the district.

SAVE