



Google Sites 101

Getting Started

1. Login to your @Umich Google Account via docs.umich.edu

Even if your email and calendar have not yet transitioned, all members of the UM-Ann Arbor campus have access to the entire suite of Google collaboration tools. There are only a few minor differences between the two domains, so if you do not yet have access, the information from this workshop will still apply.

2. Click the **Sites** option from the toolbar at the top of the page

3. Click **Create**

4. Name your site

This is the name that will appear in the browser's top display bar and, if you choose, on the front page of your site.

5. Site location

This is your site's URL. While it cannot be changed, you can always make a copy of an existing site and change that site's URL.

Tip: We recommend you use a URL-shortening service such as bit.ly or goo.gl

6. Theme

The theme dictates the basic appearance of your site.

7. Site Categories

Site categories help to organize sites that are created within the University's Google domain. Categories might include the name of your unit or department, the topic or topics of the site, or other pertinent information.





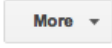
8. Site Description

Writing a detailed description will help users within the UM Google domain find your site.

9. Sharing settings

During the initial setup, you can choose to share the site with everybody at University of Michigan, Only people you specify (a private site), and/or to make the site public to the web.

Navigating the Interface

+You Documents Sites Groups Contacts More »		rlott@umich.edu - ⚙			
Home Updated a minute ago				More ▾	Share
	Edit the active page				
	Page name and URL Select a template to use Web Page - Free form page type. Announcements - New announcements appear like posts; generates an RSS feed. File Cabinet - Organize resources for a course. List - A sortable list of items. Start Page - Similar to an iGoogle page. Select a location - Choosing <i>Put page at the top level</i> will make the page appear directly on site's navigation bar. If you choose to put it under <i>Home</i> or another page, it will appear as a subpage.				
	Page actions Revision History - See which users made what changes. Subscribe to page changes - Receive an email every time the active page is changed. Page settings - Choose whether or not to show the page title and links to subpages; also choose whether or not commenting and attachments will be allowed. Print page Delete page Preview page as viewer Page templates Save as page template Change page template Site actions Subscribe to site changes - Receive an email each time the active page is changed. Manage site - Access more advanced settings for your site. Sign up for AdSense - Monetize your site. Sharing and Permissions - Edit site-level or page-level permissions. Report an Issue				

Editing a Page

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rlott@umich.edu ⚙

Home Save Cancel

Insert Format Table Layout

↶ ↷ | Verdana | 10 pt | **B** *I* U A A ↻ | ☰ ☷ ☰ ☷ ☰ ☷ ☰ ☷ | ↶ ↷ <HTML>

Pressing the *Edit* button allows you you edit the active page. You'll notice the WYSIWYG (What-you-see-is-what-you-get) editor becomes available, supplying you with many familiar editing options for font, font color, links, lists, and alignment. The ↶ button allows you to remove the formatting from text that you've pasted in. The <HTML> button allows you to edit the page's HTML.

Insert	<p>Common</p> <p>The options under this heading allow you to insert images, links, a table of contents, a subpage listing, and a horizontal line. Note that you can also insert these types of media via the WYSIWYG editor.</p> <p>Gadgets</p> <p>Gadgets are webtools that you can use on your site to pull in and display external content e.g., Twitter and RSS feeds. There are also gadgets that display content internal to your site, such as recent posts, list items, and updated files.</p> <p>Google</p> <p>The options under this heading help you to incorporate content from other areas of Google - Docs, Maps, Calendar, YouTube, Picasa, etc.</p>
Format	Create headings and subheadings, super and sub script text, blockquotes, and change the alignment. Many of these functions can also be performed from the WYSIWYG editor.
Table	Insert a table.
Layout	Change the layout; text-heavy sites, for example, should consider using multi-column layouts.

Managing Your Site

Recent site activity	See a centralized list of the changes to your site and who made those changes.
Pages	Manage the organization of pages and subpages on your site.
Attachments	See a centralized list of the files uploaded to your site and their locations; upload new files.
Page Templates	Manage your site's page templates.
App Scripts	Server-side JavaScript (Advanced).
Deleted Items	See a list of files that were deleted from your site.
General	<p>Change site name, site categories, and site description. You can also:</p> <ul style="list-style-type: none"> • Change your site's landing page • Copy, publish as a template, or delete your site • Enable Google Analytics • Edit metadata • Change the display language • Change mobile settings • Choose who can view the site activity and revision history
Sharing and Permissions	Choose who can view your site; enable page-level permissions.
AdSense	Monetize your site.
Site Layout	<p>Change your site's layout, including:</p> <ul style="list-style-type: none"> • Header and footer • Internal search • Navigation bar • System footer
Colors and Fonts	Customize your site's colors and fonts.
Themes	Choose a new base theme.

Resources:

ITS Service Center – 4HELP@umich.edu or 764-HELP (764-4357)

LSA ISS Instructional Consulting Group – ISSinstruction@umich.edu or 615-0099

MLibrary Faculty Exploratory – Exploratory@umich.edu or 647-7406

Workshops – teachtech.umich.edu