



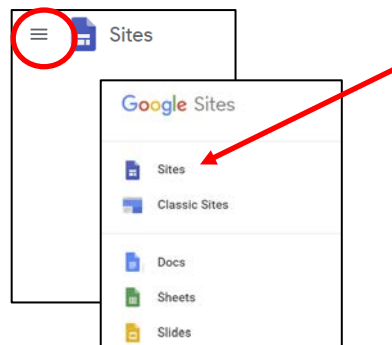
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Creating a Website Using Google Sites

Start by opening Google Docs or Microsoft Word. Type the text you want on a page for your website. You can start with something really easy such as the About Me page. Enter your biographical information along with a picture, if you wish. Once you have entered all the text, save the file. This is the key. When you save, put your files into folders labeled by web page. So, when you want to copy and paste the text, it will be easy to locate the file to do your copy and paste.

As you might expect, Google has a great option for creating a free classroom website known as Google Sites. Let's get started.

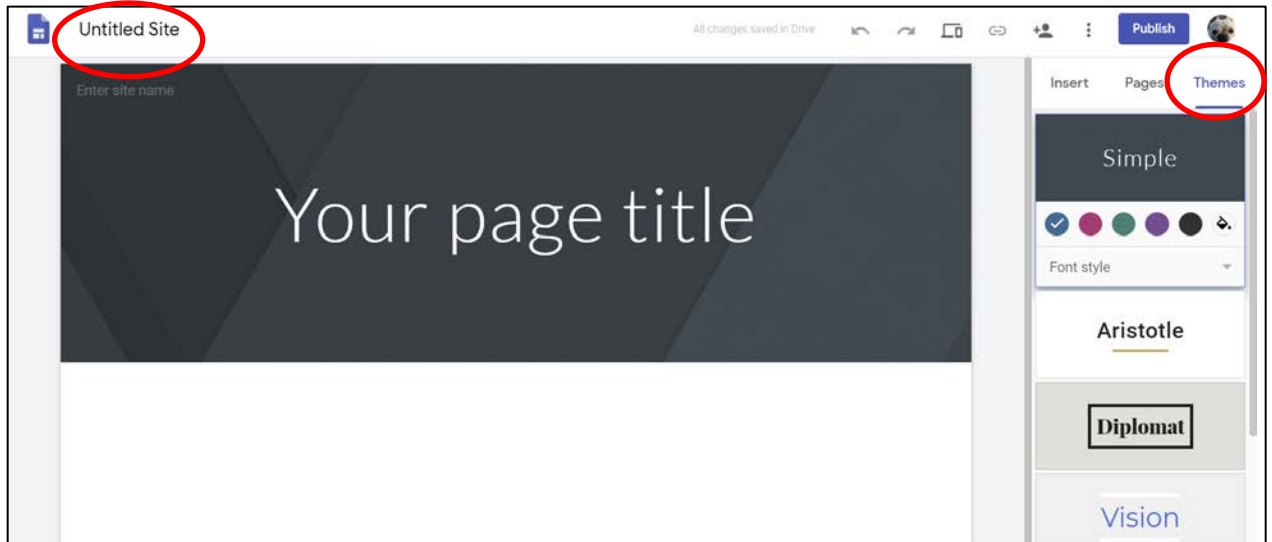
1. Go to [Google Sites](#) and sign into your Google account.
2. On the left-hand side, click the three navigation lines and choose **Sites**.



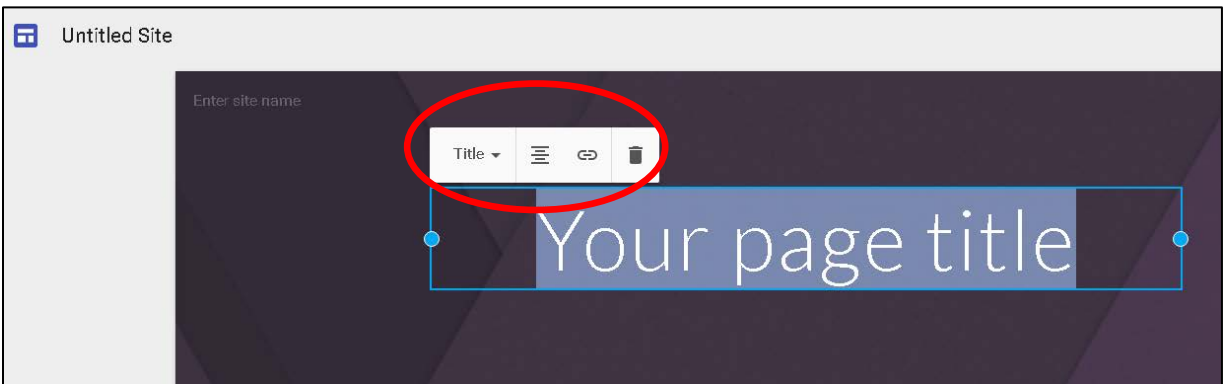
3. Then, click the **plus** sign in the bottom right hand corner to create a new site.



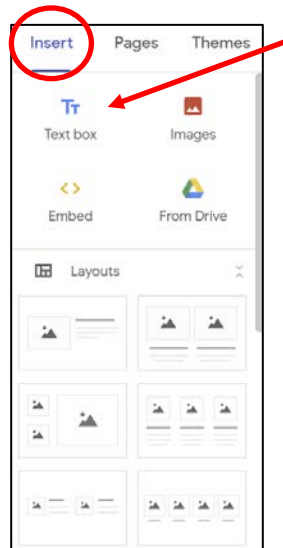
4. The blank home page displays. Click on **Untitled Site** in the top left corner and name your site something like Mrs. Ryan’s Classroom Website. If you wish to change the look of the home page, click on **Themes** on the right side of the page. Click on each theme to see the variety of “looks” your page can have. Keep in mind that all pages of your website should have the same theme.



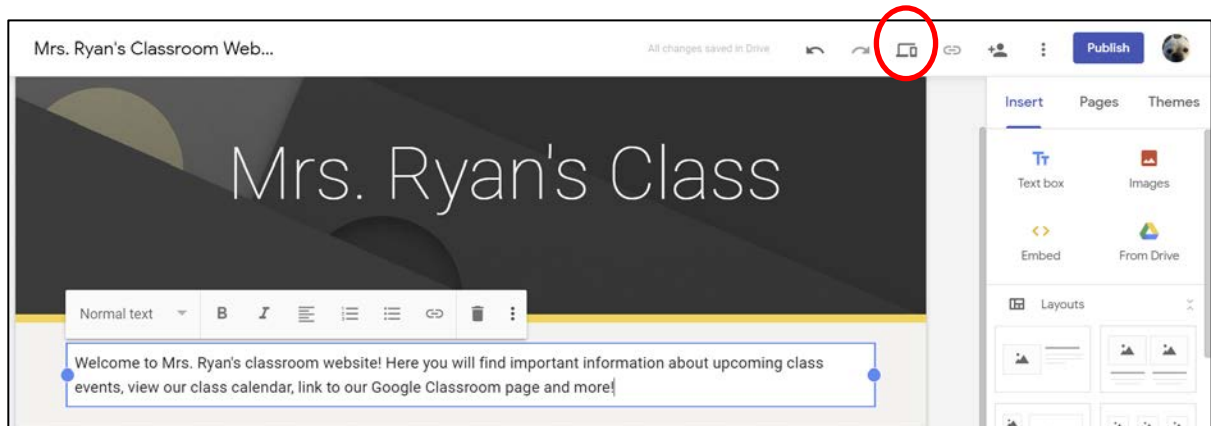
5. Once you have selected the theme you prefer, click on **Your page title**. Options appear for you to change the text type, alignment, add a link, or delete the title. Type the name for your website such as Mrs. Ryan’s Class.



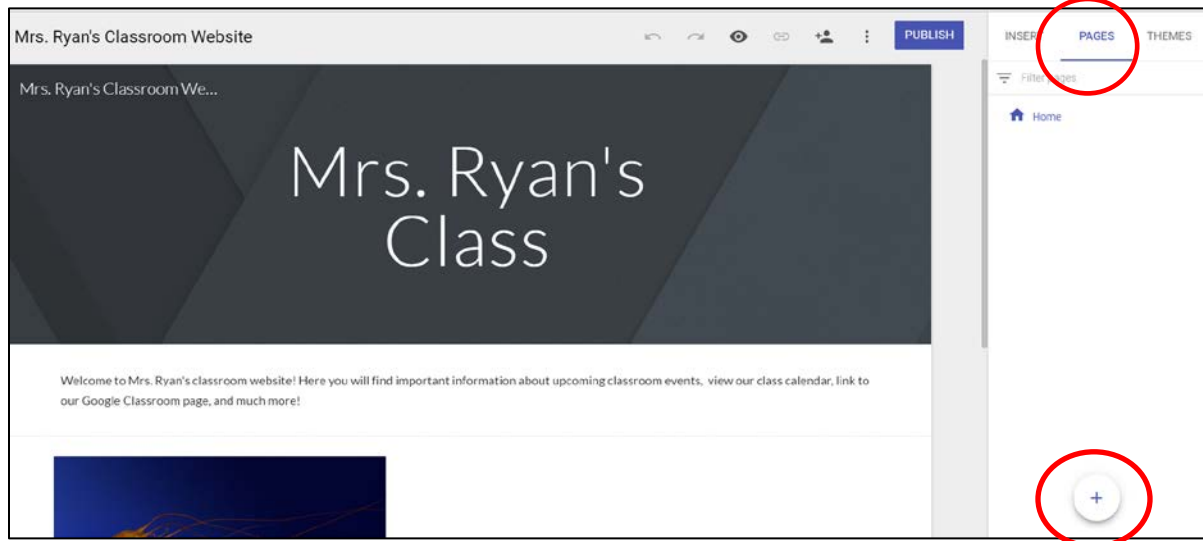
6. Once you have added a title for the home page, it is time to add some content. Click **Insert** on the right side of the screen. You have many choices including a text box, image, or a URL from a website using the **Embed** button. Sites also makes it easy to add a file or image from your Google Drive or a Google Folder. You can also embed items such as your Google Classroom calendar or a YouTube video. And, of course, it is very easy to add a Google Doc to the site. Let's insert a text box to the home page so you can add a welcome message. Click on **Text box**.



7. You can immediately begin typing your welcome message in the text box. Use the editing options to make changes to the text. If you want to preview how the webpage looks, click the **preview** button (it looks like a screen) on the right side of the screen.



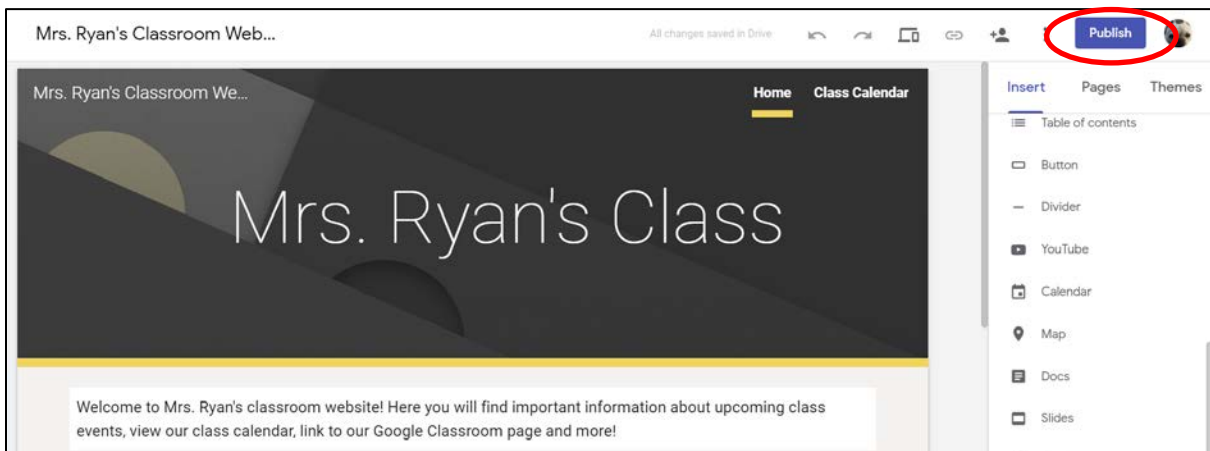
8. Add another page to the site by Click on **Pages** on the right side of the screen. Then, click the **Plus** icon to add a page.



9. Type in a name for the page such as Class Calendar and then click **Done**. A new blank page of your website is created.

A screenshot of a 'New page' dialog box. It has a title 'New page' and a text input field labeled 'Name'. Below the input field is an 'Advanced' dropdown menu. A blue 'Done' button is circled in red at the bottom right of the dialog.

10. Once you are satisfied with what you have created, it is time to actually publish the website so it can be viewed online by others. Click the **Publish** button at the top right.



11. Type a location for your website. You may have to try several times to find a name that does not already exist. Most teachers check the box so that the site does not appear in search results. When you are finished, click **Publish**.



Publish to the web

Web address

<https://sites.google.com/view/mrsryansclassroomwebsite>

Custom URL

Make it easier for people to visit your site with custom URLs like [www.yourdomain.com](#) [MANAGE](#)

Who can view my site

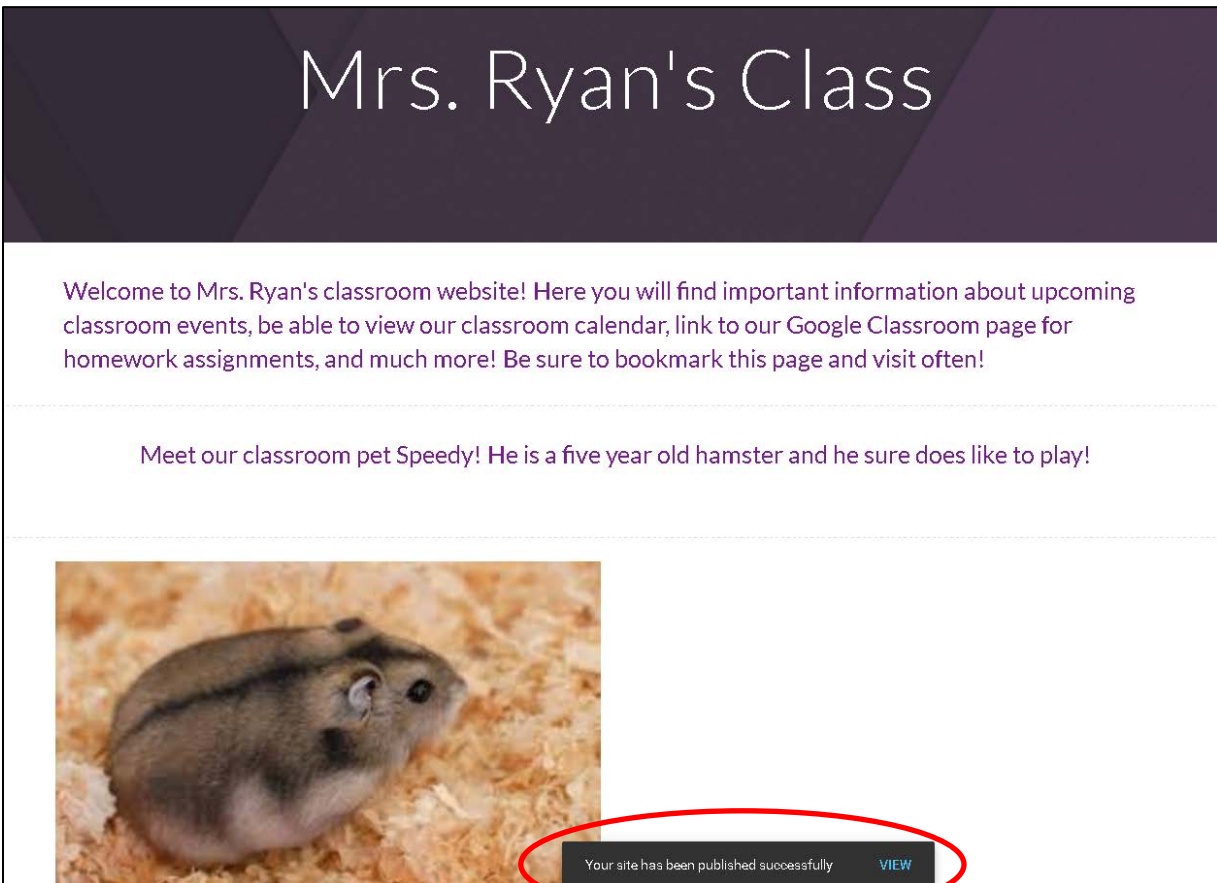
Anyone [MANAGE](#)

Search Settings

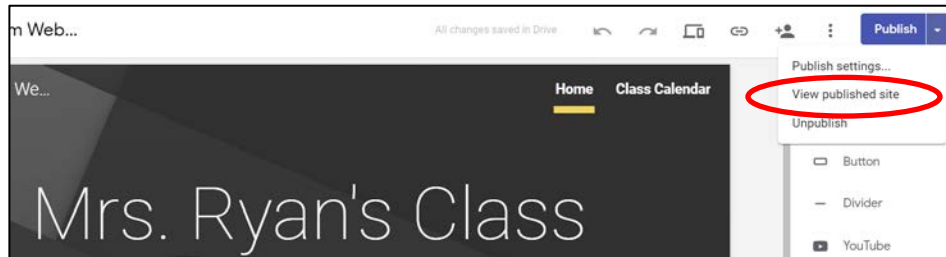
Request public search engines to not display my site [Learn more](#)

[Cancel](#) [Publish](#)

12. Once the site is published, you will receive a message at the bottom of the screen. Click on **View** to see the live website.



13. Once the site is published, an arrow appears next to the **Publish** button at the top with some options. Click the arrow and choose **View published site**. Obtain the URL to provide to all students and parents.



This excerpt is from the PDI online course Mastering Google Apps for Education (K-12). This course is worth 3½ units of graduate-level credit from UCSD, Extension. For more information on this online course, [click here](#).