

Basic Digital Portfolio Creation with Google Sites (1hr)

Introduction

Google Sites is included in the Google Apps suite of applications. Google Sites allows users to create feature-rich Web pages, requiring no HTML knowledge. Features include simple interfaces for page creation/management, and settings for site access and sharing. In this workshop we will cover how to setup your site using Google sites and get started with creating, editing and managing pages.

Creating New Site

All configurations set during site creation can be updated through:
More Actions>Manage Site>Site Settings>General

Site Naming Conventions

Name

- The site title will appear at the top of each of the pages. Site titles can be any alphanumeric combination.

Location

- Note that the site name is translated to the site location. The use of the users ePass username in the site location will help to uniquely identify the site and make it easier for others to find and view.

Site Categories (optional)

Categories allow people to easily search and find your site within a particular domain. Categories associate your site with particular labels.

Some examples may include:

School of Business, Nursing, Portfolio, Pacific Lutheran University, PLU

Site Description (optional)

Allows users to quickly find out more information about a particular site without having to navigate to the page.

Setting Site Collaboration

Google Sites provides the ability to control the visibility and accessibility of sites.

By default site permissions allow anyone in the PLU community to view and edit your site.

You have the ability to specify collaborators, choosing whether they have the ability to view, edit or both.

Themes

Themes allow you to further customize your site by choosing from over 24 unique designs.

Site Management

Creating Pages

Page creation requires a single button click from anywhere within the interface.

Page Types

Google sites offers several page types. These offer default layouts which can be used to create a content-rich Web site.

- Web Page: gives users the flexibility to define their own page layout
- Dashboard: divided into table cells to host widgets and content
- Announcements: similar to a blog, users can post messages and allow user comments
- File Cabinet: post files which can be downloaded and viewed by outside users
- List: create a customized list which can be updated by authorized users
- Start Page: create a start page which includes Google Gadgets

Page Locations/Navigation

Manage and organize site structure and navigation by controlling page locations.

More Actions

Many of these links connect directly to portions of the Manage site area.

- Revision History: holds a history of site modifications
- Subscribe to Page Changes: receive notification of changes to a specific page
- Page Settings: control of page features
- Move: Adjust and control site structure
- Preview as viewer: See the site as a viewer would
- Subscribe to site changes: receive notification of changes to site

Manage Site

- Site Content: See a history of changes to the site, pages as well as a list of attachments
- Site Settings: update site characteristics, such as site title, descriptions and categories, control site sharing, and visibility
- Site Appearance: customize the site look and feel, change font colors and add background images and colors

Share this site

- Invite other users to be owners, collaborators or viewers
- Set permissions for community collaboration
- View list of collaborators

Page Editing

1. Insert
 - Add images, links, table of contents, and documents
2. Formatting Text
3. Tables
 - Add tables to your site to organize data or control formatting

4. Layout
 - Use ready-made columnar layouts to create a variety of page designs
5. HTML Editing
 - Users can directly edit page HTML

Publishing and Sharing

Sites are published by sharing them to the community or to specific individuals as viewers. The moment a change is saved the update is made available to all who have access.

Preview Page as viewer

The site creator has the ability to see the page as an outside viewer.

Scheduling Workshops

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