

GOOGLE SITES

Introduction to Google Project Sites

Google Sites is an app included in the Google Apps productivity suite that lets you create web pages where multiple people can collaborate and share files. If you are involved in any team-oriented project and would benefit from a shared online location, a Google Site might be just the thing.

This class will guide you through the process of creating a Google Site, starting with how to create a Google Group, which you will use to communicate with team members. Next, you'll learn how to create and share a Google Drive folder. Since many project sites require a scheduling option, you'll also learn the basics of creating and sharing a Google calendar. Finally, you will learn to create and customize a Google Site. Google includes a series of templates to help you get started creating pages without having to know any HTML. You'll learn to use the "file cabinet" to upload files and attachments, and how to insert rich content, such as videos, docs, photo slide shows, and calendars directly into Google Site pages. You'll learn how to set permissions to designate owners, viewers and collaborators, as well as how to limit visitors to your site, and you'll practice using Google's instant search technology within your own Google Site.

Course Outline

Overview

- What are Google Sites?
- How to Create a Google Project Site

Google Groups

- Creating a Google Group for the Site
- Group Name / Type
- Basic Permissions
- Customizing the Group
- Adding Members

Google Drive

- Creating a New Folder for the Site
- Sharing the Folder
- Creating a Google Calendar for the Site

Creating the Project Site

- Creating a New Site from a Template
- Editing the Site Layout

Adding Pages to the Site

- Adding a Calendar Page
- Adding a Tasks Page
- Adding a Mail List Page
- Using Page Templates

Adding Objects to Pages

- Inserting Objects and Gadgets
- Changing Object Properties
- Deleting Objects

Adding a Navigation Bar

- Adding Pages to the Navigation Bar
- Navigation Bar Options

Managing Your Site

- Viewing Site Activity
- Set a Landing Page
- Enable Google Analytics

Sharing Your Project Site

- Setting Permissions
- Subscribe to Site Change