Getting Started with Google Sites

What is Google Sites?

Google Sites lets you create websites to share with your students, teachers, or anyone outside of your school. No need for any coding skills, it's as easy as creating a Google Slide presentation.

Educational uses of Google Sites

Here are three quick and easy ways to use Google Sites as part of your work.
- Create a website to display resources like a course syllabus, videos, websites and other information for a unit of study or a course.
- Create a website to help colleagues quickly find shared materials and resources.
- Create a website for a school department or club.

Learn more [here](#).

Sign in to your Google account

To get access to all the tools available in Google Workspace, you have to make sure you are logged into your account.

1. Open your internet browser and go to google.com.

2. Click Sign in near the upper right corner. **Sign in**

3. Your school has probably given you a school email address, use this to sign into your account.

4. Enter your username and click Next to continue.

5. Enter your password and click Next to finish signing in to your account.

Creating a website with Google Sites
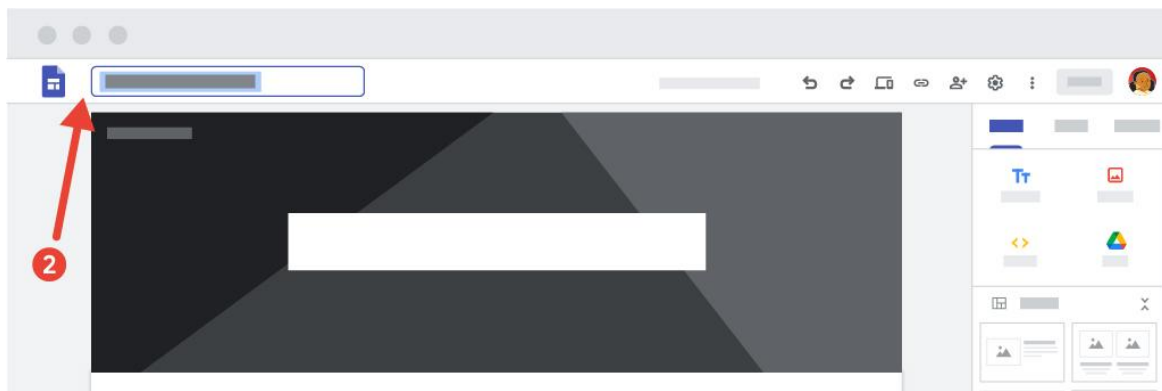
To start, go to sites.google.com

1. Click on the '+' button to create a new site.
2. You can also choose a template or
3. Open an existing site
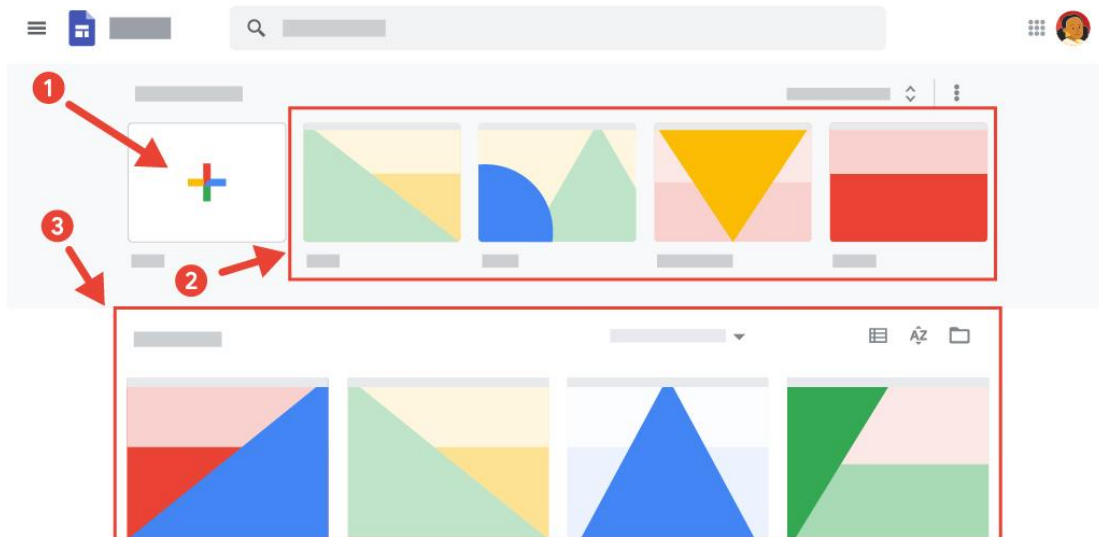
Naming your website

Your new site will open. Your screen will look like this:


1. Click the box that says 'Untitled site' in the top left corner of your screen.
2. Type in a name for your website. What is your website going to be about? After you type in the name, press the Enter key on your keyboard.

Give your first page a name

This is the 'homepage' of your site, the first page people will see when they visit your website.

1. Find the words 'Your Page Title' at the top of the screen. Click in the box at the end of the word 'Title'.
2. Use the backspace key on your keyboard to delete the words 'Your Page Title'.
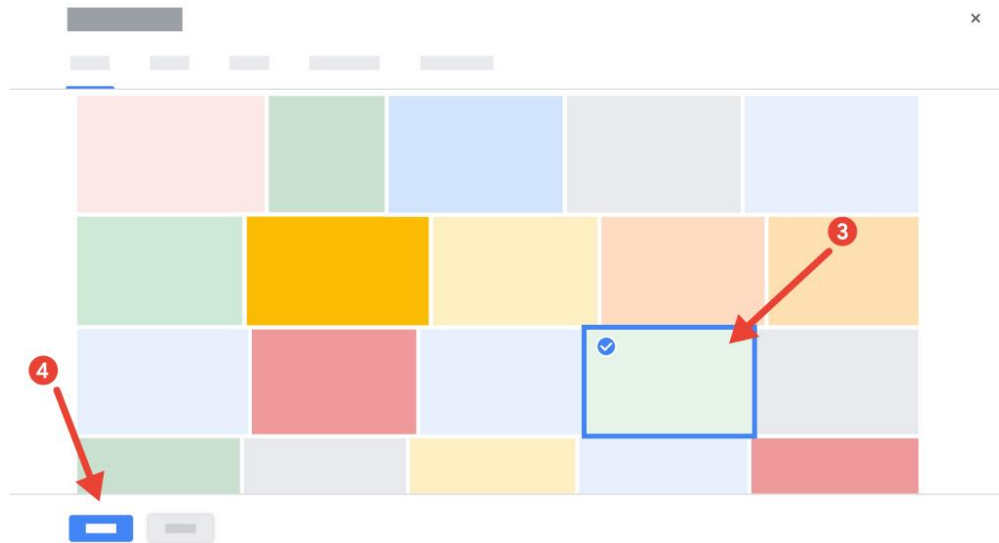3. Now you can type your own title.
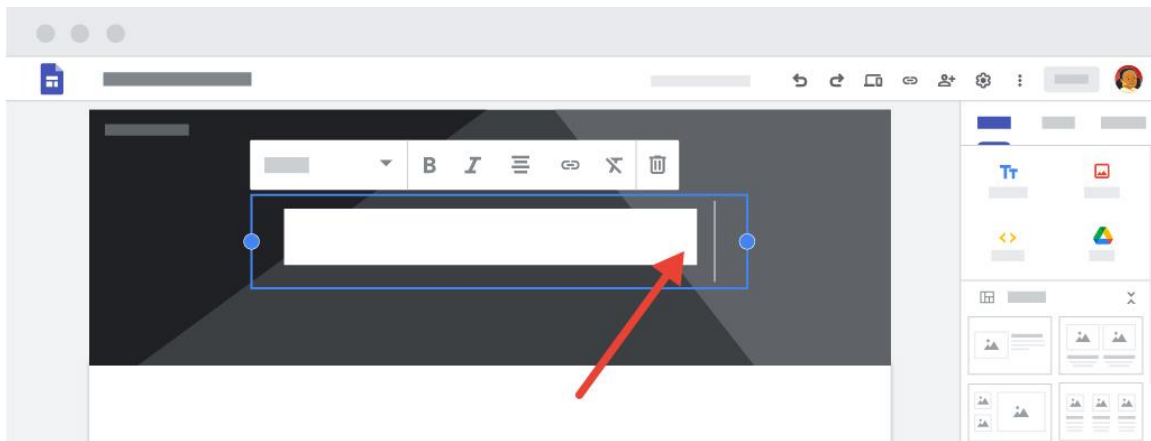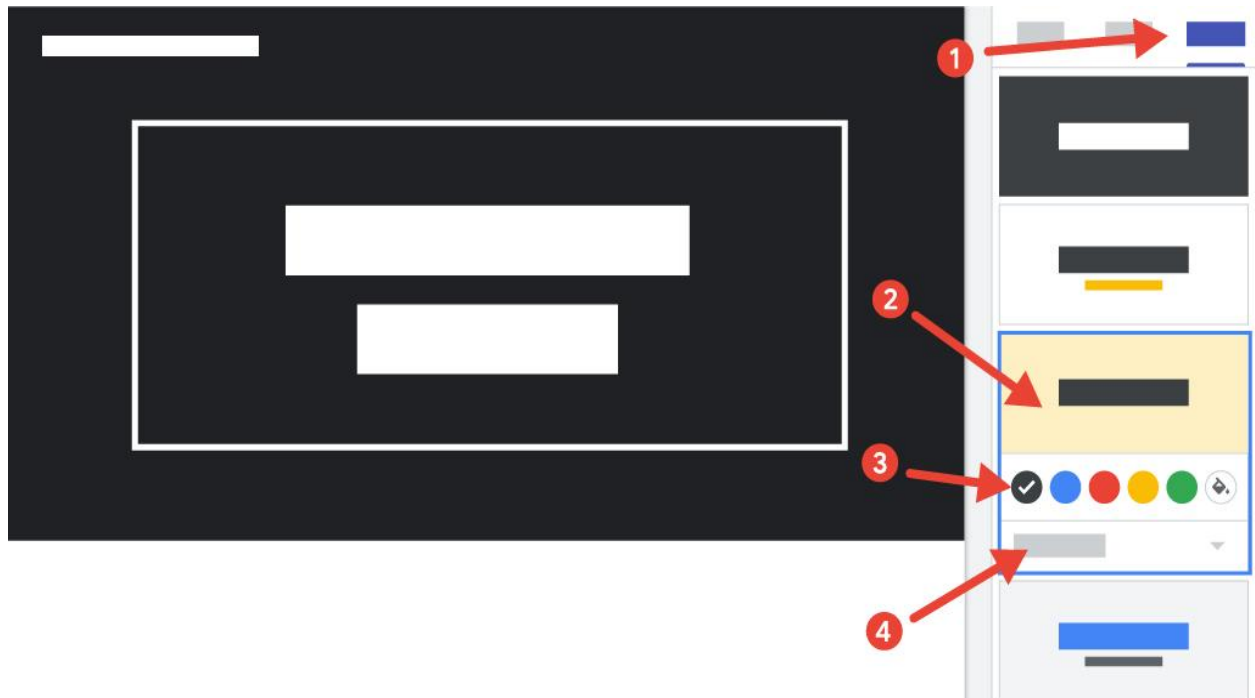

Changing the image

You can change the background image that appears under the title.
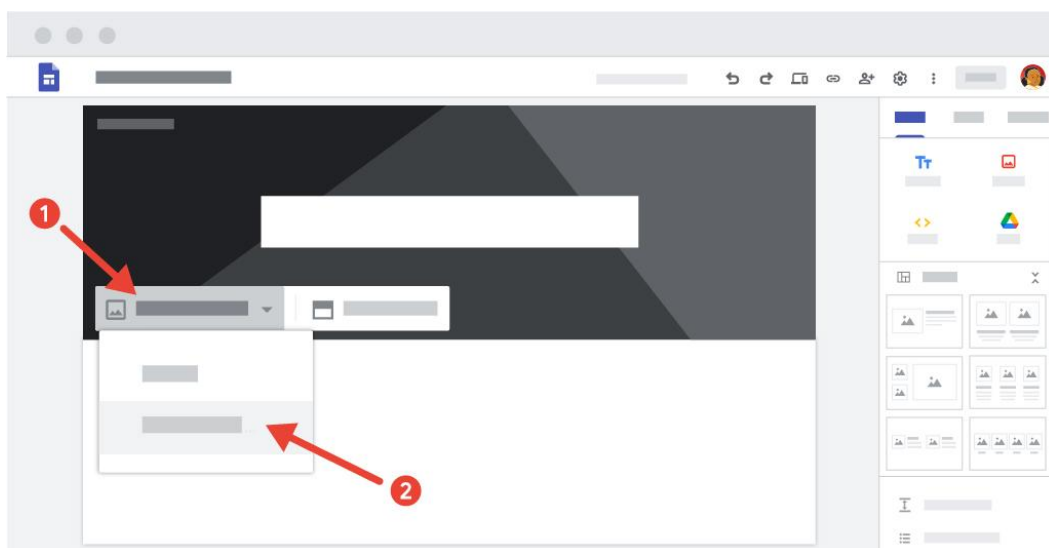
1. Move the pointer of your mouse to the bottom left corner of the page title box. You'll see the 'Change image' button pop up.
2. Click Select image from the menu that opens.

3. Click one of the images that come up in the box. You will see a blue box around the one you have chosen.
4. Click the Select button in the bottom left corner. Now your site will have a new image.

Changing the theme of your site

You also have options for how your site looks. Colors, fonts and styles can all be changed.

1. On the right side of the screen click Themes.
2. You will see different choices there for styles. Choose one that you like by clicking on it. You will see it change on your site immediately.
3. All of the styles have options for colors and fonts. Click on a color to change the colors in your site.
4. Click Font style and choose one of the options for the font.
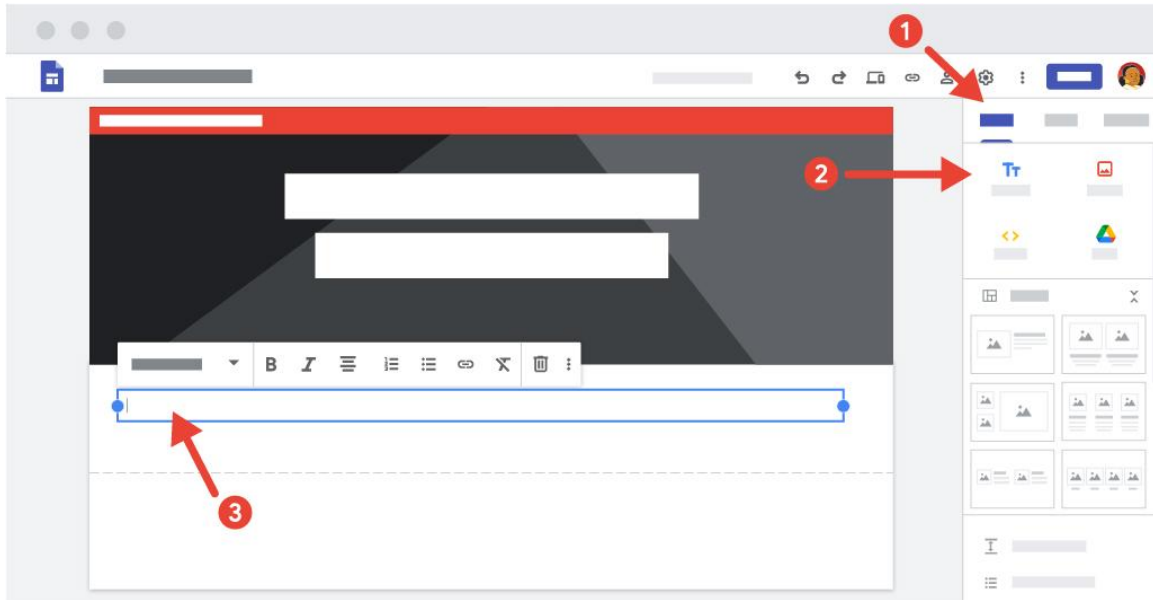
Adding content to your site

Google Sites can have a variety of different content; images, text, videos, links, items from your Google Drive and more.

Let's start by adding some text.

1. At the right side you will see a menu of choices. Make sure you are on the Insert tab.
2. Click the Text Box icon.
3. A new text box will appear on your site.
4. Type some text in the box. This could be a welcome message for instance.
5. The text can be formatted a few different ways. Click where it says Normal text and you'll see some different options.
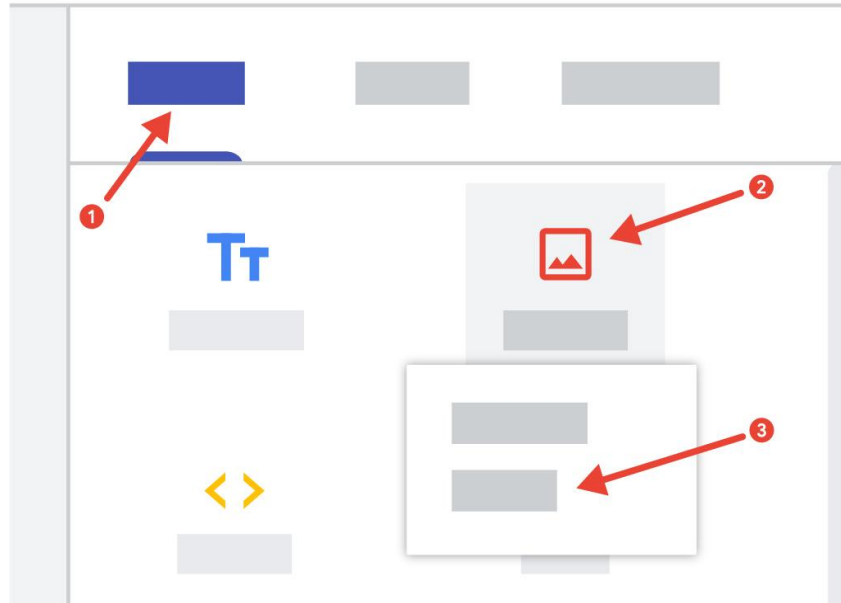
Adding images to your site

You can add your own images to the site or search for images on the internet to add. This is easy to do right in Google Sites.

1. At the right side you will see a menu of choices. Make sure you are on the 'Insert' tab.
2. Click the Images icon.
3. Then click Select so we can choose something from the internet.
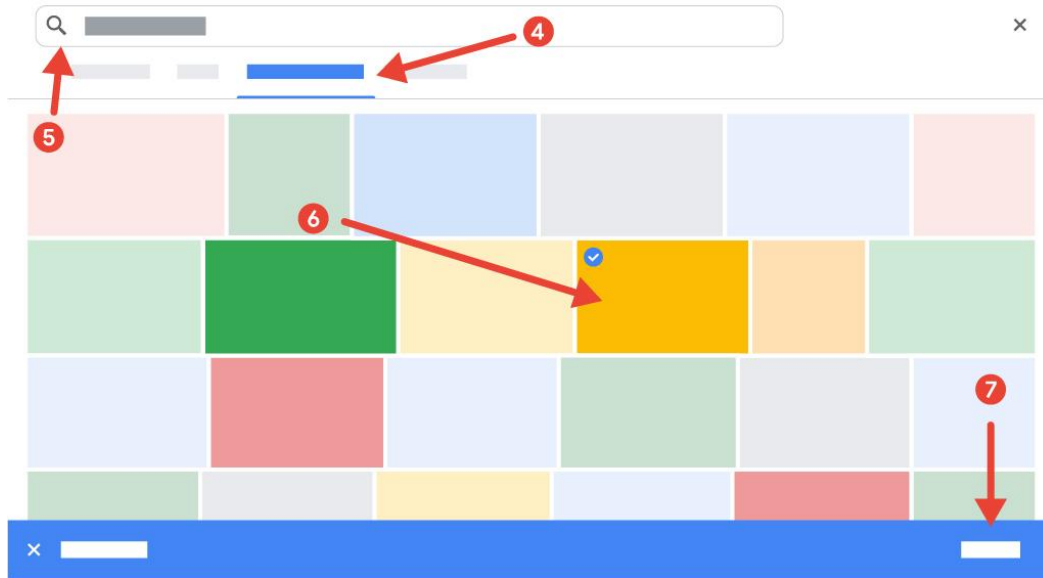
4. A box will open with several choices across the top. Click Google image search.
5. Type in what you would like to search for.
6. Select one or more images by clicking on them one time. You'll see a blue check mark on the image you selected.
7. Click Insert in the blue bar at the bottom.

Editing objects on a page

All of the objects you add to the page can be easily cropped, resized or deleted.

Click the image you just added. You'll notice some things appear on the screen around the image.
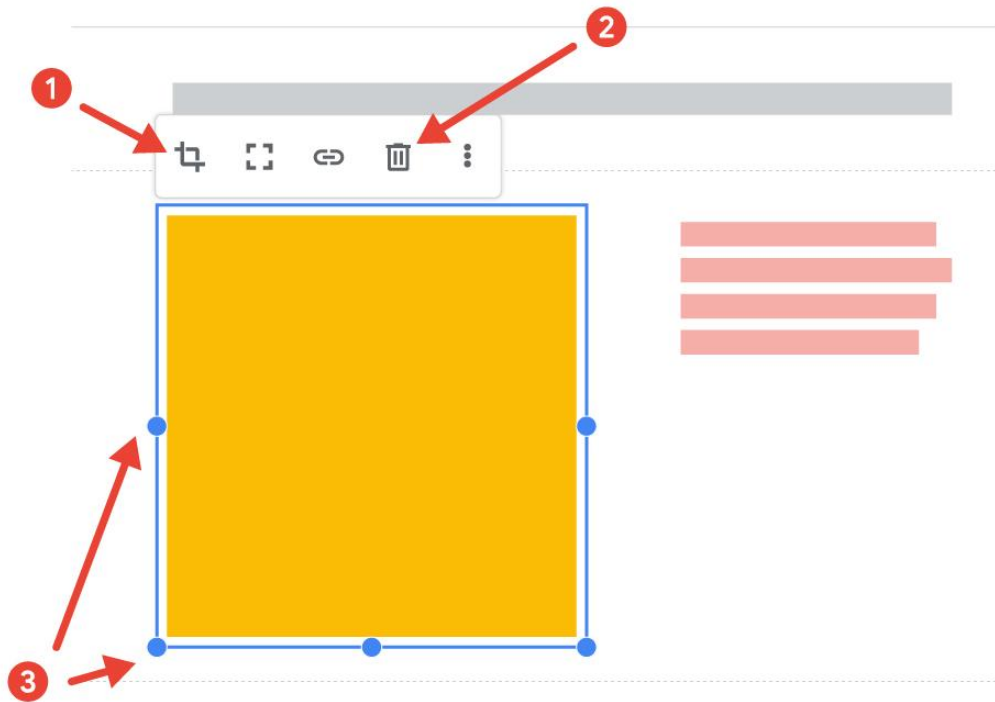
1. Crop the image.
2. Delete the image.
3. Drag the blue dot to resize the image.

The same thing happens when you click on any text box.
1. Edit the text in the box.
2. Delete the text box.
3. Drag the blue dot to resize the text box

Moving things around on the page

You can also drag items around on the page to place them where you want them. When you see the move symbol it means you can click and hold to drag the item to a new position.
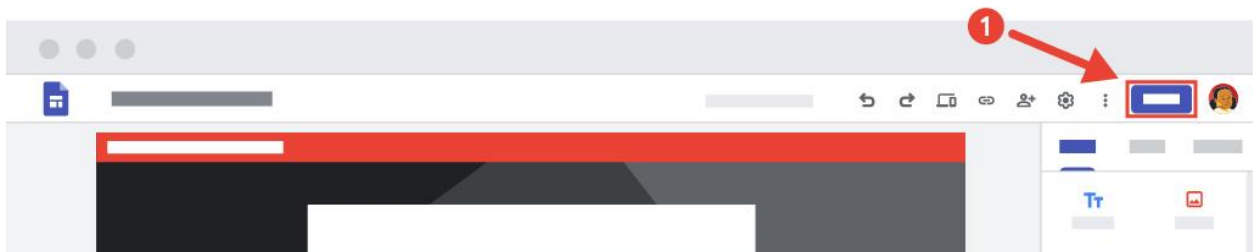
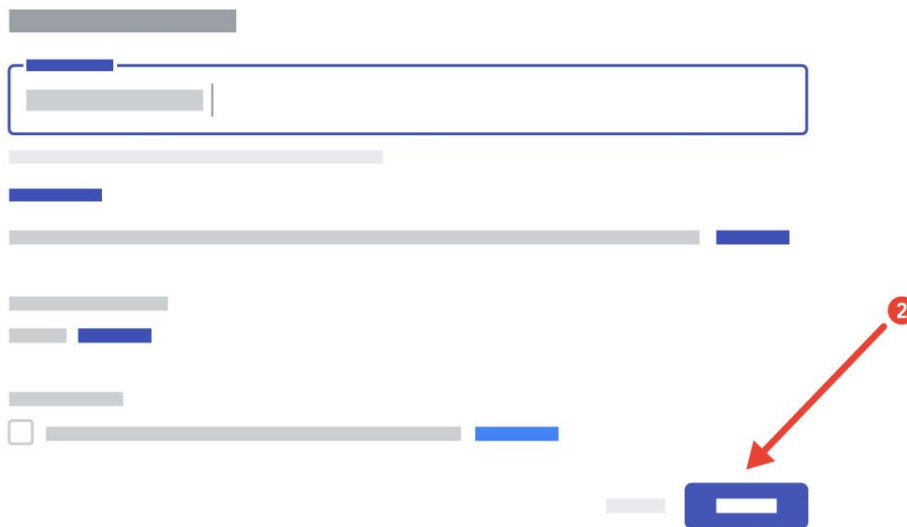Click on an item and see if you can move it to a different place on the page.

Publishing your site

When you are ready to share your site for others to see you will need to publish it.

1. Click the Publish button at the top right corner of your screen.

2. Click Publish

Congratulations! Your website is complete. Now you can share it with your colleagues and friends. You can always come back and edit your site at any time; just make sure you click Publish again to make your changes appear on the live website.

Sharing your site

1. Click on the link symbol at the top of the page.

A box will open, showing the web address (URL) for your website.

2. Click the Copy link button. You can share this link with friends or colleagues so they can visit your site. Paste this link into an email message or share it on social media.