

GOOGLE SITES

CREATE AND SHARE COLLABORATIVE SITES



WHAT IS A GOOGLE SITE?

- **Free and Easy Website Creation:** Build a website in minutes using a simple drag-and-drop interface, perfect for students who need to create a digital portfolio or project site without writing any code.
- **Seamless Integration for Schoolwork:** Directly embed Google Docs for essays, Slides for presentations, and Sheets for data to create a rich, all-in-one hub for a class assignment or an interactive study guide.
- **Designed for Group Projects:** Just like a Google Doc, multiple students can build and edit a site at the same time, making it the ideal tool for collaborating on research, organizing materials, and presenting group findings.
- **Showcase Work Professionally:** Create powerful digital portfolios to display best work, including papers, artwork, and videos, in a polished format suitable for college applications, scholarships, and job interviews.
- **Versatile for Academic Life:** Use it for any school-related need, from creating a central resource for a student club to presenting a research project in a dynamic, web-based format.

STEP-BY-STEP GUIDE

1. Access Google Sites:

- Go to sites.google.com/new or open Google Drive and select "Sites".

2. Choose a template or start blank:

- At the top, under "Start a new site," select "Blank site" or template. Select a pre-designed template to get a head start, or begin with a blank canvas for maximum customization.

3. Name your site:

- In the top left corner, enter a name for your site. This will also be the file name in Google Drive.

4. Add content:

- Use the "Insert" menu on the right to add text boxes, images, embed code, and more.

5. Customize the design:

- Use the "Themes" menu on the right to choose fonts, colors, and background images.

6. Add pages:

- Use the "Pages" menu on the right to create additional pages for your site and organize your content.

7. Publish your site:

- Once you're happy with your site, click the "Publish" button in the top right corner.

8. Choose a web address:

- You'll be prompted to choose a web address for your site. The web address (URLs) will follow a format that includes our district's domain name. <https://sites.google.com/dadeschools.net/>

9. Share your site:

- You can share your site with others by publishing it and making it available or by sharing it with specific individuals. Only accounts within the district domain can view the created site.