Google Site Basics

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The purpose of this tutorial is to provide Kent State University students with a basic guide for setting up a Google Site within the Kent Google Domain for class projects.

Specific tutorials on how to use Google Site’s tools are available through the Google Site’s own help menus. You can also go to http://www.google.com/support/sites/ for a complete guide to Google Sites.

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Create a Google Site in the Kent Google domain

Log in to Flashline and navigate to sites

1. **Log in to Flashline** either from the kent.edu homepage or go to login.kent.edu

2. Click on the **Google Drive** icon at the top right corner of the Flashline welcome page

3. Find the **Sites** tool under the Apps dropdown menu at the top right corner of the page

Create a new Google Site

1. Click on the **Create** button then select “in classic Sites”

2. **Choose a template to use**
   
   Choose the **Blank template**. This choice allows you to create the site layout the way you want it to look. If you choose from the gallery of templates keep in mind that you’re more or less stuck with that site template and it can be really hard, if not impossible, to change things, especially header graphics.
3. **Name your site**  
At this point the name should be short and simple, like your initials. This will be the URL to your Google Site.

4. **Select a theme**  
This is your choice. Themes can be changed later so don’t worry too much about it. However, you might want to choose a template that has dark text on a light background. Light text on a dark background is harder to read.

5. **Click the Create button**  
This button is located at the top of the page.

**CRITICAL WARNING …** by default, when you create a Google site, anyone at Kent State can view AND EDIT pages on your site!! This is dangerous. It is strongly advised that you change this setting as soon as you finish creating your Google site.

Do the next two tasks immediately...

**Very important: change the sharing permissions for your site**

By default, when you create a Google site in the Kent State domain, anyone with a Kent State login can not only view your site, but can also EDIT your site. This is BAD! You need to change that. Here’s how:

1. **Click on the Share button**
2. To change who has access, click on the **Change**… text link.
3. Choose to whom you wish to grant access (ex. **Anyone with the link**) and what type of access (we suggest “can view”) then click on the blue **Save** button.
4. To share your site you can simply copy and paste the **Link to Share** URL (see below) into an email.

**Link to share**

https://sites.google.com/a/kent.edu/gem9/
5. **To allow specific people to edit your site** you need to add them as **Viewers, Editors** or **Owners**. Start typing their email address(es) in the box under **Invite people**:

6. Select **Can View, Can Edit** or **Is Owner**

7. **Type a message** if desired then click on the blue **Send** button. An email will be sent to the people whose email address you included in the **Invite people** box notifying them that you shared the site with them.

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**Change the title of your Google Site**

By default the name you gave your site when you created it appears on the header above every page as shown on the left. “testdemo” was the name given for this site when it was created so it appears on the site banner. To change it to something more appropriate, like “Gary’s Portfolio”, do the following:

1. If not already on the “Manage Site” page, click on the **Gear** icon in the top right corner then choose **Manage site** from the list of choices.

2. On the **Manage site** page, check that you are under the **General** section on the left side of the page. It should take you there automatically after choosing **Manage site** from the **Page Actions** list.

3. Type in the name you want to use on your site banner into the **Site name** box.
   (Note: You can also uncheck “Show site name at the top of pages” if you don’t want any name to appear on the banner.)
4. Click **Save** then return to your site by clicking on the link to your site as shown in the circle here.

5. The new site name will appear above all the pages on your site.
   (Note: The URL does not change for the original site name. “testdemo” is still the end of the URL for this demo site as seen below.)

**Editing pages**

1. Click on the **Edit Page** button

2. Use the editing tools to change the layout, type text into the **Page Content** area, insert pictures, etc.

3. **IMPORTANT!** Save the page when you’re done editing!

**Creating new pages**

1. Click on the **New Page** button

2. **Select a template to use**
   Choose **Web Page**. There are other template options but unless you know exactly what and why you’re choosing the other templates, don’t do it…
3. **Select a location**
   Choose **Put page at the top level**. Again, if you don’t know what you’re doing or why you’re doing it, don’t choose **Put page under [name of page]**. You only use this option if you intend the new page to be a sub-page of the page indicated after “under”.

4. Click on the **Create** button

5. Your new page will open up in the page editor. Edit it then save it.

   **IMPORTANT:** If your new page doesn’t appear as a link on the sidebar, it’s because you turned off the “Automatically Organize” feature on the **Sidebar Navigation** so that you could manually organize your pages rather than have them appear in alpha-numeric order.

   For help, see the next section…

**HELP!! My new pages don’t appear in the sidebar!**

**Using the Edit Sidebar tool to add, remove or re-order pages in the Navigation Sidebar**

- A “Google” tutorial is provided by Google Sites Help at:
  
  https://sites.google.com/site/sitetemplateinfo/tips/navigation

  For a short video tutorial showing how to change the Sidebar Navigation go to:
  
  https://video.kent.edu/media/1_9r909xcl