



Creating a Class Website



I. Setting-up a GMAIL ACCOUNT

- A. Click on this URL or copy/paste it to your browser's address bar:
<http://mail.google.com/mail/help/open.html>
- B. Click "CREATE AN ACCOUNT."
- C. Fill out the form with your information. Check the box about "Agreeing to Google Terms of Service." You may leave the second box about "Personalization" un-checked.
- D. Click "Next Step."
- E. Choose the Account Verification option of your choice.
- F. Enter your verification code. Click "Verify."
- G. On the next screen that appears, click "Next step."
- H. On the next screen, click "Continue to Gmail."
- I. You are done creating your GMAIL account. Keep GMAIL open for now. You will need it later to access your Google Calendar.

II. CREATING your WEBSITE

- A. Click on this URL or copy/paste it to the address bar of a new browser window:
<https://sites.google.com>
- B. Sign in using your GMAIL Username (_____@gmail.com) and your GMAIL Password.
- C. Click on CREATE.
- D. Select BLANK TEMPLATE.
- E. Name your site: Mr. / Ms. _____'s Class
- F. Leave "Site Location" as it is.
- G. Click on "Select a theme." Choose "Simple."
- H. Scroll all the way down the page. Type the code shown.
- I. At the top of the webpage, click on CREATE.
- J. The HOME PAGE of your website will appear.

K. Set up the Home page as “WELCOME” Page:

1. Click on the PENCIL BUTTON (Edit Page) at the top right of your web page.
2. Click on the Title Box where you have the word “Home.” Replace it with “WELCOME!”
3. Click on Layout (at the top left of the page), then select “Right Sidebar.”
4. A couple of boxes will appear:
 - a. Click inside the largest of the boxes (middle left box); this is where you will place your calendar.
 - b. Click on INSERT (at the top left of the page), then select CALENDAR (on second column).
 - c. Click on the check box adjacent to your Gmail address, then click SELECT.
 - d. On the Calendar Properties page that will appear:
 - (1) Change Height to “300” pixels.
 - (2) Leave the Width box empty.
 - (3) Uncheck the box adjacent to “Show calendar name.”
 - (4) In the “Include Title” box, type “CLASS CALENDAR”
 - (5) Click “SAVE.”
 - e. Click on the smaller rectangular box to the right of the calendar; type “ANNOUNCEMENTS:”
 - f. Click on the bottom horizontal box right below the calendar. Type “PHOTO OF THE WEEK:”
NOTE: In this part of the website, you can attach a featured photo of your class, which you may change regularly.
 - g. To attach a Class Photo:
 - (1) Place your typing cursor **below** “PHOTO OF THE WEEK:” You might need to hit the ENTER key to place the cursor below this title.
 - (2) Click on INSERT (at the top left of the page), then select IMAGE.
 - (3) Click on “Choose File” to allow you to browse through your computer and choose the photo you want to attach.
 - (4) Double-click on the photo that you have chosen.
 - (6) Click “OK.”
 - (7) On the Image Toolbar that appears, choose either S for a small image, M for Medium, L for Large, or ORIGINAL to use the actual size of the photo. Chose the option that will make the photo about the size of the Calendar
 - h. On the area below the Class Photo, type the following:

DO YOU HAVE A QUESTION or A COMMENT for

Mr. / Ms. _____ ?

Send her a PRIVATE EMAIL... CLICK HERE.

- i. Highlight the “CLICK HERE” text that you typed.
- j. On your Text Box toolbar, click on the icon that looks like a “CHAIN.”
- k. The “Create Link” window will appear. Click on “Web Address” on the left.
- l. In the “Link to this URL” box, type: **mailto:_____@gmail.com**
(NOTE: There are NO SPACES on the line you’ve just typed)
- m. Click “OK” at the bottom of the window.
- n. Click on SAVE at the top of the website page. Your WELCOME page is now done.

L. Set up the “HOMEWORK” Page:

1. Click on the PAPER BUTTON (New Page) at the top right of your web page.
2. The Create a Page window appears. Click on the text box to name your page: “HOMEWORK”
3. Click on the dropdown menu to “Select a Template to Use.” Choose “File Cabinet.”
4. Click “CREATE” at the top of the page. Your HOMEWORK page is now done.

NOTE: On this HOMEWORK page, you may attach or remove files as appropriate. Files you attach will be available for viewers to download.

M. Set up the “PARENT RESOURCES” Page:

1. Click on the PAPER BUTTON (New Page) at the top left of your web page.
2. The Create a Page window appears. Click on the text box to name your page: “PARENT RESOURCES”
3. Click on the dropdown menu to “Select a Template to Use.” Click on “File Cabinet.”
5. Click “CREATE” at the top of the page. Your PARENT RESOURCES page is now done.

NOTE: On this PARENT RESOURCES page, you may attach or remove files or website links to helpful information. Any files that you will attach will be available for viewers to download.

N. Set up your SIDEBAR (the left-most column of your webpage):

1. Remove “Sitemap” from sidebar.
 - a. Click on the MORE button at the top right of your web page, then choose “Edit site layout.”
 - b. Hover your mouse cursor below the word Sidebar (on the left-most portion of your website) until the **Navigation bar** “pops out.” **Click on that Navigation bar.**
 - c. A new window will appear. Un-check the box for “Sitemap.”
 - d. Click “OK.”
 - e. Click “CLOSE” on the top right corner of your webpage.

2. Attach your Profile Photo.

- a. Click on the MORE button at the top right of your web page, then choose “Edit site layout.”
- b. Click on the “+” sign on the Sidebar label.
- c. On the window that appears, scroll down to find “Text” then click its ADD button.
- a. A new small area is created on the sidebar below PARENT RESOURCES. Hover your mouse cursor on that area until you see the Text Box label. Click on it.
- b. Type your name “Mr. / Ms. _____” on the Title Box.
- c. Click on “Insert” and then select “Image.”
- d. Click “Chose File” to allow you to browse through your computer and choose the photo you want to attach.
- e. Double-click on the photo that you have chosen.
- f. On the Image Toolbar that appears, choose either S for a small image, M for Medium, L for Large, or ORIGINAL to use the actual size of the photo. Choose the option that will make the photo about half the size of the box it is in.
- g. Click “OK” at the bottom of the window.
- h. Click “CLOSE” on the top right corner of your webpage.

NOTE: You may use the same procedure above if you wish to attach more photos on your sidebar, for example- photos of each of your students.

3. Add a Link on the sidebar to allow website viewers to send you a Private Email:

- a. Click on the MORE button at the top right of your webpage, then choose “Edit site layout.”
- b. Click on your Profile Photo. The Configure Text Box window will appear.
- c. Click on the area below your photo. Type the following:

CLICK HERE
to send Mr. / Ms. _____ a
PRIVATE EMAIL

- d. Highlight the “CLICK HERE” text that you typed.
- e. On your Text Box toolbar, click on the icon that looks like a “CHAIN.”
- f. The “Create Link” window will appear. Click on “Web Address” on the left.
- o. In the “Link to this URL” box, type: **mailto:_____@gmail.com**
(NOTE: There are NO SPACES on the line you’ve just typed)
- g. Click “OK” at the bottom of the window.
- h. Again, click “OK.”
- i. Click “CLOSE” on the top right corner of your web page. Your Sidebar is now done.

O. Set up SHARING AND PERMISSIONS for your website:

1. To prevent your website from being publicly viewed on the web...
 - a. Click on the MORE button at the top right of your web page, then choose “Sharing and Permissions.”
 - b. A new web page will open.
 - c. On the “Who has Access” section, click on “CHANGE” adjacent to the category labeled “Public on the Web.”
 - f. Select “Private” option instead. Click “Save.”

2. To invite specific people to view your website...
 - a. While still inside the “Sharing and Permissions” web page, click inside the box below “Add People.”
 - b. Type in the Gmail addresses of people that you want to view your website. Separate each Gmail address by a comma and a space.
 - c. Adjacent to the text box you are typing on, there is a dropdown menu labeled “Can Edit.” Click on it, and change it to “Can View.”
 - d. Confirm that the box adjacent to “Notify People via Email” is checked.
 - e. Click “SHARE & SAVE”.
 - f. To go back to your website, CLICK on the Sidebar where you see the name of your website (e.g. Mr. / Ms. _____ Class).

3. To allow specific people to view your CALENDAR...
 - a. Click on the “Google Calendar” rectangular button at the lower right corner of your website calendar.
 - b. The main Google Calendar Page will appear. Click on the Settings button (the button with a picture of a “Gear”) located on the upper right corner of the Google Calendar Page.
 - c. Select “Settings” from the dropdown menu.
 - d. A new window will appear. Under the “SHARING” column, click on the link labeled “Share this Calendar.”
 - e. Un-check the box adjacent to “Make this Calendar Public.”
 - f. Under “Share with Specific People” enter the Gmail addresses of people that you want to view your calendar. Type one Gmail address at a time.
 - g. Confirm that the Permission Settings column indicates “See All Event Details.” If not, click the dropdown button and change accordingly.
 - h. Click “Add Person” and type the next Gmail address to share your calendar with.
 - g. When all the Gmail addresses have been entered, click “SAVE”.
 - h. To go back to your Main Google Calendar Page, click on the “Back to Calendar” button at the bottom left corner of the screen.
 - i. Once finished with the Main Google Calendar Page, just close that page (do NOT sign out if you are not yet done with your website).

To view your website the way other people will see it, click on the MORE button at the top right of your webpage, then choose “Preview Page as Viewer.”

CONGRATULATIONS! YOU’VE JUST CREATED YOUR CLASS WEBSITE! 😊