



# Using the New Google Sites

(Updated as of February 2017)

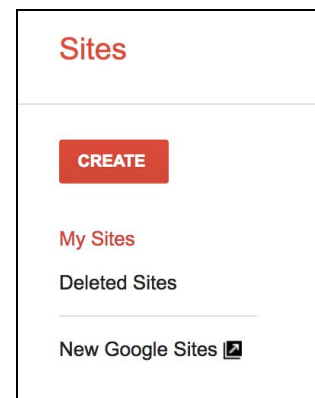
## Login & Finding the New Sites

Currently, the new look and feel of Sites is only available through the Chrome and Firefox browsers. Safari is **not** supported.

<http://sites.google.com>

Log in using your Hawthorn account.

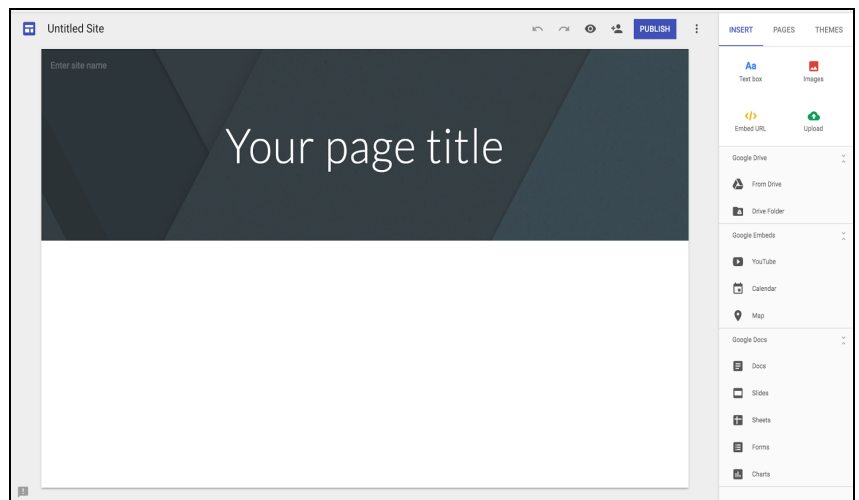
You will need to click on “New Google Sites” to access the new features. (Once this has been around for longer, they will probably direct you there immediately.)

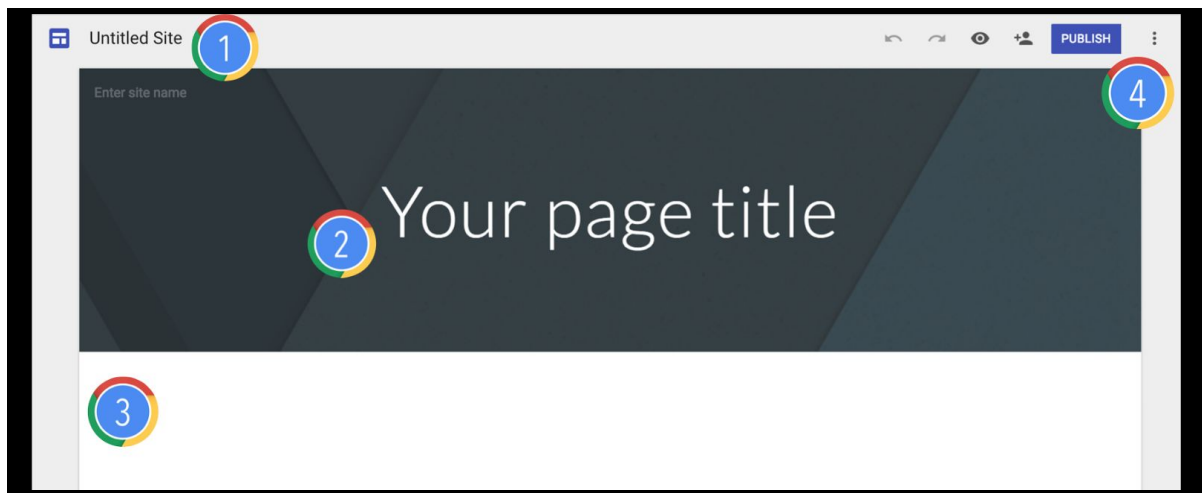


## The Workspace

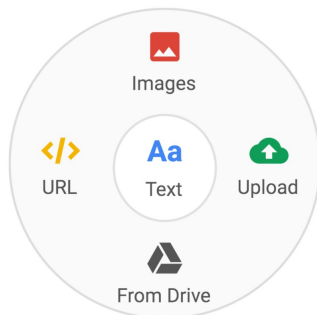
The Google Sites screen consists of two areas:

1. The workspace — what you see here is what will appear on your published site. This is where you will include all of the information, links, etc.
2. The sidebar — options for adding elements to your site.





1. Your site starts as “Untitled Site,” so rename it here. You and other editors of the site are the only ones who will see this title. Immediately below that title, you will see a line that says “Enter site name.” This is the title of your site that all visitors will see on every page of your site.
2. This is the title of the specific page you are on. This title only applies to this page and is also how this page will appear in any of the links you have along the top of the page.
3. The body of your site is where you will include all of the content. You can either use the sidebar on the right side of the page to INSERT elements or you can double-click in the blank body area of the page. A small circle will appear...



**Images:** Insert images from your Google Drive account or search the web.

**Upload:** Insert images from your computer’s hard drive.

**From Drive:** Insert any file stored in your Google Drive account (videos, images, PDFs, Docs, etc.)

**URL:** Insert a link to an external website.

**Text:** Insert a textbox to type content for your site.

4. Undo, Redo, Preview, Sharing and Publishing Options:

**Undo:** Undo the last action you performed.

**Redo:** Redo the last action you undid.

**Preview:** View a preview copy of your page. You can also see how the site would look on a phone, tablet, or computer.

**Editors:** Allow others to access your page with editing privileges.


**Publish:** Create the address for your site and decide whether you want it to be published only to others with a hawthorn73.org account, or publicly on the web. **You must also click PUBLISH every time you update your site.**


## The Sidebar — INSERT


INSERT    PAGES    THEMES

---

**Aa**  
Text box


  
Images


  
Embed URL

  
Upload

---


Google Drive ⌵  
⌶


 From Drive


 Drive Folder

---

Google Embeds ⌵  
⌶


 YouTube


 Calendar


 Map


---


Google Docs ⌵  
⌶

 Docs

 Slides

 Sheets

 Forms

 Charts

The top four options are the same as if you double-clicked on the web page body:

**Images:** Insert images from your Google Drive account or search the web.

**Upload:** Insert images from your computer's hard drive.

**From Drive:** Insert any file stored in your Google Drive account (videos, images, PDFs, Docs, etc.)

**URL:** Insert a link to an external website.

**Text:** Insert a textbox to type content for your site.

The **Google Drive options** allow you to insert something from your Google Drive account or to insert a window that shows the contents of an entire folder on your Drive account.

The **Google Embeds options** allow you to embed a YouTube video, interactive Google Calendar, or interactive Google Map directly onto the page.

Specific instructions for each option can be found by clicking these links:

[YouTube Embed](#)

[Calendar Embed](#)

[Map Embed](#)

The Google Docs options allow you to go directly to your Docs, Slides, Sheets, and Forms files if you know that what you're looking for is a Doc or Slide or Sheet and you don't need to search for it within your Google Drive folders.

The "Charts" option at the bottom is related to any charts or graphs you might have created using data from a Google Sheet.

## The Sidebar — INSERT — Embedding Objects

### YouTube Video

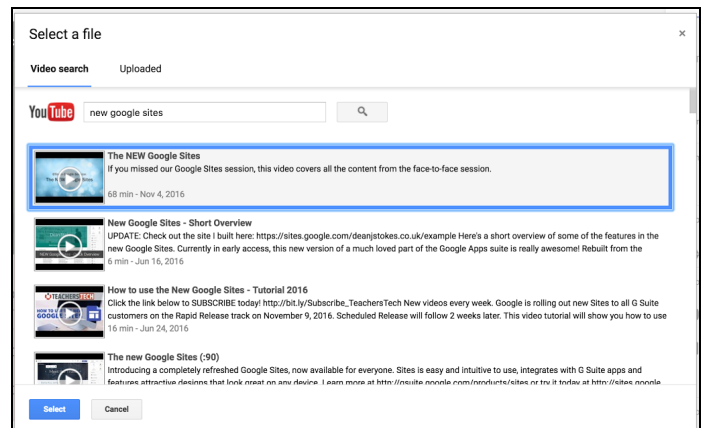
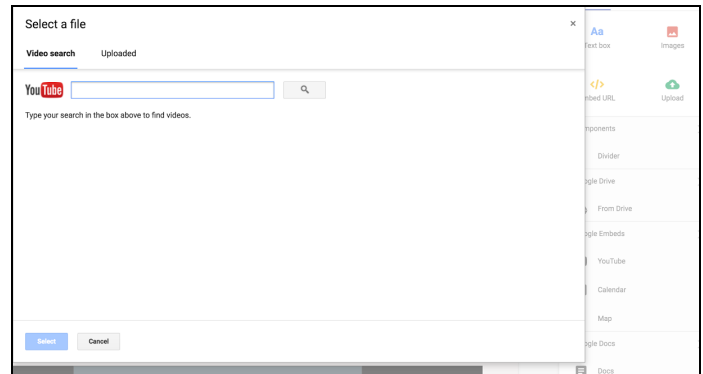
To embed a YouTube video, click on the YouTube option under “Google Embeds.”

Search for the video you want to use from YouTube.com.

Select the video from your results by clicking on it to highlight in blue. You can also click the play button on the video thumbnail to preview it.

Once you have decided on which video you would like to embed, click SELECT.

The video will be embedded into your Google Site page, where you can then resize or move as needed.



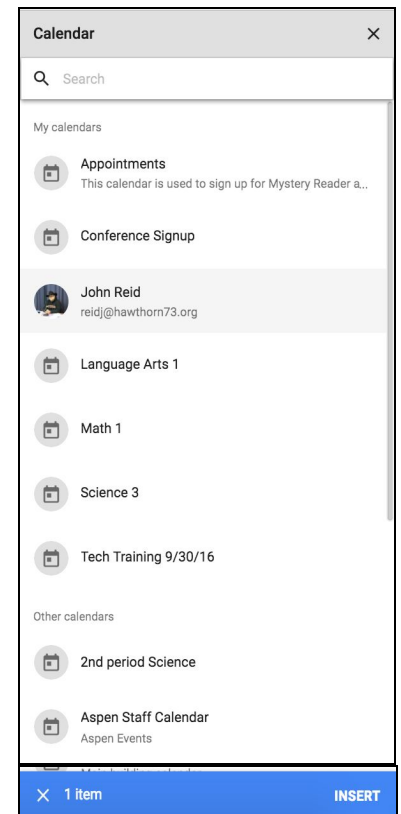
### Google Calendar

To embed a Google Calendar, click on the Calendar option under “Google Embeds.” A menu will appear in the sidebar that will show two categories:

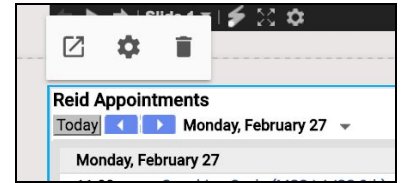
1. My Calendars
2. Other Calendars

My Calendars are any Google Calendars associated with your Google Account. These might include Calendars that have been set up from within Google Classroom, Parent-Teacher Conference calendars you might have created with Appointment Slots, your main Google Calendar, or any other calendar you might have created for a specific reason.

Other Calendars include any Google Calendars that might be shared from someone else in your organization (another student or teacher), someone’s calendar you have subscribed to, etc.



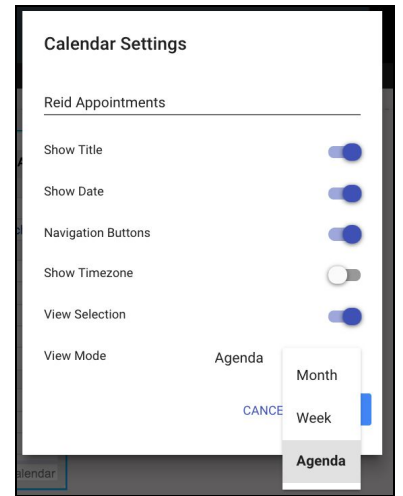
Once you choose the calendar you would like to embed, click INSERT. From there, you can make changes to how the calendar is viewed on your page by clicking on the calendar itself and choosing the EDIT option (the gear icon). The default view for a calendar is “Agenda,” so you will need to make that change in the Calendar Settings menu if you want your calendar to be viewed in “Month” or “Week” mode.



\*\*\*

When sharing calendars, always be aware of your (or others’) sharing settings. If your calendar contains any information that should remain private or confidential, make sure you have restricted those settings from within Google Calendar.

\*\*\*

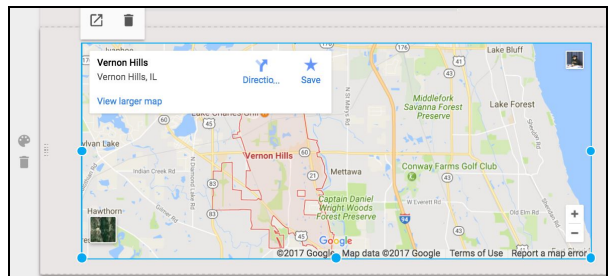
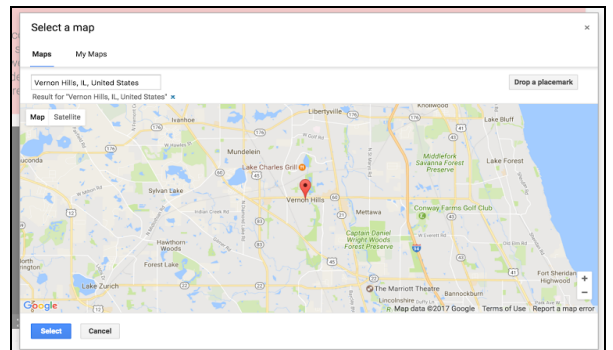


## Google Maps

To embed a Google Map, click on the Map option under “Google Embeds.”

Type in the location that you would like to feature on the map, or choose from a saved map you created in the past under “My Maps.”

When you have set the map as you would like it to appear on your site, click SELECT. There are not a lot of options for editing the map once it’s live on your page, but visitors can interact with it (zoom in and out, get directions, open in a larger window, etc.)



## The Sidebar — PAGES

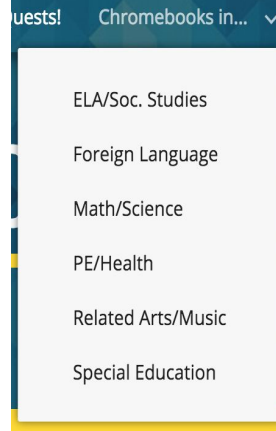
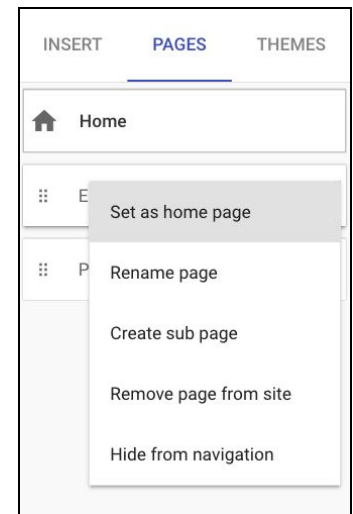
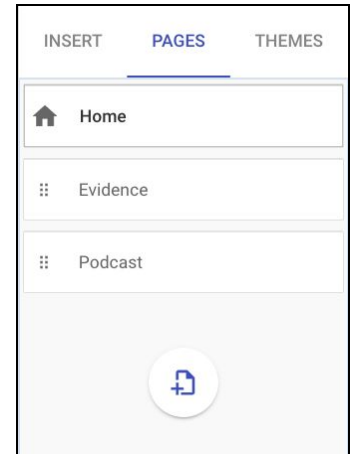
To add more pages to your site, click on the PAGES tab in the sidebar.

You should see a list of any pages that are part of your site. There is also a button at the bottom that allows you to create more pages.

You can change the order of pages on your site by clicking on the dots to the left of the page name and dragging that page up or down the list.

If you would like to see additional settings or options for working with pages, hover over the name of the page and three dots will appear to the right. Click on those three dots to see your options.

You can set a different page as your home page (the first page visitors will see when they go to your site).



You can create a sub page. This is a page that only shows up in the navigation menu when you hover over the main page. In the example to the left, the main page is called “Chromebooks in...” and the sub pages are “ELA/Soc. Studies,” “Foreign Language,” “Math/Science,” etc.

The “Hide from navigation” option allows you to keep a page “secret,” meaning visitors to your site cannot see the page, but you can still work on it. When it’s ready to be made public, you can “unhide” it.

# The Sidebar — THEMES

The THEMES tab in the sidebar allows you to make changes to the overall look of the site.

While you cannot choose individual fonts or colors, you can change the style of font and the main colors of your site by picking different themes. Each theme has 3-5 color schemes to choose from and (usually) 3 font styles.

The images below show the same site, but how the look and feel will change simply by choosing another theme from the list.

