

Center for Teaching & Learning

Google Sites

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Revision History

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Unpublish a Site

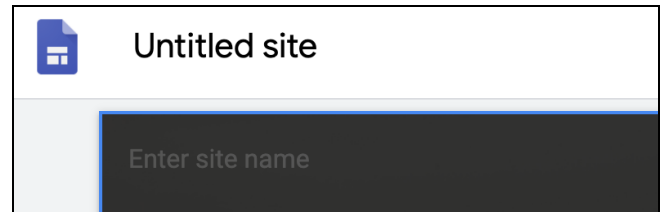
12

Creating Your Site

Sign in to your Google Drive account at drive.google.com using your USD credentials. Click the **“New”** button in the top left corner and select **“Google Sites”**.

Naming Your Site

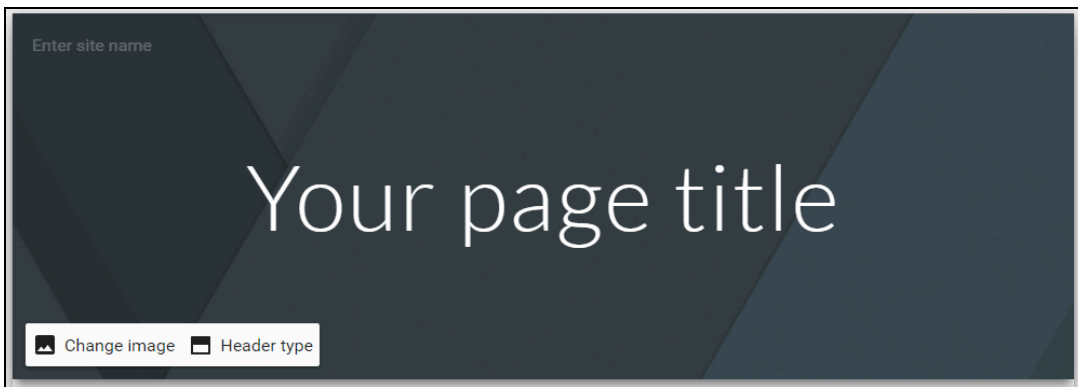
Once your site is created you can name your site. You can either click on the top area that says **“Untitled site”** or you can click on **“Enter site name.”** When you type in the second option you also have the option to include a logo next to the name of the site. If you click on this option it will take you to settings where you can choose to upload or select an image.



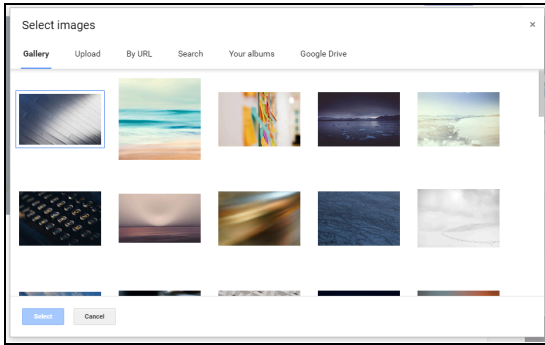
Themes

Once you have your site created you can change the theme of it. Go to the right side of the screen and there will be a tab that says **“Themes.”** This changes the fonts, colors, and basic layout of the site. Once you pick a theme you can change the color of that specific theme as well.

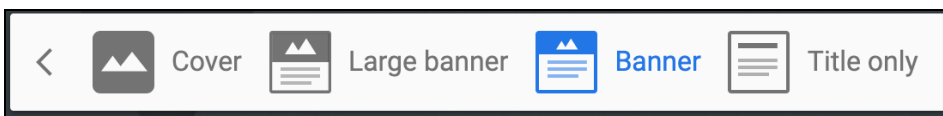
Another way to change the theme is to customize it by adding your own photo, a stock photo, or changing the header type. You can do this by moving your mouse over the cover image and a toolbar will pop up with options.



Click **“Change image”** then **“Select Image”** a window will appear allowing you to choose from many different options to change the cover image. You can change the image by selecting a photo then clicking the **“select”** button.

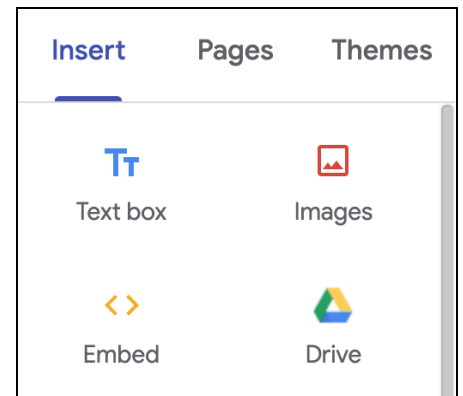


Click **“Header type”** and you can choose to have a cover, large banner, standard banner, or title only.



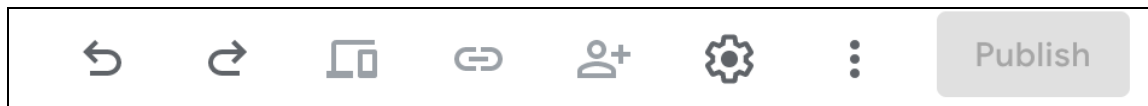
Adding Information

You can add information onto a page by being on the **“insert”** tab on the top right side of your screen. On this tab you can add a text box, image, embed a URL, or Upload a file. You can also insert information from your Google Drive, Embed Youtube videos, a Calendar, or a Map, and insert documents from your google applications.



Editing Your Site

To edit your site, click the **“Edit Page”** (Pencil Icon, top right-hand side of page) button in the upper right hand corner of the screen. The edit toolbar will provide you with the tools



necessary to edit your site.

Here is what each option does:

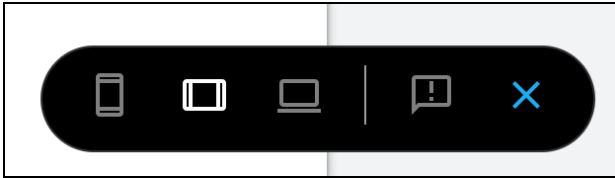
Undo and Redo Changes

The first two options allow you to undo and redo changes by clicking the arrow buttons in the toolbar. You can also use these keyboard shortcuts:

- Undo (Ctrl-z)
- Redo (Ctrl-y or Shift-Ctrl-z)

Preview

The third option allows you to preview the page you are on. This will show you what your published site will look like on a computer, phone, and tablet, by clicking on the computer/phone button in the toolbar.

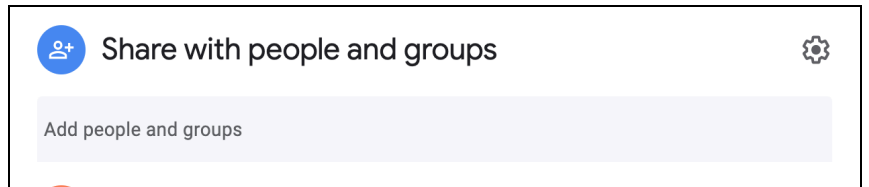


Copy published site link

Once you have published your link at least once you can use the fourth option and click on the “chain link” button which allows you to copy the link of your published site.

Share with others

Next you have the button with the image of the person and plus sign. This option lets you share your site with people. When sharing your site like this you can let people either be a published viewer, meaning they can only view the published site, or they can be an editor, which means that they can edit the unpublished site.



Settings

The next tool is the “settings” button. When you click on that you are presented with five different settings you can change. Here are your options:

Navigation: lets you change where your pages bar is located and the color of where your sites name is published at the top of the site

Brand images: You can add an image to appear next to your site's name like a logo.

Viewer tools: This lets you pick what the viewer can see on your published site.

Analytics: You can connect your site to a Google analytics account and get data from your site.

Announcement bar: This lets you put a message across the top of your site above your content for viewers to see.

Settings

Navigation setting changes are autosaved and applied the next time you publish your site

Navigation

Brand images

Viewer tools

Analytics

Announcement banner

Mode

Top

Color

Transparent

Settings

Brand images setting changes are autosaved and applied the next time you publish your site

Navigation

Brand images

Viewer tools

Analytics

Announcement banner

Logo

Upload or select a logo image to add to your global navigation bar. [Learn more](#)

Upload

Select

Favicon

Upload or select a favicon image to add to your site. [Learn more](#)

Upload

Select

Settings

Viewer tools setting changes are autosaved and applied the next time you publish your site

Navigation

Brand images

Viewer tools

Analytics

Announcement banner

Info icon

The site info icon in the lower left of your published site shows page specific details. Site viewers may click or hover over the icon to reveal content. [Learn more](#)

Show page last updated time

Show contact form

Anchor links

Anchor links appear when site viewers hover over headings on the page. It allows viewers to link to specific sections on the page. [Learn more](#)

Show anchor links

Settings

Analytics setting changes take effect immediately after closing this dialog

Navigation

Brand images

Viewer tools

Analytics

Announcement banner

Connect your site to a Google Analytics account to get insights and metrics on usage. [Learn more](#)

Google Analytics tracking ID

Enable analytics

Settings

Announcement banner changes are autosaved and applied the next time you publish your site

Navigation

Brand images

Viewer tools

Analytics

Announcement banner

This banner is displayed above your site content

Show banner

Banner color

Announcement

Message

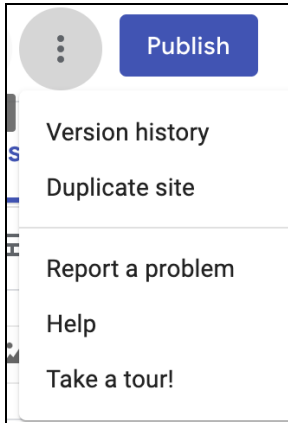
0 / 150

Button label

0 / 25

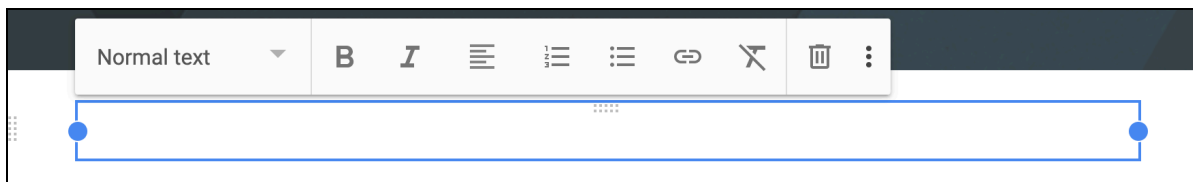
More Option

If you click on the three dots on the far right this gives you a few more options. Here you can look at version history, duplicate your site, report a problem, get help, and take a tour.



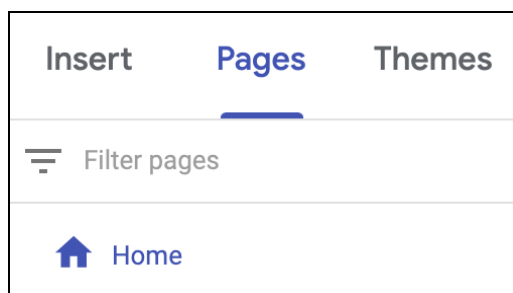
Text Box Toolbar

Once you insert a textbox into your site a toolbar will pop up above your textbox and you can edit your text. You can select the font type, bold, italicise, change the alignment, add numbered list, add bulleted list, insert a link, clear formatting, or delete the text box completely.

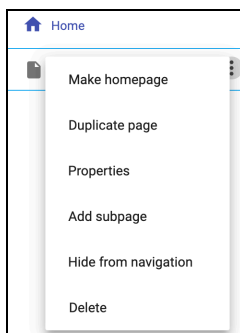


Add Pages to Your Site

To add pages to your site go to the “**Pages**” tab on the right hand side of the screen. Once on this tab, there will be a “**plus**” button at the bottom, if you click that you can insert a new page.



A box will pop up and this is where you can give your new page a name.



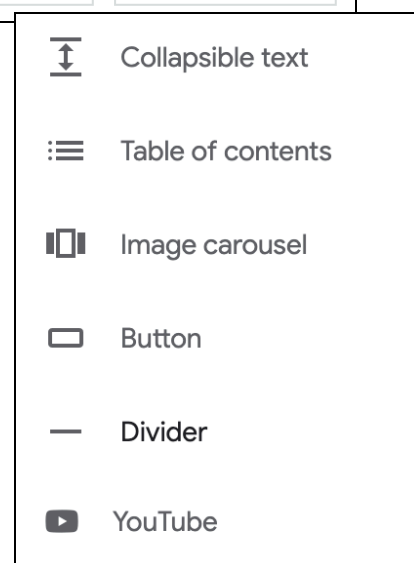
Once it is created you can click on the **“three dots”** on the right hand side of the name. This gives you a few tools that you can use on this page. You can make it the homepage, duplicate it, look at the properties, add a subpage, hide from the navigation, or delete the page.

Adding to Your Pages

On your new page, you still have the option to insert a textbox, image, embed a URL, or insert files from your google drive. Beside these options you can also pick the layout of your page. They provided many different layouts that incorporate pictures and images.



There are also many different options to edit your page. You can add Collapsible text which lets you create a header that includes text underneath that does not automatically show up, you have to hit the drop down arrow to see the rest of the text. If you insert headers on that page you can also create a table of contents. The next option is to insert an image carousel that allows you to upload many pictures and be able to click through them one at a time to view them. You can create a button that if clicked takes them to a link. You can also insert a divider on the page. Finally you can upload a youtube video directly to your webpage. After these options it lists all of the different types of google files that you can upload from your drive.



Editing a Page

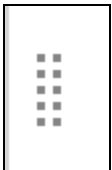
It is pretty simple to edit the information that you have on your page already. When you have a section on your page three icons will appear on the left side of that section.



The first icon looks like a paint board, if you click on this button it will allow you to change the color of the section. There are usually three different options provided for you or you can upload your own image for the background of the section.

The next icon looks like a stack of paper and this allows you to duplicate a section. When you click this button it reproduces the same section and places it right below the original section.

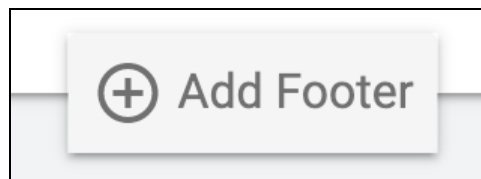
The last option is to delete the section by clicking on the garbage icon.



Another option when editing your page is to use these dots located on the left hand side of a section to relocate your section. You can click and drag the section to whichever option you would like on the page.

Creating a Footer

You can create a footer to include on the bottom of all of your pages. To do this move your mouse down towards the bottom of the page and the button “**Add Footer**” will appear, click on that and type whatever you want in the text box. There is an “**eye**” icon in the left hand corner that you can click to stop showing the footer on a page. Just hover over your footer and it will pop up



Publishing Your Site

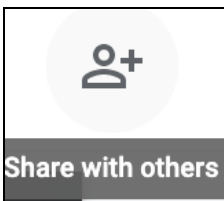
Once you feel that you have all of the information you need on your site you can click on the purple “**Publish**”

button in the top right hand corner of your screen. The first time you do this you have to pick your web address. Type in the box what you want the end of the web address to be. Then hit the purple **“Publish”** again. Now your published site is accessible to whoever you have the share settings set up to.

From now on when you edit your site you must hit the **“Publish”** button if you want your site to update. When you do this Google will show you what edits were made before updating the site so you can look over the changes. Once you look over the changes you will hit the **“Publish”** button again.

Sharing Your Site

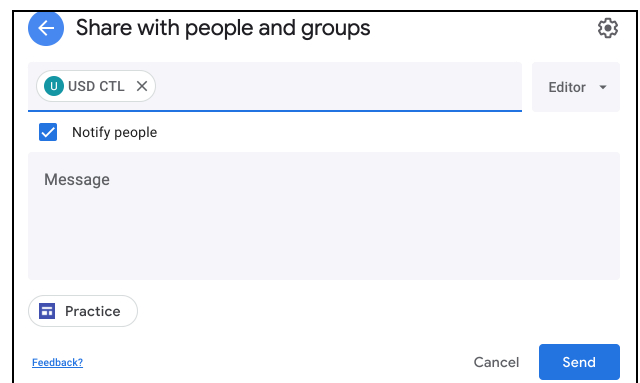
Now that you've created your Google site, you can share it with your friends, family, coworkers, or make it public. You can do this by either clicking the **“Share”** button found in the toolbar.



IMPORTANT: Share this site lets you choose who views, edits, and owns content on your site. Even with these controls, use care when you publish sensitive personal information on the web, since people who may or may not have permission may still be able to access and use this information in unauthorized ways. Sensitive information includes social security numbers, financial account information, home addresses, and phone numbers.

Once you click the share button in the toolbar a box will pop up where you can add peoples emails. Once you add their email there is a drop down box that appears to the right. This allows you to change the permission that they have on your site. *IF* you choose **“Editor”** they can go into the unpublished site and make changes to your site. *IF* you choose **“Published Viewer”** they can only view the site that you have published.

There is also a box under the emails that says **“Notify people”** This option is if you would like the people you are sharing your site with to get an email notifying them that they have access to your site. Once you have entered the emails and changed the settings to how you desired, click the blue **“Send”** button if you want them to get an email or the blue **“Share”** button if you do not want them to get an email.

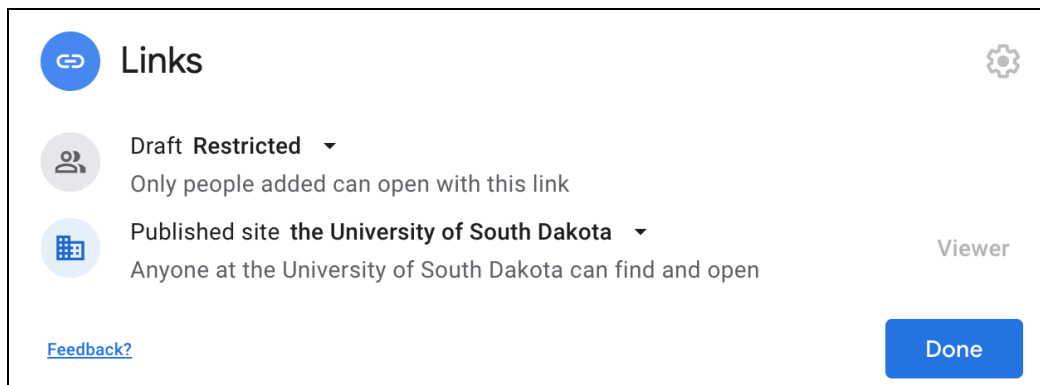


Sharing Your Site With a Link

Another option to share your site is with a link. Click on the same **“Share”** button in the tool bar the **“Links”** box will appear under the email option. Your first option to edit is who can see/edit the draft version of your site. You

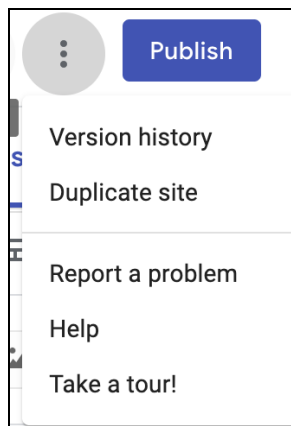
can pick restricted, which means only the people that you share it with their emails can edit the University of South Dakota, so anyone with a USD account, or anyone with the link.

The other way to edit how you share your link would be sharing the link to the published site. This link is just to view what has been published onto the site. You have the same options as above: restricted and the University of South Dakota, there is also the option for Public, which means anyone on the internet can see your published page.



Revision History

While you and your collaborators are editing your site, you can keep track of changes (and of the person who made them), and even revert to an older version by using “**Version history**” located under the three dots on the toolbar.



Here, you'll see a list of the site versions, the date and time each was last edited, and the name of the person who made the changes. You can name certain versions by clicking on the “**three dots**” on the right hand side.



Version history

Only show named versions ☐

TODAY

▶ May 18, 12:35 PM

Current version

▶ May 18, 12:16 PM

Published May 18, 12:16 PM

May 18, 10:20 AM

If you change your mind about the most recent edits you or your collaborators made to the site, simply revert to an older version. Click on any version from the list that you want to restore, then click on the purple “**Restore to this Version**” button in the top left hand corner.



Unpublish a Site

You can unpublish your site if you do not want people to be able to access your site anymore. To do this, hit the drop down option on the “**Publish**” button and click on “**Unpublish.**” Now if you delete this from your drive account the site will be completely gone.
If you do not delete it from your drive account then you can always re-publish your site by hitting the “**Publish**” button again.

