

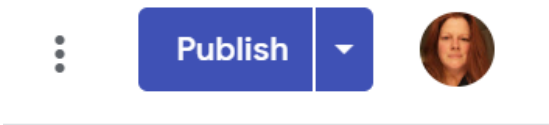
Creating a teacher website for students and parents?

You want to make sure your site and all embedded elements like a calendar and information documents are viewable to guests who do not have an AACPS login who will visit your site, like parents!

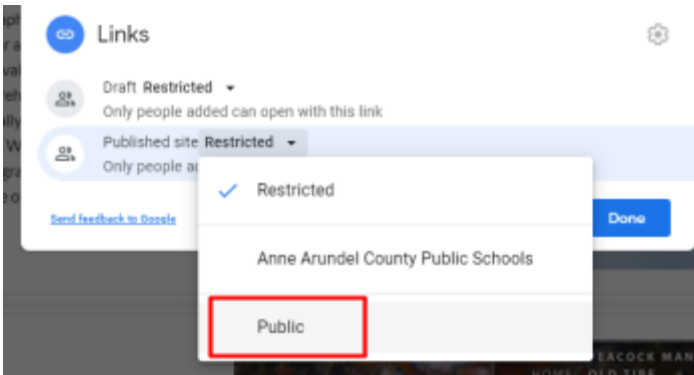
Follow these steps to make sure your site and all elements are viewable to guests.

Making the site itself accessible to all visitors:

- 1. When you have finished your website, click Publish in the upper right.



- 2. Then make sure the published link says, "Public."



**** Something important to keep in mind about future changes to your site: all changes save automatically, BUT, changes will not be seen by your visitors until you click Publish again. This means you can make changes to your site over the course of a day, or a few days without your visitors having to view a site under construction. Once you have completed all changes, click Publish again and the live site that visitors access will be updated.**

Making embedded elements accessible to all visitors:

1. Step one: from your Google Sites toolbar on the right, choose Insert and add your file. It can be a **calendar** where you share important events, a **form** where parents can sign up for a conference, a **document** such as a homework helper or class newsletter, a **slideshow** of images and information, or even a **My Map** with specific locations marked.
2. Step two: **change the permissions on the file that has been embedded!**
Open the file, choose share and change the permissions to Anyone with the link can view.

Share with others

Get shareable link 

Link sharing on [Learn more](#)

Anyone with the link **can view** ▼

Copy link

<https://docs.google.com/document/d/13iCMYDBAC-nBg0XiHjA2-LBQqdn6tlhOWA8>

People

Enter names or email addresses...



Done

Advanced

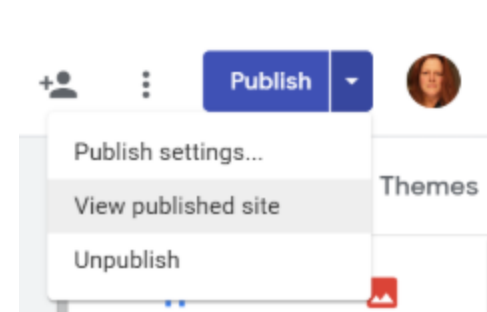
NOTE: where you access this setting will be different for the different Google apps. Click on the app below for specific directions for how to change the sharing settings for that exact file type.

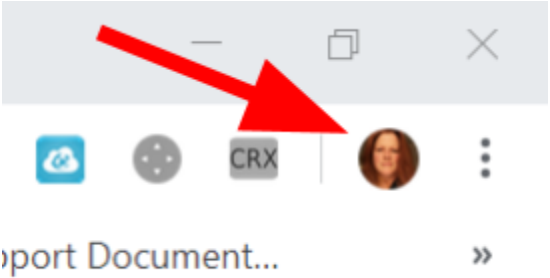
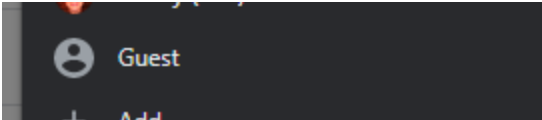
Google Docs, Slides, Drawings or Sheets	Google Calendar
Google My Maps	Google Forms

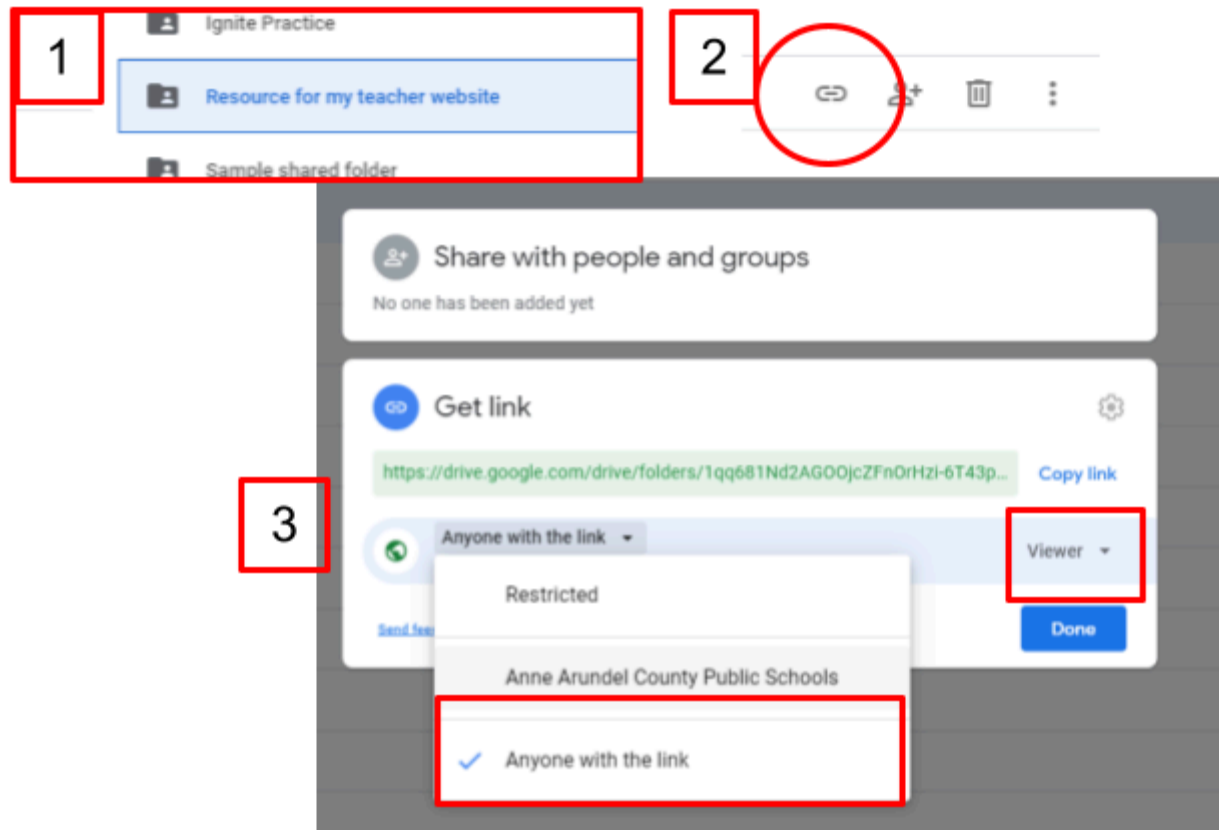
How to view your site as a guest to check that your site and all elements are published correctly.

NOTE: you must be signed into Chrome in order for these directions to work!

1. Click the dropdown menu next to the Publish button on your site and choose, "View published site."



<ol style="list-style-type: none"> 2. Copy this web address for your site. 3. Click on your Chrome profile icon. 	 <p>A screenshot of the Chrome browser's top bar. A red arrow points to the profile icon, which is a circular headshot of a woman. To the left of the profile icon are icons for Google Assistant, a four-dot menu, and a CRX extension. Below the icons, the text 'Support Document...' is partially visible.</p>
<ol style="list-style-type: none"> 4. Choose "Guest" at the bottom in the dropdown. 5. Paste your site web address into the Guest window. Click through all of your pages to see that the site and all embedded elements are viewable to the guest. If any element is not accessible, follow the directions above to fix the sharing permissions for that file and re-publish the site. 	 <p>A screenshot of the Chrome Guest selection screen. It shows a dark background with a white profile icon and the word 'Guest' in white text. Below it, the word 'Add' is partially visible.</p>
<p>Pro-Tip! If you plan to add a lot of embedded Google Files on a website, there is an easier way...</p>	
<ol style="list-style-type: none"> 1. Create a folder in your Google Drive. Name the folder something like, "All resources for my website." 2. Click on this folder and choose the Link share option in the upper right and change the permissions on the folder to Anyone with the link and Viewer. 	



3. Place ALL files for your website in this folder.
4. All files will take on the permissions of the “parent folder” without you having to remember to share each one individually.
NOTE: DOES NOT WORK FOR FORMS! Continue to share Forms as stated above.