Google Sites Skill Checklist

You will be learning your way around **Google Sites** today. This is the tool you will use to build a website to present at the ASLA Expo. To begin, open Gmail and find the email that shares your Practice Website **with your name** and double-click. When it's open, follow the instructions below and check off the skills below as you complete this activity.

Part 1: Creating Content

Using the "Insert" menu at the top right of the screen. Practice the skills below on the page with your name on it.

- ❑ Add a text box
- ❑ Make a collapsable text box
- ❑ Change the color of the background for the text
- ❑ Change the size of the text box
- ❑ Make another text box and move it next to the old one
- ❑ Delete block of text using the "trash" icon
- ❑ Copy a text box using the "duplicate" icon
- ❑ Add a picture from the Web
- ❑ Move a picture in line with text
- ❑ Add a picture from Drive
- ❑ Crop the picture
- ❑ Add a caption to the picture
- ❑ Create an image carousel
- ❑ Add a dividing line
- ❑ Add a Google Drive document or slideshow
- ❑ Add a YouTube video
- ❑ Change the size of the YouTube video

Part 2: Organizing Your Site

Click on the “Pages” menu at the top right of the screen. Using tools in the sidebar, practice the skills below.

- ❑ Make a new page
- ❑ Rename the page
- ❑ Make your new page a subpage of the page with your name on it by dragging it on top
- ❑ Make a new page and make it a subpage of your subpage
- ❑ Make a new subpage using the “Add a subpage” action from the menu
- ❑ Delete a page

Part 3: Changing the Look

Click on the “Themes” menu at the top right of your screen. Using the tools in the sidebar, practice the skills below.

- ❑ Change the theme to the “Vision”
- ❑ Change to another theme
- ❑ Change the colors of your site
- ❑ Change the fonts
- ❑ Change the font style
- ❑ Change the look of the header on one of your pages
- ❑ Make a custom header by using a picture from the Web
- ❑ Make “buttons” that link to some of your other pages

Part 4: Other Tools

See if you can find your way around the Google Sites tools available to do the following actions.

- ❑ Share your site with Mr. Brunken
- ❑ Preview what your site will look like on a smartphone
- ❑ Change the title of your Site
- ❑ Change the title of a page
- ❑ Change the look of the navigation menus
- ❑ Edit one of your friend’s sites

Congratulations! Now you know your way around Google Sites and are ready to begin making a website for class. If you have extra time. Feel free to play around with your practice site. You might learn even more skills.