Google Sites ([Example](#))

1. On your Adams 12 Dashboard, click on the icon for **G Suite Sites**.
2. Start with **Blank site** or choose a template from the **Template gallery.**
   a. If choosing a template, consider the audience or purpose of your portfolio.
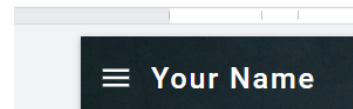   b. The steps below help build a **Blank site** but can also be used to edit a template.
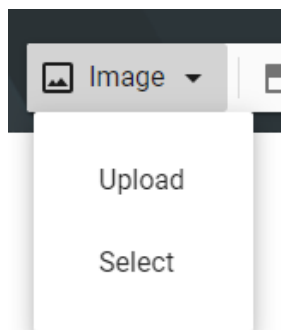

G Suite Sites

3. Title your Website at the top left **and** on the header.
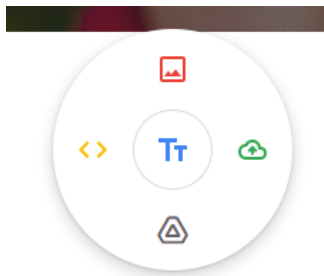

Student Portfolio
≡ Your Name

4. Choose a header image-upload your own or select a stock image/Google image.
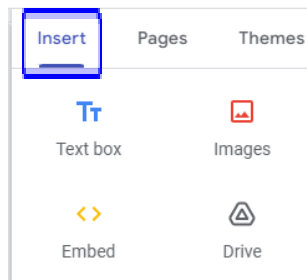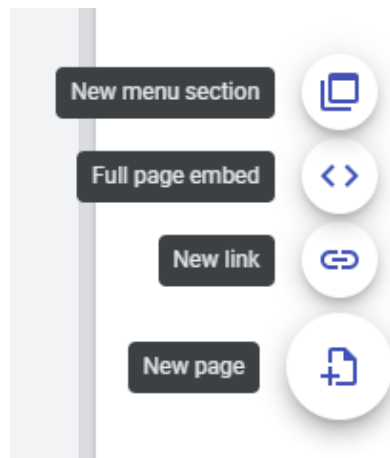

Image ▾
Upload
Select

Untitled site

5. Double click to **Insert** a text box, image, embed code, or something from Google Drive. (You can also choose an option on the right.)
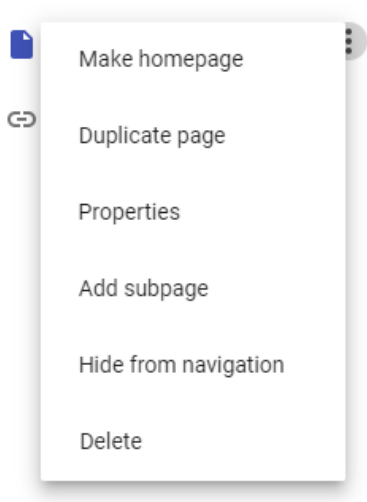

or

Insert   Pages   Themes
Tᴛ   Text box   Images
< >   Embed   Drive

6. Choose **Pages** on the right to add a new page. Click the **+** and choose an option. (New page and new link are most common.)

7. Click the three dots next to a page in the menu to make a subpage, hide a page from navigation, and more.

8. Click **Themes** to choose a theme and color for your page.
9. Under **Insert**, you can add other things: Image Carousel, different Content Block layouts for images, video links, and more.

10. Click ⎙ to preview your page. You can view it on a phone, table, or computer. Click the **X** to go back to editing.
11. When ready, click **Publish** to publish your website.

12. Finish the back half of the URL to signify it's your site. Click **Publish.**

Publish your site

Web address

larue-test-website ⊘

https://sites.google.com/adams12.org/**larue-test-website**

Who can view my site
Anyone at Adams 12 **MANAGE**

Cancel   **Publish**

13. Click **Manage** to choose who can see your site.
    a. Your **Draft** should only be visible to your and anyone you're collaborating with on the site, if applicable.
    b. Your **Published site** can either be just for Adams 12 or Public. (Follow teacher directions for this choice.)
    c. You can change the settings anytime by clicking ⚙︎ .
14. Click the ⚙ to change your menu from the top to side, add a logo, and more.
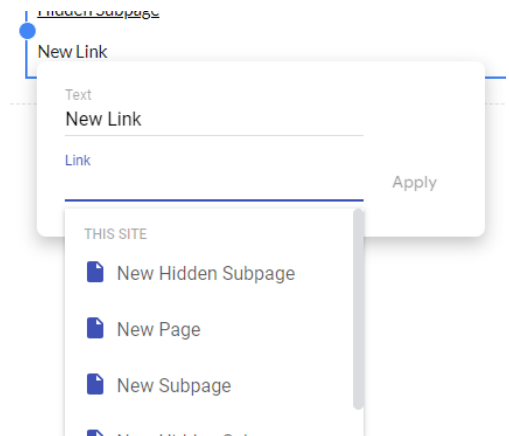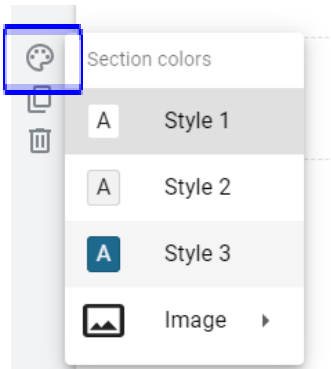

Other Tips

15. If you want to add a link to text, highlight the text and choose the 🔗 .
    You can then link to any URL or link to another page in your website.

16. Click 🎨 to change the color of a section of your page.
    You can also duplicate or delete a section here, too.

Section colors

A Style 1

A Style 2

A Style 3

🖼 Image ▸

New Link

Text
New Link

Link

                                  Apply

THIS SITE
📄 New Hidden Subpage
📄 New Page
📄 New Subpage

17. Use Google Drive to upload anything! <u>Save photos and more to Drive</u> and you can upload any file, any time!
18. To easily find your site for editing, click the **Advanced Search** and choose **Sites** under type.

Search in Drive

Type   Any ▼

Owner

Has the words

Item name   file name

Location

Date modified   Any time ▼

Spreadsheets
Presentations
Forms
Audio
Videos
Archives (zip)
Drawings
Shortcuts
Folders
Sites

Encrypted