# How to Create a Copy of a Google Site Template

Making a Template in Google Sites is very easy.

1. Prepare your Google Site the way that you want it to appear.
2. Then go to Google Sites.
3. In the upper right hand corner, you will see the title, Template Gallery. Click on the name.
4. A template gallery will appear, including a tab for templates just for Orange Public Schools.
5. Select Orange Public Schools, and then choose,"submit template".
6. Choose the site and submit it. It will now appear in the Gallery so that students can utilize it for their Digital Portfolio.

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A Google template can also be created from scratch or using one of the templates provided by Google Sites. This will save your students some time and shorten the steps needed for the Portfolio Set-up process. More time can be spent on uploading documents.

1. Once you are in the Google Site, go to the share with others icon, then click on the link and change it to "Published Site Public". Be sure to save the changes by clicking done.
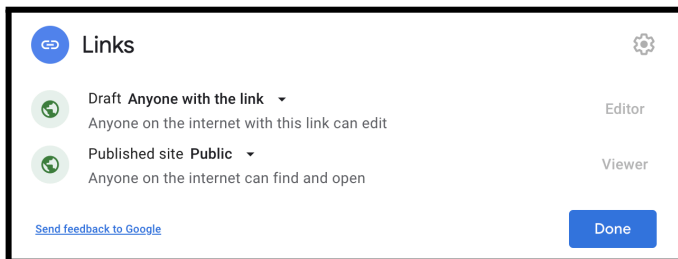
2. Then copy the google site url from the omnibox
   https://sites.google.com/d/1aEKLyWuEsqhx-8hFY1uB-BEGf_ilO5DV/p/1ZIoefJtBAy6lIMnNYCeovcRrjE2lG2Te/edit

3. Delete everything in the link from the /p to the end. See the url above.

4. Add **/template/preview** to the end of the link. See the example below.
   https://sites.google.com/d/1aEKLyWuEsqhx-8hFY1uB-BEGf_ilO5DV/template/preview

5. Share the new link in Google Classroom. The **use template** will show in the right hand corner. See the example below. Now, have students click **Use Template.**
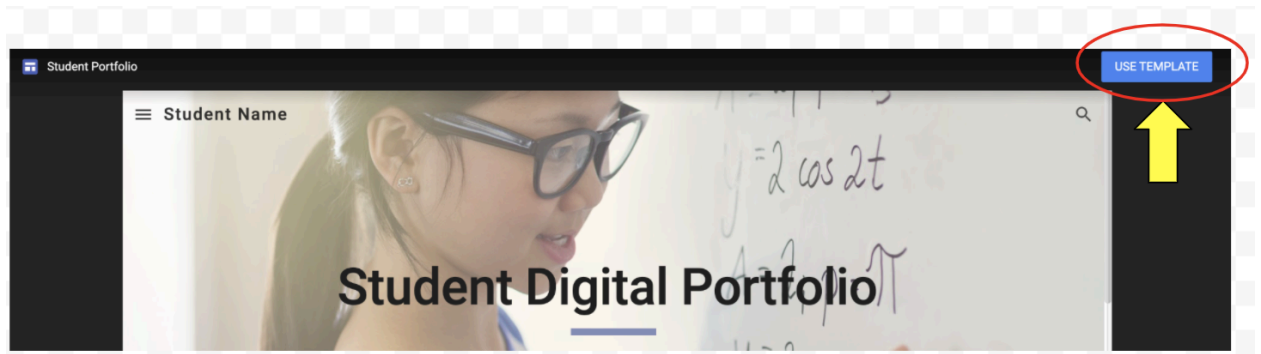
6. Students should click on the three dots in the upper right hand corner, and then choose to make a copy.   This will provide them with a copy of the template in their Google Drive.