

Revised (20 May 2026) Rubrics for **Self-Assessment** of Your Google Site

Your name:

The URL of your Google Site:

Please note: If you do not provide the user URL for your Web site, **you will lose 10 points out of 100 on this assignment (i.e., the class Website project).** Just go to your Google Site Web home-page, **COPY** the URL, and then **PASTE** it in, above.

When you think you have finished your class Website, please complete the self-assessment, below. As you go through each page, consider how your own students would see the items!

General Considerations while creating your site and then assessing it:

1. Make sure that your Google Site is **PUBLIC**. (In the EDIT mode, click on the blue PUBLISH button at the top right of the page. Click on the SHARE icon, to the left of the PUBLISH button and make sure you see “Published – Anyone can find and view.”) ***Either examine your website using a different browser and/or ask someone else to see if he/she can see your Google Site on his/her computer.***
2. If you attempt **embedding** an item from another Google tool (Maps, Street View, FORMs, Spreadsheets, etc. into one of your Web pages), make sure to SHARE **each** of the Google items as PUBLIC at the source page. ***Ask another student to check this on another computer*** because you, as the owner of the site, can see things that your “users” may not be able to see.
3. Make sure that your embedded items do not require vertical or horizontal scrolling in the PUBLISHED view. If one does, then:
 - a. Go to the EDIT mode of Google Sites and grab the lower-right corner of the embedding window and pull it to the lower right. PUBLISH the results and see if you still need to fix the embedded window.
 - b. If you can’t fix the embedded window in the EDIT mode of Google Sites, then you have to return to the source and choose a smaller embedding code. Tools often offer small – medium – large. Choose the alternative embedding code, SAVE the results, then replace the new item for the old item in the EDIT mode of Google Sites.

Remember:

- Check the PUBLISHED results of your work to see if it is the most usable as possible for your students. Horizontal scrolling is always bad in Web design and will discourage your students from using that item. Vertical scrolling is slightly less problematic.
- Because you are the “owner” of your Website, you can see **everything**, including items that are locked as PRIVATE in your Google Doc (or at the source). Your kids will see a notice that they need permission to see the item. ***So, please ask another person to skim your Website just to see if all the embedded items are visible and do not require scrolling!***
- Use of this self-assessment page gives you one last chance to catch any problems in your class Website project, ***before*** you submit it for grading. **Please fill in the “student’s evaluation.”**
- ***Make sure that every image is legal!!*** Make sure you attribute every image, either in small text below the image or make the image a hot link to the source and write “Click on image for attribution” below the image (in small text).

Rubrics:

Page:	Required items:	Score:	
		Student's Evaluation	Final Grade
Homepage — on TOP LEVEL of menu (10 points)	The Home Page is in the TOP LEVEL of your menu by default. • In the “banner” (i.e., the top section of the screen) present the title of your website, which will appear at the top of every page in the website. (1 point) ○ Optional: Change the background image of the banner. • Under the banner (i.e., below the banner – in the white space), there is some modified text (which includes: different font sizes, bold, and <i>italics</i>) that makes the text more legible and meaningful (3 points – one for each trait) • There is ONE legal image <u>below</u> the banner: • If you DO NOT own the copyright for the legal image, make the image “a hot link,” by SELECTING the image in the EDIT mode, clicking on the LINK icon in the console, and typing in the URL of the webpage where you found the legal image. Then type “Click image for attribution.” under the image, using the smallest possible font. ○ Image exists (2 points) ○ Image itself is a hot link, leading to the image’s source, proving its legal status. (1 point) ○ There is a caption: “Click image for attribution.” (1 point) ○ The Image is indeed legal. (2 points) • If YOU own the copyright, then under the image, type: - Image: J. Smith (assuming your name is J. Smith) ○ Image exists (2 points) ○ Image has a typed copyright claim (4 points) <i>Btw, all images in your Website should have attributions!</i>		
Parents’ Page – on TOP LEVEL of menu (5 points)	• Text directed to the students’ parents (2 points) • Note the location of the apostrophe! • At least enough information to help the parents contact you. (2 points) Do not give your personal telephone number! • Appears on TOP LEVEL of Menu (1 point)		
Video page – on TOP LEVEL of menu (25 points)	Each of these items should have a heading: • Embed a YouTube video (Get special SHARE URL from under the YouTube video) (4 points). It has a heading (1 point). • Embed an EdCafe YouTube quiz that is accessible to everyone – without scrolling		

	▪ There is a YouTube video visible with the quiz. (3 points) ▪ There is an EdCafe quiz. (4 points) ▪ The entire EdCafe quiz is <i>totally</i> visible to everyone. There is no horizontal scrolling. (Have another student check using a different computer.) (2 points) ▪ It has a heading (1 point). • <i>Embed</i> your ScreenPal (or other screen-capture tool) video (which is fully visible without scrolling) with at least <i>TWO TYPES</i> of screens: WORD, PPT, Webpage, PDF, etc. ▪ There is a screen-capture video (5 points) ▪ There are at least <i>TWO</i> types of screens. (2 points) ▪ The entire video area is <i>totally</i> visible to everyone. (Have another student check using a different computer.) (1 points) ▪ It has a heading (1 point). • Page appears on TOP LEVEL of Menu (1 points)		
A subordinate page (a sub-page) (2 point)	There is a page “under” (i.e., subordinate to) another page, which shows up as a sub-page page, <i>indented, under</i> another page on the menu. For the sake of the exercise, you can have the text: “Subordinate Page.” Create the subordinate page in the “PAGE” tab of the EDIT mode. Click on the name of the page under which you want to create the sub-page. Click on the three dots to the right of the name of this “mother page.” In the pop-up window, choose “Add subpage,” give it a name, and click DONE. (2 point)		
Menu System (2 points)	The menu appears on the left-hand side or as a drop-down on the LEFT-SIDE of the page. (i.e., You are no longer using the horizontal menu at the top of the page. Change this by being in the EDIT mode and clicking on the “SETTINGS” cog icon at the top left.) Btw, all “Top Level” page-names are visible on the extreme left of the menu. The subordinate page-name is visible (or accessible) one indent from the extreme left edge of the menu. (2 points)		
MAP page – on TOP LEVEL of menu (10 points)	• <i>Embed</i> a Google Map (4 points) – (only 1 point if linked) • <i>Embed</i> the Google Street View corresponding to the Map. (3 points) – (only 1 point if linked) ○ To make the Google Street View, just drop the little orange man when the “halo” under his feet is at the location you want on one of the blue lines of your Google Map. • The directional arrows and compass of your Google Street View are visible without scrolling. (2 points) • This page appears on TOP LEVEL of Menu (1 point)		

	Make sure you SHARE your Google MAP and Street View as PUBLIC! Use the same Google account for MAPS, Street View, and Site. Ask another student to check on his/her computer.		
FORMS page – on TOP LEVEL of menu (20 points)	Embed <u>two</u> Google Forms: Embed an administrative FORM (alternatively, -3 points if linked with hot link) The rest of the points depend on actually seeing the form: 1. Require a Family Name, using a short-text question (1 point) 2. Require a First Name, using a short-text question (1 point) - Use the simple check-box question format. This has boxes, not “radio buttons.” (1 point) Let the user know about the possibility of more than one answer. (1 point) - Use a “linear-scale” question format, with the most “negative” answer on the left end of the scale (1 points) - Use a long-text format to respond to a question that needs more than just a word or two. (1 point) - There is minimal vertical scrolling in the embedded form. (1 point) - There is no horizontal scrolling in the embedded form. (1 points) Embed a Google Form Quiz (alternatively, -3 points if linked with a hot link) The rest of the points depend on actually seeing the form: 1. Require a Family Name, using a short-text question (1 point) 2. Require a First Name, using a short-text question (1 point) - There is an embedded video in the quiz. (1 points) - There is one multiple choice question (with “radio buttons” – not boxes), logically formulated – with a potential score for grading. (1 point for question, 1 point for logic) - One drop-down menu question, logically formulated – with a potential score for grading. (1 point for question, 1 point for logic) - One multiple choice grid format, with at least two similar questions. This should have “radio buttons” and not “check boxes” – with a potential score for grading (2 points) - There is no horizontal scrolling in the embedded form. (1 point) - There is minimal vertical scrolling in the embedded form. (1 point) The page is on the top-level. (1 point)		

	Make sure you SHARE your Google Form <u>Quiz</u> as PUBLIC! Use the same Google account for both Form and Site. Ask another student to check on his/her computer.		
Linked Google SpreadSheet in the FORM page (1 point)	The Google SpreadSheet that corresponds to your embedded Google Form <u>Quiz</u> (above) is accessible with a LINK below your form, with an explanation such as: "Click here to see the corresponding Google SpreadSheet." Btw. you will probably not display the results of the quiz to a real class, but this requirement was to prove that you know where the Google SpreadSheet is. (1 point) Make sure you SHARE your Google Spreadsheet as PUBLIC! Use the same Google account for your Spreadsheet and Site. Ask another student to check on his/her computer.		
OTHER ITEMS page – on TOP LEVEL of menu (25 points)	Each of these items should have a heading, specifying the tool: - Your MakeBeliefsComix is INSERTED as an image. (5 points) and it has a identifying heading (1 point) - Your mp3 (of your own voice) is embedded from your Google Drive. (5 points – only 2 points if linked) and it has an identifying heading (1 point) - Your T-T-S mp3 is embedded from your Google Drive. (5 points – only 2 points if linked) and it has an identifying heading (1 point) (Upload your mp3s to a logically named folder in your Google Drive. Go to that item in Google Drive. On its page, click the three dots at the top-right and choose SHARE. Get and COPY the permanent URL (for "Anyone" to see) of the Google Drive item. Go back to your Google Site and PASTE the <u>URL</u> onto the "by URL" input field via the "<>Embed" icon. (Be careful here! Because it's from Google Drive, the embedding process is slightly different!) - Your <u>specific podcast episode</u> is embedded. (5 points – only 2 points if linked) and it has an identifying heading (1 point) The page is on the Top Level. (1 point)		
	<u>Did you enter your name and your URL at the top of this page?</u> Total:		