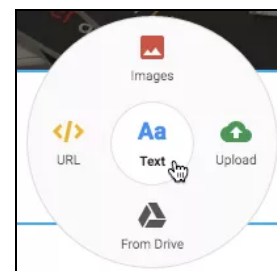


## Google Sites Task

1. Before you begin, add this forced copy of the Google doc: [Google Consent Page BCPS](#) to your Drive:
  - a. *Remove the words "Copy of" from the copy and add your name to it.*
  - b. *Change the Sharing settings to ["anyone can view"](#).*
    - i. [See video for instructions \(17 seconds\)](#).
2. Go to Google Sites and Name the Site:
  - a. [www.sites.google.com/new](http://www.sites.google.com/new)
  - b. Name the site. Example: <<Your name, class>>
3. Change "Title Your Page" to "<<Your Name's>> Google Site": This should appear in the middle of the dark area.
4. Add text to the homepage (add a text box in the white area by double clicking the white area)

"Welcome to my Google Site! Where students are learning valuable technology skills they can build upon for the rest of their lives."



5. On the home page, add a picture of a computer to the right of the text (insert image)
  - a. *Hint: Move text left to open a spot for the image to be inserted to the right.*
6. Add a NEW page use the name Google
  - a. *Hint: under the Pages tab, click on the + sign at bottom*
7. Add the text "Please print and sign the Google Consent form" (add a textbox under insert tab)
8. Add (embed) the Google doc file, "<Your Name> Google Consent Page" to the Google page. Hint: Look at #1 (above) for the document.
  - a. Hint - do not add a link of the doc to the page. Embed it.
9. Add a NEW subpage called, "Keyboarding" under the Home page.
10. On the Keyboarding page, Add text: "Typing Resources"
11. Add the following link <https://www.typingclub.com/> but make it a hyperlink called "Typing Club"
12. Add [bedforditrt@bedford.k12.va.us](mailto:bedforditrt@bedford.k12.va.us) as an editor → 
13. Publish your site.
14. **Email the published site link to Jonathan Frye**
  - a. See this short tutorial [video](#) on how to share your published site.