

# Jen Marinace - Food Heritage



## Student Edition - Basic & Fast Website

### Grade Sheet & Step-By-Step Guide

(108 pts.)

Preparation	
<b>Login &amp; View The Model Site:</b> Login to your Google Account.	
<b>Explanation of the Training:</b> <b>First Segment – Create an 8<sup>th</sup> Grade ePortfolio Website:</b> Students will build a website that will have tabs accessing the homepage of each class. Students will also be shown how to create drop down menus that will link to class projects. <i>(For a greater understanding of what you will be creating, please view the Model Website).</i> Goal: Anyone who recreates this model site will have all the skills necessary to make a website.  <b>Second Segment – Create “Food Heritage” Web Pages for Your English Project:</b> Prior to building this website, the students researched and wrote a paper about a food that is apart of their family’s heritage. It is this content that the students are going to present in their newly created website.	
1 <sup>st</sup> Segment: Create an 8 <sup>th</sup> Grade ePortfolio Website	
<b>Step #1: Create A New Web Site</b> 1a. Explain “Sites” Home Page and navigation. 1b. Show/Explain Blank Templates and Professional Templates. 1c. Choose Blank Template. Enter Site Name: “YourName_8 <sup>th</sup> Grade ePortfolio”. Select Theme. Create! (5pts.)  <b>Helpful Hint:</b> What If I Want to Change My Sites Theme, Color, or Look After I Have Created It? No problem. If you just made the site, I would recommend you just delete it and start over. But if you have put some effort into the site, there are ways to change its look and feel, just go to “Manage site.”	5 pts.
<b>Step #2: Creating a Web Page and Linking to Additional Pages</b> 2a. Open “YourName_8thGrade ePortfolio.” You are viewing your home page. Rename it “Welcome.” Write a short sentence welcoming visitors to your ‘Home Page’ (view the model). Format the text. (5pt) 2b. Create eight more pages and title them: 1.”English,” 2.”History,” 3.”Science,” 4.”Math,” 5.”Spanish,” 6.”Elective” (please enter the name of Your elective), 7.”PE,” and 8.”World Wheel.” A link shall appear in the left Navigation Bar. <i>(8 pages x 2 pts. per page = 16 pts.)</i> Remember to Save!	21 pts.
<b>Step #3: Deleting a Web Page</b> 3a. Create an extra page called “Junk,” and then delete it. You now know how to delete web pages. (2pts.)	2 pts.
<b>Step #4: Add Tabs For Each Class</b> 4a. Create a functioning tab for 1.”English,” 2.”History,” 3.”Science.” 4.”Math,” 5.”Spanish,” 6.”Elective” (please enter the name of Your elective), 7.”PE,” and 8.”World Wheel.” (edit site layout) (8pts)  <b>Helpful Hint: Making the Tabs or Navigation Bar Invisible/Visible</b> 5a. “Enter site layout.” Select either the “Horizontal” or “Sidebar” tab. Notice it becomes visible or invisible.	8 pts.
2 <sup>nd</sup> Segment: Create Food Heritage Web Pages for ePortfolio Website	
<b>Step #5: Linking a Class Project to the Class Home Page</b> <i>In this step, we will create a webpage for the “Food Heritage” Project and link it to the English Home Page.</i> 5a. <b>Create Project Home Page:</b> View the “English” page. “Add a New Page.” Title it, “My Heritage and Its Food.” Select, “Put page under,” (in this case it will say ‘English’)! Click on “Create” & “Save.” This is the home page for this project. (2pts.) 5b. <b>Create the “Food Research &amp; Family Connections” Page:</b> View the “My Heritage & Its Food,” page and create a new page, title it “Food Research & Family Connections.” Select, “Put page under,” (in this case it will say ‘My Heritage & Its Food’)! Click on “Create” & “Save.” (2pts.) 5c. <b>Create the “Recipe” Page:</b> View the “My Heritage & Its Food,” page and create a new page, title it “Recipe.” Select, “Put page under,” (in this case it will say ‘My Heritage & Its Food’)! Click on “Create” & “Save.” (2pts.) 5d. <b>Create the “Works Cited” Page:</b> View the “My Heritage & Its Food,” page and create a new page, title it “Works Cited.” Select, “Put page under,” (in this case it will say ‘My Heritage & Its Food’)! Click on “Create” & “Save.” (2pts.)	8 pts.

<p><b>Step #6: Having Subpages Appear in the Navigation Bar</b>  View the project Home Page, "My Heritage &amp; Its Food." Notice how you can see links to the 3 subpages you just created at the bottom of this Home Page, but they do not appear in the Navigation Bar to the left. Google Sites default only allows you to drop 2 levels on the left Navigation Bar. Solution: Change the parameter to 3.  6a. Open "Edit site layout." Actually click inside the Left Navigation Bar (it will appear light blue.) A dialogue box will appear that will allow you to change the "Levels of pages to show," from 2 to 3 (5pts.)</p>	5 pts.
<p><b>Step #7: Add Text &amp; Format</b>  <b>[NOTE: Before adding text, the text has to be proofread by at least two people and be as close to perfect as possible. If pages are sloppy and incorrect, I'll ask you to take them down or sit with me at lunch to fix them.]</b>  Open the document in which you wrote the content for your Food Heritage research project.  7a. Copy the "Introduction" (Narrative) and paste it into the Home Page. Format the text (2pts.)  7b. Copy the "Food Research &amp; Family Connections" segment and paste it into the corresponding web page. Format the text (2pts.)  7c. Copy the "Recipe" segment and paste it into the corresponding web page. Format the text (2pts.)  7d. Copy the "Works Cited" segment and paste it into the corresponding web page. Format the text (2pts.)</p>	8 pts.
<p><b>Step #8: Take A Photo With Your Chrome Book &amp; Insert It into Your Site</b>  8a. Take a photo of yourself with the "Camera" App. on your Chrome Book and save to "Downloads" or "Google Drive. (5pts.)  Then Insert your photo onto your sites Welcome Page. Text Wrap the image and format the text. (5pts.)</p>	10 pts.
<p><b>Step #9: Acquiring Images &amp; Inserting Images</b>  9a. Find a "School Book" image using Google Images and save to 'Downloads' or 'Google Drive'. (5pts.)  9a1. Insert 'Book' image. Resize to 'Small' and text wrap. (5pts.)  9b. Find a relevant image for each of the four "Heritage Food Project" pages: 1. Introduction Page, 2. Research/Family Connection Page, 3. Recipe Page &amp; 4. Works Cited Page, and save them to "Downloads" or "Google Drive." (8pts.)  9b1. Insert and text wrap the images you found for the 4 project pages onto each of the corresponding pages. (8pts.)</p>	26 pts.
<p><b>Step #10: Add a Drop Down Menu</b>  10a. Create a drop down menu form the English tab to the "Heritage Food Project" Home Page. (5pts.)</p>	5 pts.
<b>Additional Useful Skills</b>	
<p><b>Helpful Hint: Creating Links</b>  Open the 'English Home Page.' Crete a link from the word RLS to the RLS website.</p>	5 pts.
<b>At This Point, You Are Done Creating Your 8<sup>th</sup> Grade Website.</b>	