



Teacher Edition - Comprehensive Website

Grade Sheet & Step-By-Step Guide

(125 pts.)

Explanation: You will recreate a Model Website about the four school sites that make up the St. Helena Unified School District using Google Sites. You will learn a new skill for each web page you create. You will be provided with unformatted text, images and video tutorials to assist you as you recreate the site.

Preparation	
Login & View The Model Site: Login to your Google Account. View the model site being 'Shared' by John Harrington: "GoogleSites_Model_Training." Take a look at it...this is the site you are going to recreate. Accessing Files: I am providing you with all of the text and images in order to recreate the model. If you have a Google account (S.H.U.S.D.), you can access all the files via the "Shared with me" link. If not, I have created a link on the Video Tutorial page that allows you to download all the images and text to your desktop and then upload them to your Google Drive.	
Begin Creating a Google Site!	
Step #1: Create A New Web Site	
1a. Explain "Sites" Home Page. 1b. Show/Explain Blank Templates and Professional Templates. 1c. Choose Blank Template. Enter Site Name: "Model Site." Select Theme. Create! (5pts.) 1d. Create Junk Site. Change Site Name(Manage). Delete Site(Manage).	5 pts.
Step #2: Adding & Linking New Web Pages	
2a. Open "Model Site."You are viewing the Home Page. Rename it,"Your Name Creative Writing Online Portfolio" 5pt) 2b. Open "ModelSite". You are viewing the Home Page. Rename it, "S.H.U.S.D. – School Sites." (5pts.) 2c. Create "RLS page. Link "SHUSD" Page to it. (New Page – Template: Web) (5pt) 2d. Create "Primary" page. Link "SHUSD" Page to it. (New Page – template: List) (5pts.) 2e. Create "SHHS" page. Link "SHUSD" Page to it. New Page –Template: Web (5pts.) 2f. Create Dummy Page. Delete Dummy page. (Manage Sites)	25 pts.
Step #3: Add Text & Format	
Access Text via MM / Insert / Drive / Document / Select the correct file / click blue link / copy & paste into web 3a. Copy and paste provided text onto the "S.H.U.S.D. School Sites," page. Format the text. (5pts.) 3b. Copy and paste provided text onto the "St. Helena High School" page, Format the text. (5pts.) 3c. Copy and paste provided text onto the "RLS" page. Format the text. (5pts.) 3d. Copy and paste provided text onto the "Elementary School," page Format the text. (5pts.) 3e Copy and paste provided text onto the "Primary School," page. Format the text. (5pts.)	25 pts.
Step #4: Layout _ Columns	
4a. Open the SHHS Page. Format text into a 2 column layout. (5pts.)	5 pts.
Step #5: Insert Photos, Resize, Text Wrap (Both Share G.D. & URL)	
5a. SHUSD: Insert photo(Edit/Insert/GDrive/Image), resize, text wrap and line up the page. (5pts.) 5b. S.H.H.S.: Insert photo (Edit/Insert/GDrive/Image), resize, text wrap and line up the page. (5pts) 5c. RLS: Insert photo (Edit/Insert/GDrive/Image), resize, text wrap and line up the page. (5pts) 5d. Elementary: Insert photo (Edit/Insert/GDrive/Image), resize, text wrap and line up the page. (5pts) 5e. Primary: Insert photo (Edit/Insert/GDrive/Image), resize, text wrap and line up the page. (5pts)	25 pts.
Step #6: Tables	
6a. Add Bell Schedule table to the SHHS page. (5pts)	5 pts.
Step #7: Text Links & Link File to a Page	
7a. Create a link from the SHHS page to the calendar on the District Web site. (5pts.) 7b. Create a link from the SHHS page to the calendar file Shared on the Google Drive. (5pts.) 7c. Add a file to a page. (5pts.)	15 pts.
Step #8: Add Video	
8a. Add YouTube video to RLS Page. (5pts.) 8b. Add Personal Video (Google Drive) to RLS Page. (5pts.)	10 pts.
Step #9: List Page	
9a. Create the Primary School Parent Support List. (5pts.)	5 pts.
Step #10: Announcement (Blog) Page	
10a. Create the Elementary School Announcement (Blog) page.	5 pts.

