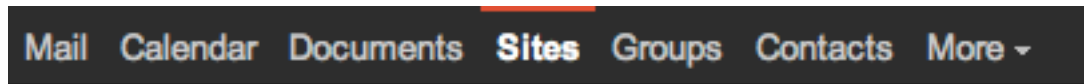


Log into isd271.org with your TIES username and password, click on **Sites**
Creating a new website



1. **Create** a new website & name it with your username, for example: **mklempke**



My Sites in isd271.org

Deleted Sites

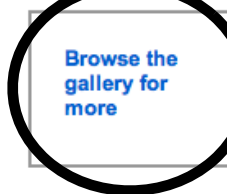
Browse Sites

2. Choose your school template by clicking on Browse the gallery for more

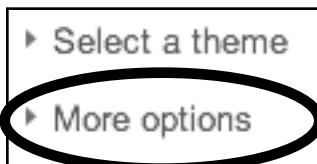
Select a template to use:



Blank template



3. Make your webpage public, click on **More Options**, then check the box below



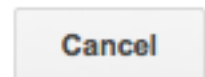
Share with

Everybody at Bloomington Public Schools.

Only people I specify can view this site.

Also let anyone in the world view this site (make it public).

4. Save it by clicking **CREATE**



Adding pages to your website

-Click on the Page icon with the + sign and decide what type of page you want



4 Pages Types

1. **Webpage:** A blank page you can add text, links, images, tables and gadgets to. A webpage could be used for the Class schedule, Meet the Teacher, Class wish list, Themes, Photo Slideshows (using Picasa)

2. **Announcements Page:** Like a blog

Reminder: It's a Short Week This Week

posted Oct 13, 2009 12:54 AM by Mary Klempke [updated Dec 19, 2011 7:53 PM]

There is no school on Friday, December 23. Winter Break is starts December 23 and runs through January 1. See you in 2012 on January 2. Hav

3. **File Cabinet Page:** Store and organize documents, like newsletters, homework sheets, field trip slips, etc...

Important Forms and Sheets for Room 102

+ Add file
+ Add link
Move to ▾
Delete
Subscribe to changes

<input type="checkbox"/>	FieldTripPermissionForm.pdf	View Download
<input type="checkbox"/>	ReadingList.pdf	View Download
<input type="checkbox"/>	SchoolCalendar.pdf	View Download

4. **List Page:** Make and organize lists of information, like Homework links, Book lists

Subjects	Link	Description
Sort ▾	Sort ▾	Sort ▾
Homework Help	BrainPop	Watch these educational videos.
Homework Help	Starfall	Language Arts practice: Letter sounds, phonics and more.
Homework Help	Facts4Me	Research help
Homework Help	www.tutor.com	Live homework help - subscription service
Math	Math Mayhem	Practice your math facts while competing with other students.
Reading	Raz-kids	Leveled reading passages to practice reading fluency and comprehension.

Adding Tabs & Items to the top navigation bar

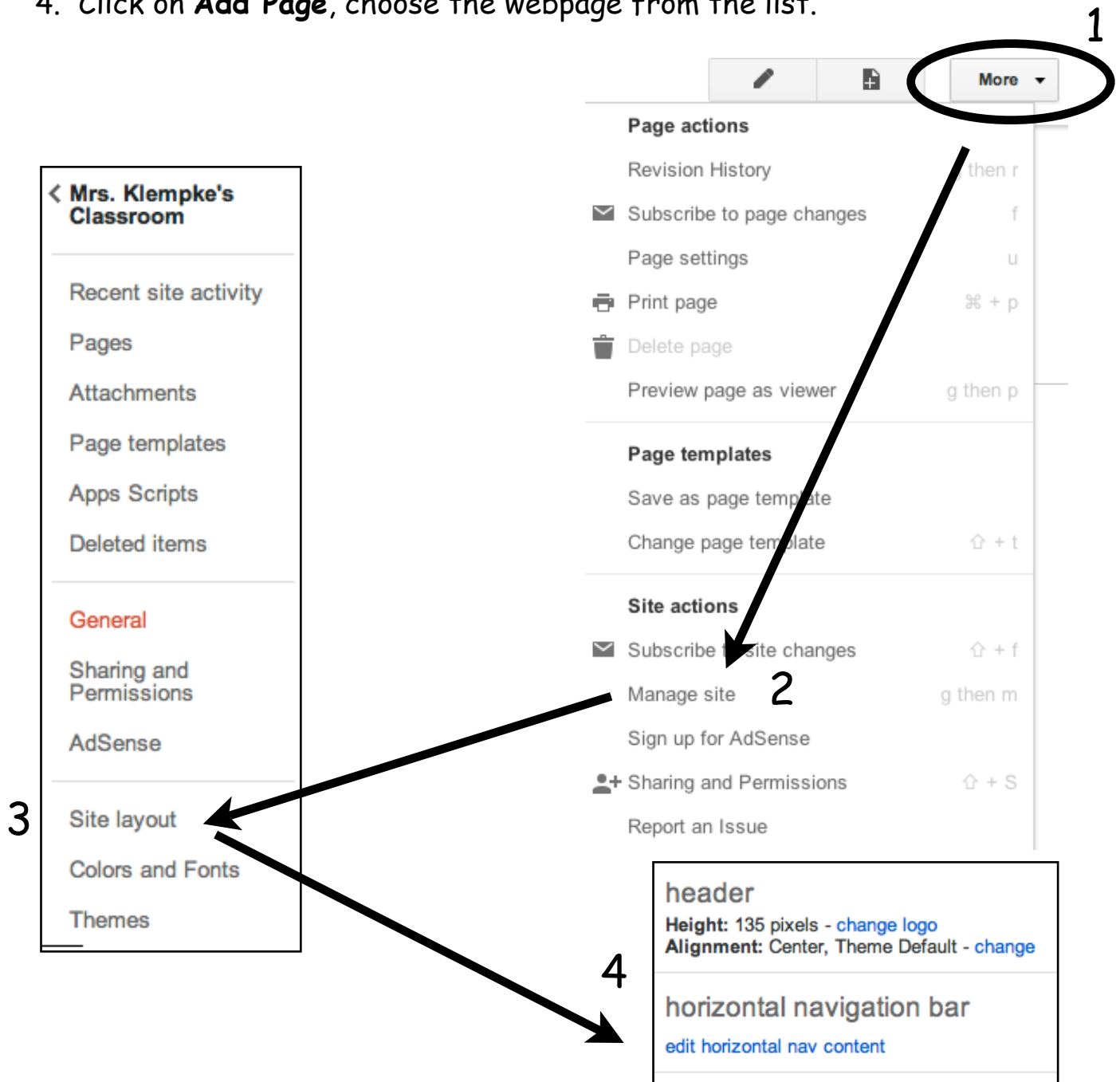
1. Click on the Page icon with the + sign and choose **Webpage**.



2. Name the page according to what you want on the tab and **Save**. (For example: Student Resources)

3. Click on the **More** button along the top of your webpage, then click on **Manage Site >> Site Layout >> Edit Horizontal Nav Content**

4. Click on **Add Page**, choose the webpage from the list.



The image illustrates the steps to edit the horizontal navigation bar. It consists of three main parts:

- Step 1:** A screenshot of the top navigation bar with the 'More' button circled in black and labeled with the number '1'.
- Step 2:** A screenshot of the 'More' dropdown menu. The 'Manage site' option is circled in black and labeled with the number '2'. An arrow points from the 'More' button in Step 1 to this 'Manage site' option.
- Step 3:** A screenshot of the 'Manage site' sidebar menu. The 'Site layout' option is circled in black and labeled with the number '3'. An arrow points from the 'Manage site' option in Step 2 to this 'Site layout' option.
- Step 4:** A screenshot of the 'horizontal navigation bar' section. The 'edit horizontal nav content' link is circled in black and labeled with the number '4'. An arrow points from the 'Site layout' option in Step 3 to this 'edit horizontal nav content' link.

The 'horizontal navigation bar' section shows the following details:

- header**
- Height:** 135 pixels - [change logo](#)
- Alignment:** Center, Theme Default - [change](#)
- horizontal navigation bar**
- [edit horizontal nav content](#)

Adding Items to the Top Navigation Bar Menus

1. Click on the **More** button along the top of your webpage, then click on **Manage Site >> Site Layout >> Edit Horizontal Nav Content**
2. Click on **Add Page**, choose the webpage from the list. Use the arrows to move the page to the correct tab. For example: When you add a Newsletter page it will appear at the bottom of the list. Use the UP arrow to put it in the Teacher Pages menu. Use the RIGHT arrow to make sure it is indented.

Horizontal navigation properties

Select pages to show

Teacher pages

- Calendar
- Announcements
- Class Photos
- Forms and Docs
- Newsletters
- Schedule
- About Mrs. Klempe

Add page **Add URL**

Use right and left arrows to change indents

Bolded items are tabs on top navigation bar

Indented items are menu items listed under a tab

Add a page to a top navigation tab

Add a webpage link as a tab or to a top navigation tab

To remove a tab or menu item: Click on the name in the list, click on the **X** on the right side.

More information on Google Sites is located on Staff Resources:

- [Editing a webpage](#)
- [Types of pages](#)
- [Inserting a Google Calendar](#)
- [Adding/deleting items on the top navigation bar](#)
- [Adding images to your webpage](#)
- [Inserting photo slideshows using Picassa](#)