

Website Instructions

- Click on the grid next to your name icon to open the google apps
 - Choose sites - you may need to scroll down to find this
- Look at the options on the left
 - Choose New Google Sites
- Click the red plus sign in the bottom right hand corner to create a new website
- Click on the person with a plus sign to share with others
 - Share with kcordova@madisonschools.k12.va.us and rlavoie@madisonschools.k12.va.us
- Look at the options on the right
 - Click on themes
 - Choose a theme, color palette, and font selection
- In the upper left hand corner name your website your last name
- Click where it says Your Page Title
 - Type your topic
 - Ex. Roman and Greek Mythology
 - Click out of the text box to save the changes
- Look again at the options on the right
 - Choose pages
 - At the bottom click on the plus sign to create a new page
 - Name the page
 - Create new pages for any information you want to share
- Hover your mouse in the upper left hand corner until you see a cog appear
 - Click on the cog
 - Choose side navigation

This builds the framework for your website. You will want to add text boxes, pictures,, video, etc. There are two ways to do this:

1. Double click on the page you want to add an item to. This opens up a wheel of options. Choose what you want.
2. On the right, click on insert. Choose what you would like to insert.

Google Sites saves automatically.