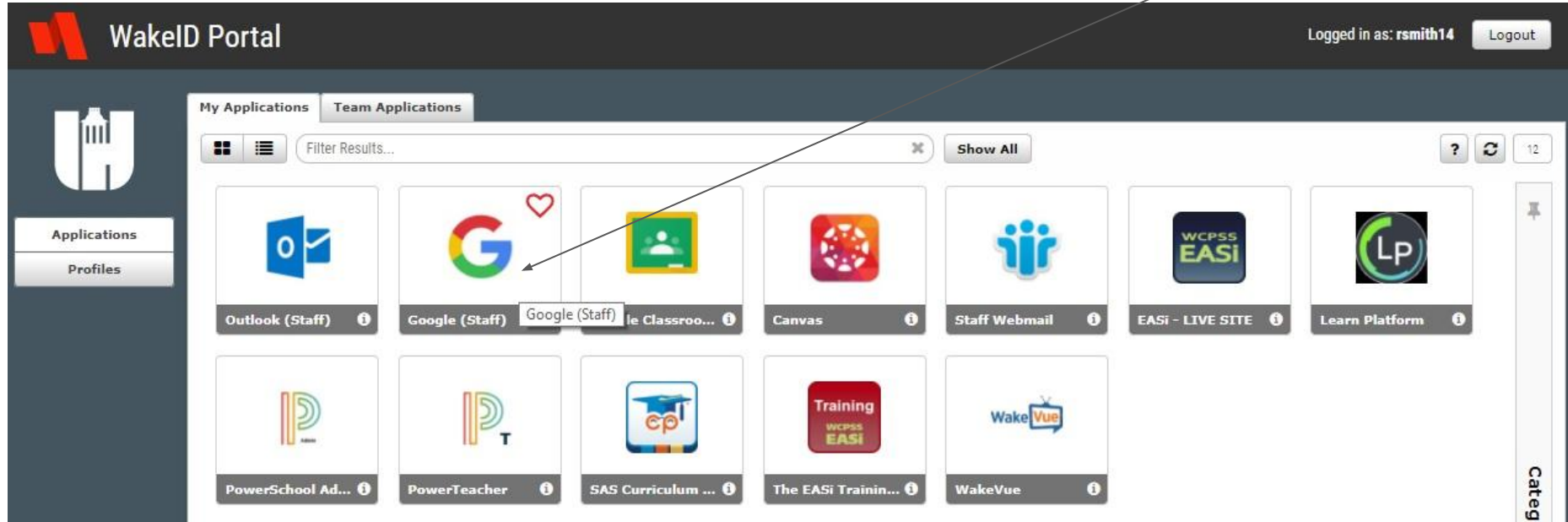


GOOGLE APPS: Creating a Google Site

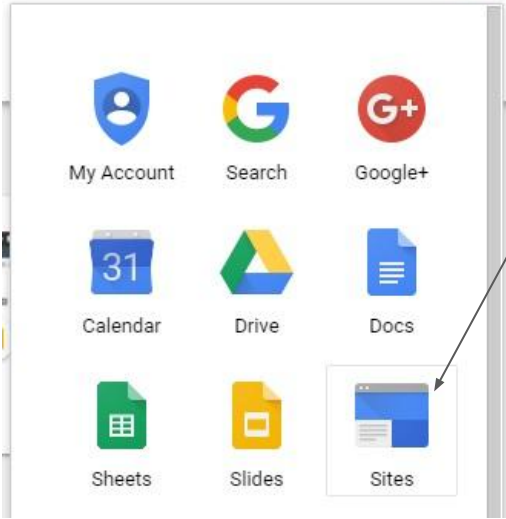
Log into the WakeID Portal at wakeid.wcpss.net and click on the Google Drive icon.



Google Drive is where you can create, store, and manage digital files within the Google Apps suite.



Click the 9-square grid in the top right corner of the screen, where you can access the Google Apps suite.



Click on the “Sites” app.

If you haven't created any new Google Sites before, your screen will look like this.

CREATE

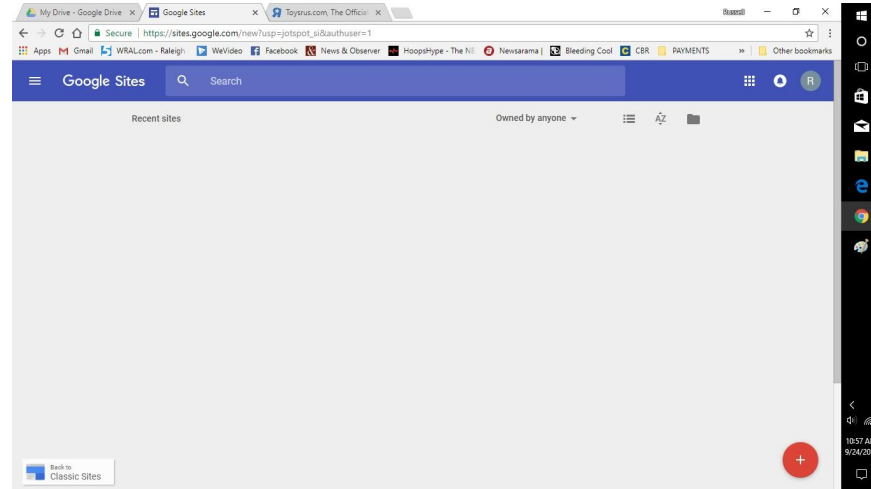
My Sites in wcpss.net

Deleted Sites

Browse Sites

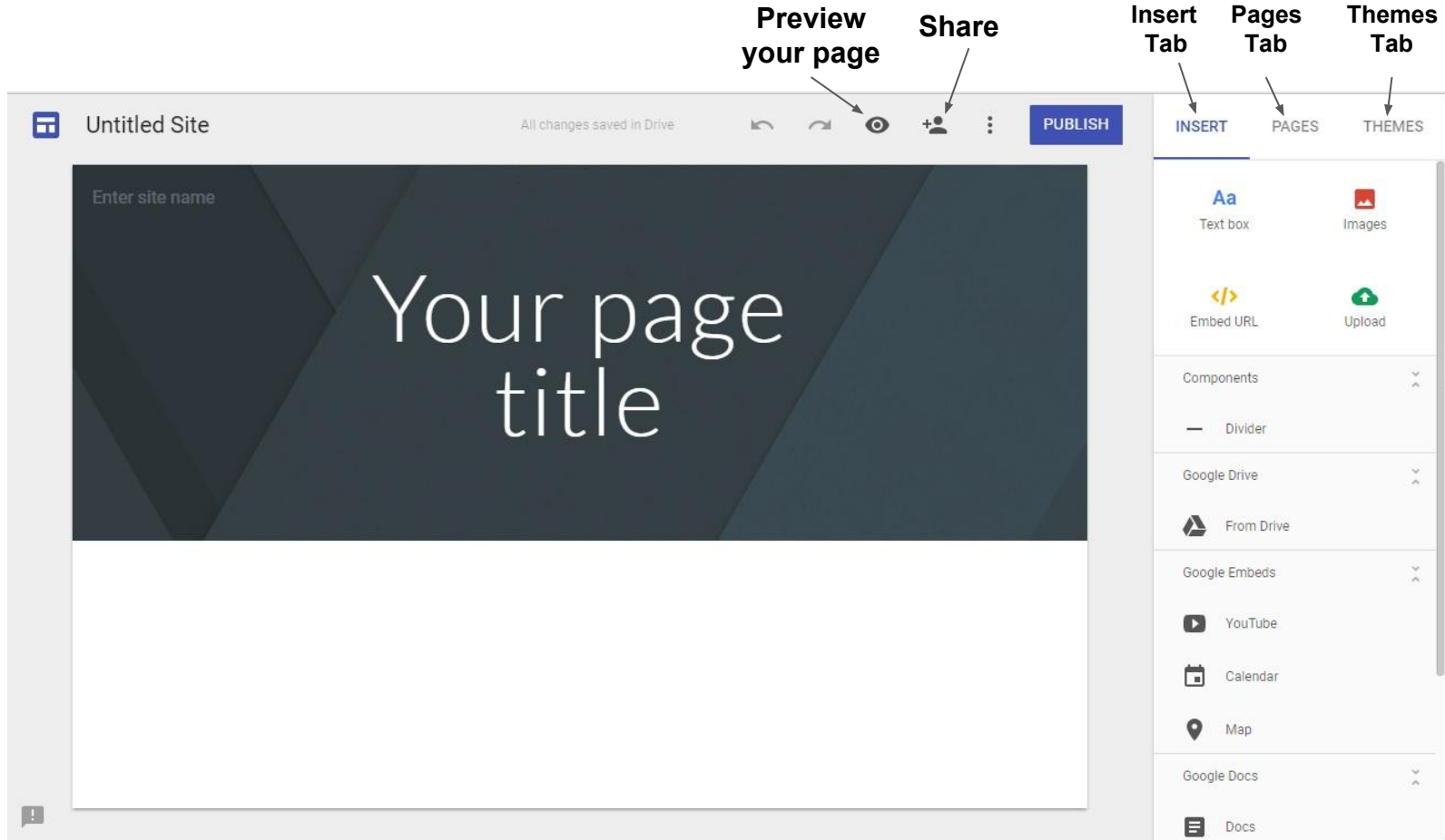
New Google Sites

On the left hand side of the next screen, click on the “New Google Sites” selection.

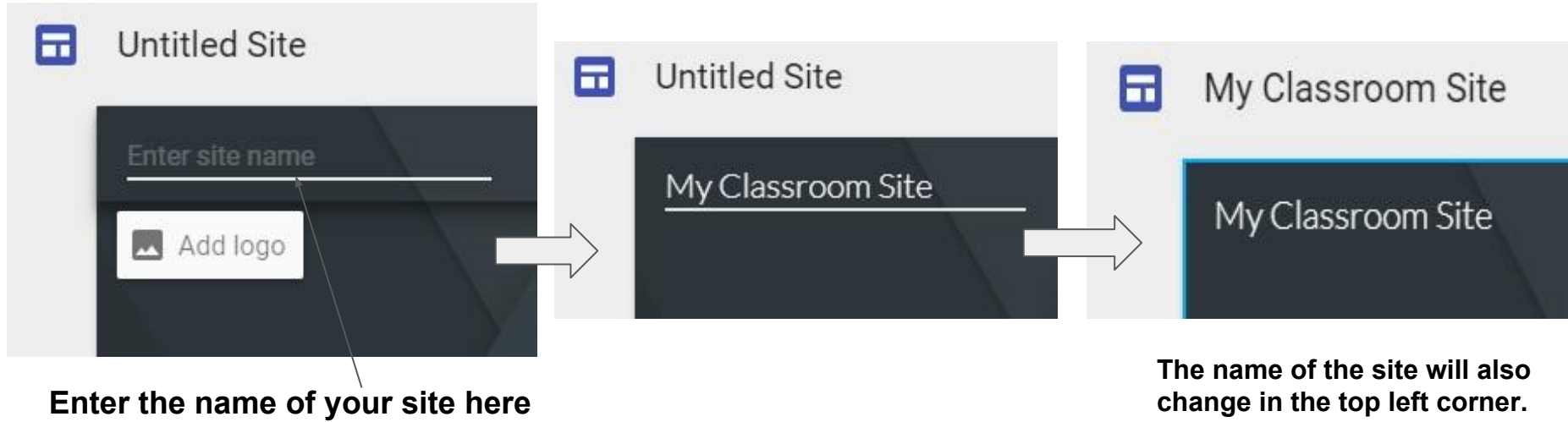
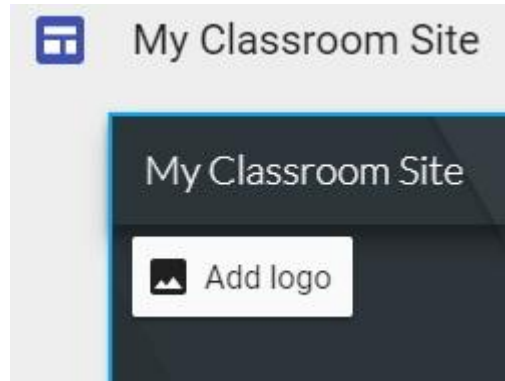


Click the “+” in the lower right corner of the screen.

The default screen for your new Google Site will look like this.

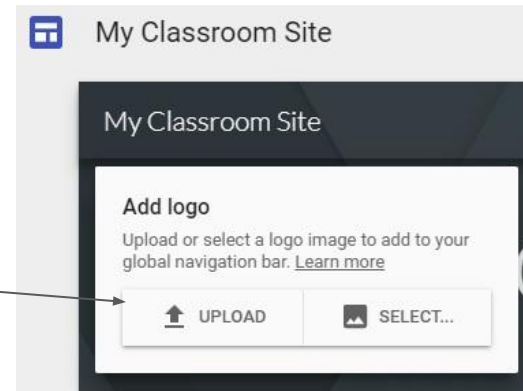


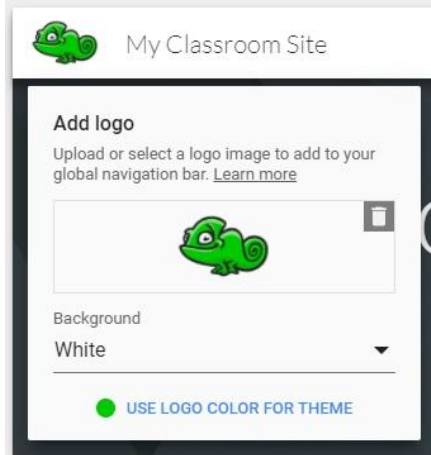
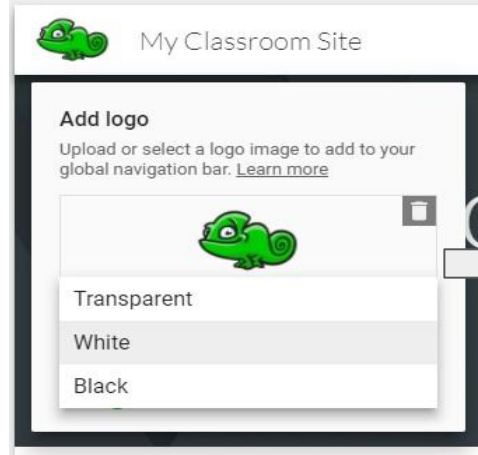
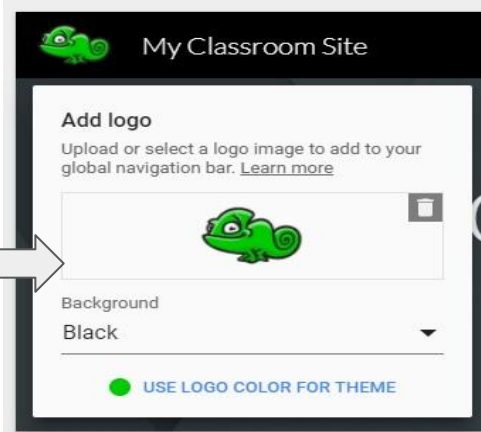
NAMING YOUR SITE



You can add a logo to your top border by clicking “Add logo”.

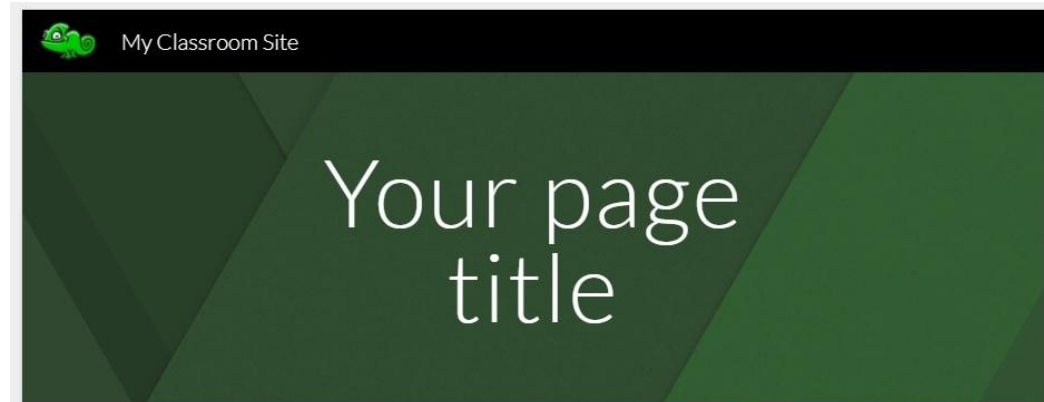
You can either select a picture for your border or upload one from your computer.

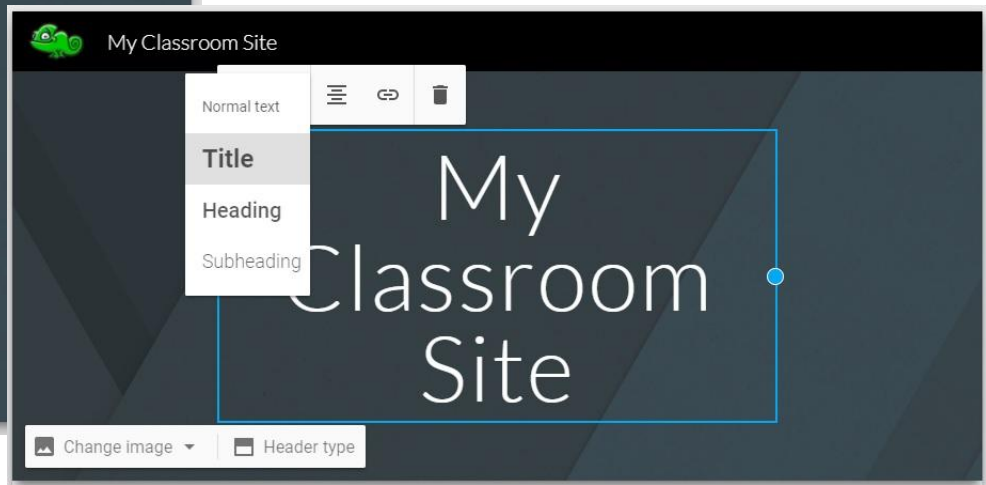
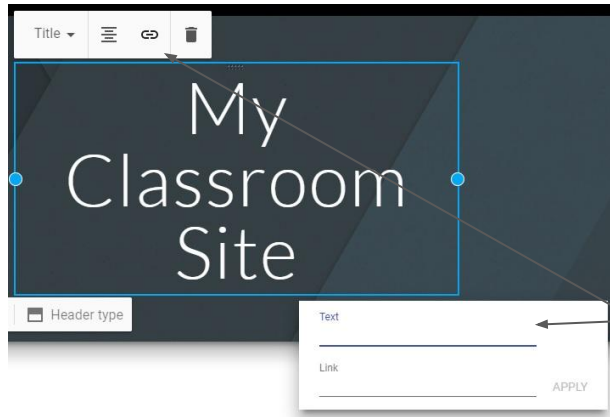




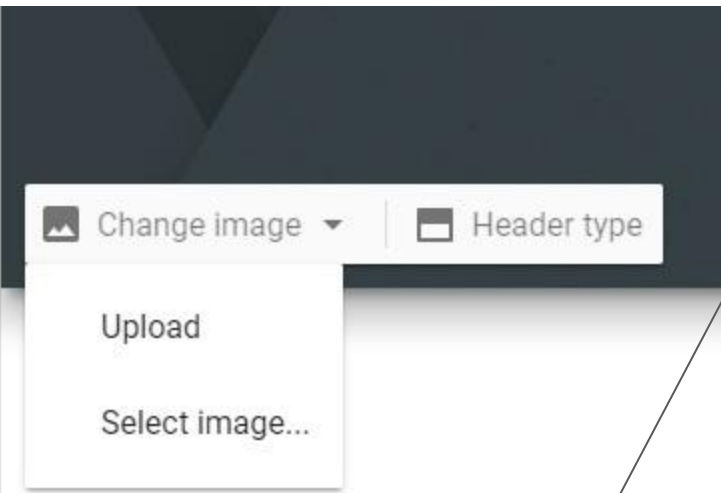
If you upload an image from your computer, you can select the background color as transparent, white, or black. You can also use the logo color for the theme.

This is an example of what the theme looks like with the uploaded picture and a black background.



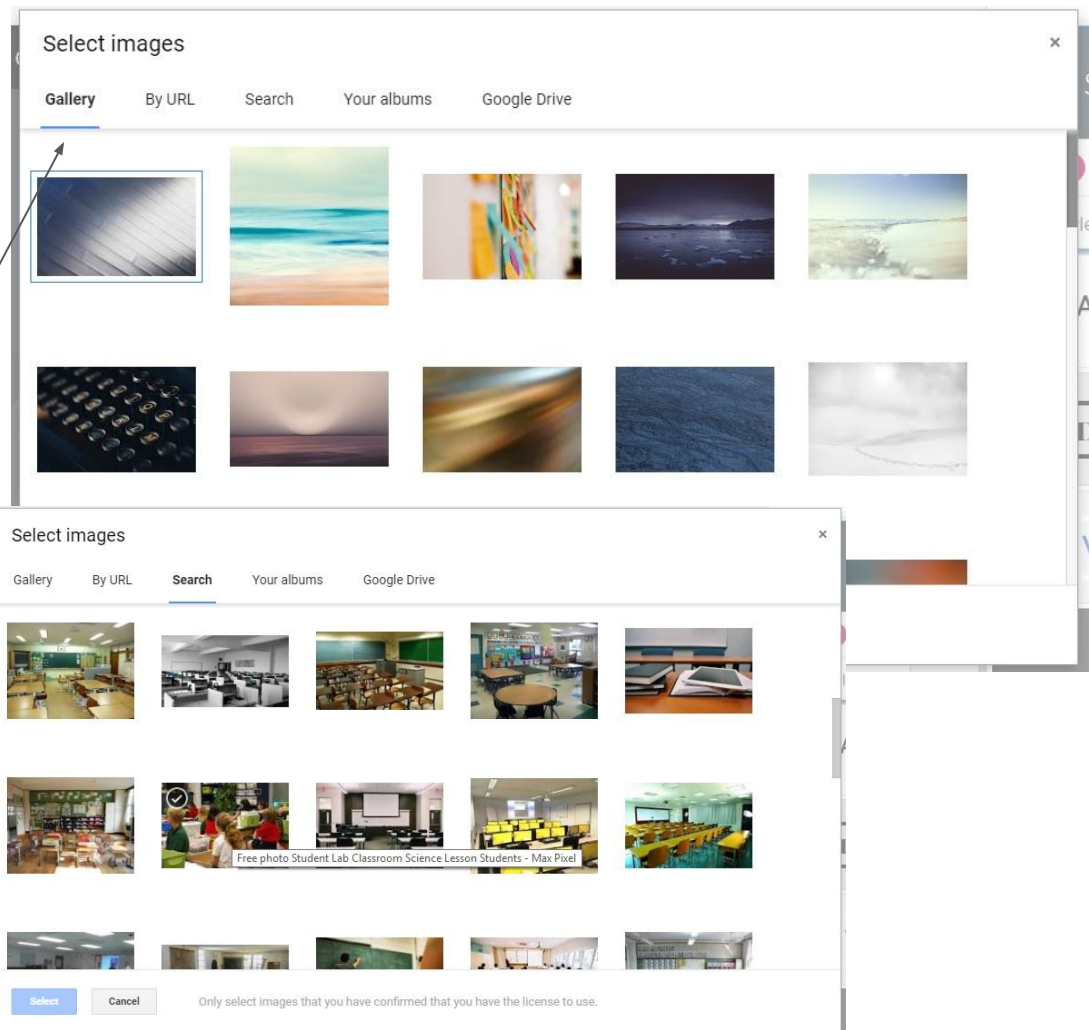


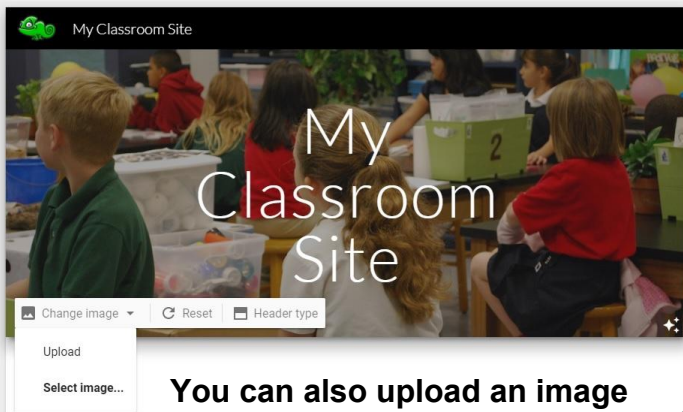
Editing the Title box on the website is very similar to editing a text box in PowerPoint. You can format the size and style of the font, select the alignment of the text, and highlight the text and paste in a URL address to create a link.



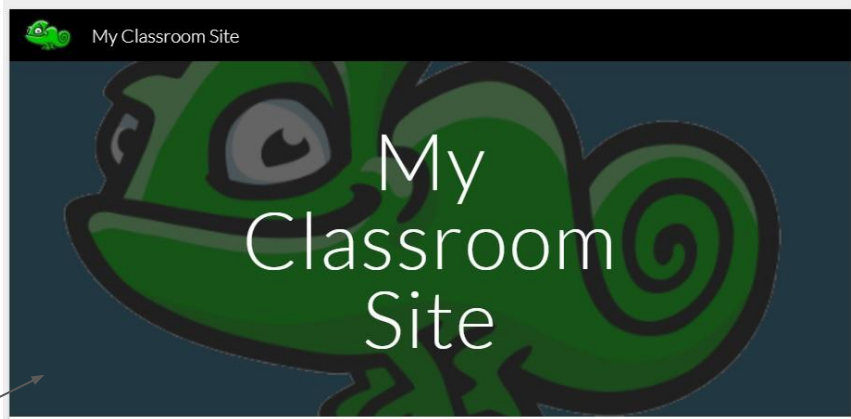
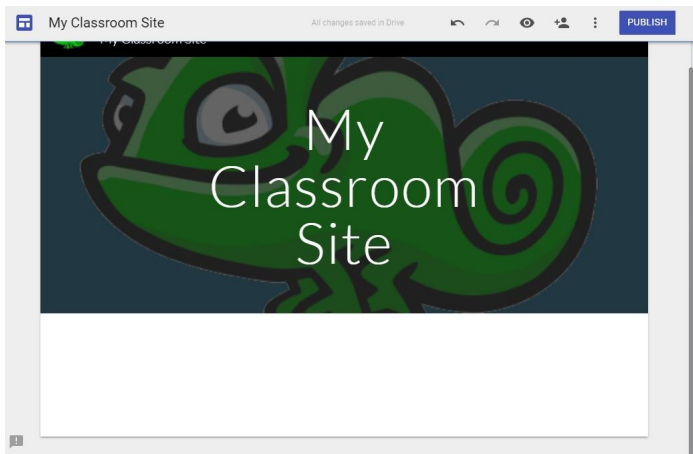
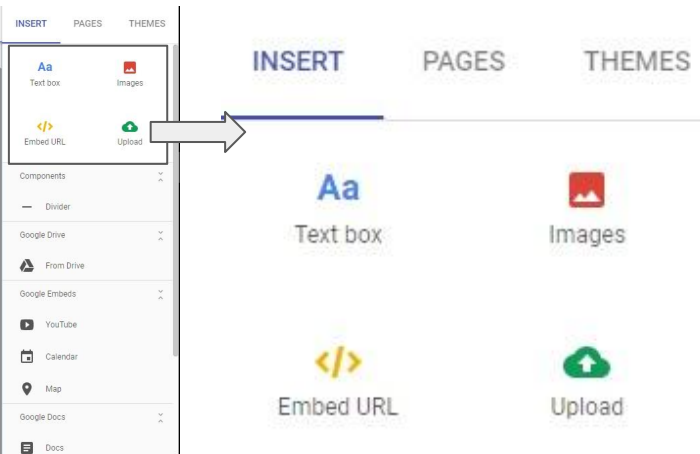
You can change the background image of the title box by selecting an image from a gallery, by URL address, by search term, from your albums, or from Google Drive.

For an example of searching by a search term, I searched for images with the term “classroom”.



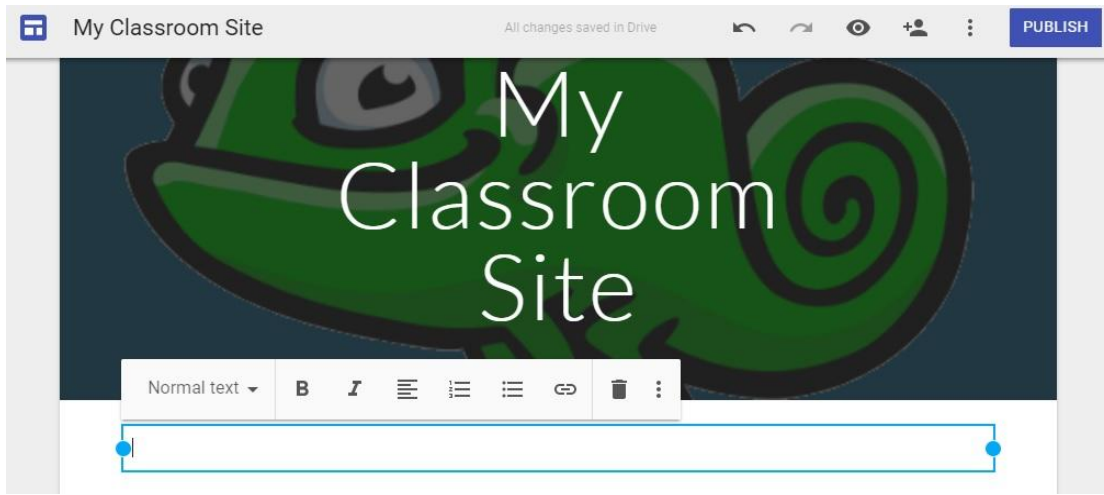


You can also upload an image from your computer as the background image of your title box.



The 4 main elements of the “Insert” Tab are:

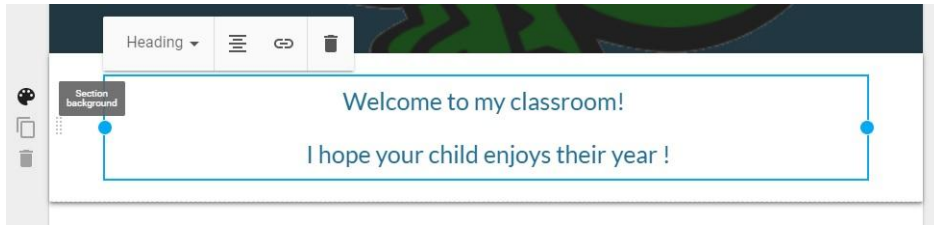
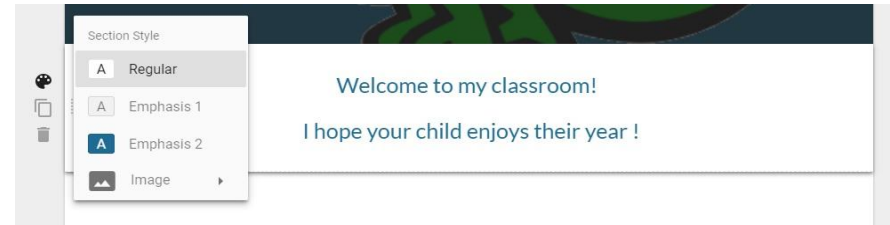
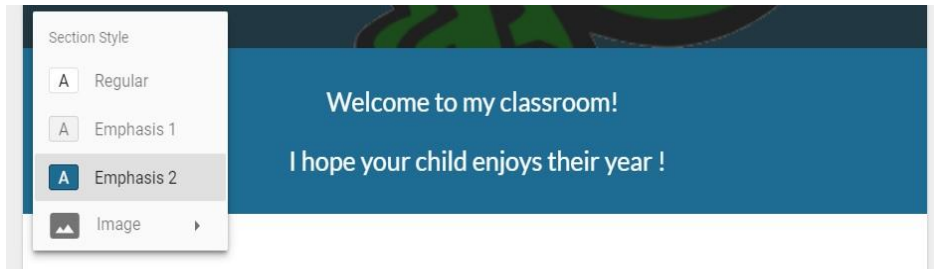
- **Text Box**
- **Images**
- **Embed URL**
- **Upload**



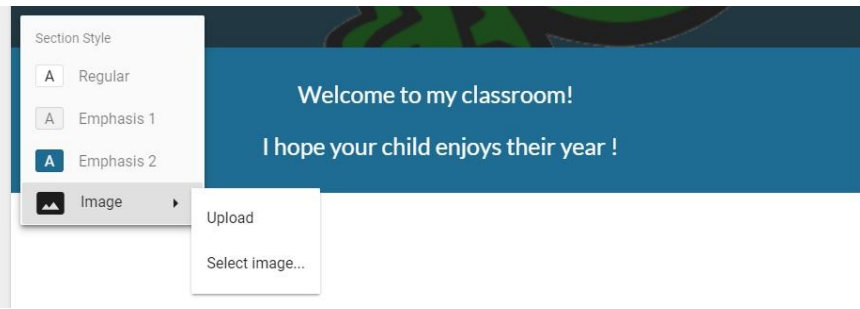
Aa TEXT BOX

Text box

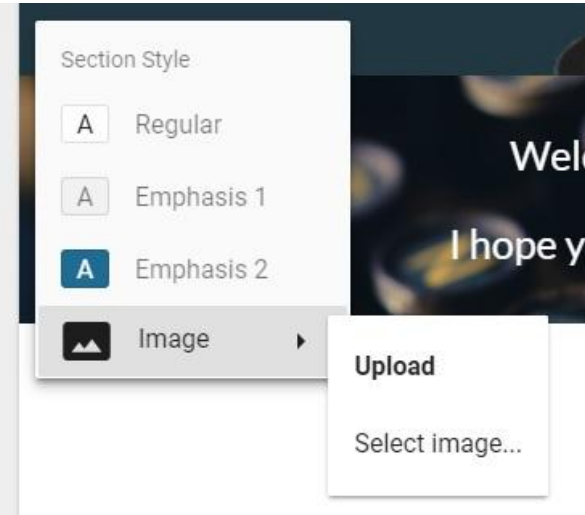
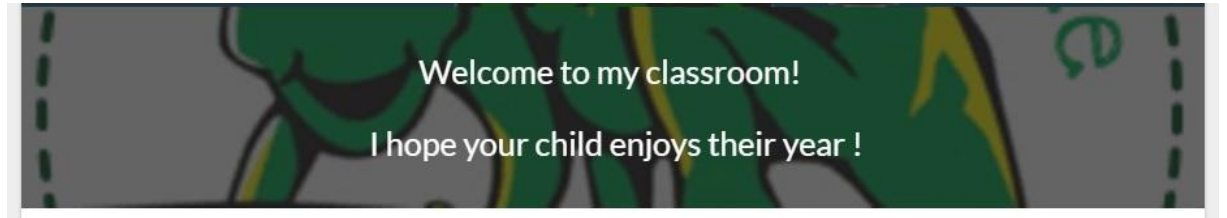
To add a text box to your Google Site, click “Text Box” and drag the text box to where you want it on the page. There is a simple formatting toolbar similar to Microsoft Word.



After formatting your text box, you can change the background color of the text box by clicking on the palette icon to the left of the text box.



You can also change the background image of the text box by selecting the image much like selecting a background for the title box. You can also upload your own image from your computer.



Note that the background image in the text box is centered based on the height and width of the text box.

When selecting an image from URL, copy and paste in the URL address for an image you want to use from the internet.

Select images

Selecting images from Google

By URL

Search

Your albums

Google Drive

Google



Results shown are labeled for commercial reuse with modification. [Learn more](#)

Type your search in the box above to find images using Google Search.

Google

LIFE

Selecting images from album of images you've uploaded.

Select images

By URL

Search

Your albums

Google Drive



Select

Cancel

Select images

Selecting images from Google Drive

My Drive

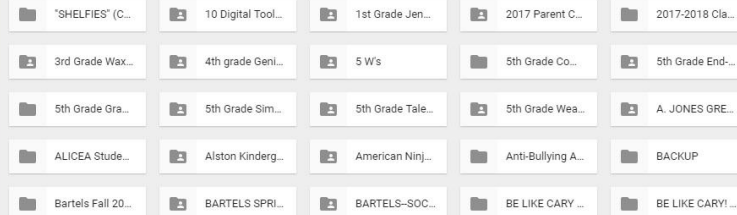
Shared with me

Recent

Images



Folders



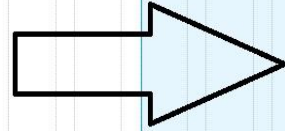
Select

Cancel

I hope your child enjoys their year !



Once you've inserted an image, you can drag it to reposition it.



Embed URL

To embed a video on your Google Site, drag the “Embed URL” icon onto your page.

For example, copy the URL address of a YouTube video you want to include on your page.

Embed from the web

URL

<https://www.youtube.com/watch?v=pcFZJLZR3ns>



Welcome To Carpenter Elementary School!

CANCEL

ADD

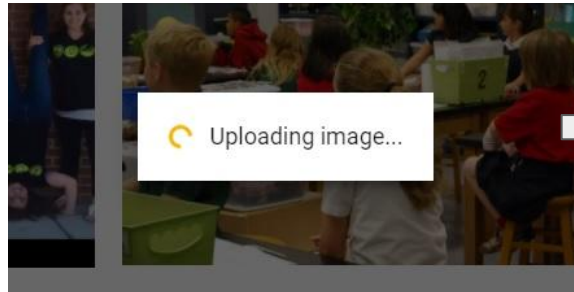
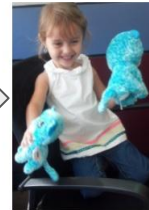
Paste in the URL address of the YouTube video and click "Add".

You can scale the size of the video after you've embedded it.



You can upload images from your computer to insert into your Google Site. Click the "Upload" icon and select the image where it is located.

The image will be uploaded and then you can select and insert it.



Components

— Divider

Using the “Divider” component, you can divide your webpage into sections. Click “Divider” and drag the divider line to where you want to place it.



Google Drive

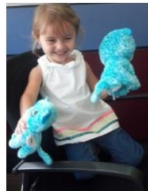


From Drive

You can insert images, videos, documents, and more from your Google Drive. Click on “From Drive” and select the file you want to insert from where it’s located.

My Classroom Site

All changes saved in Drive



Google Drive

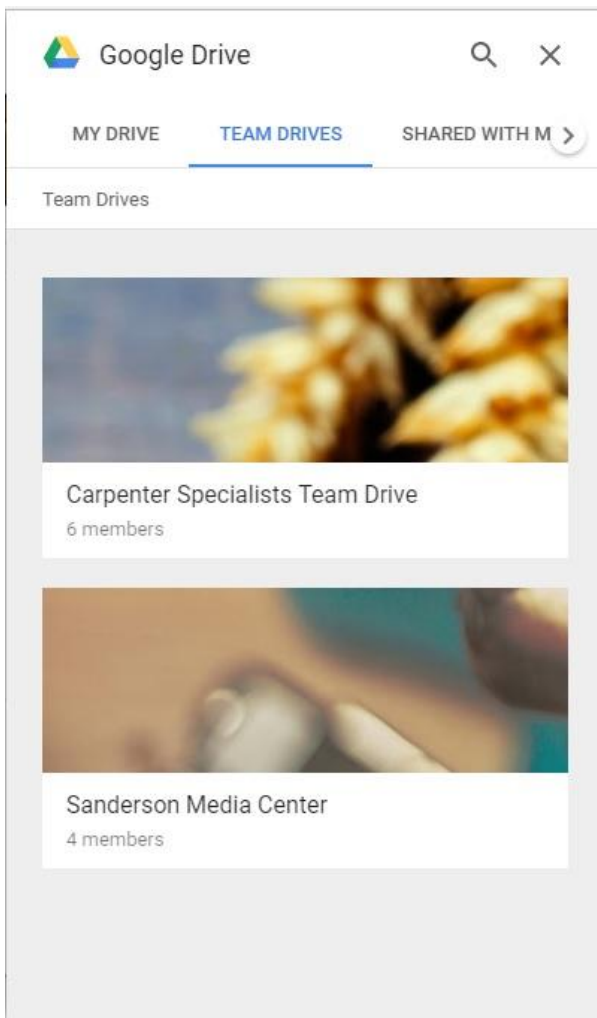
MY DRIVE TEAM DRIVES SHARED WITH M

My Drive

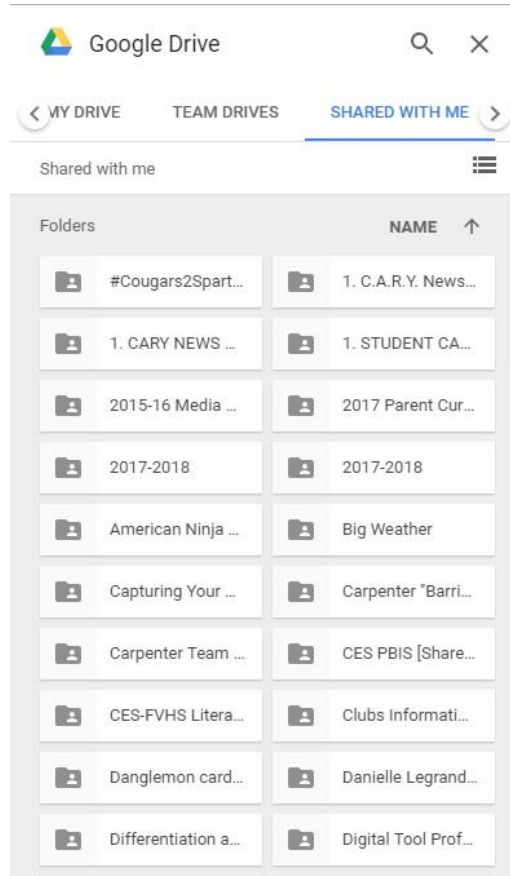
Folders

NAME ↑

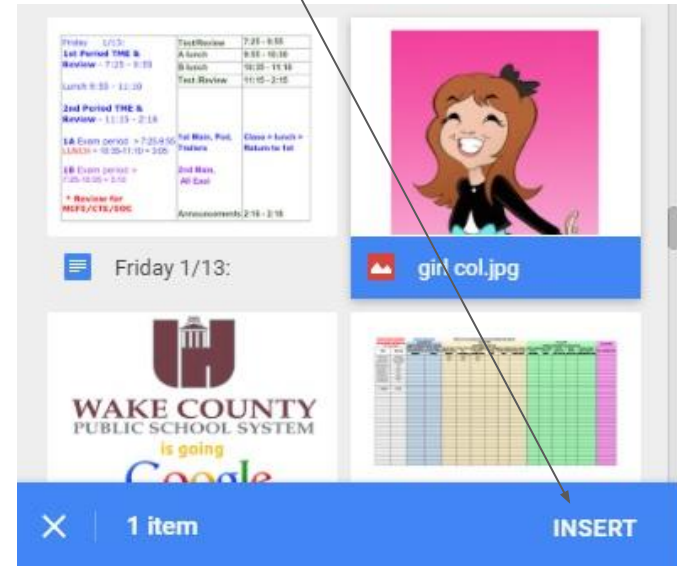
10 Digital Tools	2017 Parent Cur...
1st Grade Jenki...	3rd Grade Wax ...
2017-2018 Clas...	5 Ws
4th grade Geniu...	5th Grade End-o...
5th Grade Com...	5th Grade Simpl...
5th Grade Gradu...	5th Grade Weath...
5th Grade Talent...	A. JONES GREE...
A. JONES GREE...	ALICEA Student ...
Alston Kinderga...	American Ninja ...
Anti-Bullying As...	BACKUP



You can also select files from Team Drives, as well as files that have been shared with you.



Select the file you want to import from Google Drive and click “Insert”.





**Examples of images
inserted from Google
Drive**

Google Embeds



YouTube



Calendar



Map

**You can also embed YouTube videos, Google
Calendar, and a Google Map.**

Select a file

Video search

Uploaded

YouTube



Type your search in the box above to find videos.

**To embed a YouTube
video, you can search for
a video or browse
through videos you have
uploaded from your
WCPSS YouTube
account.**

Select a file

Video search

Uploaded



Cary Police Department visits Carpenter Elementary

Officers from the Cary NC Police Department came to visit Ms. Sbardella's 1st graders and talk to them about how they help their community!

Aug 11, 2017



WCPSS August Character Trait: Responsibility

School Counselor Danielle LeGrand teaches 3rd graders a lesson about the character trait for August 2017: Responsibility. (Apologies of the audio quality) Follow Ms. LeGrand at twitter.com/CounselorLeG

Aug 9, 2017



Cary Fire Department visits Carpenter Elementary School 8 & 17

The Cary N.C. Fire Department visited 1st graders during Community Helpers Week!

Aug 8, 2017



IMG 4689

Aug 8, 2017

Select

Cancel

If you insert a video from your WCPSS YouTube account, click on the video from the list and click “Select”.



31 Calendar

Mr. Smith is First Class! 1st period

Mr. Smith's Smithsonian 101

My Classroom Calendar
This is where I will schedule meetings, appoint...

Russell Smith _ Staff - CarpenterES
rsmith14@wcpss.net

Technology Committee

Other calendars

Cary News Club

CES Specialist Calendar

1 item INSERT

My Classroom Calendar

Today Sunday, September 24 Week Month

Showing events after 9/24. [Look for earlier events](#)

Showing events until 10/31. [Look for more](#)

+ Google Calendar

To embed a Google Calendar, click on the “Calendar” icon and select the Google Calendar you want to embed. (You either have to already have one created or have one shared with you.) The calendar will be inserted in this default view that you can change once the site is published.

You can also adjust the Calendar Settings if you want.

Calendar Settings

Show Title ☒

Show Date ☒

Navigation Buttons ☒

Show Timezone ☐

View Selection ☒

View Mode Agenda

CANCEL DONE

Select a map

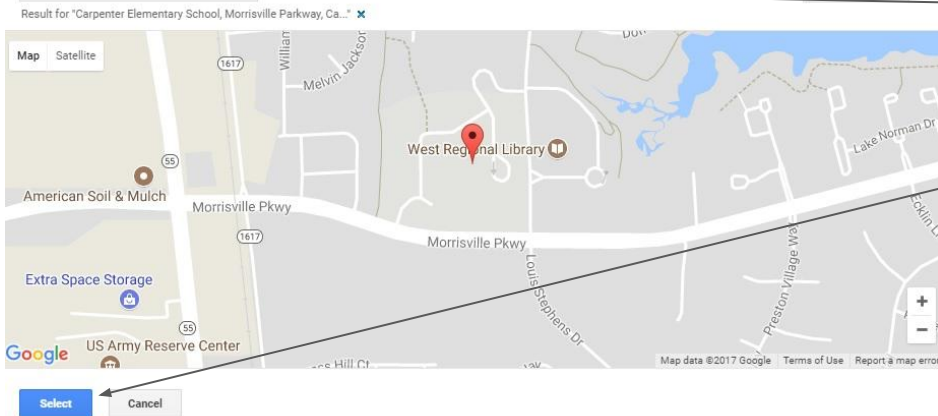


Maps

My Maps

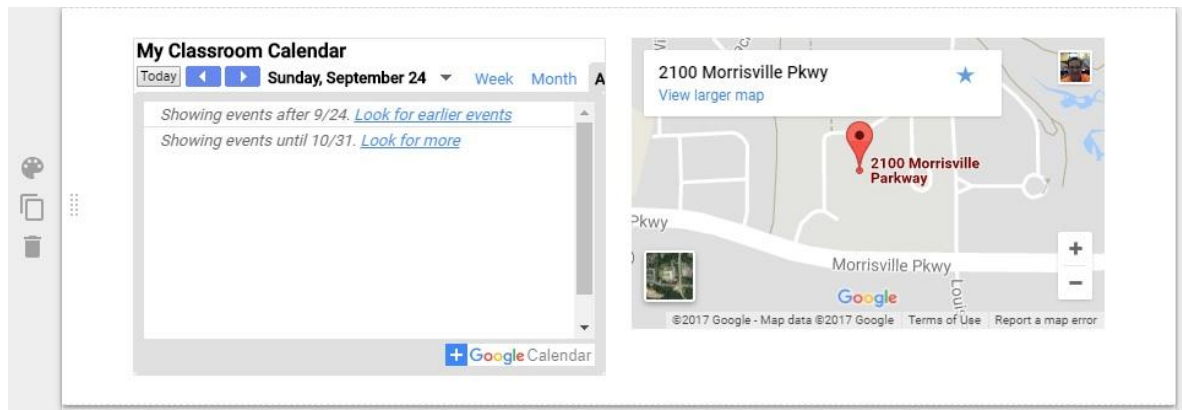
Carpenter Elementary School, Morrisville

Drop a placemark



To embed a Google Map, click on the “Map” icon and enter the address of the map you want to embed on the site.

Click “Submit” and the Map will be inserted into the Google Site.



Google Docs



Docs



Slides



Sheets



Forms



Charts

You can also embed Google Docs, Google Slides, Google Sheets, Google Forms, and Google Charts.



Docs



Recent



Copy of Combined ...

Copy of Combined ...

Understanding by Design Template

2017 PDP Goals

Understanding by D...

Cyber Safety

Ubd Agenda Profes...

COLLECTION MANAGEMENT

Specialists

Choose the Google Doc you want to embed and click on it. It will be inserted into your Google Site.

5th grade supply list
2017-2018 school year

- (5) number composition notebooks (8 1/2 spiral)
- (2) propped folders (blue, red, yellow, green, purple)
- (1) non-propped folder (for 100)
- (1) pair of headphones or earbuds in a container labeled with your child's name
- (4) track dry-erase markers
- (2) 1 inch binders with clear covers
- (2) pencil pouches that are 3 hole punched to fit into binders
- (3) pair of glue sticks
- (3) pink eraser markers
- (1) package of pencils (24 count)
- (1) package of colored pencils
- (1) hand held pencil pencil sharpener
- (2) containers of Crayola or Liquid Paper

Wish List Items

Laminating pouches
Black plug-in outlets
Dry-erase markers
Hand sanitizer



Slides



Recent



Last Week

GOOGLE APPS: Using Google Forms

Log into the WakeID Portal at wakeid.wcpss.net and click on the Google Drive icon.



Google Drive is where you can create, store, and manage digital files within the Google Apps suite.



GOOGLE FORMS

GOOGLE APPS: Using Google Team

Log into the WakeID Portal at wakeid.wcpss.net and click on the Google Drive icon.



Google Drive is where you can create, store, and manage digital files within the Google Apps suite.



GOOGLE TEAM DRI...

GOOGLE APPS: Using Google Docs

Log into the WakeID Portal at wakeid.wcpss.net and click on the Google Drive icon.



Google Drive is where you can create, store, and manage digital files within the Google Apps suite.



GOOGLE DOCS

GOOGLE APPS: Using Google Sheet

Log into the WakeID Portal at wakeid.wcpss.net and click on the Google Drive icon.



Google Drive is where you can create, store, and manage digital files within the Google Apps suite.

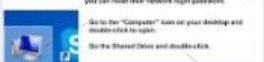


GOOGLE SHEETS

Earlier this month

Resetting Network Login Passwords for Students

Some of your students is not able to login to a desktop or laptop, you can reset their network login password.



WakeID Profiles: Resetting Passwords for Students



1 item

INSERT



GOOGLE APPS: Using Google Docs

Log into the WakeID Portal at wakeid.wcpss.net and click on the Google Drive icon.



Google Drive is where you can create, store, and manage digital files within the Google Apps suite.



Slide 1



To insert a Google Slides presentation, click on the “Slides” icon, select the presentation, and click “Insert”.

Sheets

Recent

Last Week

Staff Password Iss...

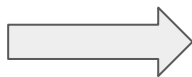
17-18 Specials rev. ...

MY GOOGLE SHEET

Earlier this month

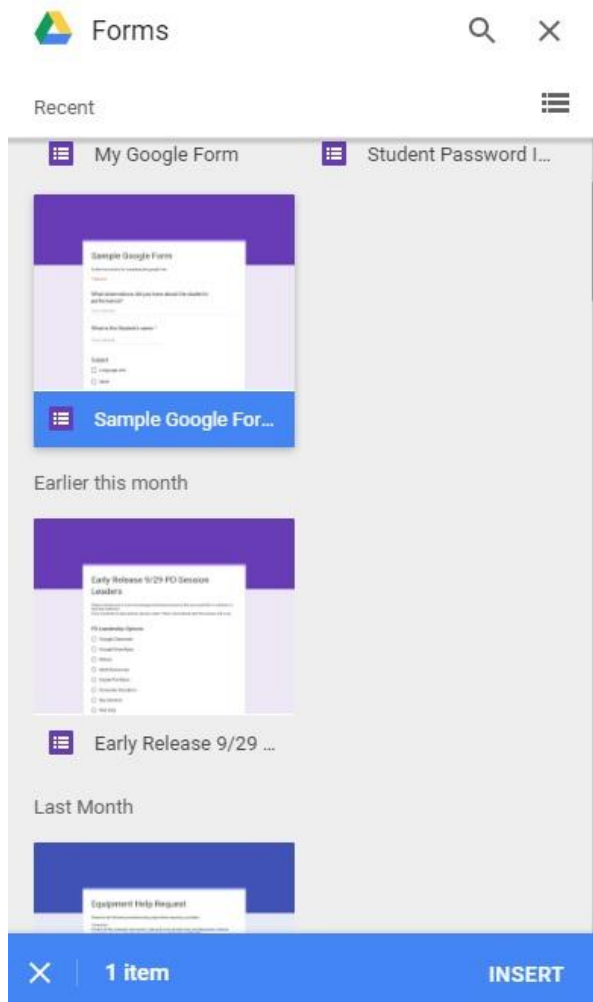
1 item

INSERT



17-18 Specials rev. 6-26-17		
		Green
		Monday
9:55-10:40	PE	Tul
	Music	Alic
4th	Art	
	Tech	
	Media	Lock
10:45-11:30	PE	
	Music	
5th	Art	Gord
	Tech	Mari
Schedule 1 Schedule 2 Schedule 3		

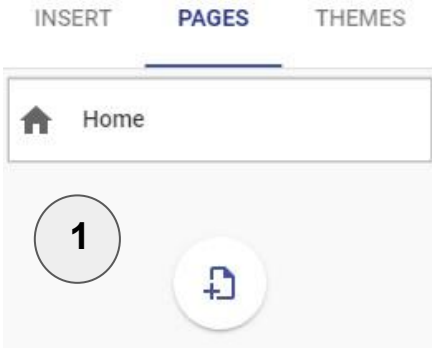
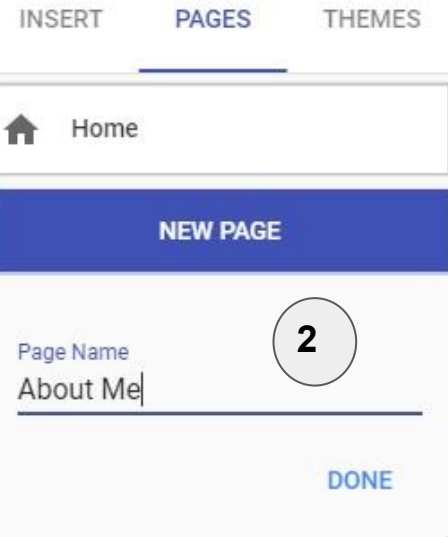
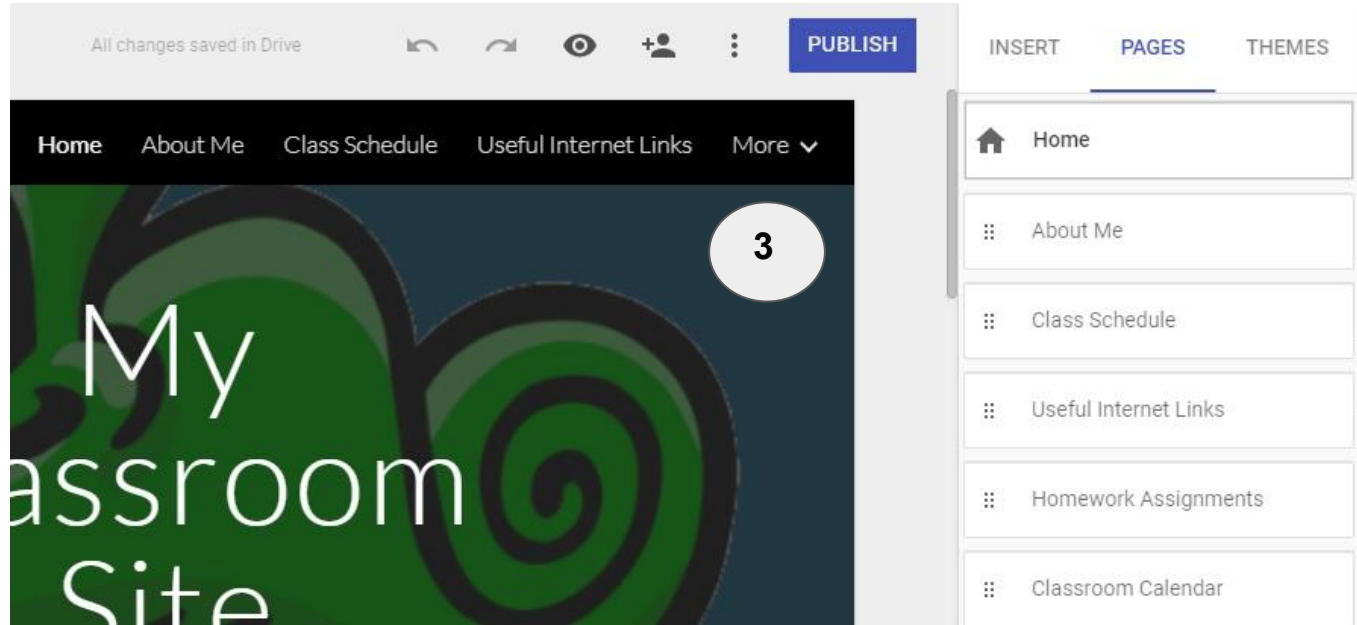
To insert a Google Sheet, click on the “Sheets” icon, select the file, and click “Insert”.

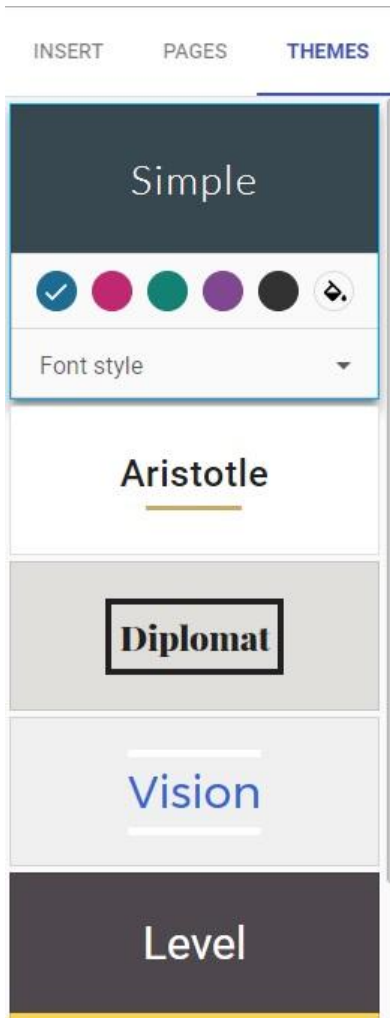
A sample Google Form with a purple header. The title 'Sample Google Form' is in large black text. Below the title is the subtitle 'Further instructions for completing the google form'. At the bottom, there is a red asterisk followed by the word 'Required'.

To insert a Google Form, click on the “Forms” icon, select the Google Form, and click “Insert”.

ADDING PAGES TO YOUR GOOGLE SITE

- (1) To add a page to your Google Site, click the “Add page” icon on the “Pages” tab.
- (2) Type in the name of the page and click “Done”.
- (3) As you add pages, they will appear under the “Pages” tab, as well as along the top menu line on the Google Site. After the 1st 4 pages, additional pages will be found under “More”.



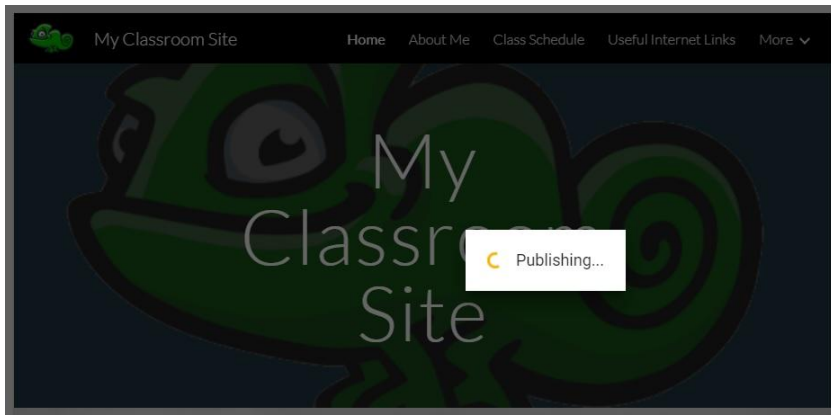
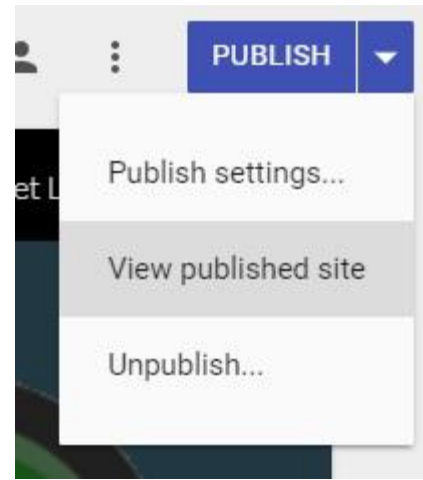


Under the “Themes” tab, you can choose the style of theme you want to apply to your site.

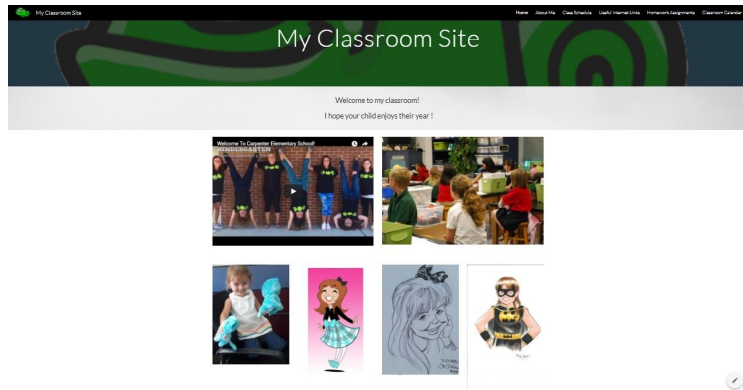


Once you are ready to publish your Google Site so others can see it, click the “Publish” button in the upper right hand corner.

Enter the name of the site that you want to be a part of the URL address.



The site will be published. To view the published site, click on the drop-down arrow next to the “Publish” button.



Once your website has been published, you can see the site in a separate tab and you will see how it will appear to the public. The URL address will appear at the top of the web browser that you can link to your school website.

Remember that as you update your Google Site, you will need to publish any changes you make.