



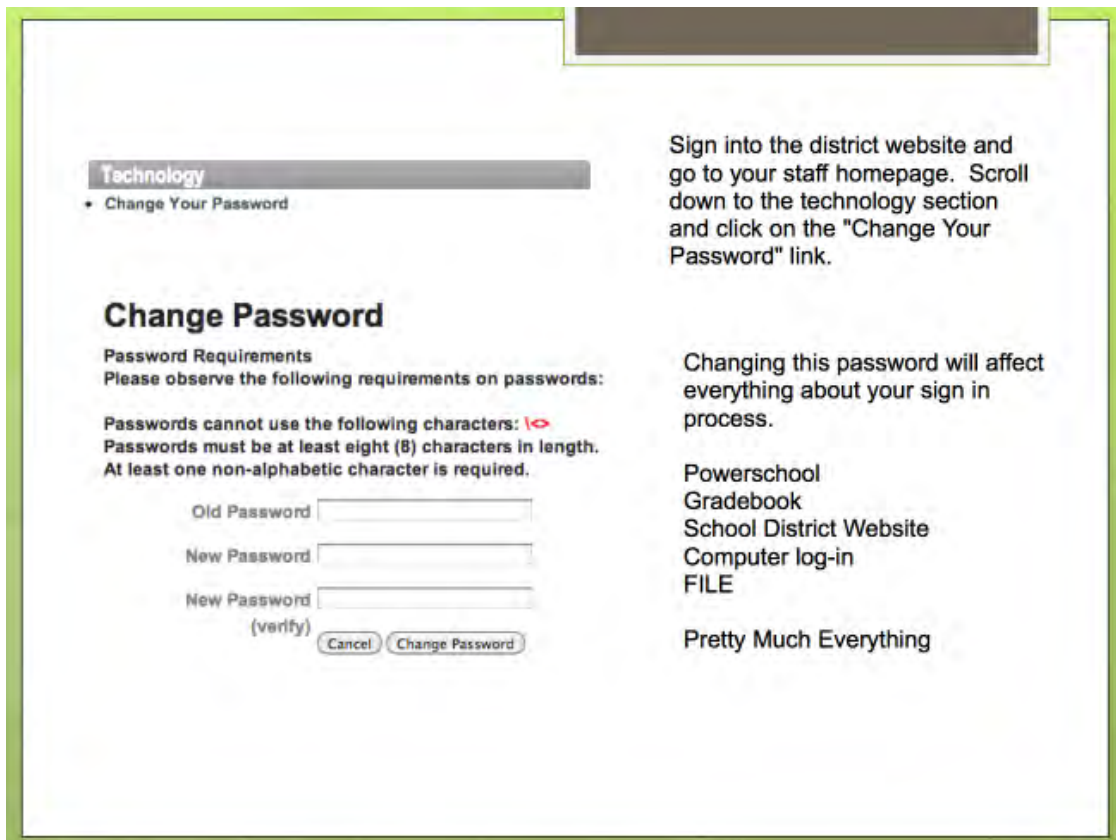
How to set-up Google Sites from Blank Template

How to setup your Google Sites

Login to K12northstar.org



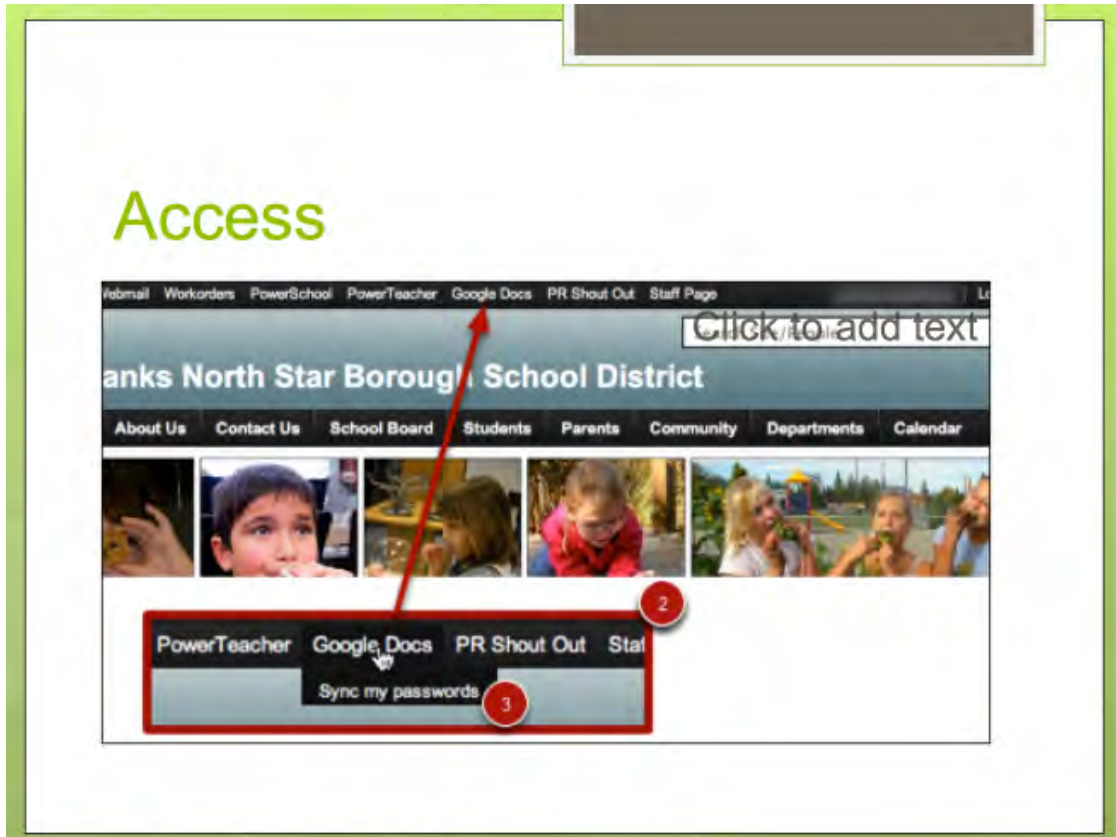
If your password is NOT 8 or more characters you need to change it.



To change your password, go login to PowerSchool like you are going to check your grades. On the left hand side you will see password change.



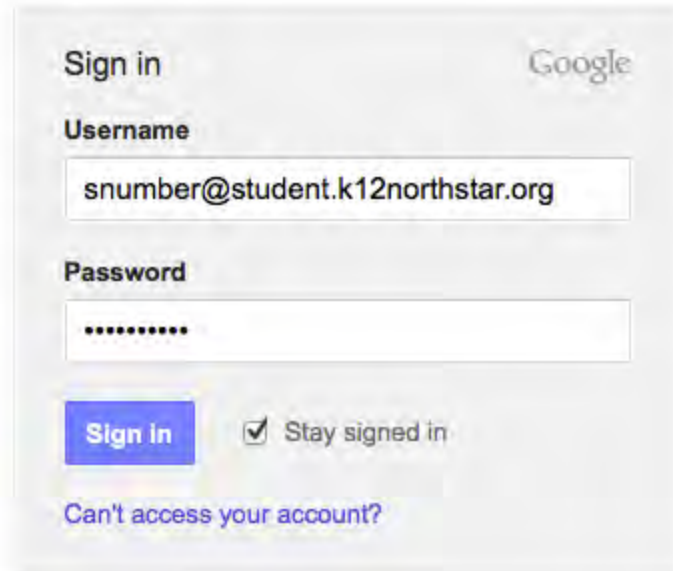
Go back to K12northstar, and make sure you logout and login if you changed password.



Hover over the top of Google Docs and select sync passwords.
Then Click on Google Docs. It will take you to the sign in below.



Login with your snumber and password.



Sign in Google

Username
snumber@student.k12northstar.org

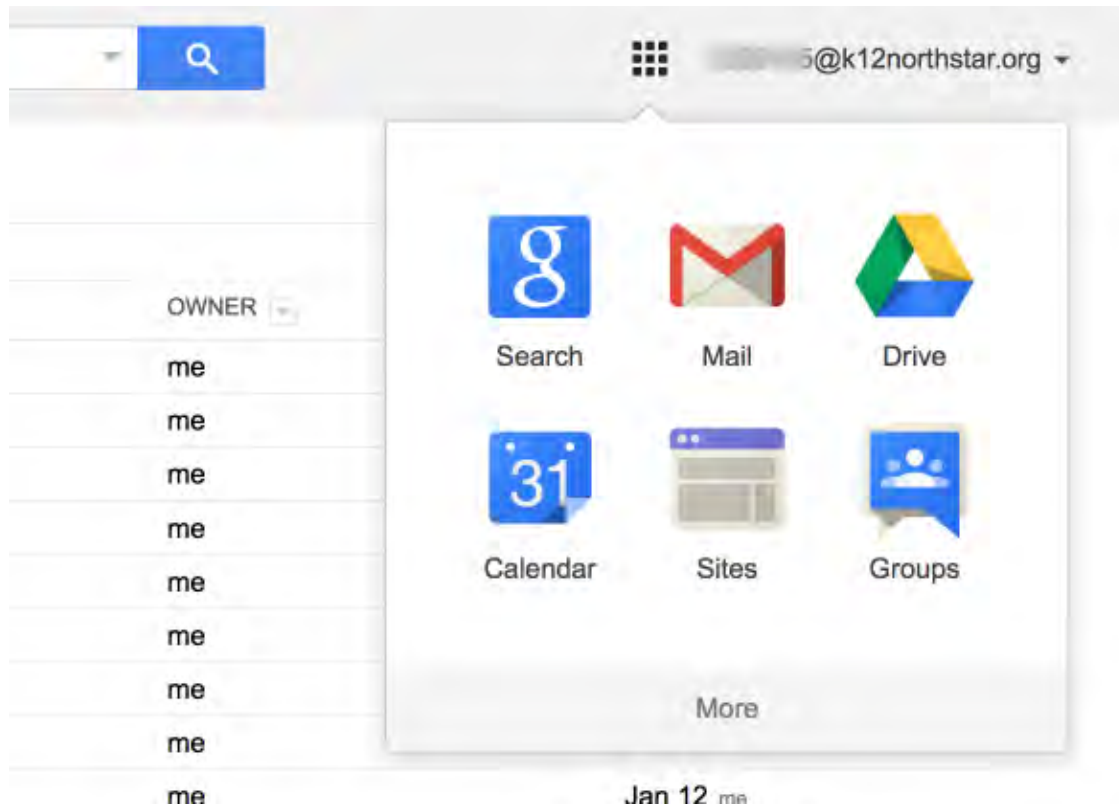
Password
.....

Stay signed in

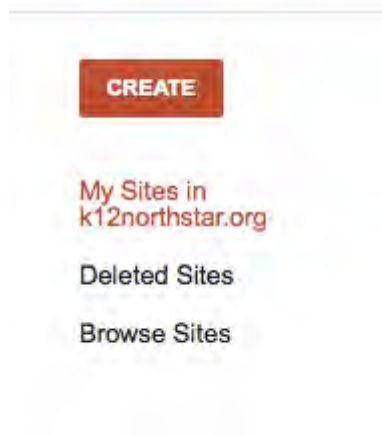
[Can't access your account?](#)



Click on CheckerBoard to get to Sites



Click on Create Site





Choose Blank Template and Name your Site Example: Christina's Portfolio

Select a template to use:



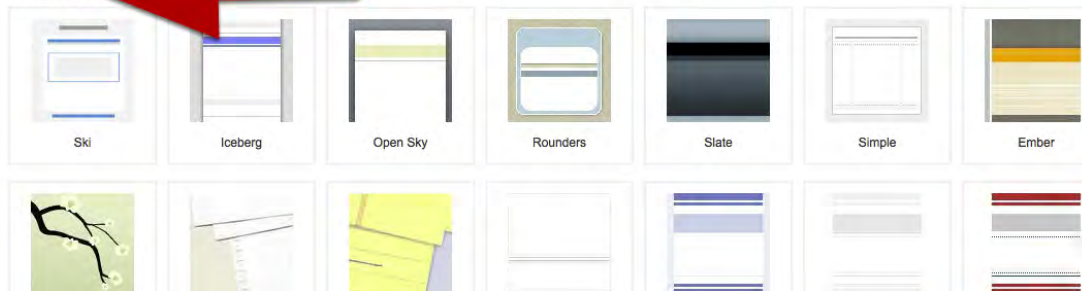
Blank template

Browse the
gallery for
more

Name your site:

Select a Theme

▼ Select a theme





Set your additional Options

Site categories - enter one or more categories separated by commas (e.g. "marketing, finance")

Site description

Site categories will be education, language arts, sports,
Site description will be Portfolio



Click on Create

CREATE

Cancel

Select a template to use:



Blank template

Browse the
gallery for
more

Name your site:

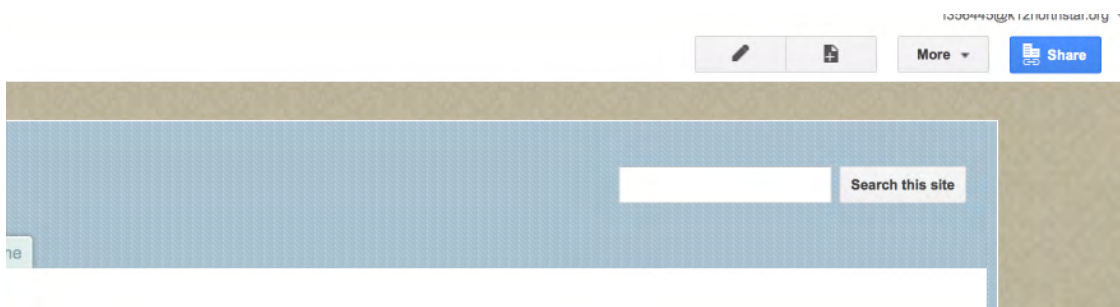
Christina's Portfolio

Site location - URLs can only use the following characters: -,A-Z,a-z,0-9

https://sites.google.com/a/k12northstar.org/

christina-s-portfolio



Click on Share in the right hand corner.










Click on Change for Who has Access

Who has access

	Fairbanks North Star Borough School District People at Fairbanks North Star Borough School District can find and edit	Change...
	Christina J. Hum (you) f356445@k12north...	Is owner

Select People at Fairbanks who have the link

Visibility options:

-  **Public on the web**
Anyone on the Internet can find and access. No sign-in required.
-  **Anyone with the link**
Anyone who has the link can access. No sign-in required.
-  **Fairbanks North Star Borough School District**
People at Fairbanks North Star Borough School District can find and access.
-  **People at Fairbanks North Star Borough School District with the link**
People at Fairbanks North Star Borough School District who have the link can access.
-  **Shared privately**
Only people explicitly granted permission can access.

Access: Anyone within Fairbanks North Star Borough School District

[Can view](#) ▾

[Save](#) [Cancel](#)

Be sure to show Can View



Be sure to show Can View and then Select Save

Access: Anyone within Fairbanks North Star Borough School District
[Can view](#) ▾

Note: Items with any visibility option can still be published to the web.

[Save](#) [Cancel](#)

Add your Teacher to the edit list by entering their last name.

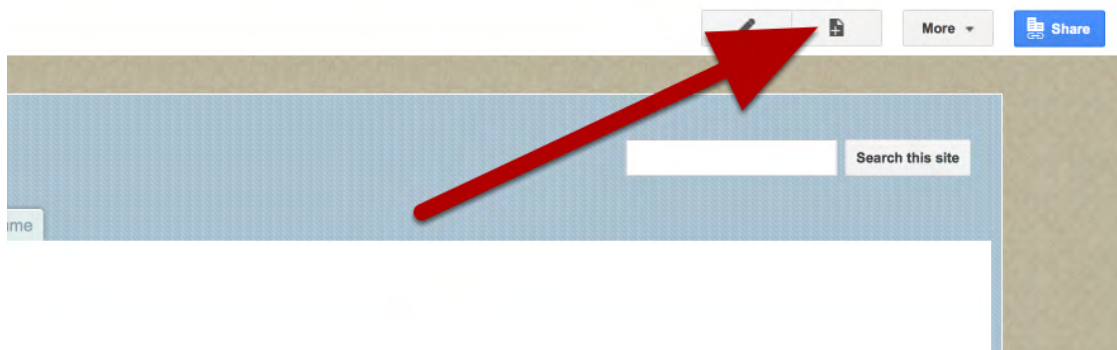
Invite people:

[Can edit](#) ▾

Notify people via email - [Add message](#)

[Share & save](#) [Cancel](#) Send a copy to myself

Create your pages by clicking on the add page button.





Enter the title of the page and click on create.

CREATE

Cancel

Create a page in Site: Tina's Portfolio

Name your page:

About Me

Your page URL: /a/k12northstar.org/tina-s-portfolio/about-me [change URL](#)

Select a template to use ([Learn more](#))

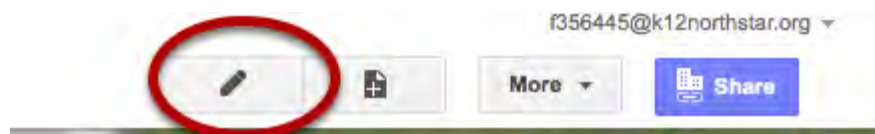
Web Page

Select a location:

- Put page at the top level
- Put page under **Home**
 - » About Me
 - » Choose a different location

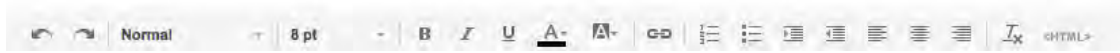
Create an About Me, Resume, Interests and Hobbies

To edit a page, Click the pencil



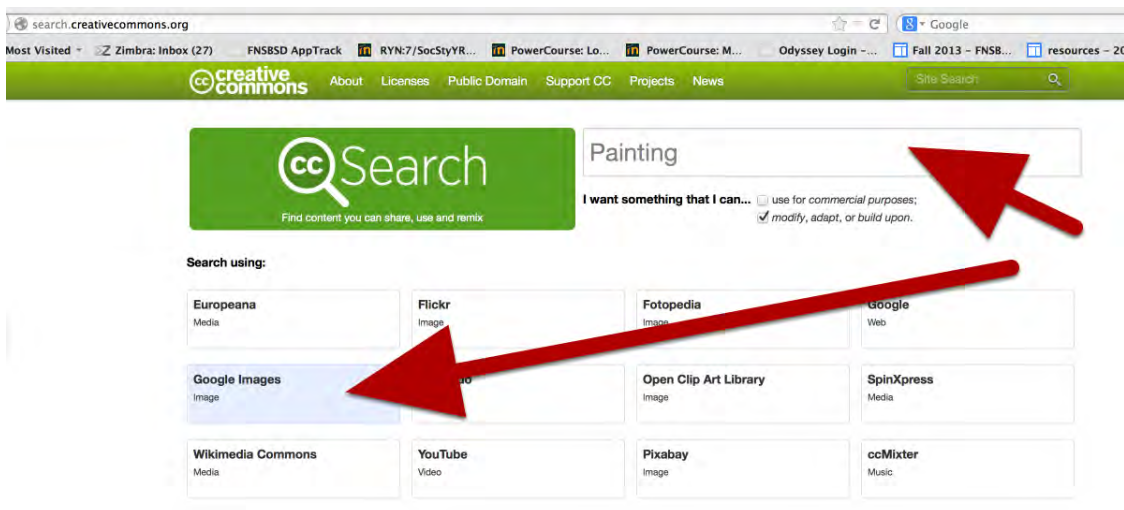


Use the edit menu to edit text.



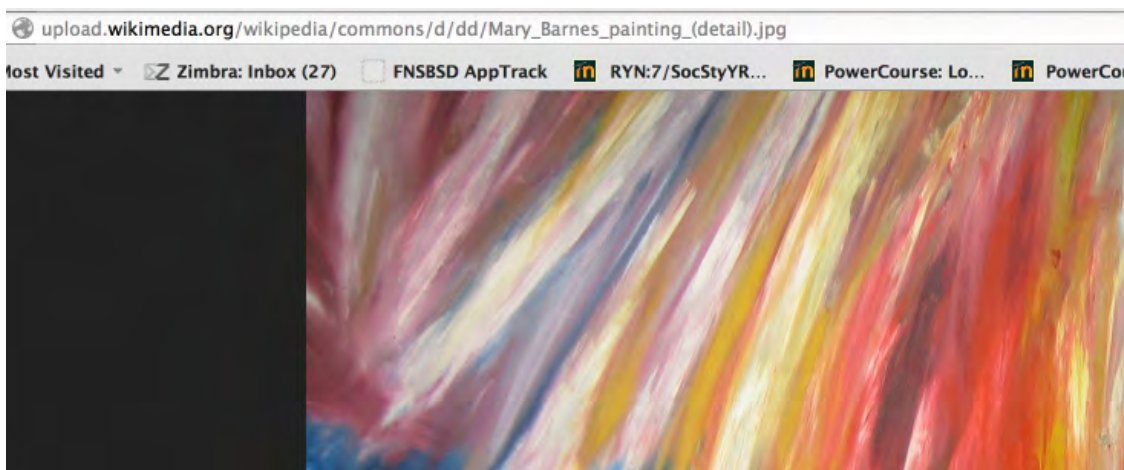
Edit your Interests and Hobbies page by adding a list of hobbies and interests .

Open a new Tab and Search Creative Commons for a picture of your interest or hobby.



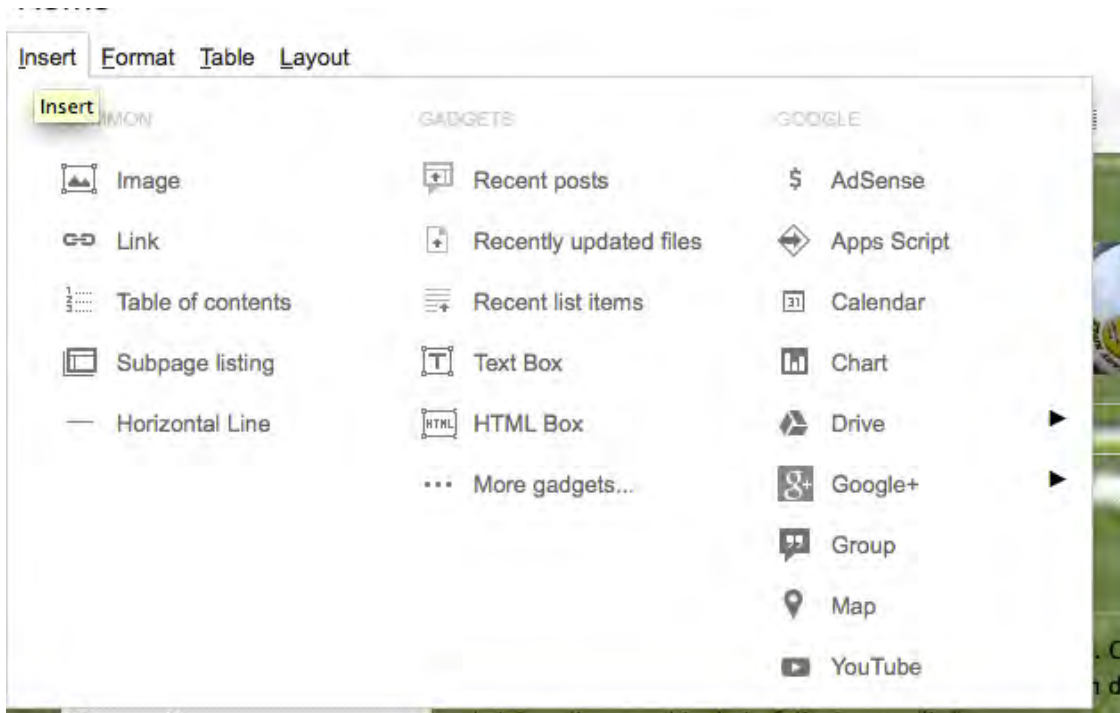
<http://search.creativecommons.org>

Click on View Image and Copy the URL





Select Insert to add pictures or movies






Select Image URL

Add an image

Image URL

[Uploaded images](#)

Web address (URL)



Remember: Using others' images on the web without their permission may be bad manners, or worse, copyright infringement.

Alt text (optional):

OK Cancel



Select Format to change the format of the page

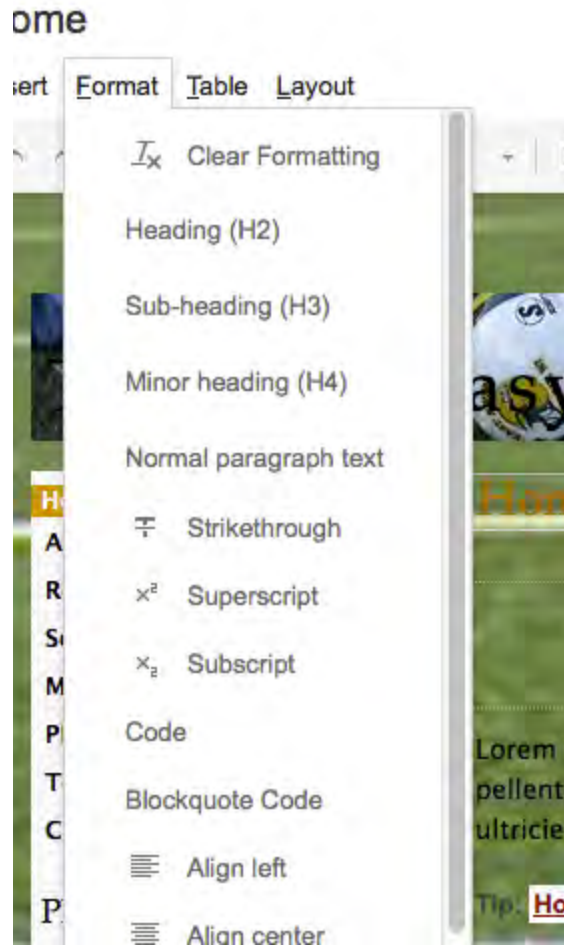
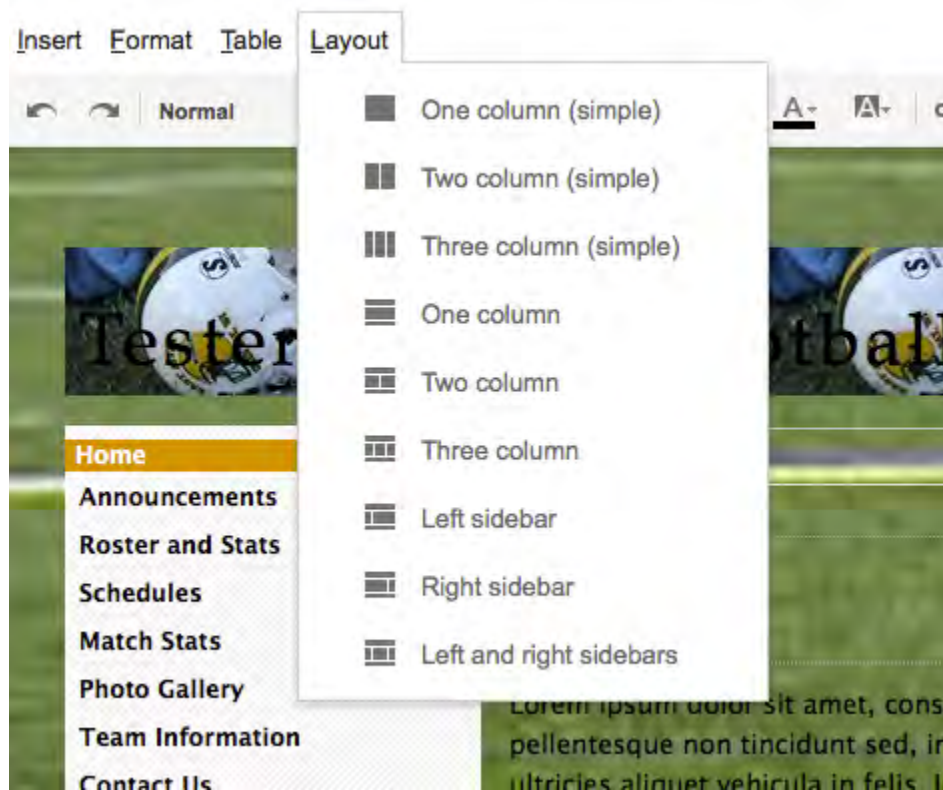


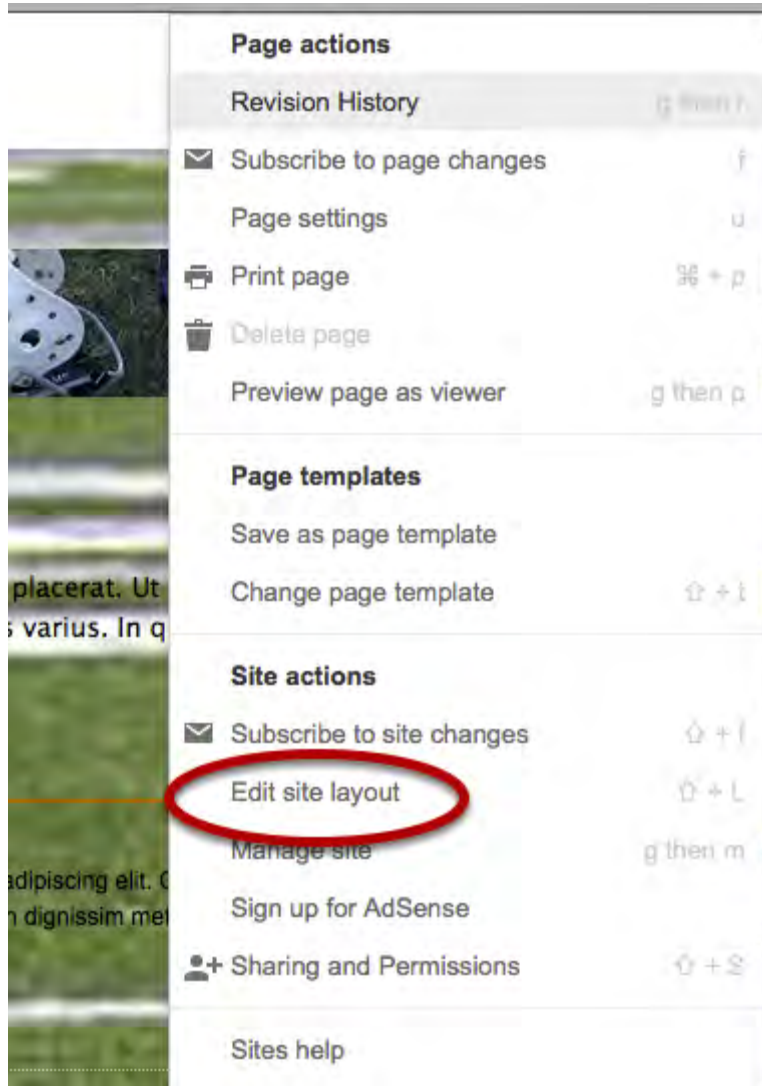


Table and Layout provide additional Page Layout Design

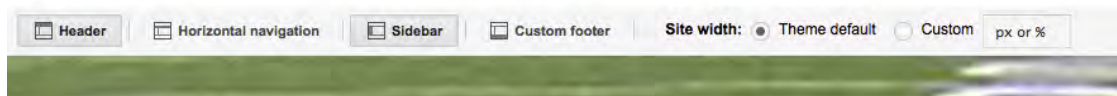




To change the menu bar choose site layout under more

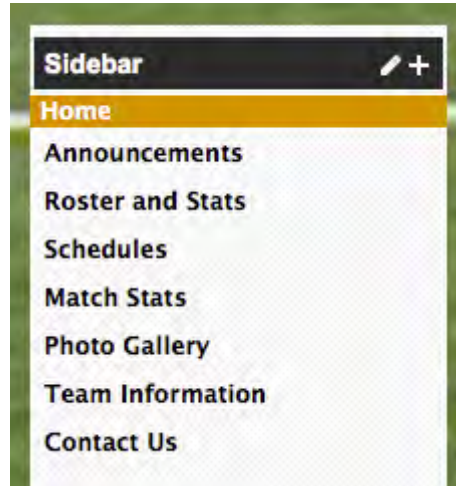


The top bar allows you to change horizontal or sidebar navigation

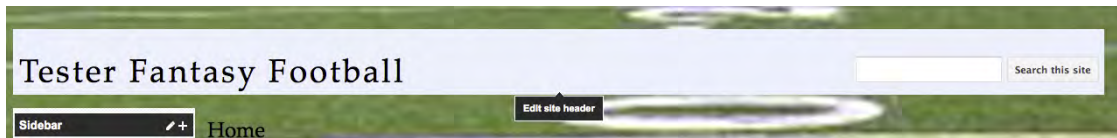




Click on the edit pencil to arrange to the left or right



Edit site header by hovering over the top





For More settings click on Manage Page

Page actions

- Revision History
- Subscribe to page changes
- Page settings
- Print page
- Delete page
- Preview page as viewer

Page templates

- Save as page template
- Change page template

Site actions

- Subscribe to site changes
- Edit site layout
- Manage site**
- Sign up for AdSense
- Sharing and Permissions



Notice the other additional settings

< **Tester Fantasy
Football**

Recent site activity

Pages

Attachments

Page templates

Apps Scripts

Deleted items

General

Sharing and
Permissions

AdSense

Themes, Colors, and
Fonts