

## How to Make a Teacher Website Using GooglePage

When you begin creating your page, it will help to have these things handy (via your H Drive or other storage device)

- Access to any images you may want to post on the page.
- A copy of your syllabus.
- First week of assignments/homework
- Relevant websites you would like to share with your students related to your content

If you **DO NOT** have a Gmail account, point your browser to <http://gmail.google.com> Click **Sign Up for Gmail** and fill in the info in the Create an Account fields.

If you **DO** have a Gmail account, point your browser to <http://pages.google.com> and sign in. Scroll down to the bottom of the page and **check the box** that you have read the Terms and Conditions and click **I'm ready to create my pages**.

The toolbar that runs along the top of the page has easy-to-access buttons to add features.

- Change Look or Layout (Optional and able to be changed)
- Create a **title** and **subtitle** for your page, **add a footer**, and add text to the **main content area**.
- **Image**: Click in the area you would like to add the image and then click **Image**. You will have 2 options: Uploaded images or Web address (URL)
  - **Uploaded Images**: Browse your H drive or other storage location
  - **Web Address**: Open a new window, using Google Image Search (or similar) search for the image you want, click on the image, then click "See full-size image" and copy the image URL and paste it into the box (you may want to remove the http:// that is already there)
- **Link**: Click in the spot where you would like to add a link. You have 4 options here: Your Pages, Your Files, Web Address, Email Address.
  - **Your pages** (i.e. for different periods/preps) Type text to display, and name the page (these can be the same). Add page and click OK.
  - **Your Files** is where you can attach a document from your H drive or other storage area (Word, Excel, PowerPoint, etc) Browse for your document, select it and click OK.
  - **Web address**: Type text to display and paste link (test it) and click OK.
  - **Email address**: Type text to display (Contact Me). Note: Do not make this your actual address. Anytime you include an email address on a webpage, nasty spammers spammers can find it too. Add your address in the other box.
- To add information to newly created pages, click on your link to go to it, change it, edit it or remove it.

To see how all this looks online, you can click the **Preview** button at the top. To make it available on line, click **Publish** (View Live to see what your finished product looks like)

### **Adding a Custom Search Engine (Advanced Feature):**

If you only want students to search selected sites you have preselected, add this feature to your page. This will help students.

Point your browser to <http://www.google.com/coop/cse/>

Click **Create Custom Search Engine**. Name it, describe it, add keywords (optional).

Choose **Only Sites I select** and add sites to your search engine.

Add websites to search (unlimited). Copy and paste these in the box.

Use **Standard Edition** and check **do not show ads** and agree to **Terms of Service**.

Send confirmation email (optional), then click finish

Click **Homepage** next to your search engine name

Click **Add this search engine to your blog or web page**.

Change display settings (optional)

Click **Get the Code**.

Copy the HTML code and paste.

Go back to <http://pages.google.com>

Click on the place on the page where you want your search engine to appear.

Click **edit html** in the very bottom right corner. Paste code and click **Update**.

You won't see the search engine in the edit mode. **View Live** to see what it looks like.

Click Publish