



ITEC 200 The Edge of Information Technology

Practice Lab (Generic Version)

<http://auapps.american.edu/~alberto/LabGoogleSites.pdf>

Creating and Publishing a Web Site Using 

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INTRODUCTION

In this assignment you will create and publish a simple web site using GoogleSites. This lab is intended to provide you with the necessary skills and practice to complete Homework 1 to develop your personal web site and publish it on the web. Please keep in mind that anything that you publish on the web is **public**. That is, only you can publish on your web site, but anyone else in the world can view what you publish with a browser. As such, please do not post any materials that are private or inappropriate for public viewing.

LAB EXERCISE INSTRUCTIONS

PRE-LAB - To be done BEFORE coming to the lab session

Please read all the instructions carefully before the lab session. In addition, the following prep work needs to be done before coming to the lab and it is due at the **BEGINNING** of class:

- 1) Watch the YouTube video: [Google Sites: Simple, secure group websites](#)
- 2) Using any Google Tool requires a **Gmail or Google account**. If you don't have one, please go to Gmail at <https://www.google.com> and create an account. You will need this during the lab exercise.
- 3) Once you have signed on to your Gmail or Google account, open the Google Sites webpage at www.google.com/sites
- 4) Click the **"Create Site"** button on the right side of the screen.
- 5) Select the **"Blank template"** option at the top left of the page and name your site.
- 6) Give it any **Site Name** you wish, but be sure that you can remember it. Please note that as you type your web site's name Google creates the URL (i.e., web address) for your page, but it removes any blank spaces (it is always a BAD idea to have blank spaces in your web address because browsers get confused).



<https://sites.google.com/site/YourSiteName>

For example, I created a class demo page called “Prof E’s Demo” and it’s web address is:

<https://sites.google.com/site/profesdemo/>

- 7) Select a theme under the “**Choose a theme**” tab for your website. This will serve as the default webpage color scheme.
- 8) Click on “**More Options**”. Leave the Site Categories blank for now. In the **Site Description** Box enter any description like **Lab Practice Exercise on Google Sites Implementation**.
- 9) Then, check the radio button that says **Share with: Everyone in the world can view this site**”, which will make your site public and viewable from the web. This is important or else nobody will be able to see your web site.
- 10) Finally, type the **code shown** and click **Create Site**.
- 11) Please note that after you click the Create Site button, Google will first check to see if the web site name you entered is **available**. Someone else may have already taken the name you selected. If this is the case you will be prompted to change the name, otherwise Google will take you to your website’s **home page**.
- 12) You can always edit and manage your web site by clicking on the **More Actions** scrollable list and then select **Manage Site**.

Note: please write down your web site name and URL address and bring this information to the practice lab.

END OF PRE-LAB - DUE BEFORE THE LAB

LAB EXERCISE DUE AT THE END OF THE LAB

- 13) Go back into your Google Sites web site and click on the “**Edit Page**” tab in the top right side of the display. You may now enter text on the page. Name this page **Home** at the top and provide a brief **description** of this project on the text box.
- 14) Now add a **link to send you email** – type in the editing box something like “Send me email to YourEmailAddress@YourMailService” but use your own e-mail address. For example, mine says “Send me email to Jibe4Fun@hotmail.com”. Now highlight the entire address (only the address) and click on the “**Link**” button on the tool bar. At the bottom of

the page, insert this text: "This web site was created for educational purposes only as part of university practice exercise on web site development"

- 15) Click "**Save**" at the top of the page if everything is correct. You should now be returned to the default navigation menu. If you wish to check your work, click "**more actions**" on the top of the page and select "**preview page as viewer**".
- 16) Create a new page by clicking the "**Create page**" link on the top of the page. Use the default webpage layout and name the page "**Links**". This time create this page **under the Home** page. That is, check the box for "**Put page at the top level**" and click **Create Page** (note, putting the page at the top level will make all your pages show as menu options on the menu window on the left – if you would like a page to show as a sub menu to another page, then select the Put Under option. Notice that your navigation bar on the left now shows your home page and the Links page you just created. Click on the **Links** link to ensure you are viewing the Links page, and then use the "**edit page**" tool to input text. Click on the "**Edit Page**" tab in the top right side of the display
- 17) While editing the Links page, add a link to the American University web site by typing **American University** in the text box. Then highlight this text and click on the **Link** link. Now click the **Web Address** button and type in or paste the AU web site address **http://www.american.edu** and click "**OK**". Add four more links of your choosing using the same method. Please note that you can link to some of your own web pages in your web site. Please note that you can make links open in the same browser window, or make it display on a new window – your choice.
- 18) Now create another page and name it **Images**. Then edit this page and select the "**Insert**" button in the upper left side of the menu, then "**Image**". You may now put an image on your website by either **uploading** an image from your hard drive or memory stick, or using the image link directly from a site it is on. You can upload JPEG pictures, GIF graphics, or any other image file you may have. Be careful that many images are copyrighted and you may not be able to use it without the owner's consent. There are a number of web sites with free graphics, but here is a list of free images you can use (you can right-click on any image you may like and download it to your memory stick or hard drive):

<http://eagle1.american.edu/~itdept/itec200/images/>

Placing images on your web site is a two step process. First you need to **upload** the image onto your web site and then you need to **place** it in your page. To upload an image, select **Insert, Image** and then click **browse** and select the file location. Press **OK**. Once you have uploaded your image you will see it in the **Add Image** popup window. To place the image in your web page, **select** the Image and click **OK**.



If you want to take an image link directly from another webpage, paste or type the image hyperlink into the box and press. You may now change the image placement, size, and if text will wrap around the image. Save your page to return to the main menu.

- 19) Let's now create a **"linkable"** image. Add an image like you did above. When you add an image, Google Sites by default creates a link to the image itself. You can change this and link to any page you wish. While the page is in edit mode, click on the image (I used the AU logo) and click on the **"change"** link next to the **"Go to link"** address and replace that link with any link you want your clickable image to direct you to (I used the Kogod web site).
- 20) Now, let's add a **YouTube** video to your Images page. Find one of your favorite YouTube videos and copy the **web address** for that video from the **URL** box. Google Sites makes it really easy to embed videos into your web page. Simply edit the **Images** page, then click **Insert** as if you were importing an image. Instead, go to **Video** and select **YouTube**. Paste the URL hyperlink you copied in the box and click **"OK"**. The video should now appear on your webpage. Save your website.
- 21) Add another one more page and call it **Tools**. Then, go to **"Insert"** and select **"More Gadgets"**. Find a gadget you find interesting and import it onto your website. This can be a news feed, game, tool (such as a stock tracker), or any other appropriate gadget you like.

Experiment!! You are encouraged to experiment with the many features of Google Sites.

Good luck and enjoy!!