

# How to Create an Online Learning Site

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October 2025



# Welcome

This resource from AlphaPlus was created by Tracey Mollins after a workshop series called [Create an Online Learning Site](#).

We included only the demo slides.

We followed the workshop order in this document. You may find it helpful to look at pages 54 and 55 earlier if you are finding moving items around frustrating.

You can see all the workshop links and resources here:

[Creating an Online Learning Site Links](#)



# Contents 1

- Page 6-8: [Online learning sites](#)
- Page 9-14: [Sample sites](#)
- Page 15: [Getting started](#)
- Page 16: [Name your site](#)
- Page 17: [Find your site](#)
- Page 18: [Add a co-creator](#)
- Page 19: [Add a header](#)
- Page 20: [Saving changes](#)
- Page 21: [Previewing changes](#)
- Page 22: [Add a page](#)
- Page 23: [Find the Pages menu](#)
- Page 24: [Page menu options](#)
- Page 25: [Adding content](#)
- Page 26: [Adding text](#)
- Page 27: [Adding links](#)
- Page 28: [Find the Insert menu](#)
- Page 29: [Add a button](#)
- Page 30: [Change a button](#)
- Page 31: [Add a divider](#)

# Contents 2

- Page 32: [Themes](#)
- Page 33: [Pre-sets and imports](#)
- Page 34: [Custom Settings](#)
- Page 35: [Editing a theme](#)
  
- Page 36: [Favicons and Logos](#)
- Page 37: [Navigation menu](#)
- Page 38-39: [Announcement banners](#)
- Page 40: [Table of contents](#)
- Page 41: [Collapsible group](#)
  
- Page 42: [Images](#)
- Page 43: [Editing images](#)
- Page 44: [Image carousels](#)
  
- Page 45: [Add a YouTube video](#)
- Page 46: [Add a Google calendar](#)
- Page 47: [Add a Google Map](#)
- Page 48: [Other embedding](#)
- Page 49: [Full page embeds](#)

# Contents 2

- Page 50: [Embedding from Google Drive](#)
- Page 51: [Checking sharing options](#)
- Page 52-53: [Publishing a file](#)
  
- Page 54: [Moving a grouping objects](#)
- Page 55: [Content blocks](#)
  
- Page 56: [Publishing – sharing settings](#)
- Page 57: [Publishing](#)
- Page 58: [Reviewing changes](#)



# Online learning sites help learners<sup>6</sup>

## **Meet learner expectations**

An online learning site can help meet learner's expectations to find information easily online and lets learners connect to learning materials from anywhere at any time.

## **Develop lifelong learning skills**

Your site can provide a centralized platform for sharing information, resources, and interactive learning experiences and promotes lifelong learning by modelling the ways we can stay updated with the latest knowledge in online environments.



# Online learning sites help teachers

## **Streamline classroom communications**

You can cut down on the number of handouts and emails you need to share and the strategies you use to remember with whom you shared them.

## **Tailor your site to your specific needs**

You can develop your site to meet your specific communication and collaboration needs and the needs of learners who attend your program.



# Online learning sites can be anything you want

8

You can use the site as a simple communication space and post announcements, events, and calendars as well as course outlines and learning pathways with links to assignments, study materials and resources.

Or you can create mini-courses with embedded materials, interactive slides and quizzes. See two examples of this on the next slide.

# LEC and TLG made sites for learners

Literacy instructors made these sites.

(They built the H5P elements as part of the [Educator Makerspace 2023](#).)

## [Basic Digital Literacy](#) from the Labour Education Centre (Ryan Pike)

*We built this website to help adults practice skills related to learning computers, tablets and smartphones. It is a place where anyone can explore, practice, and gain confidence with digital tools at their own pace. The website also shows work made by learners in our classes. Our goal is to support adults learning digital skills, both inside and outside the classroom. We created this site based on the real needs of learners, while collecting user feedback to improve and add new activities.*

## [Language of the Road](#) and [SMART Serve](#) from the Literacy Group Waterloo

(Wendy Teahen)

These sites are for learners getting ready to take the test for a G1 licence or the SMART Serve Certificate in Ontario.

TLG also has a site for working with learners through all phases of program participation that Lisa spoke about at a [Showcase on September 30, 2025](#). That site is not public.



# SCDSB made a site for teachers

This is a huge site that the The Learning Centres at the Simcoe County District School Board developed over a period of time for the literacy teachers in their program.

## [Skills Upgrading Resources](#)

A collection of online learning resources and activities organized into topics and by level.



# West TO made a site for tutors

This is a site that the West TO Literacy Collaborative developed for the literacy tutors attending Tutor Training. They moved to Canvas in 2022 but this is where they started.

## [Tutor Training Materials](#)

They use embedded Docs, Slides and Forms from their Drive.



# Tracey made sites for TESL Certificate students

Tracey made these simple sites so TESL Certificate students could access the materials that had been available in Moodle once they lost access to the Moodle classroom. Some of this material had been available on a [Blogspot blog](#) before CCLCS started using Moodle. Google Sites afforded better layout options so Tracey moved the material to Sites. These sites use a lot of buttons and collapsible text as elements.

- [ESL Literacy](#)
- [Open Norm Classrooms](#)
- [English for Academic Purposes](#)
- [Digital Technology for Learning](#)



# AlphaPlus makes sites for practitioners

We make mini-sites at AlphaPlus for collections, projects, resources and workshops.

[OER Collection](#)

[CAEC test preparation](#)

[Planning a Lesson](#) (this project had support from the AP web designer)

[Curating Resources in Adult Literacy](#)

[Computer Basics](#)

[Winter Break](#) (for learners and teachers)

And [Global Pandemics](#) 😊



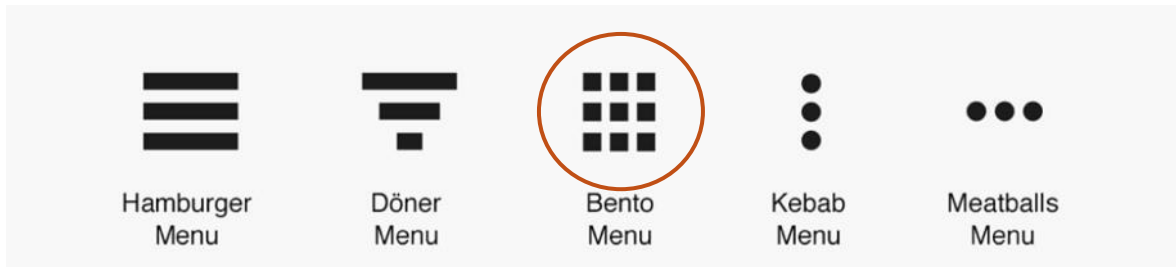
# What ideas do you have for your site?

- I want to communicate with groups of learners.
- I want to create a place where learners can easily find the information they need.
- I want to increase learner agency.
- I want to create personalized learning for learners.
- I want to increase motivation and engagement for learners.
- I want to create opportunities for learners to connect and collaborate.



# Getting started

1. Log in to your Google Account.
2. Go to Sites. Use any of these methods.
  - Use the bento menu in the top right corner and choose Sites and click the plus sign. (You can drag the icons around in this menu.)



- Go to <https://sites.google.com/> and click the plus sign.
- Or go to Drive and click on New in the top left corner. Sites is probably under More. A new site will open automatically.

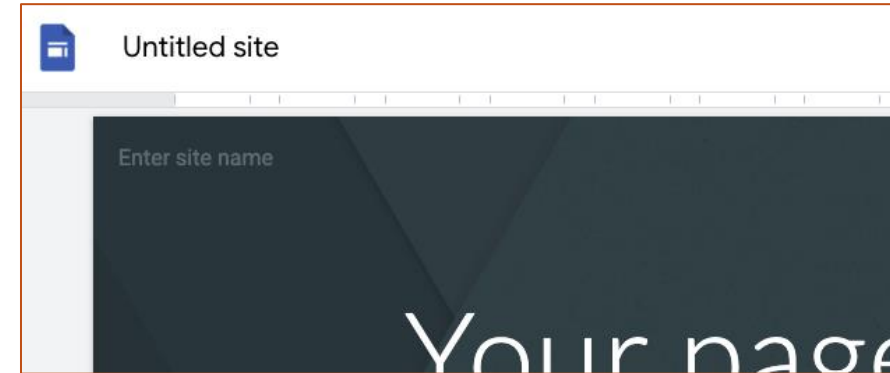
[Back to Contents](#)

Google Support:  
<https://support.google.com/a/users/answer/9310491?hl=en>

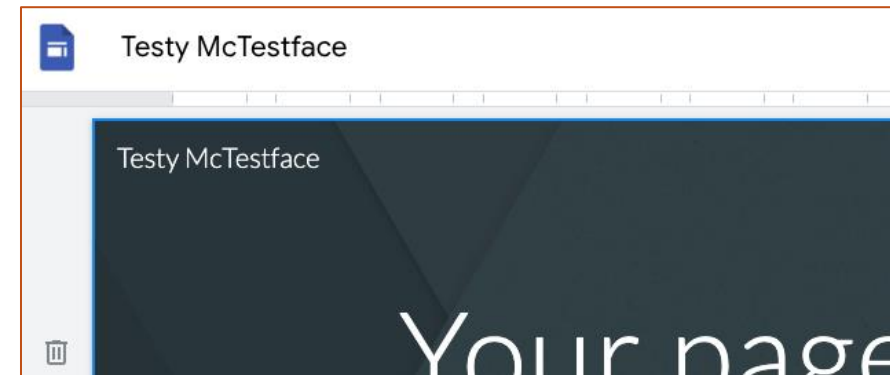


# Name your site

In the top left, where it says Untitled site, add your site name.



When you click in the header area, you will see the name appear at the top of the site in the header box. If you do not, add it there too.



Google Support:

<https://support.google.com/a/users/answer/9310491?hl=en>

# Where is my site?

- Go to Sites to see a list of all the Sites that you have made or have been shared with you. Use either of these methods.
  - Use the bento menu in the top right corner and choose Sites.
  - Go to <https://sites.google.com/>.

- Go to Drive and find your site in your list of files.

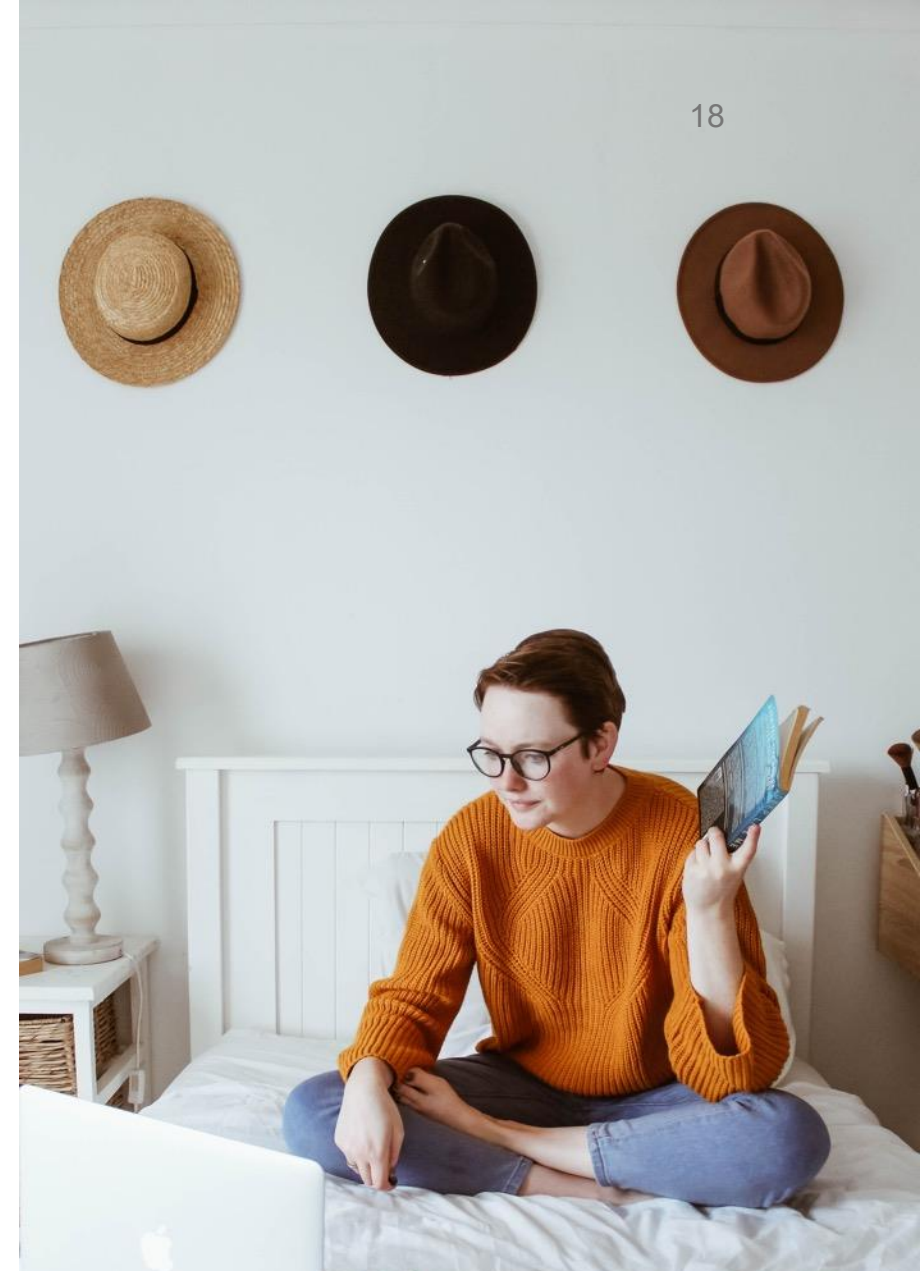
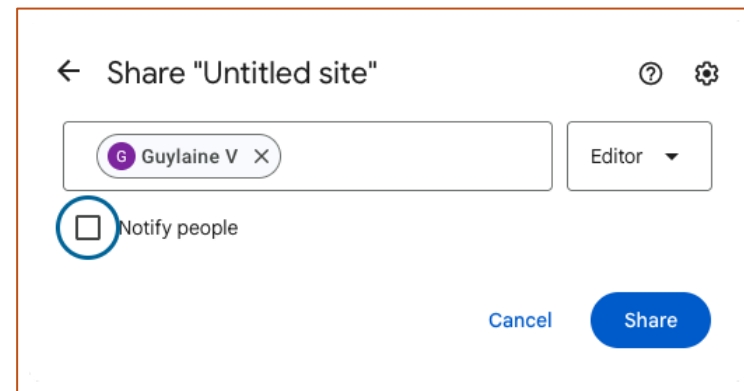
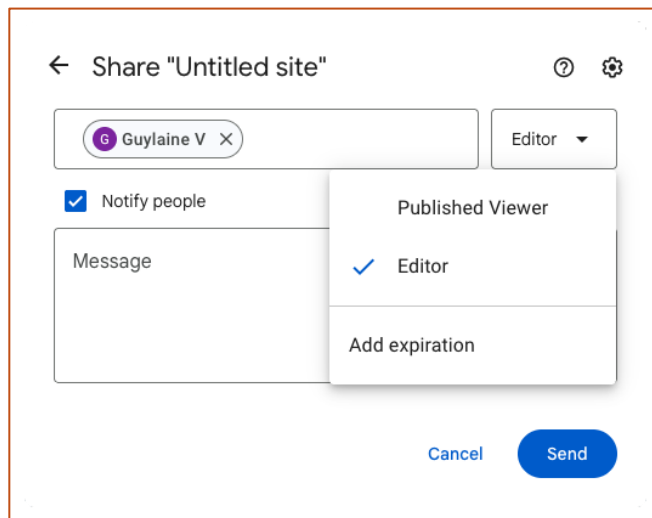


	Valentine's Activities	
	Testy McTestface	
	Skills For Success Considerations for LBS R	
	Simple Lesson plan Template	
	reading2client.pdf	
	reading1client.pdf	
	Quarterly Deliverables Proposed for 2025-	
	New Links - Apprenticeship A.docx	



# Add a co-creator

1. Click in the little person icon at the top left.
2. Put the email address of your co-creator in the Add people box.
3. Make sure Editor is chosen as the status.
4. You can add a message if you wish.
5. You can choose to send a notification or to share the site without a notification.



Google Support:

<https://support.google.com/a/users/answer/9310491?hl=en>

# Page elements: Header

19

We can add some page elements and then we can look at the Themes settings and see how they look as we make changes.

First we will look at the header.

- **Your page title:** You can add a page title in the box. This will your home page so you can put in the site name or call it Home. You can change the font size, style and colour. Double click anywhere to add another text box or image.

Scroll over the header and a menu will pop up on the left.

- **Header type:** You can choose how you want the header to look. You can choose the size of Banner you want or to have no banner at all – choose Title.
- **Image:** You can choose an image or upload one from your computer. If you change the image, you may see an automatic adjustment happen. This is called a “readability adjustment.” Look for the small stars at the bottom right to turn this off.



## Note:

The header settings you use here will be the used for the next page you create. You can change the settings for each page.

# Editing: How do I know the changes are saved?

20

Look in the top toolbar. It should say “All changes saved in Drive.”

**Note:** This means that the changes have been saved. If your site has been published, you need to click Publish in order for users to see the updates you have made.

If you click on the words “All changes saved in Drive” you can see the version history of your site and revert to an earlier version if you wish.

Here is more information about the version history function in Google Sites:

<https://support.google.com/sites/answer/9622187?hl=en&sjid=263792698483610569-NC>



# Editing: Previewing changes

21



In the top toolbar at the right, click the Preview icon – the little computer and phone.

- Your site will open in preview mode and you can check how your updates will look to users.
- At the bottom right you will see a devices menu that allows you to preview how the site will look on desktops and large screens, on tablets and on phones. If you think your users will be using the site on these devices it is a good idea to check and see how elements, especially embedded elements, and layouts are working.

To return to editing mode, click on the X in the devices menu.

# Pages: Add a page

22



1. Look in the right sidebar.
2. Click the Pages tab.
3. At the bottom right, hover over Add New page.
4. Click New page Add.
5. Enter the page name. (You can call it Page 2 for now.)
6. Repeat this process and create Page 3.
7. Click Done.

Take a few minutes to tinker.

- Change the page title and heading image.
- Change the order of the pages.
- Make Page 3 a sub-page of Page 2.

[Back to Contents](#)

Google Support:

[https://support.google.com/a/users/answer/9310491?hl=en#sites\\_organize](https://support.google.com/a/users/answer/9310491?hl=en#sites_organize)

# Pages: Finding the pages menu

23



1. Look in the right sidebar.
2. Click the Pages tab.
3. Click on the page you'd like to modify.
4. Click on the Kebab (three-dot) menu.

From this menu, you can:

Make home page - Promote any page to the home page (the landing page).

Duplicate page – Copy a layout you like.

Properties – change the name of the page. (Advanced – Custom Path allows you to shorten a URL for a page to make sharing the link easier).

Add a sub-page – subpages show up in a drop-down menu under the parent page in the navigation. You can have up to 5 levels of subpages but that might make the navigation a little unwieldy.

[Back to Contents](#)

Google Support:

[https://support.google.com/a/users/answer/9310491?hl=en#sites\\_organize](https://support.google.com/a/users/answer/9310491?hl=en#sites_organize)

# Pages: Using the pages menu

24

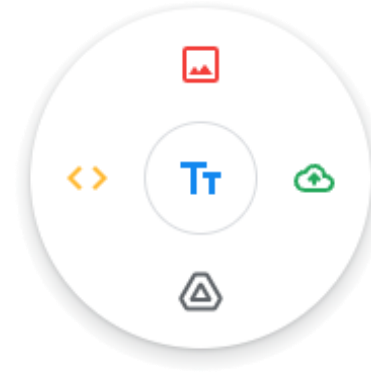
From this menu, you can:

- **Make home page** - Promote any page to the home page (the landing page).
- **Duplicate page** – Copy a layout you like.
- **Properties** – Change the name of the page. (Advanced – Custom Path allows you to shorten a URL for a page to make sharing the link easier).
- **Add a subpage** – subpages show up in a drop-down menu under the parent page in the navigation. You can have up to 5 levels of subpages but that might make the navigation a little unwieldy.
- **Hide from navigation** – Hide a page so users will not see it in the navigation menus. You can share hidden pages by sharing the link. Hiding pages allows you to reveal certain pages as you need them and allows you to work on pages while the site is live.
- **Delete** - Delete the page. (There is no deletion warning. You can undo immediately after. If you are not sure, hide the page.)



# Page elements: Content

1. Return to the Home page.
2. Double click anywhere below the header and choose T on the circle that pops up.



This automatically creates a section.

Scroll over the section to see the menu pop up on the left.

In that menu you can:

- Choose a style.
  - Copy the section.
  - Delete the section.
3. Make three sections using the Copy button.
  4. Choose a different Style for each section using the Style button.



# Page elements: Text

26

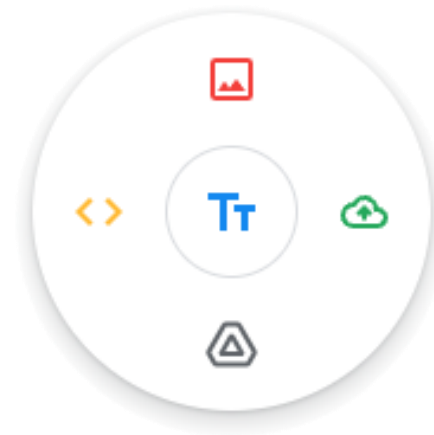
1. Choose the Tt in the middle of the circle and add some text in each section.
2. Type these words on separate lines:
  - Title
  - Heading
  - Subheading
3. Use the editing tool bar and change the word Title from Normal text to a Title, the word Heading to a Heading and the word Subheading to a Subheading.
4. Add some Normal text. You can copy this [Lorem Ipsum](#) placeholder text:  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.
5. Do this in all three sections and note the differences.



# Text : Links

Choose one of the words in your text and create a link.

1. Highlight the text that you want to link.
2. In the toolbar, click the Link icon.
3. Paste in your link.
4. Click OK.



We will look at the rest of this wheel next week.

Now we will look at the Insert menu and the options there.



# Page elements: Insert

28



Look in the right sidebar.

Click on the Insert tab.

There you will see a list of page elements that you can insert.

- Text box
- Image
- Embed
- Drive  
(files from your Google Drive)
- Content blocks  
(templates for organizing elements)

- Collapsible text
- Table of Contents
- Image Carousel
- Button
- Divider
- Spacer
- Social media links

## Google and Drive elements

- Calendar
- Map
- YouTube video
- Docs
- Slides
- Sheets
- Forms
- Charts

Google Support:

<https://support.google.com/sites/answer/90538?sjid=16864118155022016451-NC>

# Page elements: Button

Buttons are ways of making links stand out. You can easily link to external sites or pages with the site you are building.

1. Click on the section where you want to add the Button. Make sure the whole section is highlighted, not just the text box inside the section.
2. Look in the right sidebar.
3. Click on the Insert tab.
4. Choose Button.
5. Enter a name. This will appear on the button.
6. Paste a URL the button should point to or choose a page on your site.
7. Click Insert. The Button will appear in a new section in Style 1. Copy your Button and try dragging the copy to a section where you have created text and see what happens.
8. Make a button below each section, change the section to match the style above and note the differences.



# Page elements: Editing and moving buttons

30



1. Click the button you want to edit or delete.
2. To change the style: Click the down arrow Down and choose:
  - Filled
  - Outlined
  - Text
3. To change the alignment: Click Align and select an option.
4. To change the name or URL: Click Edit Edit.
5. To delete: Click Remove.

You can drag the buttons individually into new sections or you can drag the sections up and down on the page. If you drag a button into a section with text or an image, it will take on the width of whatever is above or below it.

Google Support:

<https://support.google.com/sites/answer/90538?hl=en-AU&sjid=16864118155022016451-NC#zippy=%2Cedit-or-delete-a-button>

# Page elements: Divider

Dividers are ways of visibly separating sections.

1. Click on the section where you want to add the Divider. Make sure the whole section is highlighted, not just the text box inside the section.
2. Look in the right sidebar.
3. Click on the Insert tab.
4. Choose Divider.
5. The Divider will appear under the section in the style of that section.
6. Make a divider below each section.



# Themes

Now we have enough on our home page to start testing out Themes.

Themes can be a little complicated because there are a lot of settings and you have to be aware of accessibility issues when choosing fonts and colours.

The pre-set themes have taken accessibility into account and are the safest to use while you develop your expertise on this.

Here are a couple of places to check colour contrasts for accessibility and readability:

[Accessible color palette generator](https://venngage.com/tools/accessible-color-palette-generator)

<https://venngage.com/tools/accessible-color-palette-generator>

the [WebAIM Contrast Checker](https://webaim.org/resources/contrastchecker/)

<https://webaim.org/resources/contrastchecker/>

[Back to Contents](#)

Google Support:

<https://support.google.com/sites/answer/6372865?hl=en>



# Themes: Pre-set and imports

To find the pre-set themes, look in the right sidebar and click on the Themes tab.

Choose a theme.

Click on Font style and choose an option.

You can also import a theme from another site where you have editing access.

1. Look in the right sidebar and click on the Themes tab.
2. Under "Custom," click on Import theme.
3. Select any site and then Select a theme.
4. Click Import theme.



# Themes: Custom settings

1. Look in the right sidebar.
2. Under "Custom," click on Create theme.
3. Enter a name for your theme.
4. Click on Next.
5. You can also add a logo and banner image.
6. Select a color palette and then Next.
7. To choose specific colors for different parts of your site, select Customize colors.
8. Choose your fonts.
9. Click on Create theme.



# Themes: Continue to customize and edit a theme

35



You can continue to customize your theme.

- Create and apply different backgrounds and text colors.
- Set default text styles.
- Add brand images or favicons.
- Customize other site properties such as:
  - Buttons
  - Dividers
  - Links
  - Image carousels
- Change the site width.
- Change the color of your menu text and background.

## Edit a custom theme

1. Look in the right sidebar.
2. Under "Custom," click on the theme.
3. At the top right corner, click on the three-dot menu and then Edit.

# Favicons and Logos

## Add a logo

1. In the top right corner, click **Settings Settings**.
2. In the Settings window, go to **Brand Images**.
3. Under the Logo section, click **Upload or Select**.
  - Use an image at least 112 pixels tall.
  - Remove extra white space around the logo.
4. Choose a .jpg, .png, or .gif file and click **Open or Select**.

## Add a favicon

In a browser, the favicon is an image that is next to a site's name at the top. Your site needs to be live to show a favicon. The default favicon for sites is the blue square with white squares.

1. In the top right corner, click **Settings Settings**.
2. In the 'Settings' window, go to **Brand Images**.
3. Under the 'Favicon' section, click **Upload or Select**.
4. Choose a .jpg, .png or .gif file.
5. Choose a file and click **Open or Select**.



# Navigation menu

37



To change the **placement** of the Navigation menu (you need at least two pages to do this):

1. In the top right corner, click Settings.
2. In the "Settings" window, go to Navigation and then Mode.
3. Choose Top or Side.

To change the **colour** of the Navigation menu:

1. In the top right corner, click Settings.
2. In the Settings window, go to Navigation and then Color.
3. Choose Transparent, White, or Black.

**Note:** If you're using a **custom theme**, change the **color** of the navigation menu like this:

1. Click on the "Themes" tab.
2. Under Custom, find the custom theme you want to edit.
3. In the upper right corner, select the three-dot menu and then Edit.
4. Click Navigation.
5. Under "Background," change the color of the menu, or select "Transparent at top."

# Navigation: Announcement banners

38



1. At the top right, click Settings and then Announcement banner.
2. Turn on Show banner.

## Edit banner text

1. In the field under Message, enter your desired banner text.
2. When you're done, at the top right, click Publish.

## Customize banner colour

1. Next to 'Banner colour' select the Drop down arrow.
2. Select a colour or add a custom colour.

Google Support:

[https://support.google.com/sites/answer/9826219?hl=en-AU&ref\\_topic=6372882&sjid=14514135524947301733-NC](https://support.google.com/sites/answer/9826219?hl=en-AU&ref_topic=6372882&sjid=14514135524947301733-NC)

# Announcement banners: More

39

Link your banner to other pages - use banners to direct people to specific pages.  
To create a link button:

1. In the field under 'Button label', enter your desired text.
2. Under the 'Link' field, enter the hyperlink of the page you want linked.
3. If you want the link to open in a new tab, check Open in new tab.

Choose where your banner appears - to change whether your Announcement banner appears on your home page or on every page

1. Click Settings and then Announcement banner.
2. Scroll to the bottom of the menu, and choose Home page only or All pages.



# Navigation: Table of contents

40

You can add a table of contents to help viewers navigate a page (not the whole site). The table of contents automatically updates when you edit the page.

1. Look in the right sidebar.
2. Click on the Insert tab.
3. Choose Table of contents.

In order for the Table of contents to work, you need titles and headings.

You can hide titles, headings, and subheadings from site viewers in the table of contents. (The headings will still be visible when you edit the site, but it won't be visible on the published site.)

In your table of contents, point to the heading that you want to hide or unhide.

- To hide the heading, click Hide.
- To unhide the heading, click Show.



**Note:** The table of contents automatically indents based on the structure of your titles, headings, and subheadings. To remove the indent:

1. Click on your table of contents.
2. Click the Flatten icon. To re-indent, click Increase.

Google Support:

<https://support.google.com/sites/answer/98216>

# Navigation: Collapsible group

41



1. Look in the right sidebar.
2. Click on the Insert tab.
3. Choose Collapsible group.
4. At the top where the large Click to edit text is, add a heading.
5. Click the arrow on the right and under the heading, add the content for this section.
6. Repeat this process for each part of the accordion.

## Notes:

You cannot add images or embedded content to Collapsible text group content.

You can convert a collapsible group back to regular text with a heading by selecting the whole group. Put the cursor into the heading box and move it to the edge until it turns into a cross and then click. A small menu will pop up on the left where you can toggle off Collapsible group.

Google Support:

<https://support.google.com/sites/answer/90538>

# Page elements: Images

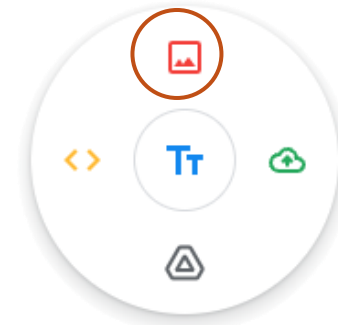
To select an image

1. Look in the right sidebar.
2. Click on the Insert tab.
3. Choose Image.



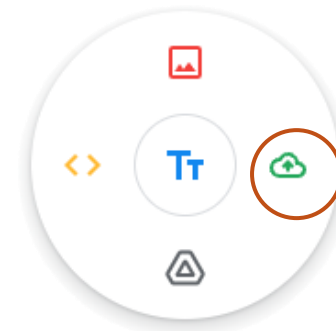
Or

1. Click in the section where you want to add the image.
2. Choose Image from the insert wheel.



To upload an image

1. Click in the section where you want to add the image.
2. Choose Upload from the insert wheel.



Google Support:

<https://support.google.com/sites/answer/90538>

# Editing images

43

## Resize an image

1. Click the image you want to resize.
2. Click a dot and adjust the photo to the size you want.

## Crop an image

1. Click the image you want to edit, and click the Crop icon.
2. Above the image, use the slider to adjust the size.
3. Move the image within the frame.
4. Click Done. To cancel your changes, at the top, click Undo.



# Page elements: Image carousels

44



1. Look in the right sidebar.
2. Click on the Insert tab.
3. Choose Image Carousel.
4. Click the plus sign to add the images you want to show in your carousel.  
You can select more than one.
5. Drag the images into the order you want.
6. Hover over an image to delete it or add Alt text or Captions.
7. Click Insert.
8. Resize the carousel if you wish.
9. You cannot see the carousel in editing mode.  
Click on Preview to see how it works.
10. Click on the settings wheel to make changes.

# Page elements: Embedding YouTube videos

45

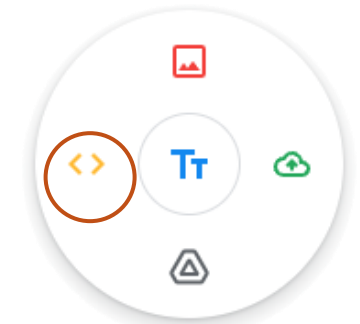


To embed a YouTube video

1. Look in the right sidebar.
2. Click on the Insert tab.
3. Choose YouTube.
4. You can add the URL of the video you want to add or you can search YouTube for a video.
5. Click Insert.
6. Resize the video if you wish.

Or

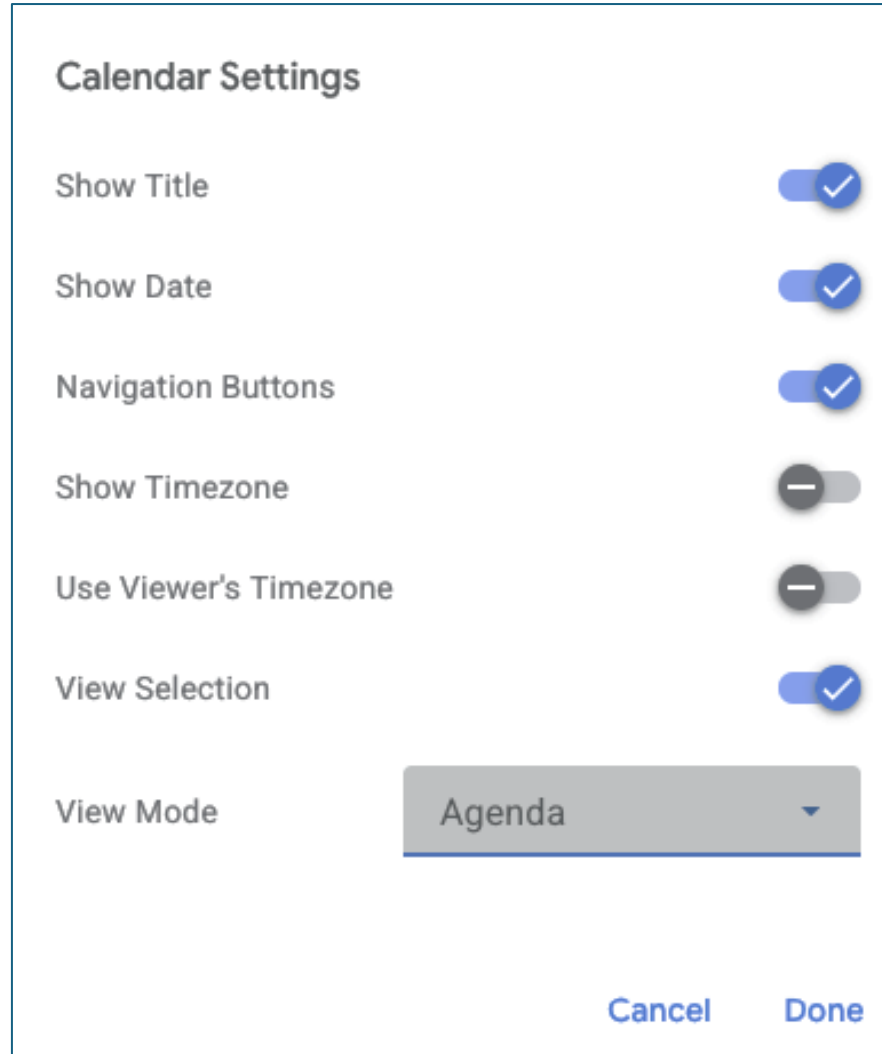
1. Click in the section where you want to add the video.
2. Choose Embed from the insert wheel. In this case, you need to have either the URL of the video or the embed code.



# Page elements: Embedding Google Calendars

46

1. Look in the right sidebar.
2. Click on the Insert tab.
3. Choose Calendar.
4. Choose the calendar you want to embed.
5. You can add the URL of the video you want to add or you can search YouTube for a video.
6. Click Insert.
7. Change the appearance of the calendar by clicking on the Settings wheel.



Calendar Settings

Show Title

Show Date

Navigation Buttons

Show Timezone

Use Viewer's Timezone

View Selection

View Mode Agenda

Cancel Done



# Page elements: Embedding Google Maps

1. Look in the right sidebar.
2. Click on the Insert tab.
3. Choose Maps.
4. Choose a place or click on My Maps and choose a map you have created. (If you are using a Map you have created, you may be prompted to change the Sharing settings.)
5. Click Insert.
6. Resize the map if you wish.



Google Support:

<https://support.google.com/sites/answer/90569>

[Back to Contents](#)



# Page elements: Embedding from other sites

48

To embed content from another sources

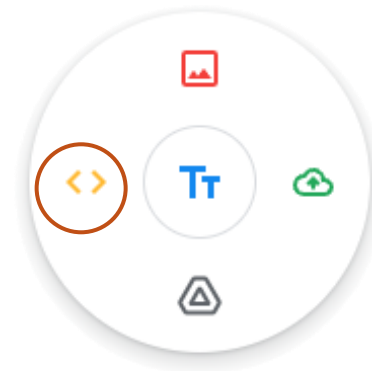
1. Look in the right sidebar.
2. Click on the Insert tab.
3. Choose Embed.
4. Add the embed code or the URL of the source material.
5. Check the \*preview to see how it will look.
6. Click Insert.
7. Resize the content as you wish

Or

1. Click in the section where you want to add the file.
2. Choose Embed from the insert wheel.
3. Follow steps 4-7 above.



\*If nothing shows up in the preview it might be because some websites won't let you add their content to your site.

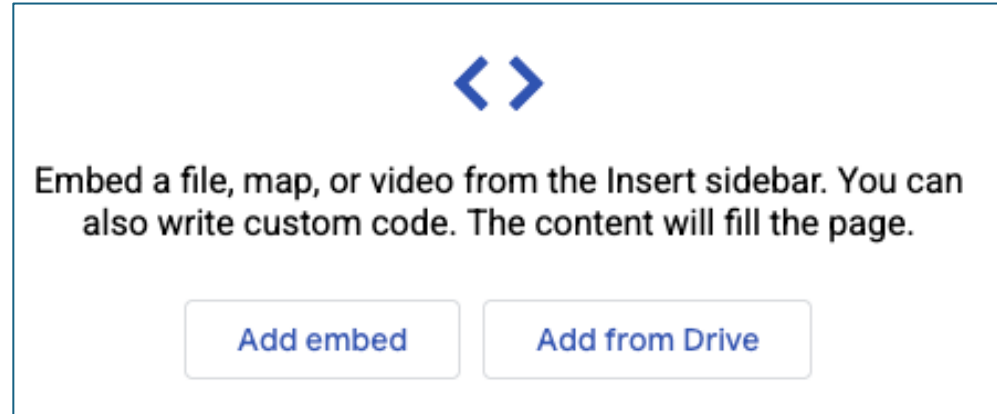


# Full page embeds

To embed a full web page

1. Look in the right sidebar.
2. Click on the Pages tab.
3. Hover over Add.
4. Click Full page embed.
5. Enter the name of the page you want to embed.
6. Click Done.

You should see see this,



1. Click Add embed.
2. Add the URL again.
3. Check the \*preview to see how it will look.
4. Click Insert.

\*If nothing shows up in the preview it might be because some websites won't let you add their content to your site.



# Page elements: Embedding from Drive

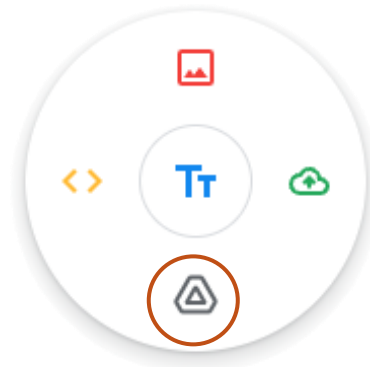
50

To add a file from Drive

1. Look in the right sidebar.
2. Click on the Insert tab.
3. Choose Doc, Slides, Forms... etc.
4. Choose the file you wish to embed.
5. Click Insert.
6. Resize the file as you wish

Or

1. Click in the section where you want to add the file.
2. Choose Drive from the insert wheel.
3. Choose the file.
4. Click Insert.
5. Resize the file as you wish



**Note:** Slides will show as a presentation.

If you want to share an [interactive slide deck](#), share the link.

## Samples

Slidesx2 and Form – Winter Break Animals

<https://sites.google.com/alphaplus.ca/winterbreak/winter-animals>

Slides and PDF – Winter Break Turtle Solstice Party

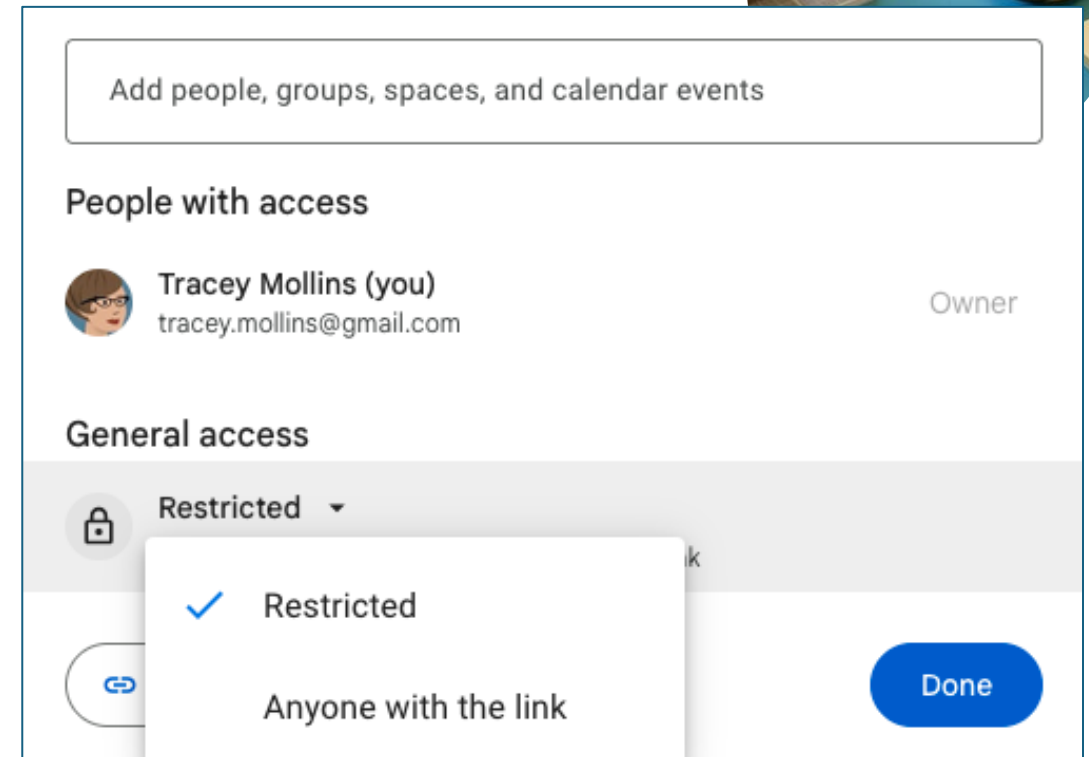
<https://sites.google.com/alphaplus.ca/winterbreak/winter-solstice/winter-solstice-party>

# Embedding from Drive: Checking Sharing options

51

To make sure all users have access to the files you insert, you must share your document.

1. Open the file you want to share.
2. At the top, click File → Share → Share with others. Or click the Share button in the top right corner.
3. Under General access, choose Anyone with the link.
4. Click Done.

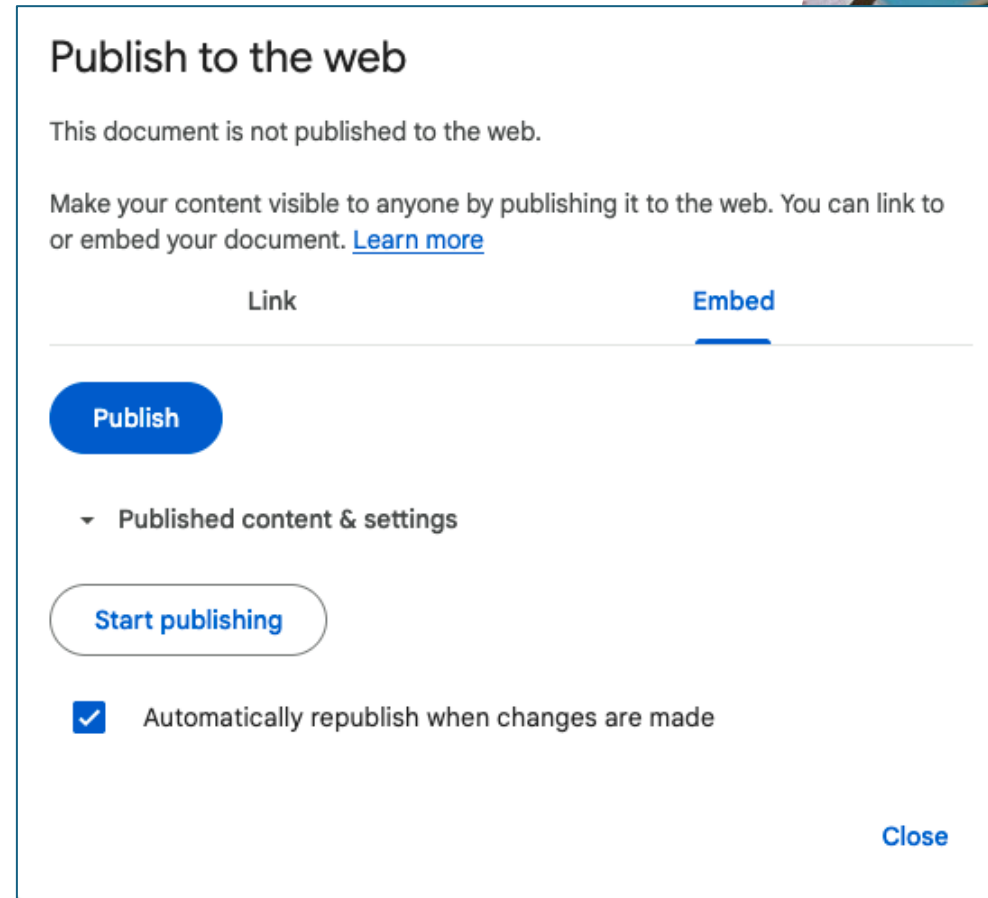


# Embedding from Drive: Publishing a file

52

To make sure all users have access to the files you insert, you can also publish your document in Google Docs, Sheets or Slides.

1. In Google Docs, Sheets, or Slides, open a file.
2. At the top, click File and then Share and then Publish to web.
3. Choose a publishing option:
  - Spreadsheet: Publish the entire spreadsheet or individual sheets. You can also choose a publishing format.
  - Presentation: Choose how quickly to advance the slides.
4. Turn automatic updates on or off.
5. Click Publish.



# Publishing a file note

If you send someone the URL of a published file, they'll see a version they can't edit. Here's what they will see:

- **Documents:** A version with no toolbar.
- **Spreadsheets:** A version with no toolbar. People with "view" permissions can see charts, cell formatting, and the values of cells, but can't view or edit formulas.
- **Presentations:** A view-only version or a version in presentation mode with full-screen slides.



# Moving and grouping objects

54

When you add an image to a section, as you drag it into the section you will see a blue line appear. When you drop the image, it is automatically grouped with the other object in that section.

To ungroup it or group it with a different object, drag it away.

You can select the whole group or one object in the group.

It can be a bit unwieldy and fiddly as you try to reorder grouped objects or delete one object from the group. The undo button is your friend 😊

It is hard to describe this in words.

Here is a video that shows how it looks:

[https://youtu.be/nZ\\_t54xrRjo?si=FM\\_TIZjTqnLESeT](https://youtu.be/nZ_t54xrRjo?si=FM_TIZjTqnLESeT)

And here is a tutorial where you can practice the different steps:

<https://www.iorad.com/player/2229267/Google-Sites---How-to-group-and-ungroup-objects-and-duplicate-groups-and-objects#trysteps-1>



# Section layout: Content blocks

55

Content blocks are templates for section layouts. They allow you to have have different layouts within one page.

If you are adding images, videos, files and other items to your site, you can layout these elements quite easily by using content blocks.

The squares with the little mountain inside are where embedded or uploaded element will be displayed and the squares with the lines are where you will be able to add text. There are 6 options.

To add a content block:

1. Look in the right sidebar.
2. Click on the Insert tab.
3. Under 'Content Blocks', click on layout that you want.
4. Add text, images, docs or videos.



Google Support:

<https://support.google.com/sites/answer/90538>

# Publishing: Sharing settings

56



1. In the top toolbar at the right, click the Share icon – the little person.
2. Next to "Published site," from the drop-down list, select Restricted or Public.  
**Note:** In Google Workspace at your organization or school, you may find other options or that you cannot make the site public depending on how your Google Workspace administrator has set up sharing possibilities.
3. Click Save or Done.
4. If you selected "Restricted," you can share your site with specific people and add groups. Enter the name or email address of the person you want to add, then click the dropdown and then Published Viewer and then Send.
5. To send an email notification to the person or group, check "Notify people."

Google Support:

[https://support.google.com/a/users/answer/9310269?hl=en&ref\\_topic=9296431&sjid=263792698483610569-NC](https://support.google.com/a/users/answer/9310269?hl=en&ref_topic=9296431&sjid=263792698483610569-NC)

# Publishing: Publishing

57

1. In the top toolbar at the right, click the Publish button.
2. Under Web address, enter a public site name for your site's URL. You may have to try a couple of names until you find a URL that is not in use. When you publish a site created with the new Google Sites, the site's web address is `sites.google.com/domain/sitename`, where sitename is the site name you enter above.
3. Click Publish.

Once your site is published, to get the link click on the link icon in the top toolbar at the right and copy the link from there. (The link in browser address bar is the link to the edit version of your site and only other editors will be able to get in that way.)



# Publishing: Reviewing changes on a published site

58



Once your site is published you can continue to make changes and updates.

When you are ready to make your updates public, click the Publish button.

The screen will split into a side-by-side display, with the draft on the left and the current published version on the right.

- Annotations on the left show unpublished changes to your site.
- To show a different page, on the left, click a page.
- To return to the draft site to make changes, in the top left, click Back.

When you're ready to publish the draft, in the top right, click the Publish button.

Google Support:

[https://support.google.com/sites/answer/9652270?hl=en&ref\\_topic=6372882&sjid=263792698483610569-NC](https://support.google.com/sites/answer/9652270?hl=en&ref_topic=6372882&sjid=263792698483610569-NC)

[Back to Contents](#)

Do you have questions?  
Get in touch.

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