



# Student Edition – Basic & Fast Website

## Grade Sheet & Step-By-Step Guide

(45 pts. – 75pts.)

Preparation	
<b>Login &amp; View The Model Site:</b> Login to your Google Account.	
<p><b>Explanation of the Training:</b></p> <p><b>First Segment – Create a Fast/Basic Site:</b> Students will recreate a fast/basic two-page Model Website. It will consist of a home page and a link to a second page. It will also contain an image, some formatted text, and a link to the instructor’s course content. Please view ‘ModelGoogleSite_Basic_StudentEdition’ Goal: Anyone who recreates this model site will have all the skills necessary to quickly make a website.</p> <p><b>Second Segment – Create a 6<sup>th</sup> Grade Website – Tabs &amp; Drop Down Menus for each Class:</b> Students will be shown how to make a website, that has a tab for each class. Students will also be shown how to create drop down menus for class projects. Please view ‘ModelGoogleSite_Tabs/AllClasses_StudentEdition’. Goal: The 2<sup>nd</sup> Segment Builds off the 1<sup>st</sup> Segment. The 2<sup>nd</sup> Segment is only meant to show students/teachers how to build a class portfolio site containing all subjects. It also acts as a quick reference on how to create subject tabs and drop down menus.</p>	
1 <sup>st</sup> Segment: Learning How to Quickly Make A Basic Site!	
<p><b>Step #1: Create A New Web Site</b></p> <p>1a. Explain “Sites” Home Page and navigation. 1b. Show/Explain Blank Templates and Professional Templates. 1c. Choose Blank Template. Enter Site Name: “YourName_WebSite” Select Theme. Create! (5pts.)</p>	5 pts.
<p><b>Step #2: Creating a Web Page &amp; Linking to Additional Pages</b></p> <p>2a. Open “YourName_WebSite”. You are viewing your home page. Rename it “Your Name_Home Page.”(5pt) 2b. Create a second page and call it “History.” A link shall appear in the left Navigation bar. (5pts.)</p>	10 pts.
<p><b>Step #3: Add Text &amp; Format</b></p> <p>3a. Write a short descriptive sentence explaining Your Home Page (view Model). Format the text. (5pts.) 3b. Write a short descriptive sentence explaining the History Page (view Model).. Format the text.. (5pts.)</p>	10 pts.
<p><b>Step #4: Acquiring Images</b></p> <p>4a. Find an “RLS Blue Devil” image using Google Images. (5pts) 4b. Find an “Old Map” image using Google Images and upload both images to Google Drive. (5pts)</p>	10 pts.
<p><b>Step #5: Insert Photos, Resize, Text Wrap</b></p> <p>5a. Insert ‘RLS Blue Devil’ (Edit/Insert/GDrive/Image), resize and text wrap. (5pts) 5b. Insert ‘History Map’ (Edit/Insert/GDrive/Image), resize and text wrap. (5pts)</p>	10 pts.
<p><b>Step #6: Links</b></p> <p>6a. Create a link from the History Page to the Teacher’s Course Content Website (5pts.)</p>	5 pts.
<p><b>Step #7: Delete Site, Delete Page &amp; Rename Site</b></p> <p>7a. Create a Temporary Site. Change Site Name (Manage). Delete Page(Manage)., then Delete Site. (5pts.)</p>	5 pts.
<b>At This Point, You Are Done Creating A Basic Website.</b>	
2 <sup>nd</sup> Segment: Create A 6 <sup>th</sup> Grade Student Website – A Tab For Each Class	
<p><b>Step #8: Create Additional Class Pages</b></p> <p>8a. Create an English Page and title it “English”. (5pts.) Create a Science Page and title it “Science”. Create a Math Page and title it “Math”.</p>	5 pts.
<p><b>Step #9: Add Tabs For Each Class &amp; Create a Drop Down Menu</b></p> <p>9a. Create a functioning tab for History, English, Science, Math and Art (5pts.)</p>	5 pts.
<p><b>Step #10: Add A Drop Down Menu</b></p> <p>10a. Create a drop down menu from the History tab with a link to the Early Man Project Page. (5pts.)</p>	5 pts.
<p><b>Step #11: Delete The Left Navigation Bar</b></p> <p>11a. Delete the left side navigation bar. (5pts.)</p>	5 pts.
Sharing Your Google Doc!	
<b>Visit the Sharing Training Page</b> (The link is on the Video Tutorial Page).	

