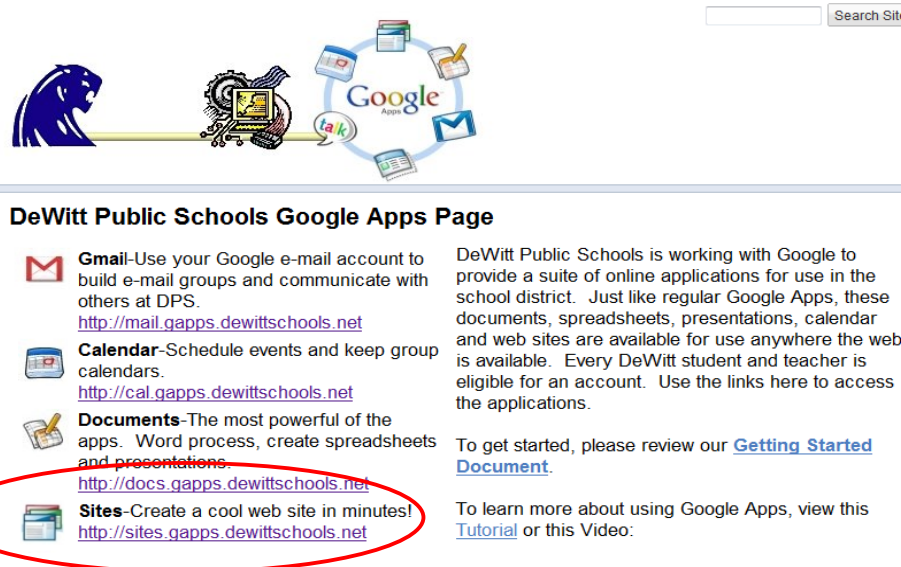


GAPPS @ DPS: Sites

Google Apps has a great built in web page editor that is easy to use and flexible enough to include interactive features such as video, pictures and forms. To use Google Sites, follow these directions:

1. In your web browser go to: <http://www.gapps.dewittschools.net>
2. Click on the **Sites** link.



DeWitt Public Schools Google Apps Page

Gmail-Use your Google e-mail account to build e-mail groups and communicate with others at DPS.
<http://mail.gapps.dewittschools.net>

Calendar-Schedule events and keep group calendars.
<http://cal.gapps.dewittschools.net>

Documents-The most powerful of the apps. Word process, create spreadsheets and presentations.
<http://docs.gapps.dewittschools.net>

Sites-Create a cool web site in minutes!
<http://sites.gapps.dewittschools.net>

DeWitt Public Schools is working with Google to provide a suite of online applications for use in the school district. Just like regular Google Apps, these documents, spreadsheets, presentations, calendar and web sites are available for use anywhere the web is available. Every DeWitt student and teacher is eligible for an account. Use the links here to access the applications.

To get started, please review our [Getting Started Document](#).

To learn more about using Google Apps, view this [Tutorial](#) or this [Video](#):

3. Log in to Google Sites using your Infinite Campus login.

Sign in to your account at
DeWitt Public Schools

Username:
@gapps.dewittschools.net

Password:

Stay signed in

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

GAPPS @ DPS: Sites

4. Click on **Create new site**.

[Mail](#) [Calendar](#) [Documents](#) **Sites** [Contacts](#)

[smcvay@gapps.dewittschools.net](#) | [User settings](#) | [My sites](#) | [Help](#) | [Sign out](#)

Create new site in My sites ▾

My sites in gapps.dewittschools.net

- [CICC](#) [schools](#), [consortium](#), [michigan](#) Shared with 5 people Clinton County Infinite Campus Consortium
- [DeWitt Google Apps Portal](#) Shared with everyone in the world
- [Technology](#) [technology](#) Shared with everyone in the world DeWitt Technology Department

[Browse sites within gapps.dewittschools.net »](#)

5. Fill in as desired. Please note the URL blank is your web site address that you will give out to your audience.

Site name

Your site will be located at this URL:
[https://sites.google.com/a/gapps.dewittschools.net/
mcvay](https://sites.google.com/a/gapps.dewittschools.net/mcvay)

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

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

Site description (optional) enter a short description of this site

6. Choose to make the site public or private, and then choose a theme.

Collaborate with

- Everybody** at gapps.dewittschools.net
- Only people I specify** can view this site

Also let anyone in the world view this site (make it public)

Site theme

Iceberg

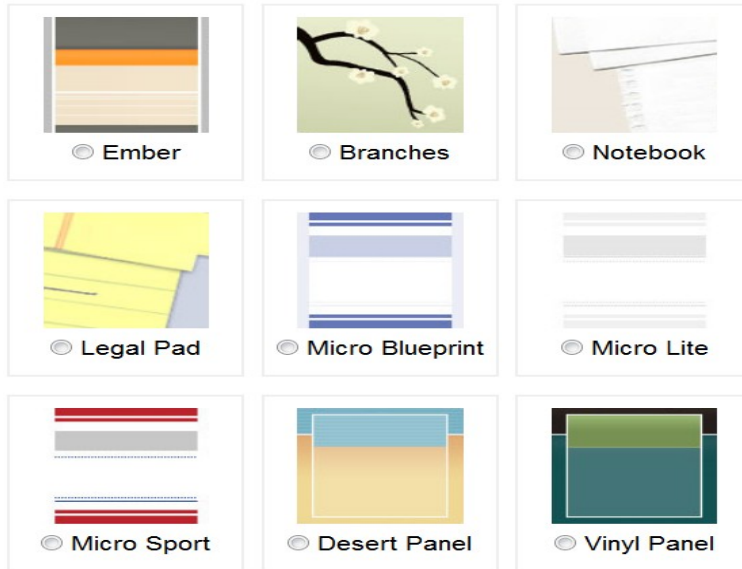
Slate

Simple

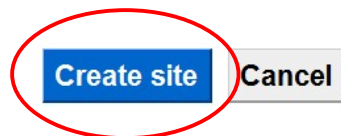
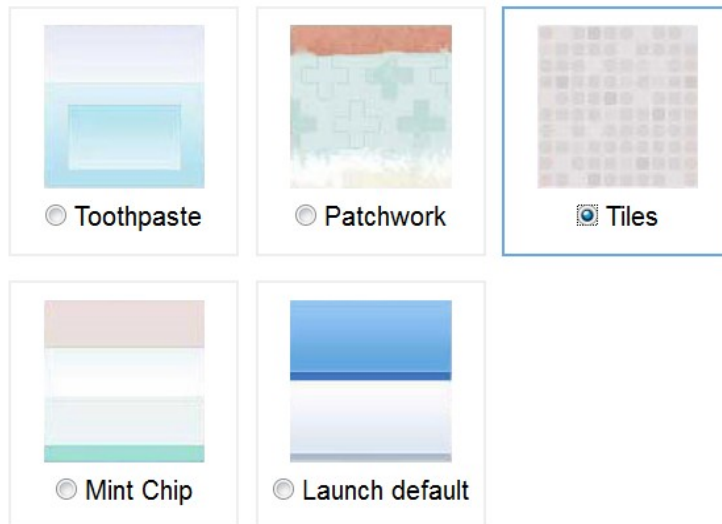
[More themes...](#)

GAPPS @ DPS: Sites

7. Additional layouts can be found by picking **More themes**.

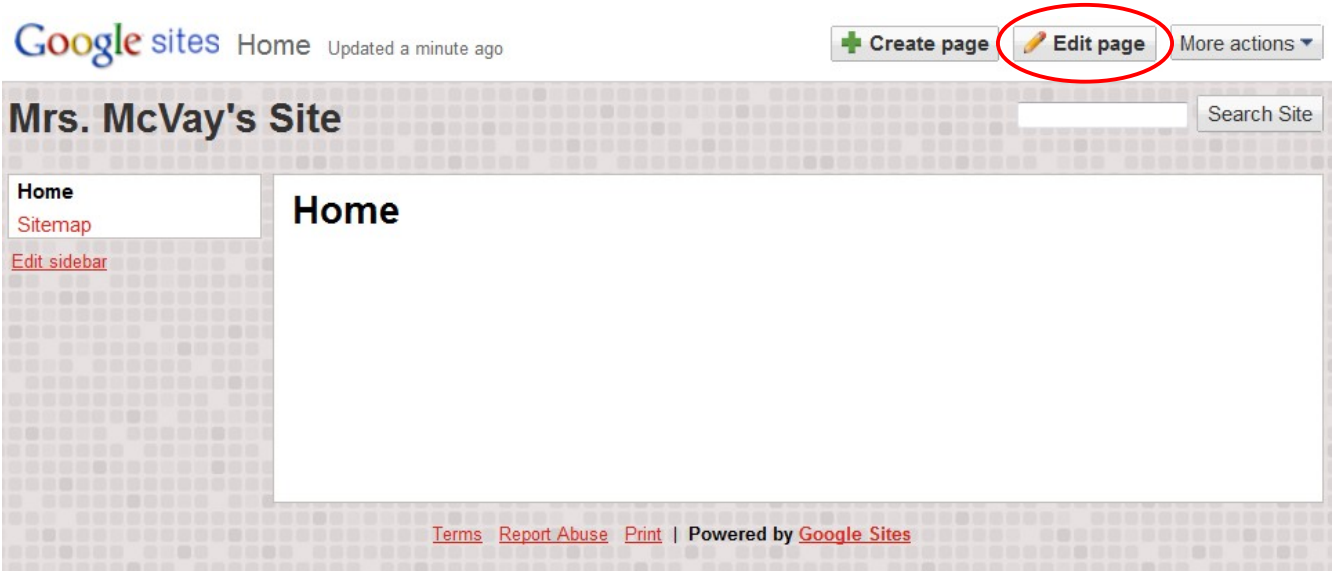


8. Make your selection, then press Create Site at the bottom of the page.

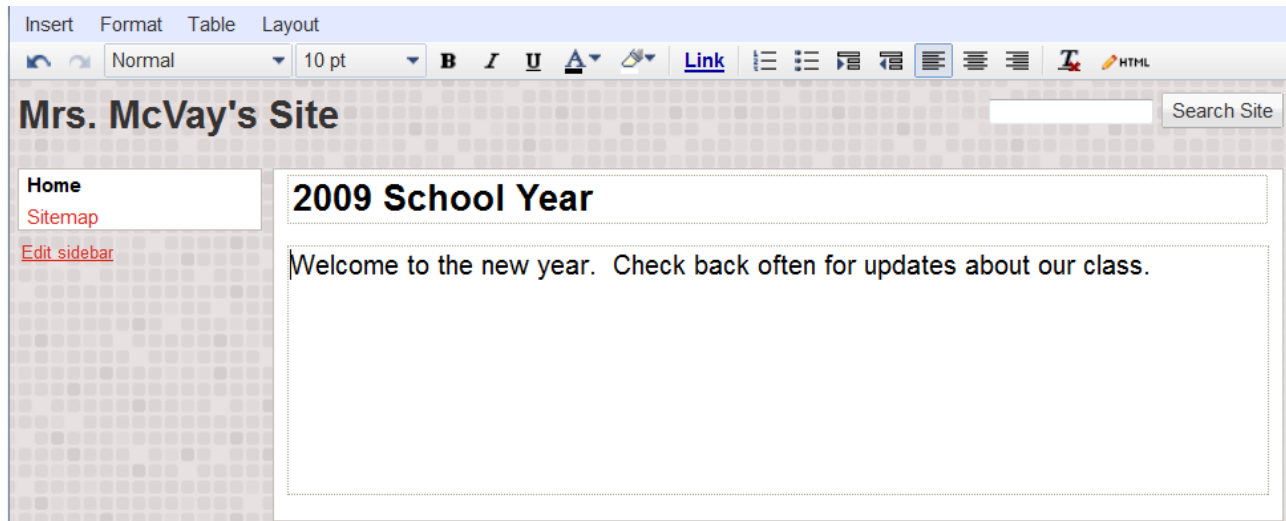


GAPPS @ DPS: Sites

9. To begin editing the site, press **Edit page**.

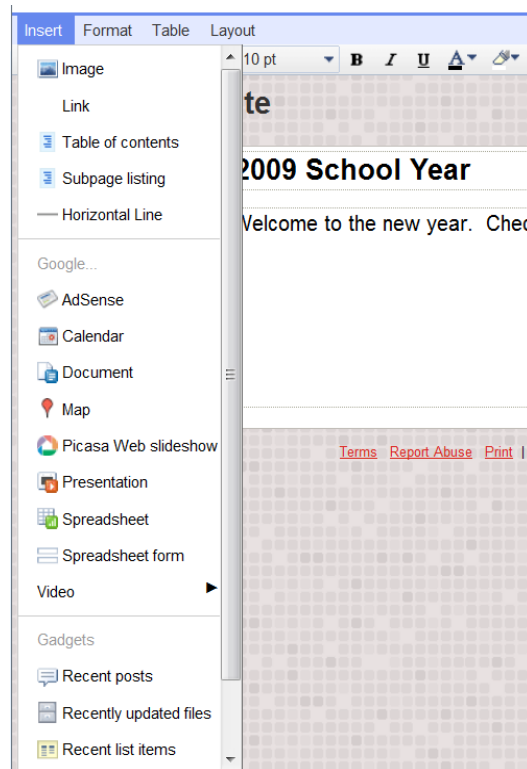


10. Type a heading and body information for your page. Notice the formatting tool bar and menu.

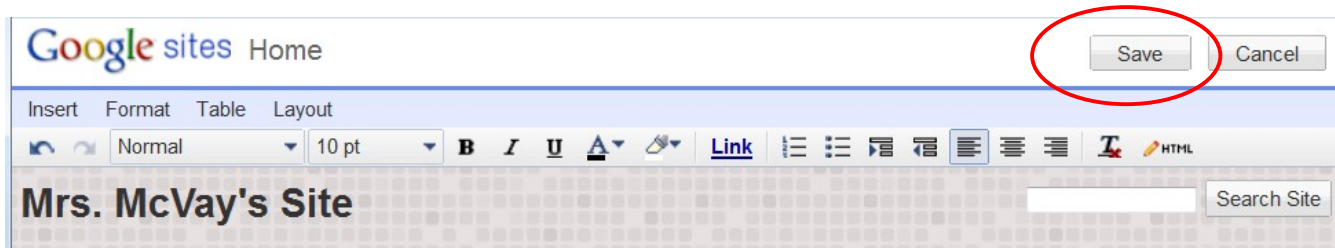


GAPPS @ DPS: Sites

11. The Insert menu will let you add dynamic content to your web page, including embedded documents from Google Docs.



12. When your page looks good to you, click **Save**. The editor will close.



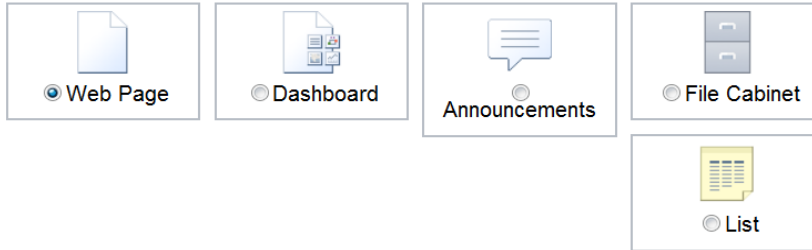
13. You can add new pages to your web site by pressing **Create page**.



GAPPS @ DPS: Sites

14. Select the style of page you prefer, the name of the page and how you'd like it to fit with any other pages in your web. Press **Create Page**.

Select a template to use

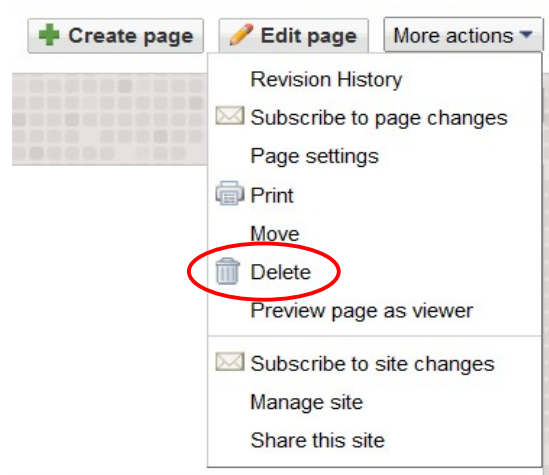


Name:

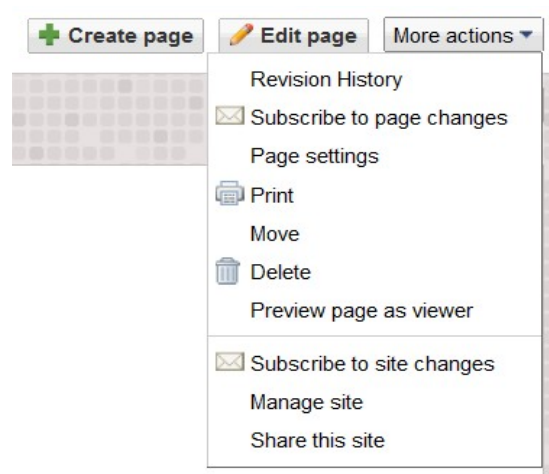
Your page will be located at: </a/gapps.dewittschools.net/mcvay/> [Change](#)

- Put page at the **top level**
- Put page under **2009 School Year**
2009 School Year > Your new page
[Choose a different location](#)

15. You can delete a page by clicking on More actions and selecting delete.



16. If you'd like to make changes to the entire site, use the More actions button and select **Manage site**.



17. The Manage Site page includes options to make the following changes (we are highlighting the most frequently used ones):

[« Return to site](#)

Site content

- Recent site activity
- Pages
- Attachments

Site settings

- General**
- Sharing
- Monetize

Site appearance

- Site layout
- Colors and Fonts
- Themes

Change title and site description

Change order of blocks on the page

Manage the Colors and Fonts individually or choose Themes to make global changes

18. To go back to your page after making changes, select **Return to site** at the top left of the page.

19. For additional information on using Sites, check out Google's support page: <http://www.google.com/support/sites/>