

Creating your Google Site for State Research



State Research Paper Requirements

- **Home Page** with an image of the state as well as state facts
- **Economy Page**- paragraph, link to a useful website on the topic and an image to match the topic
- **Geography Page**- paragraph, link to a useful website on the topic and an image to match the topic
- **Tourist Attractions** – paragraph, link to a useful website on the topic and an image to match the topic
- **Bibliography/Sources** – a list of all the books and websites you used for research and images

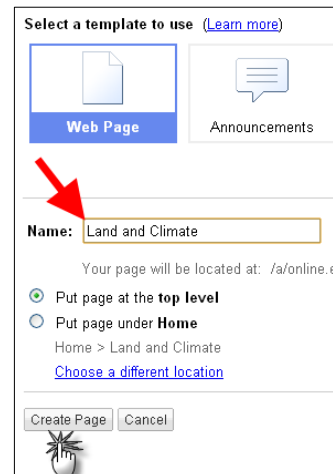
1. Go to the **Hi-C or Mrs. Laven's web page**
2. Click on **"Log in to Edina Apps"**
3. Use your **regular username and password** to sign in
4. On the right side of the page, under Edina Apps, **Click on Sites**
5. You may have to click on **Sign In using your Edina Apps Account**.
6. Click on **"Create a Site"**
7. Name your Site your first name, your state and 2010.
For example, **Molly Colorado 2010**. Make sure you start with a capital letter on your name and state.
8. Click the plus sign (+) next to **choose a theme** and pick the color scheme you'd like to use for your website.
9. Click the plus sign (+) **by More Options**
10. For the site category type your teachers name and 2010.
For Example **Hi-C 2010**
11. Check the box by **Also let anyone in the world view this site** (make it public)
12. Scroll to the bottom and click **Create Site**

Please create the following pages on your site:

- **Home (this should be automatically created)**
- **Economy**
- **Geography**
- **Tourist Attractions**
- **Bibliography/Sources**

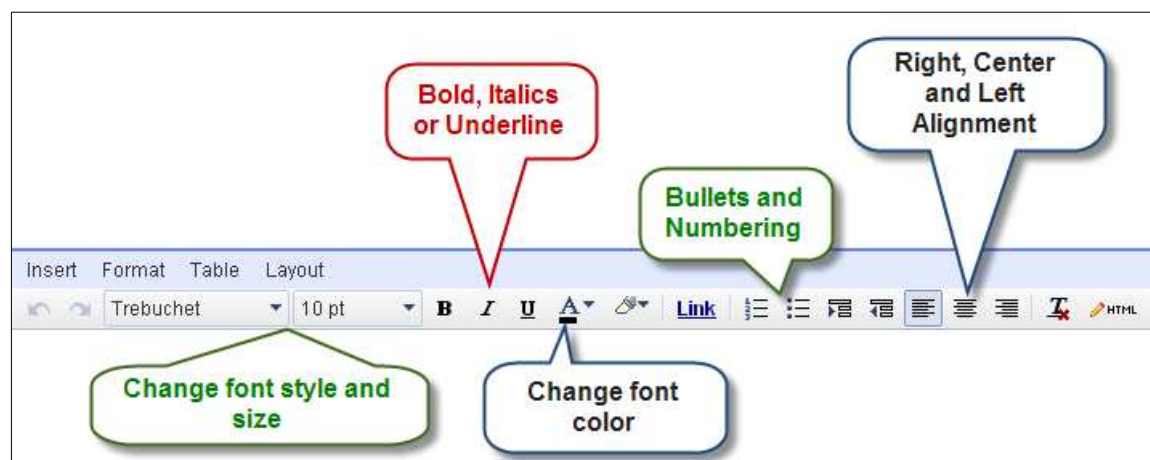
How to Create Pages

1. ☐ Click on Create Page
2. ☐ Name your page – use a capital letter at the beginning and check the spelling
3. ☐ Click on Create Page
4. ☐ Click on Save
5. ☐ Repeat steps 1-4 for each topic above.



Editing the Home Page

1. ☐ Go to the first page of your Google Site called HOME
2. ☐ Click on Edit Page
3. ☐ In the blue toolbar, click on Layout and choose the **two column layout**.
4. ☐ In one of the columns list your state facts.
5. ☐ In the other column you will need to insert an image of a map of your state (see saving and inserting images on page 3)
6. ☐ Somewhere on the home page make sure to type your first name.
7. ☐ You can use the editing toolbar to change the size, font and color of your words. Remember to think about what the visitor to your website would like to see. How can you make your site interesting as well as easy to read?

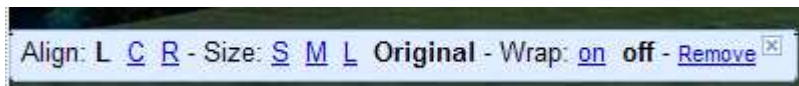


Saving Images for your Site

1. ☐ Go to the Start button and up to Internet Explorer
2. ☐ Go to **Star Sites for Students**
3. ☐ Click on **References>Grolier>America the Beautiful**
4. ☐ Search for your state and click on Media and Photos
5. ☐ Choose a picture and click on it to enlarge the photo
6. ☐ Right click on the image.
7. ☐ Choose Save Picture As.
8. ☐ Find your H:Drive and the My Pictures folder in your H:Drive
9. ☐ Click on My Pictures or the folder with your name and pictures
10. ☐ Rename the file with an appropriate name for the picture. Click Save.
11. ☐ Remember you need to have a map of your state for your home page.

Inserting Images onto your Site

1. ☐ Go back to your website, you can find it at the very bottom of your screen next to your Start button
2. ☐ Click on the page you would like to add an image and click on Edit Page
3. ☐ Place your cursor in the column that you would like the picture
4. ☐ Go to **Insert**, and select **Image** and click on **Browse**
5. ☐ Find the saved image in your H:Drive folder.
6. ☐ Click on the picture you saved. Click on **Open** and **OK**
7. ☐ To get your picture just the right size, click on the picture once and look a grey properties bar to appear. You can click on S – M – L to change the size of the picture or L – C – R for Left, Center or Right alignment for the picture.



8. ☐ At the bottom of your picture write the website you got your picture from. Type: www.grolier.com
9. ☐ Press Save

To remove a picture, click on it and press the remove button.

Typing your paragraphs in Google Docs

1. ☐ Click on Documents (blue link on top left of page)
2. ☐ Click on Create New
3. ☐ Click on Documents
4. ☐ Title the Document State Research Paragraphs
5. ☐ Start typing your paragraphs on each topic: Economy, Geography, and Tourist Attractions
6. ☐ Make sure you check your spelling and grammar when you are done.
7. ☐ Google Docs will automatically save or you can click File>Save and Close



When you are done typing your paragraphs...

Copy and Pasting paragraphs from Google Docs

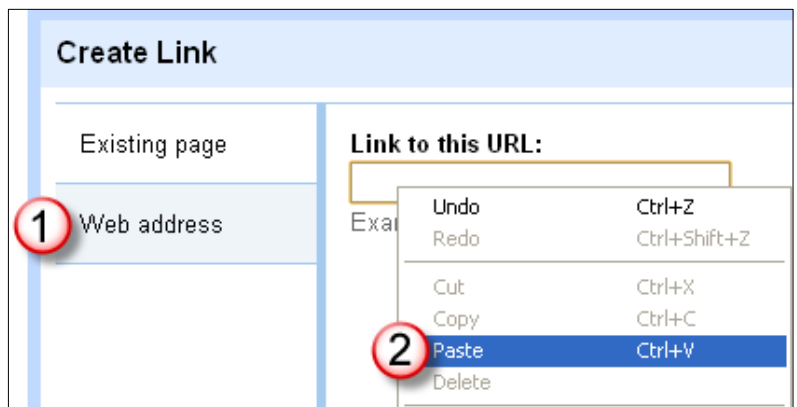
1. ☐ Click on Documents (blue link on top left of page)
2. ☐ Find your paragraph
3. ☐ Highlight the paragraph you would like to copy
4. ☐ Right click and select Copy – or – hold the control key down at the same time that you click the letter “C” on your keyboard.
5. ☐ Click on Sites (blue link on the top left of page)
6. ☐ Click on your site
7. ☐ Click on the page you would like the paragraph to go
8. ☐ Click on Edit Page
9. ☐ Place the cursor where you want the paragraph to go
10. ☐ Right Click and select Paste – or – hold the control key down at the same time that you click the letter “V” on your keyboard.
11. ☐ Click on Save (top right corner) when done



Adding Links to your Site

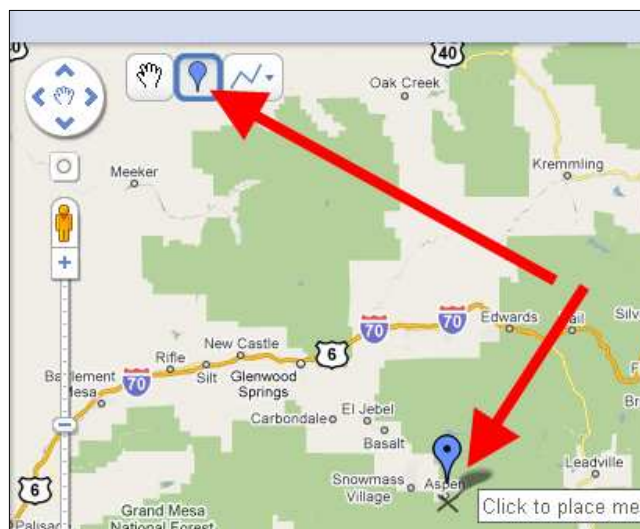
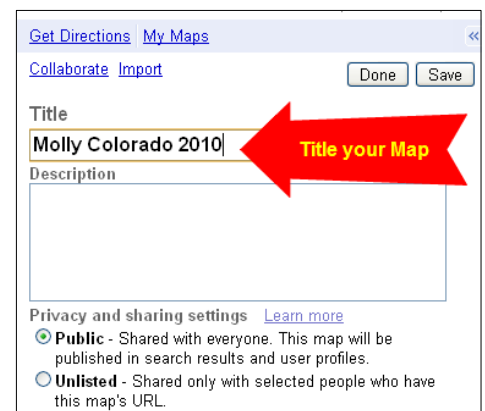
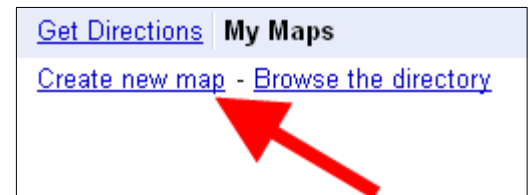
1. ☐ Go to the website that you would like to add to your website
2. ☐ Highlight the URL or the website address of the site
3. ☐ Right click and select Copy – or – hold the control key down at the same time that you click the letter “C” on your keyboard.
4. ☐ Go back to your Google Site
5. ☐ Click on the page you would like to add the link to
6. ☐ Click on Edit Page
7. ☐ Type the words that you would like to be linked to the site. For example, I would type the words Colorado Ski Report.
8. ☐ Highlight the words you just typed
9. ☐ Click the Link button in the toolbar
10. ☐ Click on Web Address
11. ☐ Right Click and Paste the URL or website address into the box
12. ☐ Click OK
13. ☐ Click on Save

Colorado Ski Report

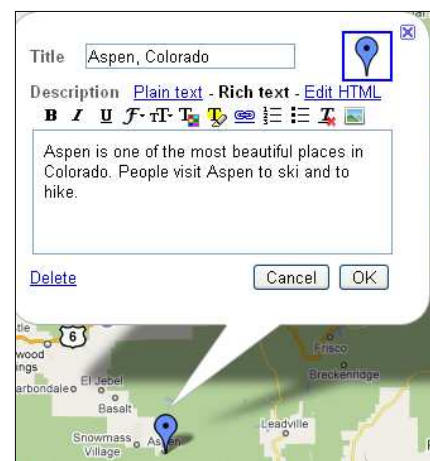


Creating a Google Map for your Website

1. ☐ Make sure you are signed out of your Google Apps account
2. ☐ Go to Google.com and sign in with your classroom username and password. You will have a classroom username for this Google Maps project.
3. ☐ Classroom Username: _____
4. ☐ Classroom Password: _____
5. ☐ Click on Maps
6. ☐ Click on My Maps
7. ☐ Click on Create a new map
8. ☐ Title your map with your name and 2010
9. ☐ Zoom in on your state and find the first area of interest
10. ☐ Click once on the blue bubble to tag your first area



11. ☐ Type a title for your place mark
12. ☐ Type a descriptive sentence about this location.
13. ☐ To edit the text, click on Rich Text to change the font, size or color
14. ☐ To change the blue bubble icon, click on the blue bubble in the top right corner and choose a new icon.
15. ☐ Click OK
16. ☐ Click Save

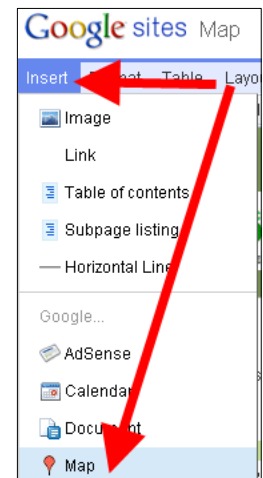


Embedding your Google Map into your Site

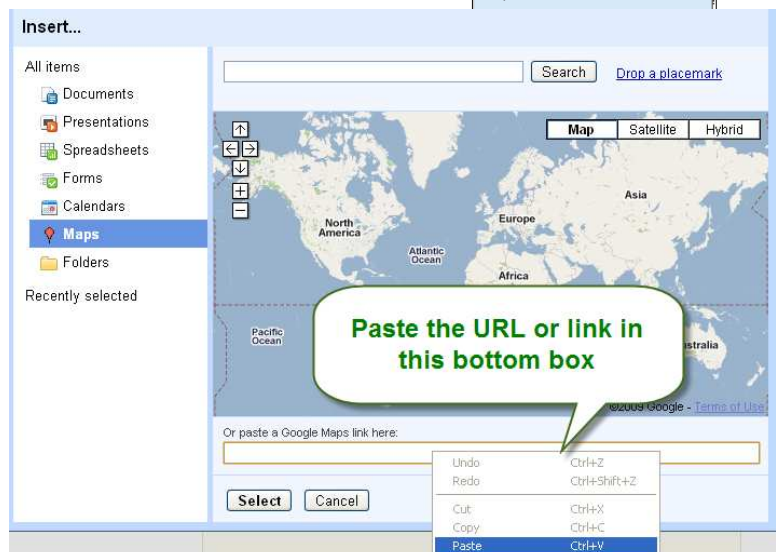
1. ☐ Make sure you are signed out of your Google Apps account
2. ☐ Go to Google.com and sign in with your class gmail account and the password
3. ☐ Click on Maps
4. ☐ Click on My Maps
5. ☐ Click on the map you made for your state
6. ☐ In the top right corner there is a LINK button. Click the link button so you can view the URL.
7. ☐ Right Click and copy the link (or use your new short cut for copy Ctrl+C)



8. ☐ Log Out of your class gmail account
9. ☐ Go to your teachers classroom website
10. ☐ Login in to Edina Apps
11. ☐ Click on Sites and find your state research website
12. ☐ Click on the Map Page
13. ☐ Click on Edit Page
14. ☐ Click on Insert> Map



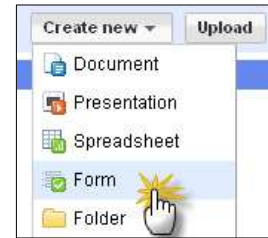
15. ☐ Right Click and Paste (or use your shortcut of Ctrl+V) and paste the link in the BOTTOM white box that says..."or paste a Google Maps link here"
16. ☐ Click Select
17. ☐ Include a title: Minnesota (but use your own state) Places of Interest
18. ☐ Click Save
19. ☐ Click Save



Creating a Quiz Form to add to your Site



1. ☐ Click on Documents (blue link on top left of page)
 2. ☐ Click on Create New>Form
 3. ☐ Title the form Quiz
 4. ☐ Add a sentence or two telling your visitor to use the information they have learned from your website to answer the following questions.
 5. ☐ Hover over "Sample Question 1" so that it turns a cream color and click on the pencil icon on the right side of the question. This is the edit button.
 6. ☐ Write the first question for your quiz. You can change the type of question that you would like to ask. Take some time to select different types of questions to see what kinds of responses you could get from your visitor.
 7. ☐ Once you are done typing your question and any choices that you are giving the visitor, click the Done button.
 8. ☐ Hover over "Sample Question 2" and click on the pencil icon to edit the second question. Type the question, select the type of question you would like to ask, type the choices you are giving the visitor, and click Done.
 9. ☐ To add the next question click "Add Item" on the top left side of the page.
 10. ☐ Choose the type of question you would like to add. The question will show up below the two other questions you have created.
 11. ☐ Repeat this process until you have 5 questions about your state.
- *****More directions on the next page*****



Use Add item...when you are ready to add another question

Title the Quiz

Write a quick note to the visitor

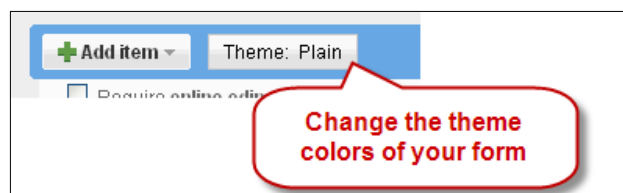
Change the type of question

Click on the pencil to edit the question

Done ☐ Make this a required question

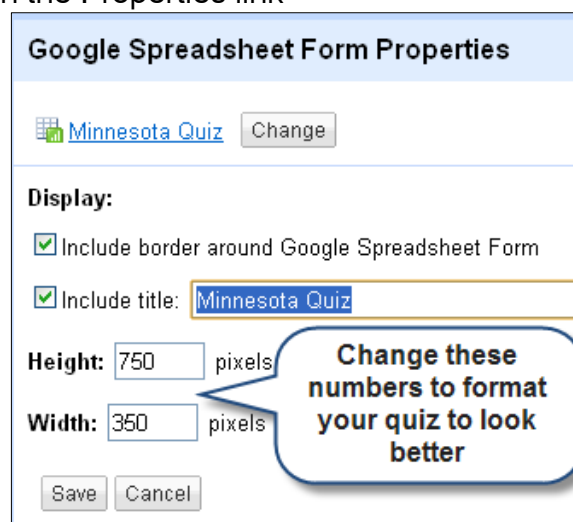
Sample Question 2

12. ☐ When you are done, click on Theme and choose the colors you would like for your form.
13. ☐ Click Apply
14. ☐ Look on the bottom of your Form for a black box with a blue hyperlink.
15. ☐ Click on the link to preview your form.



Embedding your Form Quiz on your Site

1. ☐ Go to your Google Site for the research project
2. ☐ On the HOME page, click on edit page
3. ☐ Place the cursor where you would like your quiz to be
4. ☐ Click on Insert>Spreadsheet Form
5. ☐ Select the Form you created in Google Docs and Click Select
6. ☐ On the next box you don't need to change anything, just click Save
7. ☐ You will see a gadget in your Google site that just looks like a brown box, this is ok
8. ☐ In the top right corner click Save
9. ☐ Now you should see your quiz on your site.
10. ****If the formatting of your quiz looks funny, do the following...**
 - Click on Edit Page
 - Click on the gadget that is your quiz (should look like a brown box)
 - A little blue bar will pop up and click on the Properties link
 - Change the Height and width of the gadget to make it bigger or smaller
 - There is no correct numbers to put in, you will just have to play with these numbers, making them bigger or smaller, in order to make the gadget look the way you want it to.



Review your work

1. ☐ Check your spelling
2. ☐ Check for capital letters
3. ☐ If you need to change anything, make sure to click on Edit Page and then Save when done!