## Google Sites Teacher Pages Training Kahla Middle School

- 1. Navigate to the Google Sites page
- 2. Create a Google Site
- 3. About Your Google Sites Homepage
- 4. <u>Sharing Your Google Site page</u> (This step Is very important! The default settings allow anyone in CFISD to "edit" your page)
- 5. Linking Your Page to the CFISD Directory Page (on EAC)
- 6. <u>Edit a Sub Page of Your Google Homepage</u> (this will allow you to edit the Calendar, Outline, and Resource tabs of your homepage)
- 7. Edit Your Google Sites Homepage
- 8. Add a New Page to Your Google Site
- 9. Add or Remove Tabs from the Horizontal Navigation Bar
- 10. Make it count! Get Your Certificate of Completion here

