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## How to edit new google sites

One of my favorite apps on the GSuite system is Google Sites. Not only do they give teachers an amazing tool for building digital lessons, but they allow students to quickly create impressive online portfolios to showcase their achievements. They are easy to create, easy to manipulate and can be organized within your Google Drive to keep you well prepared for future lessons. However, today we will talk about one of the great points of pain for teachers. Today, let's take a look at the post settings on Google Sites and why you should always check to make sure you're not accidentally giving your users permission to do things you don't want them to do on your website. Where Google Sites is a very easy application to learn and get up and running quickly, many are having trouble understanding some of the publishing settings and how collaboration works. Let's take a moment to dive into Google Sites to fully understand how to share your new website with your audience. What are Google sites? Google Sites is the free website builder found in GSuite. It was renovated and recreated in the summer of 2015 and has since gone through a number of fantastic updates to provide additional functionality to users. Google Sites can be found in a variety of places: sites.google.com/new (to open the site pane) sites.new (create a new Google site) Inside Drive, click NEW – MAS – GOOGLE SITES (better if this is done from within a folder where you want to save it) Does Google Sites have a save button? No... Technically, Google Sites does NOT have a save button. The system (like Google Docs) automatically saves your work every second within Google Drive. However, once you officially publish your work, you now have two different versions of your website to manage, your published website and your editing canvas. Does Google Sites have revision history settings? Once again... No... Technically, there are two real answers to this question. The first response comes from a Google support forum that indicates that this feature is in the roadmap, but does not currently have a date to be published. The other comes from one of my favorite websites, STEEGLE, which had a fantastic tutorial on a process to get reviews, but as they have recently published ... this feature is no longer available. Let's hope this is a feature that comes out sometime in 2019. How does publishing to Google Sites work? Once you are at a point where you want to share your work with others, you need to click the blue PUBLISH button at the top right of the screen. Publish the Web (Settings Panel) This menu gives you several options for saving and publishing your work others to see it. Web address: This is the address of your website. There are two possible URL combinations for your Google Sites: sites.google.com/schooldomain/... sites.google.com/view/... The first one is for your business or school. The URL will be automatically configured to include your EDU or The second of these options is for all other users of the application. This is a pro and a scam at the same time... that is, like a .com address you would go to buy, you should think about protecting your Google Sites domain in case someone else comes and wants to sites.google.com/view/YOURNAME. Custom URL: If you have your own domain name and want to display it instead of sites.google.com/... you can include it here. There is a good tutorial for this process on the STEEGLE website. Who can see my site? This will provide an additional menu where you can choose how others will interact with your website. (More on this below) Search Settings: This is a button that often causes teachers to turn their palms. If you're creating a website for your school, you may want to click this button to request that Google NOT display your content in its search directory. How do I assault collaborators? Before going any further, it's important to understand where Google Sites fits into the GSuite family. In terms of vocabulary and how things are set up, Google Sites has more than one brother/sister relationship with Google Forms instead of Docs/Sheets/Slides. This is because, as with Forms, it has a published and editing side. This often causes a bit of a problem for new users who are not familiar with some terminology. Share with Others (Settings Panel) The Share with Others menu has three sections, Draft, Published, and at the bottom, a list of specifically who you have given permission to edit the document to. Draft: The Draft section refers only to accessing the EDIT VERSION of your website. This is where teachers get into trouble. They see the button that says On – Public on the web and think that this means they must click on it for others to see their published website. Instead, this is actually giving strangers permission to EDIT the website. Draft settings have three options: On – Public on the Web On – Anyone with the Link Off – Specific People My advice here is to keep it OFF unless you have a specific reason to open editing access to your website. A good example of this would be if you are looking to do a project with your students where everyone could enter the website and make edits at the same time. Published: The Published section refers to how your website will work after it's on the web. There are two options for you to click on: Anyone can find and view the published version Specific people can see when they are published These two options are very powerful. The first option (anyone can find) is traditional settings that allow most users to access their content. The second option (specific people can see) however is a feature when you want to limit who can see your website. In other words, this may give you the ability to create a Membership Website. At TeacherCast, we use this option for our Tech Coach Mastermind program. With this turned on, only people specifically the settings can view the website and they must sign in to their Google accounts to do so. Invite People: This setting works much like Docs/Sheets/Slides. You can invite a specific person or group or people to access your website. You then have two other options: You can edit you can see published Use the second option if you are setting up a membership site or website where only your teachers or students can see the job when you sign in. Owner Settings The bottom of the Share with Others menu gives the Google Site owner the ability to limit the rights that other users have by granting them access (or not) to prevent publishers from publishing, changing access, and adding new people. (Often check this box) What happens after you post your website? Once you publish your website, you now have two versions of your website, a Published Space and an edit canvas. The published version is the one that everyone will have access to once they share the website URL with them. The editing side is simply for you (or your collaborators) to keep working. The website will continue to be saved every second while you're working, but the only way for your public users to see updates is when you press the PUBLISH button again. Meaning: You can work on editing your website for days or weeks without pressing the publish button again and everything will be saved. After publishing, you will see an arrow to the right of the blue PUBLISH button with three options. Publish Settings: This menu option returns you to the publishing settings, where you can adjust the privacy of your website. View published site: This is the key menu option that takes you to your public website based on the address of the website you set up when publishing. Unpublish: This menu option will unpublish your website and remove it from the global network. It is important to understand that your website does NOT need to be unpublished while you are editing it. After pressing the publish button, your website will simply take 3-4 seconds to post any changes you make to the live website. You can then go back and make as many changes as you want, for as long as you want, and users will NOT see those changes until you press the blue PUBLISH button again. As noted above, your website will be automatically saved every few seconds, but this will NOT affect your live site until you press the publish button once again. What should I NOT do when I think about publishing? Many Google Sites web developers have been making a key mistake when it comes to their publishing settings. They are using the actual URL (web address) of their EDITABLE website and giving this to their students and users. web address might look similar to the following: Note that it finally says /edit??? What is really happening in this situation is that website creators are sending their students the EDITABLE version of their website and this, of course, allows students to EDIT their Website. Is that the only mistake when publishing? Another thing Google Sites web developers are doing is opening up their sharing settings to the world. Remember from above, you have a blue PUBLISH button and then you have the button with the person that allows you to add editors. Several people are accidentally changing their editing settings to On – Public to the web. This makes all the sense, as that's what you would usually do with a traditional Google Document. However, on Google Sites, this is basically to say ... ANYONE ON THE WEBSITE IS NOW A COMPLETE WEBSITE EDITOR. I think I understand... what should I do to publish my website? These are my recommendations when working with new Google sites. Use only the person/plus button when you want to make someone else an EDITOR on your website. When you're ready to make your website live, press the blue PUBLISH button and name your website something unique. When giving the website to your website ONLY use the link that seems readable: sites.google.com/view??? sites.google.com/yourdomain.com??? Google Sites Publishing Settings: Frequently Asked Questions Can I change my Published Google Sites URL once my site is published? Yes: You can change the URL of published Google websites at any time as long as it's available (not available from another website). To change your URL, click the PUBLISH SETTINGS button and adjust as needed. You do not need to unpublish first. Just keep in mind that this interrupts any URLs you've given your users. What if my URL is not available? At this point, if your URL is not available, you will need to choose a different URL path by adjusting the URL slightly... or completely. How do I find additional help creating a website on Google Sites? If you're looking for tips, tricks, or help creating a Google Sites website, I'm happy to sit down with you (or all your teaching staff) and provide 1:1 support. Please click on my calendar to book a session with me. In Conclusion In the last 4 years, I have helped teachers and students create hundreds of Google sites. I love that they are easy to use and easy to handle. When it comes to publishing settings, there are a few things to keep in mind so you don't accidentally find that someone has hijacked your beautiful website, but if you follow the steps above you will definitely be fine. If you have any questions, please feel free to ask. For more information, visit our Google Sites page or www.EducationalWebDesign.com. www.EducationalWebDesign.com.

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