



COURSE WEB SITES :: INTRODUCTION

Workshop Description, Goals, and Outcomes

This workshop will focus on designing and creating effective course web sites using the free Google Page Creator service.

Goals:

- ✓ Create instructionally effective course web sites.
- ✓ Locate and add engaging and relevant content from the Web.

Outcomes:

- ✓ Identify the essential elements for an effective course web site.
- ✓ Create and configure a course web site using Google Page Creator.
- ✓ Integrate assignments, lectures, etc. into course web site.
- ✓ Keep content interesting and current.

Workshop Web Site:

<http://wec-web-sites.blogspot.com/>

Schedule

8:00 – 9:00am	Welcome, introductions, and overview of day
9:00 – 9:20am	What makes a good course web site?
9:20 – 9:35am	Create page creator account and configure web site
9:35 – 11:15am	Add content, new pages, new sites
11:15 – 11: 50am	Spice up your site and publish
11:50 – 12:00pm	Maintenance check list



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4 Stages of Training

Stage 1: Unconscious and Incompetent

Stage 2: Conscious and Incompetent

Stage 3: Conscious and Competent

Stage 4:

Course web pages can be used to:

- ✓ **Serve as a general portal to class**
- ✓ **Distribute assignments, handouts, etc.**
- ✓ **Extend the classroom with communication tools**
- ✓ **Make announcements and course updates**
- ✓ **Connect students to useful Web resources**
- ✓
- ✓
- ✓



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What are the potential benefits to students?

- ✓ **Course resources available 24/7**
- ✓ **One place for announcements and news**
- ✓ **Reliable web resources provided**
- ✓
- ✓
- ✓
- ✓



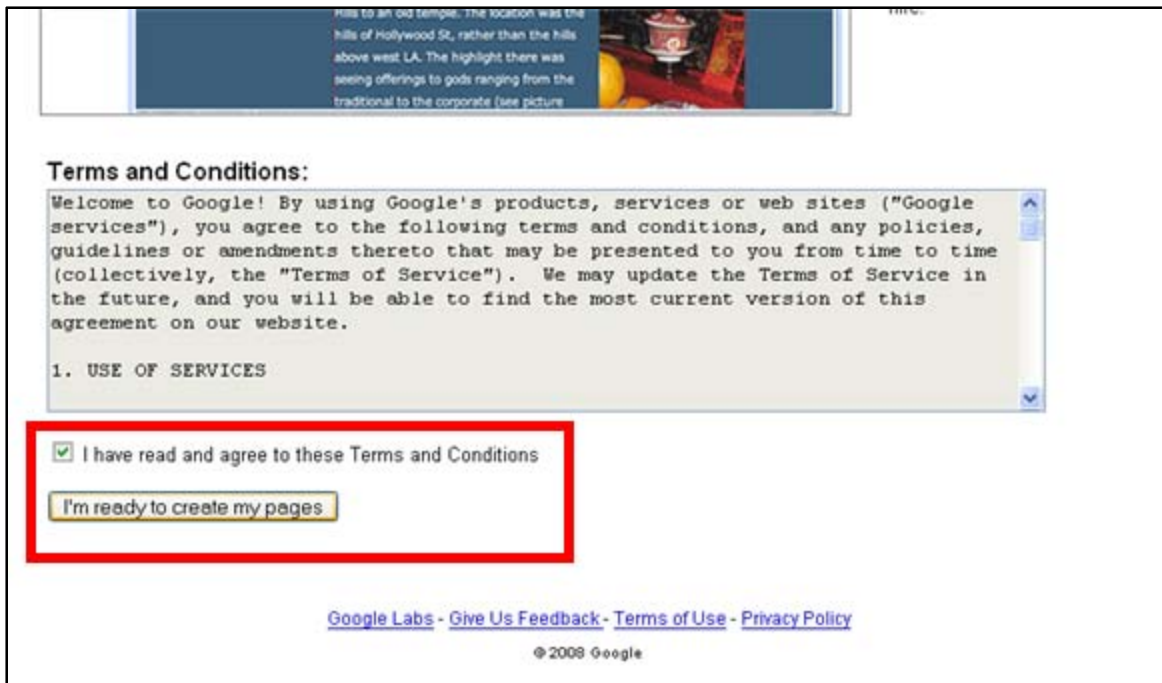
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Google Page Creator

Google Page Creator is a web service that's easy to use and free. You need a Gmail account before you can set up a page creator account and you get 100MB of storage when you sign up.

1. To get started, go to <http://pages.google.com> and sign in with your Gmail user name and password.

A welcome window will open and you'll need to scroll to the bottom to read and accept the Terms and Conditions. Click the button labeled **I'm ready to create my pages.**

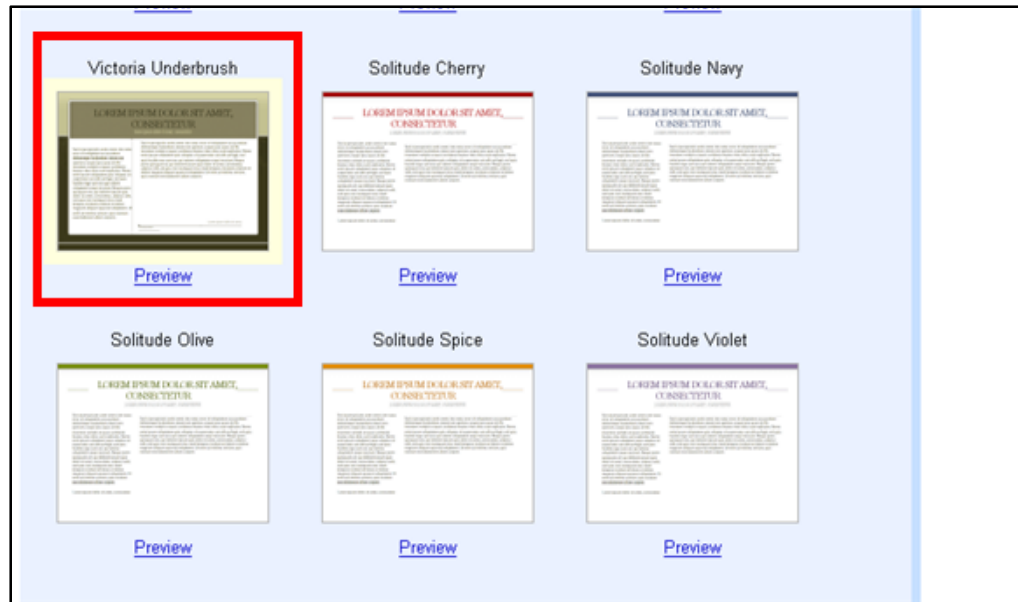


2. A new web page is automatically created for you and you can begin editing it. The URL for the page will follow the pattern [http://\[your_gmail_username\].googlepages.com/home/](http://[your_gmail_username].googlepages.com/home/)

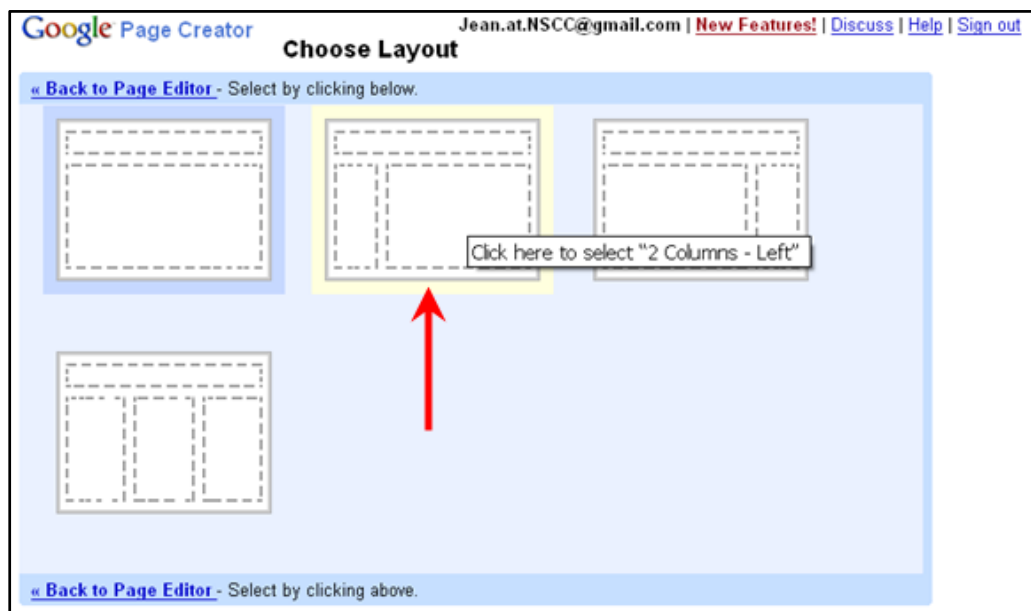


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- Before you begin editing, click the **Change Look** link. There are almost 40 different templates to choose from. Click on the **Preview** link to see a full screen version of the template and when you find one you like, click the template thumbnail to select it. See figure below.



- Your new page now includes the color scheme you selected. Next, let's look at the page layouts that are available. Click the **Choose Layout** link. Consider selecting the **"2 Columns Left"** layout. See the figure below.





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5. Now you can add content. Follow the on-screen instructions to add a page title and subtitle.
 - a. You might want this first page to be your instructor home page with links to each of your courses. Google Page Creator lets you set up three different web sites so this is a reasonable thing to do.
 - b. Or, you might just want to create web sites for your courses and not one for yourself.
 - c. Add an appropriate title and subtitle.
 - d. Google auto saves changes and provides a **save now** link towards the top right corner of the screen.
6. Most of the buttons on the tool bar should be familiar to you since they are so similar to those used in many applications.



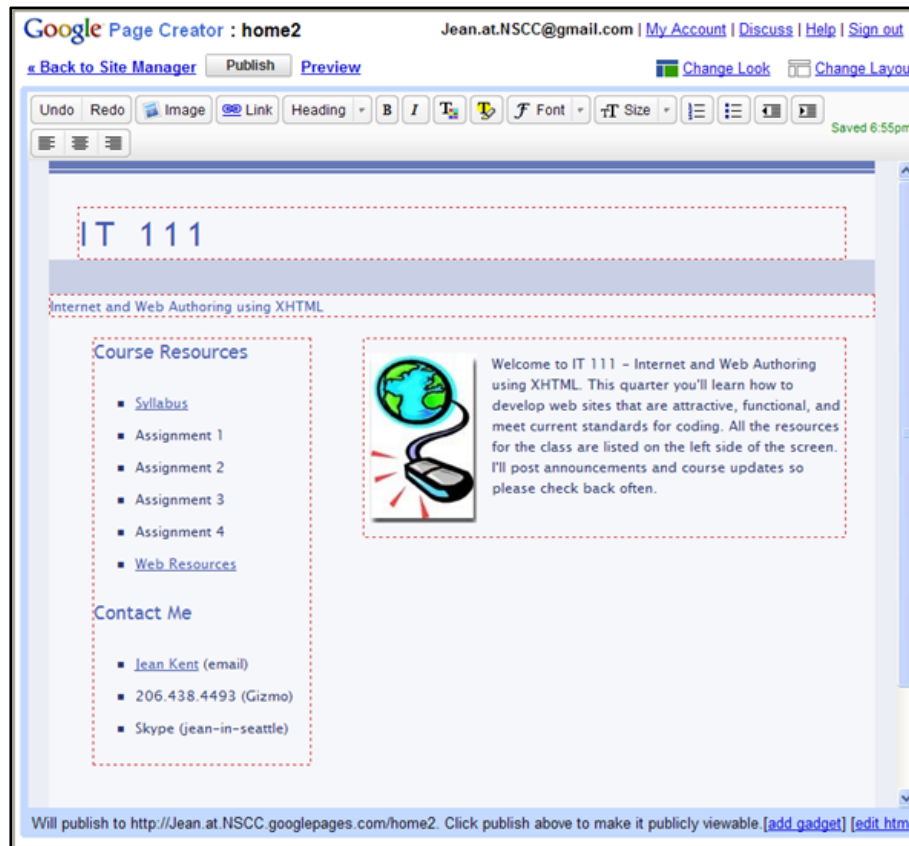
- a. The **Link** tool creates four different kinds of links. 1) to a page you've already created, 2) to a file you've created on your computer; 3) to a web address; 4) to an email address. Skip to step 14 to see how to add links.
 - b. The **Heading** tool lets you change the text size.
7. Continue adding text to your page. If this is intended to be your **instructor** page, it might look something like this:



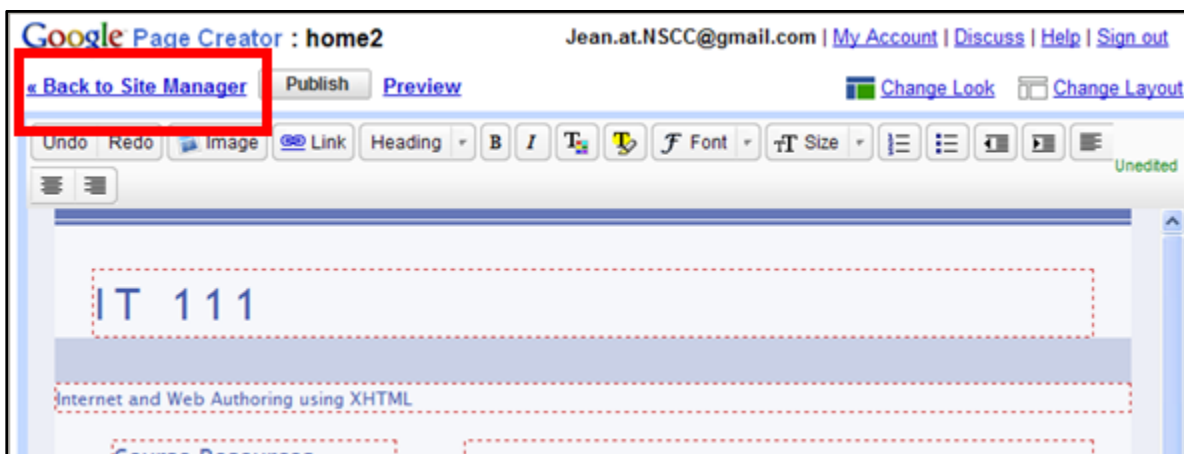


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If it will become a **course** page, it might look something like this:



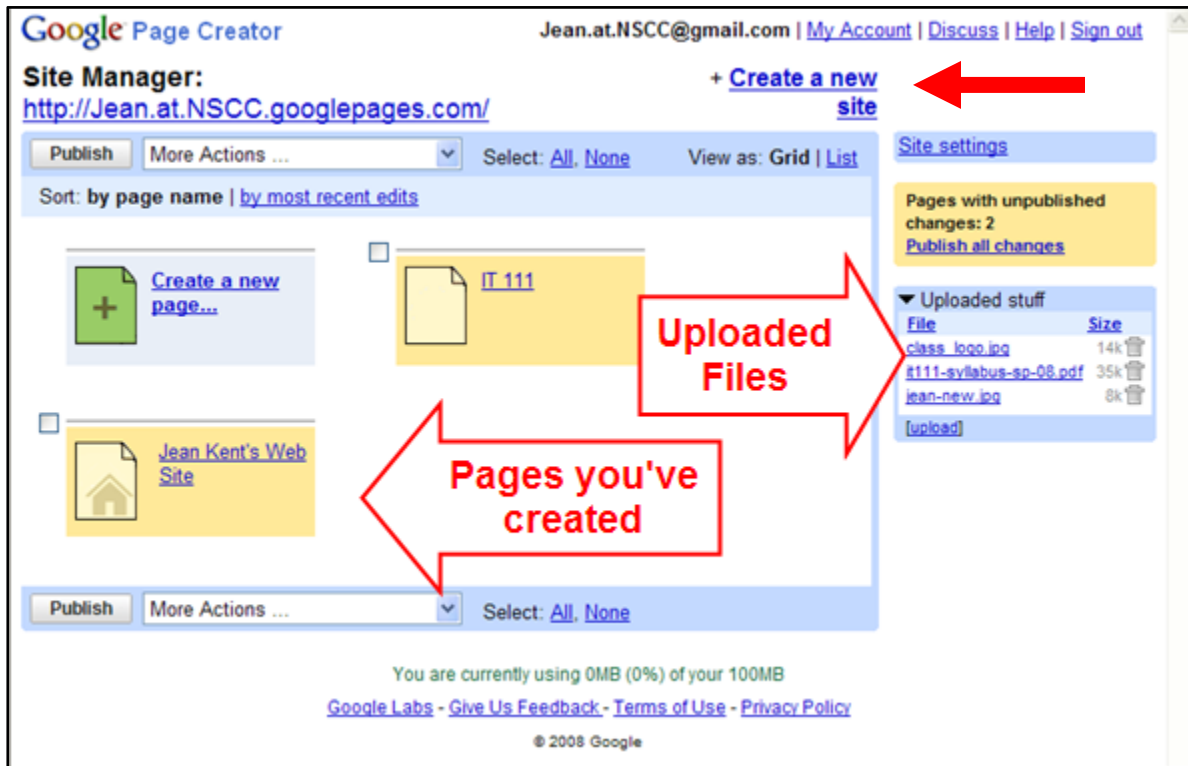
- To change from the page view where you add content on a single page to the view that shows all your pages, click on the **Back to Site Manager** link. See the figure below.





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9. In the **Site Manager** you'll see all the pages you've created so far and all the files you've uploaded. See the figure below.



10. To create a new page click on the green **Create a new page...** icon.
11. To create a new site, click on the **Create a new site** link noted in the figure above with a solid red arrow.
12. Google Page Creator allows you to have 3 different sites per Gmail account. When you create a new site, you select a new address, layout, and template. See the figure on the next page.



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Google Page Creator Jean.at.NSCC@gmail.com | [New Features!](#) | [Discuss](#) | [Help](#) | [Sign out](#)

Create a new site

A site is a collection of pages.

One site: All About Eve
<http://eve.googlepages.com>

Another site: Eve's Treefrogs
<http://frogs.googlepages.com>

A site's web address (URL) is often related to the site topic. This can make the site address more memorable to visitors. (For you tech heads, pages in a site share a common subdomain.)

Sites often have a similar look and layout as you click from page to page.

Choose an address

This will be one of your 2 remaining Google sites.

http:// .googlepages.com/

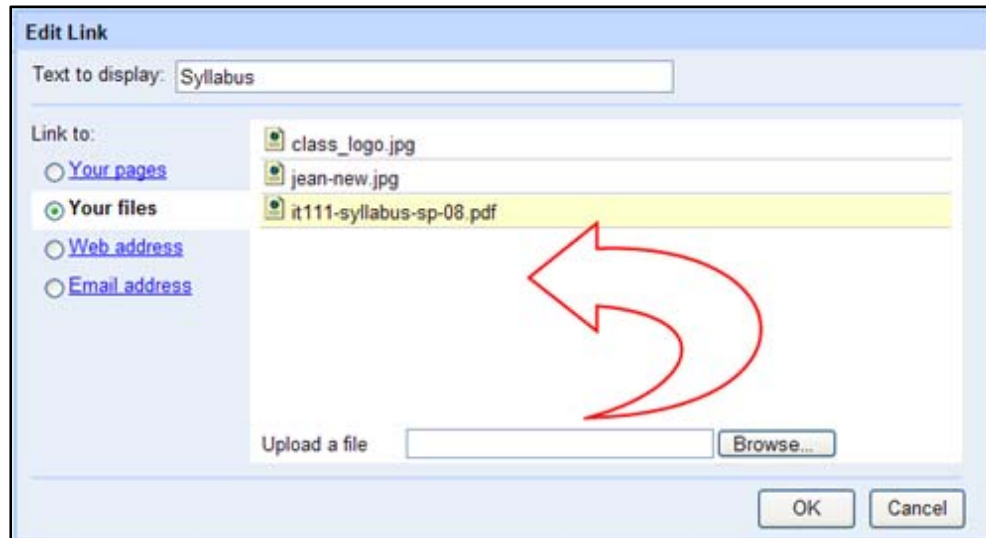
13. If you create a site for a class, choose an address that clearly shows the web site is for the class. For example, if you're teaching Accounting 101 you might make the new address **acct101.googlepages.com**. If that address has already been taken, you'll need to think of a new one. A suggestion would be to include your college's initials along with the course number. For example, **acct.101.grcc.googlepages.com**.

- You can only use **letters**, **numbers** and **periods** in your address.
- Click the "**check availability**" button to see if your address is available.

14. Adding links is easy. Enter the text for your link. For example, let's say you want to add a link to your syllabus. Type the word Syllabus where you want the link to appear. Select (highlight) it with your mouse and click the **Link** button. An **Edit Link** dialog box opens and you can select the type of link you want to add. See the figure on the next page.

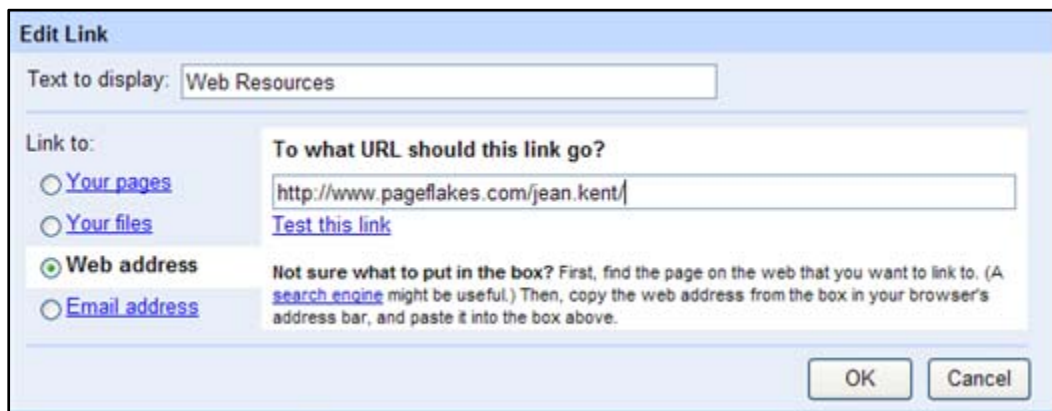


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To add a **file from your computer**, click on the **Your files** radio button, then click the **Browse** button and locate the file. It will appear in your list of files. Make sure the **Text to display** is still correct and then click **OK** to make the link.

To add a **link to a web address**, create the link text then select it with your mouse. Click the **Link** button and in the **Edit Link** dialog box, select **Web address**. See the figure below.



If you know the URL, you can type it in the URL box. If you don't, you can click on the **search engine** link which opens Google in another browser window and search for the page. Copy and paste the URL into the URL box. Click **OK** to add the link.



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To add an **email link**, create the link text then select it with your mouse. Click the **Link** button and in the **Edit Link** dialog box, select **Email Address**. See the figure below.

Edit Link

Text to display: Jean Kent

Link to:

- Your pages
- Your files
- Web address
- Email address

To what email address should this link?

jean.kent@sccd.ctc.edu

Be careful. Remember that any time you include an email address on a web page, nasty spammers can find it too.

OK Cancel

Type in the email address and click **OK**.

To add a **link to one of your pages**, create the link text and select it with your mouse. Click the **Link** button and in the **Edit Link** dialog box, select **Your pages**. See the figure below.

Edit Link

Text to display: Jean's Home Page

Link to:

- Your pages
- Your files
- Web address
- Email address

Jean Kent's Web Site

Select a page

Create new page: Jean's Home Page Add Page

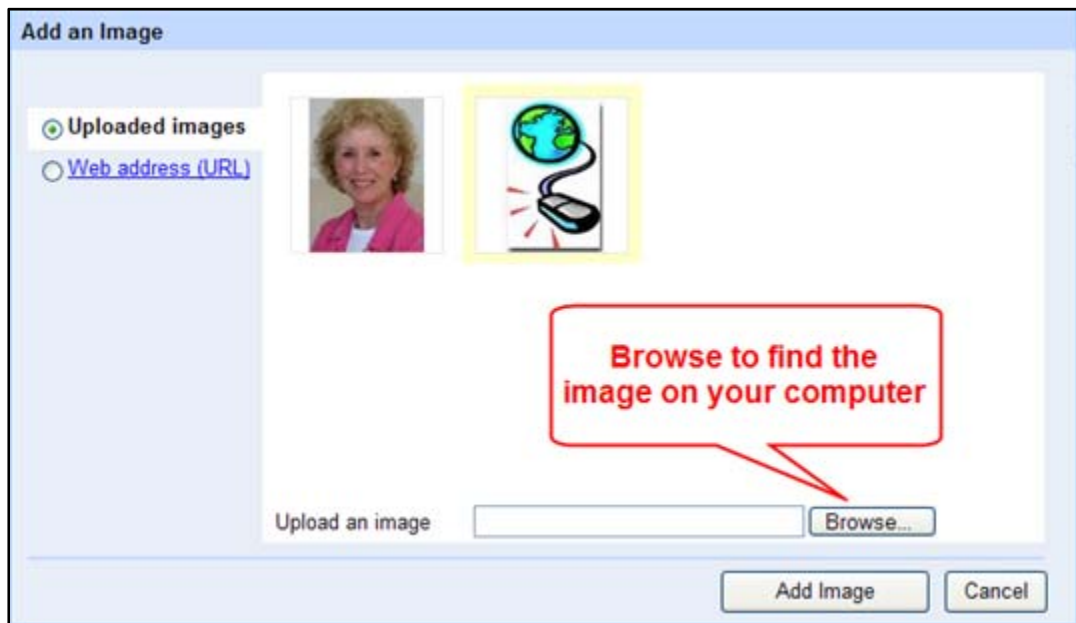
OK Cancel

Click on the page to select it and then click **OK**.



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15. To add images to your page, click your mouse where you want the image to appear and click the **Image** button. The **Add an image** dialog box opens. You can add an image from your computer or from the Web. See the figure below.



To add an uploaded image, select it and click the **Add Image** button. If you haven't uploaded it yet, click the Browse button to locate it on your computer.

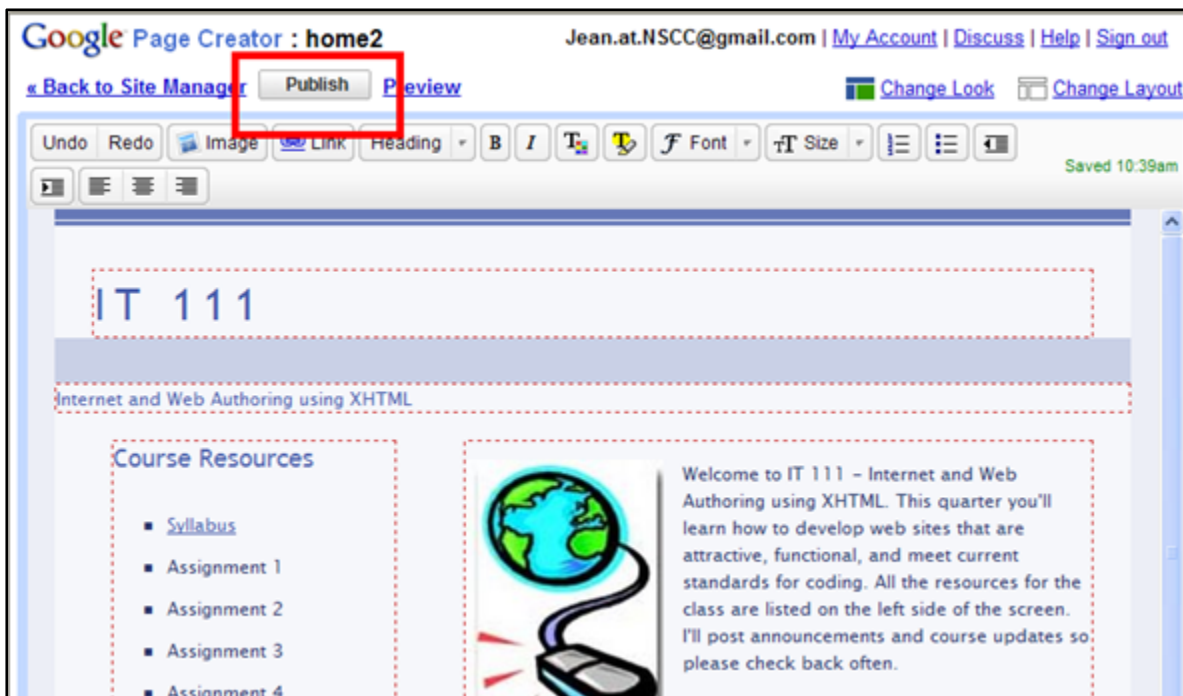
The image will appear on your page. Using your mouse, you can drag it to the exact location you want it. You can also do some basic editing like changing the size, rotating or cropping it, and adjusting the brightness, etc. See the figure the next page.



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16. You can preview your pages and when they are completed, you must click on the **Publish** button to publish them. See the figure below:





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17. The URL for your page will display at the bottom of the screen along with a link to unpublish your page. See figure below:



Adding a Google Calendar to Your Site.

It's easy to create a Google calendar for your class and add it to your course web site.

1. Add a new page to your web site. Change the layout to "1 Column Left." See figure below.



2. In the upper right corner, click the **My Account** link. A list of Google products will display in a new window. Click the **More >>** button and in the page that opens, select the **Calendar** link.
3. Enter your Gmail password and click the **Sign in** button. Click the **Continue** button to open your calendar. See the figure on the next page.



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The screenshot shows the Google Calendar interface. At the top, there are links for Gmail, Calendar, and a document viewer. Below that is the Google logo and search bars for public and personal calendars. The main area shows a week view for May 4-10, 2008. The 'Month' tab is selected, and the calendar grid is visible. The 'Create Event' button is highlighted. The 'My Calendars' section shows 'Jean Kent' as the active calendar.

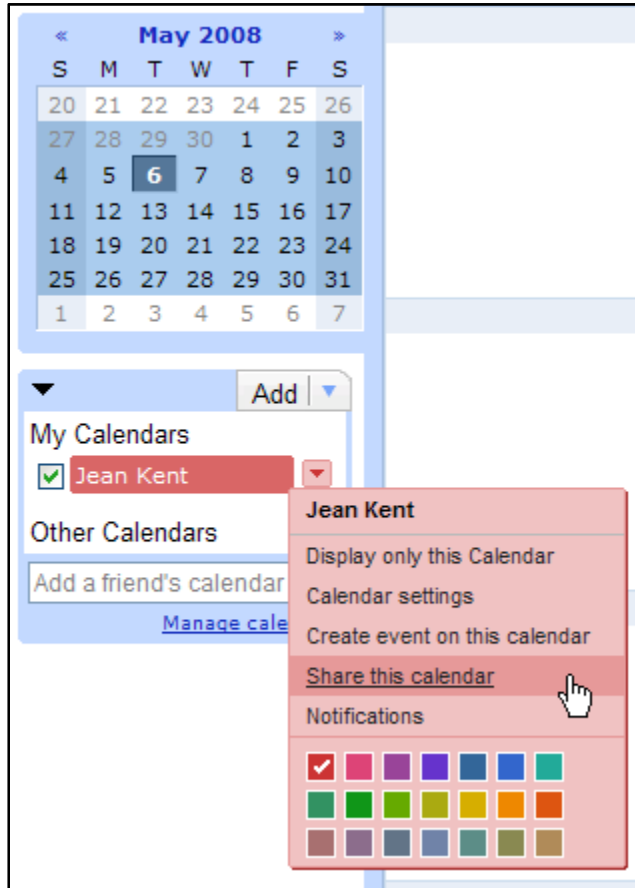
4. Click on the **Month** tab to change to the month view. Click on a day that you want to add an event to. Enter the name of the event (Assignment 1 due or Test 1 or Final Project due, etc.) then press the Enter key. See the figure below.

The screenshot shows the Google Calendar event creation dialog box. The title is 'Tue, May 6'. The 'What:' field contains 'Assignment 4 Due'. Below the field is a placeholder text 'e.g., 7pm Dinner at Pancho's'. There are two buttons: 'Create Event' and 'edit event details »'. The dialog box is overlaid on a calendar grid showing the days 5, 6, 7, 8, 12, 13, 14, and 15.

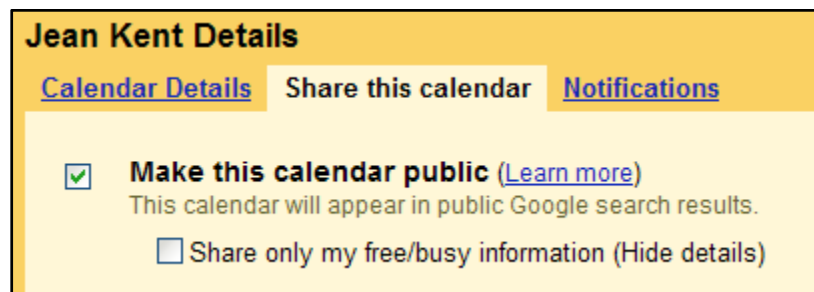


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5. After you've added events, click on the **down arrow button** next to your calendar name and select **Share this calendar**. See the figure below.



6. Click in the **Share this calendar** tab and place a check in the **Make this calendar public** checkbox. Then click **Save**.

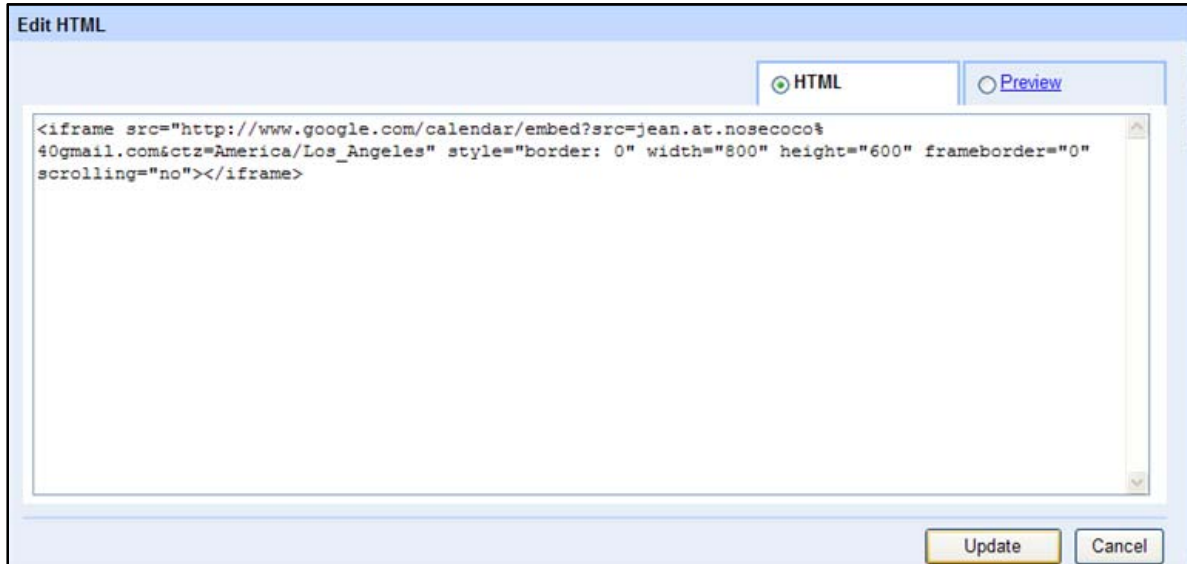


7. You'll be returned to your calendar. Click on the **down arrow button** again and select **Share this calendar**. Then click on the **Calendar Details** tab.



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10. Right click inside the editing window and select paste. Your code will appear in the window. Click the Update button. See the figure below.



11. Click the **Update** button and your calendar will appear. When you add or delete events from your calendar, they'll be automatically added or removed from this version of your calendar as well.

12. Click on the **Publish** button to place your calendar on the web.



COURSE WEB SITES :: MAINTENANCE CHECKLIST

Care and Feeding of Your Web Content

When your course web site is completed and ready to share with your students, keep the following checklist handy.

- Check at least quarterly to make sure all your contact information is current.
- Check links to outside web sites two or three times per quarter and fix ones that are broken.
- Remember to post important course announcements on your site. It's a good way to let students know if class is cancelled or to remind them about a test or big assignment that's due.
- If you've added or changed an assignment, handout, or other course content, don't forget to update your web site, too.
- Delete files no longer being used.
- Resist the temptation to add a page that's "Under Construction."