Biological Diversity
Website Assignment
Document#3: Building your webpage with Google sites

USING NEW GOOGLE SITES WEB DEVELOPMENT INTERFACE

Log-in using Google Chrome

INSTRUCTIONS FOR NEW GOOGLE SITES VIEW
Go to the Google sites webpage: sites.google.com/
If you already have an account with Google (via gmail, or otherwise, go ahead and sign in)
IF YOU DO NOT HAVE A GOOGLE ACCOUNT: go to SIGN UP FOR SITES (on the right of the page), and follow the instructions.

1➔Depending on whether you have an account or not

>>CLICK “+” to CREATE a NEW SITE

2➔Naming the site: Your site should be named as your section (abbreviated, T- or R-) followed by your last name(s) followed by the organism name (in brief); each of these fields separated by a hyphen “-“. For example, if I am creating a site about starlings, and we are both in the Tuesday section, our site would be named: T-Pareja-Starling. On the incredibly unlikely occasion that that is already taken, try adding “-year” at the end.

>> Add a TITLE and an IMAGE to your site’s BANNER/HEADER sect, change THEME

3➔Title: select > heading> center (you can drag this around to shift its position)
3➔Change image: select image>by URL (try selecting a creative commons license image of your species)
3➔Change themes: select theme section on right table of content and explore the templates

If in doubt, you can check out the resources available from Googlesites for:
• New Google site: https://support.google.com/a/topic/6385920
• Classic Google Site https://support.google.com/a/topic/14075
These to help sites will explain much of what you can do with this platform. Also, as always, go to the “help center” for more help!!!

>>START PROJECT (Permissions, submitting site link for future review, and more)

>>Access to Site and Permissions.

4➔Click the ‘Add editors’ button and change “Who can edit” click ‘Change’ select “ON-Anyone with the link”
4➔Click save (do not close this window)
4➔Copy (CTRL+C) the “Link to share”

[*] May need to submit the URL of your final Published site. Ask your instructor for details!

1
>>Submitting your link for later review.

Next, go to the “Biodiv LibGuide”, in Step3-Website tab select under the instructions subheading the “Website Information for peer-review”. Complete the form with your name, and Paste your website’s “Link to share” URL Click (CTRL+V), and your preferred email in the form. **This will be used to assign peer reviewers to your website and for faculty & TA’s to monitor your progress. IT IS VERY IMPORTANT** that you have the right link to your site.

>>Some basic choices and styles

A. Do you want all of your content on a single page? Work as is, and just add different boxes. However, think about advantages and disadvantages to this format.
B. Have a “home” page and other pages such as for taxonomy, or behavior, or for videos, etc.)

5➔For A. You are ready to start populating the page with information.

>>Adding more pages to your site or sub-pages.

5➔For B. In the upper right click on “Pages” ➔ Select a name for your web page, and then add for example a “References” section, add a second page “Habitat/distribution” section,

>>Changing Order of menu items, Navigation settings and more

6➔Order. Drag and drop pages in locations

6➔Subpages. Select a created page>click on [ ] ➔Create subpage

6➔Vertical or Horizontal. Click on navigation tool bar and settings wheel toggle between side navigation or top navigation. Decide what you’d like.

>>INSERTING INFORMATION in YOUR SITE (e.g. Text, videos, images, slides, tables, maps, charts, etc.)

>>Populating your page with information: inserting TEXT

7➔Click Insert “Text box”
7➔Open the worksheet with the information you have compiled from doing your research before this workshop. Copy and paste information as needed.
7➔Create a second “Text box” and put this box beside the box you just created.

>>Populating your page with information: inserting VIDEO

8➔To insert video click on Youtube and search for an appropriate video if available. Insert a text box and add the appropriate credit to the Youtube video

>>Populating your page with information: inserting MAPS

9➔To insert a a map, you can choose to insert of google map type of element or an image with a map of your species home range.
Populating your page with information: inserting GOOGLE DOCS

10 ➔ Create a google sheets and google slides document. I suggest creating a google drive folder that has your species name. Use this folder to save everything related to this project. Think about the information you want to share using these two document types. Google Slides will be helpful if you want to add some design “stuff”. Google Sheets might be useful to put information in tables or charts.

10 ➔ Insert a Google Sheets with table and graph. If you do not have data yet create some fictitious data and create a graph.

10 ➔ Insert a Google Slides. Add a phylogenetic tree or classification type image to try this out and insert as part of your web page.

On images

Inserting images directly from the Web

11 ➔ Find an image you like, click on the URL for the image or use one of the images you already found. Make sure you reference the image and create a caption for the image giving credit to the author/institution/or other.

Getting pictures – for later use

11 ➔ Create a folder on your desktop.

11 ➔ Use Google to find images. Because you’ll be creating a “public” website it would be great to search for images that have permission to use. Creative Commons licensed images, like the ones used in Wikipedia are good to use. PLEASE NOTE that you still need to Cite your image.

11 ➔ When you find an image you like, right click on it and select “save image as” and when prompted, save it to your folder.

11 ➔ Once you are done finding images. Transfer this images to a Google Drive Folder. The reason you download images is because you may want to use them to create other images.

Also, if you use Google Image Search there are ways to search for images that you can use without breaching copyright – select google images > search for an image of the organism you’d like to use > click on search tools > usage rights select labeled for reuse.

Creating a custom footer section

12 ➔ Editing images. You can also use the powerpoint templates, the image edit web tools, linked in the Biodiv Libguide under step 3. They are great!

Some style considerations:

13 ➔ Hyperlinks. You can link words or subtitles in your text to other pages in your site by highlighting the word or phrase and selecting “Insert ➔ Link” from the top menu. From there you can select a page within your site (Sites page) or a page external to your site (Web address). You may have to expand your site from the menu, to see the sub-pages, by clicking the “+” next to your Home page.

14 ➔ Site name change.
TO ADD TO YOUR SITE AND CONSIDER

Publish
15→ You will publish your site, with the option of “not making it searchable”. I suggest adding your species name so that the URL read sites.google.com/view/sunbear.
15→ Once your site is published check out how the site pages change as you look at them in different devices, or as you reduce the size of the browsing window you are using.
15→ Submit this URL

Electronic CV
15→ CV or resume? Curriculum Vitae. Ask your professor to know if you need to put this as part of your website or a separate document.

Your CV should include at a minimum the following sections: EDUCATION; RESEARCH, WORK EXPERIENCE (or PROFESSIONAL EXPERIENCE), PUBLICATIONS and PRESENTATIONS, HONORS and AWARDS; SERVICE/ VOLUNTEER WORK; OTHER SKILLS; and REFERENCES. If for some reason you cannot populate a section do not include it. Here are a couple of examples of how your CV could look like. Some pages are more complex than others so its your choice as to how you will design this part of your site. Below are a few examples of a Doctoral Student at Miami and a Faculty member at Earlham:

A) Professional. http://miamioh.edu/cas/academics/departments/geography/about/faculty-staff/davis/index.html
B) Personal site. https://sites.google.com/site/davisamelie/

Note. For your CV, use the student examples shared in class as a guide.

IMPORTANT: have fun, find out and communicate interesting things, describe the basic biology of the wonderful organism you have chosen for this project. This is your chance to SELL an idea/organism, do your best to make the information easy to comprehend, clear, scientifically sound, and fun/interesting for a reader.