INSTRUCTIONS

Go to the Googlesites 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 on
>>GET STARTED or CREATE NEW SITE

>>CHOOSE THE BLANK TEMPLATE
Note. You could select a template by browsing through the gallery but for now let’s stick to the blank template.

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.

>>CLICK CREATE SITE

IMPORTANT NOTE: Googlesites is like using a Word .doc file. Most of the icons for centering, justifying, indenting, etc. are all the same. Similarly, don’t forget to SAVE regularly (and sometimes changes won’t appear because they weren’t saved). If in doubt, you can check out the resources available from Googlesites (http://www.google.com/sites/overview.html) that explain much of what you can do with this platform. Also, as always, go to the “help center” for more help!!!

>>START PROJECT

3→Access to Site and Permissions.
3→Click the ‘More’ button in the top right corner
3→Scroll down to and click on “Sharing and permissions”. Under “Who has access” select change and select “anyone with the link can view”.
3→Under “invite people” add your partners email and make them “owners”

4→Submitting your link for later review.
4→Next, go to the “Biodiv LibGuide”, under Step3 put your name, your new website’s URL, and your preferred email in the form “Information for Website peer-review”. This will be used to assign peer reviewers to your website and for faculty & TA’s to monitor your progress.
5 Some basic choices and styles
   A. Do you want all of your content on a single page?
   B. Have a single “home” page with sub-pages hierarchically below it (i.e., for specific types of
      information, such as for taxonomy, or behavior, or for videos, etc. etc.)

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

Adding more pages to your site.
5 For B. In the upper right (if you are back at your “Home” page) click on “Create New page”
   icon (i.e., icon with “+” sign). Select a name for your web page, and then below select “put
   page under Home” [Note: you can “Put page at the top level”, but note that this has
   organizational implications]. So…if this is going to be your references, then name it
   “References”. Then hit “create” – top red button. Voila, you now have some separate web pages
   so that you can organize your content…repeat this as necessary, depending on your
   organizational/artistic vision.

6 More> Page settings> Allows for you to change certain elements in your site – e.g. If you
   allow comments or not; if you allow attachments or not.

7 Changing Order of menu items and more
7 Click More>Edit Site Layout> Roll over the Sidebar Navigation elements. An “Edit
   sidebar item” message appears.
7 Click on the navigation area. You will now be able to edit the order of the pages. By default
   this is set in automatic. If you uncheck the box that says “automatic organize my navigation”
   you will be able to add pages and sort them in any order you want. Try this out!

8 Click the “+” that appears on the right of your page next to “sidebar” and you will see
   options to add features to the sidebar of your page or change the width of it.

YOUR TURN
Investigate other sections of the page by scrolling over them and seeing what options you are
given.

9 Populating your page with information
   So, now you need to put some information on your page. First, go back to your home page.
   9 To change or update content on any page, go to the top right and hit the “Edit page” icon
   . Next, I at least recommend that you replace the text “Home” with something more
   descriptive of your chosen organism.

9 To insert text you merely need to start typing.
9 To insert a picture, a link, a map, or other things go to “Insert” and select what you want to
   insert (see below for more details)
10. Creating a google document that you can share with partner. We strongly recommend that you create a document where you can share ideas, links, words, references you’ll use for your website.

On images
11. Getting pictures – When you find an image you like, right click on it and select “save image as” and when prompted, save it to some place on your “homes” drive (or do an external hard drive or perhaps copy to google drive/document).
11. 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.

11. Inserting pictures: once you select a picture to insert you have options of size (large = L, medium = M, small = S), whether it is left/right/centered, whether the text wraps around it, etc. You can try some of these; if you ever want to change it just mouse over the picture (when in edit mode) and you can change your selection.

11. 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:
12. Tables are often a convenient way of organizing information, especially with regards to pictures. That is, a table will allow you to insert a picture in one cell of the table and the caption (and credits) for the picture in another cell, either to the right or below. Alternatively, you can embed the picture in the text and try to get things to align properly.

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. You can change the name of your site without changing the URL by selecting the “More Action” button and scrolling to the option for “Manage site”. On the page that appears, you can edit the name of the site while leaving the URL unchanged.

>>TO ADD TO YOUR SITE AND CONSIDER

Electronic CV
15. CV or resume? Each student will be required to have a section named Curriculum Vitae. 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 it’s 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.