

NEW

Google Sites

Computer Applications

**A Google Sites
introductory activity**

**Students create,
design, and publish a
website using Google
Sites**

**An EDITABLE
Google Slides file**

**Print the 6-page
packet for each
student**

NO PREP!



BUSINESS EDUCATION WITH *Denise Leigh*

Students use the easy-to-follow instructions to create, design, and publish a website using Google Sites.

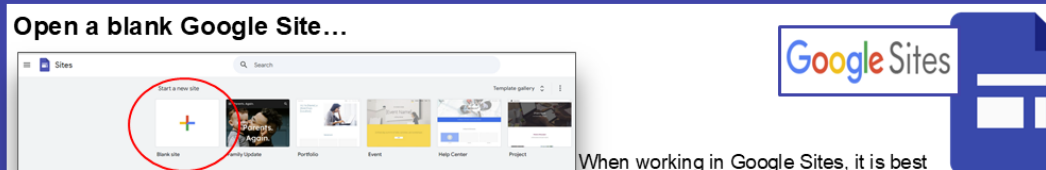
- ✓ **Step-by-Step Instructions**
- ✓ **Quick Visuals for Reference**
- ✓ **Grading Rubric & Student Checklist**



Create a website using Google Sites


Google Sites are a great way to house information for events, classrooms, businesses, products, or to use as a personal portfolio. Google Sites icon is listed on your Google Apps Launcher. Although one can create really robust sites using Google Sites, there are some limitations when creating one. To create your first Google Site, create a personal portfolio. Your site can be private and unlisted to protect your privacy. The intent in creating this site is to introduce yourself and showcase your talents, hobbies, likes, and perhaps your family and friends.

Business Education with Denise Leigh © 2025



Open a blank Google Site...

When working in Google Sites, it is best to work left to right. Select a theme, then create and name your pages, and then insert content.

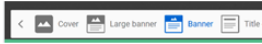


1. Title the site.
2. Select a theme.
3. Select a font style and color.
4. Create your pages. To create pages, click on the 'Pages' tab, and click on the '+' at the bottom of the task pane. Include any 4 of the page ideas to your site:

- Home-must be included
- About Me
- School Activities
- Hobbies and Interests
- Community Involvement
- My travels
- My favorite foods
- Skills and Abilities
- Free Choice

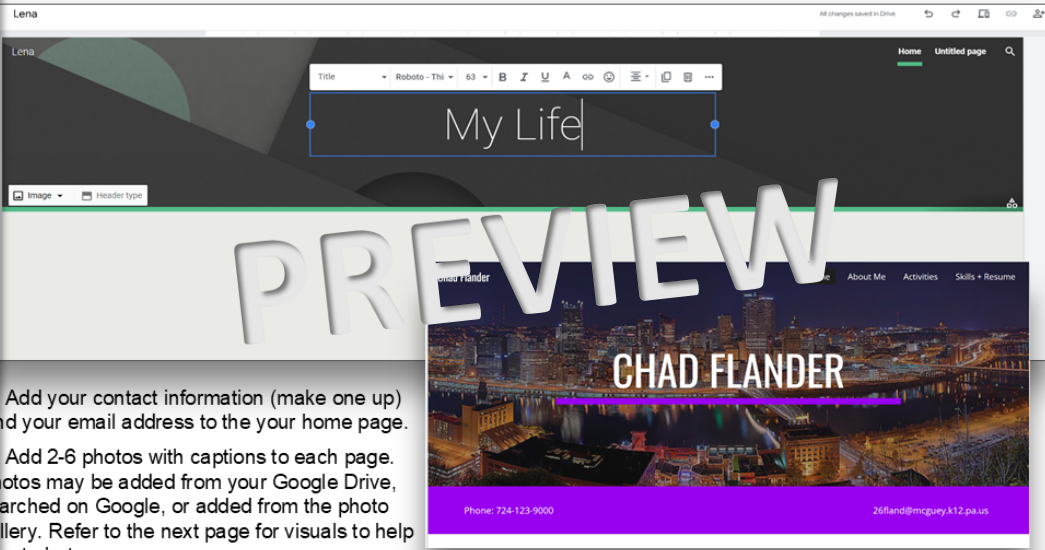
Business Education with Denise Leigh © 2025

Build out your pages by adding photos, captions and other content.

5. Build your home page. Click on each of the header types  of your home page to see how each is formatted. Select one of the header types.

6. Insert an image. There are 2 options in inserting an image. You may upload an image from your computer or Google Drive for your banner OR you may select an image from a Google Images search or the photo gallery from Google.

Title your Google Site and use the basic formatting tools to format the title.



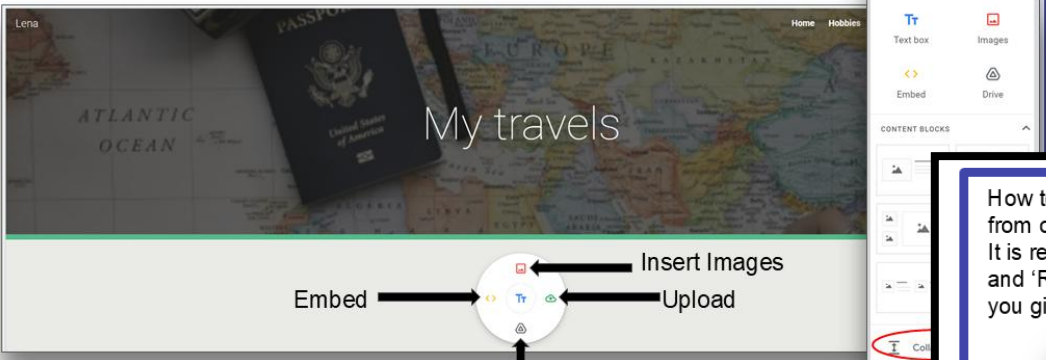
Add your contact information (make one up) and your email address to the your home page. Add 2-6 photos with captions to each page. Photos may be added from your Google Drive, searched on Google, or added from the photo gallery. Refer to the next page for visuals to help insert photos.

Business Education with Denise Leigh © 2025

Print out the 6-page packet for each student

- ✓ **Step-by-Step Instructions**
- ✓ **Quick Visuals for Reference**
- ✓ **Grading Rubric & Student Checklist**

To add pictures, double click in the space below the banner for the insert wheel to appear. You can also add pictures using the 'Insert' tab.



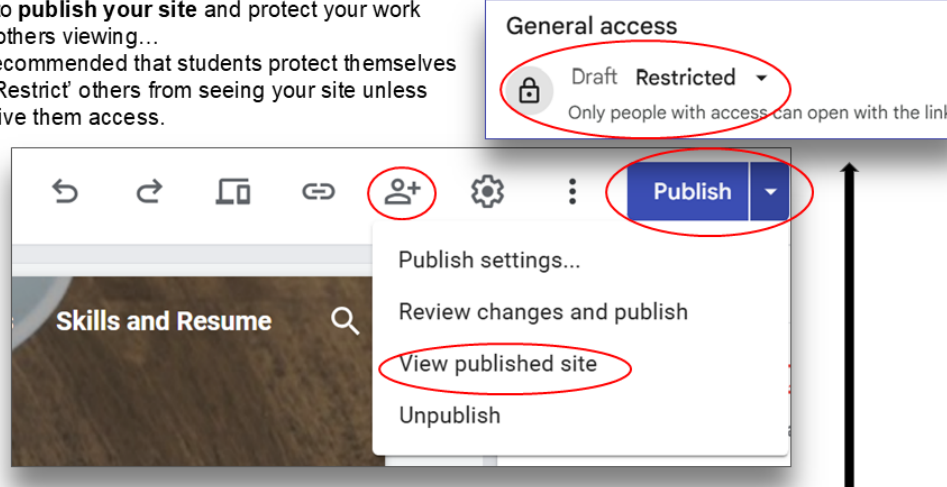
Embed Insert Images Upload Insert from Drive

Apply the following to your page:

- Collapsible group**-with a list of items with drop down menu.
- Image Carousel**-a series of images that you swipe over to see each.
- Button**-when the button is clicked on, it will go to a link or page.
- Divider**-divides sections on a page
- Social Links**-Links to social media accounts
- YouTube**-Links to a video

Business Education with Denise Leigh © 2025

How to **publish your site** and protect your work from others viewing...
It is recommended that students protect themselves and 'Restrict' others from seeing your site unless you give them access.



General access
Draft Restricted
Only people with access can open with the link

Publish
Publish settings...
Review changes and publish
View published site
Unpublish

To **restrict others from seeing your site**, click on the 'Share with others' icon and select 'Restricted' like the image above.

To **publish your site**, click on the 'Publish' button in the top right corner.

To **VIEW your published site**, click on the 'Publish' button in the top right corner and select the drop down menu. Select 'View published site'.
Anytime that there are changes made to your site, click on the Publish button again to assure that changes are made.

Business Education with Denise Leigh © 2025

Student Name _____

Grading Rubric AND Student Checklist

Site has four pages	/8 (2 pts each)
Site has an attractive home page with contact info and banner image	/4 (2 pts each)
Pages have at least 2 images WITH captions	/8 (2 pts each)
Applied a Collapsible Group	/5
Applied an Image Carousel	/5
Applied a Button	/5
Inserted a Divider	/5
Inserted a Social Link	/5
Inserted a YouTube Video Link	/5
Total	/50

Business Education with Denise Leigh © 2025



Hi! My name is Denise Leigh. I have been teaching Business Education for over 25 years! I love collaborating with business educators all over the world. I am a 2022 Pennsylvania Teacher of the Year Finalist and relentless lifetime learner and lover of everything education. Engaging students and connecting them to their world is my jam! Thank you for exploring my resources and sharing my passion for BUSINESS EDUCATION!

Denise Leigh is an expert on student-led instruction. She was featured on CBS Pittsburgh for her City Collaborative™ Project-Based Business Education (PBL) Classroom.

