Adding a Class Notes or Lecture Outline Page to Your Google Site

As teachers we use a variety of resources in our classrooms, like teacher notes and outlines, PowerPoint presentations and YouTube videos, to help students understand and grasp the concepts we need them to know. Making these materials available to students outside the classroom for review when they need them or to help students with learning disabilities who might struggle processing the information during class time, might seem like a daunting and time consuming task. But it doesn't have to be. Below I'll show you how you can set up your class website to effortlessly upload and make available classroom resource material to your students.

We'll be using Google Site's *File Cabinet* page template to set up a page on your site where you can upload new files, in a variety of formats, with just a couple of clicks. Students can then access those resources from anywhere they have internet access.

Part I Setting up Your Page

Note: This will only work if you are using Google sites for your web page and will not work if you are still set up on the smchigh.org site. If you are not sure if your website is on Google Sites or not, open your

webpage and look at the URL in the address bar (fig. 1). If the address starts with "https://sites.google.com" then you are set up on Google Sites and you can proceed with the tutorial. If your website is not on Google Sites and you would like to switch your site over, drop me an email so we can talk about it.
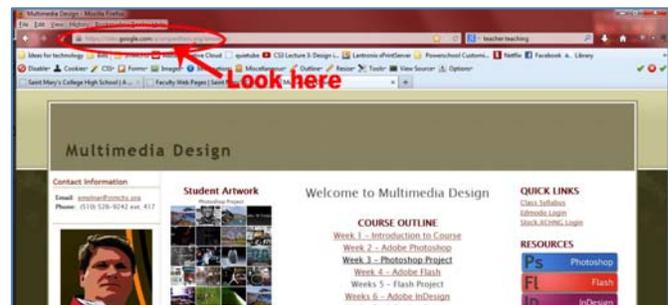

Figure 1 - Determining if your page is on Google Sites

Step 1. Setting Up a Link and Creating a Page

1. We'll need to create a link on your page so students can access your Class Notes page. The first step is to open your webpage in a browser.

2. Make sure you are logged in to your Google Docs account. If you see the edit features on the top of the page (fig. 2) then you are logged in.

3. If you are not logged in, log in by clicking on the "Sign in" link at the bottom of the page (fig. 3). ***Remember to sign in using your "smpanthers" email account.***
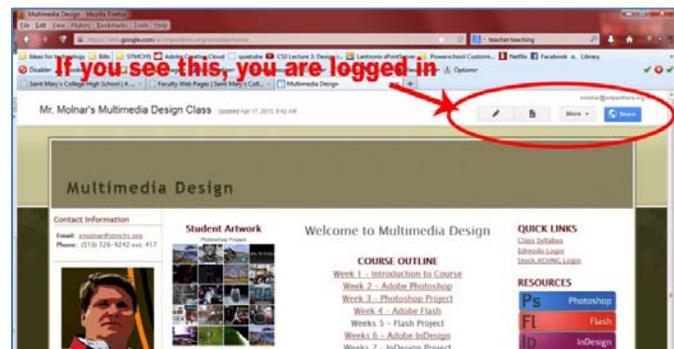

Figure 2 - Determining if you are logged in

Figure 3 - Easy sign in

4. Click on the **Edit Page** button (fig. 4). This puts your page into edit mode which allows us to add a link and create the new page.

Figure 4 - Edit page button

5. Find the spot on the page where you want your link for the Class Notes page to be and type in your text for the page. This is what students (and you) will click on to access the page where all the class notes are listed.

6. Next, highlight the text you just created and click on the link button on the top part of the screen (fig. 6).

7. On the "Create Link" dialog box, click on the "Create New Page button at the bottom of the page (fig. 7).
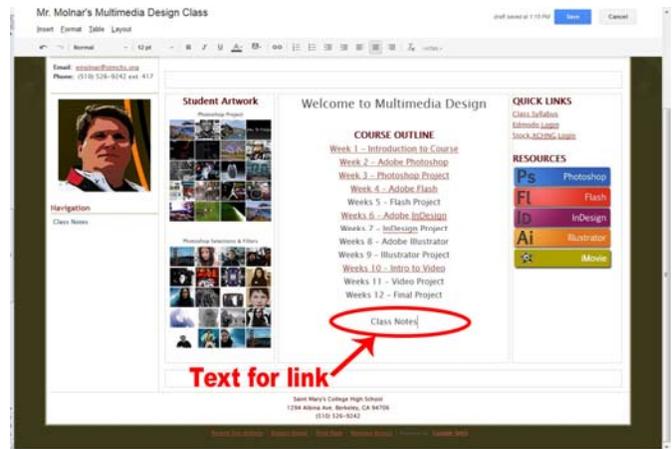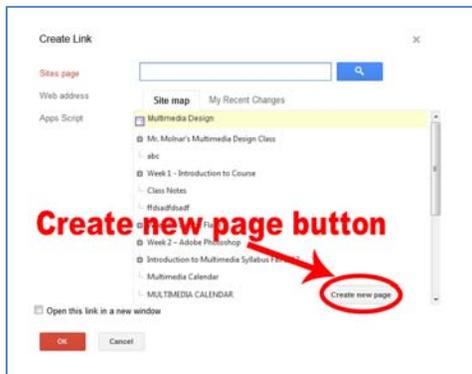

Figure 5 - Text for link

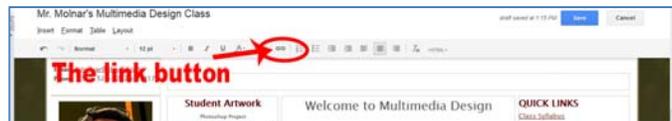Figure 7 - Create new page button

Figure 6 - The link button

8. On this page, give your new page a name (1), I called mine "Class Notes", change the "Page type" to "File Cabinet" (2), and make sure "Put page at the top level" is selected (3). When done, click the on "Create page" button (4) (fig. 8).

9. Then click on the orange "OK" button in the bottom left hand corner (fig. 9).

10. And finally, back on your main page, click the blue "Save" button in the upper right hand corner (fig. 10).
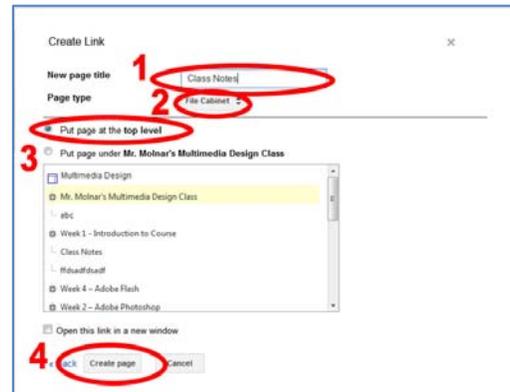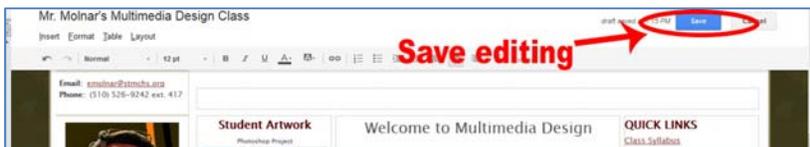

Figure 8 - Finish creating new page
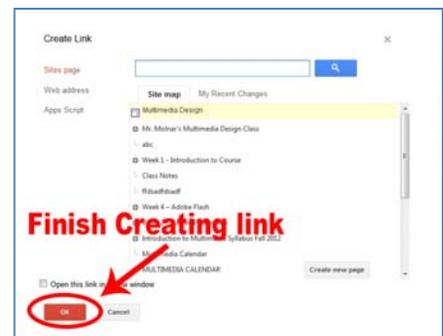

Figure 10 - Save editing

Figure 9 - Finish creating link

Step 2. Accessing and Using your Class Notes Page

1. Once your page is saved, click on the new Class Notes link you just created to access the Notes page.
2. Since you are still logged in, you will see buttons labeled "Add file", "Add link", "Move to", "Delete", and "Subscribe to changes". These are the buttons you will use to manage your documents. Students and other visitors will not have access to these buttons.
3. Click on the "Add file" button to add files to the list. Files can be Microsoft Word documents, Excel spreadsheets, images, PowerPoint presentations or PDFs. Select the file from your computer and click "open" to start the upload. The files you upload are automatically set to share on the web so there is no need to set any sharing settings like with Google Docs. If you do not want your file to be public, DO NOT upload them here. You can include a file description by hovering your mouse to the right of the filename where the background turns yellow. Click once to open a dialog box where you can type the documents description.
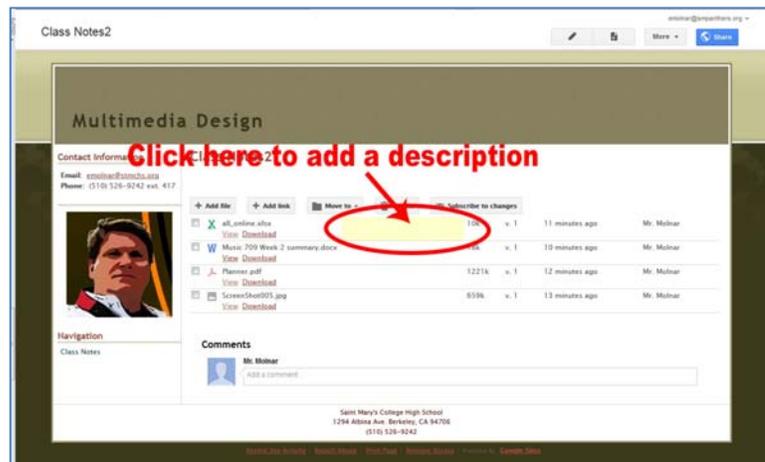

Figure 11 - Add a description

4. Click on the "Add link" button to add a web link. This can be to a web page, an online image, or a YouTube video.
5. The "Move to" button allows you to create folders for organizing your documents.
6. The "Delete" button deletes the checked file from the list.
7. The "Subscribe to Changes" button is only used if you grant access for others to upload files to this area. If selected, you will receive an email in your Google Mail account each time you or someone else uploads a file to this area.

And that's it. With just two clicks you can add new content to this page that is accessible to your students for viewing in Google Drive or to download to their computer.

Let me know if you have any questions or problems setting this up.