HOW TO POST TO YOUR GOOGLE SITE

TO BEGIN THE POSTING PROCESS:

1. Click on the page that you are posting to

2. Click on the "pencil" icon – this allows you to edit

3. Locate and click on the "Insert" menu item – at the top left edge of the site

TO INSERT GOOGLE SLIDES:

4a. From the options that appear, select Google Drive

5a. Next, select Presentation

6a. Click on your Google Slides Presentation

7a. Click on "Select".

8a. Make choices for title, size, etc., then click the red "Save" button.

9a. Once you are back to the site page, click on the Blue "Save" button at the top right corner of the page.

TO INSERT A VIDEO SEGMENT:

4b. Prior to direction 1. above, upload your video segment to YouTube (via the camera roll, or directly from the app if possible)

5b. Copy the URL of your YouTube video

6b. Follow directions 1-3 above.

7b. From the options that appear, select YouTube

8b. As directed, paste the URL of your YouTube video into the top box

9b. Make choices for size, etc., then click the red "Save" button.

10b. Once you are back to the site page, click on the Blue "Save" button at the top right corner of the page.

TO INSERT A DOCUMENT FROM NOTABILITY OR EXPLAIN EVERYTHING:

4c. Prior to direction 1. above, take a screenshot of each page of the notability document (or E.E. slide) that you want to post to your google site

5c. Go to google drive, and upload each screenshot.

6c. Begin a new Google Slides presentation, and paste/import each image into the presentation (1-2 images per slide)

7c. Follow directions 1-3 at the top of the first page of this document, and then proceed to follow the directions in the next section, "**TO INSERT GOOGLE SLIDES**"