

Directions: Accessing and using the Google sites Template

*note – if a member of your group has created a Google site in the past (for this or any other class), that person should follow the directions below, and share the new site with other group members.

If no one in your group has created a site yet, then one member should go to:

<https://sites.google.com>

and then follow the prompts to “get started”. Then follow the directions below.

To get the template and establish your group site:

1. Student goes to Google sites
2. Click on red **create** button and top left-hand corner
3. Then click on **browse the gallery for more**
4. Then click on **student planet colonization** site
5. Then click "**select**"
6. Then fill in the text box entitled "**name your site:**"

name it as follows:

(Name of planet/moon) colony- Period_Lastname1 Lastname2 Lastname3

example: Europa Colony-Period A Shaw Heim Gibbs

7. Click the red **create** button in the top left-hand corner and wait.

Your new site will appear next.

8. Click the blue **share** button in the top right-hand corner, and share your site with your partners. Share it with your teacher as well. Give everybody editing access.

9. To see what you should post on the site, click on the tabs for each step A through E found on the top edge of the page.

Under the heading "**postings**", you will find the documents that you are expected to post.

Post them by using the "**Add files**" icon