Google Sites

This help document will show you how to create and edit a Google site.

You will be able to use your davidsonccc.edu account to set up your Google site.
Google Sites

Type the following web address into your browser's address bar: http://sites.google.com

If you are not signed in, type in your email address and password. Click Sign in.

*You can use your davidsonccc email.*
Click Create to get started.
Give your website a name.

Change your unique URL, if desired.

Select a theme

More options

www.davidsonccc.edu/distance-online-learning
Next, click Select a Theme. This will be the theme for your entire site, not just the home page.

After you've named your site, created the URL link, and chosen a theme, click CREATE at the top of the page.

This will take you to your Home page.
This will be your home page.
When you're ready to edit, click the pencil.

When you click the pencil, you will be able to edit the text in the box below Home.
When finished editing, click Save.

When adding a new page, click the New Page icon.
Once you create a new page, you must name the page, select the template to use, and select a location for your page.

After you've completed all the options for your new page, click CREATE at the top of the page. This will take you to your new page.
If you would like to access the various options for your Google site, click the More icon.

Within this menu, you can preview the page as a viewer, change your page template, edit the site layout, share your site, and get help with the Google sites.
To upload a document to your Google site, follow these steps.

Click Page Settings
Click Allow Attachments (there should be a check in the box to make sure you can upload files to your site).

You should now have the option to add files.
Once you've added your files, they will appear here; the person viewing the page has the option to view or download the file.

Download the file.

Delete the file (only the person creating the page can delete the file).
To add images to your Google site, follow these steps:
Click the pencil at the top to edit your page.
Click the Insert menu tab.
Click Image.
You then have the option to upload an image from your computer, or paste an image URL from a website.