

How to Edit an Academic Department Site

GCC has gotten approval for Departments to use the New Google Sites to create a space for Academic Content. Each Department (or program) is responsible for moving content into, editing, adding content to and maintaining their Academic Content Site.

New Google Sites are easy to use and there is a lot of help available on-line in the form of videos and official google help articles. This document is being provided because GCC has a slightly different process for storing content that will be uploaded, displayed, or linked to from your site.

All content that is being used on the site such as documents, pdf files, slideshows, etc needs to reside in the Department (or Subjects) Shared Drive. This ensures continuity should editors change or leave GCC. This document has instructions on how to add documents to the shared drive as well as how to make the public and how to get the documents link to place it on the site. Content should NOT be stored in your own Google Drive.

While we have provided a link to a video, please be aware that the video will cover some topics that should not be used for GCC Academic Sites. Please do NOT change the logo, the footer or the URL for the site. This URL is already linked to in multiple places and was specifically chosen for each site. The Logo gives legitimacy to the site as being part of GCC as does the footer.

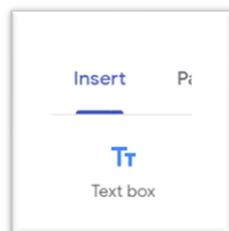
Please note – these are not step by step instructions on how to create your site, rather they are instructions on a few topics that are helpful or necessary for adding content to your site.

How to Open the site for editing

1. Log into your email using <https://accounts.maricopa.edu/Employee/SignIn>
2. Open another internet tab and navigate to your page
 - a. if you do not remember the url you can go to <https://sites.google.com/gccaz.edu/academic-content-listing/home> and click on your site link
3. Once your page is up on the screen in the bottom right side of the screen will be a circle with a pencil in it. Click on the pencil and the editor will open.

How to Add a text box

1. Click on the Text Box symbol on the right side of the screen



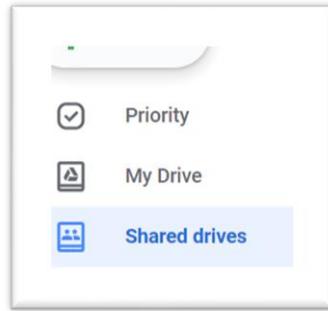
a.

How to Add links to files such as a syllabus.

This is a two-step process. First you will add the document into your **Academic Content Shared Drive** then you will create the link on the website.

Step 1: How to Add a Document to the Shared Drive

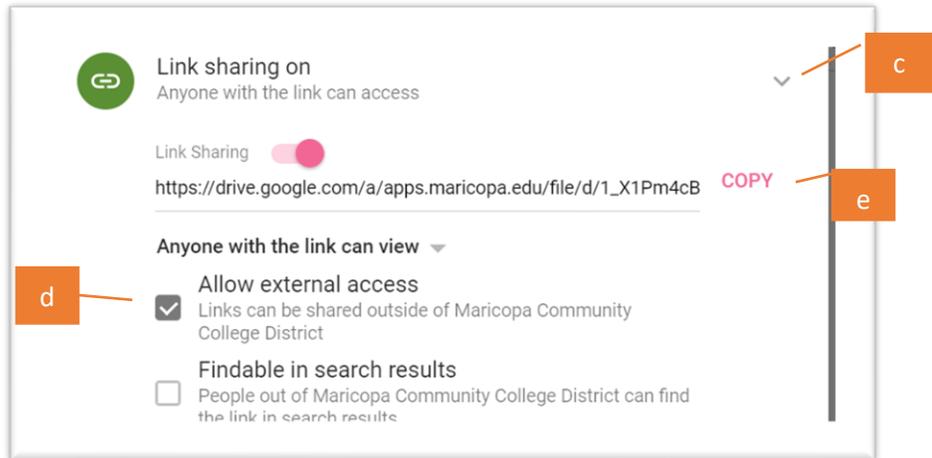
1. Go to drive.google.com (while logged into your email)
2. Click on Shared Drives



- a.
3. Select the correct drive (ie: Academic Content Biology) and double click on it
 4. Right click in content area and choose upload file
 - a. Upload file you wish to link to.
 - b. Do NOT add folders to the Shared Drive. (Documents placed in folders cannot be viewed.)
 5. Give public access and Copy the link address for the document
 - a. Right click on the document in the Shared Drive and choose "Share"
 - b. "Click on WHO HAS ACCESS" at the bottom of the box that pops up



- i.
- c. Click on the down arrow to the right of "Link sharing on" (see pic below)
 - d. Choose "Allow external access" (see pic below)
 - e. Click on the "Copy" button on the right of the link sharing address



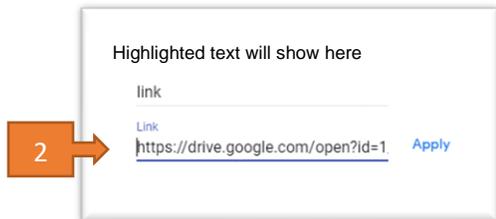
- i.
- f. Open Notepad and paste the link into the notepad page
 - i. This is so you don't lose it if you copy something else while your editing the page.

Step 2: How to Create a Link on the Website

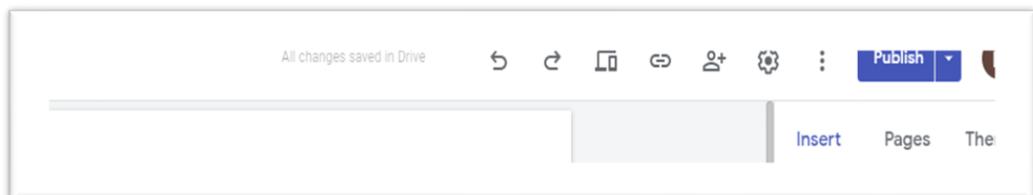
1. Highlight the text you wish to turn into a link and click on the "link icon" at the top of the text box (see pic below)



- a.
- 2. Place your mouse into the link box that opens and paste the link where it says "link" then click "Apply"



- a.
- 3. Click on the purple "Publish" button on the top right side to publish your results to the web.



- a.

Youtube Video Help

<https://www.youtube.com/watch?v=tnr-0UC50Y&feature=youtu.be>

Here is a guide to the sections of the video.

- ✓ [00:05](#)- Accessing Google Site
- ✓ [00:25](#)- Displaying previously created sites
- ✓ [00:58](#)- Selecting a Theme
- ✓ [01:23](#)- Customizing the header
- ✓ [02:13](#)- Creating additional pages
- ✓ [02:30](#)- Adding a subpage
- ✓ [03:00](#)- Adding contents (Textbox, Hyperlink, Image etc)
- ✓ [05:43](#)- Adding line dividers
- ✓ [06:25](#)- Preview
- ✓ [06:45](#)- Publishing
- ✓ [07:48](#)- Advanced options (Google Embeds, Google Docs, Slideshow etc)

Google Help for Sites:

Add Content to Site

- <https://support.google.com/sites/answer/90538>

Find/Change Revisions to site

- https://support.google.com/sites/answer/9622187?hl=en&ref_topic=7184580

Please remember:

1. Always use the Shared Drive for all documents, pdf's, slideshows, images, etc that you will use on the site
 - a. Do NOT put anything into the shared drive that you do not want anyone on the internet to be able to find or see. To allow the content to be viewable on the web we have set the Shared Drive structure to be open.
 - i. Remember FERPA at all times.
 - b. Despite what the video shows, as of right now, Shared Folders will not work when using the Shared Drive.
2. We are using the New Google Sites. Any help or instructions on "Classic Google Sites" does not apply.
3. Do not change the site URL, GCC Logo or remove the links in the footer. We need these sites to maintain a unified look so that the students can easily tell that this is a legitimate GCC Site.
4. If you or another editor accidentally deletes the site or have an issue that cannot be solved, please contact the help desk and they will submit a ticket to CAS.