

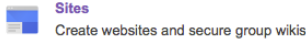


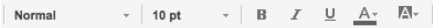
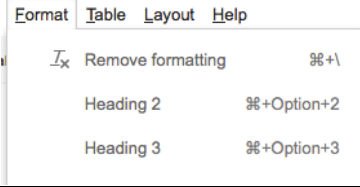




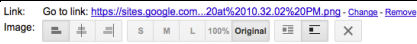




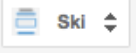
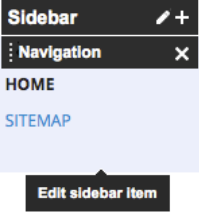



# WebQuests 101: Building a WebQuest using Google Sites

John Bansavich, [bansavich@usfca.edu](mailto:bansavich@usfca.edu)

Google Sites is a free website development tool that can be used by anyone with a Google or Gmail account.	
Log into your Gmail or Google account, click on the <b>Apps</b> tool in the upper-right hand corner of the screen.	
Click <b>More</b> , then <b>Even More from Google</b> . Scroll down the page until you see a section titled: <b>Home and Office</b> . Click on the <b>Sites</b> button.	
Click on the <b>Create</b> button to begin your site.	
Choose <b>Blank Template</b> , then <b>Name your Site</b> . Click the <b>Create Site</b> button.	
Edit your first page by clicking on the <b>Edit Page</b> tool. Type your first paragraph in the body of the page.	
Choose from the text editing tools, as needed.	
Choose from the <b>Format</b> menu to add a Paragraph style	
Add a hyperlink by either typing a URL or selecting text then clicking on the <b>Link</b> tool.	
Click <b>Save</b> to save your changes.	
Add another page by clicking on the <b>Create Page</b> tool.	
Insert an image on the page by selecting <b>Image</b> from the <b>Insert</b> menu.	
Format the image by choosing from the various settings.	
Add text to the page and practice linking to a website. From the <b>Link</b> dialog box, if you are linking to an external website, choose to open the link in a new window.	<input type="checkbox"/> Open this link in a new window
Save your changes and create a new page.	
In the new page, experiment with some of the paragraph formatting tools.	

<p>Insert a YouTube video from the <b>Insert</b> menu.</p>	
<p>Save your changes then click on the <b>More Actions</b> button to explore the various site settings.</p>	
<p>Select <b>Manage Site</b> from the <b>More Actions</b> button.</p>	
<p>Under the <b>Manage Site</b> options on the left-side of the page, choose <b>Themes, Colors, and Fonts</b>. Explore the options under the <b>Base Theme</b> menu.</p>	<p>Base theme:</p> 
<p>Click the <b>Save</b> button when done.</p>	
<p>Click on the site name, located at the top of the column to return to your site.</p>	
<p>If you want to change the order of the page links in the left navigation bar, choose <b>Edit Site Layout</b> from the <b>More Actions</b> button. Click on <b>Navigation</b>, then uncheck “Automatically organize my navigation.” Click on the <b>Add Page</b> link to add your site’s pages.</p>	
<p>Use the arrows to change the order of the pages that have been added.</p>	
<p>Keep in mind that any new pages that you add to the site will need to be added through the <b>Add Page</b> option.</p>	
<p>That’s it! You’ve created the first few pages of your website. Share the URL to your site when you are ready to share it with others.</p>	
<p>Visit the <b>Webquest 101</b> workshop website at: <a href="https://sites.google.com/a/usfca.edu/webquests-101/">https://sites.google.com/a/usfca.edu/webquests-101/</a></p>	