

*You must be logged into Tekonsha Google Mail System to access the Google website.

www.google.com/a/tekonsha.k12.mi.us or Click on the **Staff E-mail** Link underneath the Staff.

Logging into the Google Website

1. Log into Tekonsha Google Mail System.
2. Click on “**SITES**” in the top left corner next to Mail, Calendar, and Documents.
3. Click on your create website link.

A. Creating a New Webpage

1. Click on “**Create Page**”
2. Create a tile next to the **NAME** text box (it will display text in the blue border within the top, left section of the window).
3. Click in the circle next to “**Put Page under Home**”
4. Click on “**Create Page**”

Adding the new webpage to the Navigation bar

- a. Click on “**Edit sidebar**”
- b. Click on **edit** underneath the Navigation sidebar in the middle of the page.
(Make sure the “Automatically organize my navigation” in unchecked)
- c. Click on “**Add Page**”
- d. Search for your new create webpage.
- e. Click **OK**
- f. Move the Link in the Navigation Bar if Necessary by highlighting and using the arrow buttons on the right side.
- g. Click **OK**
- h. Click on “**Save Changes**”
- i. Click on “**Return to Site**”

B. Editing a Webpage

1. Click on **Edit Page**
2. Toolbar and file options will appear
3. After editing the webpage, click on **Save**

Editing Options

INSERT: Links, Images, Documents, PowerPoint's, Spreadsheet, etc.

FORMAT: Text Alignment and Format Options

TABLE: Insert, delete, and edit a table

LAYOUT: Insert column options.

C. Changing the Theme/Background Options

1. Click on “**Edit Sidebar**”
2. Click on **Themes** underneath the Site Appearance (Left bottom corner)
3. Highlight selected theme
4. Click on **Save Changes**
5. Click on **Return to Site**

D. Adding an Image to a Webpage

1. Click on **Edit Page**
2. Click on **Insert**
3. Click on **Image**
4. Click on **Upload Image**
5. Find Image by browsing
6. After upload, Click on **OK**

Once Image is inserted- a toolbar will appear underneath the image.

Alignment: L (Left), C (Center) or R (Right)

Size: S (Small), M (Medium), or L (Large)

Wrap: On or Off (text will go around the image)

E. Adding a Link to a Webpage

1. Click on **Edit Page**
2. Click on **Insert**
3. Click on **Link**
4. Click on **Existing** (webpage you created) or **Webpage** (Website from the internet)
5. Click or type in the webpage
6. Click or Unclick- **Open in a New Window** (this option will allow users to open it in a new window)
7. Click **ok**

F. Adding a File from Google Documents in a Webpage

1. Click on **Edit Page**
2. Click on **Insert**
3. Click on File Type and Following the Directions to upload and share file.

G. Adding an Attachment to a Webpage

1. Click on the **Add Attachment** on the webpage.
2. Browse and upload the File.

H. Adding a Comment to a Webpage

1. Click on **Add a Comment**.
2. Type your message or Comment.
3. Click **OK**

I. Adding/Editing the Navigation Bar (Sidebar)

Click on **Edit sidebar**

- a. Click on "**Edit sidebar**"
- b. Click on **edit** underneath the Navigation sidebar in the middle of the page.
(Make sure the "Automatically organize my navigation" is unchecked)
- c. Navigation Box can be move up or down by clicking and dragging with the mouse point.

J. Webpage Settings (Add/Remove: Links, Announcements, Comments, etc.)

1. Click on **More Actions** (Top Right Side)
2. Click on **Page Settings**
3. Click on desired options and click on **Save**