

Google Sites: WebQuest

I) Project Overview

Teacher: Use WebQuest PowerPoint

- 1) A collaborative, inquiry-oriented activity designed to support one of your previously stated unit objectives (from the unit paper)
- 2) 7 parts (Introduction, Task, Process, Resources, Evaluation, Conclusion, Teacher)
- 3) 5-page website (introduction, resources, evaluation, conclusion, teachers)
- 4) WebQuest Info & Examples (links near the top of the assignment page)
 - a) WebQuest Demo for Educational Media: <http://sites.google.com/site/etdwebquestdemo>
 - b) Taskonomy (which type of task are you creating for your webquest?)
 - c) webquest.org (webquest examples by grade level and subject area)

Included in this outline...

- Project overview
- Getting started
- Copyright & fair use
- Creating a new website
- Creating new pages
- Formatting options
- Site settings
- Creating hyperlinks
- Preparing & inserting images
- Accessing your account

II) Getting Started – Use Firefox, not Internet Explorer

- 1) Open Firefox and go to: <http://sites.google.com/a/uni.edu>
- 2) Select “ To join, Create an account here”
- 3) Complete the form to create your account, then look for verification e-mail
- 4) While in Google apps choose “Sites” from the menu of the services.

III) Copyright & Fair Use Guidelines

- 1) **Fair Use DOES NOT apply to this project**
 - a) the WWW is an open network
 - b) distribution cannot be controlled–everyone has access
- 2) Links on the webquest assignment page to web-friendly image sources
 - a) Consult the “terms of use” statement on each website
 - b) Site must give you explicit permission to use their image(s) on your own web pages.
Otherwise, it is a violation of copyright law.
 - c) Identify sources of imagery in order of appearance somewhere on the page they appear
 - d) Link to the image source’s website if required in their “terms of use”

IV) Creating the new site

- 1) Click “Create new site” (*don’t confuse it with creation of a new page!*) if your page is open on your last edited page click “My sites” in the top right corner
- 2) Choose site name: Name it with your “*WebQuest title –WebQuest*” – this is a title that will appear on top of every page in this website (you can always edit this title)
- 3) Modify the URL to be your CatID and the word *webquest* (*ie.maggdawebquest*)
- 4) Site Description *ex. WebQuest learning tool created by UNI student for EdTech & Design class*
- 5) Site Categories: WebQuest
- 6) Collaborate with: Select “Only people I specify” & “Also, let anyone in the world view this site”.
- 7) Choose site theme
- 8) Click “Create site”

V) Editing first page

- 1) Click “Edit page”
- 2) Insert text in appropriate sections of the page layout
 - a) Page title: Introduction
 - b) In the page’s main content enter headings for first three required parts of the WebQuest
⇒ Introduction, Task, Process (*see next point to create sub-headings for each part*)
- 3) To format the text
 - a) Use the toolbar on the top left of your page in the browser window
⇒ Review heading styles under the “Format” pull down
 - b) Save changes

VI) Creating other pages (*All at the top level*)

- 1) Click “Create page” to create an additional page
- 2) Type your page name
 - a) Resources
 - b) Click “Create page”
 - c) Add some text in the body area and save
- 3) Repeat steps 1 and 2 to create additional pages (and add filler descriptions)

- a) Conclusion
- b) Evaluation
- c) Notes for Teachers

VII) Site Settings

- 1) Go to “More actions” > “Manage site”
- 2) Review 3 sections of the left sidebar (Site content, Site settings, Site appearance)

VIII) Internal navigation (hyperlinks)

- 1) Click “Edit sidebar” hyperlink located in the left sidebar, under the navigation links
- 2) Sidebar > Edit navigation
 - a) Configure navigation (*change title to WebQuest Navigation*)
 - ⇒ Discuss the sidebar options
- 3) Save changes
- 4) Return to site (*observe changes in the navigation bar*)

IX) Editing pages

- 1) Click Edit Page
- 2) To add Horizontal line
 - a) Place cursor behind the last word and before the desired line
 - b) Click on “Insert” button with pull down menu and select Horizontal line
- 3) Table (*Switch to the evaluation page*)
 - a) Use “Table” button with pull down to create a new table on to modify existing one.

X) External Hyperlinks

- 1) Open the Resources page and click “Edit page”
- 2) Create and highlight text to become a link to another website
- 3) Click the Link button in the toolbar
 - a) If the text to be linked starts with www. then link will be created automatically, otherwise:
- 4) Check the “Web address” option
- 5) Enter or paste complete URL under “Link to this URL”
 - a) Observe “open link in the new window” option

XI) Preparing & Uploading Images

- 1) Make sure that images comply with web-safe naming conventions.
 - a) Lowercase letters, numbers, or hyphens are OK.
 - b) **No spaces or other characters!**
 - c) Keep the name short! (less than 16 characters)
- 2) Images must be in JPG, GIF, or PNG format (extension .jpg, .gif, or .png). Others will not work.

XII) Inserting Images on Pages

- 1) Click to position the cursor in the place desired for an image
- 2) From the “Insert” pull-down menu select “Image” option
- 3) Pick an image from the “uploaded images” gallery or
- 4) Click “Upload an Image” option in the options window

Note: To assure that images on your site will always display correctly, we advise you not to use “Web address (URL)” option.

- 5) Click Browse and navigate to the folder on your computer where you saved images
- 6) Click “Add Image”
- 7) To wrap text, drag the image to one side or the other of a paragraph
 - a) Click the image to display image formatting options
 - b) Click “on” link next to wrap option
- 8) To scale the image select one of the three options in picture menu.

XIII) Accessing your existing account from the Google home page

- 1) Go to google.com > More (pull down menu at the top) > Sites
- 2) Select “Sign in with a Google Apps Account”
- 3) Enter your UNI e-mail address. (> “Looking for your site in uni.edu”).