

DigiMedia Google Guide: Option #3

Information

For programs that:

- would like to let the students work on their sites outside of class
- wish for students to have a Google account including email
- have a lot of time or resources for students to be online

The advantages are:

- student or team has complete control over their site with a personal login and password;
- student or team will not be able to open and edit sites that do not belong to them.
- it requires less time on the coach's part

The disadvantages are:

- the coach will not be able to monitor the student's work until the student shares site with the coach;
- it requires a bit more time on the students' part

Steps

1. Coach creates a Google Account for him/herself

- i. Create a Google account for the coach/instructor at <http://mail.google.com/mail/signup>

2. Each team or individual creates a Google Account

- i. One person on each team create a Google Account at <http://mail.google.com/mail/signup>

3. Each team creates a site using DigiMedia Template

- i. One person on each team goes to <http://sites.google.com> and login using the his/her team's Google account login/password
- ii. Click **Create New Site**
- iii. Under Choose a template to use, click on **Browse the gallery** for more
- iv. Search for 'TQ11 DigiMedia', click the box with the title, and **Select** it
- v. Now, you can continue creating your site:
 - a. **Name your Site** (Note: the name of your site will become a part of your URL; you may need to edit the URL if the URL is already in use.)

- b. **Ignore** "Choose a Theme" and "More Options"
- vi. Type the **code** and click **Create Site**

4. **Each team adds Coach Account and tq11digimedia@gmail.com as owner**

- i. Once the team opens their site, click **More Actions** (upper right), and select **Site Permissions** from the dropdown list
- ii. Under Add people, type tq11digimedia@gmail.com in the text box, and on the dropdown menu next to it change 'Can edit' to '**Is owner**' (*without adding tq11digimedia@gmail.com, your site cannot go forward into judging*)
- iii. Under Add people, also type Coach's Google Account in the text box, and on the dropdown menu next to it change 'Can edit' to '**Is owner**' (*this will allow Coach to view and monitor the team's site*)
- iv. Click **Share**
- v. Click **Close** to go back to your site

5. **Students log in to Google Sites with their team's account to work on their sites**

Important Google Sites tutorials for students creating DigiMedia entries:

- i. [DigiMedia Storyboard](http://depts.washington.edu/trio/resources/web/dm_storyboard.php) (required)
http://depts.washington.edu/trio/resources/web/dm_storyboard.php
- ii. [Add YouTube video to DigiMedia page](http://depts.washington.edu/trio/resources/web/dm_yt.php) (required)
http://depts.washington.edu/trio/resources/web/dm_yt.php