DigiText Google Guide: Option #2

Information

For programs that:

- do not have a lot of entries to submit (10 entries or less)
- would like to let the students work on their sites outside of class
- wish for students to have a Google account including email
- have somewhat limited time and/or resources for each team to create accounts and sites.

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

The disadvantages are:

- it requires a bit more time on the coach's part, more than option 1

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. **Coach creates a Google Account for each team**

   i. Create Google account for each team at http://mail.google.com/mail/signup

3. **Coach creates a site using DigiText Template using the Coach Google Account**

   i. Go to http://sites.google.com and login using the Coach'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 DigiText', 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. Coach adds tq11digitext@gmail.com as owner

  i. With the site you just created opened, click **More Actions** (upper right), and select **Site Permissions** from the dropdown list

  ii. Under Add people, type **tq11digitext@gmail.com** in the text box, and on the dropdown menu next to it change 'Can edit' to '**Is owner**'(*without adding tq11digtext@gmail.com, your site cannot go forward into judging*)

  iii. Click **Share**

  iv. Click **Close** to go back to your site

5. Coach copies sites

  i. With the site opened (the site you created in Step 3), go to Actions > Manage > General (Site Settings) > scroll down and Copy this Site > Name Site (we recommend naming it as close to the student's entry title as possible) > enter the Code

  ii. **Be sure to check Include Revisions & Copy Site Members.** These checked boxes are important as it carries over the owners assignments including **tq11digitext@gmail.com**, thus relieving you of assigning **tq11digitext@gmail.com** for every site you copy.

  iii. ***Repeat Step 5i-5ii as many time as needed** for amount of entries, naming each copy for each entry
Note: one Google account can create only 5 sites per week (but there is no limit to how many sites an account can create over time - you can create 5 sites one week, and 5 more the next week, etc). If you have more than 5 entries and need to create all sites in less than a week, you will need to create more than one coach account; e.g., if you have 30 entries, you will need 6 coach accounts.

6. Coach adds Team Accounts as editors to their corresponding sites

  i. Open one of the sites you have created for your teams

  ii. Click **More Actions** (upper right), and select **Site Permissions** from the dropdown list

  iii. Under Add people, type the Google account of the team (created on Step 2) that will be working on this site, and on the dropdown menu next to it be sure that '**Can edit**' is selected

    iv.   Click **Share**

    v.   Click **Close** to go back to your site

    vi.   Follow Step 6i-6v for every site you created for your teams

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

    Important Google Sites tutorials for students creating DigiText entries:

    i.   [How to add images](http://depts.washington.edu/trio/resources/web/media_images.php)
    http://depts.washington.edu/trio/resources/web/media_images.php

    ii.   [Changing page layout](http://depts.washington.edu/trio/resources/web/dt_pagelayout.php)
    http://depts.washington.edu/trio/resources/web/dt_pagelayout.php

    iii.   [Removing links to unused pages](http://depts.washington.edu/trio/resources/web/dt_pagenav.php)
    http://depts.washington.edu/trio/resources/web/dt_pagenav.php