DigiText 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 DigiText 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 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. **Each team adds Coach Account and tq11digitext@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 **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.   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 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