Using Google Sites for College Clubs
Do you have a club web site?

Why have club web sites? A web site can provide two important functions:

- Communication of your activities to prospective and current members.
- Provide a source of information for the campus as a whole.

Common web site content

Determining what to put on your site can be a challenge. Consider how often you need to update each page and your level of commitment to do so. Some ideas are:

- What is the mission and objectives of the club
- Who are the officers?
- When do you meet?
- When and where are your important activities?
- Photos of club activities.
- How can interested students contact you?
Using Google Sites for Chapter Web Sites

Common issues with club web sites
- You have registered a domain ($) and don’t know how to manage it.
- Site really out of date.
- The student that maintained the site has graduated.
- Don’t have the knowledge or software to maintain the site.

Using Google Sites

What is Google Sites?
Google sites is a free service of Google that allows you to create a simple web site with minimal knowledge of web site creation using only a web browser. Google Sites provides some powerful built in tools like calendars and announcement postings.

Google sites is part of the Google Educational Suite which includes Gmail, Docs, etc. Chico State uses these tools and you can access using your portal login.

See Overview at: http://www.google.com/sites/overview.html (includes sample sites)

Limitations of Google Sites
Google sites are not highly flexible and have limited design capability. The format is structured.

Features
- A personalized URL (ex. sites.google.com/site/SigmaAlpha)
- Automatic menu navigation
- Embedded tools (called gadgets) such as a calendar, announcements, etc.
- Ability to import photos and resample for the web (makes the images smaller). This fixes a common problem with web sites is the posting of large photos which download slowly and have a poor quality.
- Ability to control who can maintain the site allowing you to delegate maintenance (for example to your Reporter).
Getting Started
Advisors should create the site. Go to the campus Gmail (Wildcat Mail) or to:

https://sites.google.com/a/mail.csuchico.edu/

Sign in using your Portal login. If you access using gmail see the link at the top of the page for “sites”.

Once in Sites, create a new site. For example: http://sites.google.com/site/sigmaAlpha/. 
Select the new site and you are ready to start making pages.

**Google Page Options**

**Web Page**  
Blank web page. See the Insert menu for options.

**Dashboard**  
Use to insert a “Google Gadget” this includes a variety of options including a calendar, YouTube videos, PicasaWeb Photo Albums, etc.

**Announcements**  
This style of page allows posting of “announcements. A good way to communicate.

**File Cabinet**  
A page that allows uploading of documents.

**List**  
Create To Do lists, etc. Allows list columns to be sorted and customized.

**Club Email**

It is recommended that you create a Gmail account for the club. For example:

[ChicoStockDog@gmail.com](mailto:ChicoStockDog@gmail.com). This account can be used for Picasa (photo albums) and the Calendar. You can forward the account to a club officer (see Settings/Forwarding). This allows you to have a consistent email address and route mail to the appropriate person. It also shields personal addresses from the public.
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**Photo Albums**
Google allows creation of Photo Albums that can be linked in to a Dashboard page or inserted as a gadget. See: [http://picasaweb.google.com/](http://picasaweb.google.com/). This is a free service and you can use your “club email” Google login to access.

**Calendar**
Google also has a calendar application ([http://calendar.google.com](http://calendar.google.com)) that allows you to maintain an event calendar that can be view by the public or selected users. The calendar can be embedded into a web page (use the dashboard page type of “insert” into a regular web page.

**Additional Page Features**
Colors and fonts can also be customized. See More Actions | Manage Site

Any page can have comments and or attachments. For most pages you will probably want to omit these features. However these are only usable by registered users that you have given permission to collaborate – sort of limiting. See option under More Actions | Page Settings. See help if you want to set up a real Blog.

RSS feeds are also possible using a third party vendor. Enter RSS on the help page for how to do this.

**Site Management Tips**
- The advisor should be the site owner. This way you don’t loose control when a student leaves.
- Plan the site with your club officers. Decide what is appropriate to place on the site before creating the site.
- Assign one or more students to maintain the parts of the site that will need regular updating (e.g. calendar).
- Keep it simple. 6-10 pages can provide a lot of good information.
- Remember that your site is very public -- post only appropriate materials.
- Date materials such as photos (e.g. “C – 2009”). Remove old materials or make history pages. Users like to see past events, just label clearly.

**Page Change Notification**
A handy feature to help keep track of changes when you allow others to do the editing is the page subscription feature. If you subscribe to this feature then you will get an email every time the page is saved. See More Actions | Subscribe to page changes.
Sample Page Editing Screen

Google sites provides a simple to use HTML editor that allows common formatting of the web page.

A nice feature of the system is the ability to scale images. This allows you to uploading of full size photos and has Google Sites scale the image to preset sizes suitable for web pages. See examples below. The smaller image will like to the full sized image.
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Google Sites Help
The help link in the upper right hand of the screen provides basic information on how Google Sites is used.

Google has provided some video tutorials. These can be found by entering “video tutorial” in the help search box.
Sample Site Pages

The basic look of the site home page.

Getting a Link on the College Web Site

Once your site is completed please request at the College Office to have a link added to the Club page on the College Web Site. Provide the club name and the complete URL.