Creating Sites

What Is It?

While there are many potential uses of websites, the main purpose of Sites in the TDSB is for the creation of student digital e-portfolios.

Important!

★ You can view and edit your Site's settings, which includes **Site Layout** and **Sharing Permissions**, by clicking the **More Actions** button:

★ To change the Site's theme, colours and fonts, click the **More Actions** button (shown above) and choose **Manage Site**. In the window that opens, you have several administrative options, including **Themes, Colours and Fonts**.

Creating a Site

1. In AW, hover over the **Google** tab and choose **Sites**.
2. In the **Sites** window that opens, click **CREATE**.
3. Choose a **Blank template**, or **Browse the gallery** for existing templates (e.g. ePortfolio Secondary TDSB).
4. Type a **name** for your site and then click the **Select a theme** dropdown button and choose a theme.
5. When finished, click the **Create** button: **CREATE**.

Adding Pages

1. To add a page, click the **Create Page** button:
2. In the window that opens, type a **Name** for your page, and then select a **template** and a **location** (you can leave these as their default settings).
3. When finished, click the **Create** button: **CREATE**.

Editing Pages

1. To edit a page, click the **Edit Page** button:
2. In the page editor, you can

   - **Insert** images, links, Google Drive documents, etc.
   - **Format** text
   - Insert a **Table**
   - Edit the **Layout**
   - Use the formatting bar (shown below) for additional formatting options, including editing the **<HTML>** code:

3. When finished, click the **Save** button: **Save**