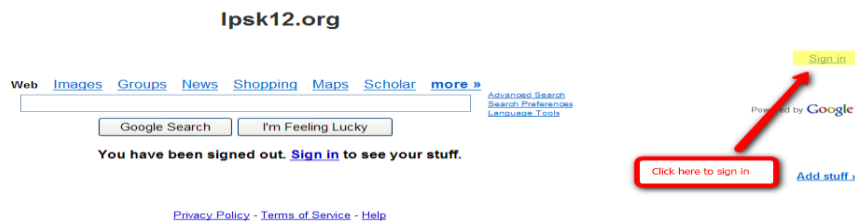


## How to Create a Wiki using Google Sites

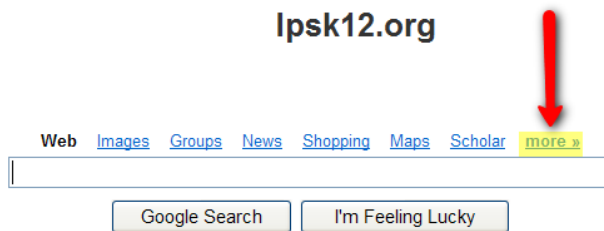
- 1.) First go to [www.lpsk12.org](http://www.lpsk12.org) and click sign in on the upper right hand corner.



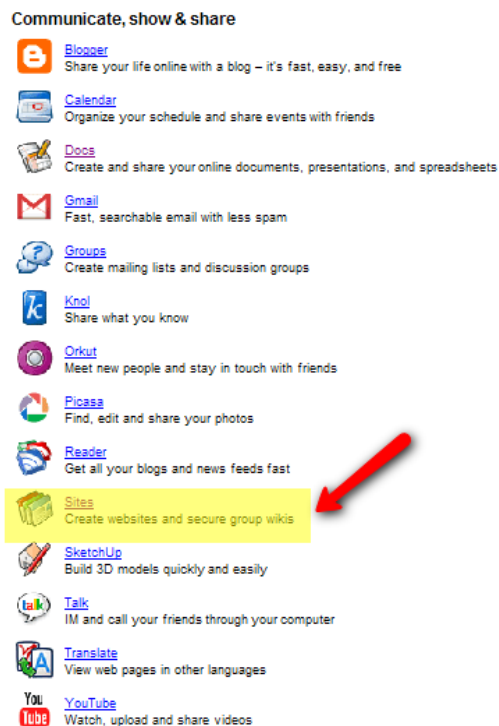
- 2.) Sign in with your assigned LPS user name and password.



- 3.) On the main LPS Google page above the search window, click on the link that says "More"



- 4.) Once you click on "More" another window will pop up with all the different applications that Google offers, Scroll down until you find "Sites" Which will be on the right hand side under "Communicate, Show and Share"



- 5.) Click on the sites link, more then likely the computer will tell you that you are not participating in any sites and to search for sites under LPS. Click on **“Looking for your sites in LPSK12.ORG?”**

## My sites

You arent participating in any sites under <http://sites.google.com/site>. [Looking for your sites in lpsk12.org?](#)

- 6.) The start page for Google Sites will come up. To start creating your own site click on the big blue button on the right hand side that says **“CREATE SITE”**

## Thinking of creating a website?

Google Sites is a free and easy way to create and share webpages. [Learn more](#)

### Create

rich web pages easily

### Collect

all your information in one place

### Control

who can view and edit



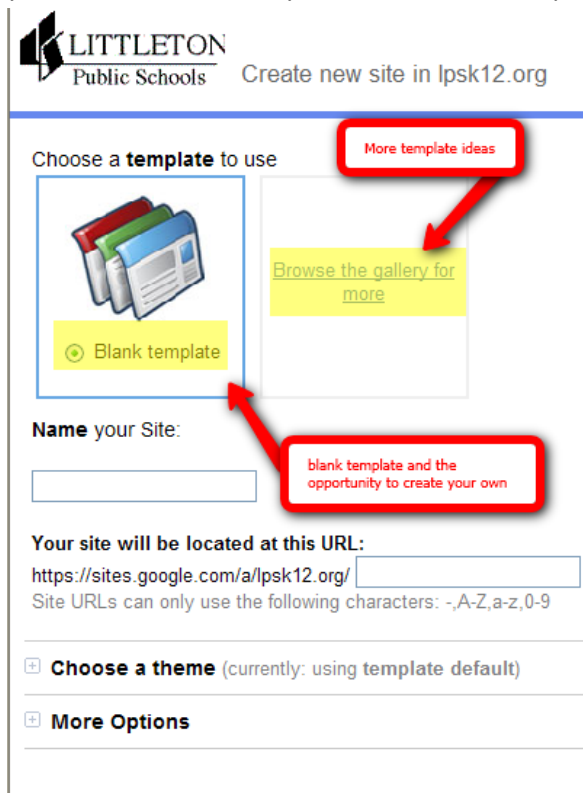
**Create site**

[or browse sites within lpsk12.org](#)

Use Google Sites to:


- Plan club meetings and activities
- Share info on a secure company intranet
- Collaborate on a team project
- Stay connected with family members

- 7.) To create your site you will have the option to make your own layout, or to choose a template. I would look at the templates and see if there is anything that you like, if not you can always make your own, but its going to take a bit more time and patience. To look at the templates click on the **“Browse Gallery for More”** link, and it will bring up a library of different templates that you can use for a variety of sites. Pick the template that is appropriate for you.



**LITTLETON**  
Public Schools Create new site in lpsk12.org

Choose a **template** to use [More template ideas](#)

 **Blank template**

[Browse the gallery for more](#)

**Name your Site:**

**Your site will be located at this URL:**

<https://sites.google.com/a/lpsk12.org/>

Site URLs can only use the following characters: -,A-Z,a-z,0-9

+ **Choose a theme** (currently: using **template default**)

+ **More Options**

- 8.) Next you need to create a name for your website. This is also going to be used in the URL or Web address, so make sure all spelling and punctuation is correct.

Choose a **template** to use

Blank template

Outdoor club template

[Browse the gallery for more](#)

Name your Site:

outdoor adventurers club (

Your site will be located at this URL:

https://sites.google.com/a/lpsk12.org/outdoor-adventurers-club-t

Site URLs can only use the following characters: -,A-Z,a-z,0-9

Choose a theme (currently: using [Your sites Web Address](#))

More Options

- 9.) Now you can decide to choose a theme for your website. Use this option only if you didn't choose a template, you can always change the theme in the future if you are not happy with it. If you did choose a template, you can always adjust and fix it in the future. Templates are just a starting place for your site.

Choose a theme (currently: using template default)

Click here to expand

Click the circle for the theme you want

Open Sky

Rounders

- 10.) Next, if you click on the options tab, you will have the opportunity to place your site into categories, write a description, and also allow people to [collaborate](#) with you in LPS or by invite. You will also have the ability to let anyone in the world view this website. I would recommend this option, if you don't click this button people will have to be invited to view your site. You can always change these options at anytime.

More Options

You can adjust these options later by using the "Manage site" action.

**Site categories**

Outdoor, Adventure, Clubs enter one or more categories separated by commas, e.g. "marketing, finance"

**Site description**

A site devoted to the outdoor adventure club in the Littleton Public School district

**Collaborate with**

Everybody at lpsk12.org

Only people I specify can view this site

Also let anyone in the world view this site (make it public)

11.) Now you are ready to create your site! Click the big blue button that says **“Create Site”** and you will be ready to go!



