



Lawrence Berkeley
National Laboratory

Berkeley Lab Training Program

ITD0221 – Intro to the New Google Sites

Course Syllabus

Subject Category: IT Division
Course Length: 1 hour
Delivery Mode: Classroom

Course Prerequisite: No
Medical Approval: No

Course Purpose: This course is designed to introduce Google Sites to those who are unfamiliar or slightly familiar with the new Google Sites version released in 2016. Students will understand what Google Sites and know when to use it for website development. We will briefly discuss how to migrate an old Google Site to another option. After a short demo, students will run through a short, hands-on practice session to create a basic Google Site. It is recommended that students bring a laptop or smart device (phone, tablet) to class to practice tasks related to class topics.

Performance Objectives:

After completing this training, participant will be able to:

- Explain benefits of using Google sites for your work
- Determine when to choose Google sites or WordPress or Confluence
- Locate Google sites
- Build a simple site adding, positioning and moving objects, and setting theme
- Add collaborators and set permission and publish parameters
- Publish and unpublish a site and set access and search restrictions
- Edit web elements such as graphics, and text
- Use analytics to determine site usage and analyze visitor statistics
- Access resources for continued learning

Course Instructional Materials:

- Presentation available on Berkeley Lab Commons page (Google Sites)
- Online resources available within the course

Training Compliance Requirements: NA

Written Exam: No

Retraining/Recertification: No

WEB Resource: Berkeley Lab Training Program website: <http://training.lbl.gov/>
Google Users Group: <https://groups.google.com/a/lbl.gov/d/forum/lbl-gug>

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