

Website Design – Daily Tasks

Day 1 - Setup:

1. **Copy your PIT folder to your Google Drive.**
2. Open your browser to <http://sites.google.com/> and click the Create a Site button.
 - a. Choose New Sites
3. In the Site Name field enter the name of your Google Site.
 - a. Use your first & last name.
4. Insert your logo from logomakr.com.
 - a. Upload the logo to your title page
5. Click on Your Page Title
 - a. Replace with your name
6. Choose a theme for your web site.
 - a. Choose a preloaded theme and customize the font and color.
7. Choose a background image for your header.
8. Add a professional personal photo to your title page.
 - a. Choose Insert – Upload – Choose your picture from your student drive.
9. Add the following pages to your website –
 - a. Goals
 - b. Bio
 - c. Skills
 - d. Portfolio
 - e. Contact
10. Click settings next to your logo.
 - a. Decide if you want top or side navigation
11. Add other details to enhance the look of your home page.

Day 2 - Goals:

1. Open your Google Drive
2. Select your website
3. Go to **Goals** page
4. Create 2 dividers with empty text boxes below each. (Create 1, duplicate, change wording)
 - a. Education
 - b. Personal
5. In the empty text boxes, write a well composed, 3 or more sentence paragraph about each goal:
 - a. **Education** – Write a goal regarding where/what you see yourself doing after high school.
 - i. When I graduate hs...(college, tech school, work, study abroad, etc.)
 - ii. In order to reach this goal...(grades, scholarship, apply, etc)
 - iii. In 10 years...
 - b. **Personal** - Write a goal for yourself that you would like to achieve on a personal level.
 - i. In addition to (going to college), I see myself (moving out on my own, traveling, married, etc.
 - ii. To achieve that goal, I will...
6. Include appropriate photos in each section to show how you will reach your goal (at least 1 photo per section)
 - a. Insert—Upload—Select Pics from User Drive

Day 3 - Bio:

1. Open your Google Drive
2. Select your website
3. Go to **Bio** page
4. Create 4 dividers with empty text boxes below each. (Create 1, duplicate, change wording)
 - a. Education
 - b. Home and Family
 - c. Hobbies and Outside Interests
 - d. Other Information
5. In the empty text boxes, write a well composed, 3 or more sentence paragraph about each goal:
 - a. **Education** – Include your current education, clubs, coursework, etc.
 - b. **Home and Family** – Where you live or have lived in the past and the makeup of your family
 - c. **Hobbies and Outside Interests** – Hobbies, clubs, sports, interests
 - d. **Other** - Anything else about your personality that you think an employer would want to know
6. Include at least one **PERSONAL** photo for each of the 4 sections.
 - a. Insert—Upload—Select Pics from User Drive

Background
Photos
Quote/Verse

Size
Logo
Text

Day 4-5 Skills:

1. Open your Google Drive
2. Select your website
3. Go to **Skills** page
4. Create 3 dividers with empty text boxes below each. (Create 1, duplicate, change wording)
 - a. Technology Skills
 - b. Professional Skills
 - c. Other Skills
5. Technology Skills--In the text box below Technology Skills, list 3 technology skills you have and a product that you have made for that skill.
 - a. Ex. MS Publisher – Magazine Cover
 - b. Create the links for all 3 skills
 - i. Highlight the product and click the link button.
 - ii. In another Google tab, open Google Drive.
 - iii. Find the item you want to share in your PIT folder.
 - iv. Right click—Share
 - v. Copy link
 - vi. Switch back to your website.
 - vii. In the Link blank, paste the link
 - viii. Apply
6. Professional Skills--In the text box below Professional Skills, list 3 professional skills
 - a. For this section, you may use photos, links or written descriptions.
 - b. Use one of these for each skill.
7. Other Skills--In the text box below Other Skills, list at least 1 other skill you have.
 - a. For this section, you may use photos, links or written descriptions.
 - b. Use one of these for each skill.

Day 6 - Portfolio:

1. Open your Google Drive
2. Select your website
3. Go to **Portfolio** page
4. Create 2 dividers with empty text boxes below each. (Create 1, duplicate, change wording)
 - a. Principles of Information Technology
 - i. Label and link at least 5 items (not used yet) that you have made in PIT
 - b. Other Classes
 - i. Label and link at least one additional item that you have made in another class recently. (6th - 8th Grade)

Day 7 – Finish and Review:

1. Preview your webpage and check for errors
 - a. Click on the Eyeball tool and check all of your pages
 - b. Proof read for spelling, capitalization, and grammatical errors
 - c. Check all links and make sure they work
- Review rubric to ensure all requirements have been met

Day 8 – Publish:

1. Select Publish – Choose a Web Address – Your FirstNameLastName
2. Who can view my site – Anyone at Tomball ISD
3. Copy your complete web address
4. Turn in your web address to Google Classroom.