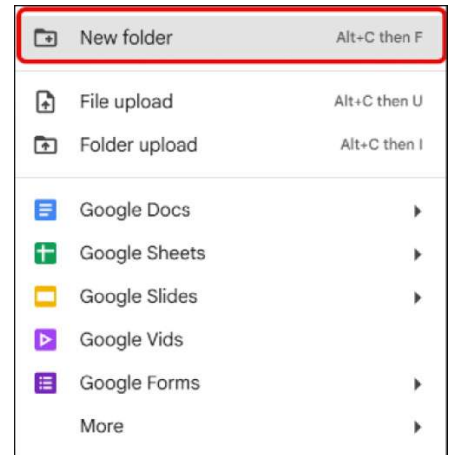


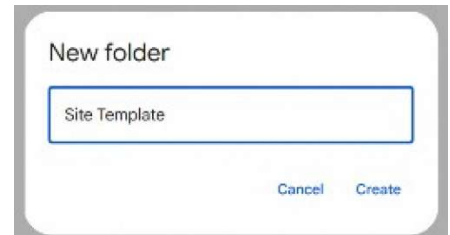
How to create a Google Sites Template

Instructor Guide: How to Create a Google Sites Template

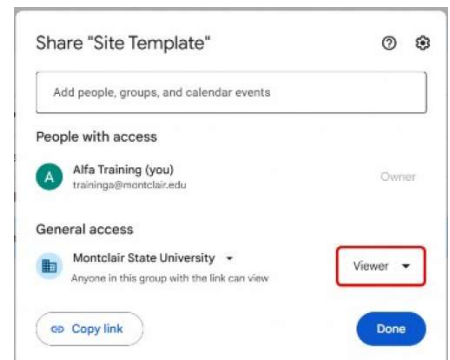
1. Sign into your **Google Drive** account.
2. To create a folder, click **+New** then choose **New Folder**.



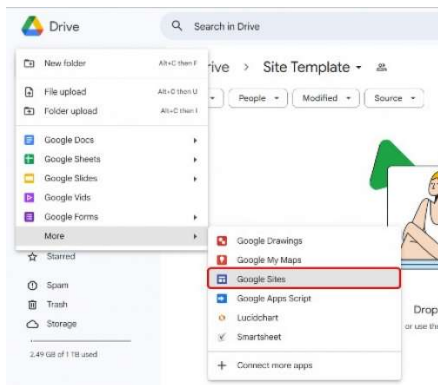
3. Enter a name for the folder (ex. Site Template) then click **Create**.



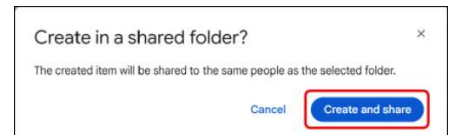
4. Select the folder then click **Share**.
5. Change the *General Access* permissions to **Viewer**.



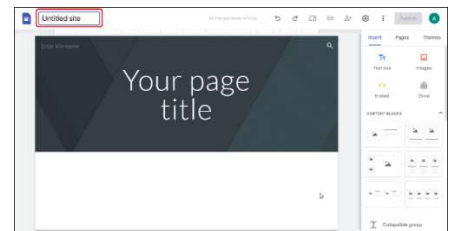
6. Open the new folder (ex. Site Template).
7. To create the site template file in the Site Template folder, click **+New** → **More** → **Google Sites**.



8. A *Create in a shared folder* window will appear, click **Create and share**.



9. A new tab will open, enter a name for the template site (ex. ITDS101 ePortfolio Site Template).



10. Update the site template file with the desired layout/structure.

Note: If you have already created a template file in another location on your drive, move it to the shared *Site Template* folder you've already created.

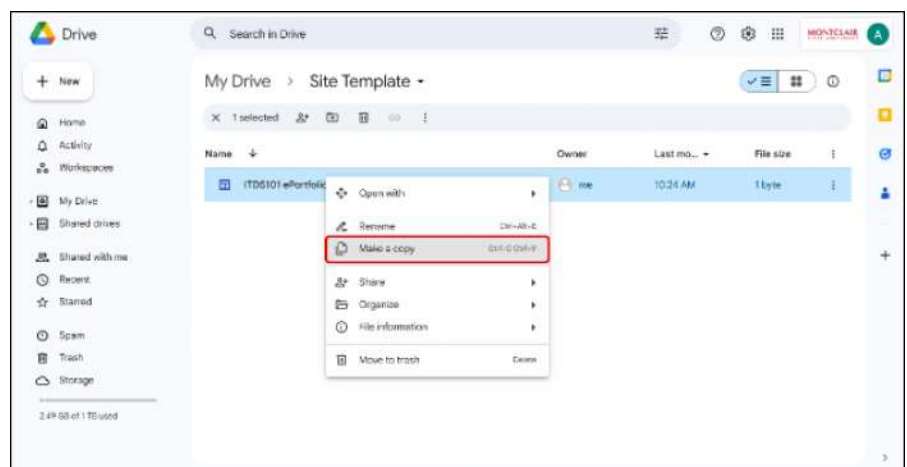
11. Once you have finished setting up the template Site, click on the file folder (ex. Site Template) in Drive then click **Copy link**.



12. Once you have copied the link, distribute it to your class via your desired communication method (ex. Announcement, email, document, etc.) along with instructions for making a copy of the template.

Student Guide: How to Copy a Google Sites Template

1. Click on the Site Template link provided by your instructor.
2. Right-click on the Site template file (ex. ITDS101 ePortfolio Site Template) then select **Make a copy**.



3. You will see a message confirming that a copy has been made in your *My Drive* with a link to the file location.

Created "Copy of ITDS101 ePortfolio Site Template" in My Drive.

[Show file location](#) ✕

4. Open the copied site file then rename it and edit it as desired.

