

Managing Course Content with WSU Google

Basic Concepts

1. Basic Concept #1: Use a central data repository to store all teaching content.
 - Enables stable location for materials independent of institution
 - Enables multipurposing of course materials without redevelopment
2. Basic Concept #2: Always use the home institution's learning management system (LMS) as a local course gateway, in our case WSU's Community System is the local course gateway.
 - Leverages common portal location
 - Supports common access and interface grammar
3. Basic Concept #3: Always link to content in your data repository
 - Content is preserved independent of an institution's LMS
 - The same content can be presented in multiple locations
 - Changing content in the data repository propagates changes in all distributed locations
4. Basic Concept #4: Use browser-friendly file formats
 - Don't assume that users will have up to date office packages or cross-compatible applications
 - Don't assume that users will use the same web browser
 - Whenever possible, save files in relatively generic/cross platform formats (HTML, PDF, RTF, CSV, etc.)

Managing Course Content with WSU Google

These directions are for faculty members accessing Gmail/Google with their *username@worchester.edu* Accounts.

Process Overview

1. Go to the Community System page (<https://community.worcester.edu>) or <http://gmail.worcester.edu> and **Log into Gmail** with your **Worcester State University Username and Password**.
2. Click the **Sites** link, located on the top-left of the window.

If the Sites link is not visible, click the More link and select it from the drop-down list.



3. Create a new site by clicking the **Create site** button,



The following screen displays:



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Process Overview

4. Since the site is going to be used to store documents for your Blackboard courses and won't be visible to others, the default **blank template** will be suitable.

Start Page Mail Calendar Documents Sites more ▾

 Create new site in worcester.edu

Choose a **template** to use


Blank template

[Browse the gallery for more](#)

Name your Site:

Your site will be located at this URL:
https://sites.google.com/a/worcester.edu/
Site URLs can only use the following characters: -,A-Z,a-z,0-9

Choose a theme (currently: using template default)

More Options

5. Under **Name your Site**, type an appropriate **Name** for the site you are creating.

Note the URL (web) address.

6. Click **Choose a theme**, if desired, to select a color and font scheme for your site.

Since this site will be used for the purpose of storing documents, the template default is fine.

Clicking “Choose a theme” or “More Options” toggles between displaying and hiding available choices.

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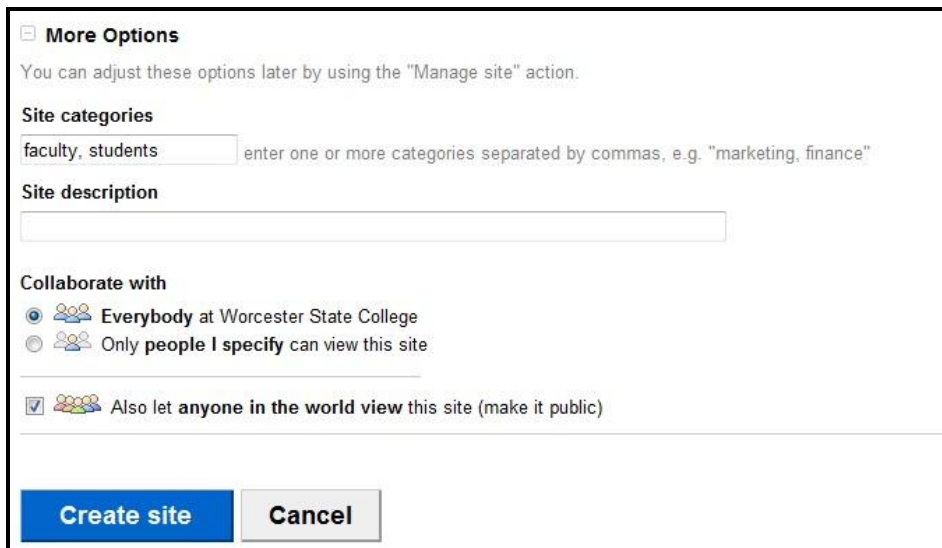
Process Overview

7. Click **More Options**.

Site categories could be course names, subject areas, or other content areas that make sense for the way materials are going to be organized. For Example: CS101, CS120, CS131

In the example below, the categories “Faculty and Students” are used to separate the types of computer training workshops that will be available for the two specified groups.

Site description can be used to describe the purpose of the site.



The screenshot shows a dialog box titled "More Options" with a close button in the top left. Below the title is a note: "You can adjust these options later by using the 'Manage site' action." The "Site categories" section has a text input field containing "faculty, students" and a placeholder text: "enter one or more categories separated by commas, e.g. 'marketing, finance'". The "Site description" section has an empty text input field. The "Collaborate with" section has three radio button options: "Everybody at Worcester State College" (selected), "Only people I specify can view this site", and "Also let anyone in the world view this site (make it public)" (checked). At the bottom are two buttons: "Create site" (blue) and "Cancel" (grey).

8. Selections under **Collaborate with** have to do with **site permissions**.

Make certain **anonymous access is enabled** by choosing **Collaborate with Everybody at Worcester State University** and check “let anyone in the world view this site (make it public.)”. Then, click the **Create site** button.

This allows anyone having the web address (URL link) to your files in a Blackboard course or otherwise the ability to view and edit your files. The site gets generated, **but it will be necessary to change Google’s default permissions to View only, so others will not be able to edit or delete your files.**

The following Alert displays.



9. Click **No**.

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Process Overview

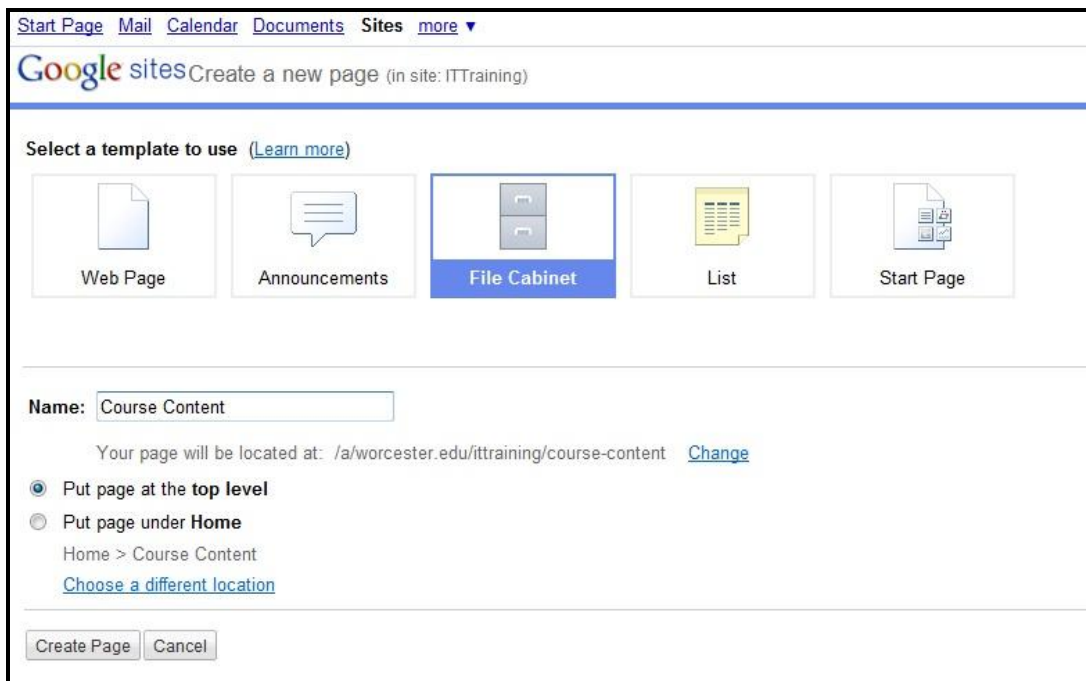
10. Click **Sites** to view your existing sites.



Click the **link** for the **site in which you want to store data files**. Then, in the upper right-hand corner of the page, click the **+Create page** button.



The Select a template to use screen displays.



11. Click **File Cabinet**, (NB: This will function as a data repository) followed by the **Create Page** button.

Multiple file cabinet pages can be created

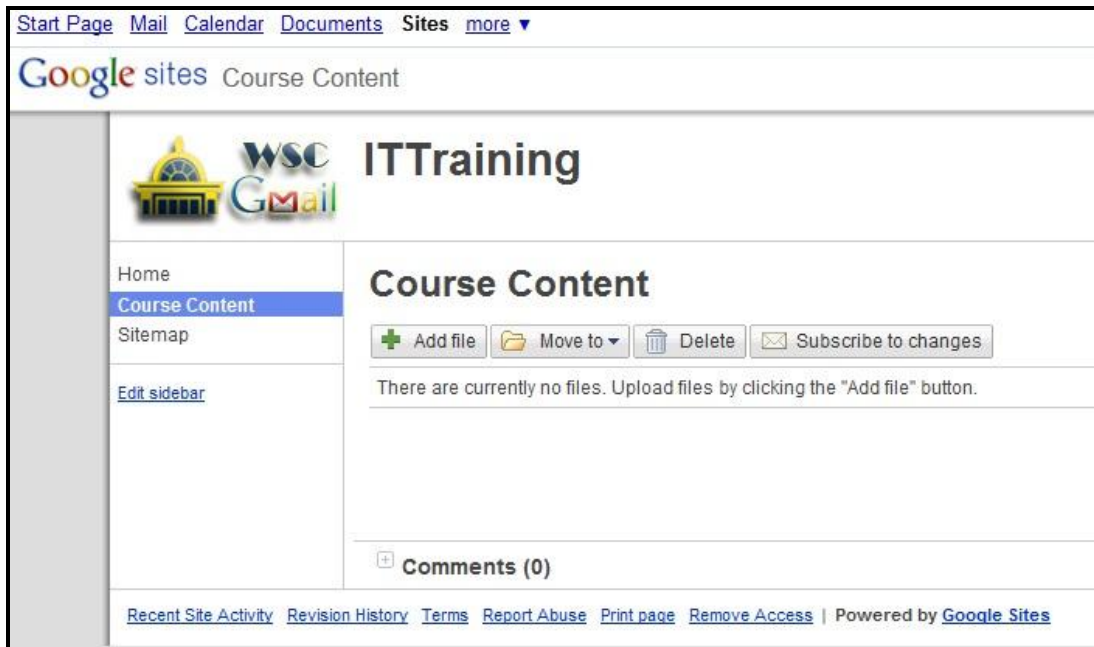
Each file cabinet page will have its own web address

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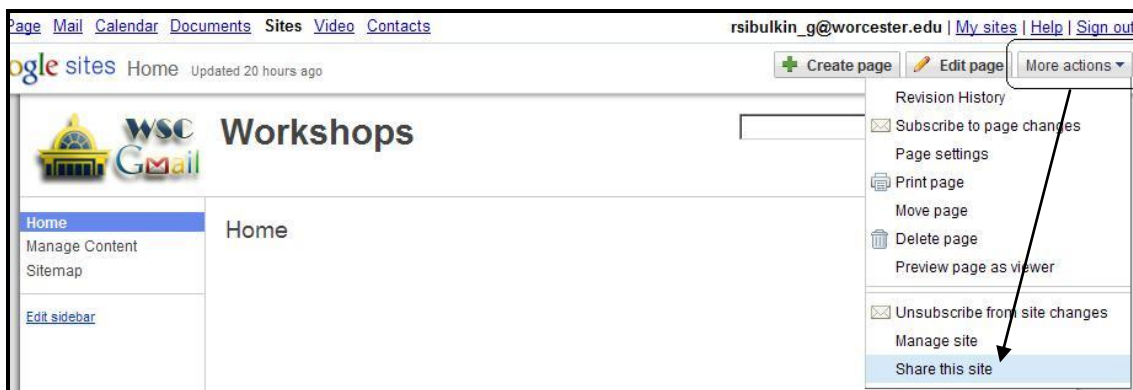
Process Overview – Modifying Permissions to Read Only

THIS STEP IS CRITICAL to prevent people from deleting or modifying your content.

Once the file cabinet is created, its name will be listed when the site in which it was placed is accessed.



1. Open the **Site** whose permissions you want to modify and click the **More Actions** down arrow on the right-hand side of the screen.

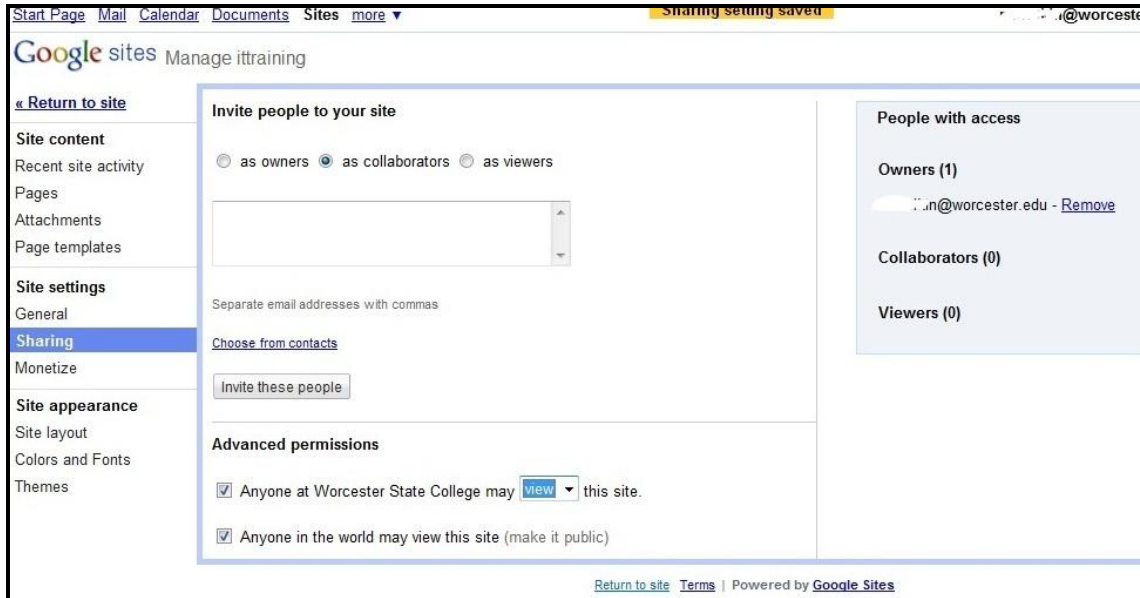


2. Select **Share this site**.

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Process Overview – Modifying Permissions to Read Only

3. Under **Advanced permissions**, check “**Anyone at Worcester State University**” and use the **down arrow** to change **Edit** to **View**.
4. **Check** (click the box), **Anyone in the world may view this site**.



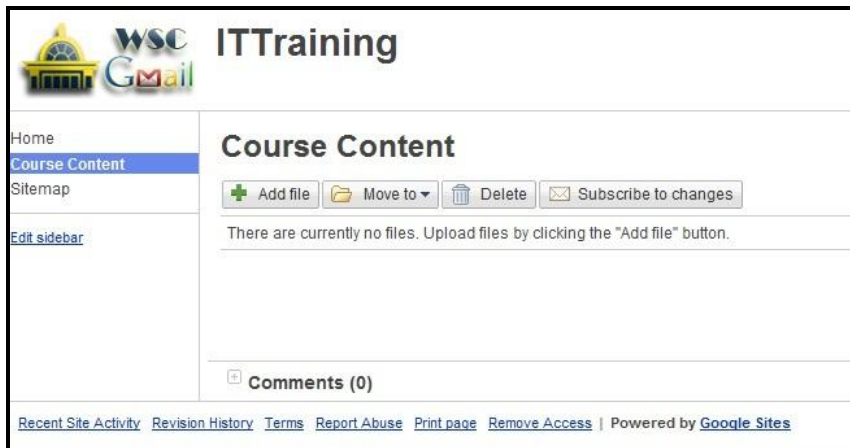
If you wish others to be able to view, collaborate, or have full “owner” permissions to the site, selections can be made under “Invite people to your site”. Email addresses can be added and separated with commas. Click the “choose from contacts” link to locate and add email addresses for people in Contacts.

Refer to Help for more information regarding an “Overview of Site Sharing”.

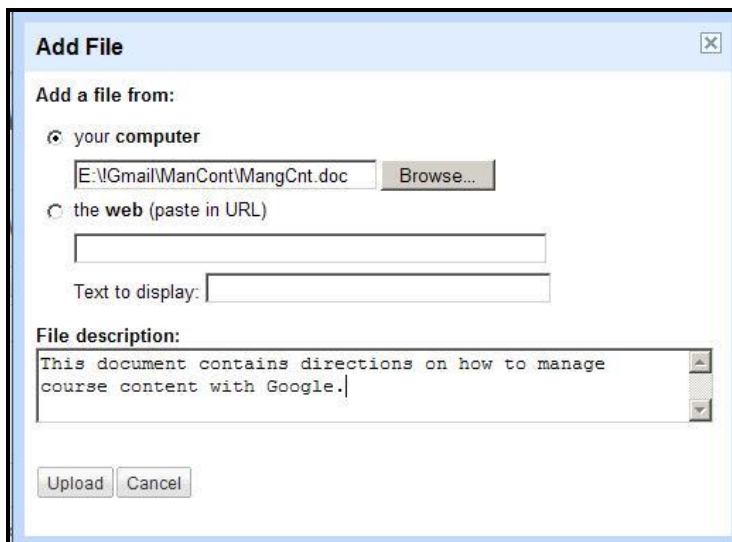
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Process Overview – Uploading Content Files

1. **Upload content** to the appropriate file cabinet page by clicking its named link. Once opened, click the **+ Add file** button.
 - Hint #1: Use Arial as the default font for content
 - Hint #2: Whenever possible, save content in relatively generic/cross platform formats (HTML, PDF, RTF, CSV, etc.)



The Add File dialog box displays.



2. In the **Add File** dialog box, **select the current location of the file you wish to upload.**
 - a. **Your computer** (local drive, network drive, CD, flash/stick drive etc.
 - b. the **web** (paste URL/web location of the file in the box).
Enter a location where anonymous access or permissions for users you wish to access the site are available and active.

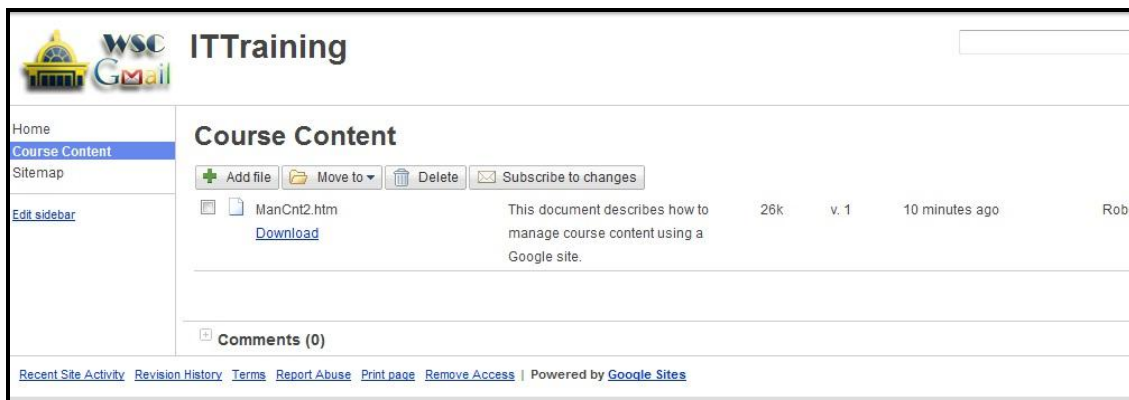
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Process Overview – Uploading Content Files (Continued)

- c. In the **Text to display** box, type a descriptive name for the file.
- d. In the File description box, describe the file.
- e. Click the **Upload** button.

The file will be uploaded to your Google site (file cabinet).

In order to organize the file cabinet further, new folders can be created by clicking the Move To drop-down menu, selecting New Folder, typing a folder name, and clicking Save.



The screenshot shows a web interface for "WSU ITTraining" with a "Course Content" section. The interface includes a sidebar with navigation links (Home, Course Content, Sitemap, Edit sidebar) and a main content area. The main area features a toolbar with "Add file", "Move to", "Delete", and "Subscribe to changes" buttons. A file named "ManCnt2.htm" is listed with a "Download" link. The file description reads: "This document describes how to manage course content using a Google site." The file size is 26k, version is v. 1, and it was uploaded 10 minutes ago. There are 0 comments. The footer contains links for "Recent Site Activity", "Revision History", "Terms", "Report Abuse", "Print page", "Remove Access", and "Powered by Google Sites".

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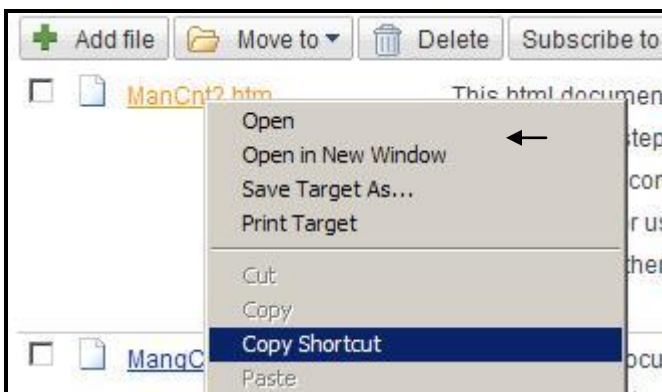
Process Overview – Creating a Link to the File(s) in Your LMS

The URL/Web address to a Site or file cabinet page can be copied and provided to desired users (students, staff, employees, committees, or other target audiences) by pasting its link in an LMS (Blackboard or other Learning Management System) course shell.

1. **Log into Gmail** and **open the Site and file cabinet pages** that contains desired course content.



2. **Right click the file cabinet or document name** whose link you want to provide and select **Copy Shortcut**.



3. Open your **LMS** and **paste the link** (Edit>Paste) in an External Link dialog box or other appropriate location of your choice.
4. Once links are created in the LMS, all adjustments can be made in the data repositories.