Lesson 10: Risk Management Data

Transcript

Welcome to the *Statistics and Risk Management Technology Application* section **Risk Management Data**. In this this lesson we will discuss integrating **Google Sites** into the classroom. Each student can be given a different aspect of Risk Management Data to elaborate on. The end result will be a library of tutorials that all students can benefit from.

To begin, navigate to www.google.com and select **More.** Finally scroll down to the **Even more** section. Select Google **Sites** from the **Communicate, show & share** section. If you are not currently logged in, you'll need to enter your Google account information. Here is a look at my Google Sites list. Google sites can be used to create a web site or wiki collaboratively. Some of the sites on this list are ones that I have created and others are ones shared with me. For this example, let's take a look at the start of a Web Quest I began about the War of 1812.

You'll see on the left hand side that multiple pages can be created. Presently, this page resembles what a typical visitor would see. In order to edit the page, I'll need to select the Edit page button on the top

right of the screen. Once I have selected Edit Page, I am able to change the Page Title and add text into

the paragraph area. I also can insert several other items as well by clicking on **Insert** on the left hand

side. One neat thing about Google Sites is how it seamlessly integrates with Google Docs. I could attach

a Google Doc to the page. After selecting Document, I am presented with all the documents in my

Google Docs. I'll select the Cash Flow Game we created a few lessons back. After making my selection, I

am asked if I want the title to remain the same. If satisfied, I can click on Save. Now it doesn't look like

much now, but when I click on Save on the right hand side, I go back to Preview mode. Notice that the

document is now embedded into the page.

I'll click on Edit Page and select the Google Docs place holder. At the bottom, I have options to Align Left,

Center, or Right. I can turn "Wrapping" on which means Text to the Left or Right would appear next to

the document. For example, if I select Properties and change the width to 150 pixels and Save and then

select Wrap On and add text, that text will appear to the right. Let's take a look when I select Save. Now

the document is smaller and text is wrapping around the document.

So we have looked at editing a page. Let's take a look at creating page. We do this by selecting Create

page on the right. Now that I am at Create Page, I need to give my page a name and decide what

template to use. Typically, this will stay on Web Page. Next, select Create Page. Now the page displays in

Edit mode but notice that it does not appear in the Navigation yet. Let's click on Save and add it to the

Navigation. To do this, select Edit Sidebar under the Navigation links. Next, select Edit under Navigation.

I could select the check box next to Automatically Organize navigation. Doing so would not allow me to

put my pages in the order I desire on the navigation. You'll notice that I see the previously created pages

and options to the right to move pages up, down, or even make some pages Subpages. Let's make some

adjustments to show all those examples. For instance, I may want Credits to be a subpage on

Conclusion. To do this, I'll select Credit and then select the Indent arrow. Now the page shows under Conclusion. To add the page I just created, I will select Add Page. In this window, I will see all pages that I have created. I see the Test page just created. After selecting Test page and clicking on OK it will first add the page as a subpage on Conclusion. To make it its own subpage, select the Outdent arrow. Next, select OK. It is important to select the Save changes button on this screen. Finally, select Return to site. Now I see a subpage under Conclusion and the new page just created.

So how do you create your own Google Sites? Let's start from the beginning. I will navigate to sites.google.com and go back to my Google Sites list. I'll select the Create new site button. On this screen it will ask me what template to use. I recommend keeping the template as Blank template. Give your site a name. This name will also become the URL address. Expand the Choose a theme area. This section allows me to pick my color scheme. For this example let's select Beige and Blue. Scroll down and expand the More Options section. This section allows me to add a short description about my Site or Wiki and who can see my site – Either everyone in the world or only specific people. Finally, type in the code shown and select Create site.

To share this site and invite collaborators, it is the same process as Google Docs. I'll need to select the link Public on the web, Add people based on their email address and choose their role as Edit or View only. Now that the site has been created and shared, pages can be created and students could be assigned their own page. The end result will show students collaborating together to produce a final product.

Now that you know about this resource, think of ways it can aid in your teaching.