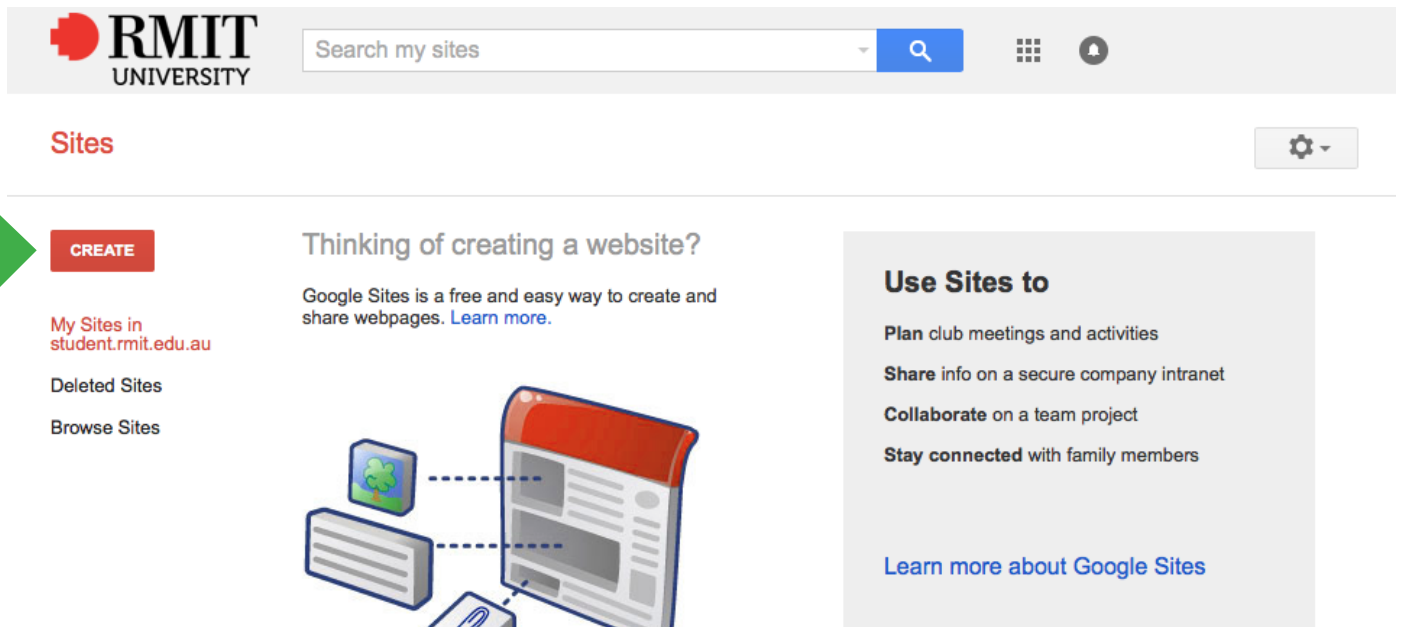


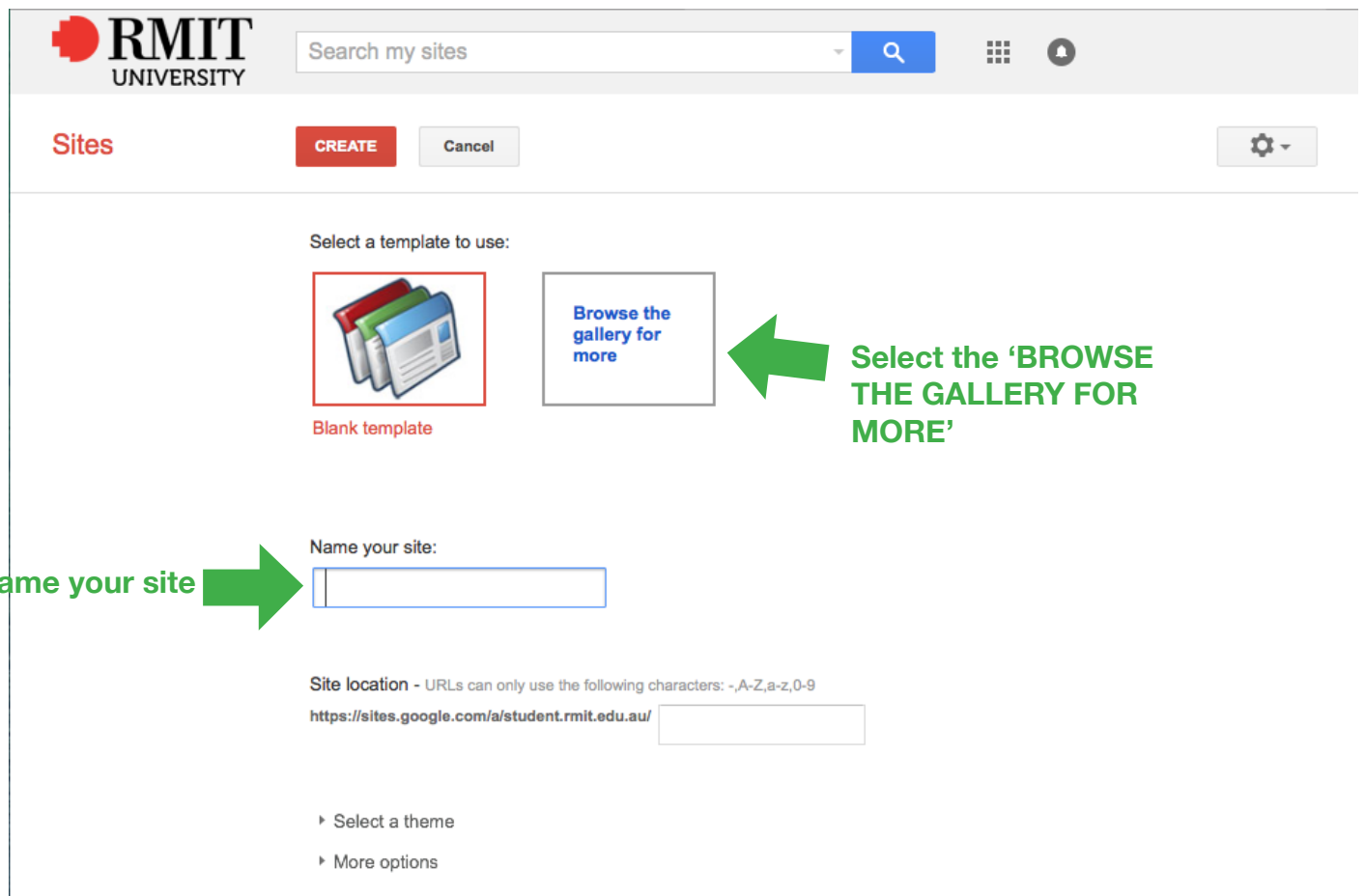
1. Log into Google sites: <https://sites.google.com/a/rmit.edu.au>

2. Select **CREATE** on left hand side.



The screenshot shows the Google Sites interface for RMIT University. At the top left is the RMIT UNIVERSITY logo. To its right is a search bar labeled "Search my sites" with a magnifying glass icon. Further right are icons for a grid and a notification bell. Below the header, the word "Sites" is displayed in red. On the left side, there is a vertical menu with a red "CREATE" button highlighted by a green arrow pointing from the left. Below the "CREATE" button are links for "My Sites in student.rmit.edu.au", "Deleted Sites", and "Browse Sites". The main content area features the heading "Thinking of creating a website?" followed by the text "Google Sites is a free and easy way to create and share webpages. [Learn more.](#)". Below this text is an illustration of a computer monitor displaying a website, with a document icon, a folder icon, and a paperclip icon connected to it by dashed lines. To the right of the main content is a grey box titled "Use Sites to" containing a list of uses: "Plan club meetings and activities", "Share info on a secure company intranet", "Collaborate on a team project", and "Stay connected with family members". At the bottom of this box is a link: "Learn more about Google Sites".

3. Give your site a name then select "**BROWSE THE GALLERY FOR MORE**".



The screenshot shows the Google Sites interface during the site creation process. At the top left is the RMIT UNIVERSITY logo. To its right is a search bar labeled "Search my sites" with a magnifying glass icon. Further right are icons for a grid and a notification bell. Below the header, the word "Sites" is displayed in red. On the left side, there are two buttons: a red "CREATE" button and a grey "Cancel" button. Below these buttons is the text "Select a template to use:". There are two template options: a "Blank template" represented by an icon of three overlapping documents, and a "Browse the gallery for more" button represented by a box with the text "Browse the gallery for more". A green arrow points from the right towards the "Browse the gallery for more" button. Below the template selection is a text input field labeled "Name your site:" with a green arrow pointing from the left towards it. Below the name field is the text "Site location - URLs can only use the following characters: -,A-Z,a-z,0-9" followed by the URL "https://sites.google.com/a/student.rmit.edu.au/" and an empty text input field. At the bottom, there are two expandable options: "Select a theme" and "More options".

4. Find the **Creativity, Innovation and Entrepreneurship Workbook** template in the list or do a search in the search panel.

The screenshot shows the RMIT University site creation interface. At the top, there is a search bar labeled "Search my sites" and a "Sites" section with "CREATE" and "Cancel" buttons. Below this, a "Select a template to use:" section is visible. A large green arrow points from the text "Search for 'Creativity, Innovation and Entrepreneurship' template in the list or type it into search field" to the search bar in the "Select a Site Template" overlay. The overlay itself has a search bar labeled "Search gadgets" and a list of templates. The templates listed are:

- Inclusive Teaching at RMIT**: A site for resources related to Inclusive Teaching at RMIT.
- RMIT\_Archi&Design\_General**: For internal use by RMIT School of Architecture and Design. Please contact Ke...
- Flipped classroom template**: This template has been designed as a model for teaching staff to use to desig...
- Ecological and Aboriginal understandings of country a reflective journal**: This site accompanies the resource made for the course Ecological and Aborigi...
- Bookkeeping Makes Cent\$ Student Workbook**: This workbook accompanies the eBook 'Bookkeeping makes cents\$', it ho...
- PD Reflective Journal**: This reflective journal was designed for use by teaching staff attending a se...

At the bottom of the overlay, there are "Select" and "Cancel" buttons. The language is set to "English (US)".

5. Once you find the correct template choose **SELECT**.



### Select a Site Template

rmit.edu.au

#### Public

- Featured
- Business collaboration
- Activities & events
- Schools & education
- Clubs & organizations
- Personal & family
- Government & non-profits



1

#### Policy

#### Language

English (US) ▾

Choose the correct template then press 'SELECT'

2

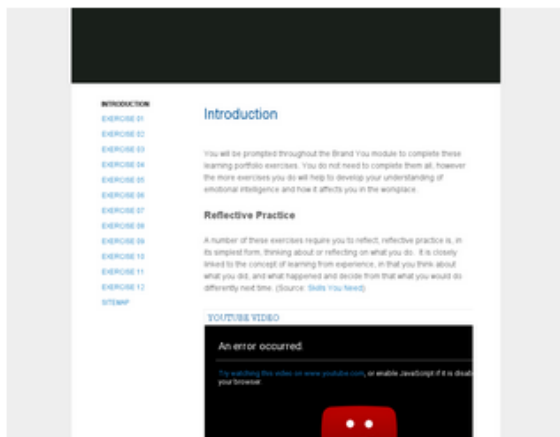
Select

Cancel

6. Press **SELECT** to confirm.



## Select a Site Template



**'SELECT'**  
to confirm the  
template

Select

Cancel

« Back to Gallery

6. Press **CREATE** to use the template as your own site.

Select **CREATE** to use the template as your own.



Sites

CREATE

Cancel



Select a template to use:



Blank template



Name your site:

Site location - URLs can only use the following characters: -, A-Z, a-z, 0-9

<https://sites.google.com/a/rmit.edu.au/>

- Select a theme
- More options