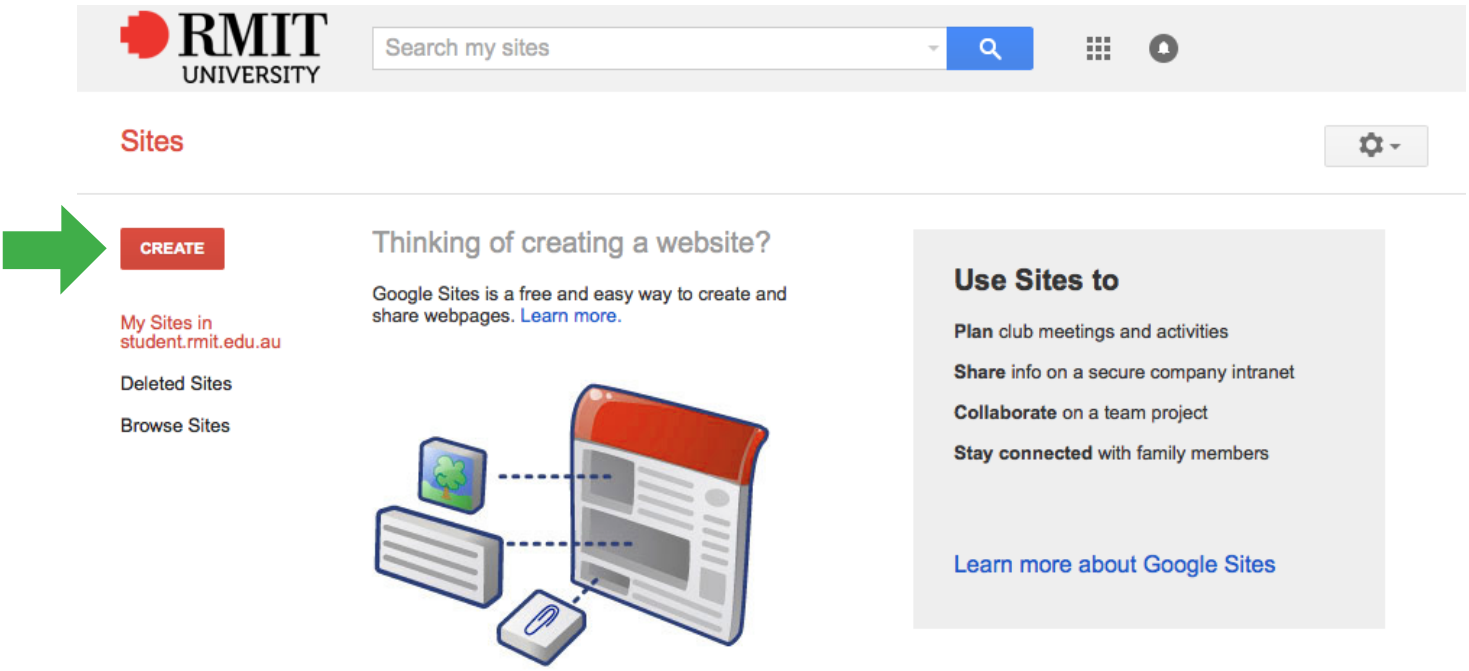
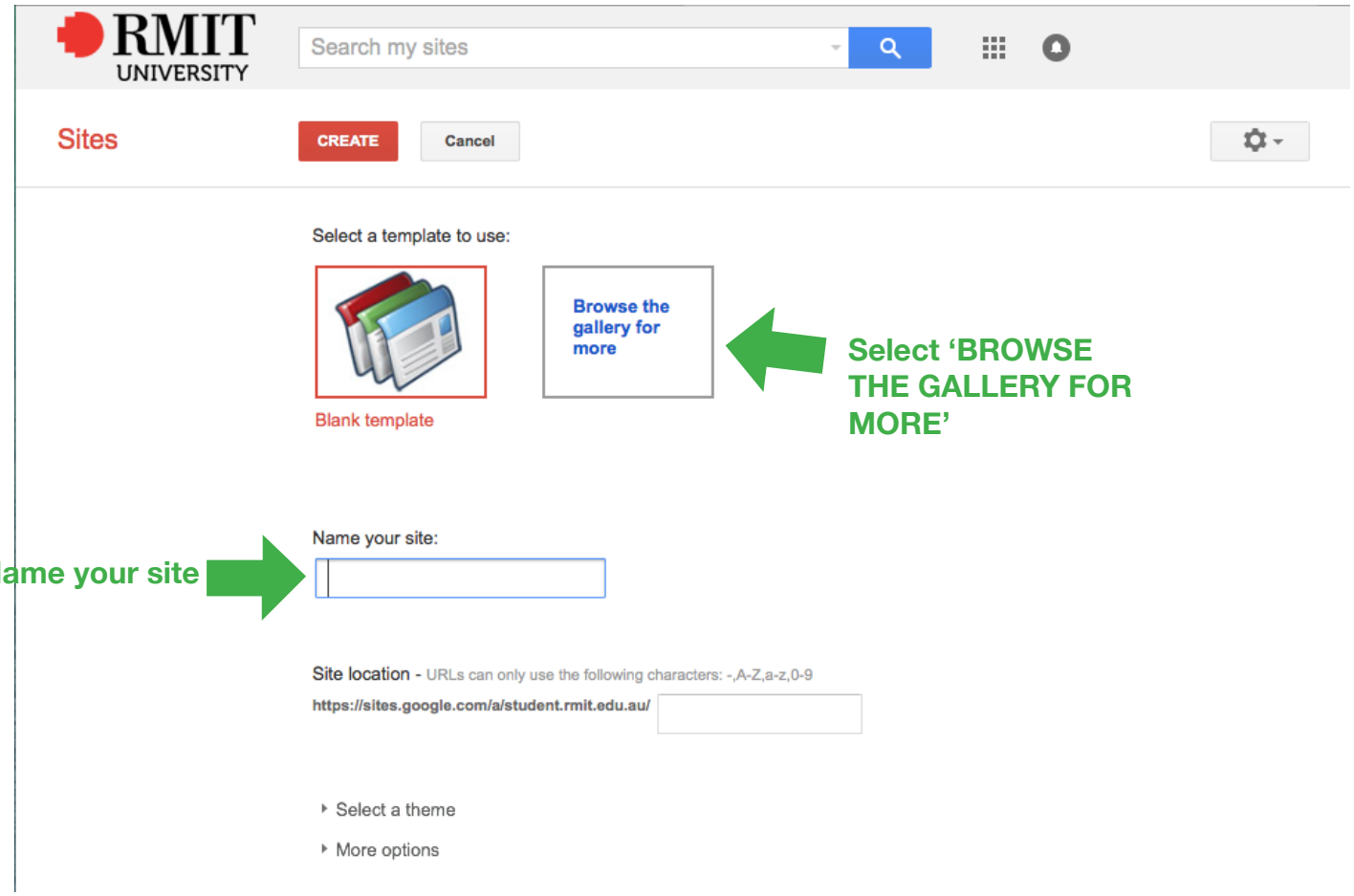
1. Log into Google sites: *https://sites.google.com/a/rmit.edu.au*

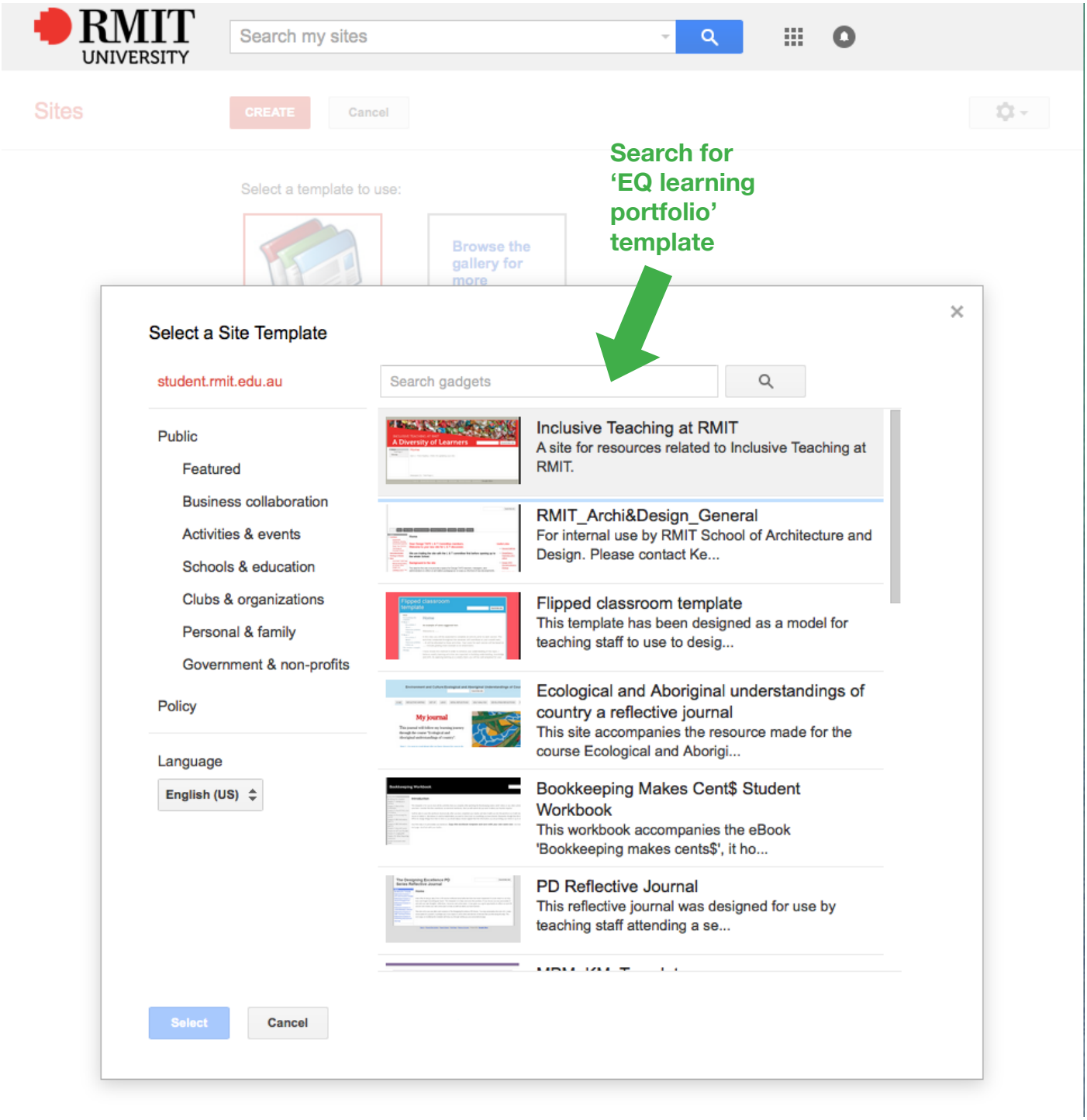
2. Select **CREATE** on left hand side.



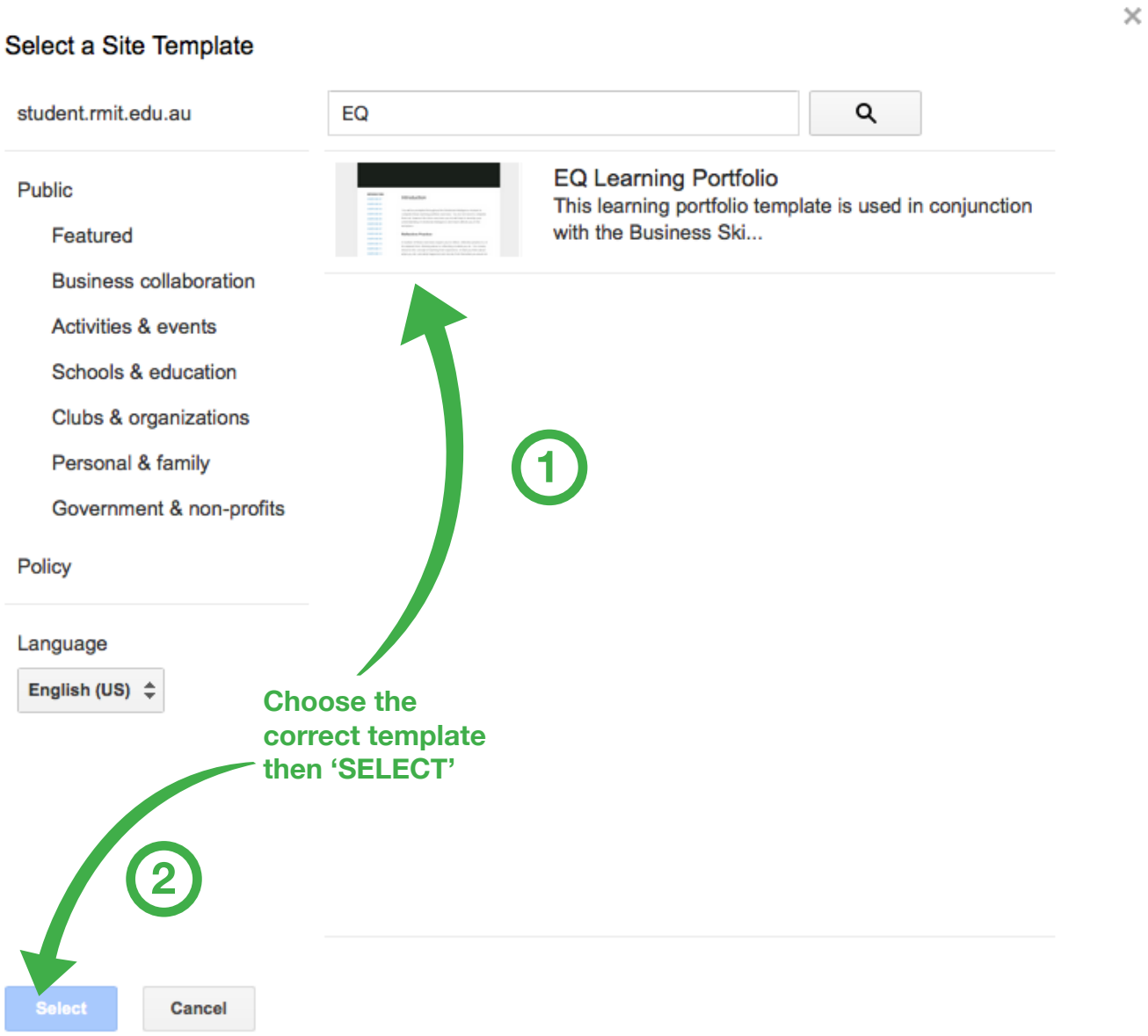
3. Give your site a name then select **BROWSE THE GALLERY FOR MORE**.



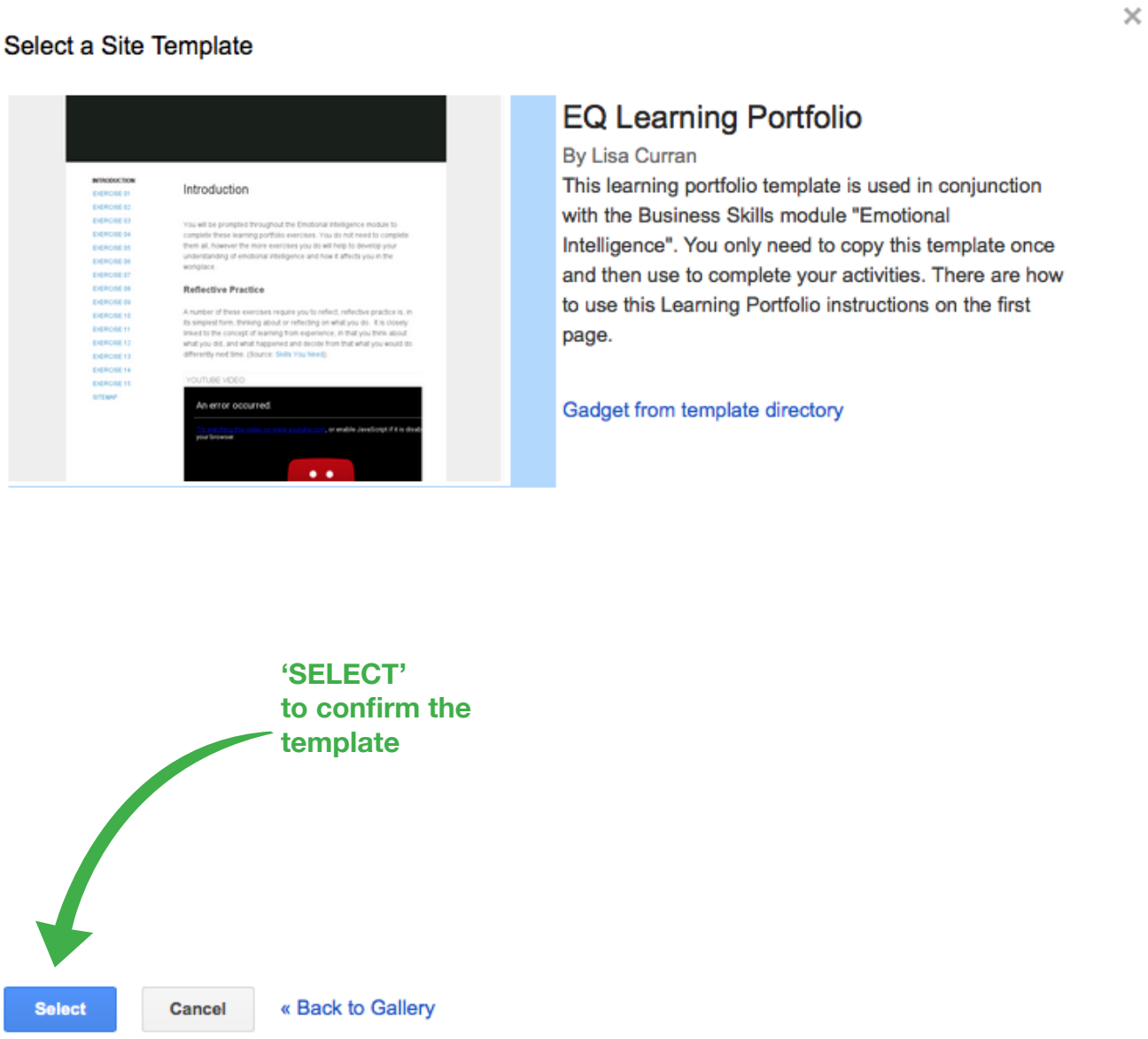
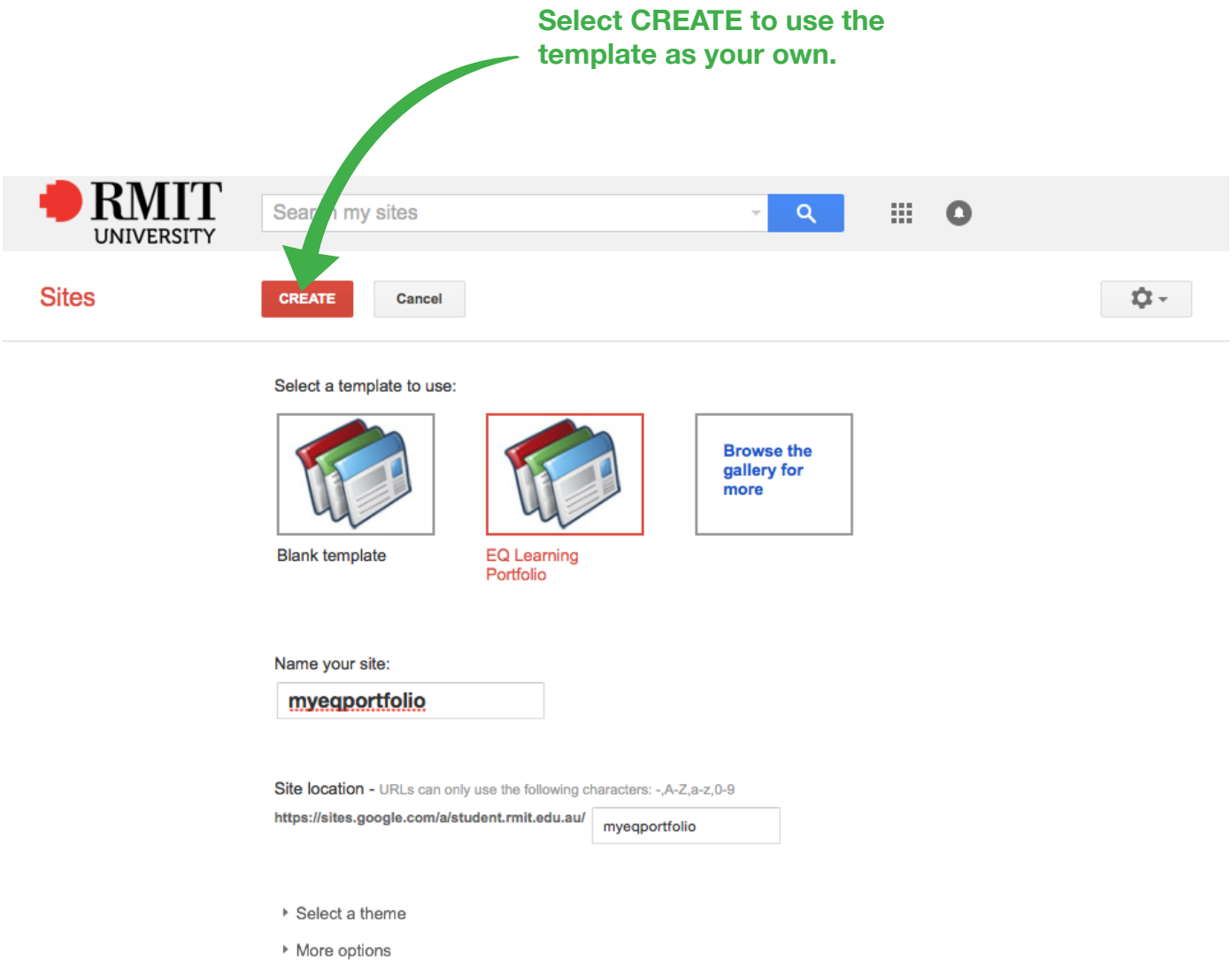
4. Find the **EQ Workbook** template in the list or do a search in the search panel.



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



6. Press **SELECT** to confirm.



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