Teachers Guide
To Create A Class Website Using The New Google Sites
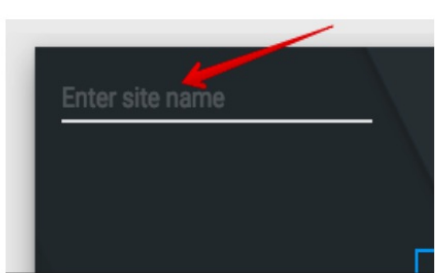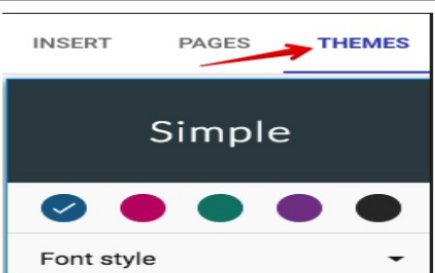
1- Create a site
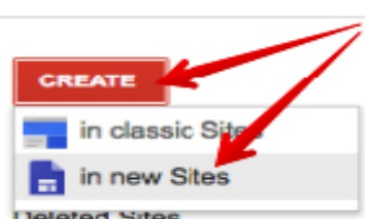
1- Head over to https://sites.google.com/
2-Click 'Create'.
3- Select 'in new Sites'.

2- Name your site

1- Open your Google Site.
2- In the top left corner, click 'Enter site name'.
3- Type the name of your site.

3- Choose a theme for your site

1- Click on 'Themes' from the top right menu.
2- Click on the theme you like to select it and it will be applied to your site.

4- Add pages to your site

1- Open your Google Site.
2- Click on 'Pages' from the menu on the right .
3- Click on 'Add page'.

5- Add content to your site

Click on the 'Insert' button in the top right corner to add : 'Text box/Images/ Embed URL/ Google Embeds(YouTube videos, Calendar, Map)/ Google Docs(Docs, Slides, Sheets, Forms, Charts) or choose Upload to upload files from your computer.'

6- Add editors to your site
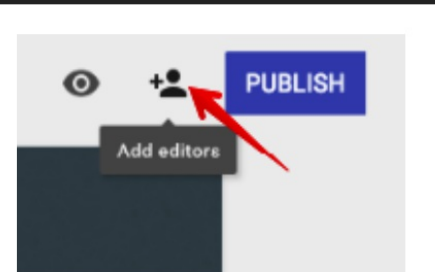
1- Open your Google site.
2- Click on ' Add editors' in the top menu.
3- In the 'Invite people' box' type in names or email addresses of people you want to add.
4- Click 'Send'.

7- Publish your site
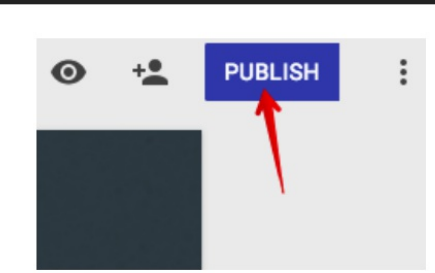
1- Open your Google site.
2- Click on 'Publish' button from the top menu.
3- Type your site's URL.
4- Check whether you want to allow your site to appear in search results or not.
5- Click on 'Publish'.

Sources

https://support.google.com/sites#topic=6372850
https://gsuite.google.com/learning-center/products/sites/cheat-sheet/