

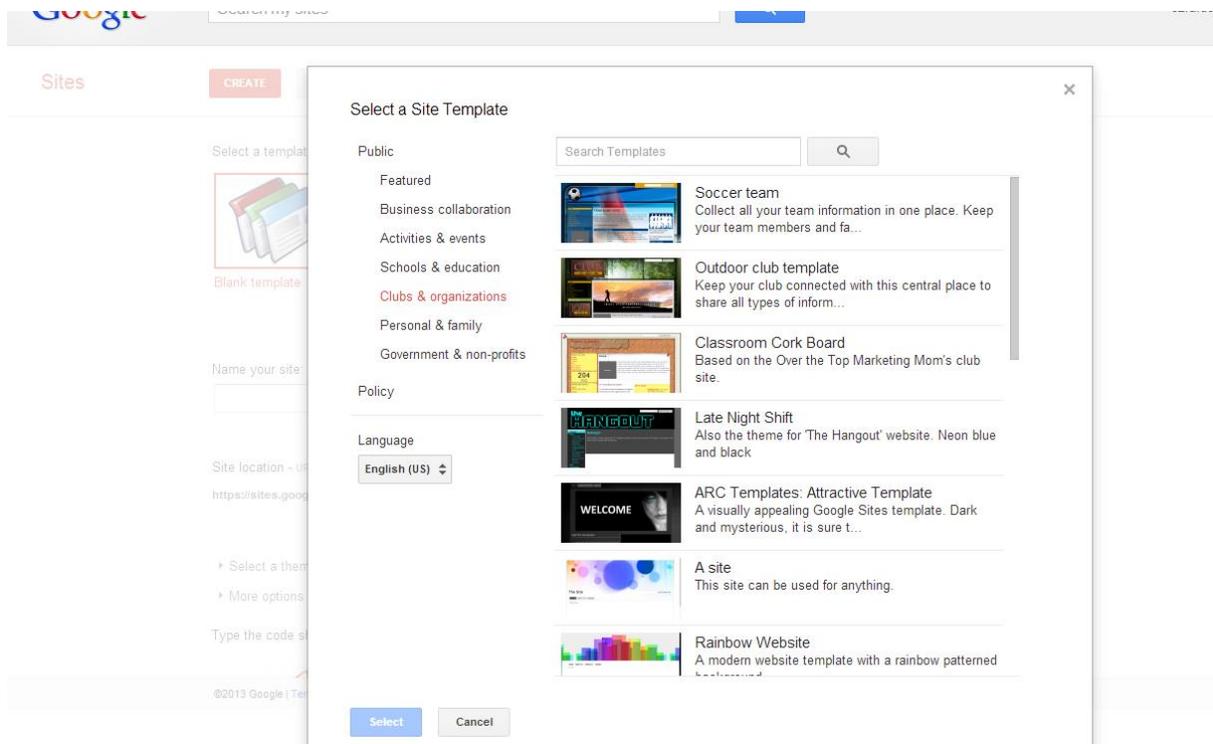


Jump to: [Using AAUP Photos](#) / [AAUP Logos](#)
[Embedding the AAUP Twitter Feed](#) / [Embedding the AAUP News Feed](#)

CREATING A WEBSITE

You can make a simple, free chapter website using Google Sites. To start, go to <https://sites.google.com/> and click “Create.” You will be asked to log in with a Google account; if you don’t have one, you will be asked to create one. You don’t need a Gmail address (you can use an already existing, non-Gmail address), but this could be a good chance to create a generic, non-university e-mail for your chapter (like, “MU-AAUP@gmail.com”).

Start by picking a template. This will set up the general *layout* of your page. Since these are just templates and you will be customizing them later, you don’t have to worry too much about what the intended purpose of the template is. But we would suggest picking one from the “Clubs and Organizations” section. For our example we’ve picked “Classroom Cork Board”:



Fill out what the name of your site will be, and how you’d like to personalize the URL, or web address. The name should be a descriptive but relatively short name, like “Monsters University AAUP Chapter.”

The URL should be short, simple, and easy to remember, like “muaaup.” The final URL will be <https://sites.google.com/site/muaaup>, or whatever it is that you fill in at the end. Unfortunately you cannot get a simpler URL through Google Sites; that’s one of the trade-offs for it being free. (But if it is important to you to have a specific web address, you should know that you can buy a web domain elsewhere.)

You can also “Select a Theme” from the menu, this will further customize your website by allowing you to pick a color and design scheme. The general layout will still be what you picked as your template above. You can change or adjust the theme later, though it’s easiest to pick something at this stage.

Google Search my sites ezra.deutsch.fe

Sites

CREATE Cancel

Blank template Classroom site Soccer team Spring Floral Wedding Instructional Classroom Cork Board Browse the gallery for more

Name your site:
Monsters University AAUf

Site location - URLs can only use the following characters: A-Z,a-z,0-9
https://sites.google.com/site/ muaaup

Select a theme
More options

Type the code shown:
pnsp

Fill in the code, and click “CREATE” at the top of the page. Wait a few minutes, and your page will be created. At this point it is live online and anyone who types in or clicks your URL will see it.

You are not done yet! Before you send the link to anyone, you need to replace all the sample text they have with your own. Here’s what our page looked like when we started:

Much of this design is based on the template and theme we chose, so don’t worry if yours looks very different. However, it will still have lots of blocks of text with “Lorem Ipsum...” or “Replace this text” or something else. You want to be careful to replace all of those before you publicize your website.

To edit your page, click the edit icon (it looks like a pencil) in the top right:

The screenshot shows a website template for 'Monsters University AAUP Chapter'. The page has a dark green header with the site name and a search bar. Below the header is a navigation menu with links like Home, Activities, and Contacts. The main content area features a large 'Home' section with a placeholder image and a paragraph of Lorem Ipsum text. To the left, there's a 'Browse Our Site' sidebar with a 'Stuff of Interest' section showing a 'Next event' in 1100 days. At the bottom, there's a calendar for October 3rd and a 'Stuff of Interest' section with another placeholder image and text.

Home Updated 3 minutes ago

Monsters University
AAUP Chapter

Search this site

Browse Our Site

- Home
- Activities
- Contacts
- FAQ
- Photo Gallery
- Stuff of Interest
 - Another Post
 - Sample Post

1100
days since
Next event

CERTIFIED
Over
The
TOP
DESIGN

Home

Image One

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Tip: [How to replace this calendar](#)

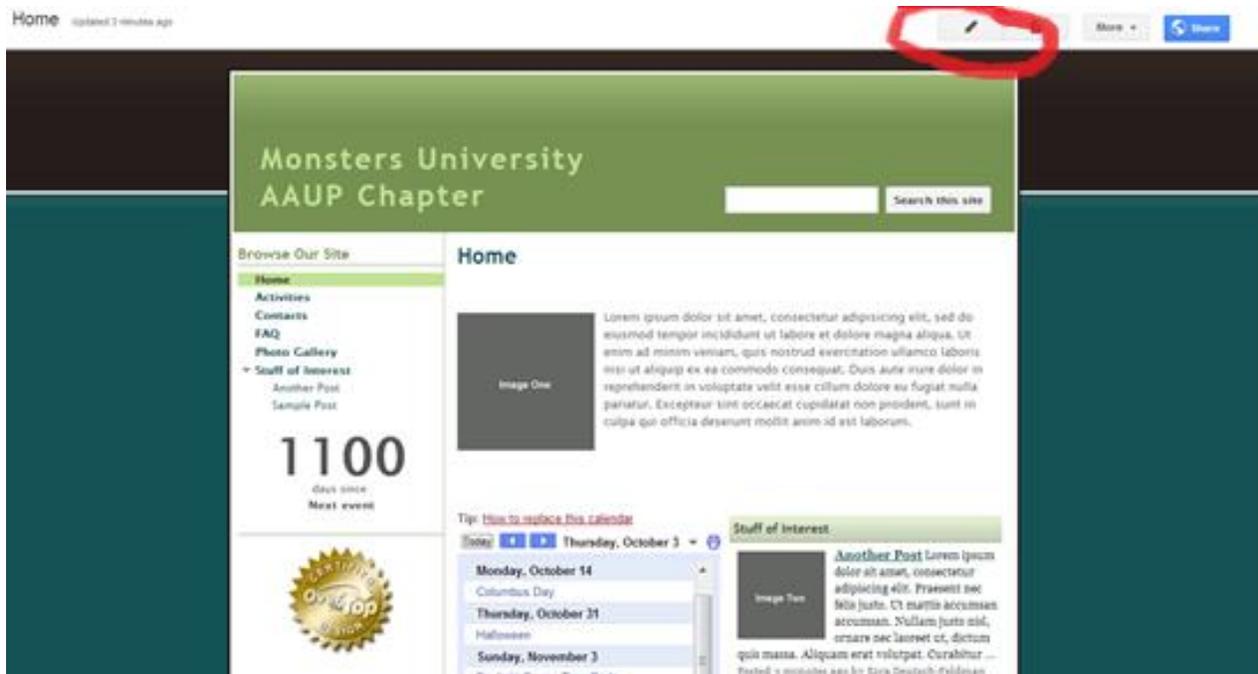
Today Thursday, October 3

- Monday, October 14
 - Columbus Day
- Thursday, October 31
 - Halloween
- Sunday, November 3
 - Daylight Saving Time Ends

Stuff of Interest

Image Two

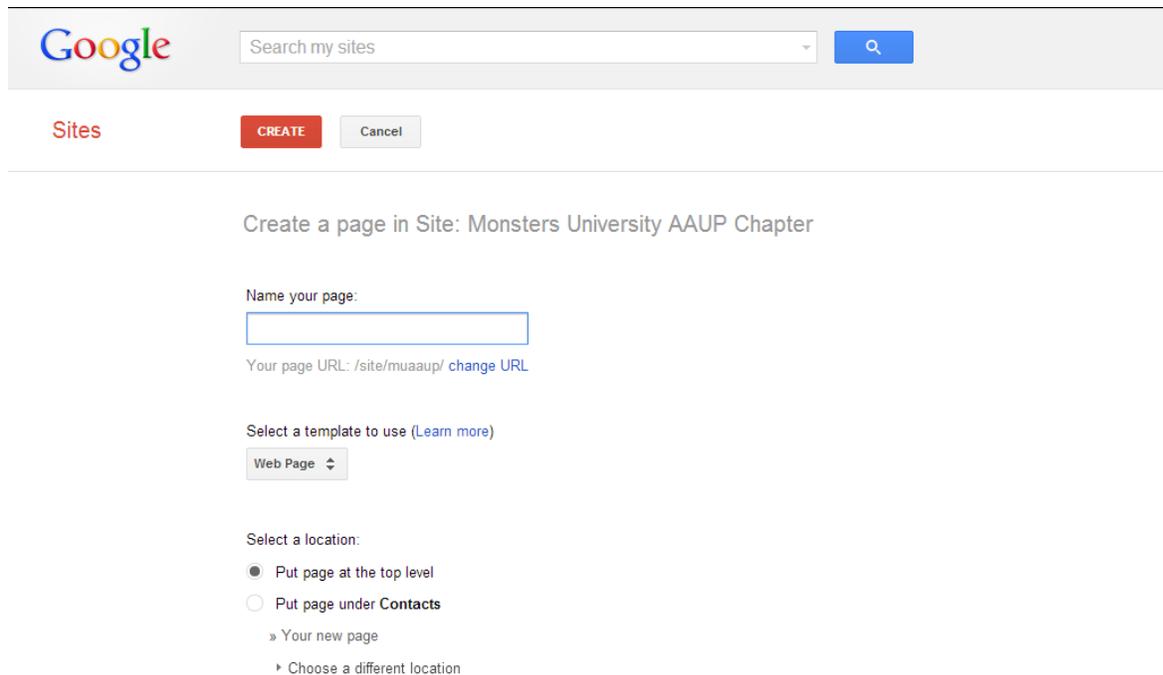
[Another Post](#) Lorem ipsum dolor sit amet, consectetur adipisicing elit. Praesent nec felis justo. Ut mattis accumsan accumsan. Nullam justo nisi, ornare nec laoreet ut, dictum quis massa. Aliquam erat volutpat. Curabitur ...
Posted 3 minutes ago by Ezra Deutsch-Feldman



This will make the text editable just like in a word processor. Delete the stand-in text and add your own. For the paragraph that is front and center on your home page, you probably want to include general information about your chapter – who you represent, who is eligible to join, how someone joins, when you have meetings, or any other crucial information you want visitors to see.

Go through each page of the website and replace all the stand-in text with relevant chapter information. For example, if there is a “Contact” page, you can delete what’s there and include contact info for your chapter leaders, if you would like. Make sure to click “Save” frequently so you don’t lose your work!

If you find that your website template doesn't have a page that you'd like to include such as "Events" or "Chapter History", you can add a new page by clicking on the "Create New Page" button (just to the right of the "Edit" button in the top right). This brings up the "New Page" form:



The screenshot shows the Google Sites interface for creating a new page. At the top, there is a search bar with the text "Search my sites" and a magnifying glass icon. Below this, the word "Sites" is displayed in red. To the right of "Sites" are two buttons: a red "CREATE" button and a grey "Cancel" button. The main heading reads "Create a page in Site: Monsters University AAUP Chapter". Below the heading, there is a section titled "Name your page:" with an empty text input field. Underneath the input field, it says "Your page URL: /site/muaaup/ change URL". The next section is "Select a template to use (Learn more)" with a dropdown menu currently set to "Web Page". The final section is "Select a location:" with three radio button options: "Put page at the top level" (which is selected), "Put page under **Contacts**", and "Choose a different location". Under the "Put page under **Contacts**" option, there is a sub-option "» Your new page".

Name your page something simple and descriptive - "Events" is just fine. The "Select a Location" button lets you choose where in the website this new page will be located. If you are unsure, just click "Put page at top level." Then click CREATE.

Your new page will be empty, but you can enter text just like on any other page. You will also see that there is a new link in the menu for this new page.

From there it is just a matter of editing pages and adding pages until you have replaced all the stand-in text with your own. If you need to delete a page, just go to that page, click on "More" in the upper right corner, and click "Delete Page." You can also go to the page and then press Shift+3.

Activities Updated 49 minutes ago

Monsters University AAUP Chapter

Browse Our Site

- Home
- Activities
- Contacts
- FAQ
- Photo Gallery
- Scare Games
- Stuff of Interest
 - Another Post
 - Sample Post

1227 days since Next event



Activities

Meetings:

- Every full moon we meet in Screamy Hall for our monthly AAUP meeting
- In addition, every other Wednesday we have an informal AAUP lunch for discuss issues on campus. These lunches are held in the Terror Tower c

Holidays in United States

Today February 2014

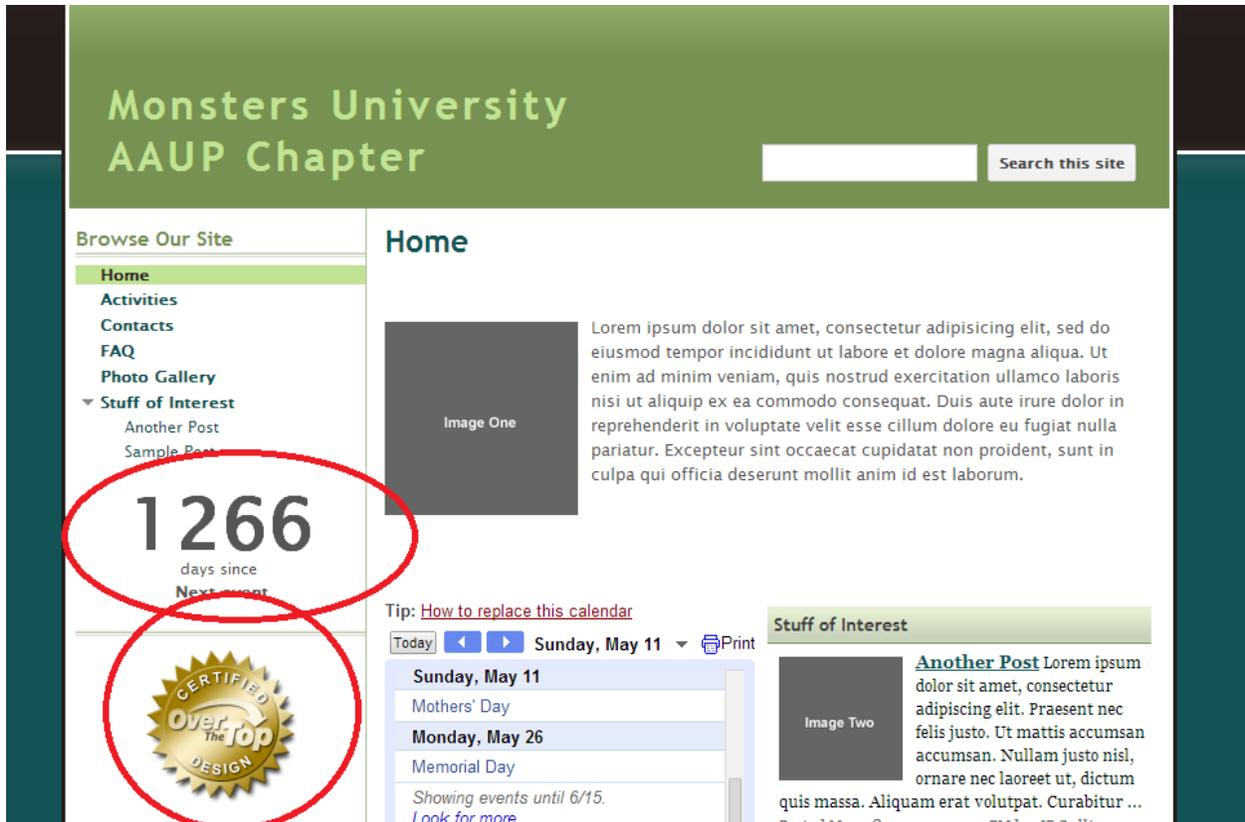
Sun	Mon	Tue	Wed	Thu	W
26	27	28	29	30	
2	3	4	5	6	
9	10	11	12	13	14 Valentine's D
					15

More

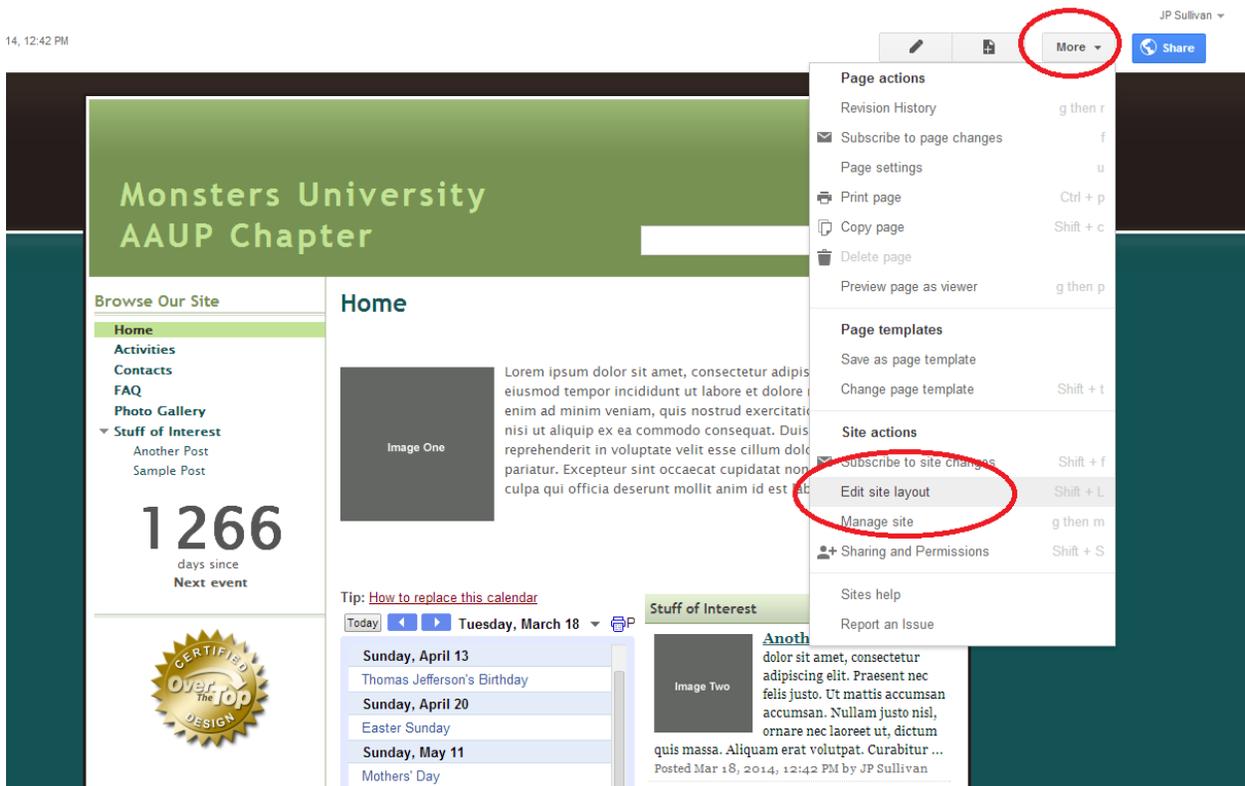
- Page actions
 - Revision History
 - Subscribe to page changes
 - Page settings
 - Print page
 - Copy page
 - Move page
 - Delete page
 - Preview page as viewer
- Page templates
 - Save as page template
 - Change page template
- Site actions
 - Subscribe to site changes
 - Edit site layout
 - Manage site
 - Sharing and Permissions
 - Sites help
 - Report an Issue

For example, our template came with an “FAQ” page. We don’t have any FAQs that we’d like to include on our website, so we are going to go to the FAQ page, click delete, and it will be gone. Note that you cannot delete your homepage.

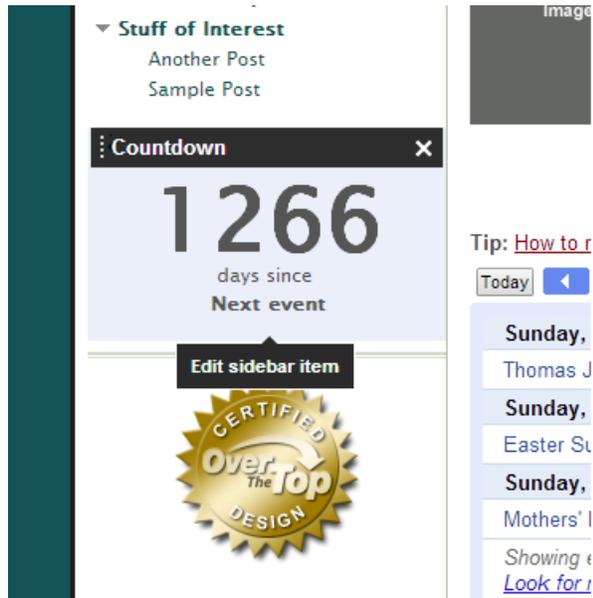
Note: Some templates have advertising or other unwanted images and text that can be a little tricky to delete. This is often included by the third-party companies who created the templates. For example, here is how you delete the images circled in red:



When you are logged in and on your homepage, click More in the upper right, then Edit Site Layout:



You may not see much change at first, but if you hover over the “Days Since Next Event” box, it will highlight and an X will appear in the upper right corner:



Just click that X and the box will disappear. Do the same for the “Over the Top” image. Make sure to click Save when you are done! The boxes will be gone:

Monsters University AAUP Chapter

Browse Our Site

Home

Activities

Contacts

Events

FAQ

▼ **Stuff of Interest**

Another Post

Sample Post

Home

Welcc



AAUP National Twitter

Tweets

aaup AAUP
@AAUP

AAUP co-signed a letter strongly i
SC senate to reject funding base
objections to assigned reading.

bit.ly/1mfPpO7

Expand

There are lots of other ways to customize your page, including inserting photos, calendars, tables, videos, and all sorts of other things that you may want. If your chapter has a Facebook or Twitter page you can link to those as well. Later in this guide there is a walkthrough explaining how to embed a twitter feed so that your website automatically shows the latest messages from the national AAUP.

When you are done, and all the content you want to have is up on the site, show it to a few other people in your chapter. Ask them to click around and read the website, and let you know if anything needs to be fixed (a broken link, a typo, some stray “Lorem Ipsum” text, etc) or if they have any ideas for things that may be missing.

Once you are confident that the website is great, share it with the world! Remember to keep it updated with correct contact info, upcoming events, new photos, new developments, etc. And please let us know at the national office that your website is up and running by writing to website@aaup.org.

If there's anything in these instructions that doesn't make sense or doesn't work, let us know that, too. Google changes often and we may need to update!

AAUP PHOTOS

Good photos will help make your website compelling. Most effective are probably the photos you take of your members, your leaders, and events that you host. AAUP chapters, conferences, and members are also welcome to use photos from the national AAUP's Flickr site without getting specific permission, as long as you attribute the photos to the photographer, who is credited in the caption for each photo. Here is how to find and download AAUP photos:

You can find photos from AAUP events on our Flickr page. They are all located here: <http://www.flickr.com/photos/aaup/> . You can also see them organized by event here: <http://www.flickr.com/photos/aaup/sets/>

When downloading photos to print or use on your own website, download fairly large sizes if you can. These will be the most detailed versions and will look best. To get the larger image, click the photo. That will bring up the photo's page, which looks like this:



Right click on the photo and you'll see the option to "view all sizes":



Click one of the “Large” options, or even “Original” if your computer is fast enough and you have worked with large photos before. You’ll be brought to a page with the large image, which will likely be so big that your screen can only see a small part of it at one time. You can click the link next to “Download” to save a copy of the size you are looking at, or right click on any of the other sizes and click “Save link as...”

Finance Weather Games Groups Answers Screen Flickr More ▾

Upload

Photo / All sizes

License [\[CC BY-NC-SA\] Some rights reserved by AAUP](#)

Download [Download the Original size of this photo](#) (All sizes of this photo are available for download under a Creative Commons license)

Sizes	Square 75 (75 x 75)	Small 240 (240 x 160)	Medium 500 (500 x 333)	Large 1024 (1024 x 683)	Original (7193 x 4795)
	Square 150 (150 x 150)	Small 320 (320 x 213)	Medium 640 (640 x 427)	Large 1600 (1600 x 1067)	
	Thumbnail (100 x 67)		Medium 800 (800 x 534)	Large 2048 (2048 x 1365)	

Then just make sure you know where on your computer you’ve saved the image, and you can then upload it for use on your website, newsletters, or anywhere else.

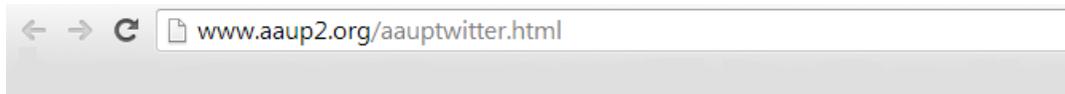
AAUP LOGOS

If you would like to create a chapter logo that matches the national AAUP logo, we can put you in touch with a designer who can do that. We also have state-specific AAUP logos available upon request. E-mail communications@aaup.org if you are interested.

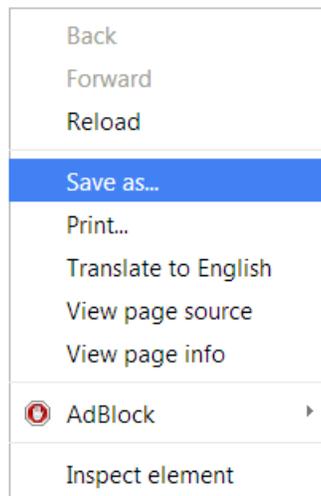
EMBEDDING THE AAUP TWITTER ACCOUNT ON YOUR WEBSITE

You can add a box to your website which will automatically show the newest tweets from the national AAUP twitter account (@AAUP). However, it can be a little tricky to use with Google Sites. Follow these instructions carefully.

First, you'll need to download the html file at <http://www.aaup2.org/aauptwitter.html> . Just visit that page, right click anywhere, and click "save as." Make sure to remember where you save it!



Tweets by @AAUP]]>



Next you'll need to go to the homepage of your Google Site; then click on "More" in the upper right, and select "Manage Site":

The screenshot shows a Joomla! website interface. At the top left, it says "Home Updated Feb 7, 2014, 6:46 AM". The main header area has a green background with the text "Monsters University AAUP Chapter". Below this, there are several content areas: "Browse Our Site" with a list of links (Home, Activities, Contacts, FAQ, Photo Gallery, Scare Games, Stuff of Interest), a "1227 days since Next event" counter, and a "CERTIFIED Over the Top DESIGN" badge. The main content area is titled "Home" and features a "MU" logo, a welcome message, a "Tweets from the AAUP" section with a tweet from Rob Townsend, and a "Stuff of Interest" section with a sample post. A "More" dropdown menu is open in the top right corner, with the "Manage site" option circled in red. The menu includes sections for Page actions, Page templates, and Site actions.

From the Manage Site screen, click on Attachments:

Google Search my sites

Manage Site **SAVE** Cancel

< Monsters University AAUP Chapter

Recent site activity
Pages
Attachments
Page templates
Apps Scripts
Deleted items

General
Sharing and Permissions
Web Address

Themes, Colors, and Fonts

Site name
Monsters University AAUP Chapter Show site name at top of pages

Site description - what is the purpose of this site

Mature content
 This site contains mature content only suitable for adults.

Landing page - This is the default landing page that users will see when they visit your site
Home [Change](#)

Site storage
1% of 100 MB used

[Copy this Site](#) [Publish this site as a template](#) [Delete this Site](#)

[Enable and configure search options - Learn more](#)

Then Upload:

Google Search my sites Selections deleted

Manage Site **Upload** Replace Move Rename Delete Select: all | none 1-4 of 4 < >

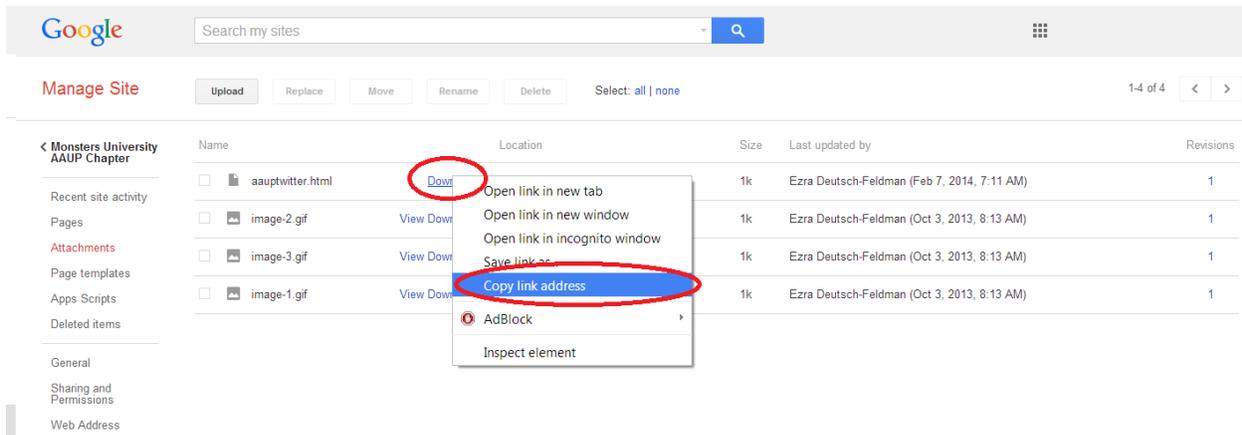
< Monsters University AAUP Chapter

Recent site activity
Pages
Attachments
Page templates
Apps Scripts
Deleted items

General
Sharing and Permissions

Name	Location	Size	Last updated by	Revisions
<input type="checkbox"/> image-2.gif	View Download /stuff-of-interest/anotherpost	1k	Ezra Deutsch-Feldman (Oct 3, 2013, 8:13 AM)	1
<input type="checkbox"/> image-3.gif	View Download /stuff-of-interest/samplepost	1k	Ezra Deutsch-Feldman (Oct 3, 2013, 8:13 AM)	1
<input type="checkbox"/> image-1.gif	View Download /home	1k	Ezra Deutsch-Feldman (Oct 3, 2013, 8:13 AM)	1

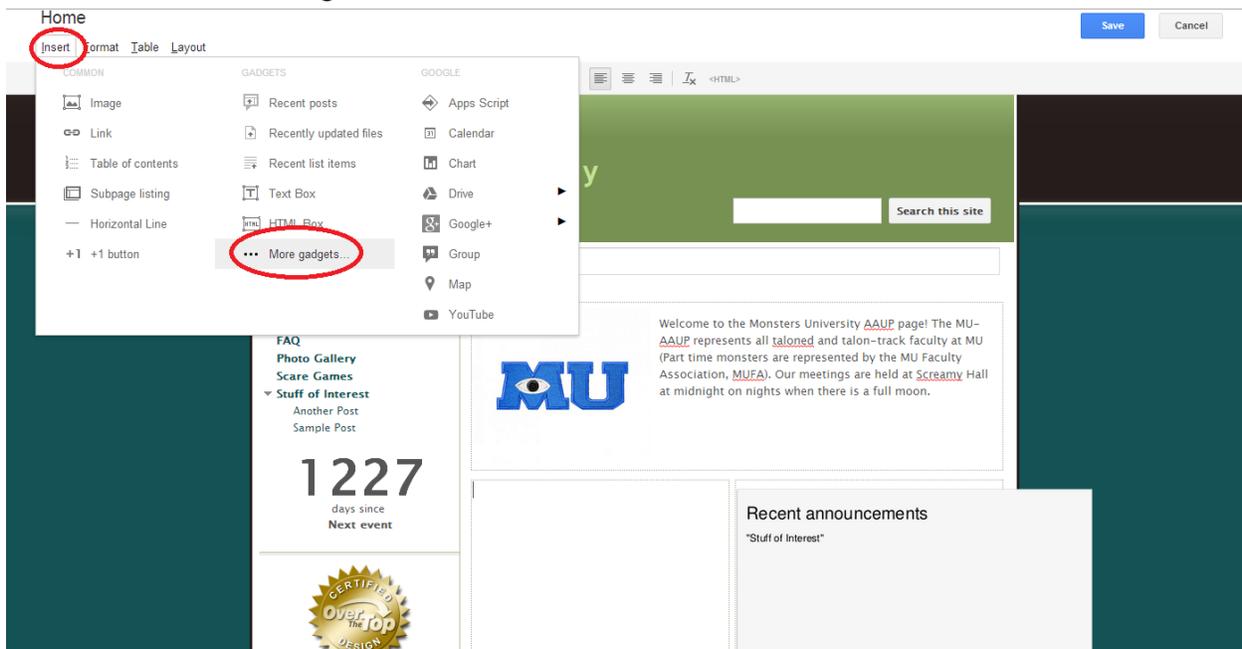
Navigate to where you saved "auptwitter.html" and select it for uploading. You should see it added to the list of uploaded files, which likely already has a few images on it by default. Right click "Download" next to the filename, and click "Copy Link Address"



Now navigate back to the page of your website where you want the embedded twitter profile to appear. Most likely you will want it on your homepage, but it can be on any page. In my example, I decided to delete the calendar on the homepage and replace it with the twitter profile.

Once you are at the page, click edit.

Navigate to the part of the page where you want the profile to appear. Then click Insert on the top menu, and then More Gadgets:



Click "Add gadget by URL" ...

Add a gadget to your page

Public

Featured

Add gadget by URL

Policy

Search gadgets

Google Calendar
The Official Google Calendar Gadget

Include gadget (iframe)
Include another web page in your Google Site

Google Group
Gadget for embedding a single Google Group within a site.

Top Stories
powered by Google News

Google NewsShow (Rectangle)
Google NewsShow element in gadget form

Twitter Widget

Cancel

...and paste the link you copied earlier into the box. Then click ADD.

Add a gadget to your page

Public

Featured

Add gadget by URL

Enter the URL for a gadget you want to add.

<https://sites.google.com/site/muaaup/aauptwitter.h>

Add Cancel

You don't need to change any of the new settings that come up, though you might want to change the height of your embedded twitter profile. I changed mine from 200 to 400. Then click OK.

Add a gadget to your page

Display:

Width:

Height: pixels

- Include a scrollbar on gadget when necessary
- Include a border around gadget
- Display title on gadget:

The profile won't show up just yet – since you are still in edit mode, there will just be a gray box where the profile will be. Click Save, and you'll see the live version of your website. The profile will load after a second, and you are done!

Your changes have been saved

Monsters University AAUP Chapter

Search this site

Browse Our Site

Home

Activities

Contacts

FAQ

Photo Gallery

Scare Games

▼ Stuff of Interest

Another Post

Sample Post

1227

days since
Next event



Home



Welcome to the Monsters University AAUP page! The MU-AAUP represents all taloned and talon-track faculty at MU (Part time monsters are represented by the MU Faculty Association, MUFA). Our meetings are held at Screamy Hall at midnight on nights when there is a full moon.

Twitter Timeline

Tweets

Follow



Rob Townsend
@rbthisted

1h

Useful analysis of recent rapid growth in academic administrators (causes and critics): bit.ly/NecYIA (via [@hechingerreport](https://twitter.com/hechingerreport))

Retweeted by AAUP

Expand



AFT Higher Ed
@AFTHigherEd

20h

Tweet to @AAUP

Stuff of Interest



Another Post Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent nec felis justo. Ut mattis accumsan accumsan. Nullam justo nisl, ornare nec laoreet ut, dictum

quis massa. Aliquam erat volutpat. Curabitur ...

Posted Oct 3, 2013, 8:13 AM by Ezra Deutsch-Feldman



Sample Post Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent nec felis justo. Ut mattis accumsan accumsan. Nullam justo nisl, ornare nec laoreet ut, dictum

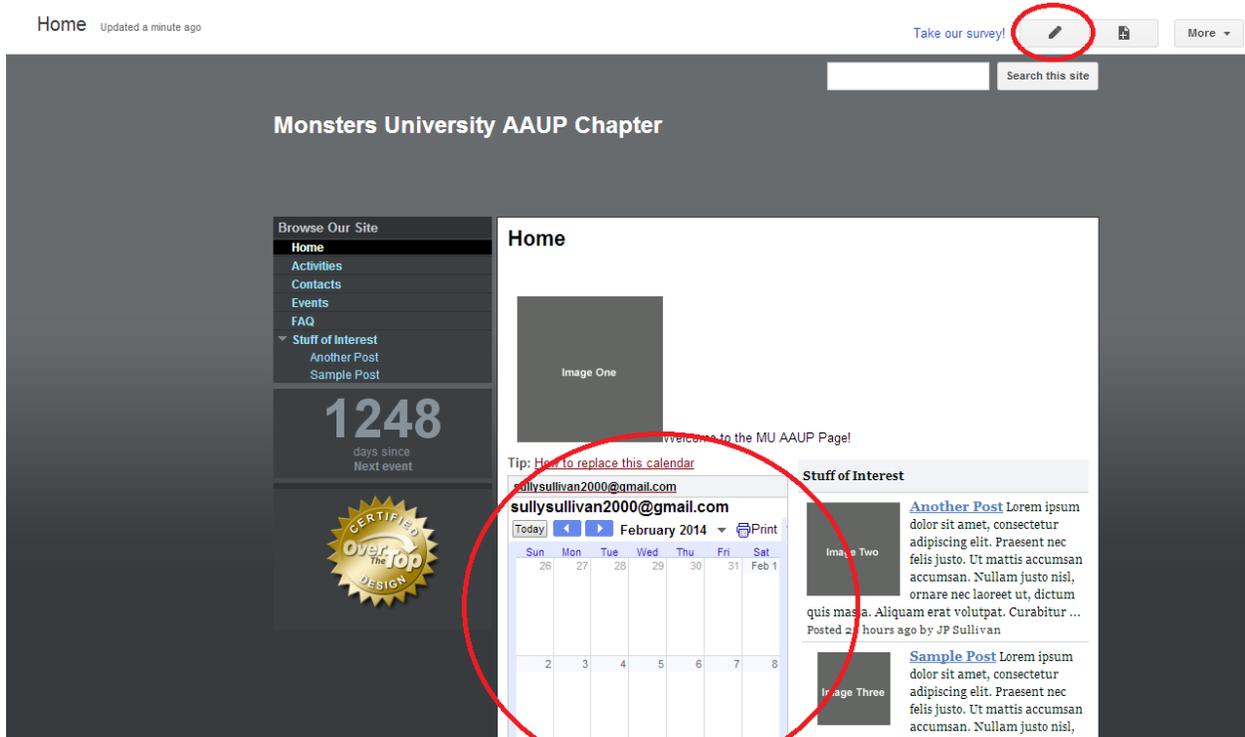
quis massa. Aliquam erat volutpat. Curabitur ...

Posted Oct 3, 2013, 8:13 AM by Ezra Deutsch-Feldman

EMBEDDING THE AAUP NEWS FEED ON YOUR WEBSITE

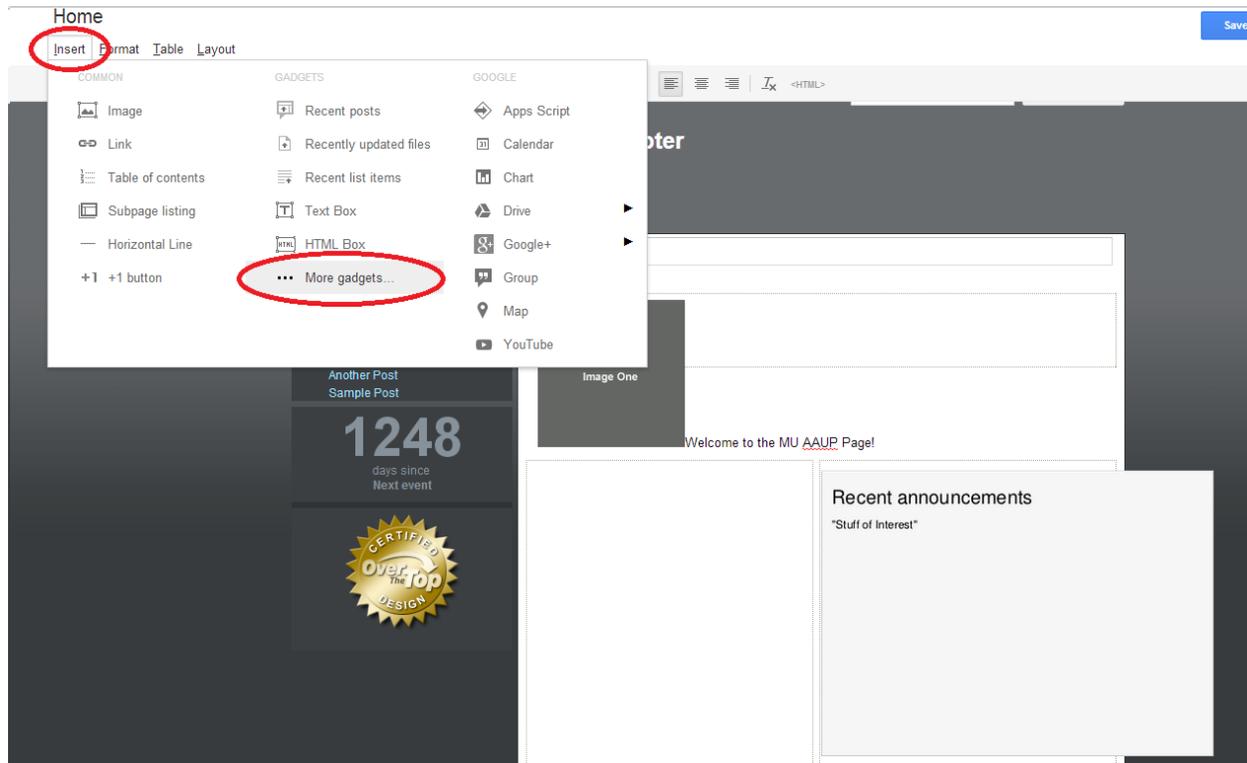
The AAUP national office regularly posts news stories about the organization and our chapters and conferences to our homepage at www.aaup.org. You can embed an RSS feed so that these stories are automatically put on your site and automatically update whenever we post a story. These are the same stories that appear on our website at: <http://www.aaup.org/news/whats-new-aaup>. So, like a twitter feed, once you set it up, it will stay up-to-date automatically. Here's how to do it.

First, log in to your Google Sites page so that you can edit it. Click the edit button in the top right:

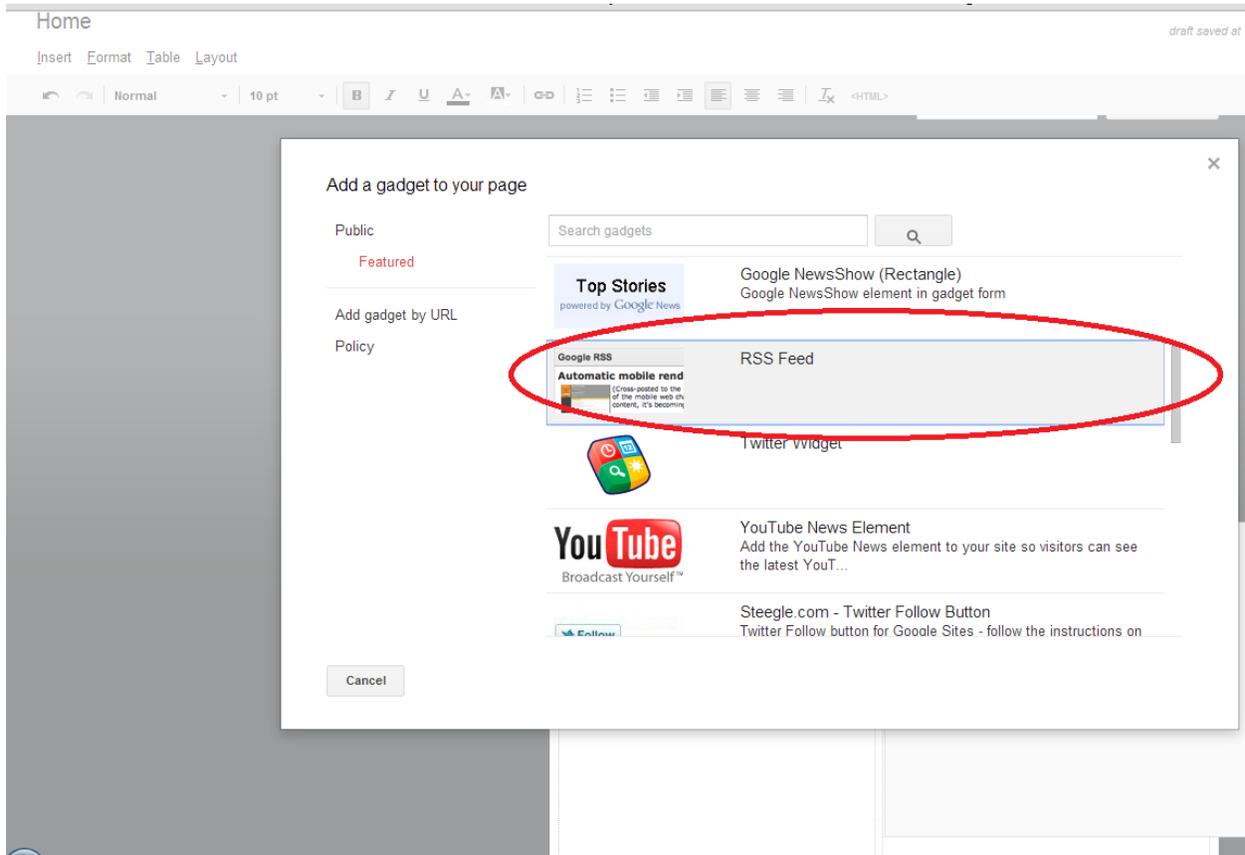


For the purposes of this walkthrough, we'll be deleting the calendar in the lower left part of the page and replacing it with the RSS feed. However, if you want to put it elsewhere, you can follow essentially the same steps to do so.

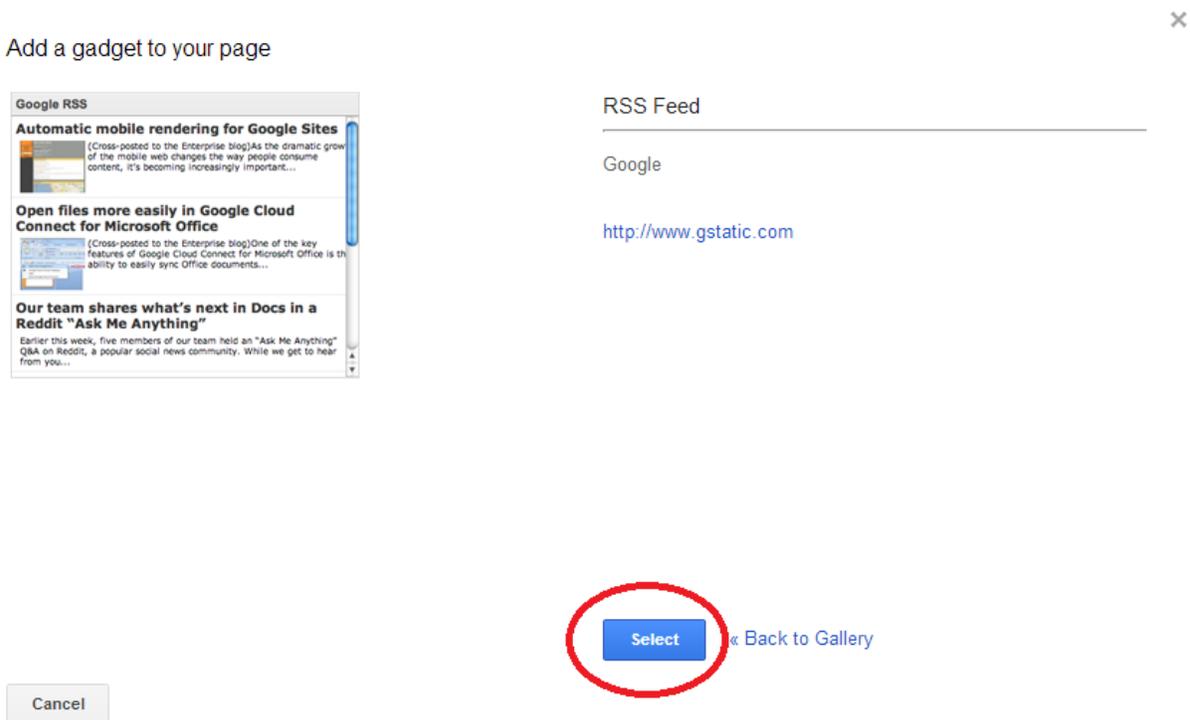
Click in the space where you want to add the RSS feed; then go to the menu and click INSERT and then MORE GADGETS:



Scroll down until you see "RSS Feed" and select that:



Click Select:



Now carefully enter the URL for the aaup news RSS feed. It's <http://www.aaup.org/news/whats-new-aaup/rss.xml>. There are other details you can change about how the RSS feed will look. You can play around with the different options, including colors and fonts, and see what works best for you (using the Preview Gadget button to test things out). The only two I will specifically recommend are increasing the Height (to me the default of 200 pixels is just too short) and renaming the feed to say something like "News from the National AAUP" or "AAUP News" or something along those lines. You may need to scroll down to see all the options.

Set up your gadget ×

Properties:

RSS feed URL:

Display: Post length:

Items to show:

Background Color: Text Color:

Title Color:

Font Size: Font Family:

Display:

Width:

Height: pixels

Display:

Width:

Height: pixels

Include a scrollbar on gadget when necessary

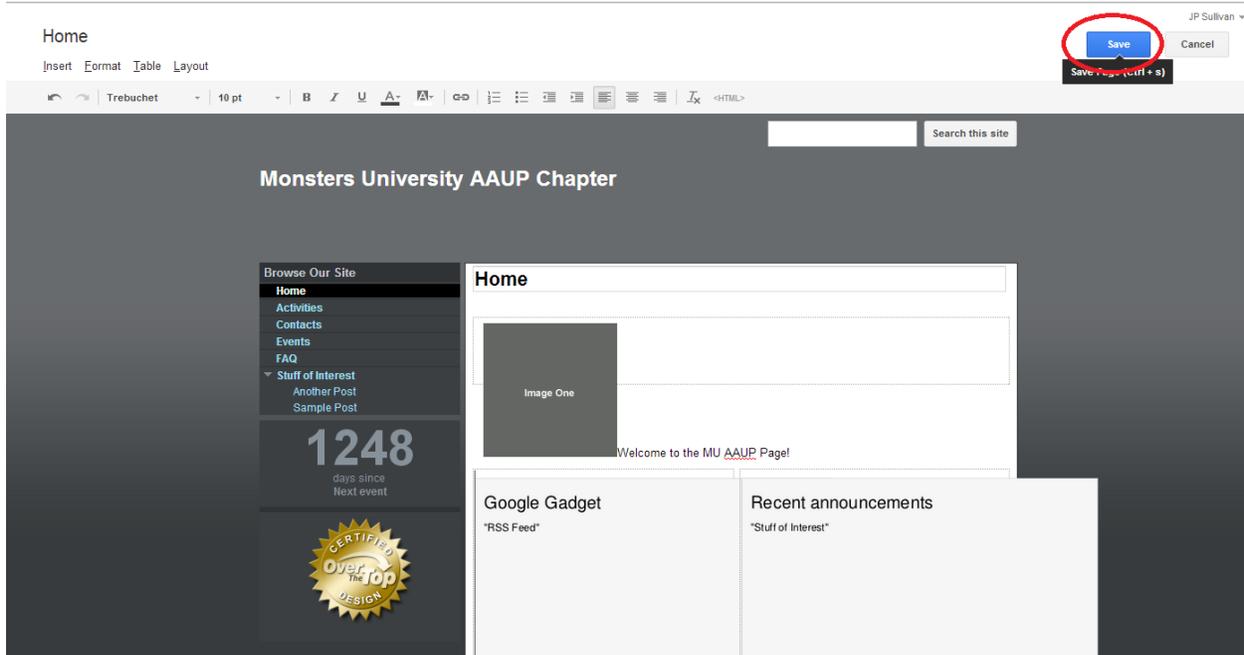
Include a border around gadget

Display title on gadget:

View:

Click OK once you have set things up how you want them. Don't worry, you can always go back and change things later.

Now you'll be back in the regular edit mode, with a new gray box labelled RSS Feed where the feed will appear. Click save....



...and you are done. The feed will automatically show up from now on.

