Uploading Your Content to the Google Site

1. Go to the link (sent to you in Canvas) for the Google Site. Once you arrive at the site, hover your mouse over the Primary Sources tab at the top of the page. Click on the range of years that you have been assigned.

2. When you arrive to your year range’s page, scroll to the bottom of the page to the “In Progress” section. Once you arrive at the bottom of the page, click on the Text Box link on the left hand side to add the text box for your content.

3. Once your text box appears, click in the box and type the required information for your primary source. Type the article title in bold, the summary in plain text, and place the citation at the bottom of the box.
4. If you would like to add a relevant image or a screenshot of your primary source document, click on the line in the textbox you would like to place the image, then click the Upload link.

5. Select the image you would like to upload from the content upload box, then click Open.

6. Once your image is uploaded (if you choose to do so) your content should look something like the content below. To be sure your content is saved, click the Publish button in the top, right corner. Leave your content under the “In Progress” section. Professor Zucconi or Carly will move it into the appropriate date range.