Google Sites
# How to Transfer a Google Site to Another Domain

Introduction

To use a Google site as a teacher website the site must be within the greenvilleschools.us domain. If the site was created accidently under another account, or before the greenvilleschools.us was set up, the site can still be used if transferred to the greenvilleschools.us domain. Follow the directions below to complete the process.

1. Open the Google Chrome browser.

2. Go to www.google.com

3. In the upper right corner you will see the account you are currently accessing. If it is not the account the website was created in:
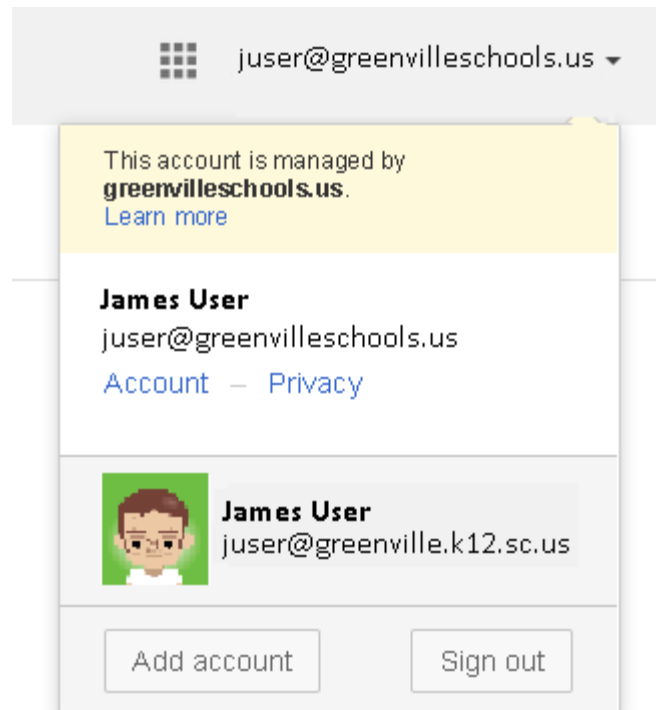
   a. Click to access a list of your accounts and select that account.
   b. If the needed account does not show click on "Add Account" and follow the directions to add.

4. Access Google Sites in this login

5. Open the site to be transferred

6. From the "open more actions" menu (the gear) select "Sharing and Permissions"

7. On the "Sharing and Permissions" page click in the "invite people:" and type in your greenvilleschools.us uder name. example: juser@greenvilleschools.us

8. Next to the "Invite People:" box pull down on the dropdown and select "Is Owner"

9. Click off of the "Notify people via email" since we are not using the greenvilleschools.us email.

10. Cick OK. Click OK again.

11. You should now see that both accounts are considered "owners".

12. Copy the address in the "Link to Share" area.

13. Go back to the top of the screen and log in to your greenvilleschools.us account.

14. You should now be in the Manage Site area but logged in with your greenvilleschool.us account. If not:

a. Verify you are logged in to the account and simply paste (or type) the address of the website in the address area of the browser. The website should come up in the Edit mode of Google Sites.

b. Go to the "Gear" and select "Manage Sites".
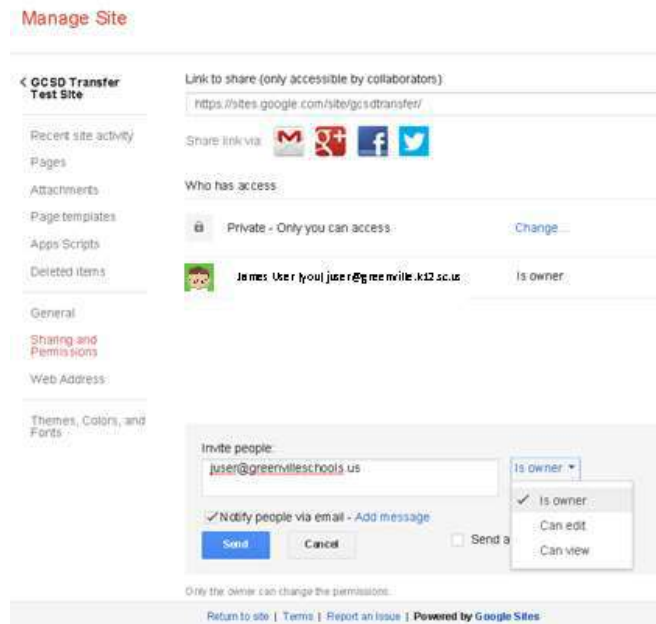
15. Select "General" from the Manage Site menu on the left of the page.

16. Scrool down the "General" page until you see a button that says "Copy this Site"

17. Click on "copy this Site"

18. Type a new site name.

19. Notice the Site Location and change the url for the site if needed. It can be the same name as the original site provided that name has not been used in the greenvilleschools.us domain.

20. Uncheck the "Copy Site Collaborators" and "Copy Page Comments"

21. Click "Copy" at the top of the page.

22. The site will be copied into your greenvilleschools.us account. You are now capable of accessing it and editing it like other sites.

23. Make the newly copied site "Public"

Special Notes
1. You can now delete the site from your secondary Google account.
2. Any image or file you have uploaded to "Attachments" in the old site will be copied with the entire site and show appropriately in you site.
3. Files, Calendars, or other objects that have been used from your personal account Google Drive/Docs will need to be copied over to your greenvilleschools.us Drive and reinserted.