

Storyboard: Adding “Back to Top” Button on Google Sites

Part 1: House Rules

Target Audience: People who use Google Sites for portfolios or blogging.

Purpose: This simple addition to a Google Site makes navigation much less cumbersome on pages that longer content.

Learning Objectives: [make however many are applicable]

1. Insert both a button or text link that sends the user back to the top of the page.

Learning Level: [Select from: Awareness, Knowledge, **Skill**, Performance, Mastery]

Outline

- [Introduction | Purpose | Objective](#)
- [Hidden Page Setup](#)
- [First Step](#)
- [Second Step](#)
- [Third Step](#)
- [Text Link](#)
- [Congratulations](#)


Directions: [Notes for Reviewers, if applicable]


- Please focus on the **accuracy** and **completeness** of the content during this review cycle. “Page breaks” for the online course will be adjusted after the content is edited.
- Questions for reviewers are indicated with **green highlighting**. All questions will need to be resolved before programming can begin.
- Track Changes is on, so please use this to make corrections. For questions or comments, please use the Comments feature.

- Remember, the text in the third column will be narrated audio.
 - There will be “connecting” words and phrases that would not appear in a written procedure. If the wording seems awkward to you, try reading the text aloud to see how it fits, then make changes if it still seems necessary.
 - Formatting is merely to aid the voiceover talent: remember, learners will hear – not see – this text.
 - Capitalization is not important in the third column “Narration/Voiceover,” but is very important in the second column, “Slide Text.”
- Optional Tip: Hiding the top and bottom margins of this document (double-clicking between the pages to “Hide/Show White Space”) will enable you to go through the storyboard more smoothly.

Module Resources/References: [include links or titles of attachments that will go in the Resources tab]

N/A

Scene 1 Introduction Purpose Objective			Return to Outline
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation:
<p>There will not be a lot of on-screen text because the screen recording is of a live website that is already populated. This can be cluttered and confusing. Only use minimal text to underscore points in the narration. All narration should reflect what is happening onscreen</p> <p>Screen record the entire process for both a button and text link (add narration later).</p> <p>Image of a computer in a non-business setting—more personal but not in/on a bed. Similar to:</p>  <p>Image of a person with a computer (preferably accessing what looks like a blog or portfolio) in a non-business setting</p> <p>Hand on computer mouse</p>	<p>Google Sites Tutorial:</p> <p>Adding “Back to Top” Links</p>	<p>Welcome to another Google Sites tutorial. This one focuses on a simple but powerful function: returning to the top of the page without scrolling.</p> <p>Whether you have a portfolio or blog, the easier it is to navigate your site,</p> <p>the more likely visitors will be to explore it fully. Giving visitors the option to go back to the</p> <p>top of the page without scrolling is a simple navigation tool that won’t wear out anyone’s scroll wheel.</p> <p>By the end of this video, you will be able to create a Back to Top or Return to Top button for each of your pages.</p>	<p>Transitions between images: action wipe</p> <p>*Music should not drown out or compete with narration. Something casually upbeat and steady.</p>

<p>Person with computer appearing exhausted to underscore being “worn out” from scrolling</p> <p>Happy or excited person with a computer (casual setting)</p> <p>Image of a person at a computer who appears happy and ready to learn Similar to:</p> 	<p>You will be able to create a “Back to Top” or “Return to Top” button for each of your pages.</p> <p>Let’s get started!</p>		
Notes:			

Scene 2 Hidden Page Setup			Return to Outline
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation:
<p>Screen cast and zoom on + for adding a page; not a tight zoom, allow for window to pop up to name the new sub page</p> <p>Screen cast should also show how to hide the page from navigation (zoom in a little)</p> <p>Zoom out to show a button link and a text link</p> <p>Text box with black outline</p>	<p>Which format looks best on your page?</p>	<p>If your Google Site is published, you'll want to create a new page...and hide it.</p> <p>You don't want visitors to your page to stumble on it and be thoroughly confused. This is just a page to create links on.</p> <p>You can even delete the page once you've finished creating your links or leave it in place in case you'd need to create more links in the future. Once you've added the hidden page, it's time to create the links.</p> <p>You can use a button or insert a link. Both will function the same way.</p> <p>It comes down to which optics you prefer.</p> <p>This video will go over both buttons and links.</p>	<p>Transition from scene 1 to 2: arrows</p> <p>Use action wipe for other transitions</p> <p>Red circles around the button and link animate in time with narration</p> <p>Text box animates in on "optics"</p> <p>Red check marks "drawn in" with narration</p>
Notes:			

Scene 3 First Step			Return to Outline
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation:
<p>Zoom to right side and bottom right quadrant to “button” insert</p> <p>Move zoom lens to center to capture the Insert Button pop-up window</p>		<p>From the Insert tab, insert a button.</p> <p>Type in the text you want to display, then select the link from the drop down.</p> <p>NOTE: You cannot do this step from the destination page. Because you’re already on that page, there won’t be a pre-populated option to select it.</p>	None other than zooming
Notes:			

Scene 4 Second Step			Return to Outline
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation:
<p>Slightly zoom on button block and the blue outline when it's selected</p> <p>Black outline against the white of the screen with text centered</p> <p>Zoom out to focus on right hand Pages tab and the page to be selected</p>	<p>Ctrl C</p>	<p>Now that you've created the link, you'll want to put in on the corresponding page</p> <p>Click on the button block so that the whole shape has the blue outline and use control C to copy it, then go to the page you want it on.</p>	<p>Ctrl C animates in time with narration</p>
Notes:			

Scene 5
Third Step [Return to Outline](#)

[Return to Outline](#)

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation:
<p>Textbox has distinct black outline (same as other Ctrl commands)</p> <p>Zoom in on button as mouse grabs it to move across the block; then zoom out as button is being moved.</p> <p>Textbox green; no outline</p>	<p>Ctrl V</p> <p>Do NOT put the “Back to Top” button in the footer.</p>	<p>Scroll to the bottom of that page and use Control V to paste the block on that page.</p> <p>At this stage you can also move the button from the default left justification to wherever you want it.</p> <p>NOTE: Do not put this in the footer because the link will then be on every page but will take the visitor back to whichever page was originally linked to the button.</p>	<p>Text animates in with narration</p> <p>Transition with arrows to draw attention to the note that’s coming up</p> <p>Text animates in with narration</p> <p>Transition to next scene with Action wipe</p>
Notes:			

Scene 6 Text Link			Return to Outline
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation:
<p>Zoom on cue with “start” to upper right quadrant to focus on the pages tab</p> <p>Zoom out once on hidden page</p> <p>Zoom back in slightly to draw attention to the link for a text box</p> <p>White text box with thicker black outline (same as others)</p> <p>Zoom in on text box to show adding the link</p>	<p>Ctrl C</p>	<p>Remember, start on the page that you hid.</p> <p>This time instead of inserting a button, you’ll insert a text box and then insert a link within the textbox.</p> <p>Enter the text and then select the pre-populated page link from the drop-down.</p> <p>Type in the text [Back to Top]</p> <p>Highlight and copy the text, then go to the corresponding page.</p> <p>Scroll to the bottom and add a text block (remember, don’t put this in the footer) then paste the link.</p>	<p>Fades in and out</p>
Notes:			

Scene 7
Congratulations

Return to Outline

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation:
<p>Zoom in on the button and text link</p> <p>Thick red arrows point to the button and link on cue with narration</p> <p>Client's website on page</p> <p>Slide with solid or patterned (but not distracting) background</p> <p>Second slide same as first background</p>	<p>www.rainemillhorn.com</p> <p>Thank you for watching Adding "Back to Top" Buttons</p> <p>Making it easier for you prospective viewers to navigate.</p> <p>Google Sites Tutorials Google Sites Tips and Tricks</p> <p>To learn how to set up Google Cloud for your portfolio shareables, come back next week for an all new video.</p>	<p>Congratulations!</p> <p>Now that you've learned the simple steps to create a button or a link to take a visitor back to the top of the page, you can make your website easier to navigate.</p>	<p>Music fades out during 2nd slide.</p>
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