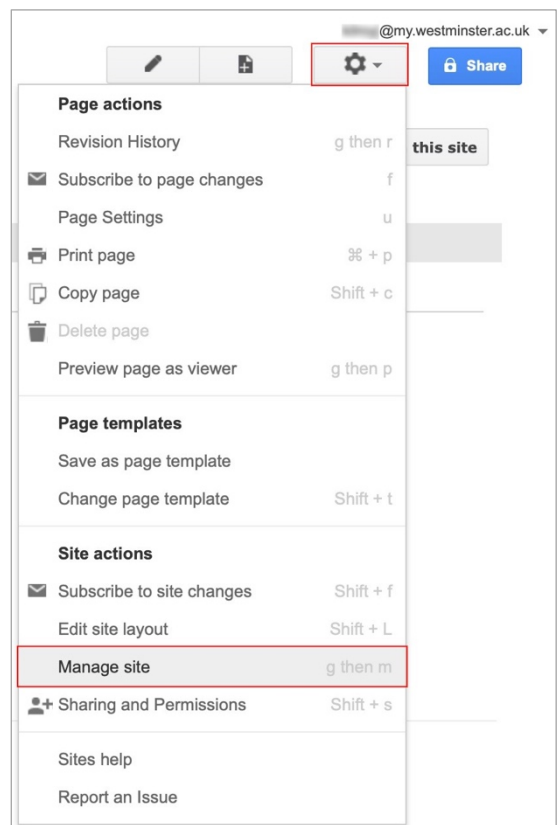
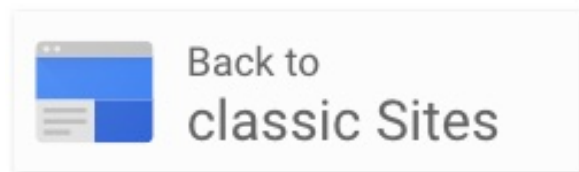
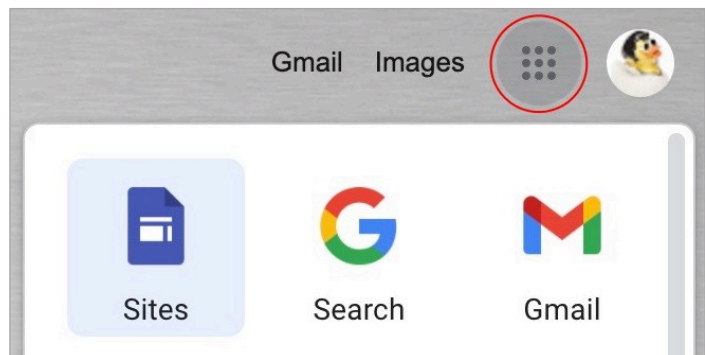


Google Classic Sites Migration Guide

Google Sites was introduced as part of the Google Suite in 2008. The app enables users to create a wide range of websites for collaborative groups and projects. In 2017, Google launched a new, updated platform to replace the original app (Google Classic Sites).

Google have announced that Google Classic Sites will be phased out by December 2021 and site owners are required to convert their sites to the new Google Sites format to avoid disruption for collaborators and viewers. Site owners also need to ensure that the site complies with Digital Accessibility guidelines, refer to page 5.

1. Log in to your University Staff [Google Apps](#) account.
2. Click on the waffle icon located at the top right-hand side of the screen.
3. Click on 'Sites' to open the app.
4. Once Google Sites has launched, click on the 'Back to Classic Sites' button on the bottom left-hand side of the screen to open Classic Sites.
5. Select the site you want to convert.
6. Click on the cog on the top right-hand side of the screen to expand the page actions and select 'Manage site'.



7. Click on the 'NEW Convert to new Sites' link at the bottom left-hand side of the page.
8. Click the 'Start' button to begin the conversion of your site. A draft of the site will be created in new Google Sites. You will be able to preview and edit your new site before publishing it.

If your site contains list pages, they will be converted to Google Sheets, which can be found in your Google Drive.

Attachments will be saved to a Google Drive folder named after the converted site.

Manage Site

< Classic Sites Migration

- Recent site activity
- Pages
- Attachments
- Page templates
- Apps Scripts
- Deleted items

- General
- Sharing and Permissions

- Themes, Colours and Fonts

Convert to the new Google Sites

The [new Google Sites](#) is easy to use. It builds beautiful sites that are optimised for any screen. [Learn more](#)

This tool will help convert your site to the new Google Sites. You will be able to preview your new site and make edits before publishing it. You won't lose access to your original site at any point during this process.

- 1 Start conversion**

A new draft of your site will be created in the new Google Sites. This new draft site will feature an updated look and feel, but your content will be the same. Creating a draft does not affect your original site. [Learn more about how classic Sites features will convert to new Sites](#)

▼ Warning

List pages detected. Your site contains list pages. They will be converted into Google Sheets and will be embedded in the new draft. The Sheets can be found in your Google Drive.

Page attachments detected. Your site contains page attachments. Files attached to a page will be added to a Google Drive folder named after the converted site. In the new site, attachments will be embedded in a Google Drive folder at the bottom of the page.

Share with the same people.

Start
- 2 Draft creation**
- 3 Review and publish**

NEW
Convert to new Sites

9. Once complete, click the 'Continue' button to review the draft site.

Convert to the new Google Sites

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This tool will help convert your site to the new Google Sites. You will be able to preview your new site and make edits before publishing it. You won't lose access to your original site at any point during this process.

- 1 Start conversion
- 2 Draft creation**
- 3 Review and publish

A draft of your site is being created in the new Google Sites. You will be able to preview and edit your draft before publishing.

You'll get an email when your converted site is ready to review in the new Google Sites.

100%

Continue Cancel

10. Click the 'Review draft' button to review your converted site prior to making it live.

Convert to the new Google Sites

The [new Google Sites](#) is easy to use. It builds beautiful sites that are optimised for any screen. [Learn more](#)

This tool will help convert your site to the new Google Sites. You will be able to preview your new site and make edits before publishing it. You won't lose access to your original site at any point during this process.

- 1 Start conversion
- 2 Draft creation
- 3 Review and publish**

Your converted site is ready. You can review it to make sure that you're happy with how it looks before publishing. When you are ready to publish your converted site, you will have the option to publish to the same address as your original site, or to a new address.

Any changes that you make to your converted site won't be reflected here. This is also true for any changes that you make to your original site.

Review draft

11. You have the option to use the existing site address or create a new site address, (if you opt to create a new address you will need to advise site users of the new URL). Once you are happy with the site structure and formatting, click 'Publish' to replace the original classic site.

Publish your site

Use existing site address: **sites.google.com/a/my.westminster.ac.uk/justice-killing**

Traffic will be redirected to the new site. Your original site will be moved to the 'Migrated sites' section in classic Sites and deleted in 30 days. [Learn more](#)

Create new address

Your original site won't be affected.

Who can view my site
Specific people [MANAGE](#)

Cancel **Publish**

12. Click the 'Publish' link to confirm you wish to replace the classic site.

Replace existing site?

Your original site will be replaced by your new, converted site. It will be moved to the 'Migrated sites' section in classic Sites and deleted in 30 days. [Learn more](#)

Cancel **Publish**

Traffic will now be redirected to the new site. The classic site will be moved to 'Migrated Sites' in Google Classic Sites and deleted after 30 days.

How to delete a Google Site

If your site has been inactive for some time or is no longer required, you can delete it.

1. Open your site in Classic Google Sites.
2. Click on the cog on the top right-hand side of the screen to expand the page actions and select 'Manage site'.
3. From the options in the left-hand panel, select 'General' and then click the 'Delete this site' button

Copy this site Publish this site as a template **Delete this Site**

4. Click 'Delete' to confirm you want to delete the site.

Digital Accessibility

The University is committed to ensuring that all websites and content we publish is available to everyone to improve the experience for all users, as well as making sure that individuals with disabilities can gain equal access. It is the site owner's responsibility to ensure that the site is digitally accessible.

Site owners are required to include a link to the [University of Westminster Accessibility Statement for Websites on the Google Sites Domain](#) on the site.

Further guidance on how to ensure your content is digitally accessible to all users is available [here](#). Click [here](#) for Google guidelines on how to make your Google site digitally accessible.

Further Information

[Google Sites Training and Help](#)

[Google Classic Sites Manager Tool](#)

If you require further support, please contact the [IT Service Desk](#) on 020 7915 5488, (opening hours 8.30am to 6pm, Monday to Friday).