

Setting Up Google Custom Search

Background

Previously, you could add Google Search functionality to your Web Community Manager by selecting Google as your Search Engine Type under System Settings. However, due to an update Google will be making soon to Custom Search functionality, you will now need to provide your Google Account ID in your search engine settings.

Step 1: Create a Custom Search Engine

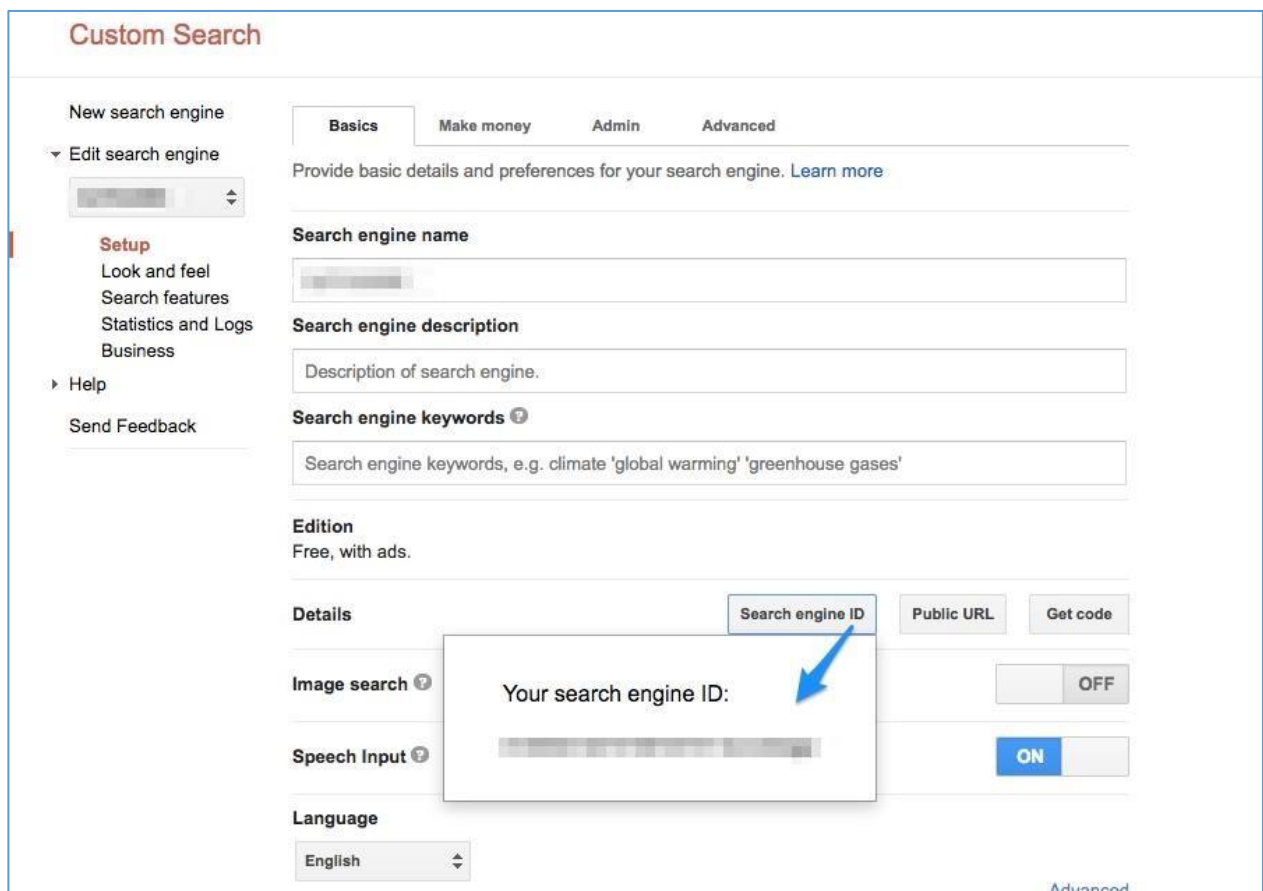
First you must set up custom search engine. If you have already set up a custom search engine, you can skip to **Step 2: Locate Your Google Account ID**.

To create a custom search engine:

1. Login to (or create) the administrator Google account for your district.
2. Navigate to <https://cse.google.com/cse/> and click **Create a custom search engine**.
3. Enter your site's URL, and click **Create**.

Step 2: Locate Your Google Account ID

1. In the Google Custom Search admin panel, select your domain under **Edit search engine**.
2. From the **Setup** menu, click the **Search engine ID** button, and copy your ID.



Step 3: Remove Ads from Search Results (optional)

To register as a non-profit:

1. If your organization is already registered with Google for Nonprofits, have your organization add the email address that is the owner of the Custom Search Engine or a verified administrator of the Custom Search Engine to their organization.
2. If your organization is not registered, visit <https://www.google.com/nonprofits> and click the **Start Now** button at the top of the page. Use the same email address to register for Google for Nonprofit as was used to create your Custom Search Engine, or that is a verified administrator of your Custom Search Engine.
3. Within a couple business days, you should receive an email indicating that your Custom Search Engine has been upgraded to Nonprofit education. You can now disable ads as described below.

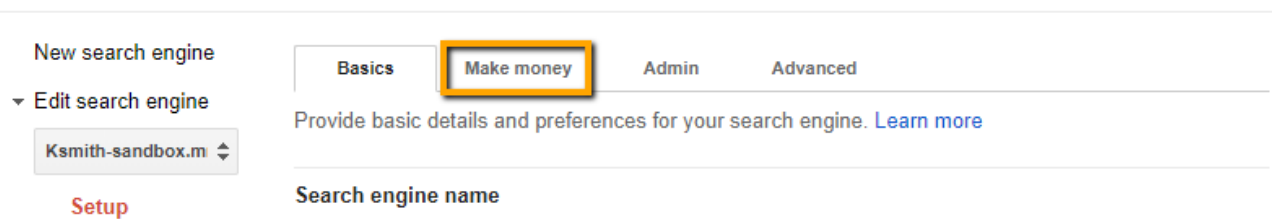
To register as a school:

1. If your organization is already registered with Google for Education, have your organization add the email address that is the owner of the Custom Search Engine or a verified administrator of the Custom Search Engine as a **Super Admin** of the domain.
2. If your organization is not registered, visit <https://edu.google.com/products/productivity-tools/>, click **Add to cart** and complete the flow using either the same Google Account used to create your Custom Search Engine or that is a verified administrator of your Custom Search Engine.
3. Within a couple business days, you should receive an email indicating that your Custom Search Engine has been upgraded to Nonprofit. You can now disable ads as described below.

To disable ads on a qualifying non-profit search engine:

1. From the **Control Panel**, select the search engine you want to change.
2. Click **Setup** and **Make Money**.
3. Toggle the **Show Ads** option to off.

Custom Search



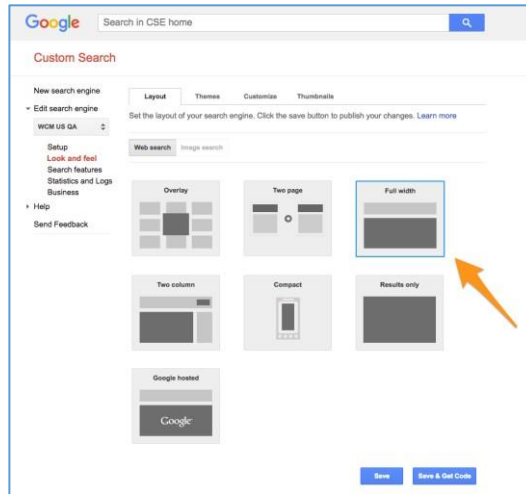
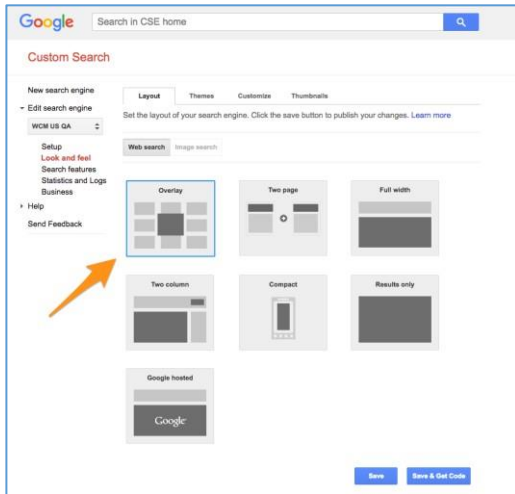
The screenshot shows the 'Custom Search' interface. On the left, there is a sidebar with 'New search engine' and 'Edit search engine' (with a dropdown arrow). Below 'Edit search engine' is a dropdown menu showing 'Ksmith-sandbox.m'. A red 'Setup' button is positioned below the dropdown. The main content area has four tabs: 'Basics', 'Make money' (highlighted with a yellow border), 'Admin', and 'Advanced'. Below the tabs, there is a text prompt: 'Provide basic details and preferences for your search engine. [Learn more](#)'. At the bottom, there is a form field labeled 'Search engine name'.

Step 4: Add Your Google Account ID to Web Community Manager

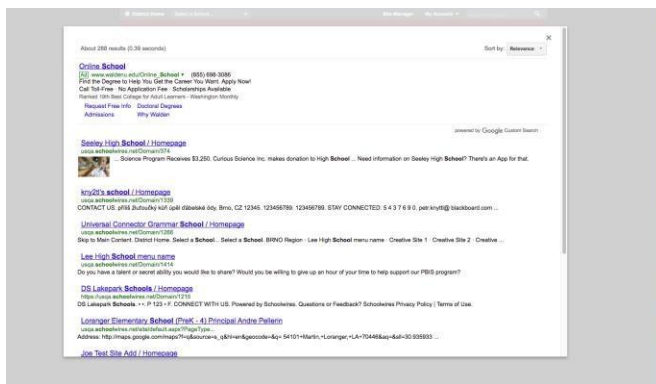
1. In Site Manager, navigate to System Settings > Integration.
2. Paste the ID you copied in Step 2 into the Google Account ID field.
3. Click **Save**.

Step 5: Change the Default Display of Search Results (optional)

The default display when creating a new search engine is Overlay. You can change this setting under the **Look and feel** menu in the custom search engine administration panel. To adjust the look and feel to the traditional way WCM has displayed search results, select **Full width** and click **Save**.



Search results appearance using the **Overlay** option:



Search results appearance using the **Full width** option:

