

Weebly Tutorial - The Basics

Recommendation: Use Internet Explorer for Weebly

Part A: Getting Started

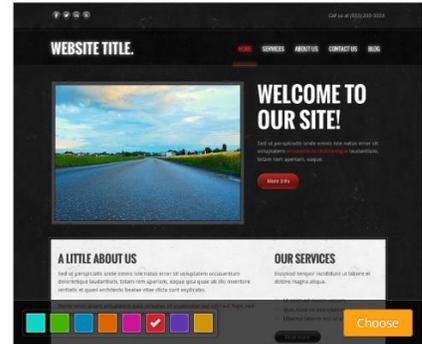
1. Go to the Weebly homepage at <http://www.weebly.com/> and register for an account.

User Name: _____

Password: _____

2. Choose a theme for your website. Some themes offer you color options - just move your mouse over them to see them. Find the tabs at the top of the page to sort the themes by style or color.

NOTE: You can always change the theme later or add/remove features, but it may result in having to do some editing if you have completed your site. Click the "Design" tab to change your theme, color options, fonts, etc.



3. Choose a name for your website. This will be the address (or URL) for your website.

4. Choose "Plan Your Site" if you want to learn more about Weebly and how to set up a website. Otherwise, choose "Build" to get started!

Main Areas - Find these TABS/BUTTONS at the top of the browser screen.

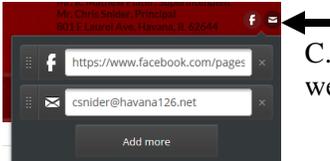
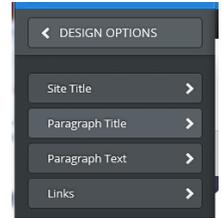
- ❖ **Build** - Allows you to add elements (images, text boxes, columns, etc.) to your web pages. Scroll through the list to see all the available options!
- ❖ **Design** - Provides options to change the theme, colors, fonts, and other features of your site.
- ❖ **Pages** - Use this area to add pages to your website.
- ❖ **Settings** - Review or change the settings for your website.
- ❖ **Publish** - Use this button ONLY after you have completed your site.
- ❖ **FAQ** - Click the  icon to find more information about using Weebly.

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Part B: Build Your Website

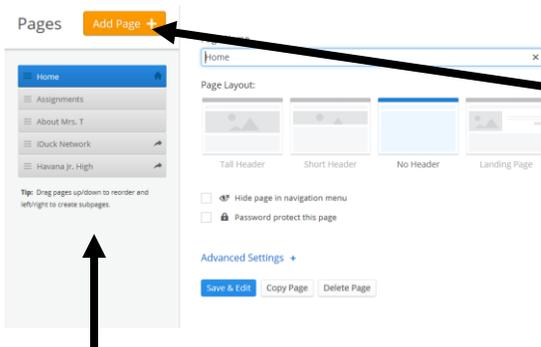
1. ADDING A SITE TITLE & CONTACT INFORMATION

- Click on the "My Site" text to change it to your own site title.
- Click the "Design" tab, choose "Change Fonts", and then select options for your "Site Title" as well as the other types of text you have on your web pages.



- Click the icons in the upper right-hand corner to add links to your e-mail address, the school website, or the school's Facebook page. Click the X on any elements you do not want included.

2. ADDING PAGES



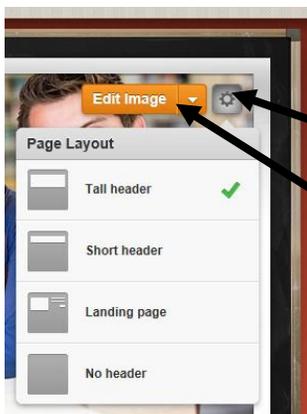
- Click the "Pages" tab at the top of the browser window.
- Click "Add Page +", enter the "Page Name", select the "Page Layout", and click "Save & Edit".
- Repeat the process to add all the pages you will need for your site.
NOTE: Use the "Copy Page" feature to make copies of any web pages you have already created.

- Click and drag the page names to organize them the way you want them to appear on your website's tabs/navigation.



TECH TIP: Click on the "Tabs" to edit other pages of your site without having to go to the Pages area.

3. CHANGING THE MAIN IMAGE



- Click on the "Settings" wheel to see the options for the image.
- Click "Edit Image" to change the image to your own picture or one you have downloaded on your computer. You can also create a slideshow with several images.
- Choose "Add Image" and then "Upload from your computer". Find the image you want and click the "Open" button. Use your mouse to align the image and then click "Save" in the upper right-hand corner. You can choose "Save to all pages" to use the same image on all the pages of your website.

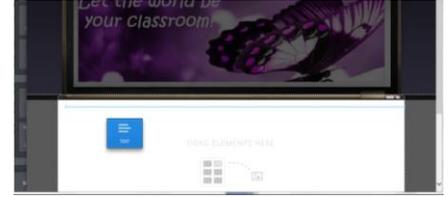
Things to consider ... Use images that do not include pictures of the students if possible! Take pictures of your classroom, the students' projects, or download school-related images from Google images.

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4. ADDING PAGE ELEMENTS

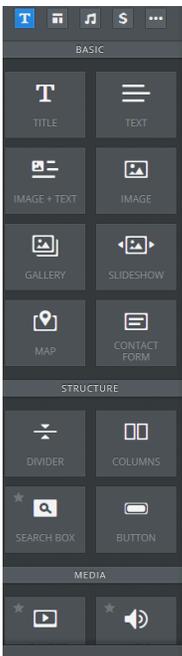
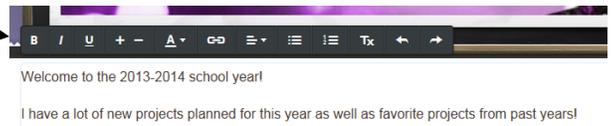
TECH TIP: Use columns to help you layout your pages! You will want to add columns to your web pages **BEFORE** adding titles, text boxes, or other elements.

A. Click the "Build" tab and then click on the "Text" tool. Drag it to the open area of your homepage.



B. Click in the "Click here to edit" area to enter the text you want displayed on the homepage.

C. Click and drag to select the text and use the tool bar to increase (+) the font size or add other formatting options.

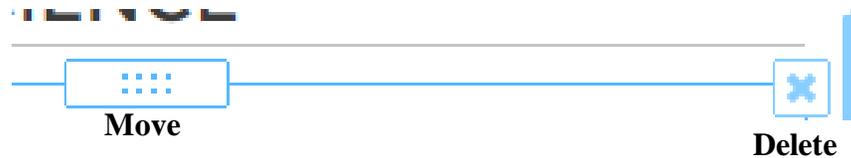


D. Follow the same steps to add other page elements (images, dividers, media, etc.) from the "Build" area.

NOTES:

► You can click-and-drag on any of the page elements to move them to a new spot! Move your mouse over the element and then click-and-drag the rectangle to move it to a new location.

► You can delete any page elements by moving your mouse over them and clicking the X in the upper right-hand corner.



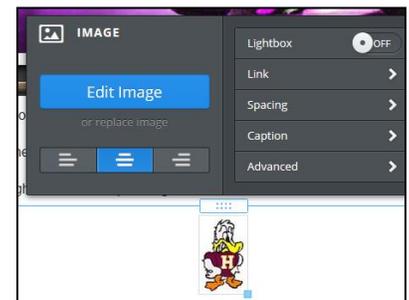
5. ADDING LINKS (Site pages, Files, Other Websites, etc.)

A. Select the text you want to use as a link and then click the "Create Link" button. Enter the URL (address) for the link and click "Save".



B. Use the same procedure to link to other pages of your site, upload a file, or link to other websites you want the students to visit.

Other options ... You can also use images as links. Follow the steps in Part 4 to add an image to your page. Click on the image and choose "Link". Enter the URL and click "Save".



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6. PUBLISH YOUR SITE

- A. When you have completed your website, click the "Publish" button.
- B. Click "Continue" and choose the information to categorize your website.
- C. Verify that you are a human (usually only do this the first time!)
- D. Send the URL to *ttomm@havana126.net* to have it added to the school website.

Recommendations:

- Update your site weekly with new information or class activities.
- Include a homework page that lists each week's activities along with links to online resources students or parents can view.
- Keep it simple to start ... you can add more pages and information later!