

Weebly Workshop Series

Weebly is an easy way to create a classroom website. To begin, go to www.weebly.com and create your own account. I suggest using your computer login information for username/password. School email is safe to use.

Username: _____

Password: _____

Web Address: _____

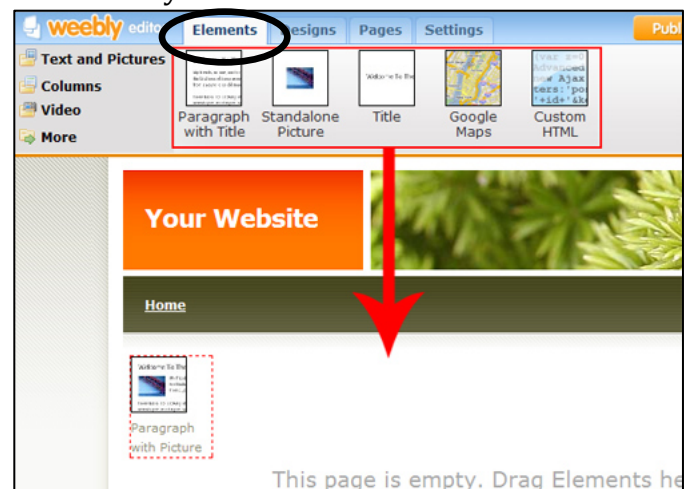
Create & Design the Page

- Click on the "Create a site" button to begin.
- The "Designs" tab contains a variety of theme/template choices.
- **Hover your mouse** over a design thumbnail to get a preview of the design on your website.
- **Click the thumbnail** to save the design selection for your website.



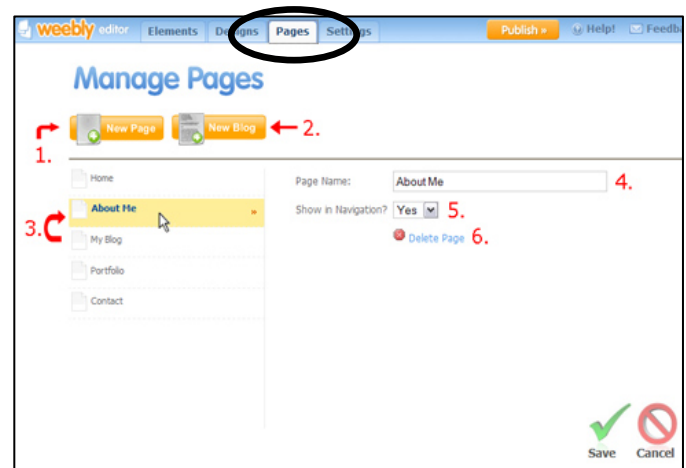
Add Elements

- Elements are the components of your pages. Paragraphs, Videos, and Maps are examples of element types. These are located at the top of your screen under the "Elements" tab.
- To add an element, drag them from the top bar into the content area of your website.
- To reorder elements, drag them by the blue bar and place them into a new position. To delete an element, just click on the "X" in its top right corner.



Manage Pages

- Use the "pages" tab. **Add a New Page (1)** by clicking the "New Page" button.
- **Add a Blog (2)** by clicking the "New Blog" button.
- **Reorder a Page (3)** by dragging the page icon to the left of the page name into a new order.



Publish Your Site

- To publish your website, use the “publish” tab.
- You will use a sub-domain of weebly.com for example: **yoursite**.weebly.com. This is completely free and quick way to get online. Try to keep this simple, as it will be what you will share with parents and students!
- As you type, *Weebly* will tell you if your desired site name is available.

Edit Your Site

- Only you can edit your website.
- To return to the editor, go to www.weebly.com
- Log in using the box in the top-right hand corner. This will take you to your “My Weebly” Page.
- Next to your site name, click on the “**edit site**” button to make changes. The site will automatically save any changes and updates.



Add Links, Pictures and Files

- Use the "2 column" element to **place items side by side**. Just drag elements, such as pictures, text, or maps, **INSIDE** of the column of your choice.
- **To create a link**, first select the text in which you wish to link. This will cause the "element options" toolbar to appear above your site. Click the "www" button to set the link.
- **To upload a picture**, drag on an element that contains a picture. After clicking on the default picture, you should see the "element options" toolbar appear above your website. Then click the link to upload a new picture. You can resize the picture by dragging the red box in the lower right hand corner of the picture.
- Use the "file" element, located under the "multimedia" category to **upload files to your website**. They will be available for download once your website is published.
- If your published website **isn't showing your recent changes**, this is caused by your browser using an outdated (or cached) version of the site. To fix this, click the **refresh button** while holding down the **shift key**.