

Create a Website Using Weebly

Welcome to Weebly! This lesson is designed to teach you some basic Weebly website building skills.

1. To begin, please go to <http://weeblylesson.weebly.com>.

On this website you will find an overview of what Weebly is, lesson objectives, resources, sample websites, and a blog where educators can share ideas on how to integrate this technology into your classroom.

2. Click on the *Lesson Resources* tab.

On this page you can view a short Weebly demo, download another copy of this handout, and also the directions for how to set up your own teacher account.

3. Click on <http://students.weebly.com>.

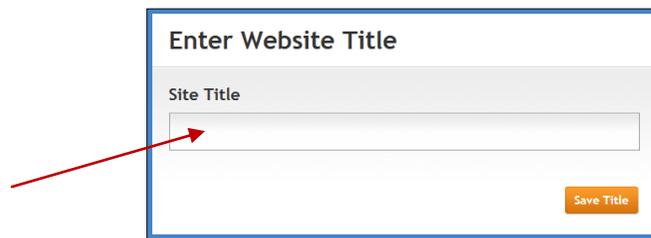
This will take you to a login page. Please note, after you create your own teacher account with class lists and student logins, this is what your students will see when they login to their accounts.

Please use the following to login:

Username:

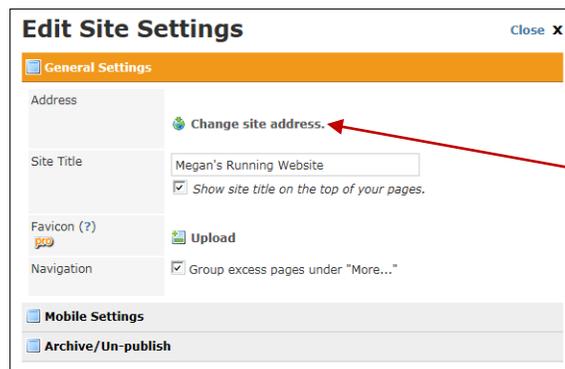
Password:

4. Upon signing in to your assigned account, you will be prompted to create a title for your website. Type in the title of your website (this can be changed later) and then click *Save Title*.



The screenshot shows a dialog box titled "Enter Website Title". Inside, there is a text input field labeled "Site Title" and a "Save Title" button. A red arrow points to the input field.

5. Now you need to set up the domain for your website. First, click on the *Settings* tab and a menu will pop up. Click on *Change site address* and another box will pop up.



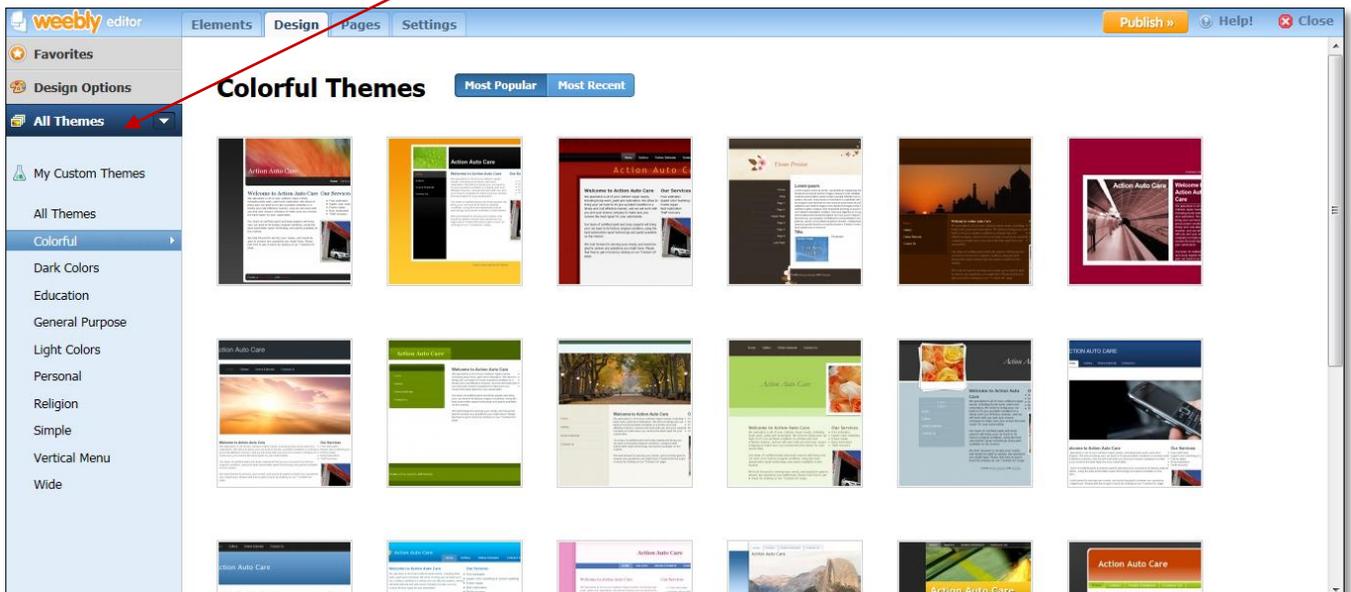
The screenshot shows the "Edit Site Settings" dialog box. The "General Settings" tab is selected. Under the "Address" section, the "Change site address..." link is highlighted with a red arrow. Other settings include "Site Title" (Megan's Running Website), "Favicon" (Upload), and "Navigation" (Group excess pages under "More...").

Choose a name that is related to your website title and as you type, Weebly will let you know if the domain is available. Click on *Continue*.



Please note that on the original version of Weebly and on your teacher site through Weebly for Education, there are more options for choosing your own domain. You can use a domain you already use, or for a fee you can buy a domain that is not a subdomain of Weebly.

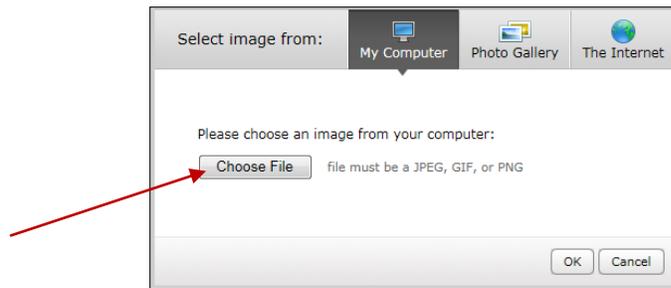
- Now it's time to personalize your website. One of the easiest ways to personalize a website is to change the design. Click on the *Design* tab located near the top left corner of your screen. You can choose one of the designs from the top of your screen by clicking on it or, you can choose by theme under the *All Themes* tab located to the left of the page.



- Now it is time to add content to your website by “dragging and dropping” page elements. To do this, click on the *Elements* tab and choose any of the elements by dragging them and dropping them onto your website. Click on the text to edit it and enter your own content. Additional personalization like fonts, text size, text color, etc. in the *Design Options* menu under the *Design* tab.

- Pictures are a great way to add interest to your website. Drag the *Picture* element onto your website and click on it. A box will pop up, giving you several options. You can choose a photo from the internet by typing in the web address or free Flickr photos by searching under the *Photo Gallery* tab.

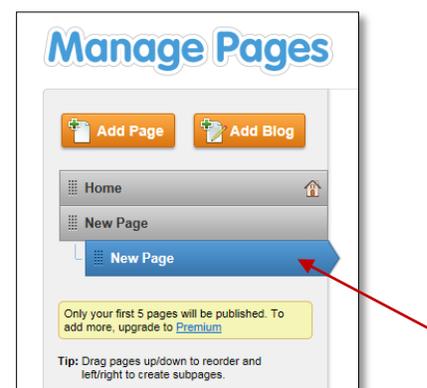
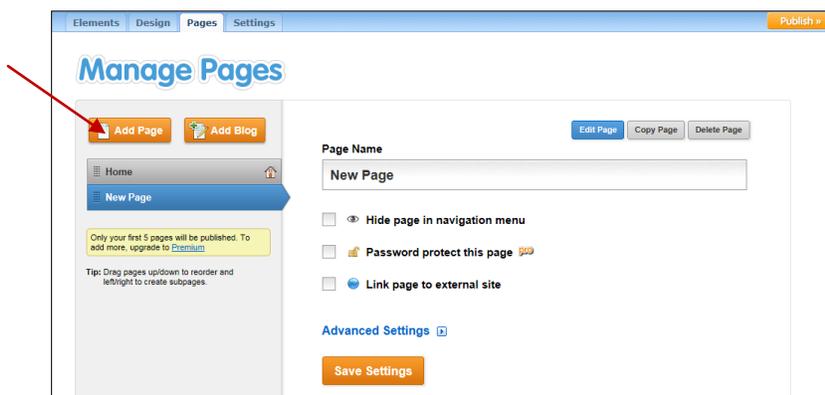
Most times you'll want to add your own photos. To do this, click on the *Choose File* button under the *My Computer* tab and follow the steps to retrieve your photo.



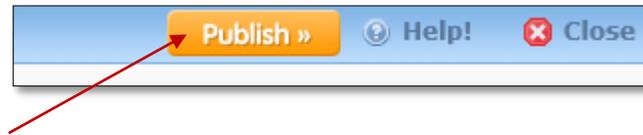
- Another thing you might want to do is upload files that others can download directly from your website. Click on the *Multimedia* tab on the left side of the page and drag and drop the *File* element on your home page. Click on the white page in the newly created page element and a box will pop up prompting you to upload your file. Click on *Upload new File* and follow the steps to retrieve your file.



- Many of the other multimedia page elements work the same way. Drag and drop them, then follow the prompts to upload the desired files.
- Now that you've created your Home page, it's time to add more pages and a blog to your website. Click on the *Pages* tab at the top of the page. To add additional pages, click *Add Page*. Pages can be ordered by dragging them and titled by typing in the text box on the right side of the page. Subpages can also be created by adding a new page and slightly dragging it to the right.



12. Adding a blog is just as easy. Click on the *Add Blog* tab and give it a title. To go back to personalizing your pages or to manage your blog, click on the *Elements* tab at the top of the page.
13. When you are finished personalizing your website, click on the *Publish* button located at the top right corner of the page. To check out your published website, click on the link that pops up.



****Please note that the free version of Weebly does have certain restrictions****