

Weebly Setup Instructions for New Staff

2013-14



Weebly is the platform that we use for staff websites. It's got great drop and drag features and is a great space to post information and interact with your school community.

Examples: <http://list.ly/35z>

Login:

1. Your initial account is set up by your ED TECH, contact him or her for your login
2. Go to education.weebly.com (recommended browser is FIREFOX) and log in with your login (or email address) and provided temporary password
3. You will be prompted to change your password, PLEASE DO. This password and login is NOT tied to your NOVELL or GOOGLE accounts
4. Click CREATE A WEBSITE
5. Choose the first theme
6. Type of website=Education Category=Teacher Click SUBMIT
7. Click on EDIT next to MY SITE
8. Choose USE A SUBDOMAIN of WEEBLY.com
 - a. Enter your school abbreviation and add your login
11. Click CONTINUE
12. Click BUILD MY SITE

School abbreviation: bce, bpe, cce, ee, fte, vve, wrms, hcms, or whs

Novell login: mhusain or lsmith32

Change YOUR THEME:

1. Go to <http://goo.gl/nuqnVj> and download your school's theme to your desktop
2. Go back to Weebly and click on DESIGN at the top
3. Click CHANGE THEME (top left)
4. Click on CUSTOM THEME (top left)
5. Click on IMPORT THEME (on the bottom left)
6. Drag the zip file to the white area or choose SELECT A THEME and navigate to the file
7. You may need to wait for the theme to load
8. Roll over your school's theme box and pick CHOOSE (some themes work better than others)

Setting your SITE Title

1. Click on SETTINGS at the top
2. Click on CHANGE to the right of SITE TITLE
 - a. Name your site (ie. Mrs. Husain's Website)
 - b. Click SAVE

Setting Up Your Pages

1. Click on the PAGES tab at the top
2. Change the HOME PAGE to the title MY CLASS
 - a. Click SAVE

3. Click ADD PAGE-STANDARD PAGE
 - a. Name it ABOUT ME

Requirements:

1. My Class, About Me, and a page that links to your school website, the rest is just plain fancy :D

Adding Elements to your MY CLASS page

1. Click on BUILD at the top to edit your website
2. All the ELEMENTS that you can add are on the LEFT
 - a. Under STRUCTURE, drag a COLUMN element onto your MY CLASS page
 - b. Drag the vertical slider to leave about 2/3 to the left and 1/3 to the right
 - c. Drag the IMAGE + TEXT element to the 2/3 part of your page
 - d. Add text welcoming your community and add a picture
 - e. To the 1/3 portion
 - i. Add a TITLE and name it ANNOUNCEMENTS
 - ii. Add TEXT under ANNOUNCEMENTS
 - iii. Add a second TITLE and name it SCHEDULE
 - iv. Add TEXT under SCHEDULE

Edit the FOOTER

1. Click on the bottom right where it says PROUDLY POWERED BY WEEBLY and click the X to delete
2. Click SAVE FOOTER

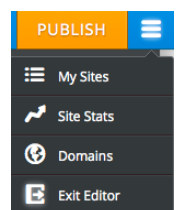
EDIT THE HEADER

1. Roll over the SOCIAL ICONS on the top right and either enter your information or delete each element

Publish your Site and LOGOUT

1. Click PUBLISH on the top right of screen
2. Choose USE A SUBDOMAIN OF WEEBLY.COM each time
3. Click CONTINUE
4. Wait and you will get a confirmation page that lists your site's address in BLUE
5. Close the box with the X
6. Click on the 3 lines on the far right and choose EXIT EDITOR
7. Click LOGOUT on the top right

WRITE YOUR ADDRESS HERE:



****Please EMAIL YOUR ED TECH YOUR SITE ADDRESS so it can be linked from your school's site**