

Weebly Setup Instructions for New Staff

2015

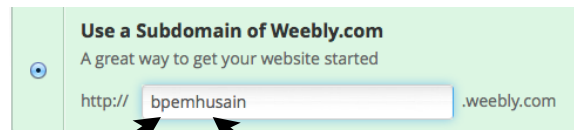


Weebly is the platform that we use for staff websites. It's got great drop and drag features and is a great space to post information and interact with your school community.

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 (your password is either 12345678 or eanes2015)
3. You will be prompted to change your password, PLEASE DO. This password and login is NOT tied to your NOVELL or GOOGLE account password
4. Click **CREATE A WEBSITE**
5. Choose SITE as the focus of your site
6. Choose the first theme
7. Choose USE A SUBDOMAIN of WEEBLY.com
 - a. Enter your school abbreviation and add your login
 - b. Click continue
 - c. Close the video



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

Novell login: mhusain or lsmith32

Change YOUR THEME:

1. Go to eisdtedtechs.weebly.com and find New Teacher Institute-Weebly for Teacher Websites 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. Under SITE TITLE put
 - a. Name your site (ie. Ms. Husain's Website)
 - b. Click SAVE (on the right)

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 & EDIT
 - b. Go back to PAGES tab
3. Click + 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

Edit the FOOTER

1. Click on the bottom right where it says PROUDLY POWERED BY WEEBLY and click a layout and put info in your footer
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. Type of website=Education Category=Teacher Click CONTINUE
5. Wait and you will get a confirmation page that lists your site's address in BLUE
6. Close the box with the X
7. Click on the 3 lines on the far right and choose EXIT EDITOR
8. 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**

