Weebly for Education

Create an account at https://education.weebly.com/ using directions provided.

A free account allows you to create up to 10 sites. You can have as many pages within each site as you need.

Weebly User Tabs are located across the top of the website. They will provide navigation through the creation process

Build - Use this tab to edit the content on a page and build your website. All elements are added onto your page using the drag and drop method. ***Note* Any element with a star is only available through a paid account.**
- Basic - Drag and drop basic elements onto your page to create your website.
  - Title - Allows you to add a heading in a larger font size.
  - Text - an element for writing text. Click inside the element to start typing. The gray text toolbar at the top of the element allows basic changes to the formatting of your text.
  - Image - Click "Upload Image". The two key options are to either upload (or drag) an image from "My Computer" or to "Search" through the Weebly stock photo database. You can add images you find in the search to your group of favorites so you can locate them easily in the future.
  - Gallery - Organize multiple images in a gallery ranging from 2 to 6 columns. You may also add captions and links to your images.
  - Slideshow - Create a slideshow of images with multiple layout options. You may also add captions and links to images in a slideshow.
  - Map - Simply click on the map and add the address of the location you want to display.
  - Contact Form - Create a customized form where entries will be emailed to the specified email address. Click the "Form Options" to ensure your email address is correct. Click "View Entries" to see all your submissions in one place.
  - Assignment Form - Students can upload and submit files which will be sent directly to your email. Click the "Form Options" to ensure your email address is correct and edit the confirmation message students will receive after submission. Click "View Entries" to see all your submitted assignments in one place.
  - Embed Code - Use this element to embed tools in your website such as a Symbaloo webmix, Glogster, Google form, Google calendar, etc. Copy the embed code from the web tool and paste into the embed code box.
- Structure - Use this section to organize the pages in your site.
  - Divider - adds a horizontal line to divide elements
  - Spacer - inserts a blank space to divide elements horizontally or vertically
  - Button - Add a button to link to a URL, page within your site, document or email address.
- Media - use multimedia to enhance your website

- ○ Document - Upload a document so it can be viewed on the web page through Scribd.
- ○ YouTube - Easily insert YouTube videos by just copying and pasting the video URL.
- ○ Flash - Insert Adobe Shockwave files (.swf)
- ○ File - Upload a file for others to download such as a Word document, pdf, Excel spreadsheet, PowerPoint, etc.
- ● Commerce - Used for sales purposes in conjunction with the store section. We will not explore this section.
  - ○ Product
  - ○ Google Adsense
- ● More
  - ○ Block Quote - allows for the creation of block quotes
  - ○ Poll - Insert a poll using PollDaddy. You must create an account with PollDaddy to create surveys, polls, and quizzes but you can do this through Weebly.
  - ○ Social Icons - Insert icons for contacting you through Twitter, Facebook, Linkedin and email
  - ○ RSVP Form - collect RSVPs and have them sent to your email or view them using the "View Entries" button
  - ○ Survey - create a survey within Weebly where results are emailed to you
  - ○ Feed Reader - Insert RSS feeds using rss URLs
  - ○ Bookings - Requires a Bookfresh account to assist in booking appointments
  - ○ Forums - create a forum for posting comments

Design - Change the look of your site
- ● Change Themes - You can change your theme at any time. You can also preview a new theme before you choose it.
- ● Change Fonts - This is the only place where you can change your font style for your text.
- ● Add social Icons - Add social icons so people can contact you via social media.Click on the icon to edit it. I do not recommend using Facebook to communicate with parents.
- ● Add Phone Contact - Insert your phone number for contact purposes

Pages - Manage pages and layouts
- ● Add Pages - Press the orange "Add Page" button in the top left corner to add a new page. Select Standard page and give it a name.
- ● Select Page layout - Choose between a large image at the top, small image, no image or an image with text
- ● Hide Page from Navigation - If you do not want to page to show up in the navigation sidebar, check this box.
- ● Password Protect a Page - Only available with a paid subscription

Store - This tab is for adding products to sell through your site. We will not be using this tab.

Settings - Allows you to adjust the settings of your webpage
- ● General

- ○ Displays your URL and allows you to edit
- ○ Edit your Site Title
- ○ Optimize your site for mobile viewing
- SEO (Search Engine Optimization) - Add descriptions and keywords to make your page easier to locate through a search engine
- Editors - Add editors to your site; with the free version an editor has access to view and edit all pages.
- Blog - If you insert a blog page you can manage how many posts are displayed from this section
- Store Settings- This is for selling products which will not be addressed in this training.

Important Notes
- Changes are saved automatically but are not seen on your published website until you click "Publish".
- If you have a Weebly.com account you can convert it to an education.weebly.com account without losing any of your work. [For directions click here](#).
- Create a professional looking website by using columns to arrange your content. To create columns, drag text or images next to each other.
- Each theme automatically places a button on the landing the page. For most people, this button is unwanted. If you do not edit the button at all, it will not show up when you publish your page. Therefore, unless you have a clear vision for how you want to use the landing page action button, do not touch it. If you do edit it and then decide to remove it, it must be done by editing the HTML code from the Design tab. Directions for doing this can be found [here.](#)
- Always comply with FERPA (The Family Educational Rights and Privacy Act). It is best practice not to post students first and last names. Policy 4700 Student Records states that WCS may release directory information about students unless the student's parent sends a written letter opting out. Be sure you are aware if any of your students are not allowed to be published.

Create Student Accounts
Your Educational Weebly account allows you to set up 40 student accounts. Additional student accounts can be purchased in increments of 10 at the cost of $1.00 per student.
1. Go to your Dashboard (My Sites)
2. Select tab "My Students"
3. Click "Add Students" button and enter student's first and last name
4. Weebly will automatically generate a username, however you may edit this as long as the username you choose is available.
5. The teacher must assign each student a password.
6. Setup your class information and privacy settings under "Class Settings"
7. Provide students with their username and password and have them to login at students.weebly.com
8. A student may create one website per student account by logging in and clicking "Create Site".

Need Help?
Help Center - https://weebly.zendesk.com/hc/en-us
Site Planner - http://www.weebly.com/features/#!/how-to-create-a-website
Video Tutorial - http://www.youtube.com/watch?v=aBdOgTj7x7o

Examples
http://ewhsphotographyclub.weebly.com/
http://wwhsartgallery.weebly.com/
http://wwhsmedia.weebly.com/present-it.html
http://wefed.weebly.com/sample-sites.html
http://teacher-sites.weebly.com/ - TONS of examples by grade level