

# Weebly for Education

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## Teacher Webpages

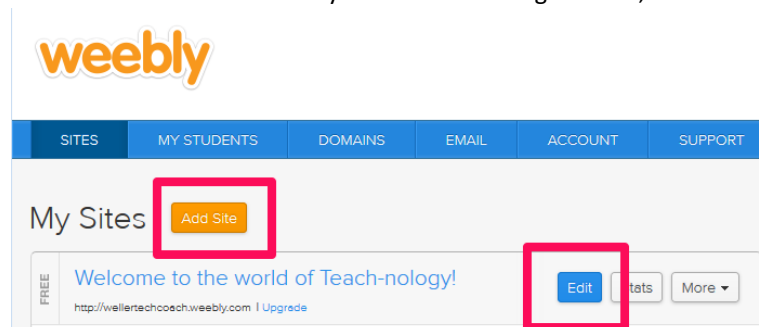
1. Use Mozilla Firefox. It can work in Google Chrome, as well, but Firefox is encouraged for now.



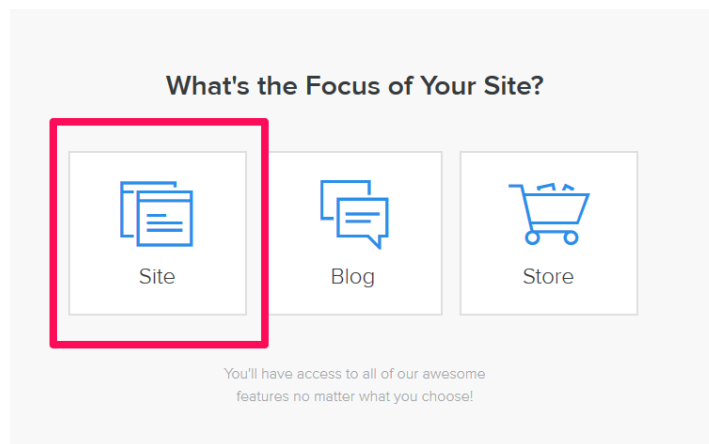
2. Go to <http://education.weebly.com>, not the regular Weebly page.



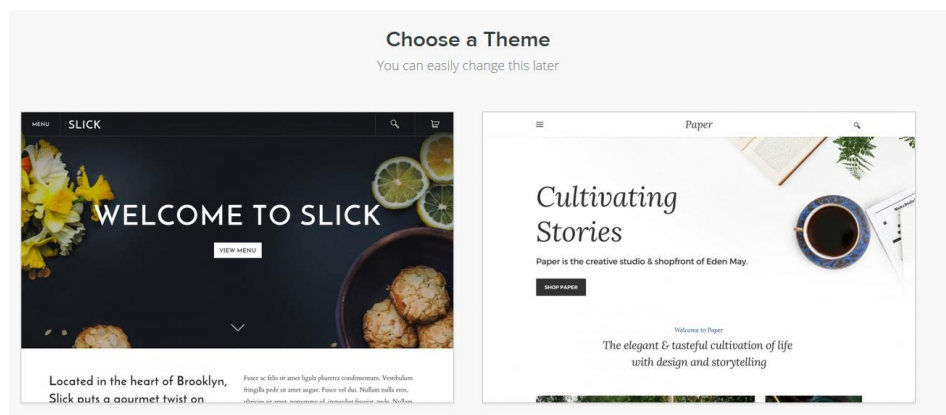
3. Sign up for a free account, or log into your account using your email and your password you created.
4. Click on the Add Site button to create a new website. If you have an existing website, click the Edit button.



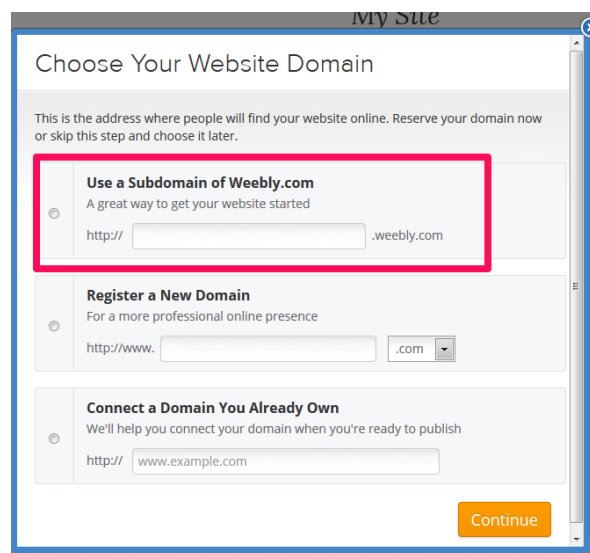
5. Make sure you choose Site for your focus.



6. Choose a theme by hovering over the one you want, and selecting Choose in the lower right corner of the image.



7. Choose a web address (subdomain) for your site. It will be hosted by Weebly (and thus have a .weebly.com end to it unless you choose to pay for your own domain name).



The theme you chose comes with a predesigned layout than can easily be changed later.

8. There are four areas of the website builder that you will use (do not use “Store”).



**Build:** Allows you to edit the page you are on.

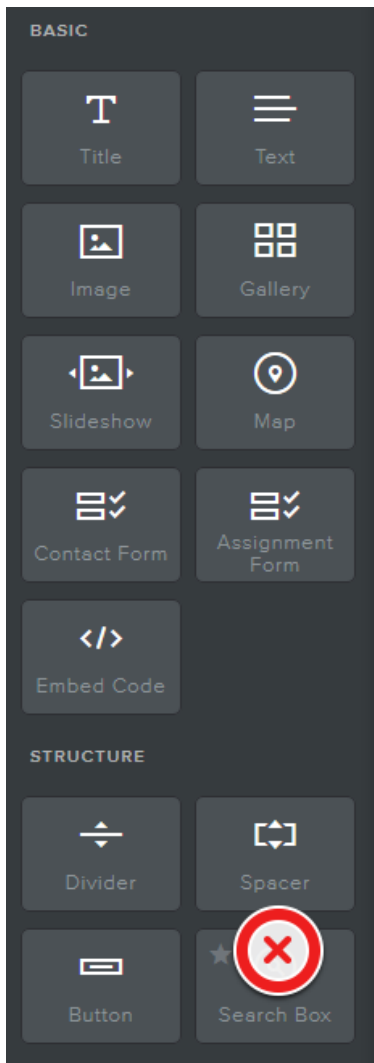
**Pages:** Allows you to add and edit additional pages.

**Theme:** Allows you to change your theme at any time. (Does not affect your text or uploads.)

**Settings:** Allows you to change the settings of your page, like the title and web address.

## BUILD:

On the Build page, click on the existing text to replace it with your own. In the Layout box beneath the heading, use the bar to the left to add your own layout items by clicking and dragging them to the desired spot on the layout.



**Title:** Insert headings and titles to separate sections.

**Text:** Insert basic text structure.

**Image:** Insert a picture.

**Gallery:** Insert a collection of pictures, such as for a shop.

**Slideshow:** Insert a slideshow of pictures. (This is not a PowerPoint.)

**Map:** Insert a map with a pin to show a specific location.

**Contact Form:** Insert a contact form on your webpage. (Requires an email address to use.)

**Assignment Form:** Same as contact form, but allows people to upload and send you files. (Again, requires an email address.)

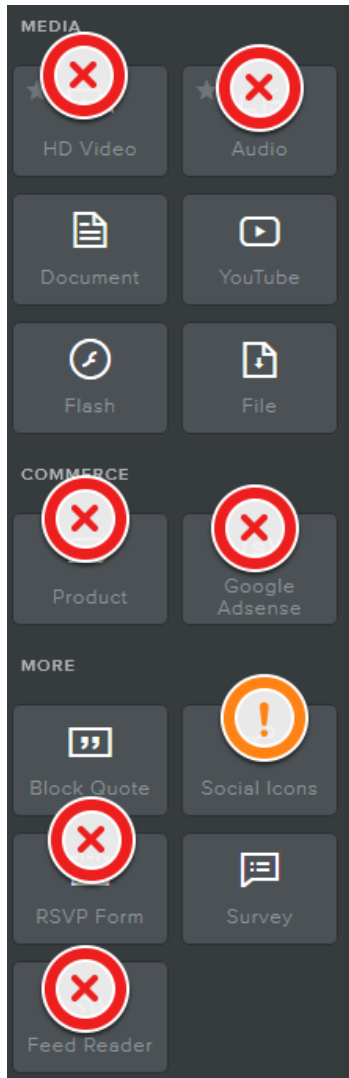
**Embed Code:** Allows you to embed videos, etc. onto your website with an html code. \*ADVANCED\*

**Divider:** Inserts a line to divide sections of the page.

**Spacer:** Inserts a space to separate sections of the page.

**Button:** Puts a button for a link on your page.

**Search Box:** \*NOT AVAILABLE\* Only on the paid accounts.



**HD Video:** \*NOT AVAILABLE\* Only on the paid accounts.

**Audio:** \*NOT AVAILABLE\* Only on the paid accounts.

**Document:** Embed a Word document or PDF into the body of your page.

**YouTube:** Embed a YouTube video into the body of your page.

**Flash:** Insert a Flash file into the page. \*ADVANCED\*

**File:** Insert a file that visitors can click on and open.

**Product:** \*\*DO NOT USE\*\* This is only for commercial websites.

**Google AdSense:** \*\*DO NOT USE\*\* This is only for commercial websites.

**Block Quote:** Use to attract attention to a quote on your page.

**Social Icons:** \*USE CAUTION\* You can use these to create fun links to your professional accounts (email, YouTube, Twitter, etc.) but remember that you cannot link to personal social media accounts, nor can you link to social media that is not approved for RCS use.

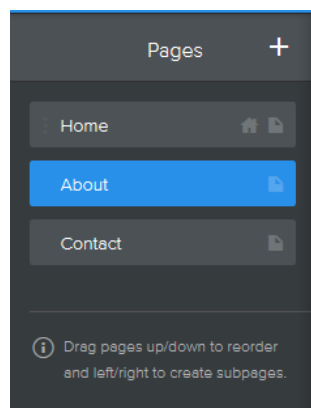
**RSVP Form:** \*Not applicable for school use\*

**Survey:** Use to poll students.

**Feed Reader:** \*Not applicable for school use\*

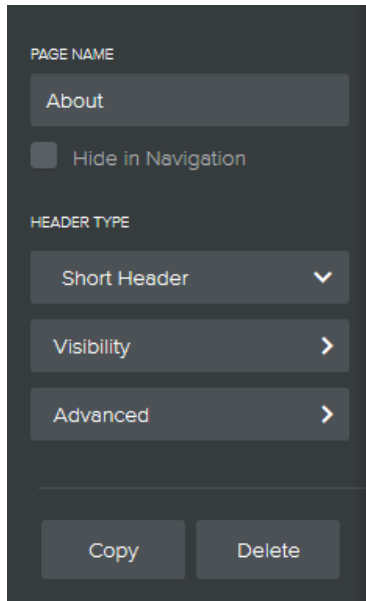
## PAGES:

On the Pages section, you can add and edit pages to your website.



Add new pages by clicking the + sign. Reorder by dragging and dropping.

When you click on a page, you can change the name, settings, and look for that page. You can also make a copy of a page.



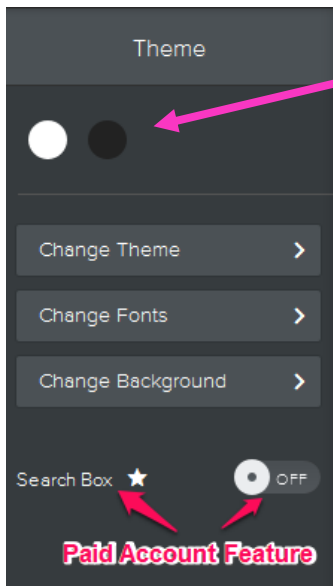
**Header Type:** Changes the look of the header of the page

**Visibility:** Sets the page to Public or Private.

**Advanced:** Changes page title and description, in addition to other things that you probably will not use.

## Theme:

You can change the look (theme) of the website without changing your text and uploads at all!



**Dots of color:** Change the color scheme for your page (availability dependent on theme)

**Change theme:** Allows you to change the preset theme for your website. Will not affect what you've typed or uploaded.

**Change fonts:** Allows you to change the preset font for different sections of your theme. Will change it all across the website, not just one page.

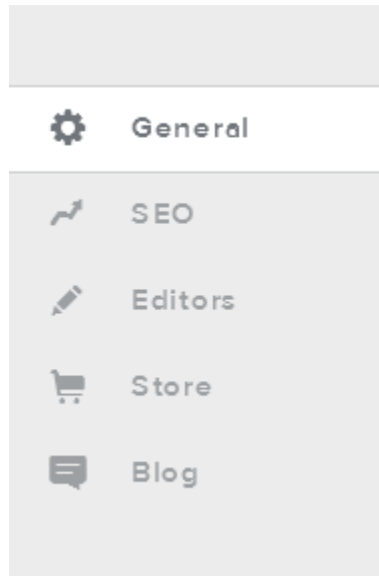
**Change background:** Changes the background of the entire site. You can also upload your own picture if you don't want to use one of the stock pictures or textures.

## Store:

We will not utilize this section of the website editor.

## Settings:

You will use the General, Editors, and possibly the Blog sections.



### General:

- **Site Address:** Change the web address of your website. (Subject to availability.)
- **Site Title:** This is what shows up in the tabs of the web browsers. This is the name of your site.
- **SSL:** \*NOT AVAILABLE\* Only on paid accounts.
- **Favicon:** \*NOT AVAILABLE\* Only on paid accounts.
- **Site Password:** Allows you to password protect your site so that only people who have the password can access the site. You can also set individual pages with a password on the Pages section in the Visibility option.
- **Navigation:** Change whether all pages are shown as tabs, or if they are included in a dropdown menu.
- **Facebook Sharing:** Allows you to connect to a Facebook page. **\*\*DO NOT DO THIS.\*\***
- **Archive:** Allows you to archive your page when you create a new one. Meaning, it will not be deleted, just taken offline.
- **SimpleChat:** Allows users to give customer service. \*This is a Store feature of the website, and should not be used for school.\*
- **Site formatting:** Change the time zone, language, etc. of the website.
- **Cookie notification:** Notifies visitors that your site uses cookies.
- **Un-publish:** Allows you to unpublish your site after you've taken it live.

### Editors:

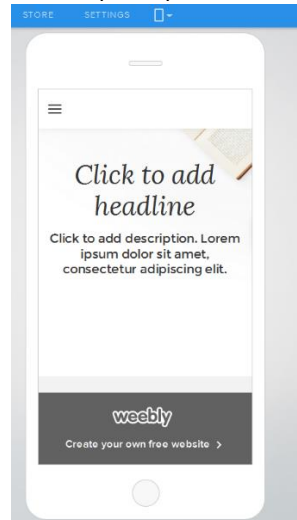
Allows you to add co-editors to your website. Good if you co-sponsor a sport or club.

### Blog:

If you choose to update your website frequently, you can add a blog element about your classroom to your site. Keep in mind the privacy and confidentiality of your students is most important. If you choose to do a blog, it must be professional, and cannot be perfectly candid. Remember: this is not Facebook. This is a professional representation of you and your school.

### Desktop vs. Mobile:

You can also see how your website will look on a desktop computer and a mobile phone using this icon:



## Weebly Mobile:

You can also download the Weebly app for free from the App Store for your iPhone or iPad, or from the Google Play Store for your Android devices. This will make website editing from home or on the go much easier.

Weebly – Create a F  
By Weebly, Inc.  
Open iTunes to buy and downl



[View in iTunes](#)

## Weebly with Students:

As an alternative, you can create student accounts for students to create their own websites. This would be a great way to assess learning, and give them a new way to publish their writing for all subjects. Plus, you can disable and reuse accounts every year, quarter, or semester.

Some things you should know:

- You are restricted to the number of student accounts you have. You can use the paid version of Weebly to get more, or you can refer other teachers to receive more accounts. Even so, you won't have enough for every student in your class. I would suggest narrowing down the list, either by grouping students together, or allowing them to choose whether or not they want to use it.
- You have to set up the initial student accounts. I would set them up with the students' usernames and passwords for the computer, so they don't forget them. You always have access to their usernames and passwords, and can change them anytime.
- Create classes first, then add students to your classes. It will be easier to keep up with.
- When you set up your classes, you probably want to password protect them in the Class Settings. This will keep just anyone from accessing the page, just in case the students put something on there that not everyone should see. You set the password, and students can give it to their parents/guardians at home so they can see their work.

If you are interested in using Weebly with your students, please see your tech coach to discuss the best way to implement this great feature!