



Creating a Classroom Website with **weebly**

April 30, 2015

Getting Started

To create an account go to www.weebly.com → fill in the desired fields and click Get Started → hover over and click the Site box as your desired focus → choose a theme for your website (this can be changed at a later date) → choose your website domain → watch introduction video

Building Your Website

Log onto your Weebly account with your email address and password → click the blue Edit button → select the desired ribbon tab (Build, Design, Pages, Store or Settings)

Design

The Design ribbon tab will let you change the look of your website. Move your cursor to the left until the Design Options window appears. Here you can change your theme, modify fonts and switch your backgrounds. Bored with the look of your website? You can change it as often as you'd like and all of your content will stay. Click the orange Publish button in the upper right corner when finished.

Pages

You can create pages and subpages easily in Weebly. Pages will appear in the navigation menu under your site title. A running list of your pages/subpages will always be viewable along the left-hand column. Pages can be placed in any order by dragging/dropping them to their desired locations.

To create a new page click the blue +Add button → select the desired page you want to create from the dialogue window → name your page, select Header Type, place new page in the correct order (it will appear blue at the bottom of the list of pages column) and click Save & Edit → to create a subpage simply move your page title slightly to the right when ordering page sequence → the page above it will be the page seen in the navigation menu → click the orange Publish button when finished

Build

By clicking the Build ribbon tab you can navigate and edit any page on your website. Click on the page you want to edit → move your cursor over to the left side of your screen and drag/drop the desired feature (title, text, image, etc.) you want to add to your page and design away → click the orange Publish button when finished

Making Your Website Live

Once you have created an account and built your website, you need to put it on the Web by publishing it. Click the orange Publish button → Categorize Your Website (select Education) and click Continue → Verify That You Are Human and your site is live

Exit/Logout

To exit/logout click the three horizontal lines icon to the right of the Publish button → click Exit Editor → click Logout

Upgrades

\$40 for a personal domain (ex. mrhaver.com instead of mrhaver.weebly.com)

\$99 to get the Pro Plan (this will allow you to password protect your website)