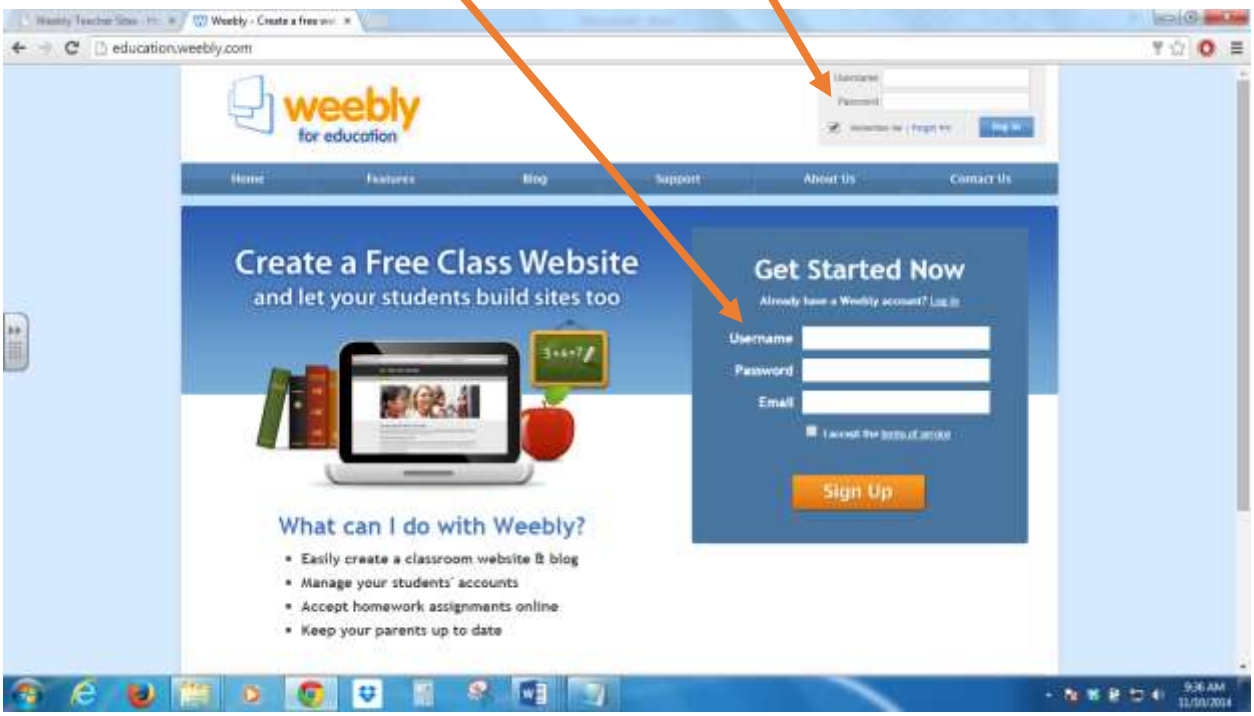
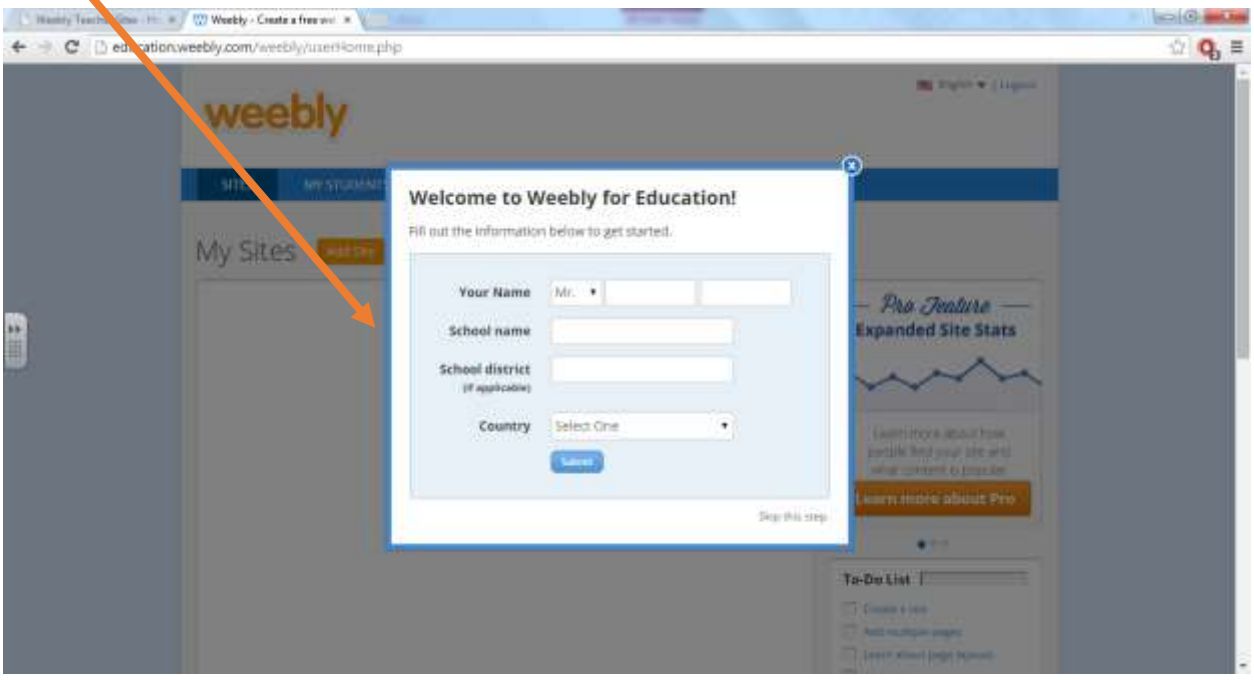
Getting Started with Weebly for Education

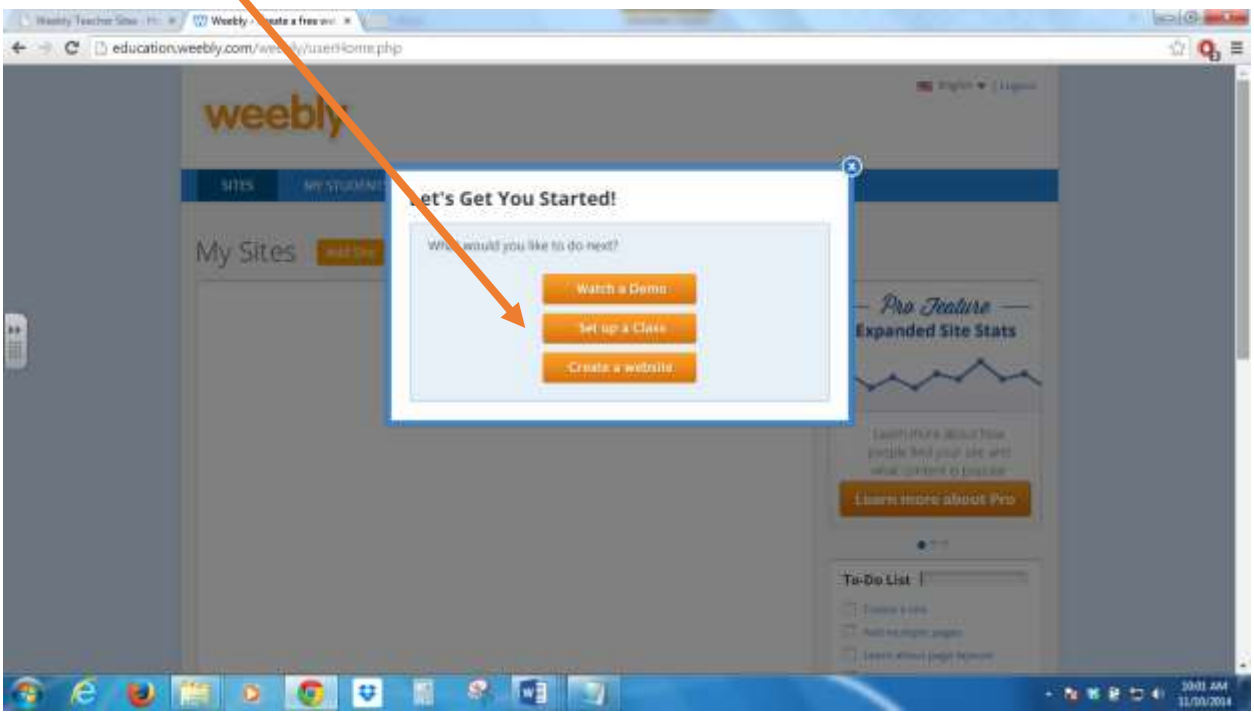
Go to education.weebly.com. Set up a new account or sign into your existing account.



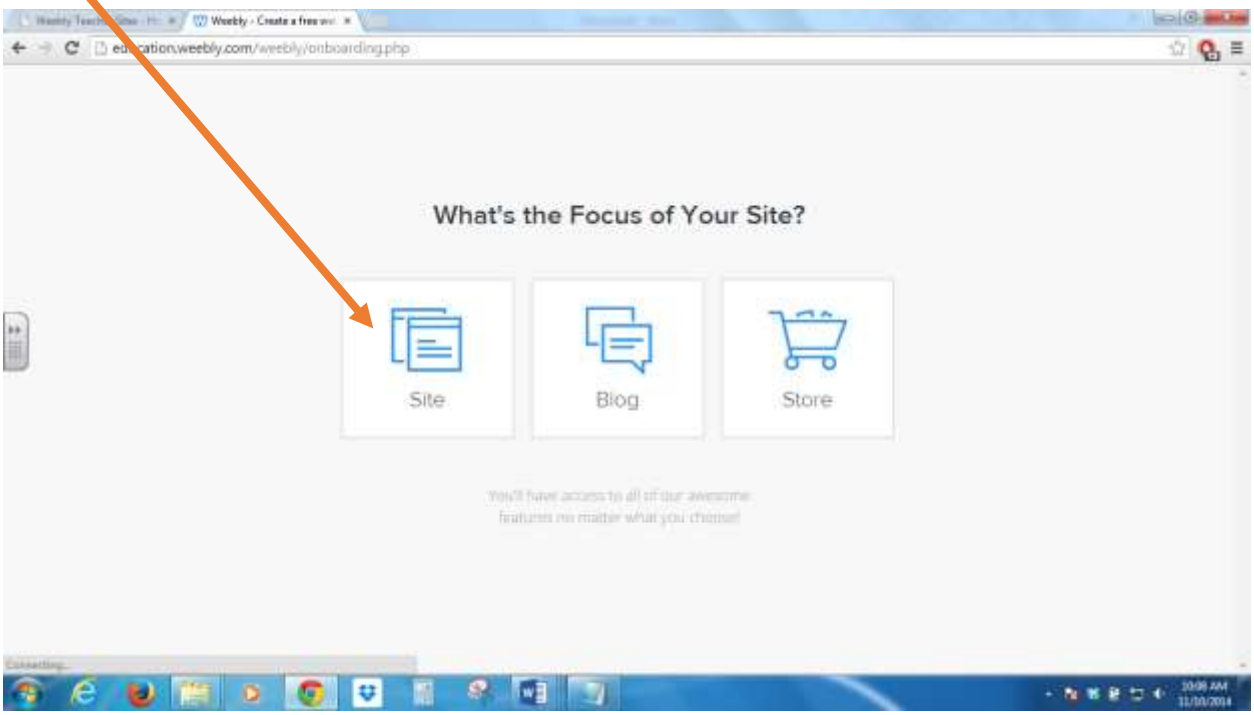
Complete the requested information on the Welcome screen.



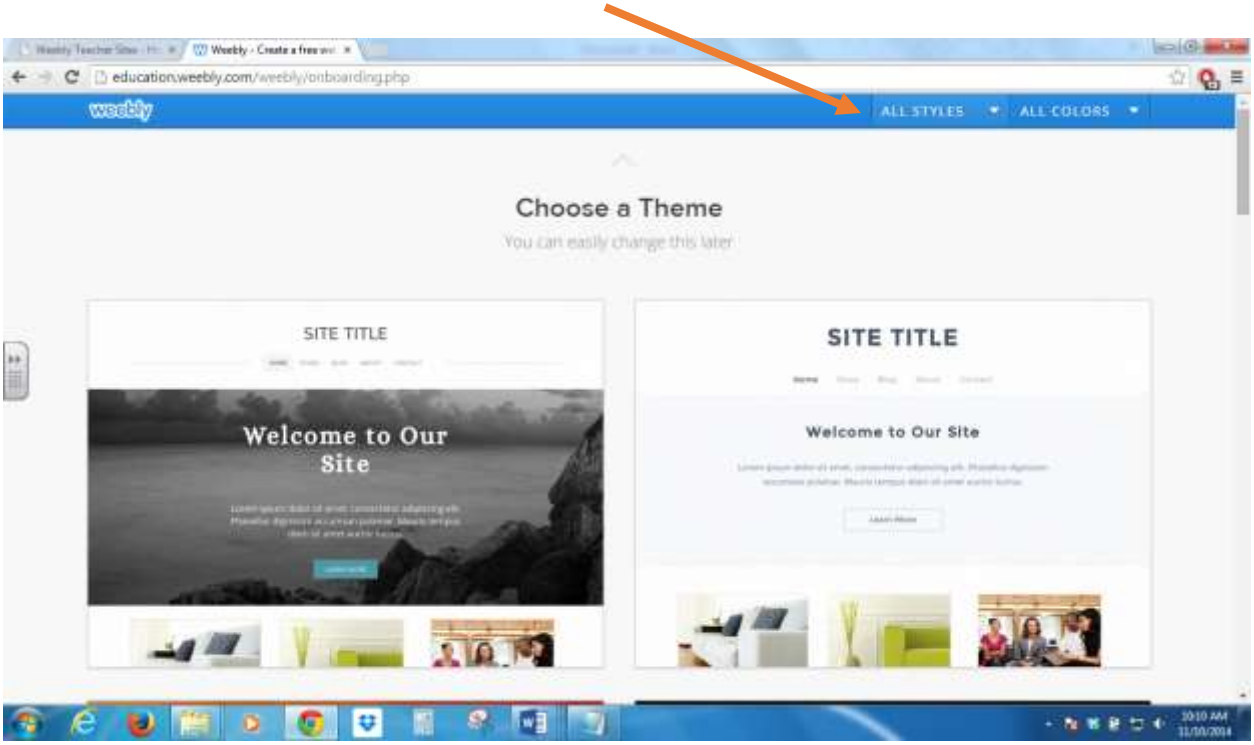
Select an option to get started.



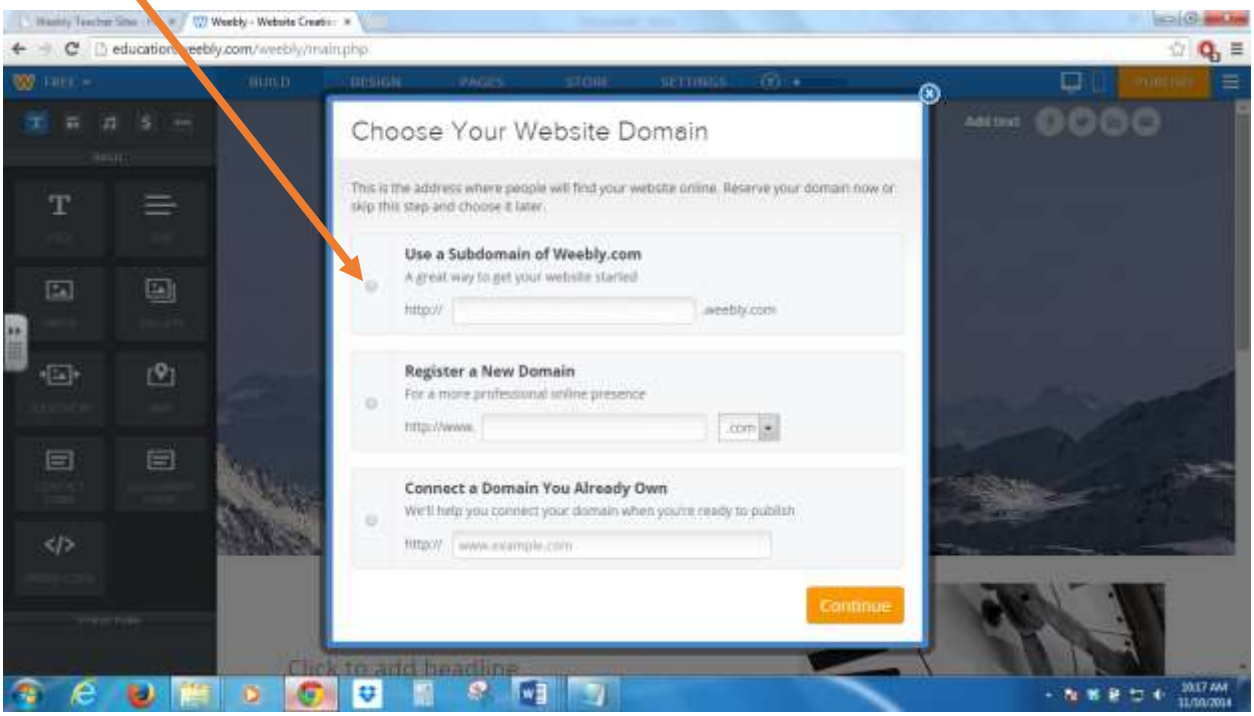
Add a site to your account by choosing the ***Site*** button.



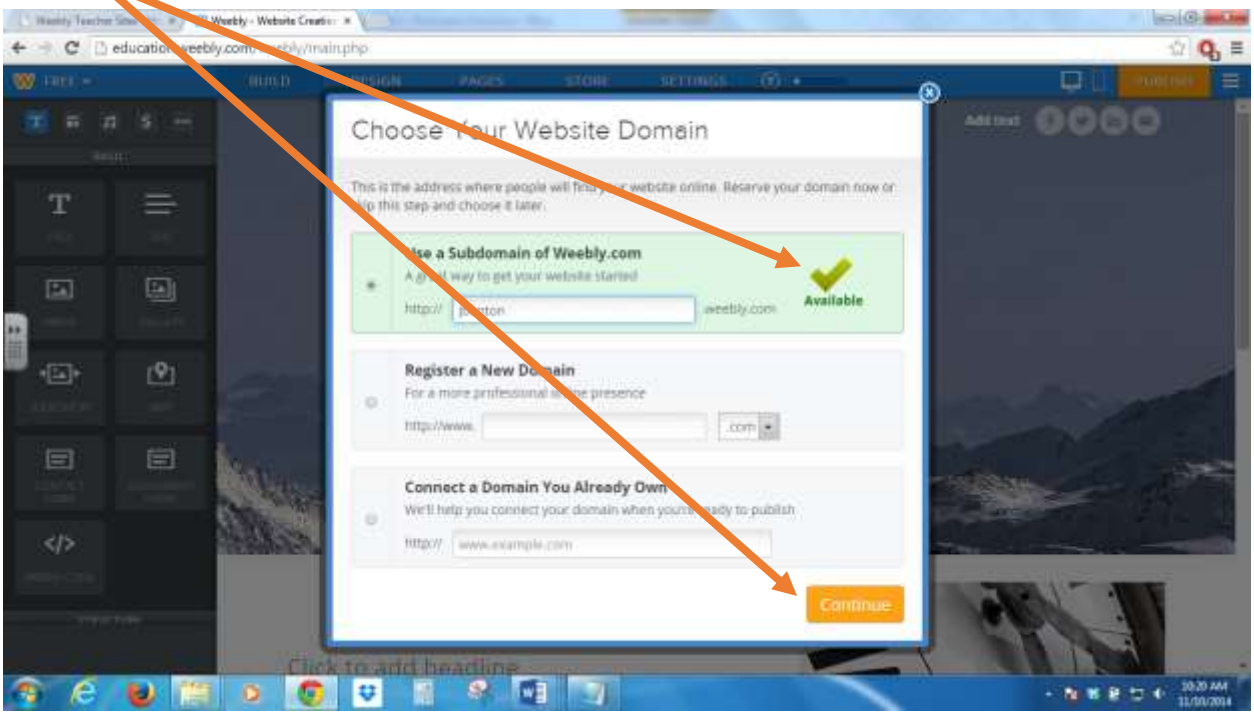
Choose a theme for your site. Don't worry – this can be changed later during the editing process if you don't like the theme you choose here! You may filter by style and color for a different look!



Assign a URL to your new website. It's free if you use a subdomain of weebly.com!

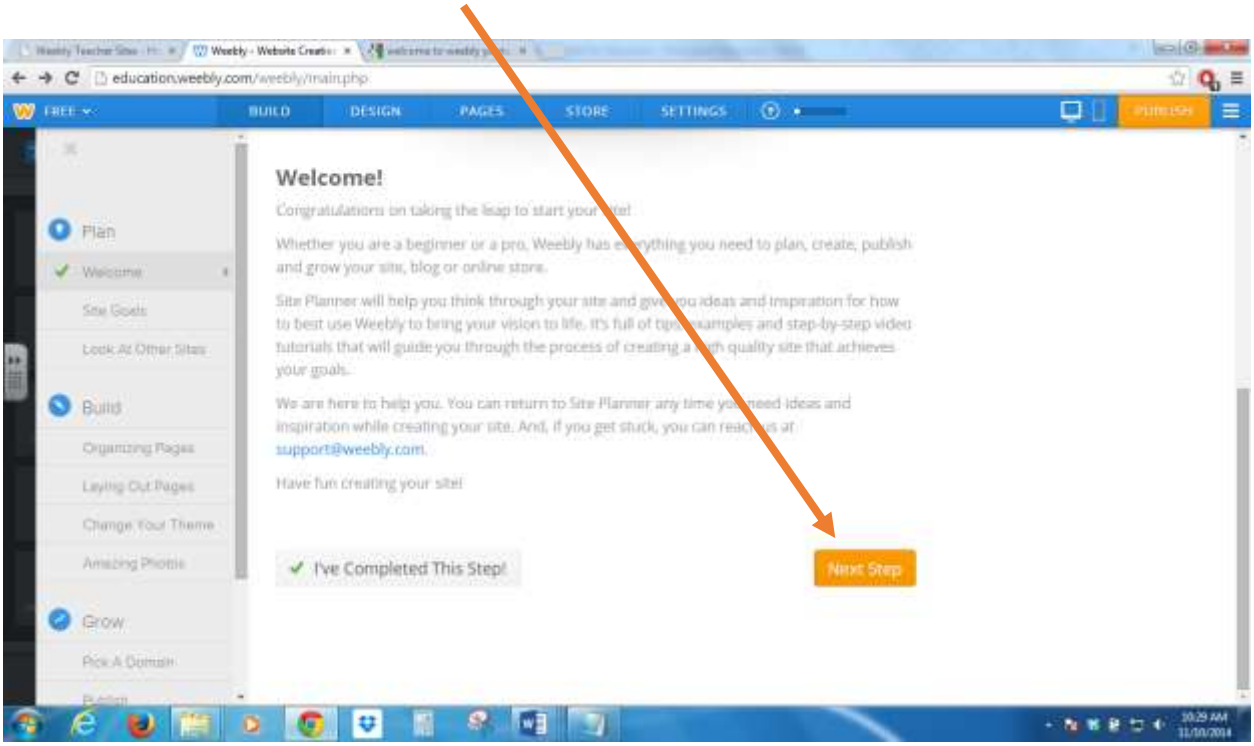


If the URL you choose is available, click Continue.

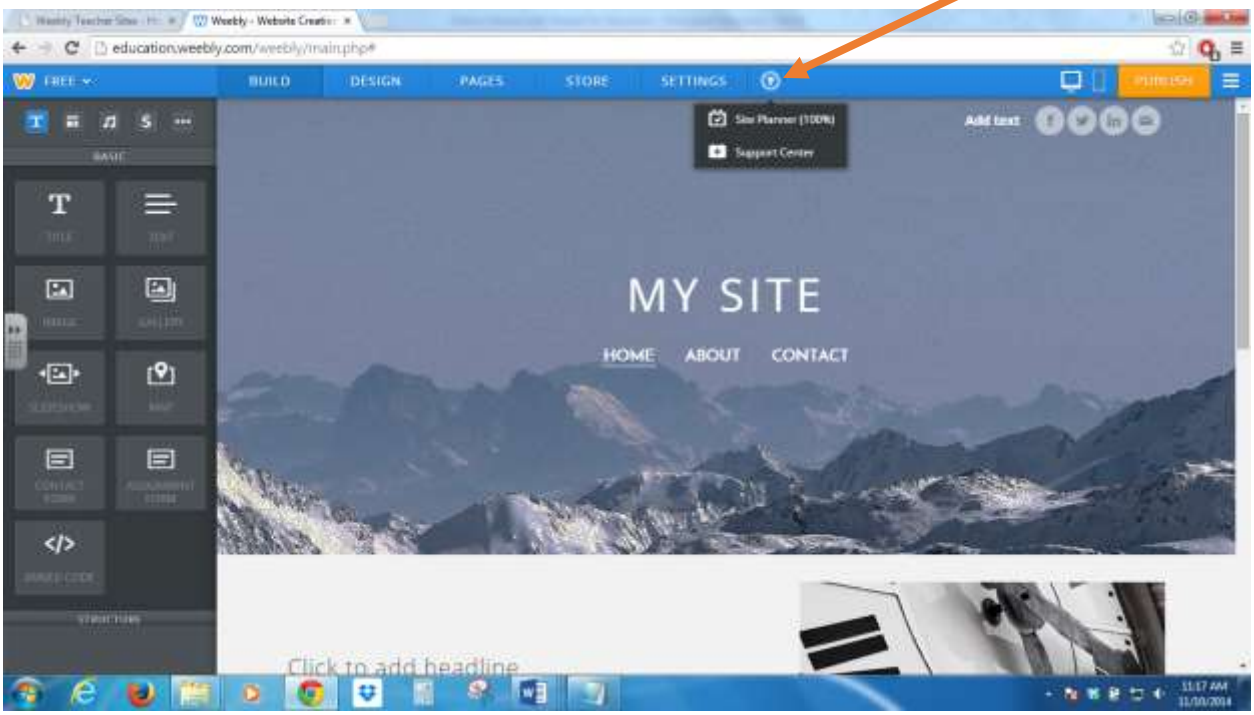


Watch the Welcome video and choose from one of the options: ***Plan my site*** or ***Build my site***.

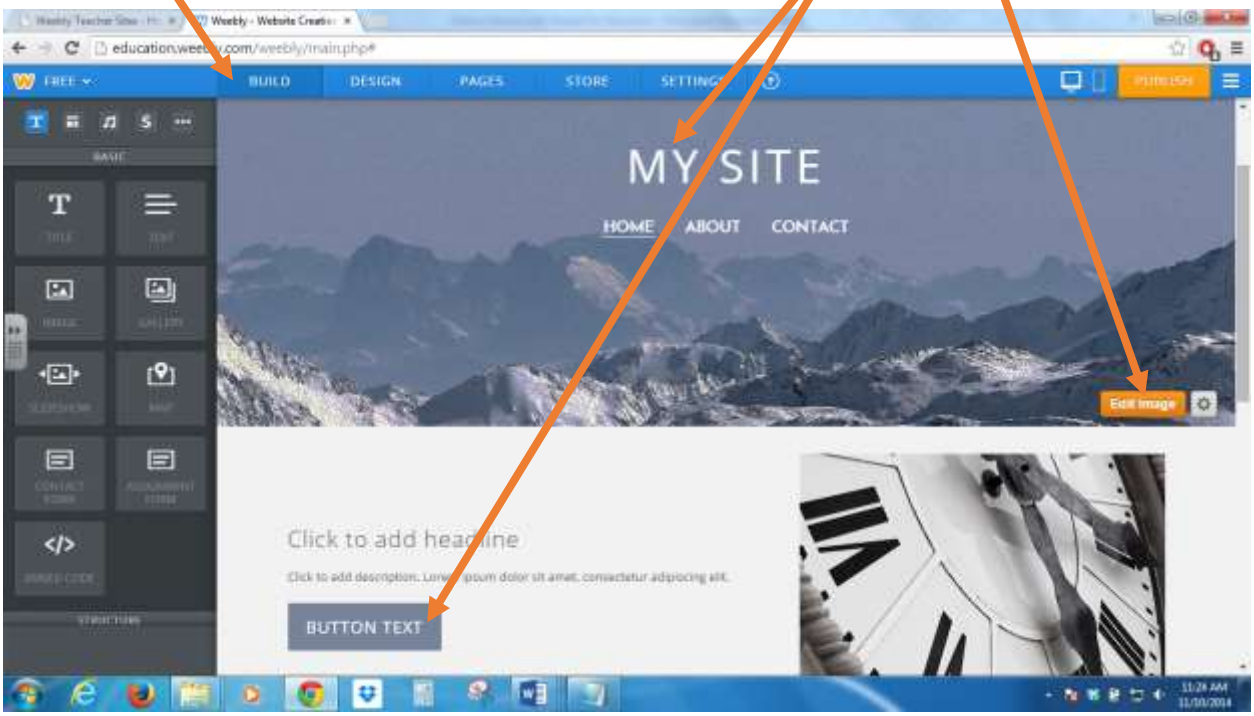
If you choose ***Plan my site***, Weebly will walk you through several steps that will help you plan, create, publish, and grow your site. Click ***Next Step*** to progress through the planning and development process.



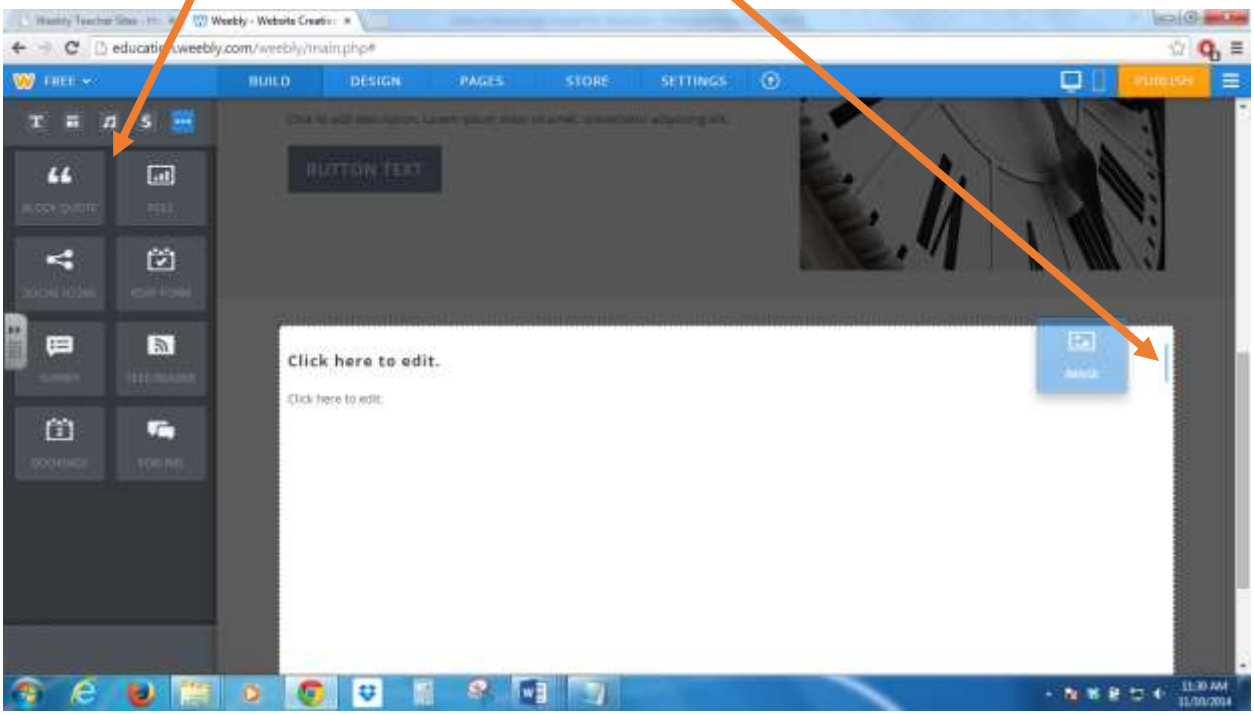
If you choose ***Build my site***, Weebly will take you directly to your site to begin editing. If you need to return to the ***Site Planner*** or the ***Support Center*** for assistance at any time, click the ***Question Mark*** from the menu.



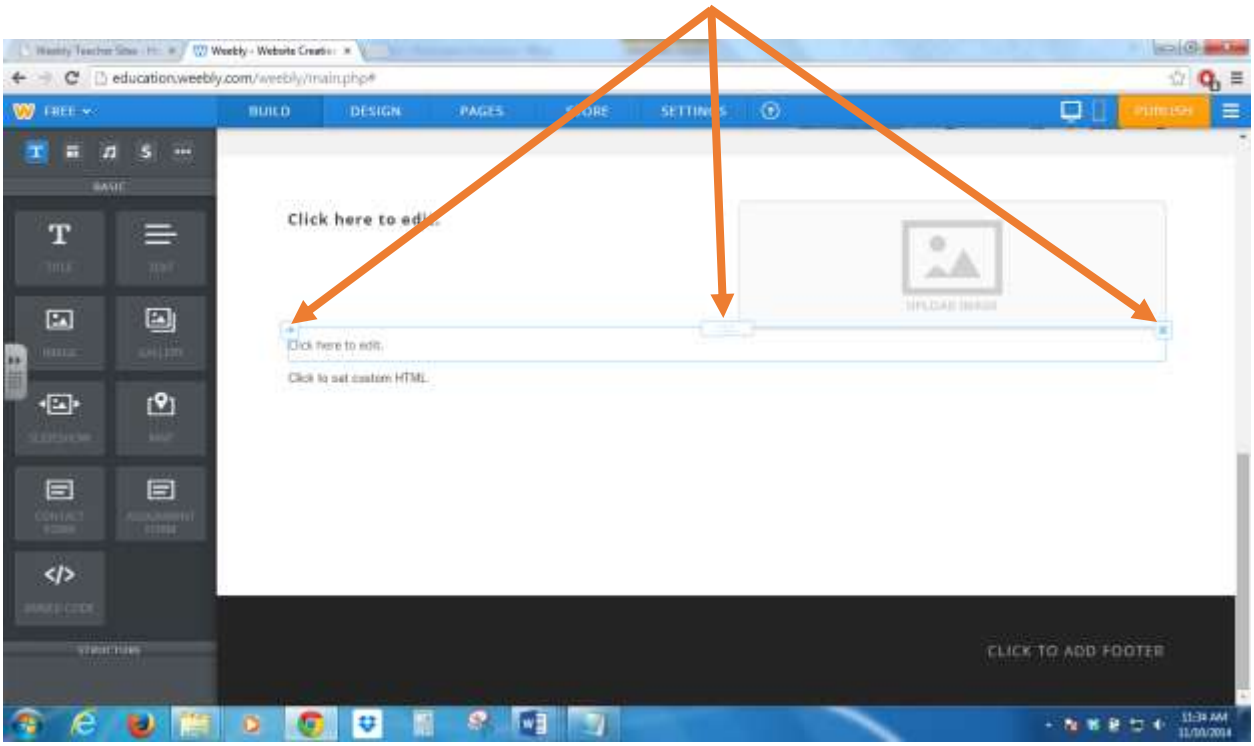
Choose ***Build*** from the menu to make changes to your pages. Click on text and images to customize for your own content.



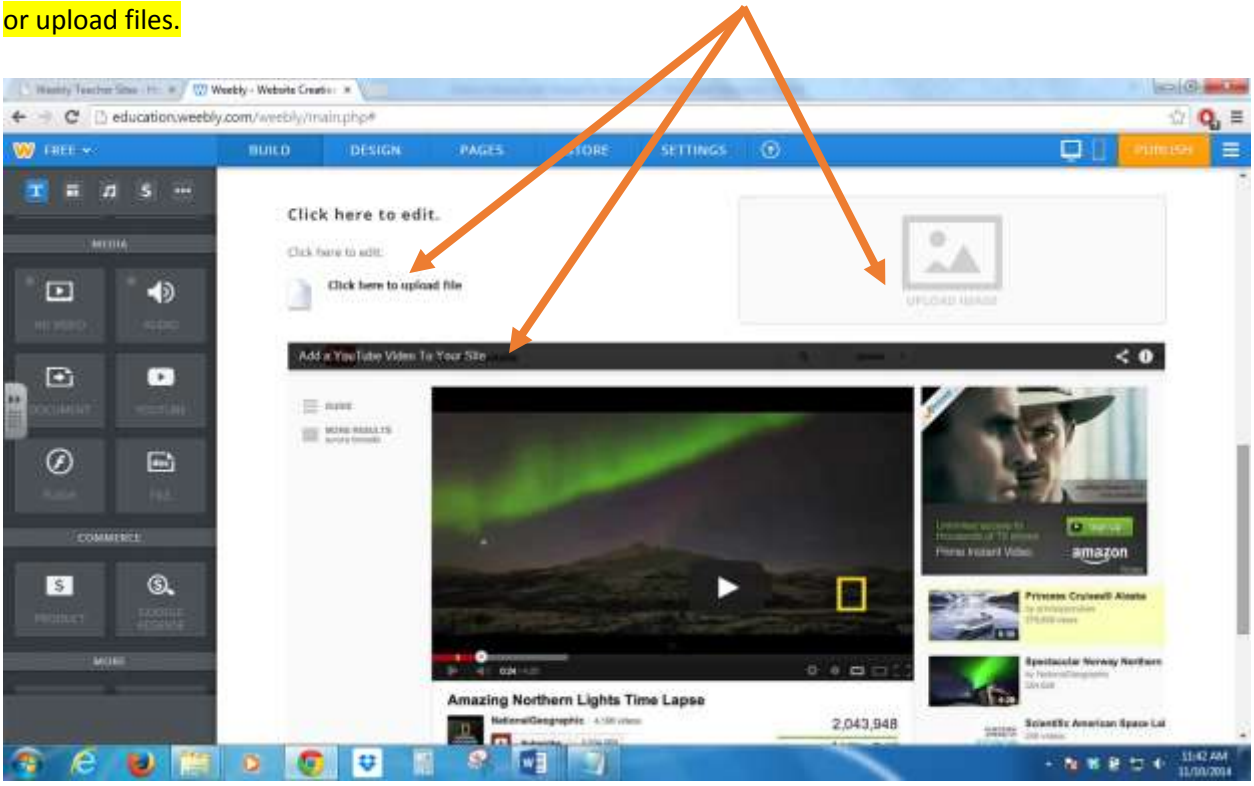
Click, drag, and drop from the Elements menu on the left to add items to your pages. Place elements to the right or left of items to create columns. The blue cursor indicates where you are dropping an element.



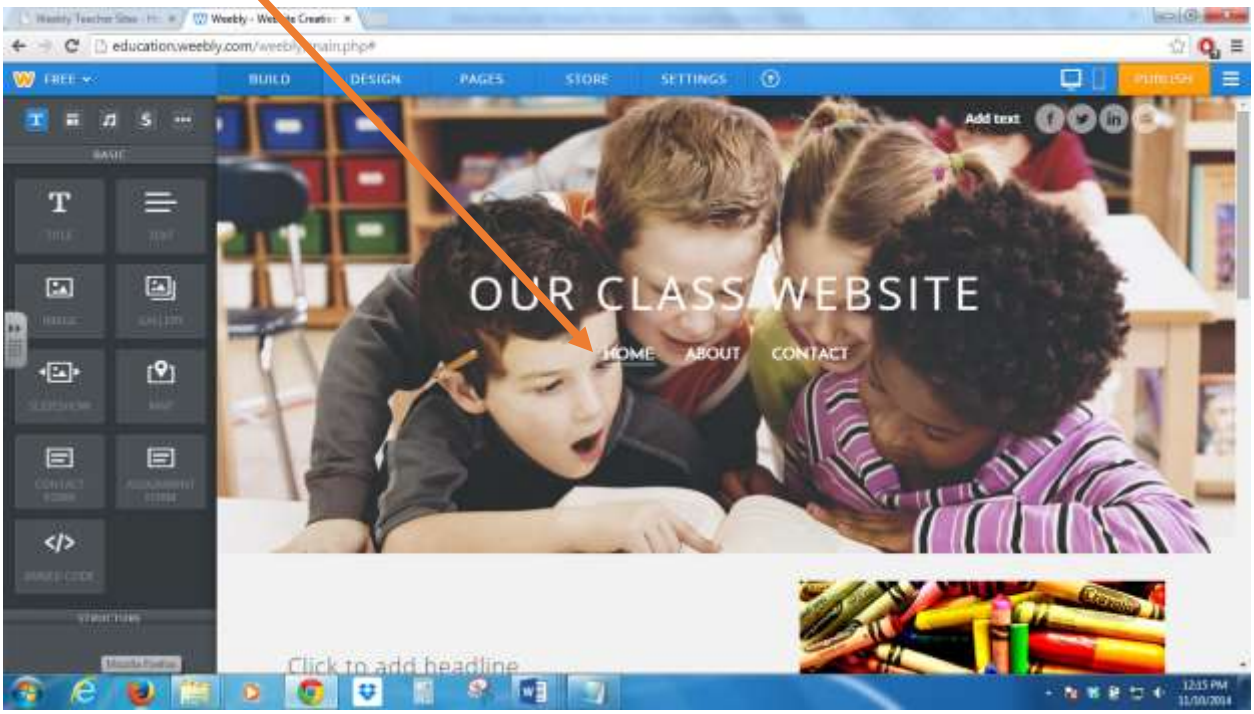
Mouse over elements that have been dropped on a page to relocate it to a different page, move it around on the current page, or delete it.



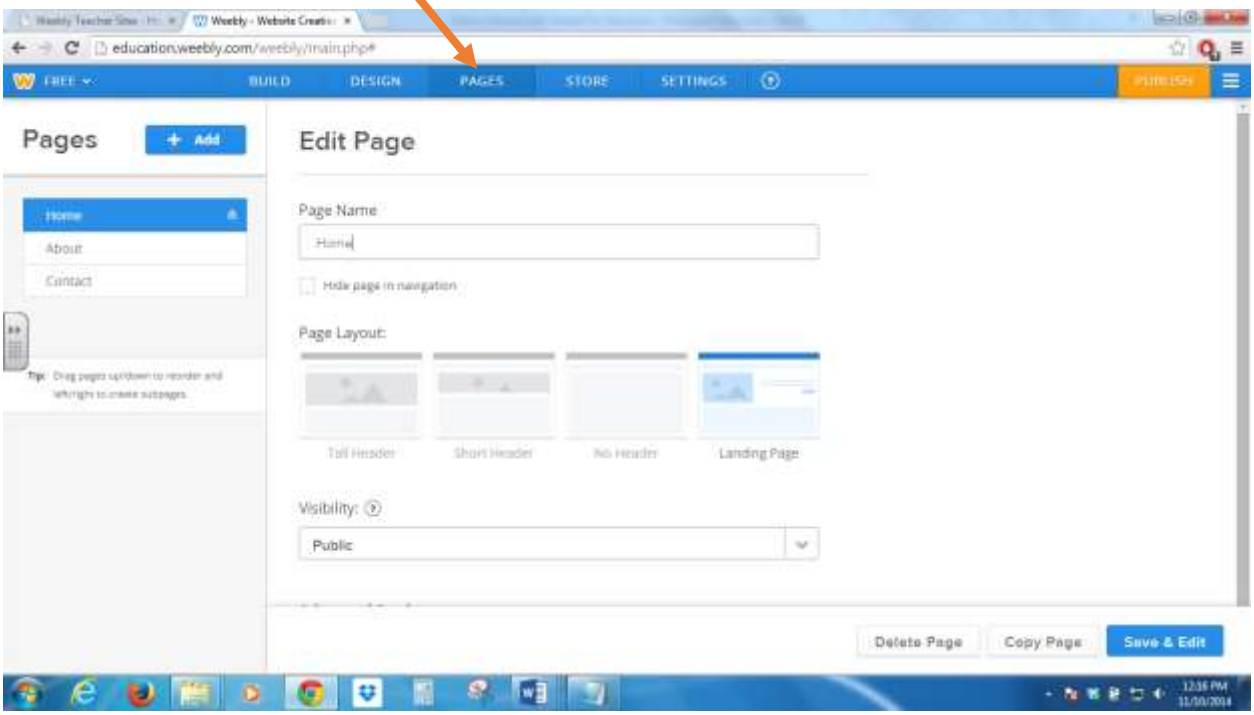
After dropping certain elements on your pages, you may have to click on the item to further customize it or upload files.



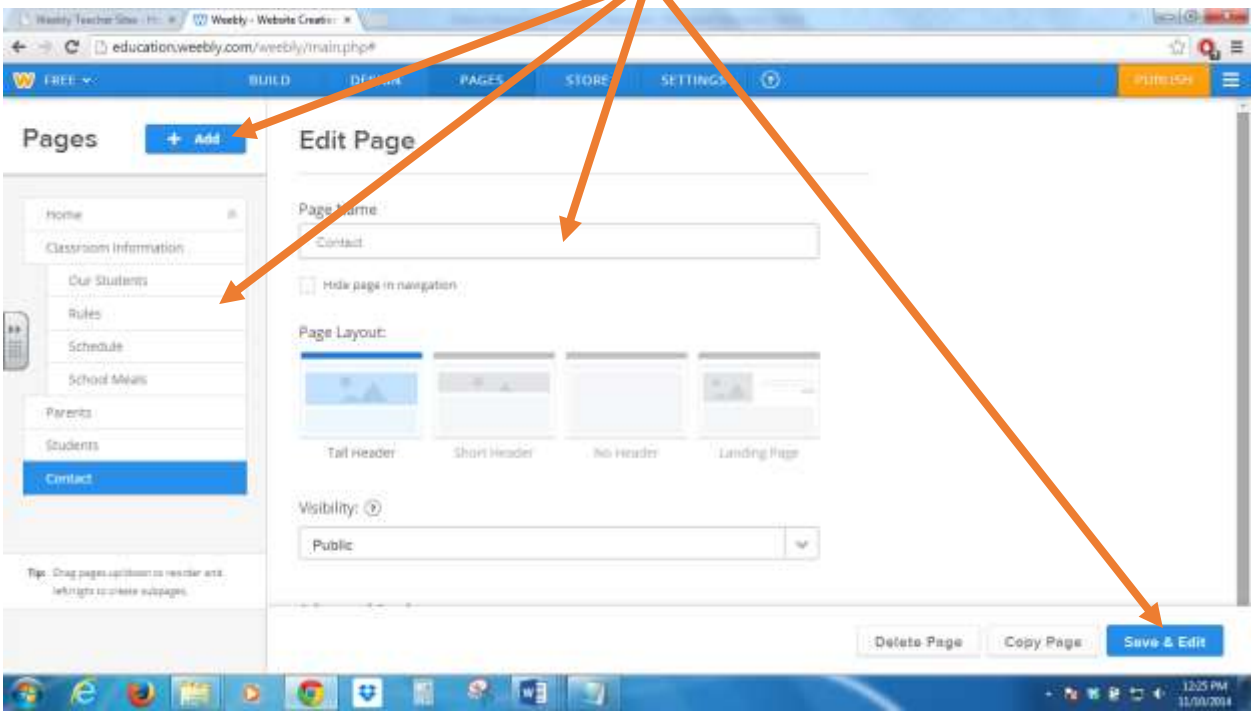
Your top navigation links are important and are automatically changed from the Pages menu. Consider keeping your top navigation to 6 or less items to avoid confusion and clutter.



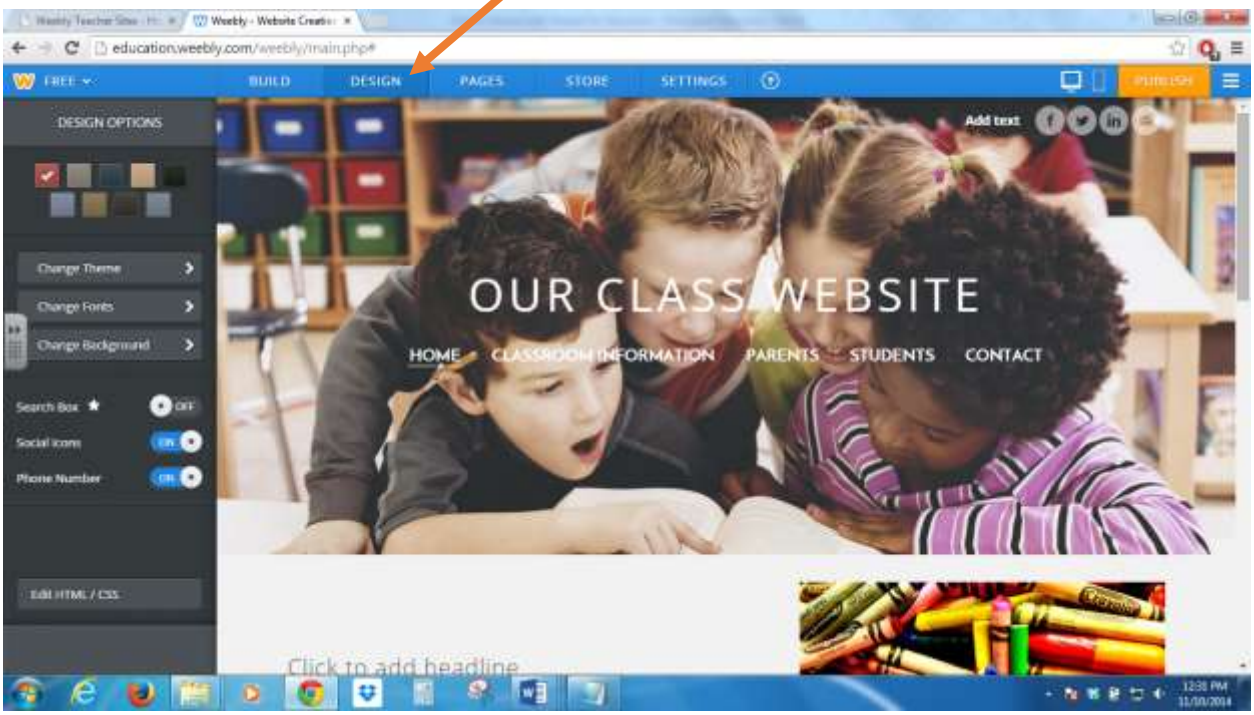
Click on the ***Pages*** menu to add and edit pages on your website. Main level pages will show up in your navigation menu on your homepage. Subpages will show up in a drop down menu when items are moused over in the navigation menu.



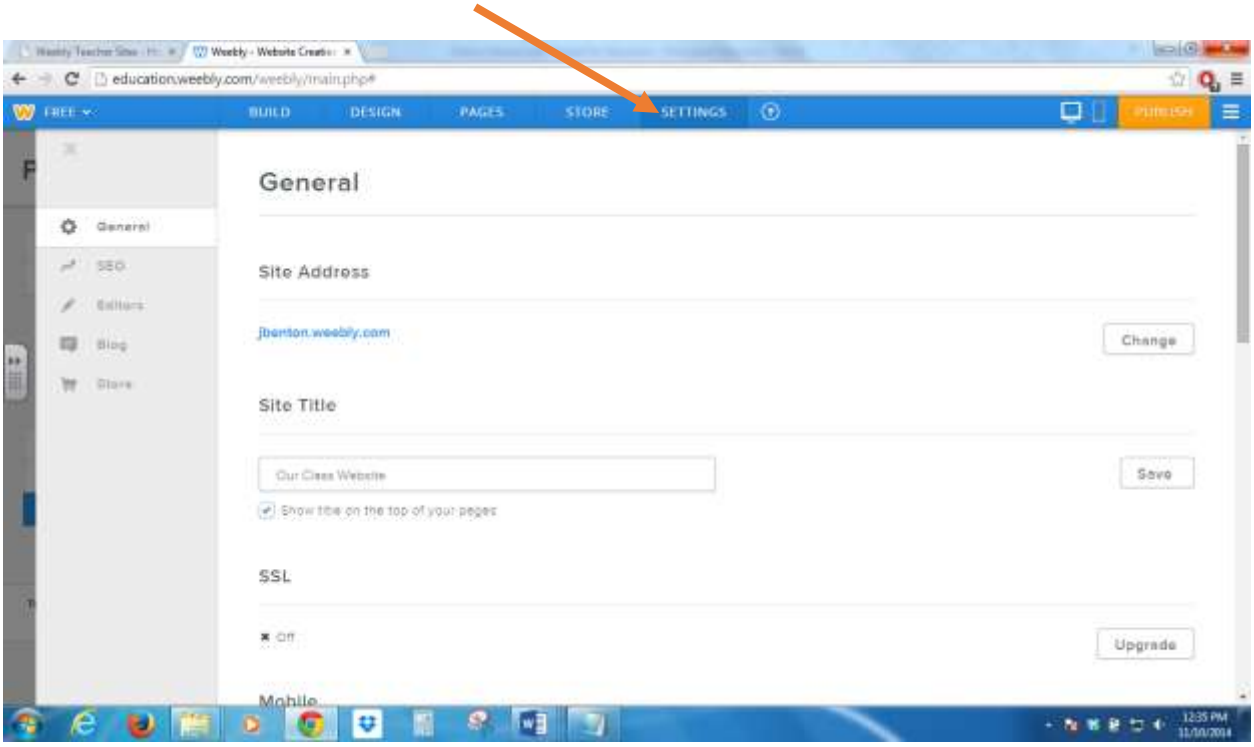
Click the ***Add*** button to add pages to your website. Edit the name and layout in the middle of the page. Edit the order and nesting of folders in the left menu. To nest pages, drag the page to the right or left. Click the Save & Edit button to build your new pages.



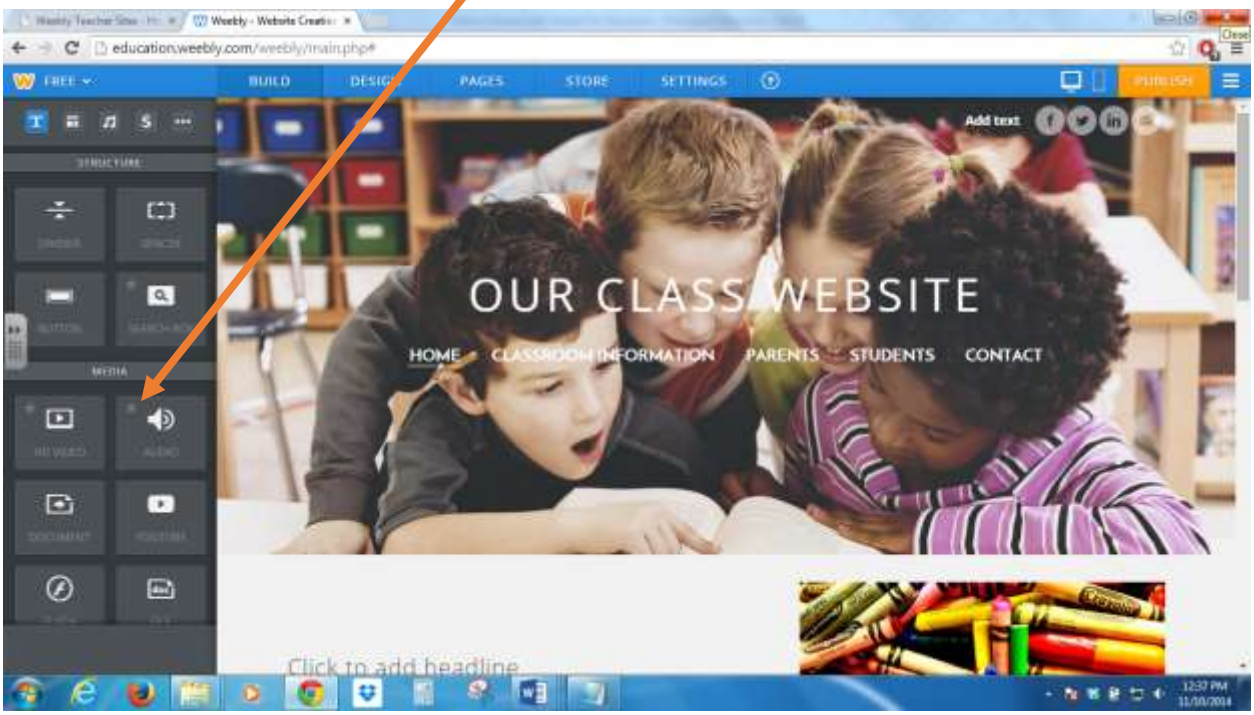
To change your theme and color, click on the ***Design*** menu. You can also edit your default fonts and background from this menu.



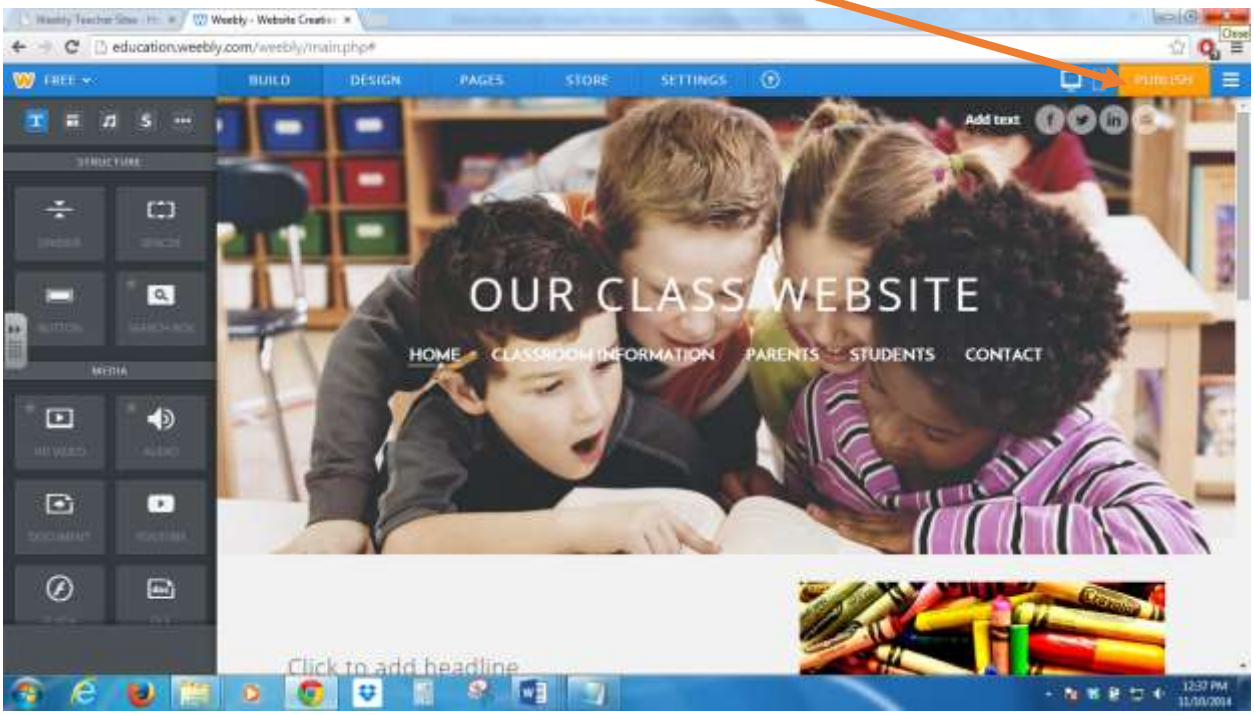
General website settings can be changed from the ***Settings*** menu.



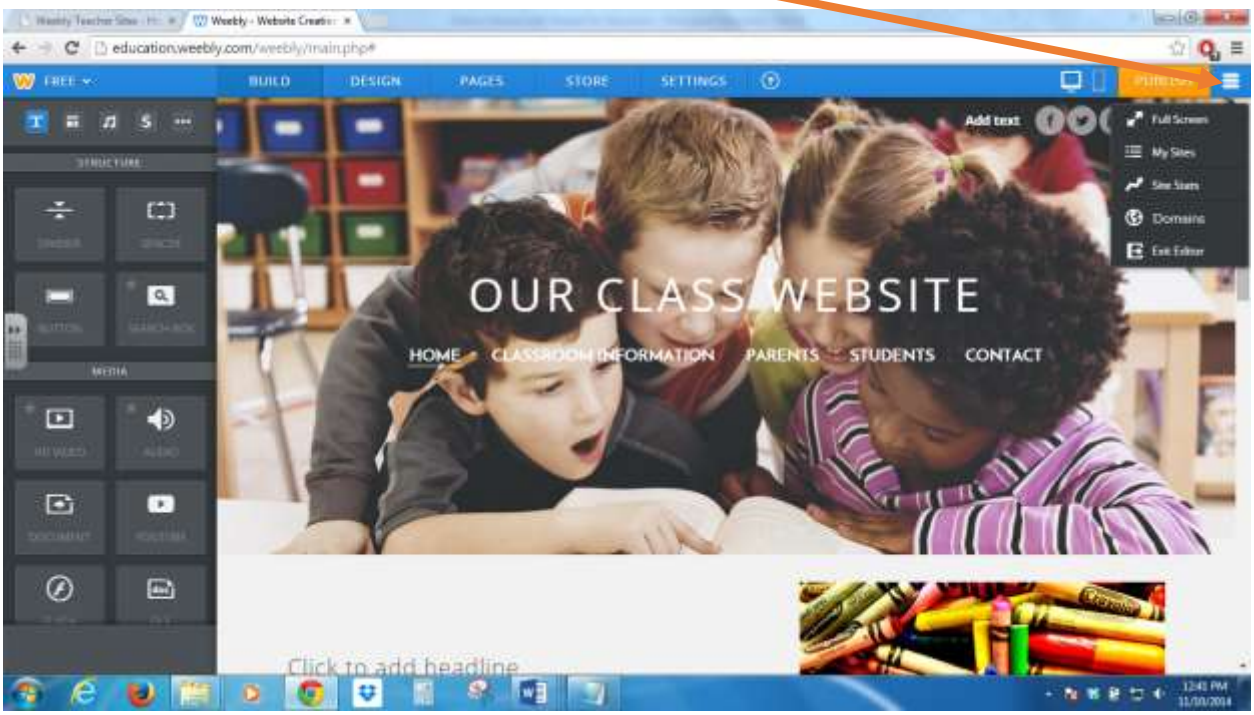
Elements and features labeled with a star require an upgrade to a paid version of Weebly.



When you are ready for your site to be public on the internet, click the ***Publish*** button. Each time you edit your site after publishing it, you must click ***Publish*** when done for your edits to appear on your website.



Click the ***menu*** button to work on other sites, view your site stats, or exit the editor. Visit your live site to see what it looks like on the web!



Working with Images:

- Use personal, high-quality images for a polished, worry-free look
- Make sure students don't have parent requests on file that prohibit their directory information from being included on websites
- Be mindful of copyright and legal use of information; provide citations to give credit where due and link back to the owners' works or websites
- Images should be in a jpeg, a png, or a gif format
- Images can be inserted directly through Weebly; they can also be uploaded or inserted with an image URL
- Creative Commons is a great search tool to use to find free images, but be sure to read and understand their disclaimer (http://search.creativecommons.org/); using this source would require you to cite sources and provide links for attribution
- Searching through Weebly allows you to find free Creative Commons images that cite automatically
- Microsoft Office Clipart requires a citation as well
- Weebly offers professional images for a fee; there are also websites that offer subscriptions and/or ways to purchase images and artwork (i.e. Thistle Girl Designs, DJ Inkers, etc.)
- Pinterest would likely be a valuable resource for finding free and paid images

Taking it further:

Create an Impressive Class Website in Under an Hour - http://www.scholastic.com/teachers/top-teaching/2013/06/create-impressive-class-website-under-hour

Search YouTube for tutorial videos or use the ones posted on Weebly's site - http://kb.weebly.com/training-videos.html

Weebly Help Center - http://hc.weebly.com/hc/en-us

Weebly for Education Help Center - http://help.education.weebly.com/

First Steps: Getting Started - http://kb.weebly.com/first-steps.html

First Elements: Adding Text - http://kb.weebly.com/first-elements.html

First Elements: Adding Images - http://kb.weebly.com/picture-elements.html

Editing your Header - http://kb.weebly.com/edit-header.html

Adding more Pages - http://kb.weebly.com/add-more-pages.html

Changing a Layout - http://kb.weebly.com/alter-layout.html

Editing your Fonts - http://kb.weebly.com/change-fonts-guide.html

Starting a Blog - http://kb.weebly.com/start-blog.html

Publishing your Site - http://kb.weebly.com/publish-next.html