**Creating and Updating Your Weebly Website**

**First Steps- Creating the Site**

* 1. Go to Weebly for Education
		1. education.weebly.com
	2. Enter a username and password to access your site, and enter a valid email address. Be sure to write down your username and password so you don’t forget! Hit the “sign up” button.
	3. The next thing you will see is a box prompting you to enter a title for your site. This name will be the title that people see when they look at your website.
	4. The next step is to choose a website address. Choose **Option A: subdomain of weebly.com** and write your name, without spaces, in the box. Click “continue.” You have now created a website!

**Site design**

* 1. Click the **Design** tab at the top of the web page.



1. Move the cursor to hover over the different images. The images are mini-versions of possible designs for your web page. Holding the cursor over an image for a few seconds will show you a larger sample of what that design looks like.
	1. When you have chosen the design you want, click on the small image of the design at the top of the page. This will select the design you will be using for your website.
	2. You can change the design of your site at any time.
	3. You can change the picture at the top of the site at any time. Don’t worry if you don’t like the picture shown in the sample.

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**Adding more pages**

1. Scroll up to the top of the page, and click the **Pages** tab at the top of the site, right next to the **Design** tab.
2. For each new page that you add:
3. Click the **New Page** button
4. In the box labeled **Page Name,** write the name of the page.
5. Chose the **Page Layout,** and any other options
6. Then click **Save and Edit**

**Saving your work**

* 1. At any time while working on your site, click the **Publish** icon at the top right of the page to save and publish your work.
	2. A window will pop up telling you that your site has been published and asking if you would like to upgrade to a different site name. Just close out of this window, or you’ll have to pay money.

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**Adding and changing Text on your page**

* 1. To add text, just drag the text box onto the page where you would like the text to go. You can also add Titles, columns, etc… to your page by this “dragging” method.
	2. While you are editing text, a blue toolbar will appear that allows you to change the text, just like in a word application.
	3. **Take the time to look over all the items you can add with this toolbar.**

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**Working with Pictures**

1. Click on **Edit Image** to change a picture that is already on the page.
2. Click **Add Image** and either search a photo or upload a photo.
3. You can also add an image to your page by dragging the “image” button

located on the left hand side of your screen.



 **Working with Links and Attachments**

* 1. Type the text that you want to serve as a link. Above I wrote “Syllabus”.
	2. Highlight the text that you want to serve as the link using your cursor.
	3. A blue toolbar at the top of the screen contains a chain. Click on the icon.
	4. A window will open that says **Link to:** and offers a variety of locations. Chose which you chose to link your word to. (Note: you may choose to check the box that says **Open link in new window** and click **Save.**

**Embedding into Weebly (ex: Prezi, Google Calendar, flashcards, etc…)**

1. Further directions can be found at <http://kb.weebly.com/embed-audio-and-video.html>

DON’T FORGET TO PUBLISH WHEN COMPLETE