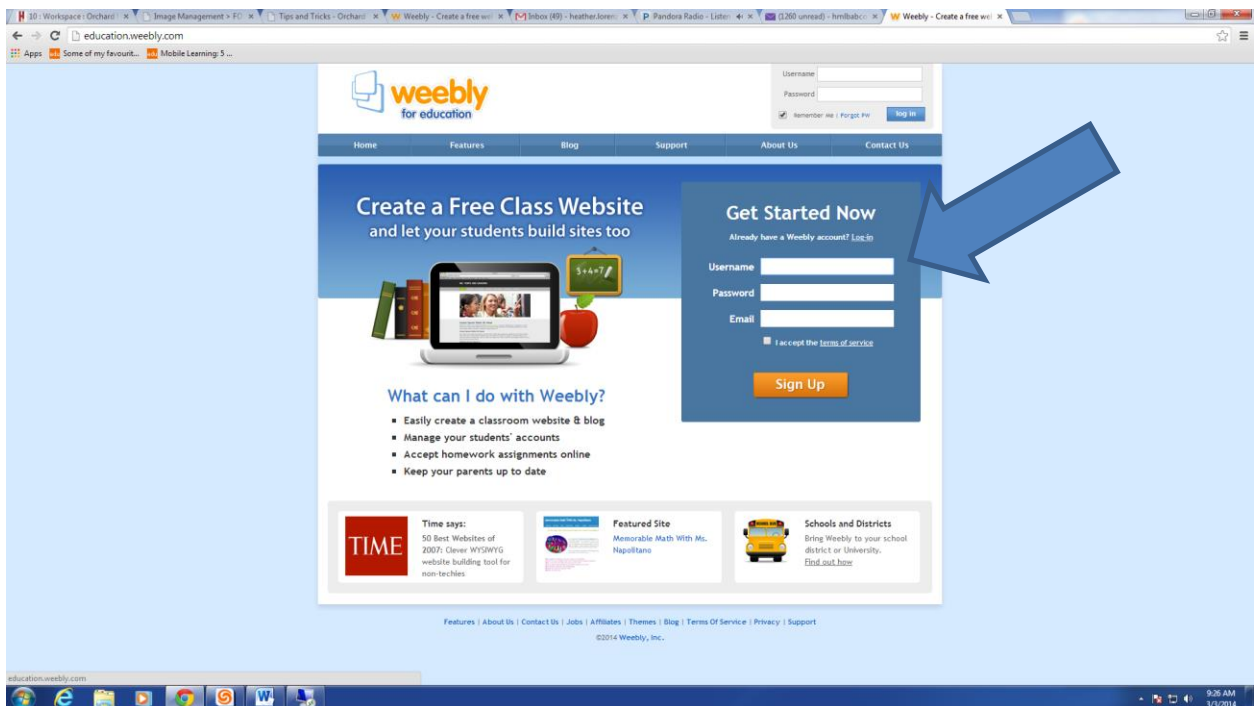


Getting Started with Weebly

Weebly is a website creation and website hosting service. Weebly is a free service; however, additional features are available with a paid membership. Using the free service, teachers can convey announcements to parents and students, create blogs, create student pages and more! You can even set up classes, where students can create websites as part of an assignment or create student portfolios.

To set up a free account:

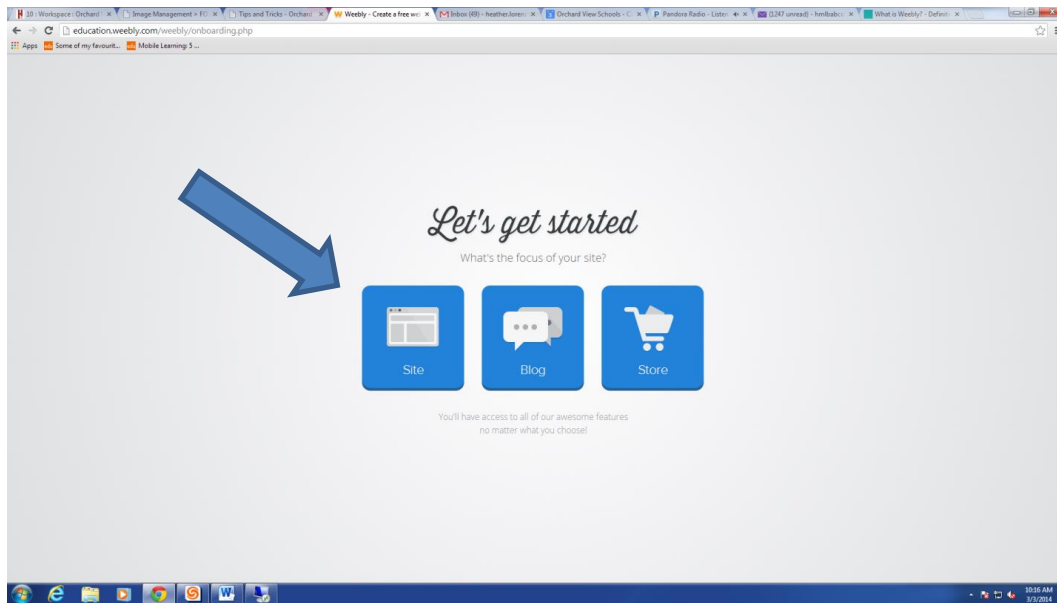
1. **Go to the Education Weebly website at "www.education.weebly.com".** You will see an account creation form with three fields (Full Name, Email and Password).



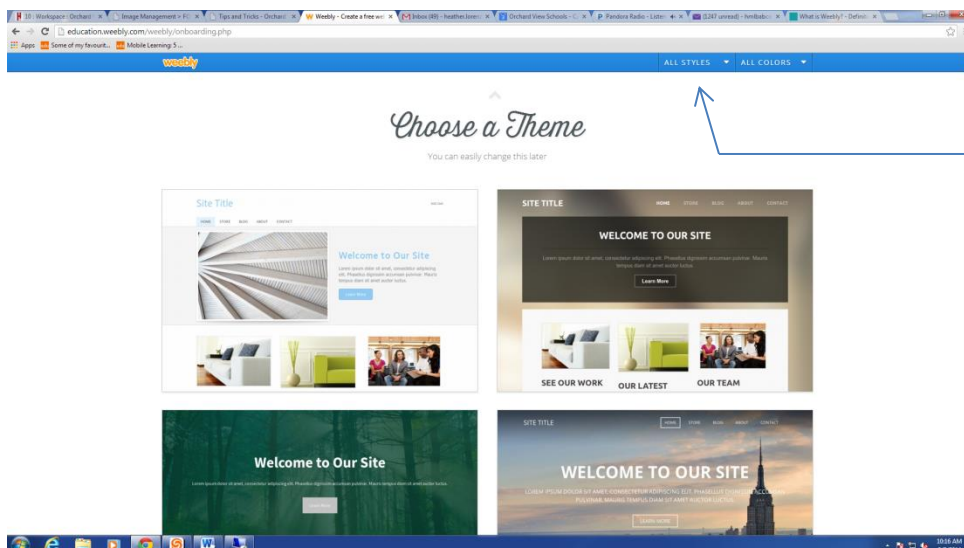
2. **Sign up for a Weebly account.** In each field in the short account creation form type in a desired **username**, **password** and **email address**. Once each of these steps has been completed, click on "**Sign up.**" You know will access your Weebly account based on the account information entered.

Getting Started with Weebly

3. **Decide on the focus of your site.** You will have three options to choose from -- website, blog, or store. Click on the button that applies ~ you will use Website the majority of the time. A blog can be added to your website after it is created.

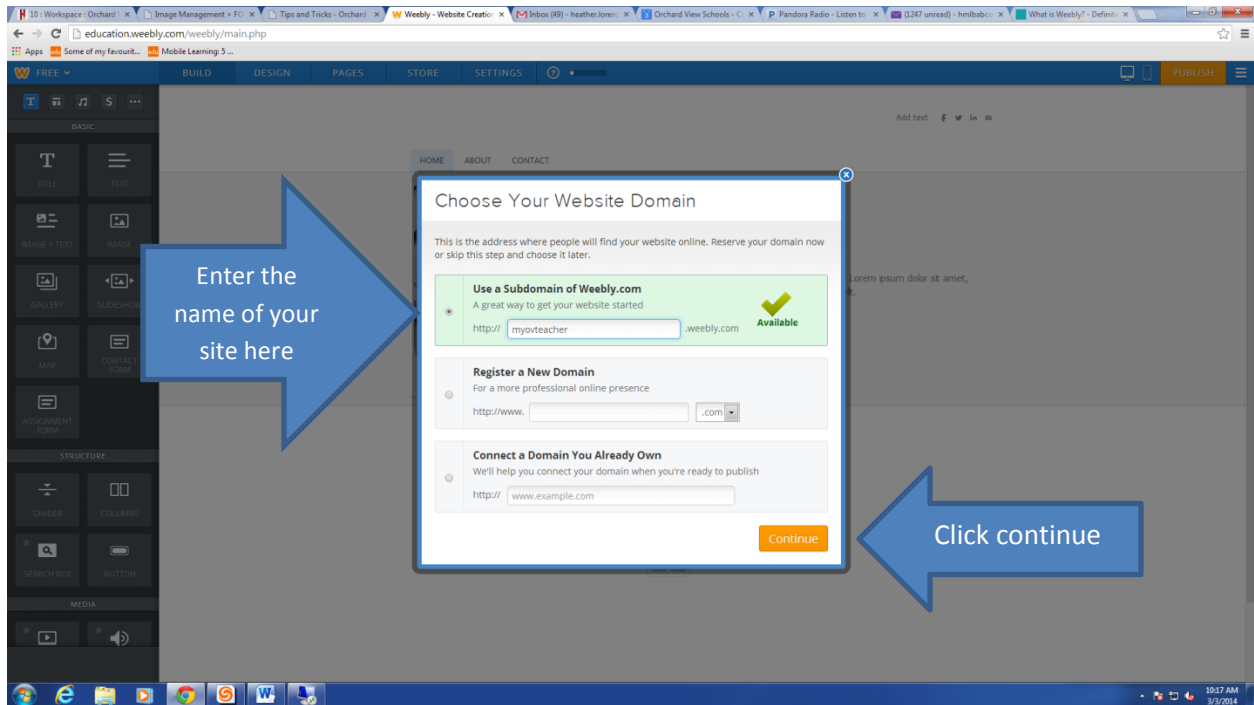


4. **Choose a theme for your site.** You can do this by glancing over the options listed on your screen, selecting whichever one interests you the most, clicking on it, and then clicking on the orange **"Choose"** button. Themes can be changed at a later time also
- Scroll up to the top and click on "All Styles" or "All Colors" if you want to select a certain style or color. As for what you can choose, there are *many* options.



Getting Started with Weebly

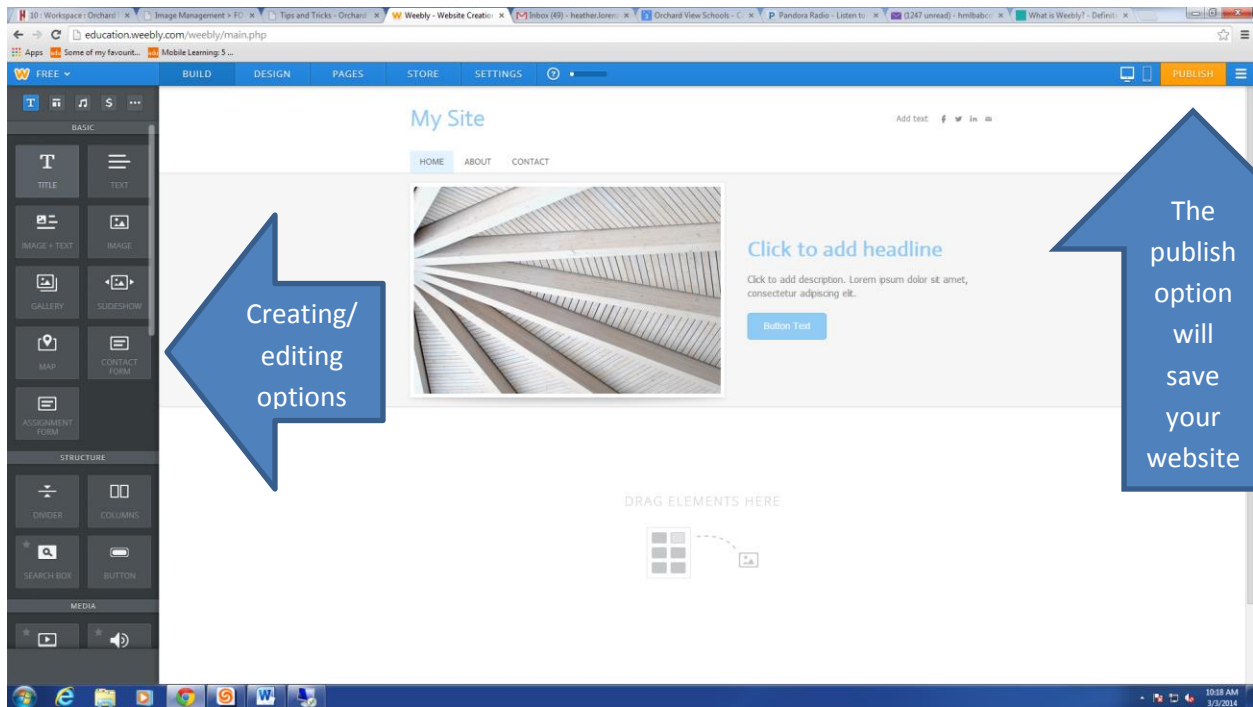
5. **Choose a subdomain (name) for your website.** Basically, a subdomain starts with the title of your website (without spaces) and ends with "weebly.com". This is the URL at which people will find your website and access it at.



6. **Design and edit your website.** Drag elements (these can be found under the small element boxes at the top under "W Free") to the box that says "DRAG ELEMENTS HERE". If you do this, elements will be added to your page to make it more appealing.
 - Several options are found on the left side of the page. To add text, images, objects, columns, etc., find the desired format and drag to your webpage.
 - The blue bar across the type allows for extra pages to be added and designs to be changed.

The next page shows a sample copy of what your screen may resemble.

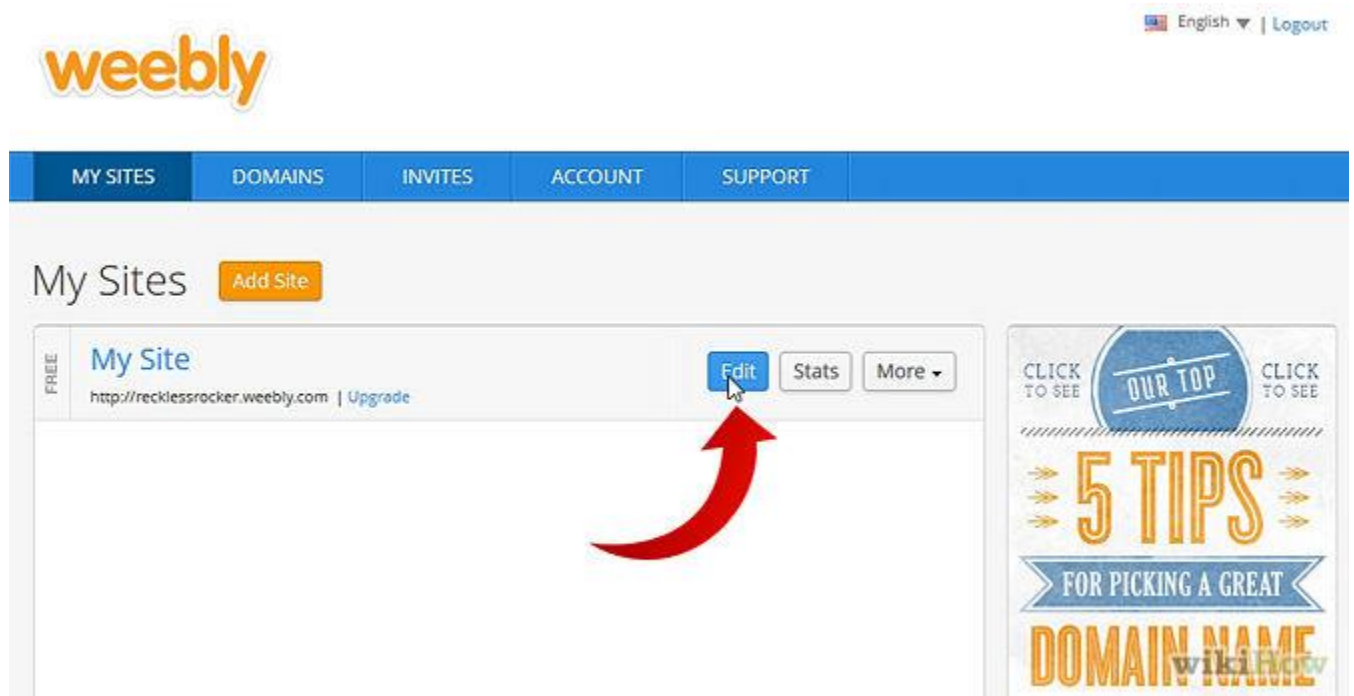
Getting Started with Weebly



7. **Click on "Publish" when you're satisfied with your website.** Doing this will make it available to the public.
 - Websites can be edited at any time – even after they are published.. You can do this by going to "www.education.weebly.com, signing in with your username and password, finding the site that you want to edit under "My Sites", clicking on "Edit", and making the desired changes.
 - Sites can also be started as a work in progress and do not need to be made available until the site is ready.

Getting Started with Weebly

8. To make changes to your website, sign into Weebly, choose the website name you want to change (if you have multiple), and click **Edit**



Have fun with your website. Please call Heather at extension 1590 for additional help.
When you are ready to have people access your website, just give them the website address.