How To Create Your Weebly Webpage
Logging Into Weebly

1. Open up internet browsers (chrome, IE, Firefox)
2. In address bar type in [www.weebly.com](http://www.weebly.com)
3. Top right screen you will see the words Log In, please click here.
4. Log in with username and password given
5. Click Log In.
Choosing **YOUR** Site To Change

Here you will find a list of all the websites available for you to edit. Please choose **YOUR** website that matches your name/grade level and click the **Edit** button.
Choosing A Theme For Your Website

- When choosing a theme have in mind how many tabs (different pages) you would like to create.

- To choose/change your theme:
  1. Click on DESIGN in top navigation
  2. Click Change Theme on top left.
Once you have gone through and found the theme you like, move your mouse over the theme and click Choose.

- Tip: In general if you are going to have more than 5 main tabs you should choose a theme that has the navigation bar going vertical instead of horizontal.
Next you will be setting up your tabs.

1. Click on PAGES on top navigation
2. Click on + Add button
3. Choose the type of page you want to make. Most likely you will choose between the Standard Page or Blog Page.
4. Under Page Name this is where you title your button for navigation
5. Choosing the header type will allow you to add pictures to your page or have no pictures on it.
6. Once you are done click Save & Edit to continue editing your page.
Creating Sub-sites Under Each Tab

- Say you want to set up classes (each tab as a class) and you want to make tabs under each class, it is very simple to do.
  - Under the PAGES tab create a page by clicking +Add just like any other page.
  - Once you have created the page you click and drag the page so it is under the tab you want.
  - You will know if it’s a sub page if the block has been indented.
- Once you have finished moving your tabs around click Save & Edit
Adding Content To Your Pages

- When you are under the BUILD tab you will find many different “Elements” you can add to your pages.

- To add these elements to your page just simply click and drag it over.
Adding Text Element To Your Pages

- When you click and drag the TEXT element over you will see the words “Click here to edit.” Click on here to begin adding in your text. Remember you can copy and paste text in here very easily.

- Once you click on the text box you will get options to change font size, color, create hyperlinks, etc.

- When you are done with editing text in the box just simply click off the box to finish editing the text box.
Adding Images Element To Your Pages

- When you click and drag over the image box you will see the icon UPLOAD IMAGE show up. Click on this box to add images.

- You can simply drag the photo into the box if you have your pictures folder open or by clicking “Upload a photo from your computer” this will allow you to search through your computer to find the photo you want to use.

- Once you have selected your image you can click on it again to bring up some editing options for the picture. Here you will also be able to resize the image by clicking on blue square on the bottom right and click/drag to resize.

- Once you are finished making all your changes simply click off the picture and you will be done with adding pictures.
Adding Documents To Your Pages

- When you drag over the element DOCUMENT this will allow you to display your word, excel, powerpoint, pdf without having people needing the program to open it.

- Click on the white space and click Upload new File, choose the file you want to show.

- Once you are done click on the box and you are done editing your DOCUMENT box.
Adding Files To Your Pages

- This element is a little different than the DOCUMENT one. This allows you to make links for students/parents to click on to the file.

- After you drag over the FILE element, click anywhere in the box to bring up the upload new File menu. Again you will get the click/drag option or search your computer for the file.

- If you want to add more than one file simply drag over the FILE element as many times as you need. You can choose to put them on top of each other or make columns. You will see these options when you drag the element over indicated by a blue bar.

- I would try and continue to make everything PDFs you need students and parents to read. This makes sure they can read it because remember not everyone has Microsoft Office.
Editing or Deleting The Footer

- Since we are using the paid version of Weebly we don’t have to advertise that we are using it. To remove this is very simply:
  - Click on the Footer itself. If you are doing this for the first time a Choose a Layout menu will pop up. Scroll to the bottom and choose the Proudly powered by Weebly footer. Click Keep.
  - Click on the words Proudly powered by Weebly.
  - Click on the X located on top right of box
  - “Are you sure” - Click Delete
  - Click Save Footer
- Feel free to change the words instead of deleting the whole thing
Adding Google Calendar To Your Pages

- The first thing we have to do is log into your Google Account and create the different calendars for your classes.
- Once you’ve created the calendars you need to add in your homework/tests.
- Last step is to take the calendar and put it on your website.
Logging Into Your Google Account

- Open up your internet browser (chrome, ie, firefox)
- Go to the URL http://www.google.com
- Find the Sign In button on the top right
- Sign in with your rsd17 Google account.
Logging Into Your Google Account Cont.

- Click on the small 9 box grid to bring up your apps.
- Click on the Calendar app
Creating Classroom Calendar

- Under My calendars you will see a arrow. Click on that and click on Create new Calendar
  - This is where you will create each Calendar for your classes.
- Make sure you fill out Calendar Name, and check box Share this calendar with others. Make sure you check box to make this calendar public.
- Once you have done all those things click Create Calendar
- Repeat for each class you have
Adding Homework/Tests To Your Classroom Calendar

- Once you have created all your calendars now is the time to fill in the information.

- On the top left of the screen you will see CREATE button. Click on the button not the arrow.
  1. Choose the title of your event
  2. I would recommend using All day event unless you really have a time you want to put in
  3. Choose the correct calendar from the drop down menu (make sure you are choosing one of your made calendars and not your name)
  4. Fill in the description of the assignment or test
  5. Click on Add attachment if you would like to include any files that go along with the assignment
  6. Notifications are optional, click the X to delete this.
  7. Once you are done click SAVE on the top.
Adding Calendar To Your Pages

Once you are ready to put your calendar on your website site do the follow:

- Click on the arrow next to the name of your classroom calendar
- Click on Calendar settings
- Find the section Embed This Calendar
- Click on Customize the color, size, and other options
Adding Calendar To Your Pages Cont.

- Fill in Calendar Title
- My suggestions for show is uncheck Tabs, Calendar List, Time zone and leave the other options checked
- Leave the default view at Month
- Verify under Calendars to Display that you are only checking the calendar you want.
- Once you have picked your options highlight all the HTML in the box above and copy(put your mouse in box, hit control-A, then control-C)
Copying HTML Calendar Code to Weebly

- Once you have your code copied we need to now paste it onto a blank page you created.
- I recommend having that page with no header, but that is totally up to you.
- Find the Embed Code under Basic and click and drag that over to your page.
- Click on the new box created and hit control-v.
- I would also center the calendar as well. This can be done by selecting the center align under custom html menu. If the menu is not up click on any blank area in your box that was created.
Copying HTML Calendar Code to Your Weebly Page Cont.

- If all goes well your website page should look something like this once you publish it. I added the text above the calendar by simply click and dragging in the TEXT element above the calendar.

- Students/Parents can click on the + Google Calendar to “Subscribe” to this calendar, allowing them to easily get updates/due dates for assignments/tests.
Publishing Changes To Your Website

Once you have made all the changes to your website you need to make sure you click **PUBLISH** on the top right on the screen. This allows everyone who goes to the website to see changes you have made. If you do not click this the rest of the community will not be able to see the changes you have made.