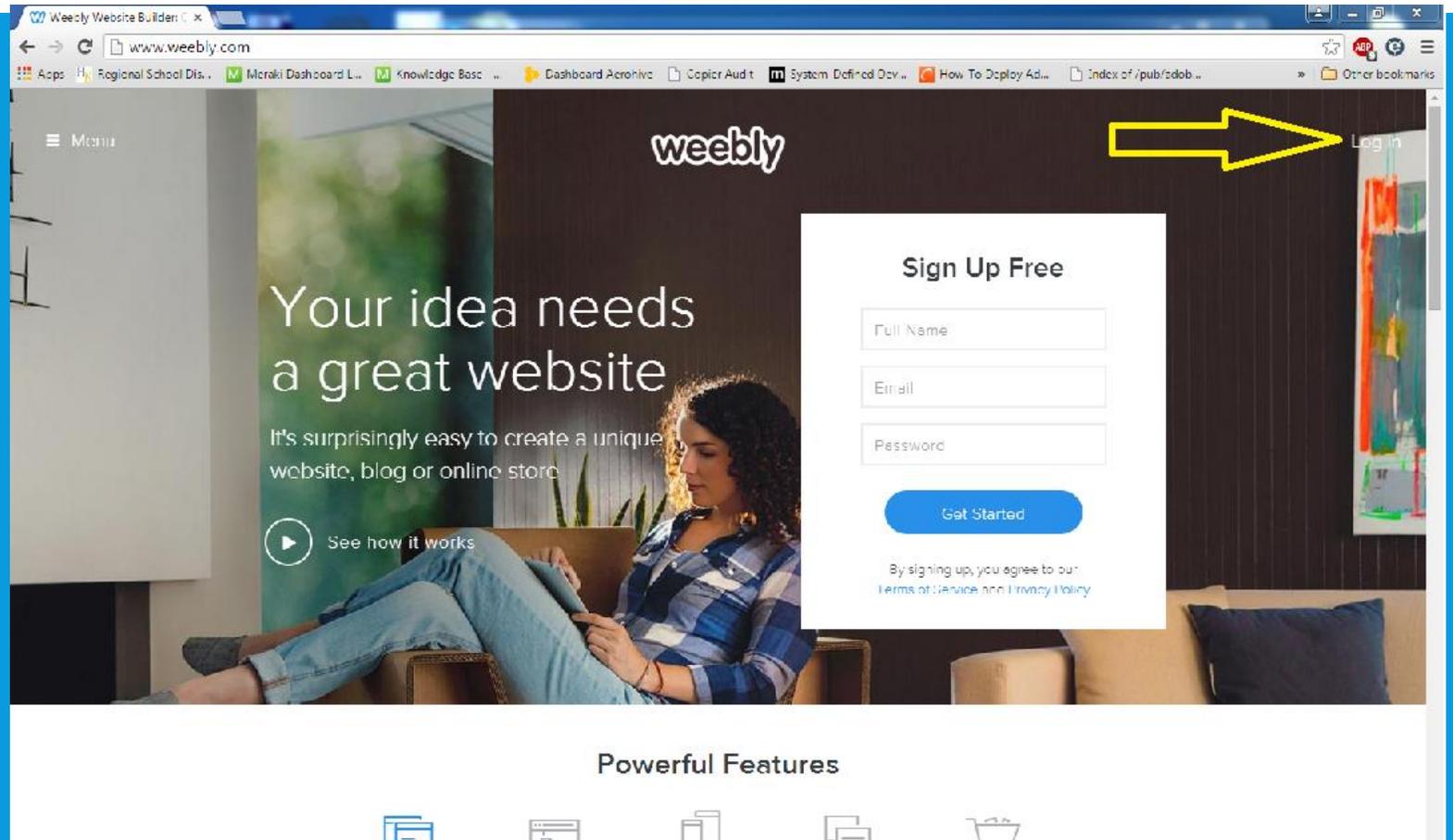


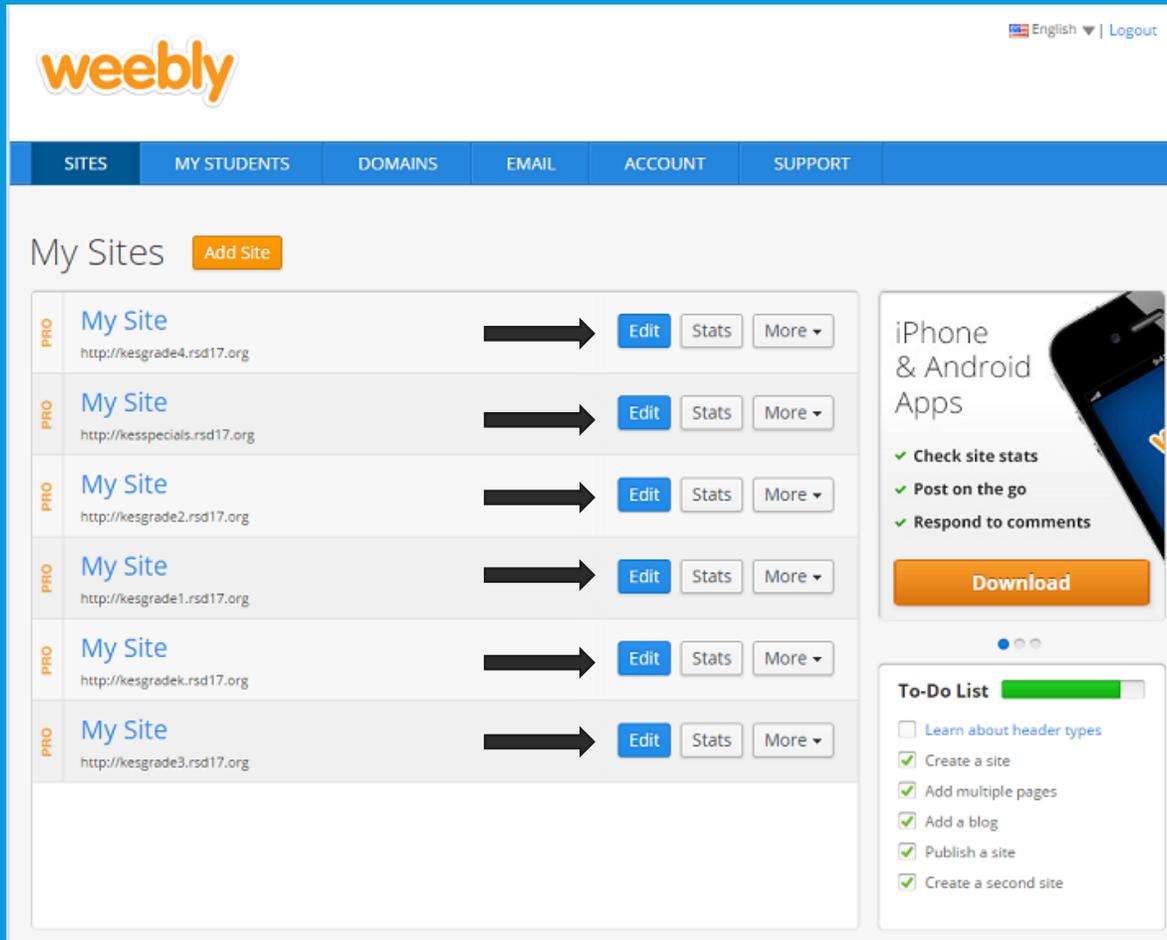
MAKING A WEEBLY BLOG WEBSITE

LOGGING INTO WEEBLY

1. Open up internet browsers(chrome, IE, Firefox)
2. In address bar type in 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(ie. mywebsite@rsd17.org)
5. Click Log In.



CHOOSING YOUR SITE TO CHANGE



The screenshot shows the Weebly dashboard interface. At the top left is the Weebly logo. In the top right corner, there is a language selector set to "English" and a "Logout" link. Below the logo is a navigation bar with tabs for "SITES", "MY STUDENTS", "DOMAINS", "EMAIL", "ACCOUNT", and "SUPPORT". The "SITES" tab is active.

Under the "SITES" tab, there is a section titled "My Sites" with an "Add Site" button. Below this is a list of six sites, each with a "PRO" label, the name "My Site", and a URL. Each site entry has a black arrow pointing to an "Edit" button, followed by "Stats" and "More" buttons. The sites listed are:

- http://kesgrade4.rsd17.org
- http://kesspecials.rsd17.org
- http://kesgrade2.rsd17.org
- http://kesgrade1.rsd17.org
- http://kesgradek.rsd17.org
- http://kesgrade3.rsd17.org

On the right side of the dashboard, there is a sidebar with a "Download" button and a "To-Do List" section. The "To-Do List" has a progress bar and the following items:

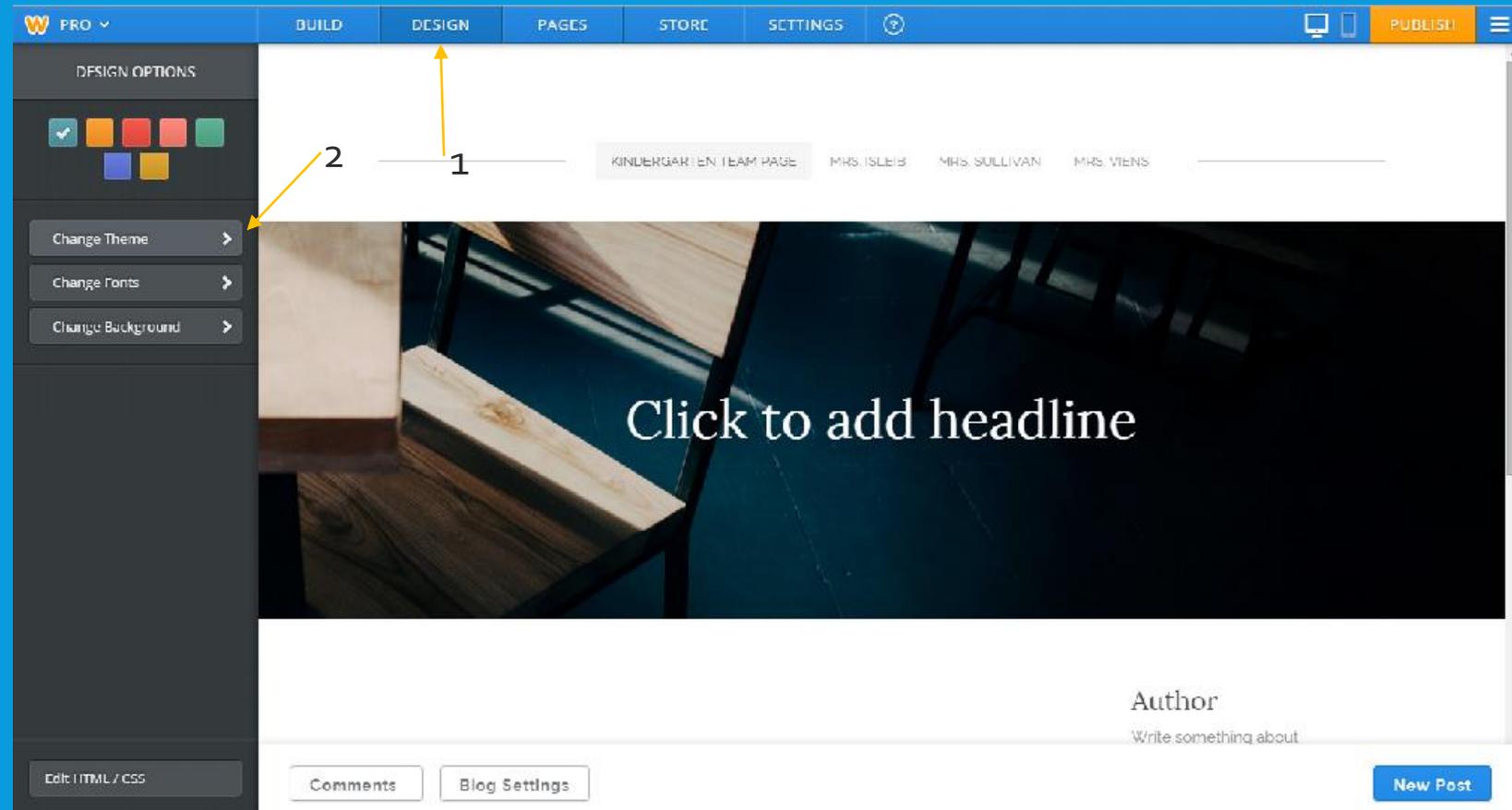
- Learn about header types
- Create a site
- Add multiple pages
- Add a blog
- Publish a site
- Create a second site

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.

CHANGING THEMES FOR YOUR BLOG

If you are looking to change the default theme (the overall look and feel of the website) this is how you do it.

1. Once logged in click on design tab on top navigation bar.
2. You will find the button Change Theme on left navigation bar. Click it to get a list of themes you want. (You can alter theme slightly by choosing different colors on left navigation as well)
3. Choose the theme that you would like to change to and click preview to get a look at what your site will look like or click Choose to set your theme.



SETTING UP TEACHERS PAGES OR TABS

The screenshot shows the 'PAGES' tab selected in the top navigation bar. The 'Edit Page' dialog is open, showing the following fields and options:

- Page Name:** Kindergarten Team Page
- Hide page in navigation
- Header Type:** Full Header, Short Header, No Header, Landing Page, Splash Page
- Visibility:** Public

At the bottom of the dialog are buttons for 'Delete Page', 'Copy Page', and 'Save & Edit'. A tip at the bottom left reads: 'Tip: Drag pages up/down to reorder and left/right to create subpages.'

Our next step is to set up individual pages for each teacher.

1. Click on the PAGES tab on top navigation
2. Everyone in your grade will need a Tab so make sure you have a Landing Page plus enough tabs for each teacher. Click +Add to be able to add another Tab. Make sure you click Blog Page.
3. Once you make the correct amount of tabs you will need to name each tab. Click on tab and Under Page Name on right type Teachers Name
4. Hit Save & Edit when you are done making the Tabs.

CHANGING BLOG SETTINGS

By default we want to set our blog pages to not allow comments. To do so please do the following:

- On the bottom on your blog page you should see Blog Settings, please click on this.
- Scroll down to where it says Comment Default: Set this to Closed.
- Click Save at the bottom.

Comments

Control how people comment on your posts

Commenting system: ▼

Comment Default: ▼

Auto close comments: ▼

Spam protection: ▼

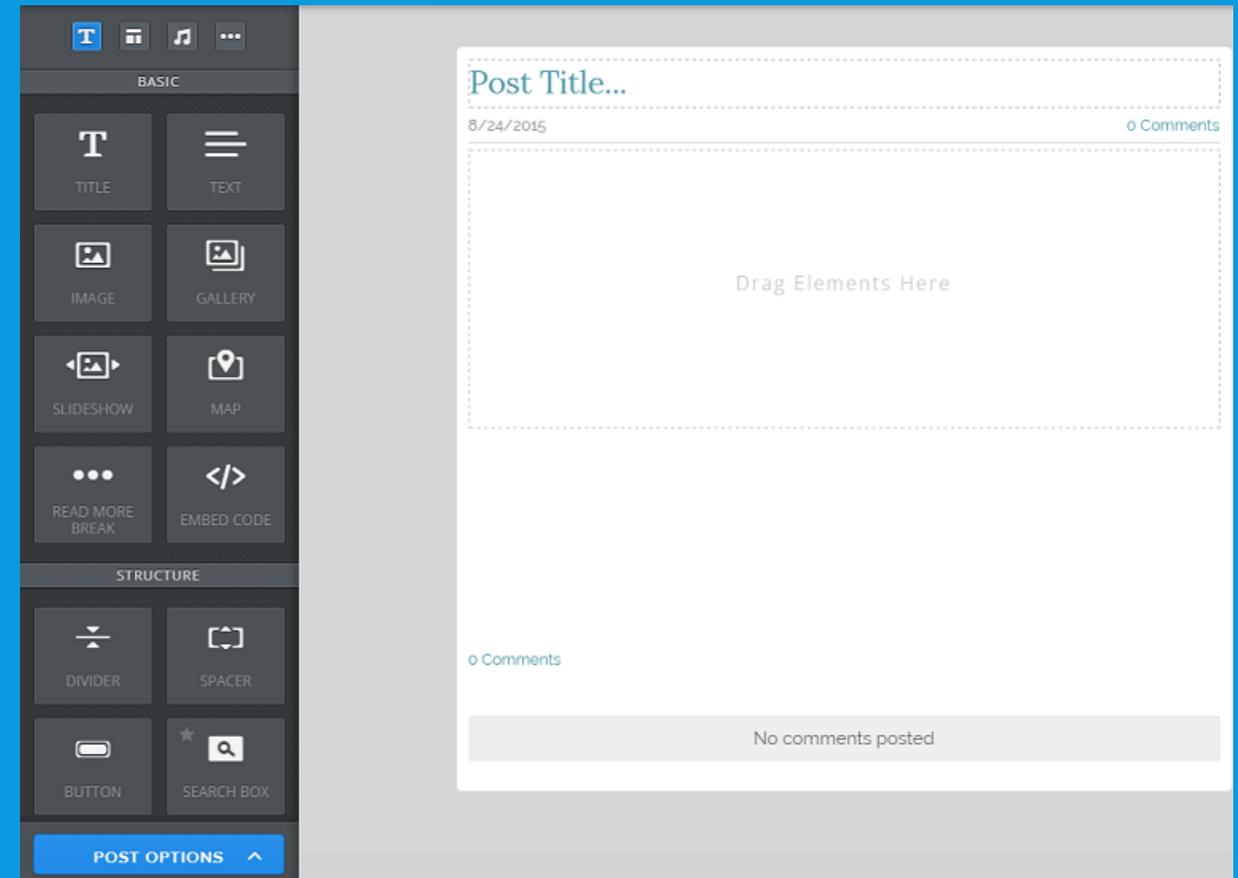
Spam moderation: ▼

Notify me of new comments: ▼ at

MAKING A NEW POST ON YOUR BLOG

Make sure you are under the BUILD tab. On the bottom right of the screen you should see a button that says New Post. Click that to be able to add a post. Once clicked you will have many options to your post.

1. Post Title is where you put your name of the post.
2. Drag Elements Here Allows you to add in Text, Images, documents, etc.
3. Post Options button allows you to set conditions of the post such as Time(post immediately or scheduled), Comments(Free to comment or needs approval), and category.
4. Your most generic post you will title your post, click and drag in the option TEXT under basic, and type in post.
5. Once you are done you will see the POST button on the top right of your screen. Click it to make it live or scheduled. You can also click the down arrow next to it to delete your post.



PUBLISHING CHANGES TO BLOG



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.