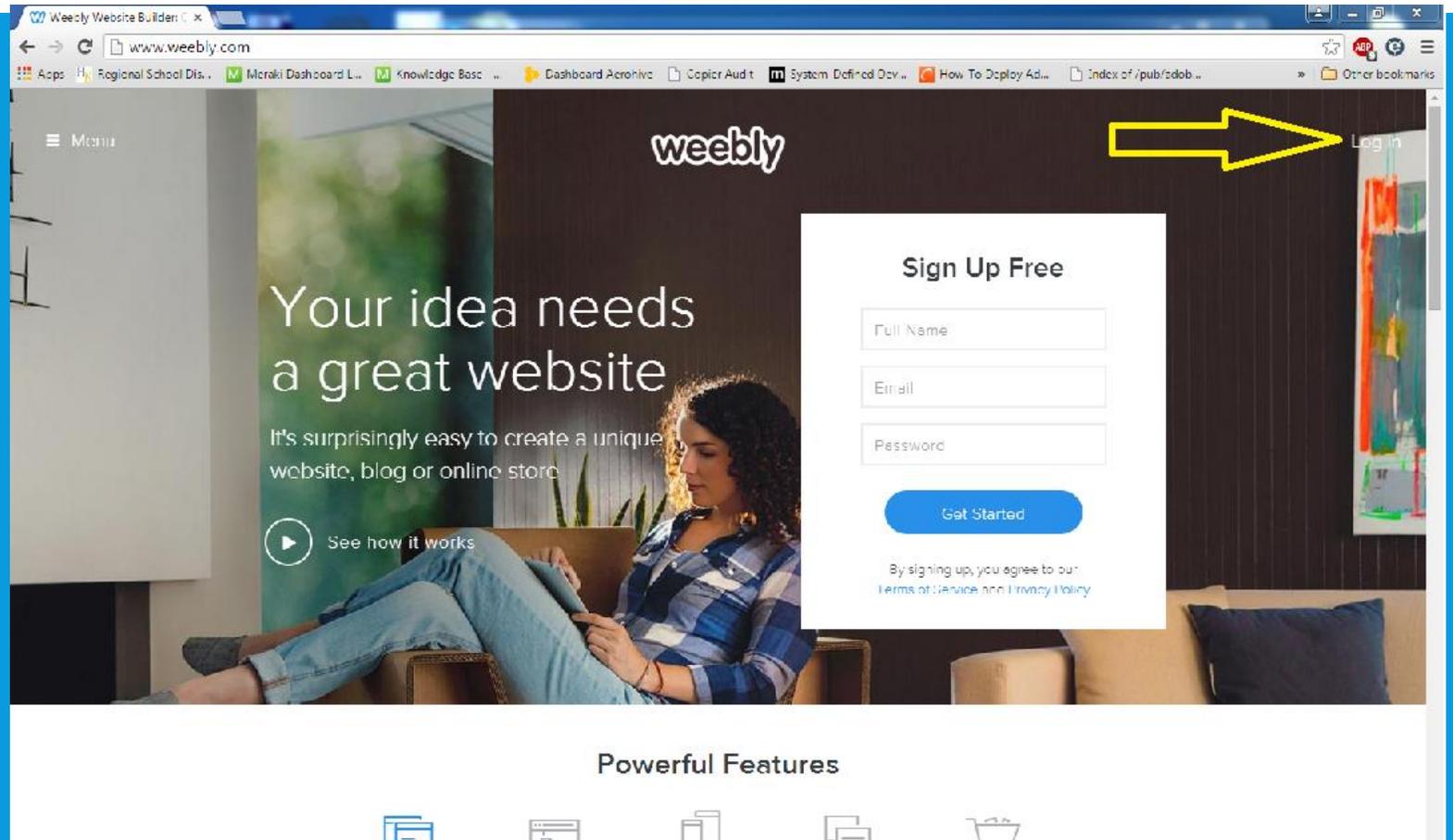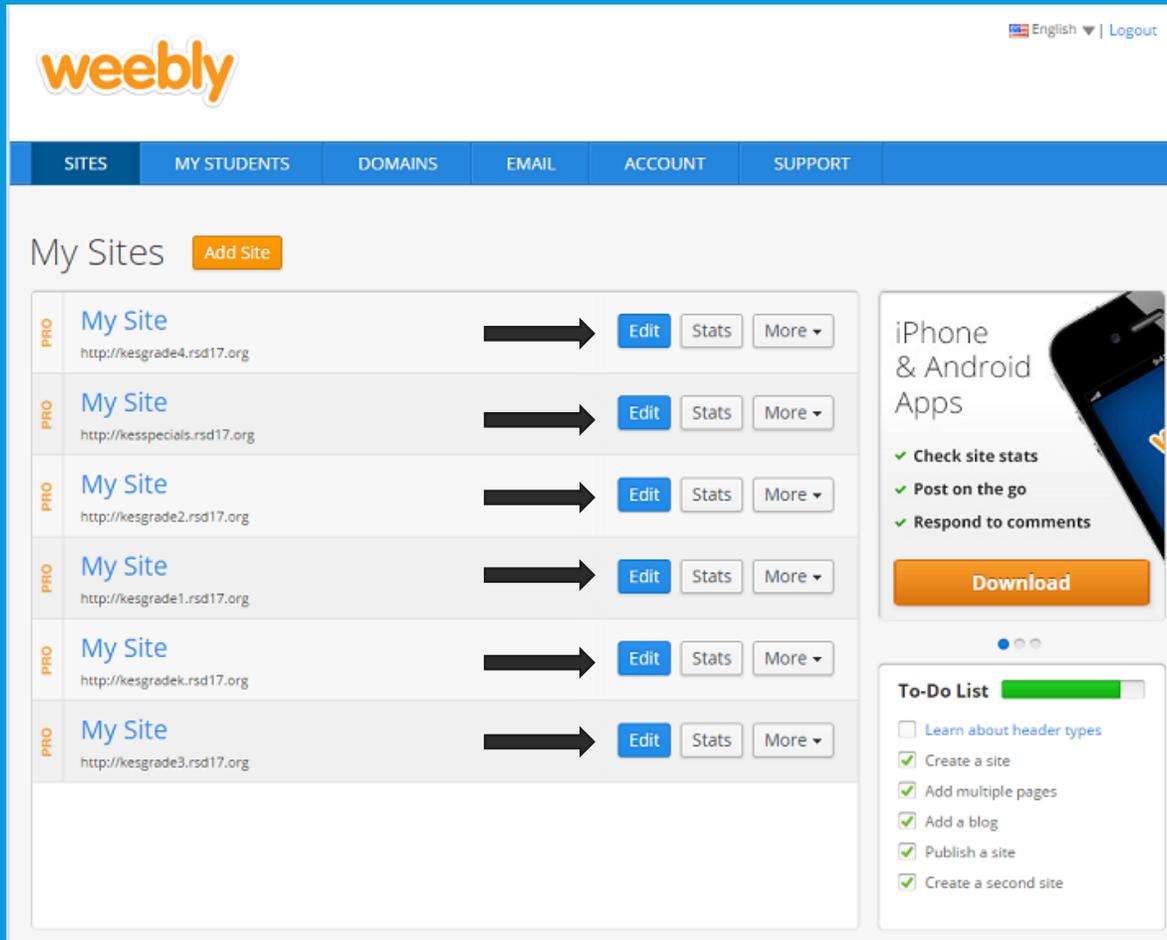# MAKING A WEEBLY BLOG WEBSITE

LOGGING INTO WEEBLY

1. Open up internet browers(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

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 be 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.
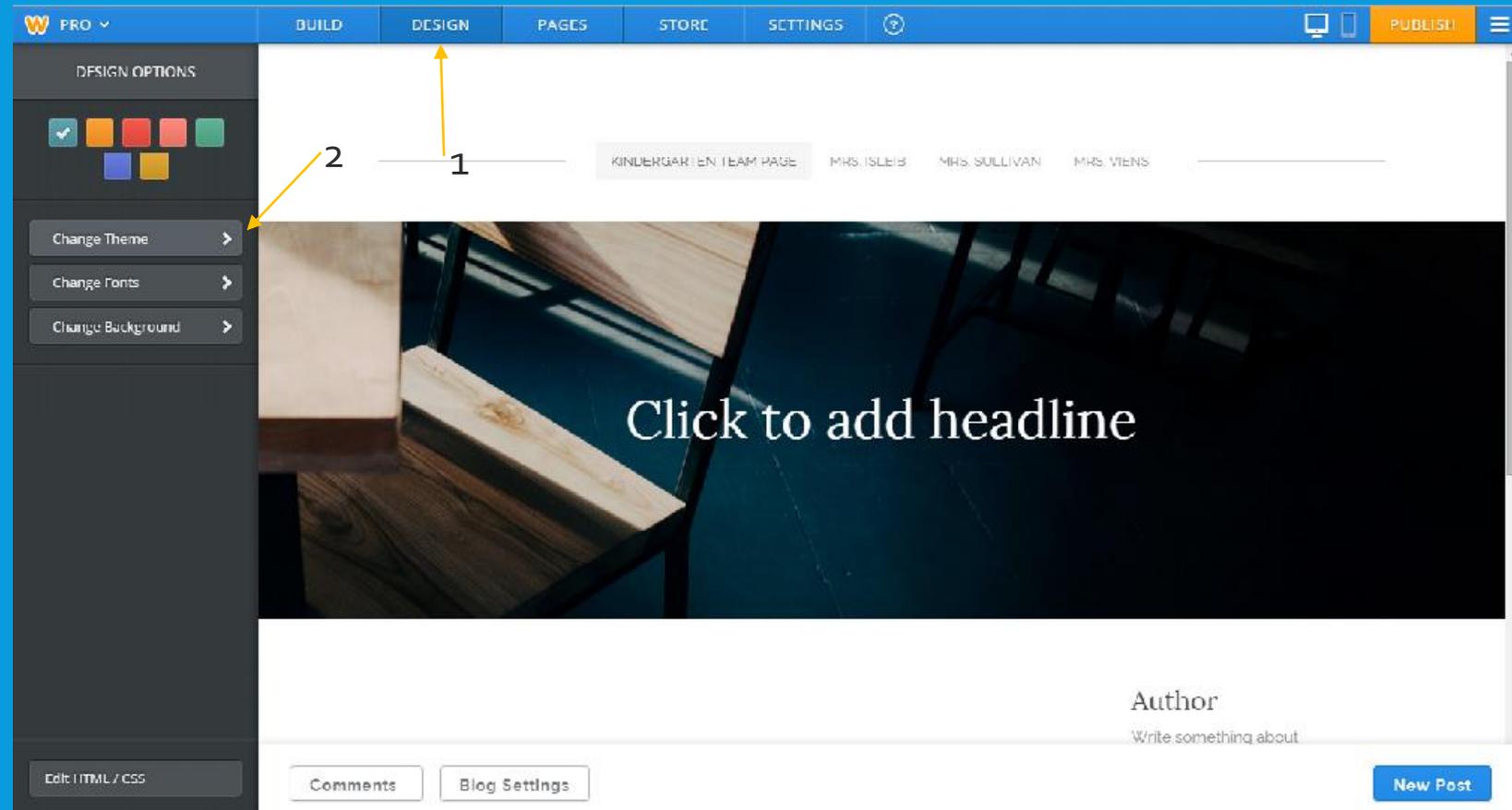
SETTING UP TEACHERS PAGES OR TABS

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:	Default
Comment Default:	Open
Auto close comments:	Never
Spam protection:	Smart CAPTCHA
Spam moderation:	Smart Moderation
Notify me of new comments:	No at districtsup@rsd17.org

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.

BASIC

TITLE   TEXT

IMAGE   GALLERY

SLIDESHOW   MAP

READ MORE BREAK   EMBED CODE

STRUCTURE

DIVIDER   SPACER

BUTTON   SEARCH BOX

POST OPTIONS

Post Title...

8/24/2015   0 Comments

Drag Elements Here

0 Comments

No comments posted
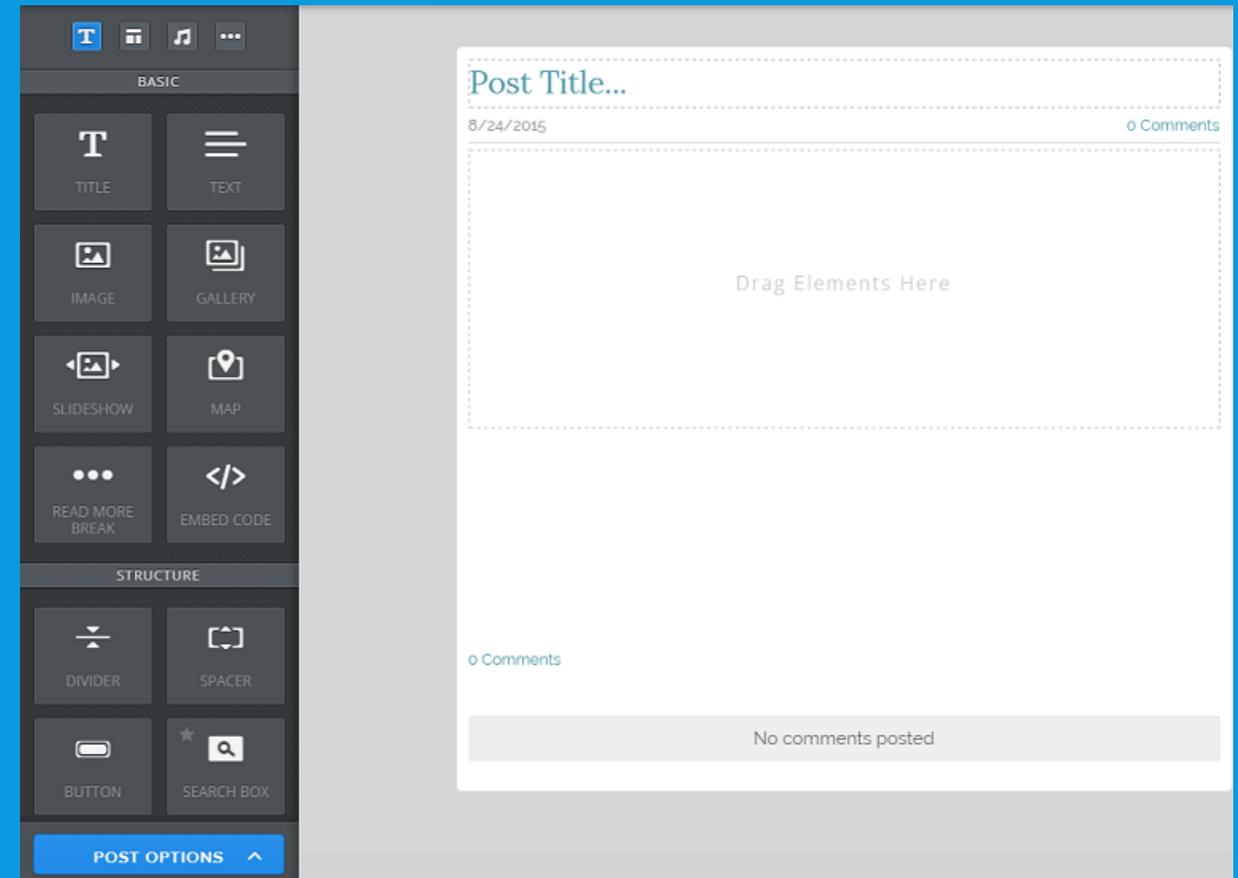
PUBLISHING CHANGES TO BLOG

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.