Weebly

Objectives:

Students will be able to:

➢ Learn about Weebly
➢ Create an eportfolio using weebly
➢ Upload their work and artifacts onto their eportfolio
➢ Add images, text, dividers, spacers, etc.
1. Go to Weebly.com and **sign in** with your google information. If it doesn’t work, sign up!
2. You can either Sign up

OR You can Log in using your Google account
- Whether you sign up or log in,

DON’T FORGET YOUR LOGIN INFORMATION

- Write it somewhere in case you forget it.
3. Select “website” when asked what kind of website you’d like to create
Select a theme you like
“Start Editing”

Hey! Let's play fetch!
Choose your Subdomain name. Type your firstname.lastname.weebly.com. That is the free option. If your name is unavailable, add a number to the end.
Familiarize Yourself with the Weebly Editor
Here are some basic elements you can drag and drop into place from this menu:

- **Title** - You can simply drag and drop a title box into place on your page. Click on it to replace the default text with your preferred title. Once you click on it, choose from the menu that appears on top of the text box to change the text style, size, color, and more.

- **Text** – This is a text box for adding page copy. Like the title box, when you click on the box to replace the default text, a menu appears above the text box for you to edit the text style, including size, color, style, and special formatting (like bullets).

- **Button** – If you want a call to action, drag and drop a button onto a page. You will then be able to edit the copy and the button destination. For example, you can edit your button text to say “Shop Now,” then link it to a product page. You can also link a button to a phone number, an email address, a PDF, a blog post, and more.

- **Image** – Drag an image box to your web page, then click on it. From there, you can search for images online to add, add a URL of an image, or upload an image from your computer.

- **Slideshow** – This allows you to add multiple images that users can scroll through. Different formats are available, but the most common is a gallery of thumbnails of each image, as well as a large format display of the image a user selects.

- **File** - This allows you to upload your documents such as word docs, powerpoints, PDF’s

- **Sections** – Sections can be added to divide up your page. This allows you to change background colors and styles for different parts of the same page. Drag and drop a new section anywhere on a given page, select the background you want, and drag additional elements into the section as desired.
Like most builders, the Weebly website builder has a navigation tab along the top of the page. The tabs are “Build,” “Pages,” “Theme,” “Apps,” and “Settings.” To change the larger components of your site, simply click on the corresponding navigation tab to edit settings.

- **Build** – This is the tab we mentioned in the last section. It is the main editor window where you can drag and drop elements to edit your website’s pages.
- **Pages** – You can add, delete, and edit the titles of your website pages here. When you add a page, it will appear along the header menu of your website and serve as navigation tabs for visitors. For example, it might include home, blog, and contact tabs.
- **Theme** – Here you can change the theme of your website if you are not satisfied with the one you already chose. You can also change the colors and fonts of your current theme.
- **Apps** – Apps are page elements with special functionality, like forms. Search for apps using this tab, and then select them to add to your elements menu. Once added, you can drag them onto web pages.
- **Settings** – This tab allows you to list who can edit your website, change your website’s title, manage website members (if visitors log in to view content), unpublish your site, manage your SEO (by changing the meta tags, for example), and edit your blog layout.
Add & Edit Pages & Navigation

Hey! Let's play fetch!
To add a page, simply click on the “Pages” tab, then the white “+” sign near the top left of the page (highlighted by a red box in the image below).

If you want to edit or delete an existing page, click on the small folder icon next to the page title (highlighted by a blue box in the image below).
Add a Subpage

If you want to create a page that does not show up in your main pages tab but appears in a drop-down menu when you hover over the main page tab, then you will need to create a subpage. To do that, simply create a normal page, then place it under the parent page. Drag it slightly to the right, and you’ll notice that Weebly converts it to an indented subpage.
Add these pages to your website:

- About me
- Goals
- High School Work
- Computer Class (make it a Sub page by dragging it to the right)
- College work
- Awards
- Blog (select the Blog page that weebly has
In each page, you will include the following:

**About me:**
- General background information (ex. where you’re from, grade, school)
- Your interests and hobbies with images (ex. Soccer, dancing, fishing)

**Goals:**
- Personal Goals title with text and image (ex. You want to play the piano, travel to France)
- Professional Goals title with text and image (ex. Get a 4.0 GPA, become a doctor)

**High School Work** - add a title and image only

**Computers** (Sub page) add a title and image only
- All assignments done in class will be uploaded to this page

**College work**
- Will be used when you start college. Add a title and image only

**Awards**
- Add a title and image. Upload pictures of awards, certificates, and trophies. If you don’t have any yet, don’t worry about it.

**Blog**
- Select the BLOG page option when adding a new page. Add a title and image
- Blog writing will occur throughout the semester.
Go to these websites to see examples of student eportfolios from Edsel Ford High School:

- http://linhnguyen0327.weebly.com/
- https://shelbymoore10.weebly.com
- https://badralgamalalaladin.weebly.com/
- https://nathansabo.weebly.com/
- https://danyajamalaldin.weebly.com/
- https://trevorhollistertate.weebly.com/
- https://madelyncayton.weebly.com/
Things you **SHOULDN’T** do:

1. Add any personal information such as phone number or address.
2. Add personal pictures of you in your home where someone can locate you.

Things you **SHOULD** do:

- Keep it **PROFESSIONAL**
- Write in complete sentences with proper punctuation, grammar and spelling
- Ask yourself: Can I share my eportfolio at a job interview?
Click the “Publish” button when you want to save your work
To upload File documents for class, first save them as: Lastname_Firstname(assignment name) to your desktop, then upload

Example: saleh_rasheed (flyer).doc
Example: saleh_rasheed (resume).pdf
Follow this link for more information on what you can do on Weebly

https://fitsmallbusiness.com/how-to-build-a-small-business-website-using-weebly/
RUBRIC

40  All Seven Pages  (About me, Goals, High School Work, Computer Class, College work, Awards, Blog)
15  Required information for About me and Goals
 5  Titles included for each page
 5  Images included for each page
10  Design/color
10  Grammar, spelling, punctuation
15  Submitted On time

100  TOTAL