

Creating a Website Using Weebly

To Create Your Website:

1. Go to education.weebly.com.
2. Enter your full name, password, and email.
3. Complete the CAPTCHA.
4. Enter a title for your website (you can change this later).
5. Select a website type (Education is suggested) and select a sub-category if requested.
6. Create a website domain. Creating a sub-domain of Weebly.com is suggested and is free.
7. Start building your website.

Why use Weebly?

1. It is free (for educators in the basic version.)
2. It is a fast and easy way to create a website.
3. Simple (you don't need to understand HTML.)
4. Drag and drop editing and photo publishing.
5. Lots of other features and custom HTML gadgets.

Editing your website:

1. Choose a design.



2. Add page elements.



3. Add pages.

Manage Pages

A screenshot of the Weebly 'Manage Pages' interface. At the top, there are 'Add Page' and 'Add Blog' buttons. Below these are 'Edit Page', 'Copy Page', and 'Delete Page' buttons. The main area is divided into two columns. The left column is a sidebar menu with 'Home' selected, followed by 'Basic Setup' (with sub-items: 'Creating an Apple ID', 'Email Settings', 'iMessage Settings', 'Facetime Settings'), 'AppleTV', 'Apps for Educators', 'Content Area Apps', 'References', and 'Weekly Project Blog'. A tip at the bottom of the sidebar reads: 'Tip: Drag pages up/down to reorder and left/right to create subpages.' The right column is for editing the 'Home' page. It has a 'Page Name' field containing 'Home'. Below this are two checkboxes: 'Hide page in navigation menu' and 'Password protect this page'. There is an 'Advanced Settings' link with a dropdown arrow, and a 'Save Settings' button at the bottom.

Editing your website (continued):

4. Edit your site and page settings.

Edit Site Settings

Close x

General Settings

Address	<input type="text" value="jhsoursecatalog.weebly.com"/> Change site address.
Site Title	<input type="text" value="Jordan High School Course Descriptions"/> <input checked="" type="checkbox"/> Show site title on the top of your pages.
Favicon (?)	Upload
Site Password	<input type="password"/> Choose which pages to protect in the "Pages" tab.
Footer Message	<input checked="" type="checkbox"/> Show Footer Message
Navigation	<input checked="" type="checkbox"/> Group excess pages under "More..."

Search Engine Optimization (SEO)

Ecommerce Settings

Mobile Settings

Archive/Un-publish

Save



or **cancel**

5. Add editors.

Add Editors

Enter emails (separate emails using a comma)

Role

Administrator

Access granted to edit all pages and settings of this website.

Author

Access granted to edit only the pages you select.

Dashboard Only Access

Access limited to site dashboard for reviewing stats or managing comments.

Enter message to be included in the email invitation (optional)

Add Editors

6. Publish your site.

Once your site is published, it can be viewed by anyone on the internet.

Each time you edit your site, you need to click on the "Publish" button at the top of the page.

Once you publish your site, you can choose to purchase a personal domain name. (These typically cost \$20 to \$40/year.)

Publish »

Website Published!

<http://jhsipads.weebly.com>

Good news, **jhsipads.com** is also available!

.com

Continue



Available

Let your friends know your site has been published.

Share on Twitter

If you have questions, please ask.

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10thingsjhs.weebly.com