



---

# Creating Web Pages with Weebly

---

**Outreach and Technical  
Assistance Network**  
<http://www.otan.us>

This course covers the following topics:

- Creating Web Sites
- Class Site Using Weebly
- Registering with Weebly
- Looking at Examples and Planning
- Building Basics
- Select a Theme
- Edit, View, and Publish Your Site
- Adding New Pages
- Adding Links
- Adding Pictures
- Adding a Blog Page or a Forum
- Adding Videos
- Adding Files
- Adding a Poll Element

OTAN activities are funded by contract CN110150 from the Adult Education Office, in the Secondary, Career, and Adult Learning Division, California Department of Education, with funds provided through Federal P.L., 105-220, Section 223 . However, the content does not necessarily reflect the position of that department or the U.S. Department of Education.

## Table of Contents

Handout Conventions for this Weebly Workshop .....	1
Creating Web Sites.....	1
Class Site Using Weebly .....	2
Registering with Weebly .....	2
Logging In To Your Site On the Day of the Workshop .....	4
Looking at Examples & Planning.....	4
Building Basics .....	4
Select a Theme .....	5
Edit, View, and Publish Your Site .....	5
Adding New Pages .....	5
Adding Links .....	6
Adding Pictures .....	6
Adding a Blog Page or a Forum .....	6
Adding YouTube or Teacher Tube Videos.....	7
Adding Files.....	7
Adding a Poll Element .....	7
Appendix of Resources.....	8
OTAN Support .....	9
On-line Evaluation .....	9
Your Workshop Evaluation .....	9

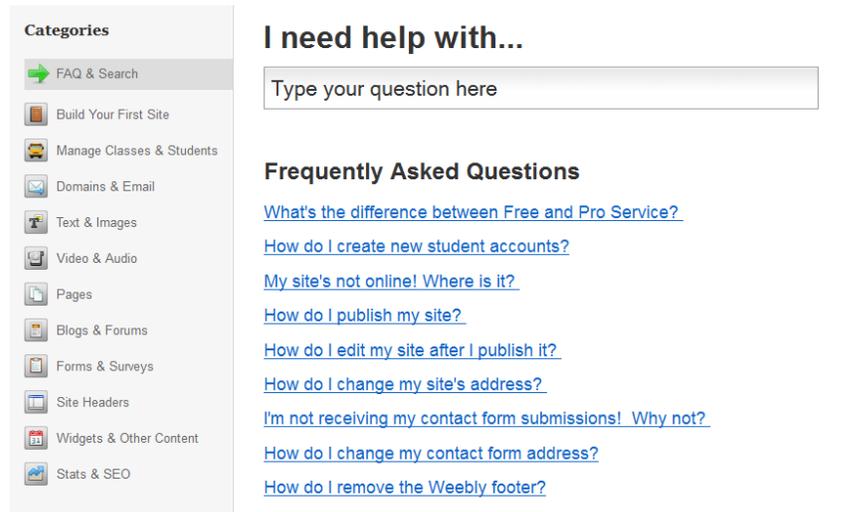
## Handout Conventions for this Weebly Workshop

First we need to cover a few things about this instruction handout. Since each section builds on the previous section, we recommend you complete each section before moving to the next one. Because Web sites change often, and Weebly provides step-by-step instructions in their Help file, we have decided not to provide step-by-step instructions in this handout. Instead we will refer you to the Weebly Help pages (a screen shot of the Help Table of Contents is below) by providing a path like this:

Go to **“Build Your First Site > First Steps”** which means to select the **Help** link, then go to the **Build Your First Site** category, then choose **First Steps** on the next page. There you will find lots of information on building your site.”

Unless otherwise stated, all “clicks or “selects” will be with the left mouse button.

If we say **“Place your cursor...”** we want you to put your cursor in the place you need it to be and click so it blinks there.



The screenshot shows a sidebar menu titled "Categories" with the following items: FAQ & Search (highlighted), Build Your First Site, Manage Classes & Students, Domains & Email, Text & Images, Video & Audio, Pages, Blogs & Forums, Forms & Surveys, Site Headers, Widgets & Other Content, and Stats & SEO. To the right, there is a search bar with the placeholder text "Type your question here" and a section titled "I need help with..." followed by a list of "Frequently Asked Questions" with links to various help topics.

## Creating Web Sites

Creating Web sites to use in your class is getting easier and easier all the time.

The first and perhaps the most important step in creating a class Web site is planning it. Decide what your goals are for the site. Will it be just for announcements? Do you want a calendar of events? What about links to sites you want your students to visit? Will you be posting class photos? What about assignments or extra practice for students that catch on quickly, or for students that missed class? Would you like to be able to link to podcasts of your daily class for the students who missed class?

Once you have your goals, then you can decide how to organize it. If you prioritize your goals, it may help you in organizing the site. Questions to ask include: Should everything be on one long page or divided into several pages? Would it be helpful to have one page for each subject/class level/class? Or, would you like one page for links, one page for photos, one page for assignments? Think about this a bit and sketch out your site.

Before you can have a Web site, you need a place to host it. Class Web sites can come in the form of standard sites, blogs, or wikis. In this workshop, we will be using a site called Weebly. While it contains a class blog if you want one (blog stands for “Web log”), it has many features

which allow you to post all the things a standard site will allow, in addition to having a discussion or online writing tool to use.

## Class Site Using Weebly

You may ask, "What can I do with a class Web site?" Here are just a few ideas:

- Create a discussion forum for your class
- Give students a chance to communicate openly with each other and with you
- Give students opportunities to work on team projects and collaborate or do peer reviews
- Have students make their own site or make small group sites
- Post class assignments, study guides, notes, writing prompts, homework, readings, website URLs (**U**niversal **R**esource **L**ocator – otherwise known as a Web address) you want students to visit, class photos, students' work (with their written permission), assignment samples or models, student / class / school news
- Share materials

## Registering with Weebly

Before you can begin building your Web site, you will be required to register with Weebly and sign up for a site. You need to do this prior to the workshop. If you need to help your students get an account, the direction follow or you can access the Weebly Help file, then go to Build Your First Site > First Steps.

It is strongly recommended that you write down your Weebly **login information** and **Web site Domain**. This information will be needed every time you or your students log in to your site. Also the Domain Address that you create for your site will be part of the URL that people will type in to visit your site when you are done building it. So keep this in mind when choosing a site address.

### New Registration with Weebly

- (1) Open your browser to: <http://www.weebly.com> and sign up for a free Weebly account.

Write your chosen e-mail address and Password here as you will need this information to login in the future.

**E-mail address:** \_\_\_\_\_

**Password:** \_\_\_\_\_



The image shows a registration form with a blue background. It has three input fields: 'Full Name', 'Email', and 'Password'. Below the fields is an orange button that says 'Sign Up. It's Free!'.

- (2) Complete the Captcha presented on the next screen. Yours will be different than the one in this screen shot, so just fill in the text exactly as it is presented at the site. When you are done, select the **“OK, Let’s go!”** button.
- (3) On the next screen, you will need to choose a title for your Web site and choose the type of site you are creating. We suggest that you choose **“Education”** for the **“Type of Site”** and a **“Category”** of **“Teacher.”** Then choose **“Continue.”**



- (4) On the next screen, you will create a “subdomain” of Weebly.com. (The other option to register a new domain will cost you money and using a domain you already own is outside the scope of this workshop. If you wish to do either of these later, I am sure you can.) Remember when creating the Weebly subdomain, this will be what your students type in to visit your site, so make it something easy to type and remember.

Write down what you have chosen here, once you are sure it is available.

**Write your Site Address here:**



http://\_\_\_\_\_weebly.com

(Your site domain is your **site address** plus **.weebly.com**)

Next, select the **Continue** button.



- (5) You should now be staring at the beginning editing screen where you will begin to build your Web page. Select **“Close”** in the upper right hand area of the page to exit the editing screen.



You will find yourself on your account page. Locate the **Logout** link in the upper right hand area of this page and select it.

- (6) Now just to be sure you can log back in on the day of the workshop, try it now and log back in using the **Login** button in the upper right hand area of the Weebly home page. (Do Not use the Sign Up area again. Find the **Login** button and use it.)

### ***Logging In To Your Site On the Day of the Workshop***

You can now login to your site using your chosen E-mail Address and Password. To login go to the Weebly Web site <http://www.weebly.com>, select the Log In button on the page. Enter your e-mail address and password and select the Log in button at the bottom of the login box. If you are looking at your Weebly site management page, you should be okay.

Bring all this information with you to the workshop as you will need it to login there. If you had any problems with logging in, let me know at least 2 days before the workshop and I will try to help you with it.

## **Looking at Examples & Planning**

We will look at a few sites created with Weebly by other teachers to give you an idea of what you might want yours to look like and how you might use it.

Next we will spend some time planning your site. So think about what you want on your site and how you would like your pages to link together.

## **Building Basics**

Now that you are ready to start building your site, there are a couple of terms you should be familiar with: Elements, Pages and Themes/Design.

**Elements** are the basic building blocks of your site. All of your site content will be added using an Element. Think of them as blocks that can be stacked on one another (above or below), but not side by side unless you choose a 2-column layout element. More about 2-column layouts later.

**Pages** (and sub-pages) are just like pages in a book, except instead of being bound together at the spine, yours will be held together more like a spider web (which is why we call the Internet “the Web”) which are connected by hyperlinks (AKA: links)

**Themes** and/or **Designs** on Weebly were created by designers who are good with color and space. You can select a theme to start with and if you want to change it later you can. But if you customize a theme (by changing colors or fonts) the customization will not stay with your new design as it comes with it's own set of fonts and colors. So do not do a lot of customizing until you have settled on a theme.

## Select a Theme

The theme you choose will determine the overall look and feel of your site. You can modify things like Font sizes and colors if you want to, but I would be careful about doing this since these have been professionally designed. You can also upload a different header image on some themes if you have a picture the correct size and shape. If not, you will need photo editing tools to modify your picture. There are many online, but here is one to try for this task: **Picnik** <http://www.picnik.com/>

Your choice of theme also impacts your site's navigation. Most of the themes seem to provide navigation across the top navigation bar. If you would rather have a side navigation bar, you will need to choose a theme that has one. An alternative would be to use the 2-column feature and create your own navigation bar, but that is much more difficult and not automatic, so that might not be a good choice for the beginner.

To find more help on selecting a theme, in the Help file go to: **Build Your First Site > Switch Themes**. Also look at **"Edit Your Header."**

## Edit, View, and Publish Your Site

Now that you have chosen a theme and added an element you need to publish your site in order for your students to see it. There is a **Publish** button at the top of the screen on the right. A dialog box opens and shows your site being published to the Web. When it is done publishing, the dialog box will show **"Website Published."** Right below that, you will see a link to your Web site. Select it to see what your site will look like to your visitors. I would caution you against clicking the "Continue" button, since it goes to a site that wants to sell you a domain name. So avoid that one.

When you are done previewing your site, close that window and you will be back at the dialog box. Select the familiar **"X"** in the upper right corner of the dialog box to close it. You will now be back in the editing area of your site. You should complete this process a number of times as you add new elements to your site to avoid losing them.

## Adding New Pages

You will probably decide that one page is not enough for all the things you would like to have on your site. Rather than have one very long page, it will probably be better to have several pages to cover different types of information. To add a new page is easy. While in the Weebly editor, just select the **"Pages"** tab. You will also find two orange buttons, one for adding pages and one for adding a blog page. Select the **"Add Page"** button. Type a **"Page Name"** in the **"Page Name"** field. This is the title that will appear in the "Title Bar" of the Web browser you are using and it will also appear in your navigation bar, so keep it short. To add content to the page, select the Edit Page button and add content.

For more help with **Pages** in the **Help** file, select the **Pages** category and then the item you are interested in.

## Adding Links

Links are a great way to direct your students to other Web sites (or other pages in your site) where they can find additional practice for language learning or math; information or research for history or science classes; to handouts you will use in class; or for more practice at home. To find step-by-step instructions on adding links, go to the **Help** file and go to **Text & Images > How to Create Links** or **Text & Images > How to Add PDF's and Other Docs to a Site**.

## Adding Pictures

Adding pictures is easy too. Just remember about the file size limitation. That will be the biggest problem with pictures. You may need to use a picture editor of some kind to reduce the resolution and the physical size of a photo in order to make it small enough (5 MB) to be used on your site. There are free photo editors on the Web. Be brave. Download one and try it out. In the appendix for this handout, I have included a couple of options I saw, but have not tested myself. Also go to the OTAN Web site and look through some of the sites we have found that have clipart and pictures. You will find them under "**Ed Tech and Media > Classroom Resources > Media**" or under "**Teaching Tools & Resources > By Program > (Your choice of program) > Media**." You can also find images on the Web and you can link directly to them if you know their address (URL).

To find more help with adding pictures to your site, follow these paths under Help: **Text & Images > Upload an Image** or **Upload a Gallery of Images**.

And if you have a number of pictures and would rather make them into a slideshow so they take up less space, find the how-to under **Help > Text & Images > Create Slideshow**.

## Adding a Blog Page or a Forum

Assuming you would like to use your site for some student interaction and discussion, a blog or a forum might serve as a useful tools. You can add a blog page or a forum to your site.

The word "blog" is short for "Web log." Blogs started out as a place for an individual to create an online journal of their thoughts and actions, like a diary. But after teachers found out about blogs, they got creative and decided to use them for student writing and communication. Blogs are meant to be constantly updated and to allow visitors (students in this case) to comment on the content.

Forums are elements you can add to your site that allow visitors to directly interact with both you and each other. A forum can be used to start conversations, ask questions, and post pictures / link to files.

To find information about adding a blog page and posting to it, go to Weebly's **Help** page under **Blogs & Forums**. To add a Forum, go to the **Help** page under **Blogs & Forums > Create a Forum**.

You can also copy and delete pages you have created, as well as reordering how they appear in your navigation bar. To find help with that go to **Help > Pages > Copy/Delete Pages or Reorder Pages**.

## Adding YouTube or Teacher Tube Videos

Unfortunately the free version of Weebly does not allow for you to upload your own videos, but there are many free videos on the Web that you can either link to or embed the site's player into your Web site. You can also use a third party site such as Vidmeup, Vimeo, TeacherTube, or YouTube to store videos you make and then embed them in your site. Some schools block YouTube and Vimeo, but since many students have unrestricted access at home, even YouTube and Vimeo videos could be used to enhance your curriculum. So far, most schools are still allowing TeacherTube videos to be accessed at school. So we will use Teacher Tube in the workshop.

For instructions on how to add YouTube videos in the Help file, look under **Video & Audio > Add YouTube Videos**. For instructions on adding other Third Party Audio or Video, in the Help file go to **Video & Audio > Embed Video and Audio from Other Sites**.

## Adding Files

Assuming you would also like to add class handouts or other documents to your site, it is easy to do. On the **Multimedia** toolbar of Weebly, there is a drag & drop icon for **File**. Just drag the icon onto your Web page where you would like the link to the file. Then **click on the icon** where it says "**Click here to upload file**." A toolbar will open which allows you to close a file, name it, and position it on your page. If you want to name the file something other than the file name itself, do that first. If you want it positioned on the right instead of the left, make that choice too. Next you need to click where it says "**Upload new file**," which will open a dialog box where you will locate the file you want to add.

## Adding a Poll Element

Sometimes you may want to see how your students feel about a topic or see what sort of equipment they have at home for online learning. It is easy for you to find out anonymously using the Poll Element. Weebly uses PollDaddy to provide polling so if you have a PollDaddy account you can login. If not, and you do not allow "all cookies", you will have problems trying to use this element. I recommend you get a PollDaddy account prior to trying to use this tool. It will save you a lot of grief. We will not be adding a poll in class.

To find out how to add the Poll Element follow this path in the **Help** file: **Widgets & Other Content > Add a Poll**.

---

## Appendix of Resources

### Photo/Image Editing Software (Free)

- Caesium - Image Compressor <http://caesium.sourceforge.net/>
- Cekli Photolab <http://www.cekli.com/>

### Picture/Image/ClipArt Sites (Free)

ESL Action Photos <http://www.literacynet.org/esl/minigrants/webactions/index.htm>

## OTAN Support

Still can not find what you need, or having problems with the OTAN Web sites?

Call OTAN for assistance at 800-894-3113 (CA Only) or 916-228-2580. Our reference and/or support staff will assist you - Monday through Friday, 8:30 am - 4:30 pm (excluding holidays).

You can also e-mail your questions and/or support requests to: [support@otan.us](mailto:support@otan.us)

## On-line Evaluation

Please follow these steps to fill out the OTAN online evaluation form for the class you participated in:

### Your Workshop Evaluation

- (1) Sign-in to the OTAN Evaluation site: <http://test.otan.us/dev/eval/>
- (2) Select your workshop from the list provided.



Please select the date and title of your workshop:

- 11/17/2006 - Creating Lesson Plans Online - Diana Batista
- 11/17/2006 - Advanced PowerPoint 2003 for Adult Education - Linda Swanson
- 11/17/2006 - Beginning PowerPoint 2003 for Adult Education - Scott Dowell

- (3) Rate each statement depending on whether or not you agree or disagree with the statement
- (4) Answer the three questions at the bottom of the form.
- (5) Click on the **SUBMIT MY EVALUATION** button.