

Creating a Classroom Website with Weebly

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- Creating Your Account
 - education.weebly.com
 - Enter your information in the “Get Started Now” box.
 - username - keep it simple and easy to remember - it can only contain numbers, letters, hyphen, and/or underscore
 - Fill in the “Welcome to Weebly for Education!” box that pops up.
 - Take the next step.
 - Today, we’re going to create a website, but you could set up a class. This will let you create, in bulk, accounts for your students to create their own sites. They don’t need email addresses for you to set them up. You can monitor their sites and accounts, and control access to their sites; they can be viewable by the public, or accessed only with a password. Once you provide them with their usernames and passwords, they will go to students.weebly.com to access and set up their sites.
- Creating Your First Site
 - You’ll first be asked to select a theme. This can be changed at any time you like, so don’t panic or get too caught up.
 - Choose Your Website Domain
 - Unless you would like to pay to register a specific domain name, or already have, select “Use a Subdomain of Weebly.com.”
 - Click on “Build My Site.”
- The Interface
 - Top Navigation Bar Overview
 - Build
 - This contains all the building blocks we’ll use to add content and make changes to some of the layout features. Note: build components identified with a star are only available in the premium version of Weebly Education.
 - Design
 - Change the theme (you can also modify a theme and change its colors, etc.), fonts, background, etc. You can really customize a site to make it yours.
 - Pages
 - This is where you will add new pages to the site as well as rearrange pages, and organize the overall structure of your site.
 - Store
 - We’re creating a classroom site, not a commercial site, so skip it.
 - Settings
 - This is where we can make changes to things like the site name and address, give people permission to edit the site, and archive or unpublish the site.
 - Publish
 - Your site will not be accessible on the internet until you hit this button. You will need to hit this every time you log in and make changes to your site. If you don’t, the changes won’t show up.

- Build - A few notes about things that might not be immediately self-explanatory. Drag and drop any component onto the page of your site where you would like it to appear.
 - Basic
 - Contact Form - you can create a customized form with whatever fields you choose for people to fill in. The information in the fields will be sent to whatever email address you specify when they hit the “SUBMIT” button.
 - Assignment Form - similar in setup to the contact form, it adds the ability for the person to upload a file to be sent in along with the information in the form.
 - Structure
 - Spacer - just provides a visual line break, but handy for separating content.
 - Columns – Drag and place two or more items side by side to create columns.
 - Media
 - YouTube - lets you embed a YouTube video right on your page with the ability to resize, etc.
 - Commerce
 - Again, we’re not monetizing our site, so skip it.
 - More
 - Embed Code - this is what you would use to embed something like a Google Calendar right on the page.
 - Bookings - If you set up a BookFresh account, you can use this element to allow people to book appointments with you.
 - Forums - create a space for discussions on your site. The settings can be customized, to an extent.
- Design - Some of the options here will look different depending on which theme you have selected.
 - Change Theme
 - Generally, you can feel free to experiment with the themes and change them as often as you like. The theme will change the layout and appearance, but it won’t affect the content you’ve added already.
 - One word of caution, if you put a great deal of time into customizing a theme and switch away from it, you will mostly likely lose the customizations if you come back to that theme again.
 - Hover over a theme and use “Preview” to see what your site would look like with.
 - If you don’t want to go with it, make sure you hit “Cancel” at the top.
 - Change Fonts
 - This is pretty self-explanatory. You can change the fonts, size, and color of almost everything on the page.
 - Edit HTML/CSS
 - You can use this to “get behind the scenes” of a theme (at least the ones that allow this as an option) and really tweak every aspect of the site’s layout and appearance. It does require that you have some knowledge of HTML and CSS.
 - If you screw up badly, you can always change back to the default version of the theme.
- Pages
 - Site Layout
 - The area on the left gives you a visual representation of the page layout on your site.
 - Use the handlebars on each page to grab it and drag it to where you want.
 - Dragging it to the right will make it a “child” page of a “parent.” This will affect how that page shows up in the navigation menu users will see.

- Page properties
 - Page Name
 - Page Layout - you can change this at any time. The pictures that show up in the different header types can be changed across the site, or you can use different images for the banners on each page.
 - Hide page in navigation - users will still be able to access the page if they know the address or if you link to it elsewhere, it just won't show up in the navigation menu.
- Add a Page
 - Standard Page
 - This is the one you'll probably end up using most. It's a blank slate that lets you use all of the elements in the Build section above.
 - Blog Page
 - If you're not familiar with blogs, you know that it's 2014, right? Think sort of like online diary. Some teachers use these pages to post assignments or information for classes.
 - Store Page
 - Again, skip it.
 - External Link
 - If you use this, it will show up in the site's navigation menu just like any other site, but if the user clicks on it, they will be directed to another website instead of another page within your site.
 - You can use the option to open the link in a new window so that they will more easily be able to get back to your site.
- Uses - Obviously, this is not meant to be a complete list. There are some really creative uses of classroom websites. I'm just trying to give you some of the basic ideas to get you started.
 - Basic course information.
 - Avenue(s) of contact.
 - email links, contact forms
 - Activity & assignment information.
 - blog pages, embedded calendars, etc.
 - Course materials & handouts.
 - Launching point for online activities.
 - Curate your content.
 - Collect assignments without the need for student email.
 - Get student input.
 - surveys, polls, forums
 - Display student work.
 - Student sites.