Getting Started with Weebly

	Registering With Weebly
1	Type in the web address www.weebly.com
2	Choose Education from the main menu bar
3	Input a username and password and your email address to register
4	Record these details here Username _____ Password _____ Email_____
5	If the name is not available it will be highlighted here Check the agree box if necessary Copy the two words and then click on sign up
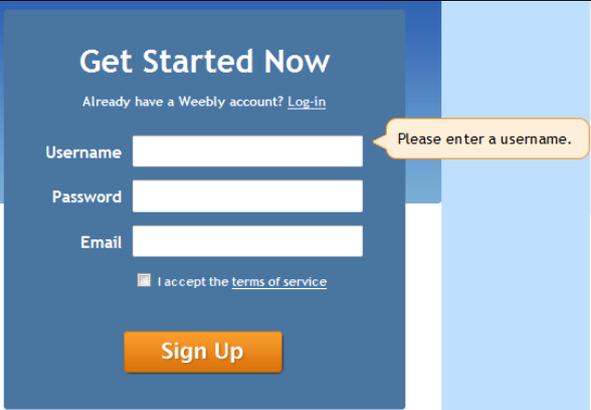
|		
6	Skip this step for now	
7	Click on Create a Website	
8	Add a title. Use one suitable to your school. Chose 'Education' from the drop down menu. From the Category drop down menu, choose 'Teacher'.	
9.	The domain weebly.com is free. The domain name is the name that you and your students will type into the internet browser to access your web page. E.g. prcticebiology2013 – you can't all use this – choose your own name.	
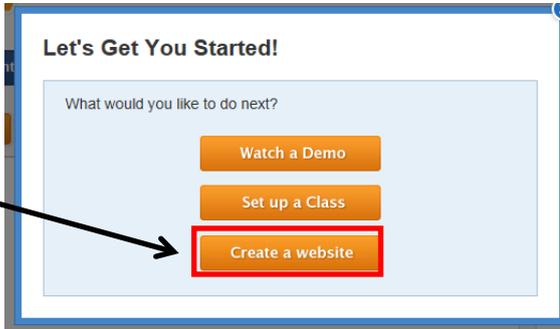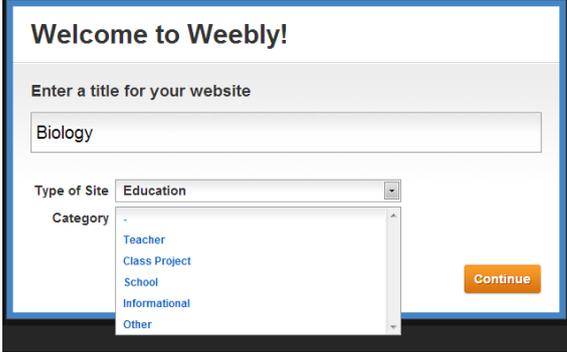
Note : You have now set up your website.
Any changes you wish to make, you can do so at any stage, using the 'Settings' tab.
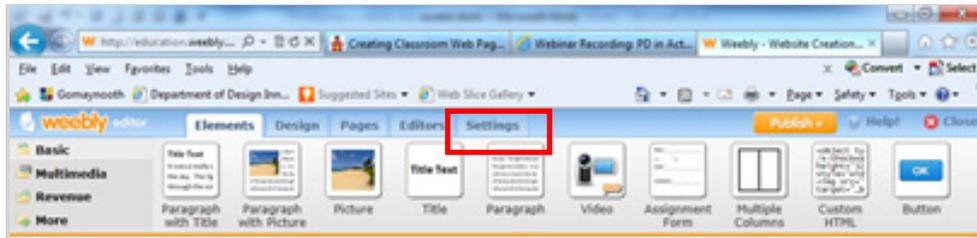
Changing the banner (image) for the heading of your website

1	The opening page has a standard banner which appears on each page on your website.
2	In order to change the original banner, move the cursor over the image and the 'Edit image' tab appears.
3	Click on 'Edit image' to change the image.
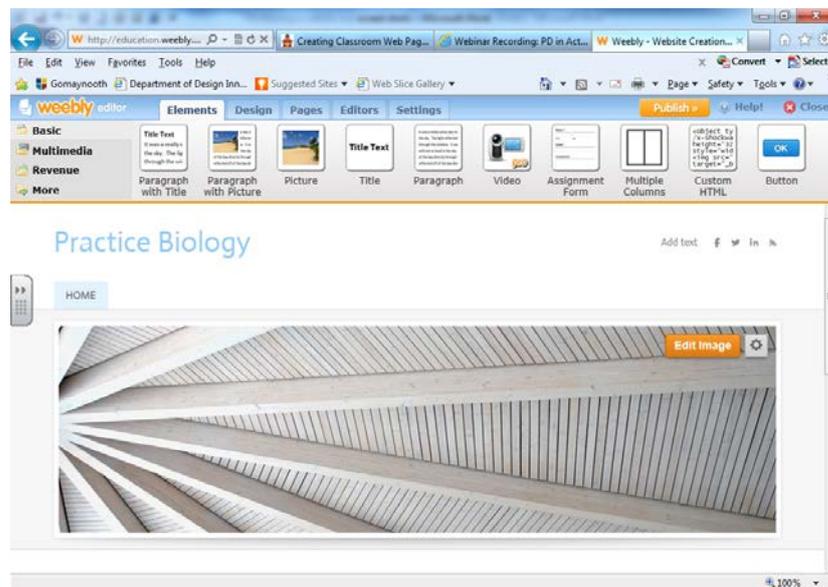
4	Click '**Add image**' and then click on '**Upload a photo** from your computer'. Choose the Heart image from the folder 'Weebly 2013' on the desktop. Wait for the picture to upload This may take several minutes.	

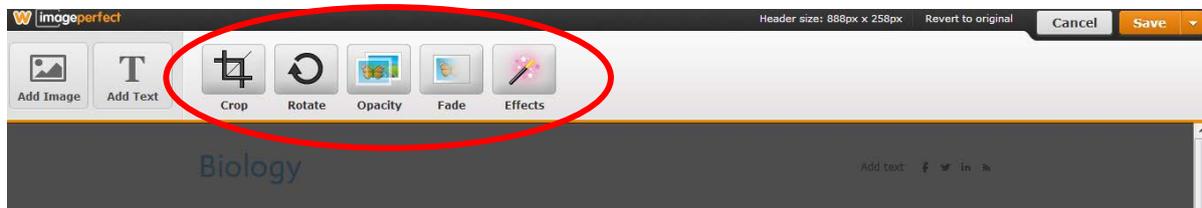|		
5	To add text, click on the add text tab. Enter text **Heart**	
6	Click on background of the banner the background tab will appear Select **yellow** as an example Then to finish the banner click **save** Select **save to all pages** (this image will appear on all pages)	
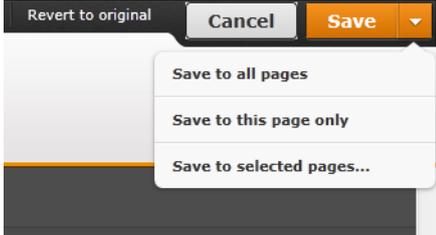
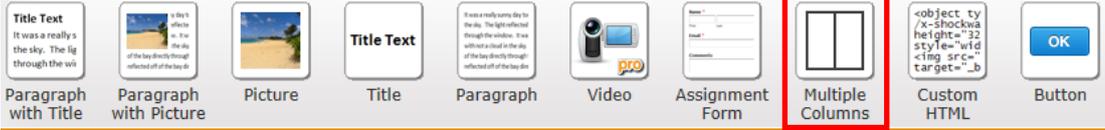Note: The image may be altered using the tools in the menu bar.

Elements

Elements are the basic building blocks of your site. All of your site content including text, pictures etc. is added via the elements.

Adding Columns to your website

To avoid the web page from becoming very long, it is more appealing to divide your web page into columns.
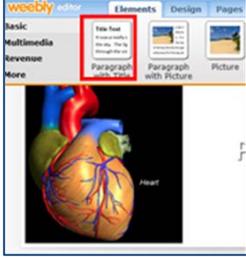
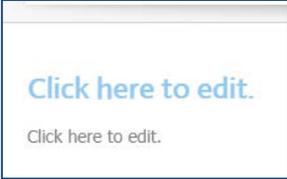| 1	Click and drag the 'Multiple Columns' element into the webpage.
	Paragraph with Title — Paragraph with Picture — Picture — Title — Paragraph — Video — Assignment Form — **Multiple Columns** — Custom HTML — Button

2	Change the number of columns to 3. Drag 'Picture' element to column 1 Drag 'Paragraph with title' element to column 2 Drag 'Paragraph' element to column to column 3	Columns: 2 3 4 5 Drag Elements her

Adding Text

Adding text to your site is as easy as dragging any of our text elements to a page. The primary text elements are Title, Paragraph, Paragraph with Title (a paragraph element with a Title area at the top) and Paragraph with Picture (a paragraph element that includes the option to upload an image alongside the text).

Adding text to Paragraph with Title

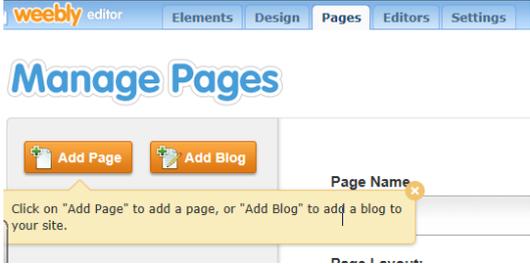| 1	You have dragged 'Paragraph with title' element to the middle column on the main page	
2	Click within the paragraph title box to start editing.	Click here to edit. Click here to edit.
3	Click to add text.	Welcome to our Biology Home Page Click here to edit.

4	Once you add text to an element, you can edit it using the text toolbar. You can highlight the text you want to change and **Bold**, *Italicize* or <u>Underline</u> it. You can also change the colour of the text or make it bigger or smaller. If you copy and paste text from a document, the 'Tx' button changes the text to the default font type and size.
	Take a few minutes to add different elements to your home page.

Adding More Pages to your website	

1	Click **pages** at the top of the web page You will now see a screen that says manage pages Click on **add page** and give it the page name *Unit 1* Add two more pages to your site by clicking **add page** again. Call these pages *Unit 2* and *Unit 3*	

Adding a Subpage	

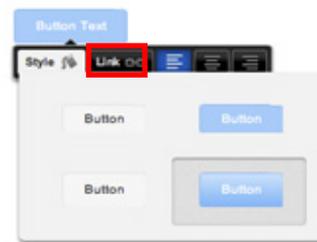|		
2	Click on **add page** again and give it the page name *Scientific Method.* To make the scientific method a subpage - Drag it up under the page named unit 1 and drag it to the right Click **save settings** now and you will see that this new page is a subpage of *Unit 1.* You will return to the home page where you will now see scientific method as a drop down menu from Unit 1	
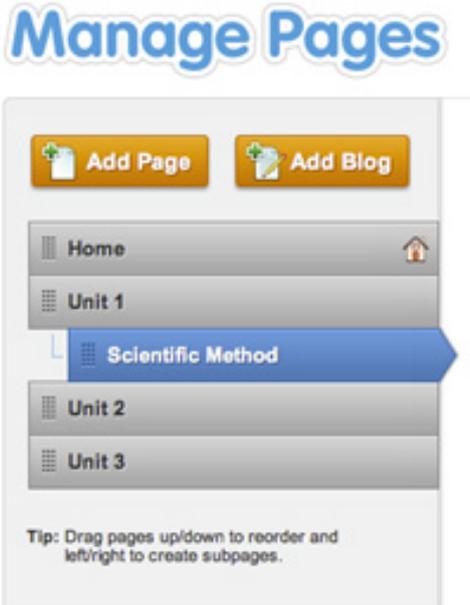
Adding a file

Using a button

1	Navigate to your Unit 2 page Drag the multiple columns element to your page to make two columns Drag the button element to the left column

2	**Click** into the button, **delete** the text and **type** microscope **Move** mouse and **click** on link icon There are four options select "file on your website" Click **upload new file** Navigate to folder " Weebly Folder 2013" and select the word document called **The Microscope** You will now see a dialogue box in the bottom right "uploading file" **Wait** until files uploads	

Using the file element

1	Click on the multimedia tab

2	**D**rag the file element to the second column Click to **upload file** Click on icon at the top of the page "**upload new file**" Navigate to folder "Weebly 2013" and select the powerpoint document called **The Cell** You will now see a dialoque box in the bottom right "**uploading file**" Wait until files uploads	

<div align="center">
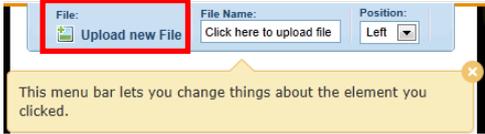
Adding a SWF (eg animation)

</div>

	Navigate to your **Unit 3** page Click on the **Multimedia tab** Drag the **Flash (SWF)** elemenets to the page Click to **upload file** Click on icon "**upload new file**" Navigate to folder " Weebly 2013" and select the swf file called **The Kidney** You will now see a dialoque box in the bottom right "**uploading file**" Wait until files uploads

Publishing Your Website	
	Publishing allows your updated site to be uploaded and viewed online.
	Click the publish tab on the upper right hand corner.
	This will bring up a verification box letting you know that your site has been published.
	Click the published address to view your site Your website will open in a new window. You can also give this address to your students to view your site.	

Congratulations on your new website!

Record your new Weebly website address here:
_____

You can now switch between the published and the editable versions as they are open in separate windows.

To logout: Click the **close** button in the top right on the editable version and then click **logout**.

Close the published website as normal.

Revisiting your site to edit

Go to www.weebly.com and login using your login details

Click on the edit button. This will bring you to your home page.