**Creating your Weebly Site**

**Read each step carefully and follow all directions!**

**Step 1**

**Go to** [**www.weebly.com**](http://www.weebly.com)

**Step 2**

**On the right side of the page, type in the following information:**

**Name: We are going to make a username. Type in your first initial and last name.**

**Example: rweasley**

**Email: Weebly will never send you any emails – so we are going to make up a fake email. Your email address should be:**

**First Initial Last Name @ terrill.org**

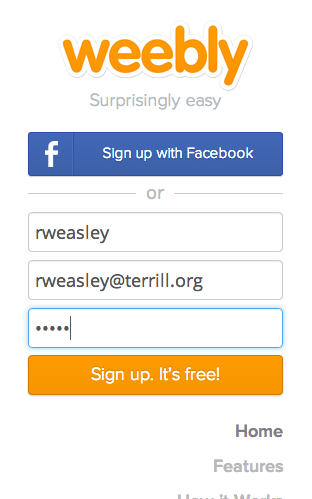
**Example: rweasley@terrill.org**

**MAKE SURE YOU SPELL EVERYTHING CORRECTLY. If you make a typo now, you will not be able to log in later and will lose everything we do today.**

**Password:** Your student ID.

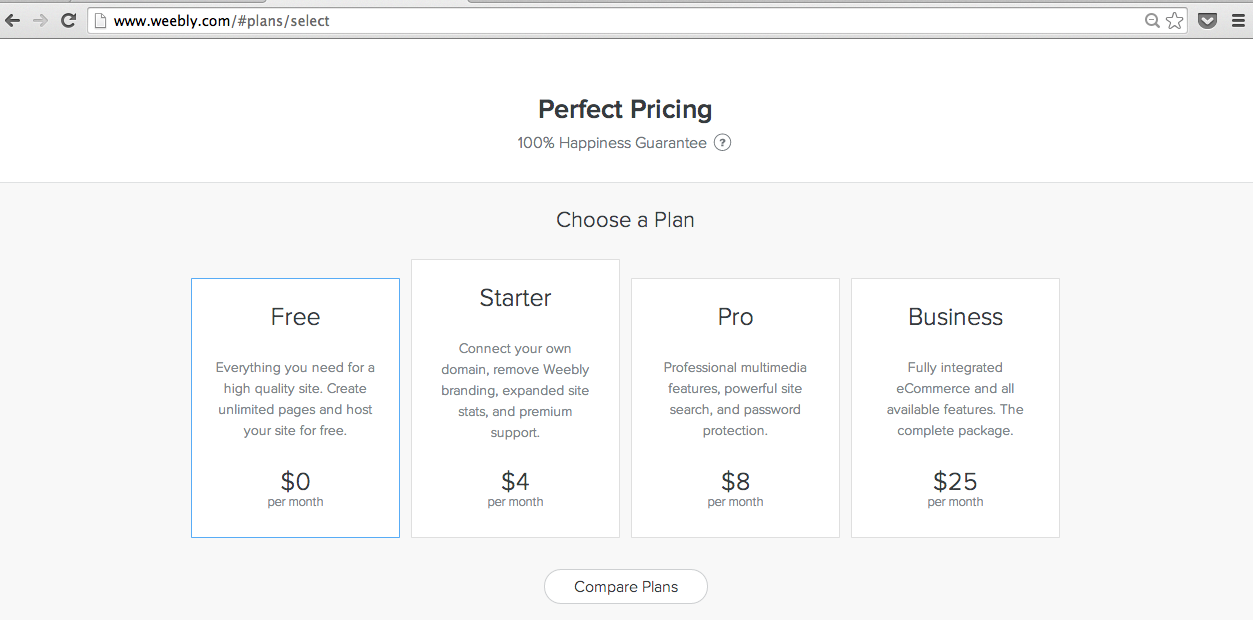
**MAKE SURE YOU TYPE IN YOUR CORRECT STUDENT ID.**

**Once you have typed in your fake email and your student ID, click “Get Started”**

****

**Step 3**

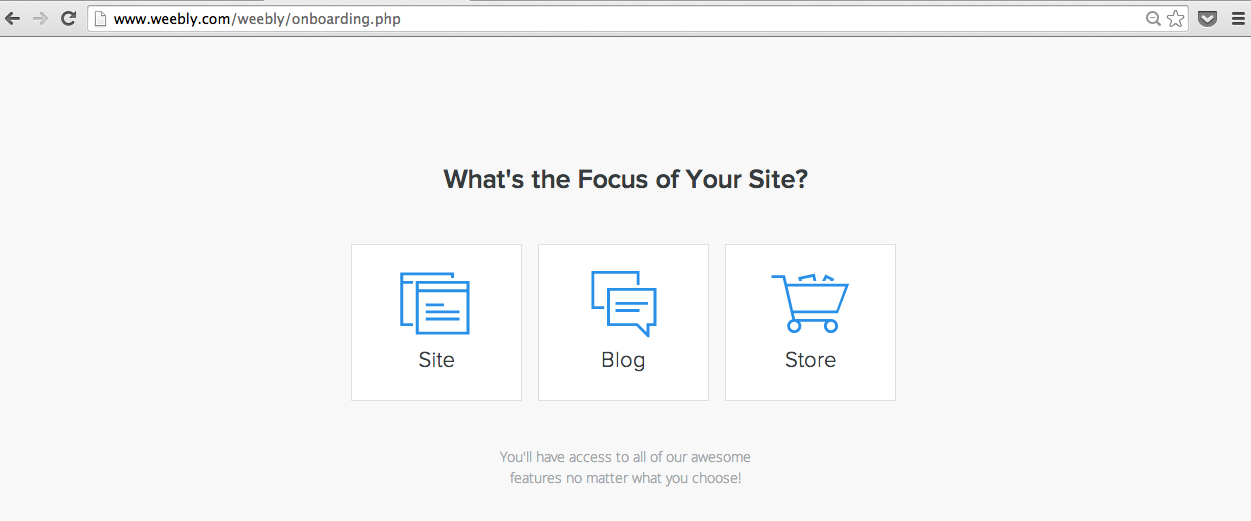
**On the next screen, click on “Free"**



**Step 4**

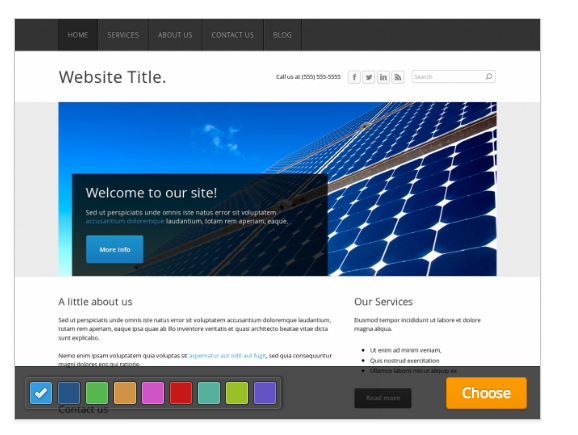
**On the next screen, when it says “What’s the Focus of Your Site?”**

**Click “Site”**



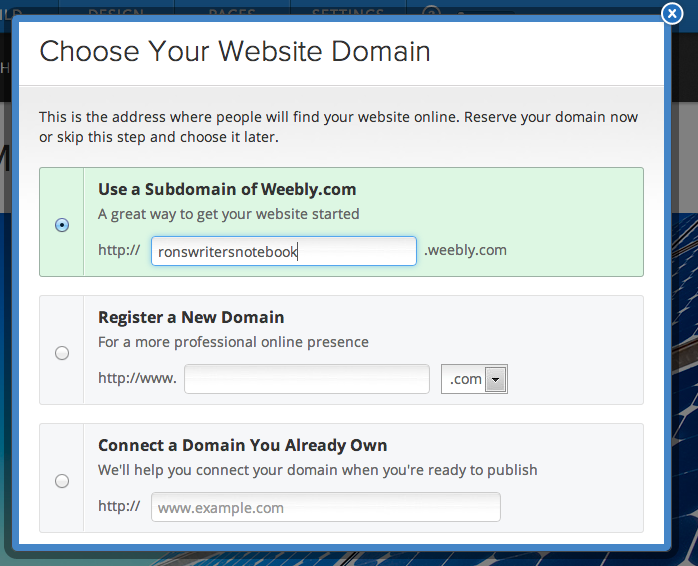
**Step 5**

**Hover your mouse over one of the templates, select a color, and click “choose.” You can always change this later.**

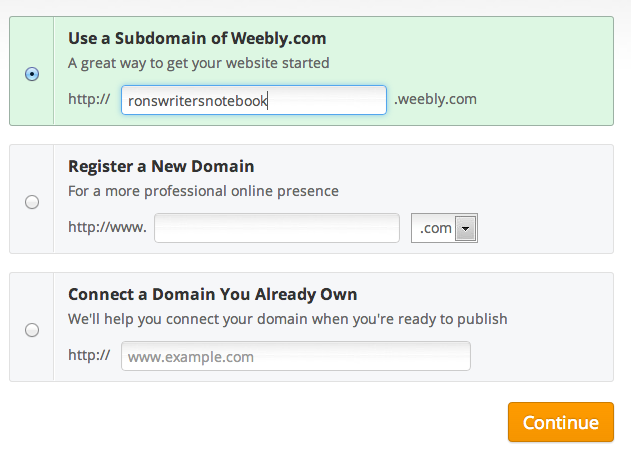
****

**Step 5**

**Wait for the page to load. It will prompt you to choose your website domain. This is the web address (\_\_\_\_\_\_.weebly.com) that visitors will use to reach your site. Select the first box “Use a Subdomain of Weebly.com” and enter your site title in the space. Example: Ron’s Writer’s Notebook or Ginny’s Blog.**

****

**Click “continue” on the bottom right**

****

**Step 6**

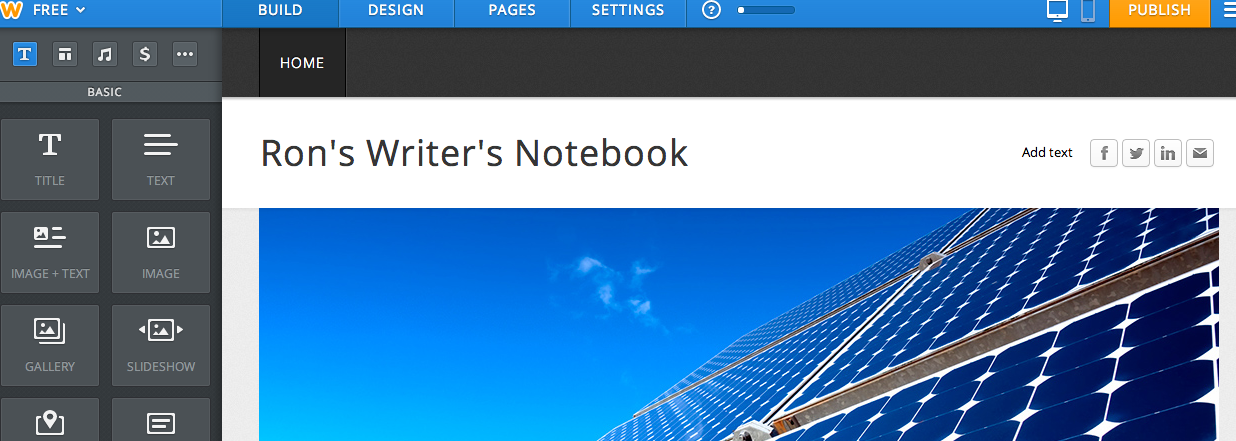
**A box will appear that reads “Welcome to Weebly!”**

**Click on the x in the upper right hand corner to close the box. DO NOT PLAY THE VIDEO!**

****

**Step 6**

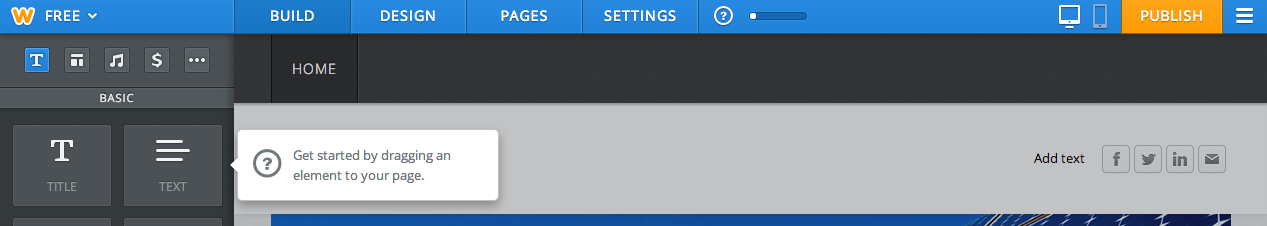
**Edit your site title. This should match your site address.**

****

**Step 7**

**Step 7**

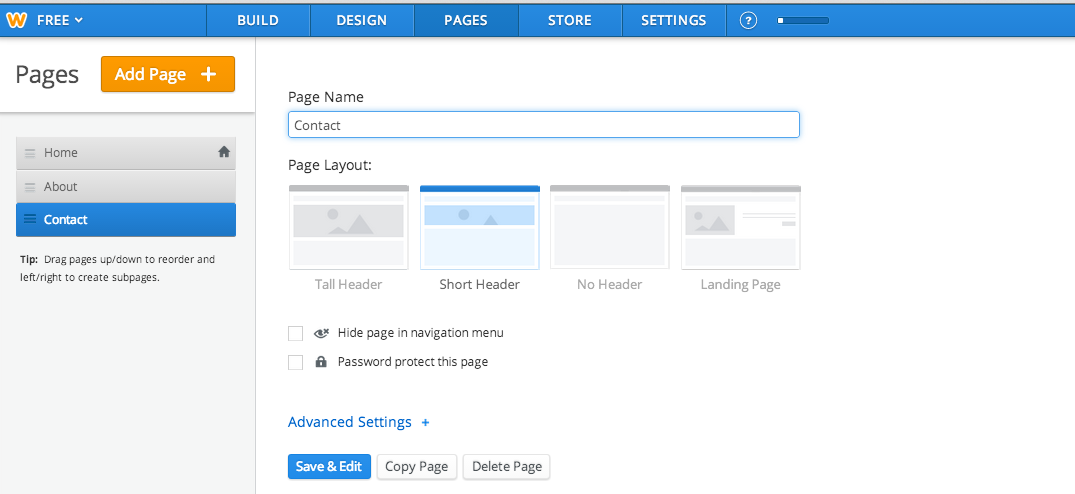
**Edit the pages.** Click on the “pages” tab on the top of the web page.



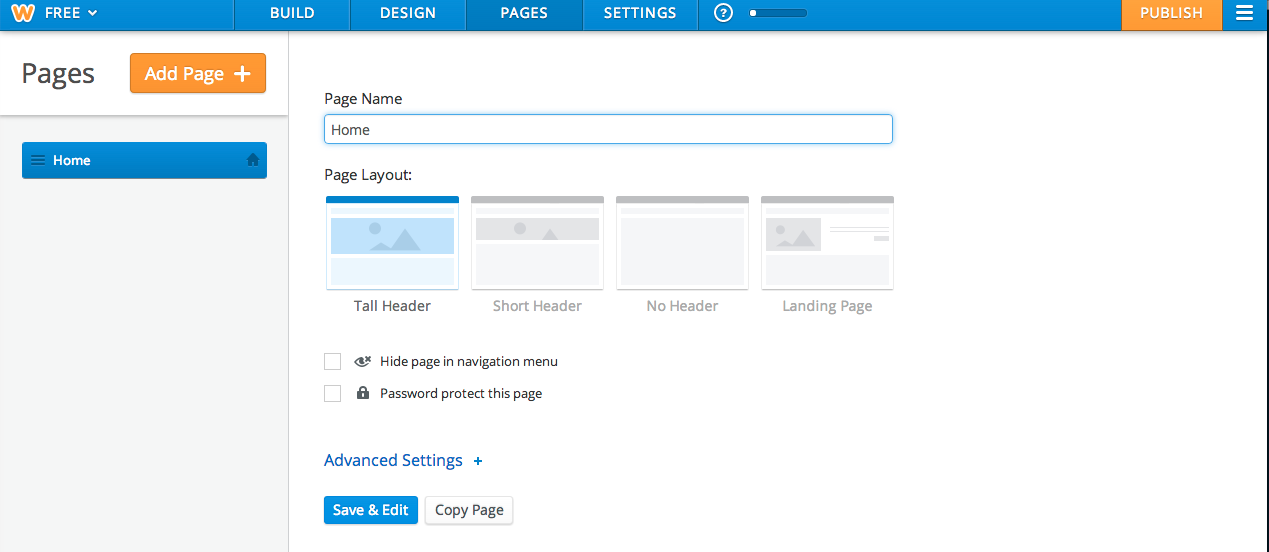
**When you create your site, it has 3 pages: “Home,” “About,” and “Contact.” Keep the first and delete the second 2. To delete:**

**Click on the page title. Make sure it is highlighted in blue. Then click “Delete page.”**

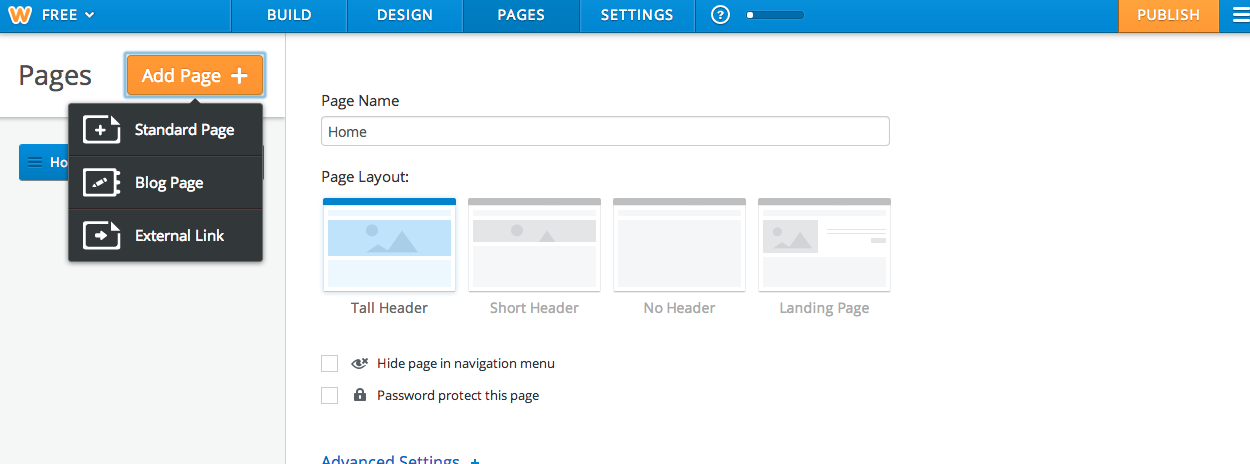
Delete the “About” page and the “Contact” page



Click the **“Add Page”** button

****

**Click on “Standard Page.” Under Page Name, write “About Me.”**

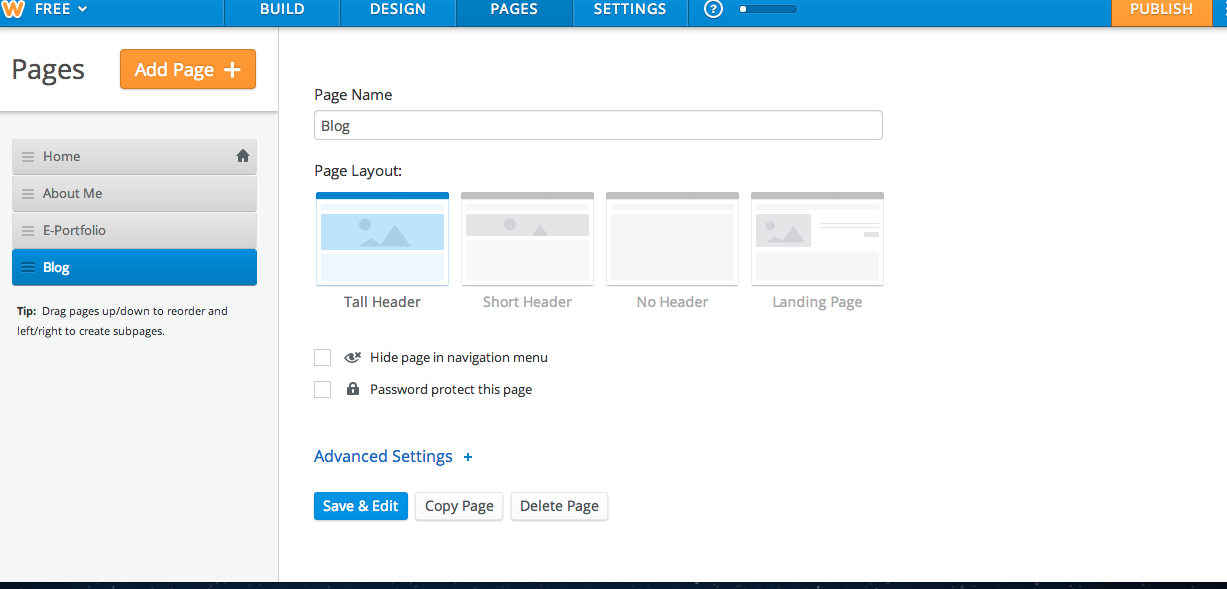


For About Me page

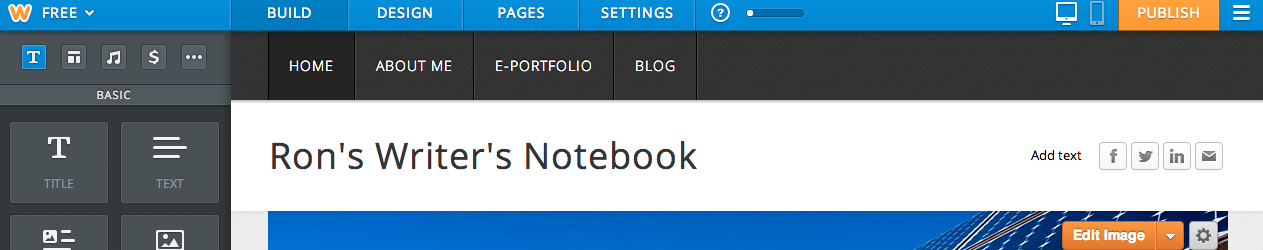
For Blog and E-Portfolio pages

**Click on “Blog Page ” to add a blog page. Add another “Blog Page” and call it “E-Portfolio.”**

**Once you are done adding your pages, click “Save & Edit” on the bottom.**

****

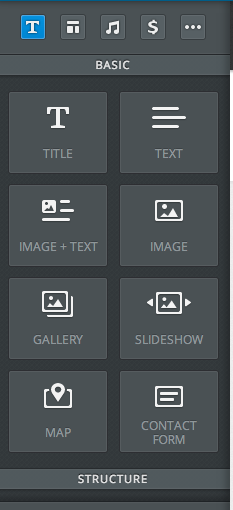
**The top of your page should now look like this:**

****

**Step 8:**

**Click on the table for your About Me page. Create your “About Me” page. Directions and rubric are on my website under Blog🡪Blog challenges:**

[**http://writwork.weebly.com/creating-an-about-me-page.html**](http://writwork.weebly.com/creating-an-about-me-page.html)

****

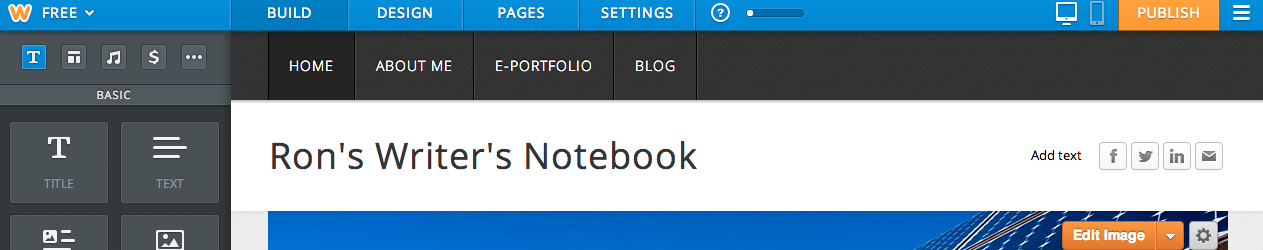
**To add titles, images, and text to a page, click on the corresponding graphic on the left side of the page and drag it over onto the page you are editing.**

Add text

Add a title

**Step 9:**

**Publish your site. Click on the orange “Publish” button in the upper-right hand corner.**

****

**Step 10:**

**Design your website. Click on the “design” tab. Look through the design templates and choose the design you like the most.**

**Step 11:**

**Write! Pick a writer’s notebook prompt on my site or in the classroom and respond to it, either in a word document or on a post on your blog page.**