Creating Web Pages with Weebly

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

- ➢ Adding an Element

- ➢ Edit, View, and Publish Your Site

- ➢ Adding New Pages

- ➢ Adding Links

- ➢ Adding Pictures

- ➢ Adding a Blog Page

- ➢ Copying & Deleting Pages & other Page Functions

- ➢ Adding Videos

- ➢ Adding Files

- ➢ Adding a Poll Element

- ➢ Deleting an Account

Table of Contents

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 the "**?** > **Support Center** > **Beginner's Guide to Weebly** > **Beginner's Guide: First Steps**" which means to select the **?**, then the **Support Center** link, then select **Beginner's Guide to Weebly**, etc. There you will find lots of information on building your site.
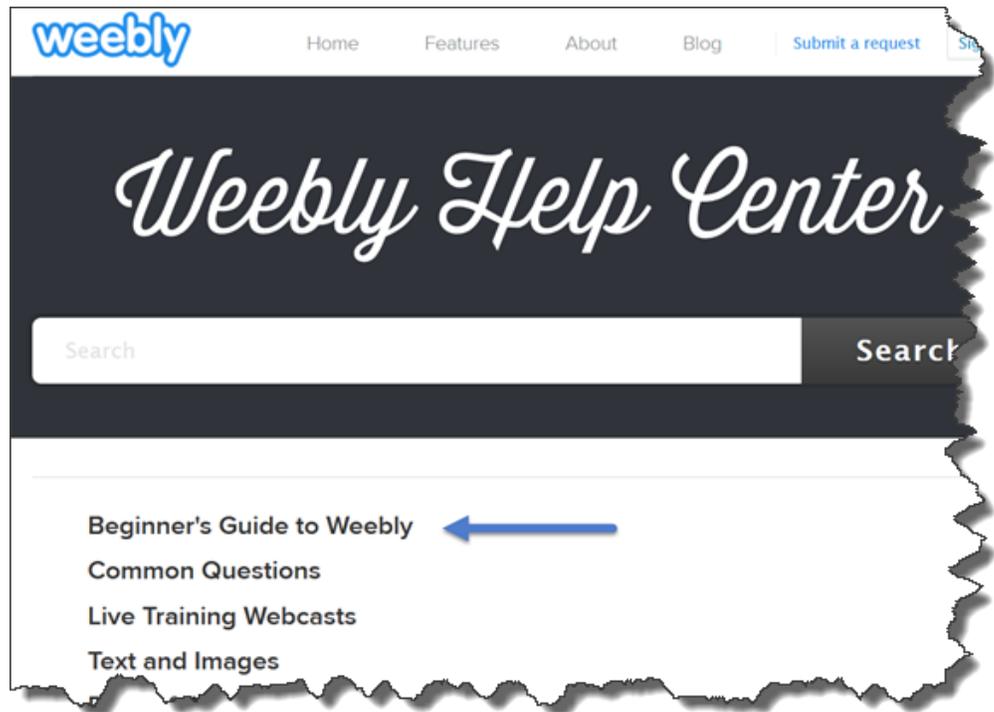
Unless otherwise stated, all "clicks or "selects" will be with the left mouse button.

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.

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, a page for photos, a 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 allows you to have a blog page 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, Web site 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. See the "Registering with Weebly" handout for more information on getting an account. Or just go to the Weebly Education page http://education.weebly.com and go through the easy to follow process.

It is strongly recommended that you write down your Weebly **login information** and **Web site Domain** when you finally find a domain name that is available as you may have to try several before you find an available one. This information will be needed every time you or your students log in to your/their 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 after you have published it. So keep this in mind when choosing a site address.

Logging In To Your Site

You can now login to your site using your chosen Username and Password. To login, go to the Weebly Education Web site (**http://education.weebly.com**), enter your username and

password in the upper right-hand login box and select the Log in button If you are looking at your Weebly site dashboard, you should be okay.

Looking at Examples & Planning

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

Then 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), or placed next to each other (a new feature effective in the fall of 2014). 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") 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 if you choose a new design later, 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, or you could try Microsoft Paint if you have a PC.

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 multi-column feature and create your own navigation bar, but that is 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 Support file go to: (**Question Mark > Support Center > Beginner's Guide to Weebly > Beginner's Guide: First Steps** and scroll down the page. Also look at **How to Switch Themes** and **Edit the Header** for more info on Themes**.**

Adding an Element

Now that you have selected a Theme, it is time to start adding content. You will do that by adding text, pictures, buttons, etc. As noted earlier, the building blocks to adding content are items under the Build tab. At this writing the Basic Elements available with the free account are:

- Title
- Text
- Image
- Gallery
- Slide Show
- Map
- Contact Form
- Assignment Form
- Embed Code

Once you decide which element you want to use, you just use your mouse to "click, hold, and drag" that element down onto your page, then let go of your mouse to drop it into place.

For more help with **Elements** in the Support Center, select **Beginner's Guide to Weebly** and then choose which item you want to add. Once you are familiar with these basics, you can find more information about editing other **Elements** by selecting the **See all 9 articles** button to see other basic articles.

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 large **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 or different topics.

To add a new page is easy. While in the Weebly editor, just select the "**Pages**" tab. On the **Pages** page, you will see an orange button labeled **Add Page +**. Select it and decide if you want to add a "**Standard**" or a "**Blog**" page. After choosing one, 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. Select the **Save & Edit** button to save your new page. To add content to the page, select various Elements to add to your page.

For more help with **Pages** in the **Support Center**, select **Pages & Navigation** 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 **Support Center** and go to **Text & Images > Create Text Links** or **Create Image Links**. There you will find instructions on adding links to text and pictures.

Adding Pictures

Adding pictures is easy too. There is a file size limitation of 10 MB each. That will be the biggest problem with pictures. You may need to use a picture editor (such as Paint on a PC) to reduce the physical size (in pixels) of a photo in order to make the file size small enough (10 MB) to be used on your site. There are also 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.

To find images to use on your site, 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 Technology & 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). You can also try Google Images. Just be sure to select ones that have usage rights that are labeled for your particular need. (At the Google search screen, select **Images**, then select **Search Tools > Usage rights** to see the options.) That way you will not be violating anyone's copyright rules.

To find more help with adding pictures to your site, follow these paths in the Support Center: **Text & Images > Upload an Image** or **Upload an Image Gallery**.

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 **Text & Images > Upload an Image Slideshow**.

Adding a Blog Page

Assuming you would like to use your site for some student interaction and discussion or for an online writing exercise, a blog or a forum might serve as 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. To find more information on adding a blog page, go to the **Support Center** under **Blogging** and choose any of the items related to blogs, but start first with **Start a New Blog**.

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 or link to files.

Copying and Deleting Pages and Various Other Page Functions

You can also copy pages you have created, as well as reorder how they appear in your navigation bar. To find help with that go to **Support Center > Pages & Navigation > Copy a Page** or **Reorder Pages.**

Deleting a page is simple. On your **Pages** menu, select the page you want to delete and select the **Delete Page** button (near the Save & Edit button).

If you would like to create **Sub-Pages**, that is also a possibility as well as **Hiding** them from the navigation bar (very sneaky ☺). To find out how follow this path: **Support Center > Pages & Navigation > Organize Subpages** or **Hide pages from the Navigation Menu**

Adding YouTube or Teacher Tube Videos

While the free version of Weebly does not allow you to upload your own videos, there are many free videos on the Web that you can either link to or embed into your Weebly site. You can also use a third party site such as Vidmeup, Vimeo, TeacherTube, or YouTube to store the videos you create, and then embed the player on one of your pages.

Some schools block YouTube and Vimeo for students, but will allow access for teachers, so you could embed them and show them in class. Remembering that many students have unrestricted access at home, these same videos could be watched at home and discussed the next day (better known as flipping the classroom). Most schools allow access to TeacherTube

videos so this is another option. We will use Teacher Tube in the workshop if YouTube is not available.

For instructions on how to add YouTube videos in the **Support Center**, look under **Video & Audio > Embed Videos from YouTube.** For instructions on adding other Third Party Audio or Video go to **Video & Audio > Embed Video from Vimeo and Other Hosts**. (Sorry, adding Audio is a Pro feature and you would need to pay for that functionality.)

Adding Files

Assuming you would also like to add class handouts or other documents to your site, it is easy to do. There is a file size limitation of 10 MB, but a regular text document will rarely be that big (unless it contains many graphics). Scroll down the **Element** sidebar until you see the **Media** group and there you will find a drag & drop element for **FILE**. Just drag the icon onto your Web page where you would like to place the link to the file. Then **click in the element** where it says "**Click here to upload file**." A dialog box will open which allows you to upload a file and position it on your page. If you want it positioned on the right instead of the left, make that choice. Next you need to select the **Upload new file** button which will open a dialog box where you will locate the file you want to add or drag and drop the file into the space. The file will be uploaded and the file name will appear on your page. If you want to name the file something other than the file name itself, you can edit that now by selecting the file name and changing it in the File Name box. (If you do this the first time through, it will not stay.)

For more help, follow this path: **Support Center > Text and Images > Upload PDFs, Powerpoint Slides and other Docs**

Adding a Poll Element

Sometimes you may want to poll your students to see how they feel about a topic or see what sort of equipment they have at home for online learning. It is easy for you to create a poll using the **Poll Element** (found in the **More** group of Elements). I recommend you get a PollDaddy account prior to trying to use this tool. It will save you a lot of grief. 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. We will not be adding a poll in class, but feel free to try this at home or at school after you have a PollDaddy account.

There are many other things you can add to your site such as Calendars, a Google Map, Facebook "Like" buttons, and more. Have fun!

Deleting an Account

If you ever need to create another Weebly account for a demonstration etc., you can delete it by going to **Account** on the navigation bar. Scroll to the bottom and you should see **Click here to delete your Weebly account**. (I will not be trying this to see what happens, but they will probably ask you to confirm that you want to delete it.)

Appendix of Resources

Check out the OTAN Web site under **Teaching Tools & Resources > By Program > (Choose your program area) > Media** to find program related images, videos, etc.

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
- UVic's Language Teaching Clipart Library http://hcmc.uvic.ca/clipart/
- Manual of Traffic Signs http://www.trafficsign.us/
- Pics4Learning http://pics.tech4learning.com/
- Creative Commons Search http://search.creativecommons.org/ (Many images just require attribution)
- MorgueFile http://www.morguefile.com/archive/ (Limit yourself to the morgue File tab. The others on this page charge for their photos)
- EduPic Graphical Resource http://edupic.net/
- WorldImages http://worldimages.sjsu.edu/
- Imagebase http://www.imagebase.net/
- Vectors8 http://vectors8.com/ vector based drawings and clip art

Video Sites

- Vimeo – (Hosting Site) Education & DIY http://vimeo.com/categories/education
- Vidmeup – (Hosting Site) http://vidmeup.com Gives you 750MB of storage for free but the video quality is not great.
- Watch Know Learn (Educational Video Indexing Site) http://www.watchknowlearn.org/default.aspx
- GED Resources http://www.gedresources.org (You should only link to this site, not try to embed the video since it would violate our software license.)
- Academic Earth http://www.academicearth.org (Mostly videos hosted on YouTube)
- TeacherTube http://teachertube.com/
- Kahn Academy http://www.khanacademy.org/ (Particularly good for Math videos, but there are many other topics also which are good for ABE, ASE/GED)
- This is just the beginning of a list of really good videos you can find online to supplement your classroom teaching and provide further learning opportunities for your students.

OTAN Support

Still cannot 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

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.

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.