

Weebly Workshop Facilitators Guide

Introductions (5 minutes):

Introduce yourself to the participants (name, brief bio, etc)

Icebreaker – ask each participant to tell you their name and what they expect to get out of the workshop

Agenda (5 minutes):

Introductions: (already done)

Objectives:

What is a Professional Portfolio?

What is Weebly?

Common Components of a Professional Portfolio:

Weebly, Getting Started

Weebly, Basics

Weebly, Beyond the Basics

Weebly, Videos

Questions?

Primary Objectives (5 minutes – Primary and Secondary Objectives):

At the end of this workshop you will be able to:

Identify the common components of a Professional Portfolio

Navigate the Weebly website

Create a Professional Portfolio using Weebly

Secondary Objectives:

Choose a format for your Portfolio

Identify the format a page will have based on the drag-and-drop picture choices

Demonstrate that you can make a page visible or leave it hidden

Create tabs within a tab

Demonstrate that you can upload a file to Weebly

Explain the difference between a “published” and “unpublished” Weebly

Describe how you would add a video to Weebly

(Ask if there are any questions. Relate Objectives back to information gained during Icebreakers.)

What is a Professional Portfolio (10 minutes – What are P.P. and Weebly):

A professional portfolio is a vehicle to provide evidence of achievement and growth over time.

They give us an opportunity to reflect on what we’ve accomplished

They are a place to document and preserve our work or practices for future use, either by ourselves or others

They are a process and a product

What is Weebly:

Weebly is a secure user friendly website that allows users to create professional portfolios or websites.

It allows anyone to create their own content by utilizing an easy to use drag-and-drop format, or HTML

Weebly provides free or paid web hosting, allowing public access to your content

Common Components of a Professional Portfolio (10 minutes):

An objective or goal

A context or background information

A resume or CV

Examples of your work

Evidence of Achievements

Information about you personally

References, resources, or recommendations

Awards or honors

(Assess understanding of last 3 topics – Ask for questions. Have participants tell you at least one component of a Portfolio they intend to include, discuss requirements of their Portfolio.)

Weebly, Getting Started

Registering your Weebly (10 minutes):

Go to www.weebly.com

Enter your full name

Enter your email address

Create a password

Click “Sign Up”

Enter a title for your portfolio

Select your web address/ account type

Choose your URL

YOU NOW HAVE A WEEBLY!!

(Walk the room during this activity to make sure everyone is successful)

Choosing a format (5 minutes):

Click “Design” at the top of the page

Click “All Themes”

Choose the theme or format you like the best

Remember: images can be edited

(Allow participants to explore different styles, but don’t linger here too long)

Making your Home Page (10 minutes):

Click “Elements” at the top of the page

Look at the small pictures under the “Elements” tab and decide which format you want your home page to have

Click the picture you have chosen and hold it

While still clicking, drag the picture into the middle of the page

If you made a mistake:

drag your mouse over the words “click here”

click the red “x” that appears in the top right corner

To move your box:

Move your mouse over the words “click here”

Click and hold the thick blue line that appeared

Drag the box where you want

Release the mouse button

Click the places that say “click here” to add titles or text – depending on the element you chose

(Walk the room during these tasks. Ask if anyone is having trouble. Help those who need it. With a large group you may want to have other participants help those who are struggling. Make sure everyone is caught up before moving on. Make a mental note of participants who may need extra help.)

Uploading files (5 minutes):

To upload a picture:

If you choose an “element” involving a picture, drag and drop that element into your page

Click where the box says “click here”

Click where you will upload your picture from (ie Computer, URL, etc)

Click “upload file”

Select your picture

Slowly mouse over the options on the top right of the picture to see editing choices

To upload a file other than picture:

Click “Multimedia” on the left side of the screen

Drag-and- Drop the picture that says “file” onto your page

Click the icon that looks like a sheet of paper

Click “upload new file”

Choose file to upload

(Check for understanding before moving on. Ask for questions.)

Weebly, Beyond the Basics

Creating Hyper Links (5 minutes):

Highlight the word(s) you want to hyperlink

Click the “Create Links” button – looks similar to: ∞

Choose the website, page, or file you want to link to

Click “Save”

(This part may be challenging for some people, walk the room to make sure everyone can do this. Ask for feedback about how participants are doing.)

Creating multiple pages (15 minutes for the next 4 sections):

Click “Pages”

Click “Add Page”

Type a name for the page

Click “Edit page” or “Elements”

Complete page as you did for the Home page

Changing the order of your pages:

Under the “Pages” tab, click the name of a page

Drag it up or down the list of pages until it is where you want

Repeat as necessary until pages are in the desired order

Creating Tabs within a tab:

Steps are the same as changing the order of pages except:

Drag the page from Right to Left under the primary tab

What the page options mean:

Hiding a page means you will be able to see it on the “Pages” tab while editing the site, but it will not be visible on the “Elements” tab, or once the site is “Published”

Password protecting a page means anyone trying to access that page will need to enter a password

Linking the page to an external site means clicking on that page will redirect the person to the linked site (ie Facebook, Blog, etc)

(Ask for questions)

Publishing your Weebly (5 minutes):

Publishing your Weebly means it will be visible to the public

Go to the “Pages” tab

Click the button in the top right that says “Publish”

Note: If you do not publish your Weebly only people set up as Editors or who have your user name and password will be able to view your Weebly

(Ask for questions about anything covered up to this point.)

(Before starting videos, allow anyone to leave who does not want/need videos, and/or give them permission to stay and work on whatever parts of their Portfolio they want. Don’t forget to ask participants to fill out Evaluation forms before leaving!)

Weebly, Videos (10 minutes):

Uploading a Video to Weebly with a Pro account:

Click “Elements”

Drag and drop the picture labeled “Video” into the page

Upload file the same as any other file

Uploading a video without a Pro account:

Click “Multimedia”

Drag and Drop the “YouTube” icon onto the page

Click the Up arrow in the bottom right of the screen

Copy your URL from your YouTube page

Paste URL in the URL field

Note: you need to have a YouTube account to upload videos this way

Q & A and Guided Practice (remainder of time allotted):

(Ask for any final questions, comments, or concerns. With any time remaining, offer participants the opportunity to stay and continue working on their Portfolios. Ask for each participant to fill out the Evaluation form before leaving. Stay and help anyone who wants it.)

