How to Create a Professional Portfolio Using Weebly

A Step-By-Step Guide
By Stephanie Grad

Agenda

‣ Introductions:

‣ 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

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

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

Secondary Objectives

At the end of this workshop you will be able to:
▸ 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▸ Explain the difference between a "published" and "unpublished" Weebly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

What is a Professional Porfolio?

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

What is a Professional Porfolio?

▸ 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.

What is Weebly?

▸ 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

A Professional Portfolio will often contain:
- 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

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Weebly, Getting Started

Register your Weebly
- 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!!

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Weebly, Basics

Choose a format for your Weebly:
- 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

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Weebly, Basics

Let's make your Home page:

- ▶ 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

Weebly, Basics

Creating your Home page continued

- ▶ 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

Weebly, Basics

Upload a file

- ▶ 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

Weebly, Beyond the Basics

Upload a file
- 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

Weebly, Beyond the Basics

- Creating Hyper Links
  ◦ 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"

Weebly, Beyond the Basics

- Creating multiple pages
  ◦ 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

Weebly, Beyond the Basics

- 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

Weebly, Beyond the Basics

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)

Weebly, Beyond the Basics

- Publishing your Weebly
  - 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

Weebly, Videos

- 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

Weebly, Videos

- 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

Questions?

Thank you for your participation