

Weebly Workshop Quick Reference Guide

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:

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Explain the difference between a “published” and “unpublished” Weebly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

What is a Professional Portfolio:

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:

- 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

Weebly, Getting Started

Registering 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!!

Choosing a format:

- 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

Making 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

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

Uploading files:

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

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”

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

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)

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

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