

NAME: _____ PERIOD: _____

WEEBLY STEPS 1-4

Initial here that you already completed your Home Page Assignment, so you can begin. _____

STEP 1

____ go to weebly.com

____ login by selecting the light blue button on the upper right

____ enter and memorize your username. Uncheck "remember me." The teacher will enter password.

____ Your site is already created. Remember: misuse of this site (like creating a new site or hidden pages, changing the password, or putting up inappropriate content) will mean you construct a portfolio on paper instead of online. Keep things on the up & up, and the sky is the limit for your creative adventure.

____ **Click the blue "edit" button**

STEP 2

____ Let's start with design. Across the top of the page are several tabs. Select "Design."

____ This opens up the most-used design templates. Choose a template you like.

____ Now choose "Design Option" next to the paint palette. You'll see "Design Elements" already open. Switch your f social media icons to "Off" and your phone number field to "off."

____ While you can't change your site title from eportfolio, the assignment name, you are welcome to change the font and font size. See "paragraph title" and "Paragraph text."

____ For more theme options, select "All themes."

STEP 3

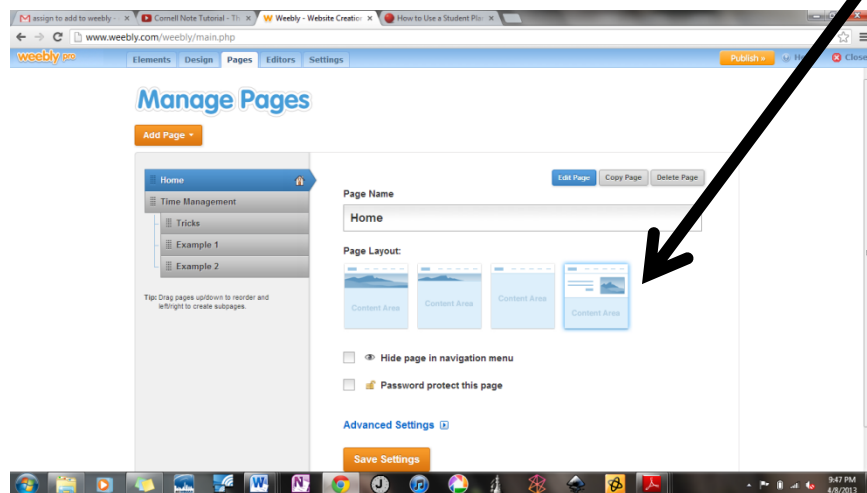
___ Our goal today is to create the skeleton of the website and your "Home Page."

___ Click on the tab on the top of the page that says, "Pages."

___ The home page has already been started for you. Click "Add Page" in orange and add the following standard new pages by clicking "Add Page" each time.

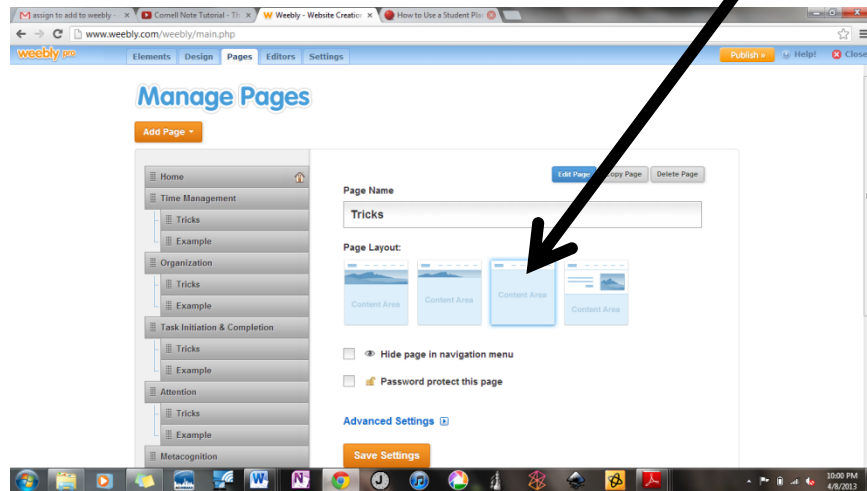
- Time Management
- Organization
- Task Initiation & Completion
- Attention
- Metacognition
- Flexibility & Shifting
- Working Memory

___ Make sure each of the 7 Skills has the page layout which **allows a description and button** in the header, like so:



___ Now each of the 7 Skills gets two subpages: "Tricks" and "Example 1." Create these pages as you did the last, but once you've created the button, drag it up under the intended skill and slightly to the right. This will make the page subordinate.

___ Make sure each of the subpages has the page layout **with no picture** in the header, like so:



___ Simply click "Save Setting."

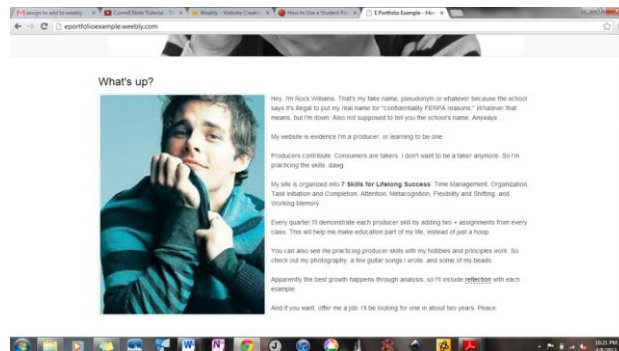
___ This will take us to our Home Page. (Note: Your Home Page defaulted to a Header with a large picture across the screen. You may design your own in Art if you'd like.)

STEP 4

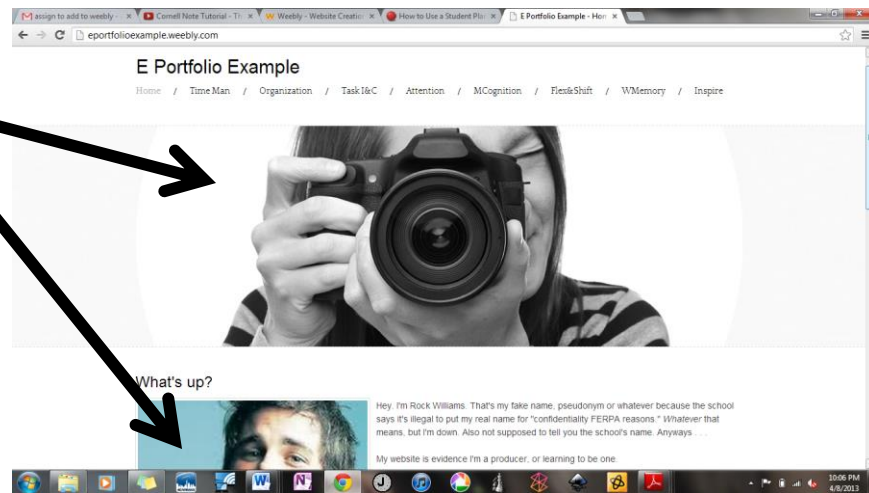
___ Make sure your "elements" tab is open. And let's build the content.

___ First let's start with the greeting. Click on "Paragraph with Picture" and, holding your key down, drag it down to the center-left side of your page.

___ This is where you'll add the greeting you composed for a homework assignment a few days ago. As for the picture, leave it blank and add in Art or bring a flash drive from Art.

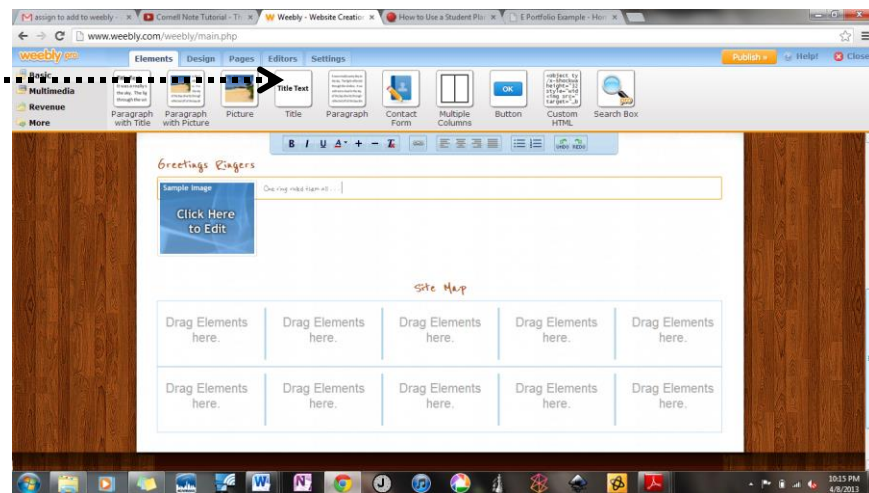


Design these elements in ART class, if you'd like.



___ Now we need a site map to help people navigate the website. Choose "Title Text" and drag it to the bottom of the page. Center it and write: "Site Map."

___ Now select "Multiple Columns" and drag it beneath the "Paragraph with Picture." Choose 5 Columns and title them "Category," "Class Websites," "Assignment & Reflection," "Producer Skill," & "Date & Quarter."



___ Fill in your class schedule, athletics, and hobbies on the left side of the column.

___ Add class websites, but leave the rest of your table blank. (When you get a new assignment and practice a Producer Skill with it, that's when you'll start filling up the table.)