[www.weebly.com](http://www.weebly.com)

**Creating your site:**

1. Click on “Get Started” and create your account
2. Choose the FREE plan
3. Most teachers will probably use the “Site” option as your focus
4. Choose a theme. (This can always be changed)
5. Create your URL. Choose the first option, “Use a subdomain of Weebly.com”

**Designing the site:**



**Create a Page:**

1. Click on the page tab on the menu bar and you will see this screen



1. Type in the page name
2. Choose page layout
3. Click Save and Edit
4. From this point on drag and drop any design element you want. (Be aware that most close to the bottom are for the paid version)
5. You have a limit of 5 pages, however you can add as much as you need to each page.

**Submitting Documents:**

1. Under the Basic options choose, Assignment Form and drag to desired spot on your page.
2. Be sure to enter the email you would like the assignments to go to.

**Contacting the teacher:**

1. Under the Basic option, choose contact form.
2. Be sure to enter the email you would like the message to go to.

**Creating a link:**

1. Using the text option, drag and write in text of choice.
2. Highlight that text and choose the chain icon.



1. From here you can either link to a website, or even a file that you will upload.

**Publishing your site:**

1. When you are ready for the world to see your site, click on the orange Publish button at the top right hand corner.

**Ways to use in your classroom;**

1. A teacher website/blog
2. Student projects (Something different than power points)
3. A forum for student projects that are posted to be viewed on their own time
4. Student blog (collaboration)