

Creating a Website Using Weebly

Canyons School District
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To Create Your Website:

1. Go to education.weebly.com.
2. Enter your full name, password, and email.
3. Complete the CAPTCHA.
4. Enter a title for your website (you can change this later).
5. Select a website type (ie. Education) and a sub-category if requested.
6. Create a website domain. Creating a sub-domain of Weebly.com is suggested and is free.
7. Start building your website.

Why use Weebly?

1. It is free (for educators in the basic version.)
2. It is a fast and easy way to create a website.
3. Simple (you don't need to understand HTML.)
4. Drag and drop editing and photo publishing.
5. Lots of other features and custom HTML gadgets.

Editing your website:

1. Choose a design.

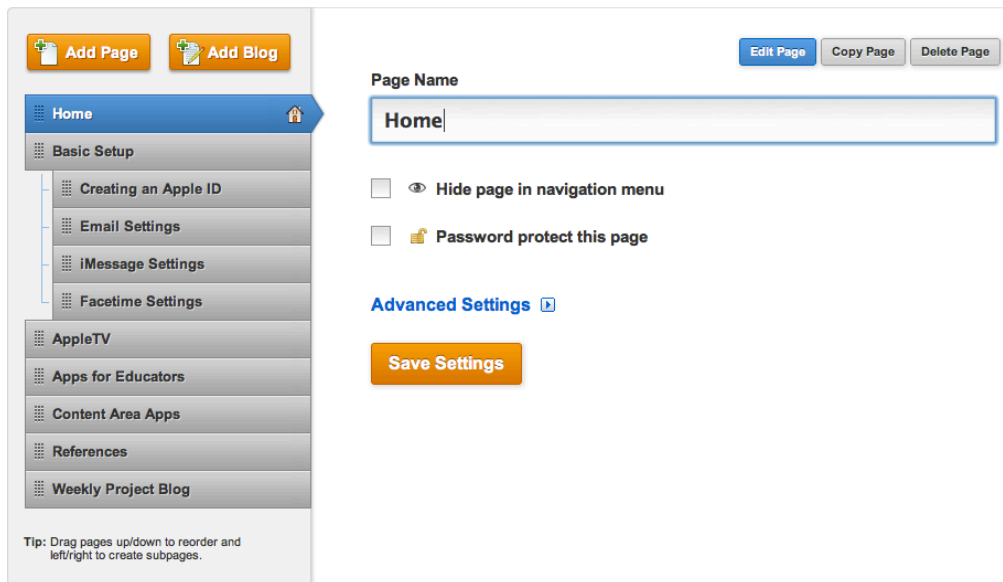


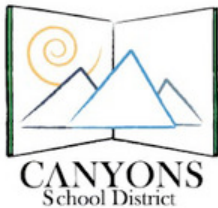
2. Add page elements.



3. Add pages.

Manage Pages





Editing your website (continued):

4. Edit your site and page settings.

Edit Site Settings Close x

General Settings

Address: [Change site address.](#)

Site Title: Show site title on the top of your pages.

Favicon (?): [Upload](#)

Site Password: Choose which pages to protect in the "Pages" tab.

Footer Message: Show Footer Message

Navigation: Group excess pages under "More..."

Search Engine Optimization (SEO)

Ecommerce Settings

Mobile Settings

Archive/Un-publish

Save or **cancel**

5. Add editors.

Add Editors

Enter emails (separate emails using a comma)

Role

Administrator
Access granted to edit all pages and settings of this website.

Author
Access granted to edit only the pages you select.

Dashboard Only Access
Access limited to site dashboard for reviewing stats or managing comments.

Enter message to be included in the email invitation (optional)

Add Editors

6. Publish your site.

Once your site is published, it can be viewed by anyone on the internet.

Each time you edit your site, you need to click on the "Publish" button at the top of the page.

Once you publish your site, you can choose to purchase a personal domain name. (These typically cost \$20 to \$40/year.)

Website Published!

<http://jhsipads.weebly.com>

Good news, **jhsipads.com** is also available!

Continue Available

Let your friends know your site has been published.

Share on Twitter

If you have questions, please ask.

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