**Weebly Website Building**

**-Beginnings-**

1. Go to <http://www.weebly.com/>
2. After clicking the button to “Sign Up”, type in your full name, email, and password.
3. Select “blog” type.
4. Choose your Theme by clicking “choose”.
5. Select “use a subdomain of weebly. com”
   1. This is important that you choose this option because the site will charge you otherwise.
6. Now type in a domain address and WRITE IT DOWN!
   1. You can choose your own domain name
      1. Keep in mind this is connected to school so it should be appropriate and professional, while still showing your personality as an artist
   2. This is how it should look:
      1. example: <http://theyellowchevron.weebly.com>
7. Then we enter the “Build” page
8. Click on “Pages”
   1. Add 4 pages:
      1. About
      2. Lesson 1
      3. Lesson 2
      4. Lesson 3
      5. Overall Reflections
      6. AJ’s/ Exit Slips
         1. \*to add pages: Step 1- click on the plus page, Step 2- Blog Pages, Step 3- edit name.
9. Settings:
   1. Change “posts per page” to “25”
   2. Change “notify me of new comments” to “yes”
   3. Click “save”
10. Click on “Build”
    1. To add post, click “new post” at the bottom
11. If your theme has a “contact” section, please delete this page.
12. Within each page = says “choose a layout”
    1. Click and choose what best fits you (visual gallery, brainstorming page, more descriptions, etc.)
13. Uploading Photos
    1. You have two options:
       1. Upload from a computer of your images saved somewhere of your choosing
       2. Upload using the Weebly App (This option will be easiest for in-process photos) \*hint: pre-edit your photos before using the App if needed
    2. Using photos/art on your template pages
       1. Be sure when choosing photos/art that giving credit to the artist if it’s not your own
          1. For example: a subtitle under the photo would be appropriate for other artists’ work or your own
          2. Basically, don’t steal something from Tumblr or Pinterest
14. Return to your “About” page.
    1. Edit it to contain two main headings: “About Me” and “Who We Are”. Each bullet under titled headings should be in 4 or more full sentences.
       1. “About Me”:
          1. Tell a little about you. Who are you now?
          2. What type(s) of art are you interested in? Please discuss mediums, thoughts about themes, and processes.
          3. What you are struggling/ wanting to explore more in with in art?
          4. What do you want to excel in?
       2. “Who We Are”:
          1. How would you describe your art family?
          2. How would you describe your time in art classes so far?
          3. How would you describe your growth within your skills, talents, confidence, etc.
          4. As an artistic family, what do you want to achieve (if you are creating group work)?
          5. As an individual artist, what do you want to achieve?
       3. If your theme has an additional heading after these two, change the title to something personalized that fits you. This should still gear towards your art experience overall.

If you have any questions on how to work/ edit anything, please ask! However, here is a web link for answers to some questions you might have.

http://jcisdweeblytutorial.weebly.com/handouts-and-helpful-links.html