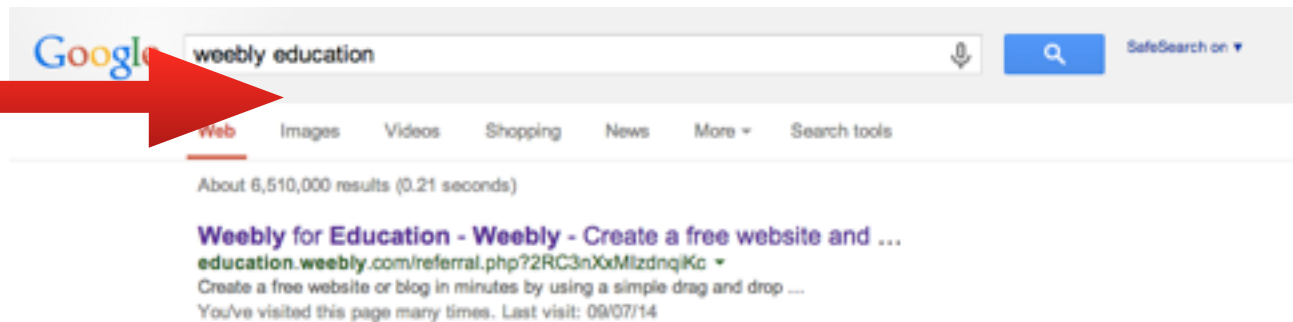


How to set up Student ePortfolio site on Weebly Education



Log in to your account or create a new account



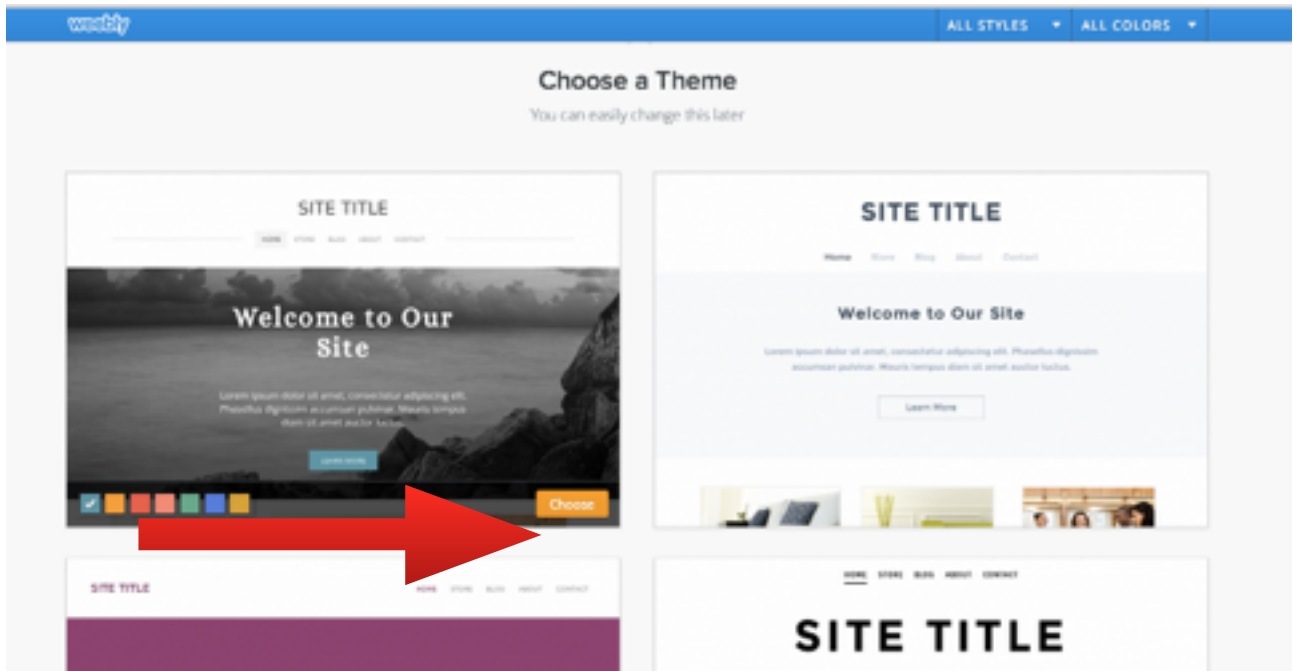
Click Add Site button

The screenshot shows the Weebly dashboard interface. At the top, there is a navigation bar with the Weebly logo on the left and 'English' and 'Logout' on the right. Below the navigation bar, there are tabs for 'SITES', 'MY STUDENTS', 'DOMAINS', 'ACCOUNT', and 'SUPPORT'. In the 'SITES' tab, there is an orange 'Add Site' button highlighted with a red arrow. Below the 'Add Site' button, there is a list of existing sites. Each site entry includes a 'FREE' label, the site name, a URL, and buttons for 'Edit', 'Stats', and 'More -'. The sites listed are '7S3 Learning Journeys', 'mrs moore's Learning Journeys', and 'PassmOres Academy's comenius project 2'. To the right of the site list, there is a promotional banner for 'OUR TOP 5 TIPS FOR PICKING A GREAT DOMAIN NAME'.

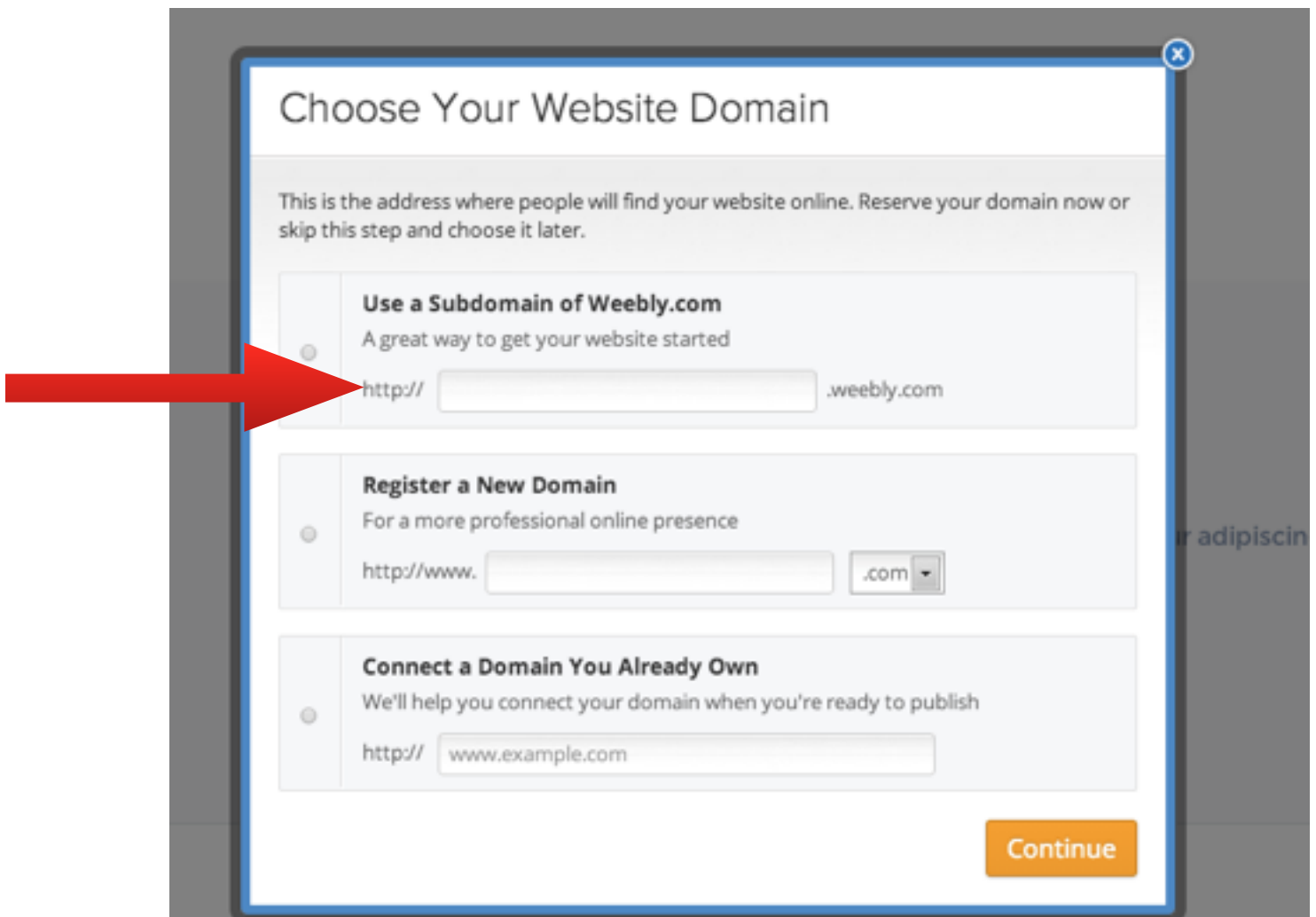
Select Site button

The screenshot shows a selection screen titled 'What's the Focus of Your Site?'. There are three options: 'Site', 'Blog', and 'Store'. Each option is represented by an icon and a text label. The 'Site' option is highlighted with a red arrow. Below the options, there is a message: 'You'll have access to all of our awesome features no matter what you choose!'.

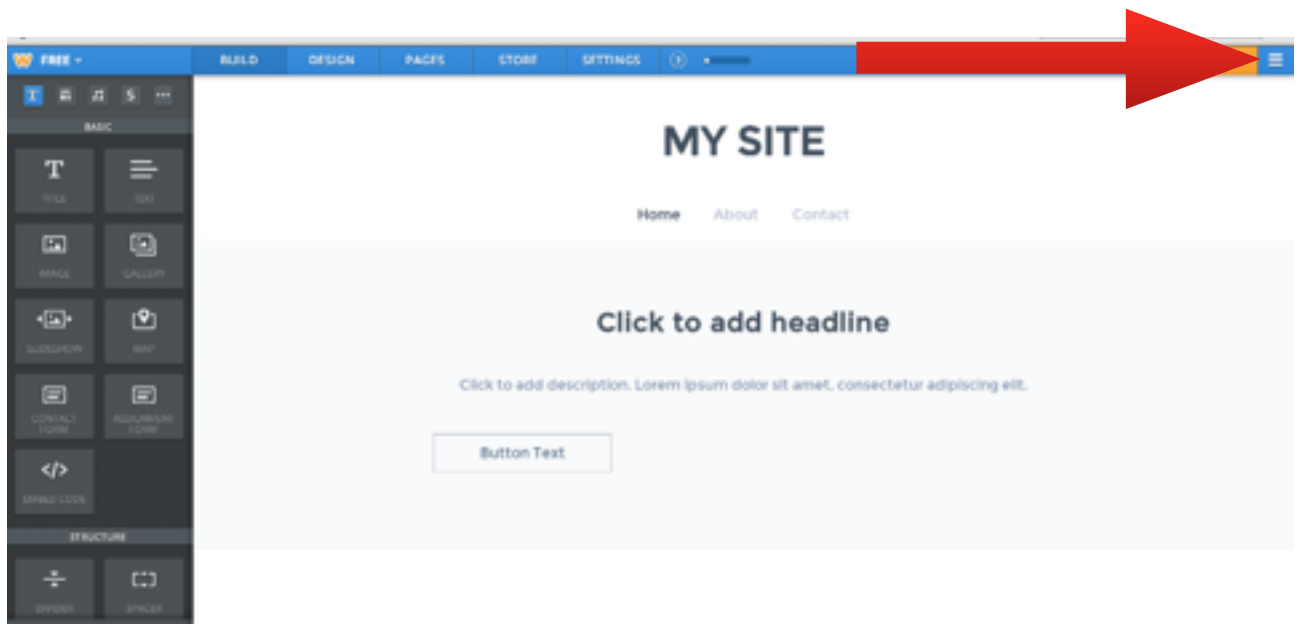
Choose a layout design or theme template - you can change this at any time later as there are heaps to choose from.



Create a memorable website name and enter in top box - e.g. dawnmoorescience.weebly.com

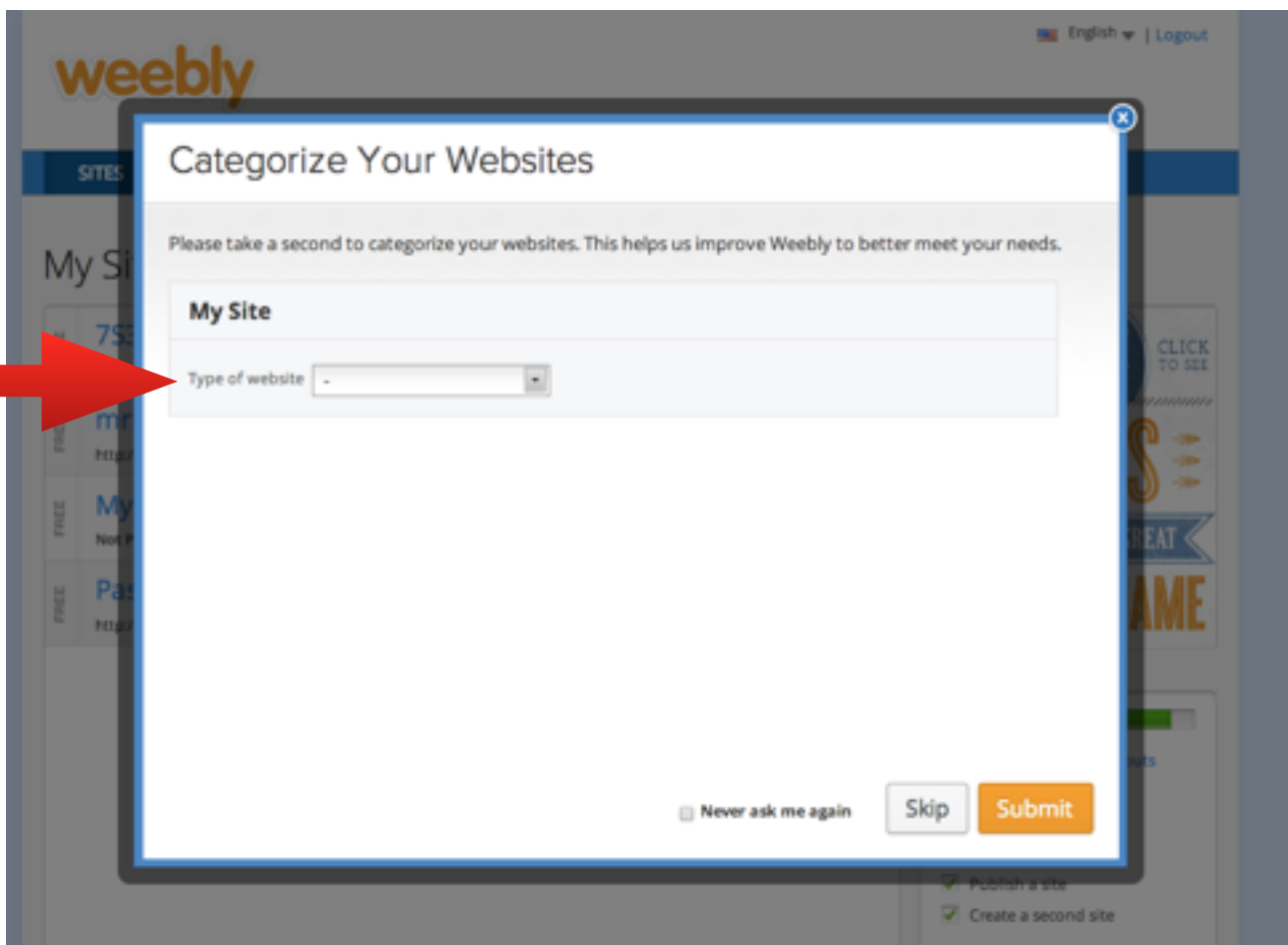


This takes you to the editing format so you can now add text, images, videos etc. We go through how to do this in more detail later.



For now exit the site so you can add your classes and students first. To do this click the icon in the top right hand corner and select exit editor.

You will be asked to select a category before it takes you back to your main menu.



Once back at main menu - go to MY STUDENTS tab on the blue tool bar.

English | Logout

weebly

MY STUDENTS DOMAINS ACCOUNT SUPPORT

My Sites [Add Site](#)

FREE **753 Learning Journeys**
http://dmeexample.weebly.com | Upgrade [Edit](#) [Stats](#) [More -](#)

FREE **mrs moore's Learning Journeys**
http://passmoreslearningjourneys.weebly.com | Upgrade [Edit](#) [Stats](#) [More -](#)

FREE **My Site**
Not Published | Upgrade [Edit](#) [Stats](#) [More -](#)

FREE **PassmOres Academy's comenius project 2**
http://passmorescomeniusipadme.weebly.com | Upgrade [Edit](#) [Stats](#) [More -](#)

Over 20% of website traffic comes from a mobile device.

MOBILE VIEWS DESKTOP VIEWS

Your site is automatically optimized for mobile viewers!

To-Do List

- Learn about page layouts
- Create a site

Select Add a Class button

SITES **MY STUDENTS** DOMAINS ACCOUNT SUPPORT

Get Weebly Pro or additional student accounts for free by inviting your fellow teachers. [Refer a teacher](#)

Student Website Accounts

[Add a student](#) [Add a class](#) Student Accounts: 14 of 40 | [Enable more](#)

[Add a student](#) **Student websites are private** [Moderate Blogs](#) [Class settings](#)

Account	First Name	Last Name	Sites
mbartleman9E3	Megan	Bartleman	1 site
jchallis9E3	Jayde	Challis	1 site
mclarke9E3	Max	Clarke	
rcummins9E3	Robbie	Cummins	1 site
mduggan9E3	Maddy	DugganG	1 site
jhopkinson9E3	Jade	Hopkinson	1 site
amcallister9E3	Aaron	McAllister	1 site

[Delete selected](#) [Print student list](#)

Now enter you class details - choose private and create an easy password - students and parents will need this to access their portfolios from home so write it down!

The screenshot shows the 'Add a Class...' form in the Weebly interface. At the top, there is a navigation bar with 'SITES', 'MY STUDENTS', 'DOMAINS', 'ACCOUNT', and 'SUPPORT'. Below this is a promotional banner for Weebly Pro. The main section is titled 'Student Website Accounts' and contains a form to create a new class. The form has the following fields and options:

- Class Name:** 7C3
- Grade:** 7th
- Student Sites:** Radio buttons for 'Public' and 'Private' (selected).
- Class Password:** 7C3science

A large red arrow points to the 'Class Password' field. Below the form are two buttons: 'Create class' and 'Cancel'. To the right of the form, it says 'Student Accounts: 14 of 40 | Enable more'. Below the form are two promotional boxes: 'Student Log In' and 'Upgrade Students to Pro'.

Add student names one at a time - create a password for each - choose a theme relevant to your subject? Then click on Add button.

The screenshot shows the 'Add a Student' form in the Weebly interface. At the top, there is a navigation bar with 'SITES', 'MY STUDENTS', 'DOMAINS', 'ACCOUNT', and 'SUPPORT'. Below this is a promotional banner for Weebly Pro. The main section is titled 'Student Website Accounts' and contains a form to add a new student. The form has the following fields and options:

- Class Name:** 7C3
- My Classes:** Dropdown menu
- Add a class:** Button
- Add a student:** Button (indicated by a red arrow)
- Student websites are private:** Status indicator
- Class settings:** Button

The 'Add a Student' form includes the following fields:

- First Name:** Text input
- Last Name:** Text input
- Username:** Text input
- Password:** Text input

Below the form are two buttons: 'Add' and 'Cancel'. A note below the form states: 'By creating a student account, I certify that the student is over 13 or I have obtained parental consent. (passwords can be changed later)'. At the bottom, there is a table with columns for 'Account', 'First Name', 'Last Name', and 'Sites'.

SITES MY STUDENTS DOMAINS ACCOUNT SUPPORT

Get Weebly Pro or additional student accounts for free by inviting your fellow teachers. Refer a teacher

Student Website Accounts

7C3 My Classes Add a class Student Accounts: 14 of 40 Enable more

Add a student Student websites are private Class settings

Add a Student (add multiple students)

First Name	Last Name	Username	Password		
<input type="text" value="Example"/>	<input type="text" value="Student"/>	<input type="text" value="estudent7C3"/>	<input type="password" value="*****"/>	<input type="button" value="Add"/>	<input type="button" value="Cancel"/>

By creating a student account I certify that the student is over 13 or I have obtained parental consent. available (passwords can be changed later)

<input type="checkbox"/>	Account	First Name	Last Name	Sites
--------------------------	---------	------------	-----------	-------

Continue with rest of class by clicking blue Add Student button.

SITES MY STUDENTS DOMAINS ACCOUNT SUPPORT

Get Weebly Pro or additional student accounts for free by inviting your fellow teachers. Refer a teacher

Student Website Accounts

7C3 My Classes Add a class Student Accounts: 15 of 40 Enable more

Add a student Student websites are private Class settings

<input type="checkbox"/>	Account	First Name	Last Name	Sites
<input type="checkbox"/>	estudent7C3	Example	Student	

Delete selected Print student list

Next the students have to set up their own blog site which will be hyperlinked to a named button on your website.

It is quick and easy and did it for my group to speed things along but you could get to this point and do it as a whole class activity to save your own time - depends on your students.

Go to bottom of the page and select student log in.

Get Weebly Pro or additional student accounts for free by inviting your fellow teachers. [Refer a teacher](#)

Student Website Accounts

7C3 [My Classes](#) [Add a class](#) Student Accounts: 15 of 40 | [Enable more](#)

[Add a student](#) [Student websites are private](#) [Class settings](#)

<input type="checkbox"/>	Account	First Name	Last Name	Sites
<input type="checkbox"/>	estudent7C3	Example	Student	

[Delete selected](#) [Print student list](#)

Student Log In

Students are provided a simplified area to create and edit their websites at students.weebly.com

[Student login](#)

Upgrade Students to Pro

Upgrade to give your students the benefits of Weebly Pro including HD video and audio players.

[Learn more](#)

 **weebly**
for education

Sign in to Weebly

Username

Password

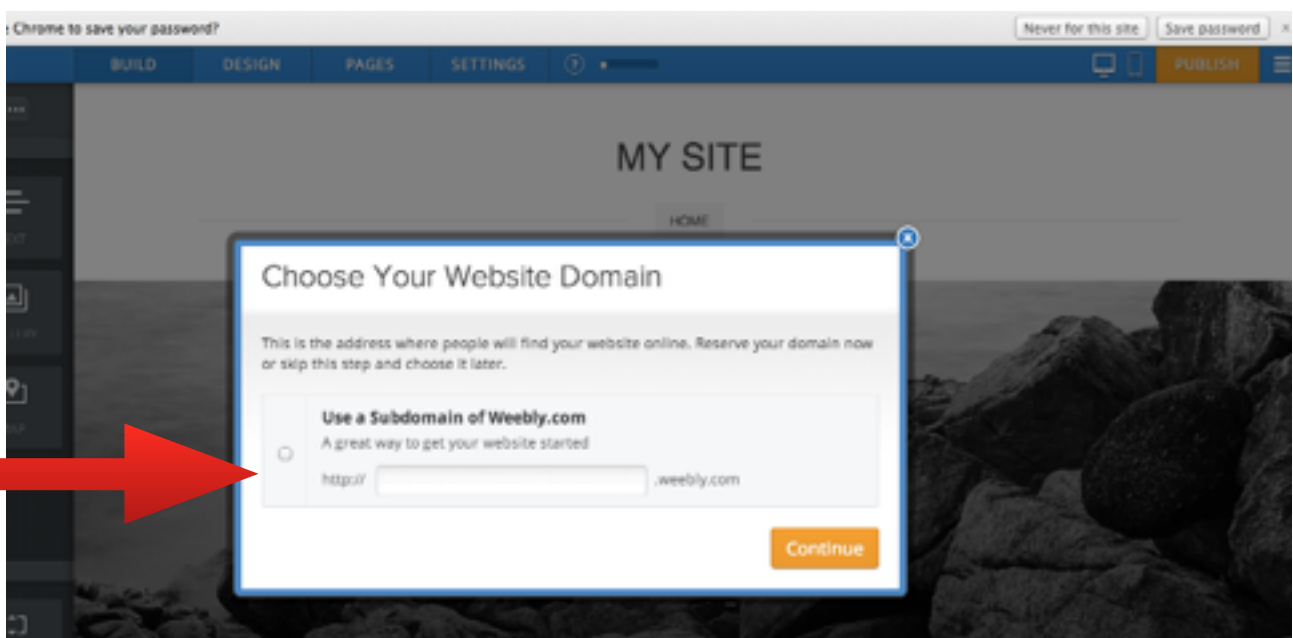
[I forgot my password](#)

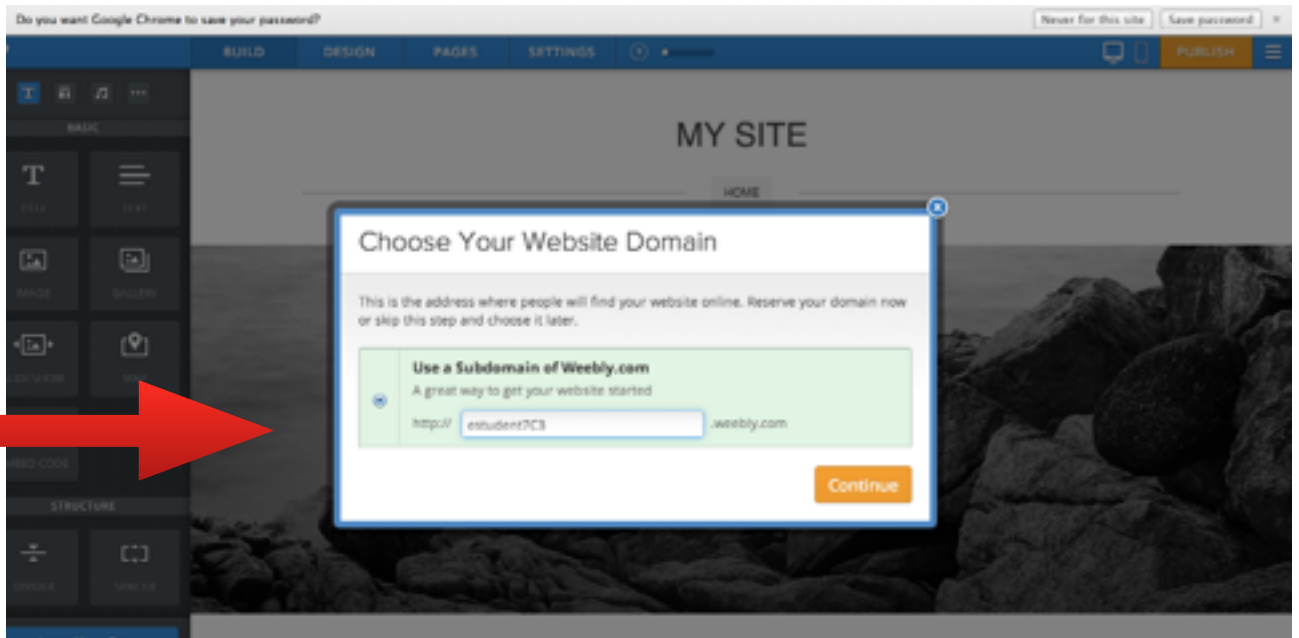
[Log in](#)

Here you enter the student username and password you have just created when you added the students on your website.

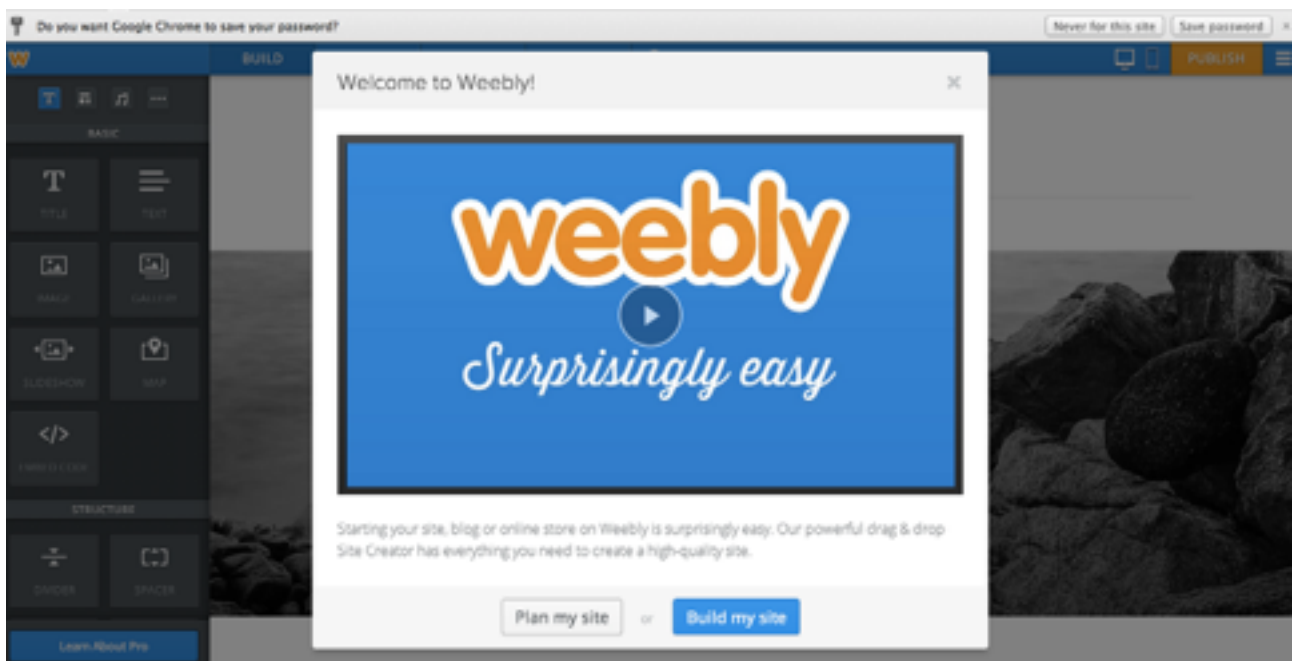


You then need to give the student blog site a name - e.g. estudent7C3.weebly.com



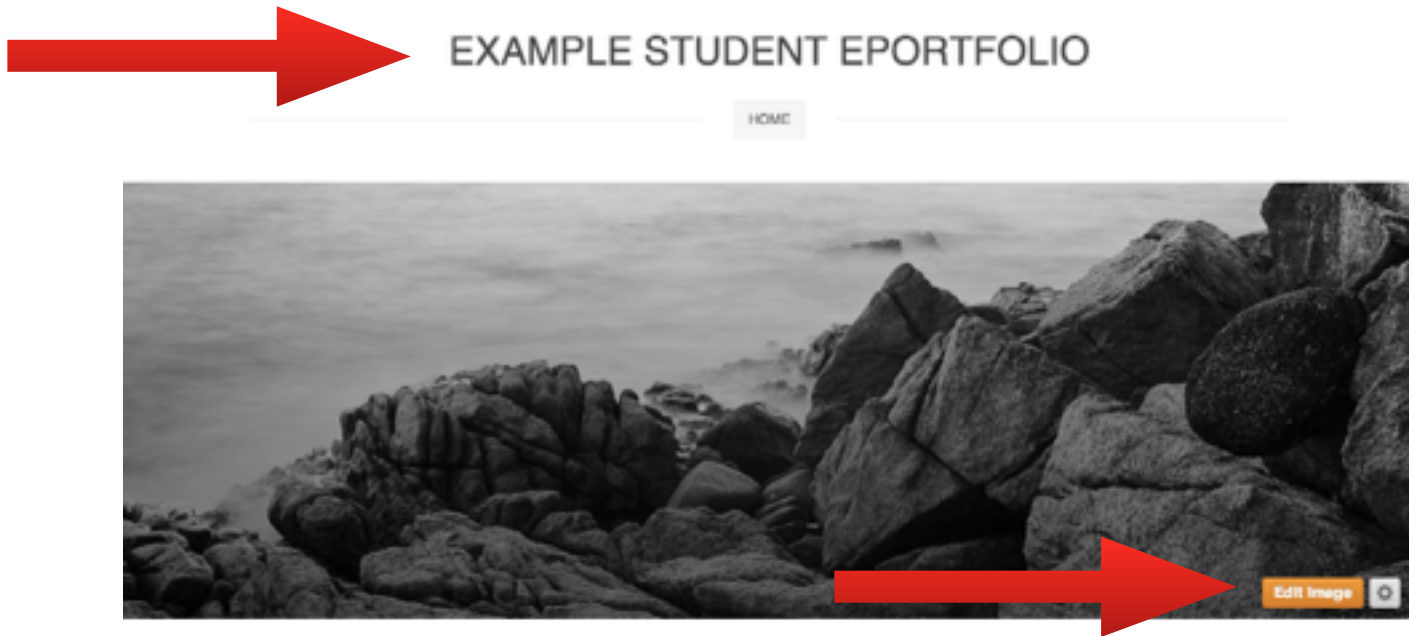


Lovely little video automatically comes up to show you what to do to customise your site - v useful.

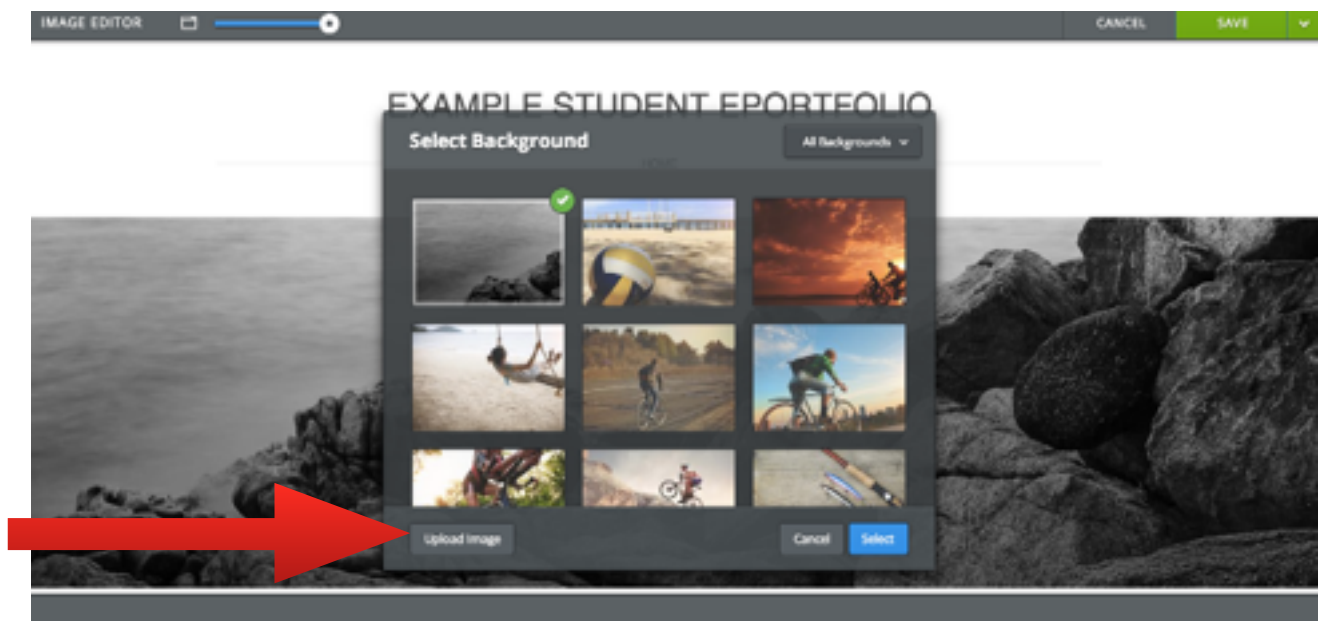


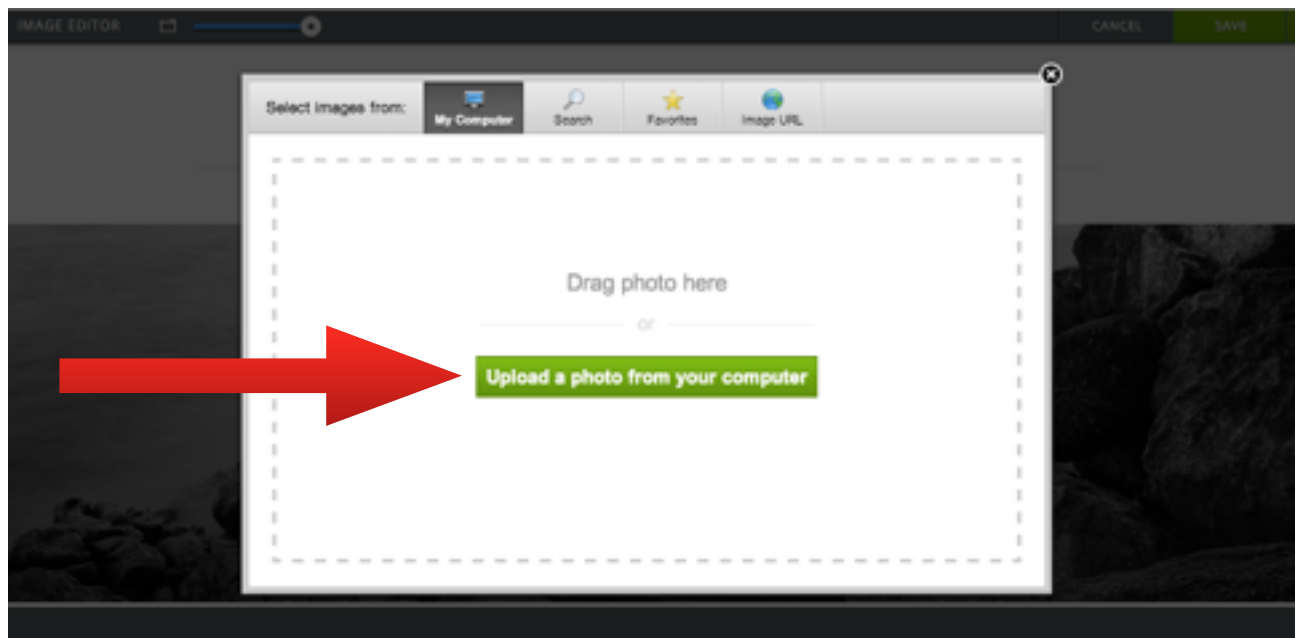
Click on title at the top and you can change it however you wish.

To change the picture select orange Edit Image Button.

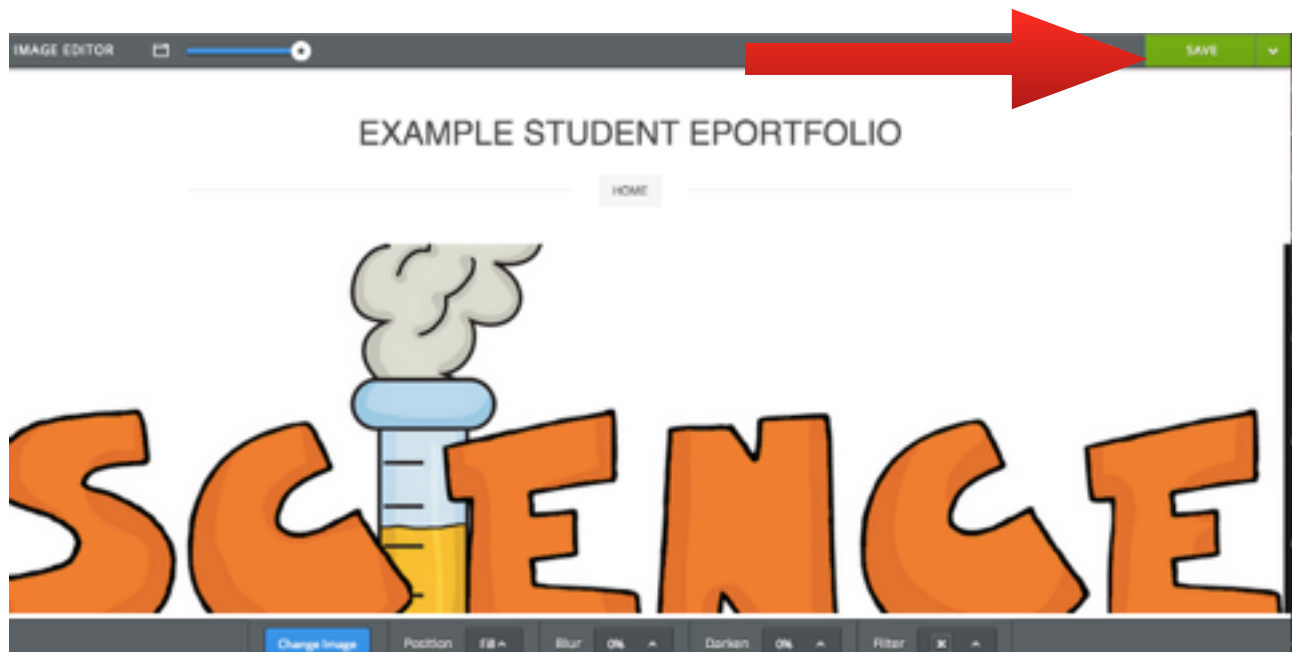


It's usually a good idea to have found your preferred image on google images and save it into your camera roll on the iPad or take a screen shot of it.

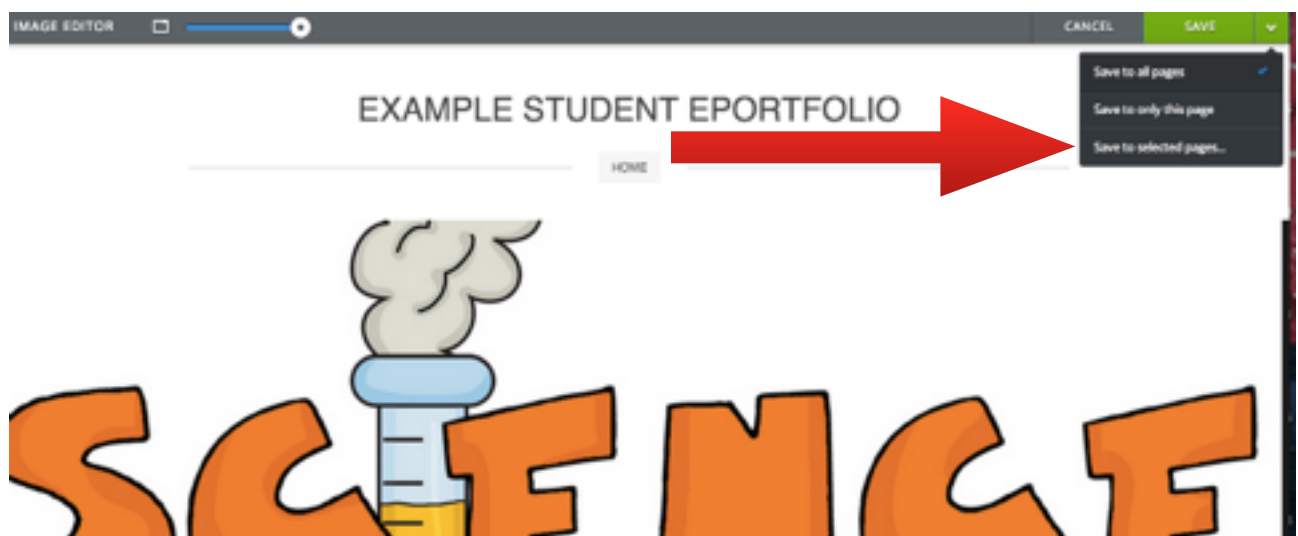




It can take a minute or two to upload photo - if happy click Save



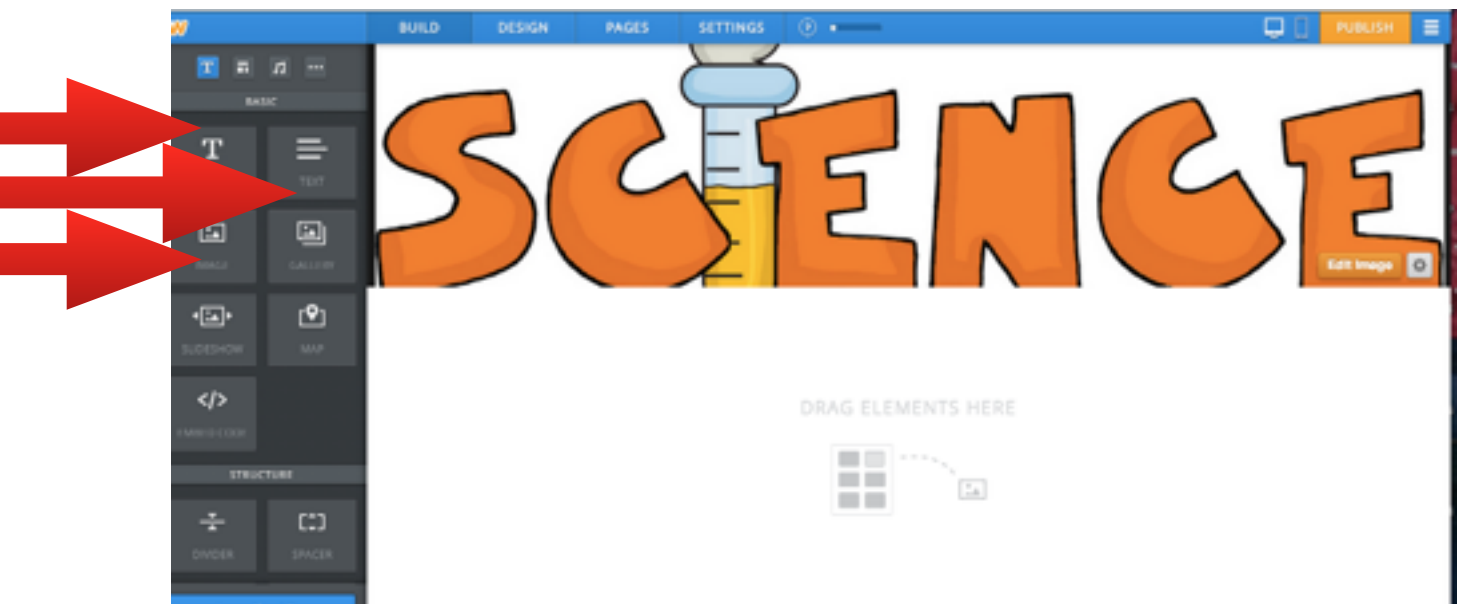
You can choose the same image for all your pages or different for each - you can change this at any time in the future.

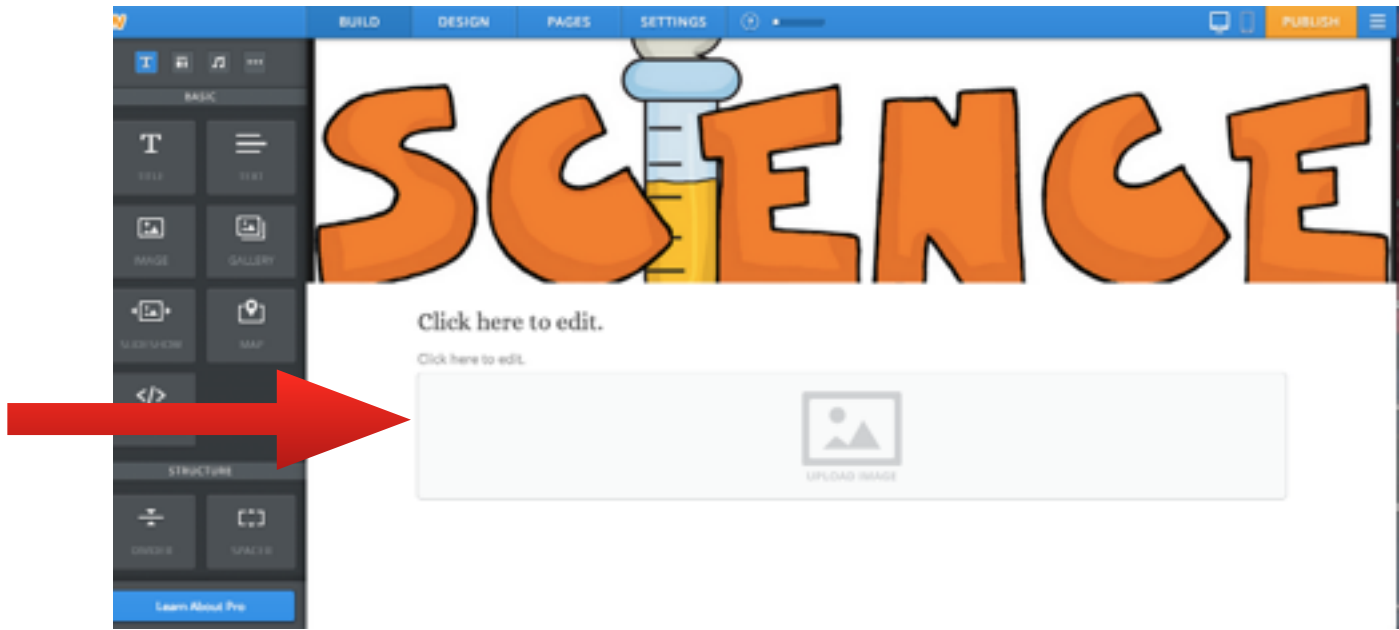


You then go back to your home page in the editing area.

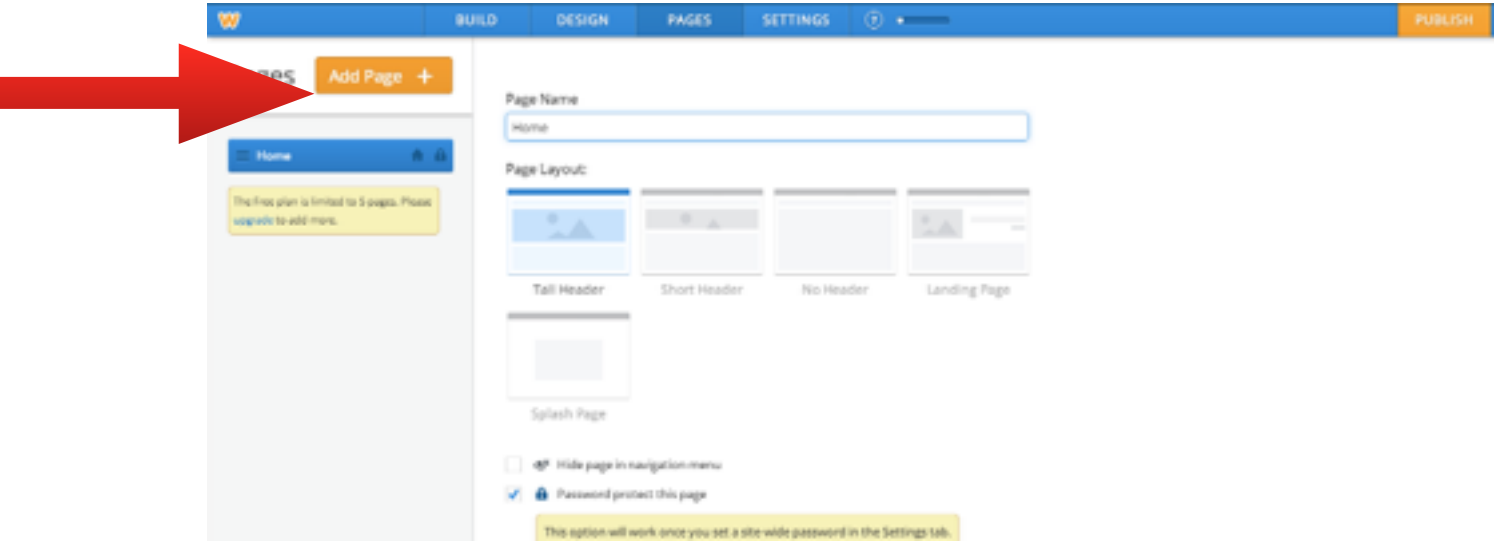


Now students can add a title, text explaining how they will use the blog site, and pictures of themselves if they wish. Choose each element from the tool bar on the left and drag into the space below.





Now student will need to add another blog page so they can upload their work.



W BUILD DESIGN PAGES SETTINGS PUBLISH

Pages Add Page +

- Standard Page
- Blog Page
- External Link

Page Name: Home

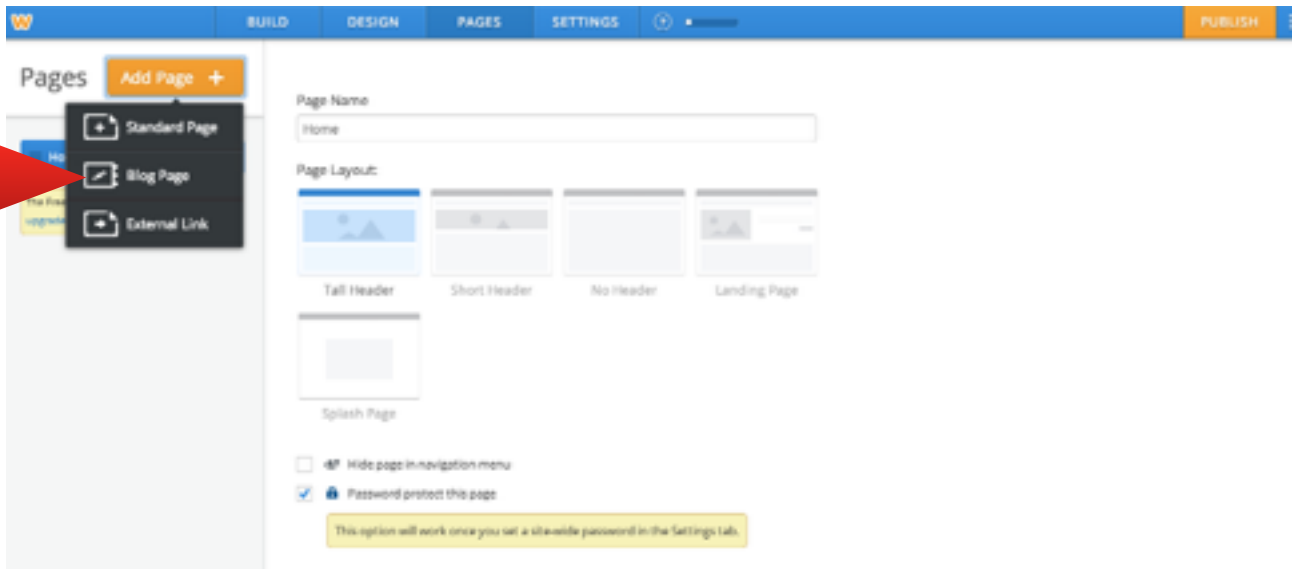
Page Layout:

- Tall Header
- Short Header
- No Header
- Landing Page
- Splash Page

Hide page in navigation menu

Password protect this page

This option will work once you set a site-wide password in the Settings tab.



W BUILD DESIGN PAGES SETTINGS PUBLISH

Pages Add Page +

- Home
- Blog
- The Free plan is limited to 5 pages. Please upgrade to add more.

Tip: Drag pages up/down to reorder and left/right to create subpages.

Page Name: Blog

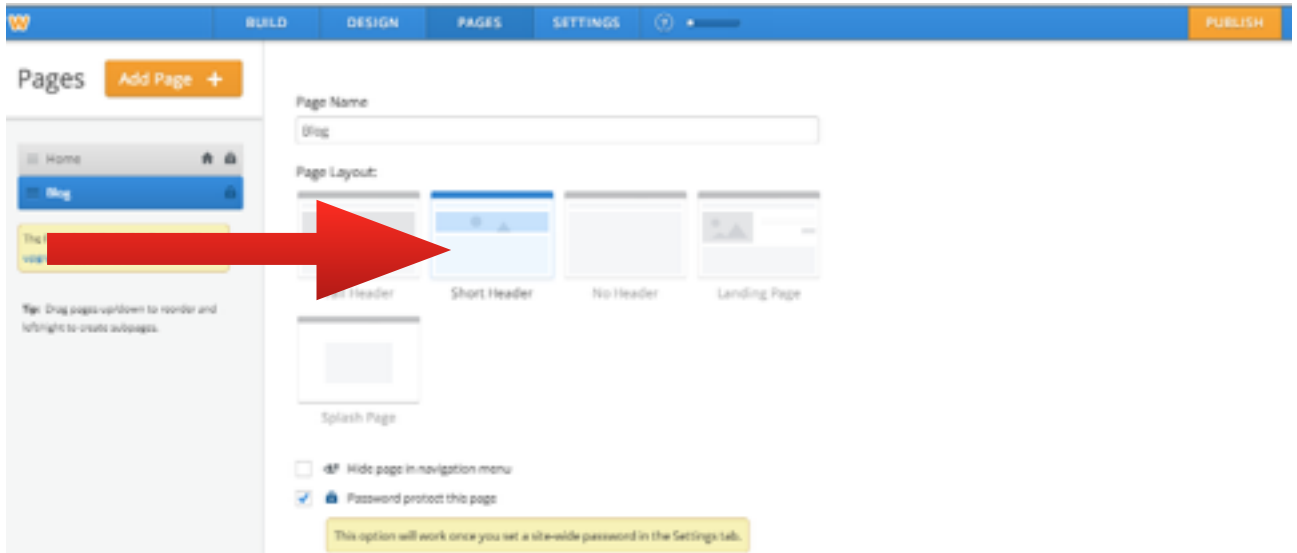
Page Layout:

- Tall Header
- Short Header
- No Header
- Landing Page
- Splash Page

Hide page in navigation menu

Password protect this page

This option will work once you set a site-wide password in the Settings tab.



Pages Add Page +

- Home
- Blog
- The Free plan is limited to 5 pages. Please upgrade to add more.

Tip: Drag pages up/down to reorder and left/right to create subpages.

Page Name: Blog

Page Layout:

- Tall Header
- Short Header
- No Header
- Landing Page
- Splash Page

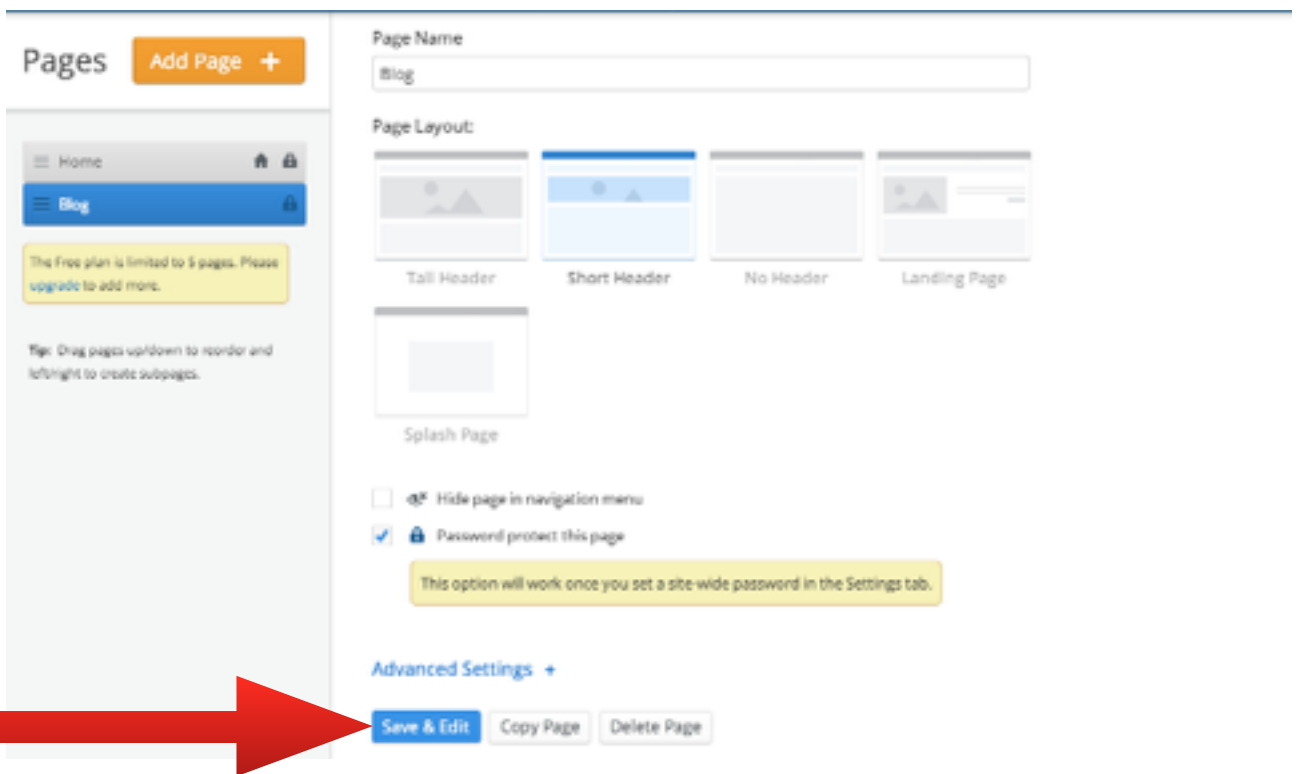
Hide page in navigation menu

Password protect this page

This option will work once you set a site-wide password in the Settings tab.

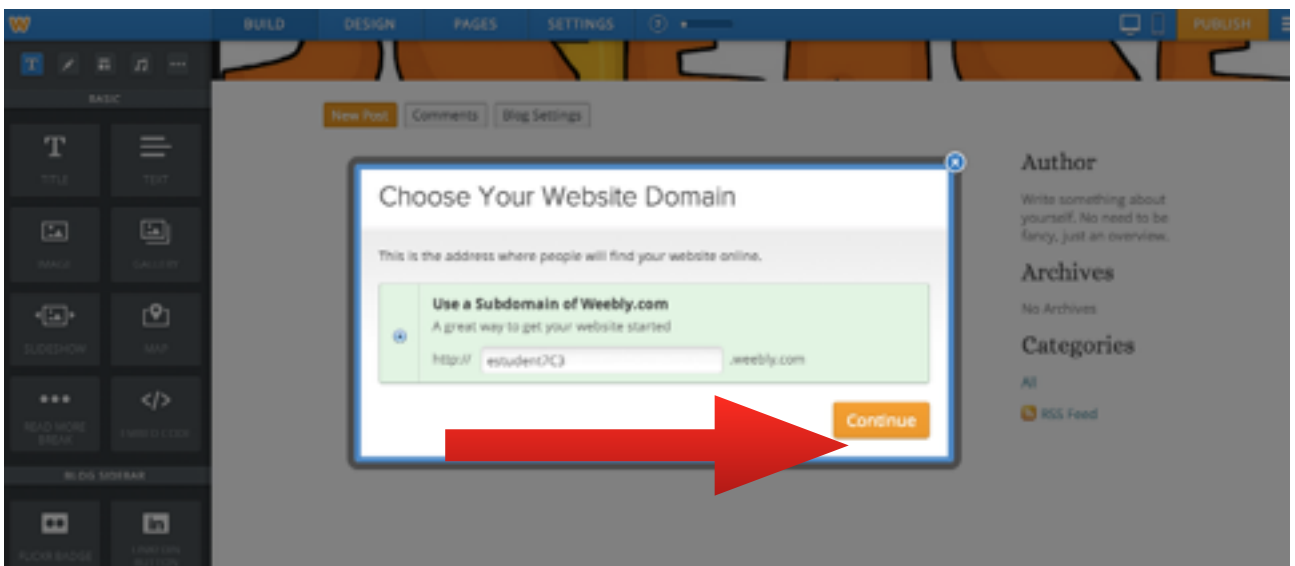
Advanced Settings +

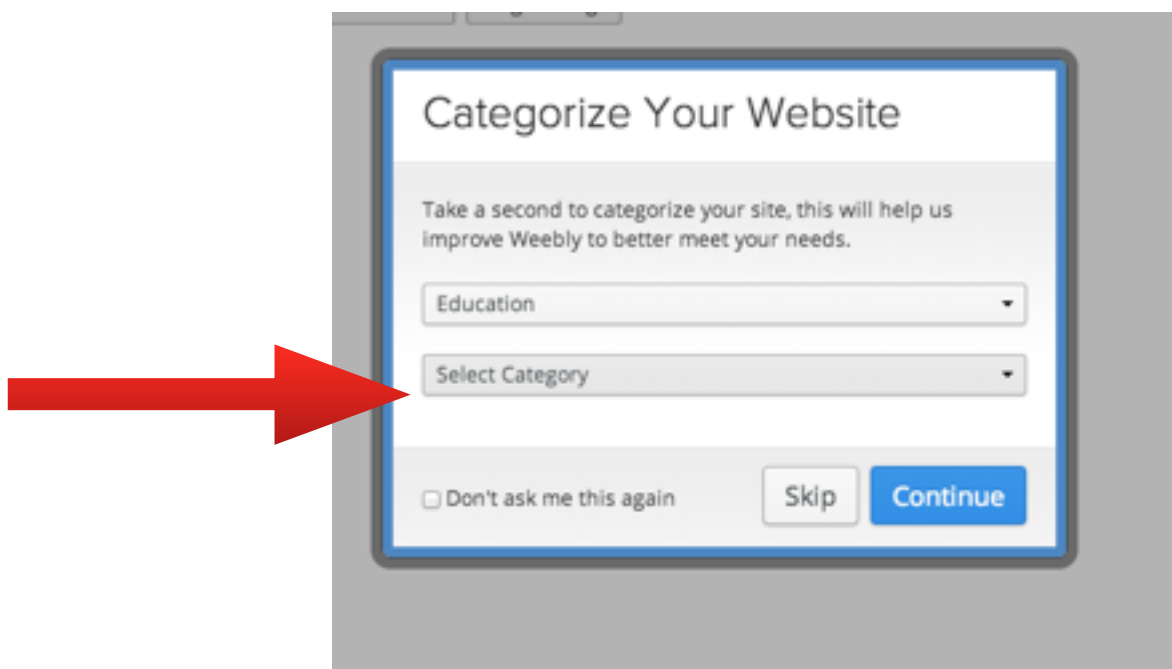
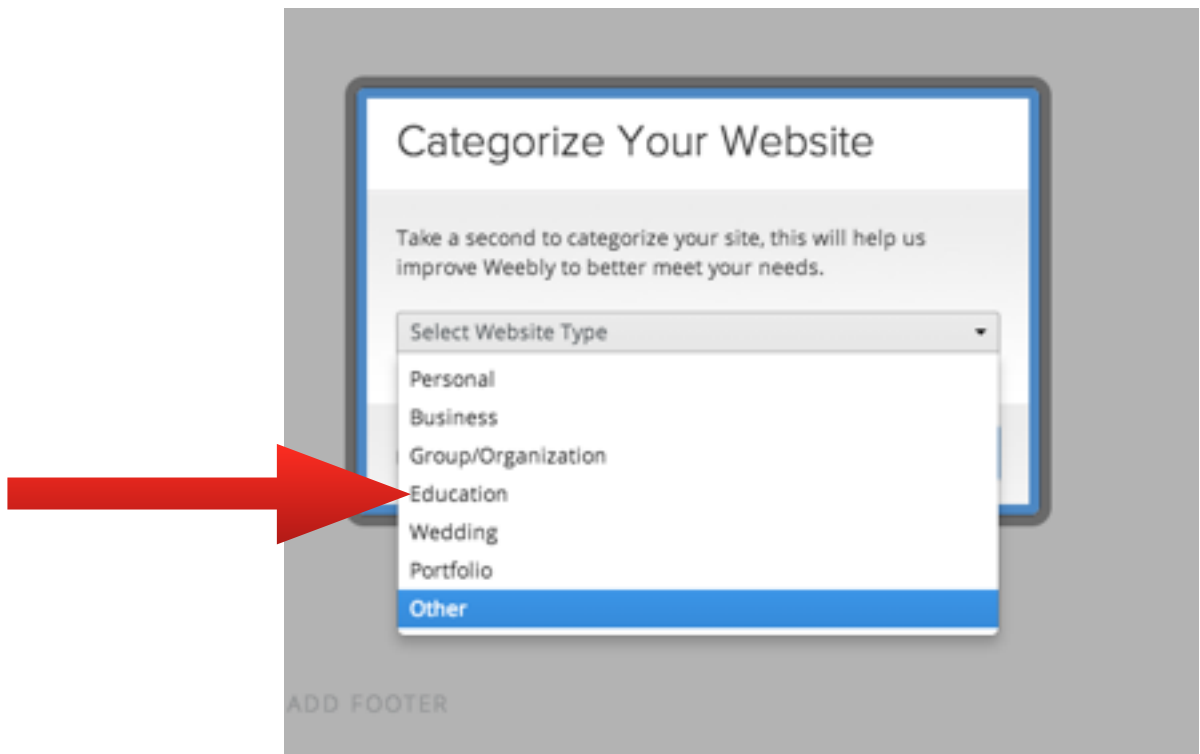
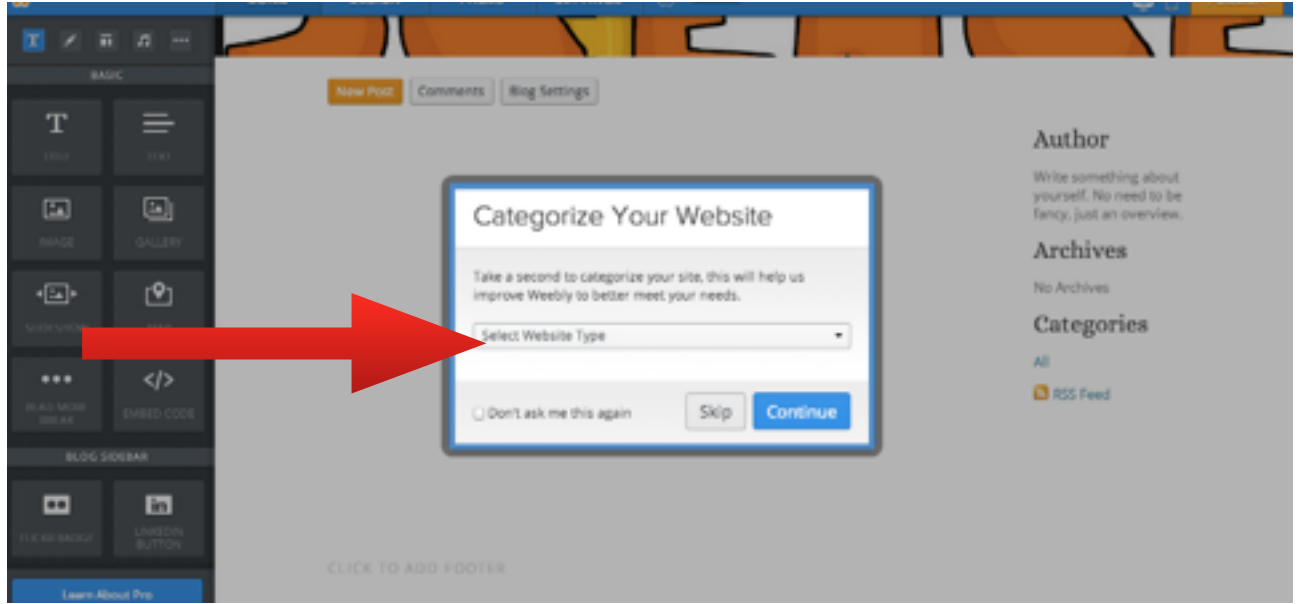
Save & Edit Copy Page Delete Page

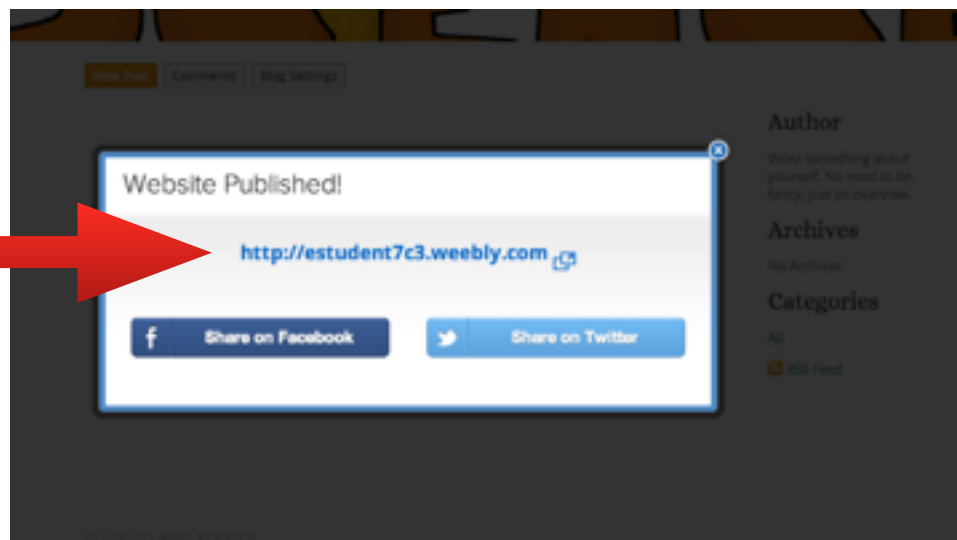
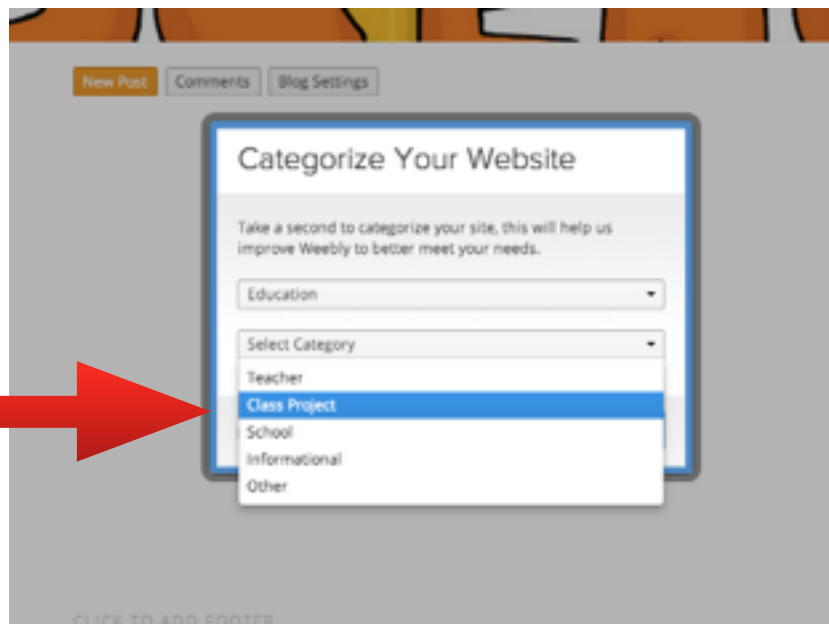




This completes the basics - it is now very important to select Publish so it goes live online.







It will then ask you for the first password you created when you selected the private setting.

