Student Weebly Blog Setup

English, Mr. Eble

We're going to use Weebly as a basis for our class this year. Besides the class page which will contain assignments, resources, readings, and my blog, you'll have your own blog. Here's how to set it up:
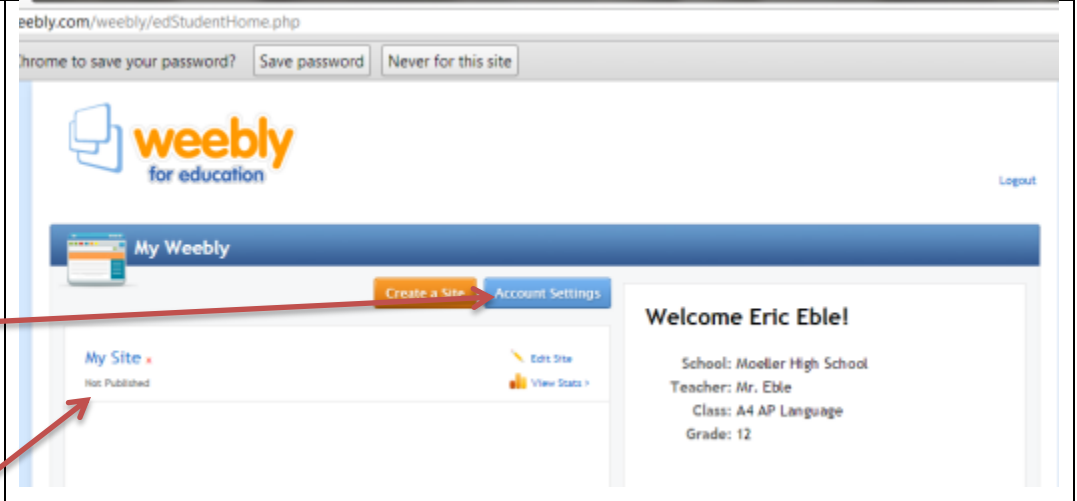
Step 1: Go to http://students.weebly.com/. I'll provide your username and password for you in class.

Step 2

After you login, you'll be directed to this page; your name and class period should appear on the right. I'd suggest saving the password so that you don't forget it. You can also **change your password** by going to "*Account Settings*" and clicking "*Change Your Password*." Click on "*My Site*," which will bring you to the next step.	

Step 3

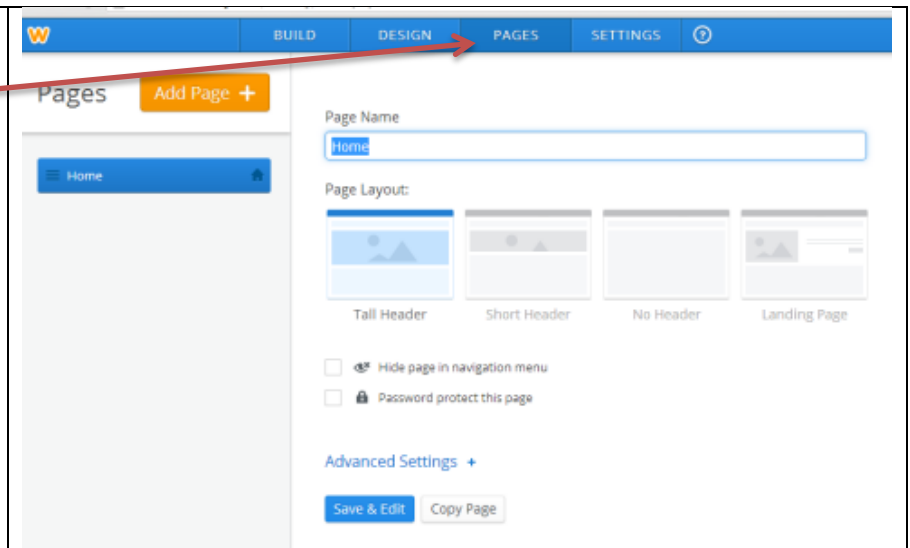|	
This dialogue box will appear. I'd like you to use a subdomain of weebly.com. For the name, I'd suggest going with something simple: • Your first name and last name with a number. • Your first name and last name, followed by the word "English" If you'd like to go with a creative name for your blog, please run it by me. When you finish, click "*Continue*"	

Step 4

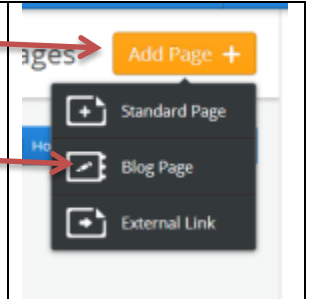|	
You'll be asked if you'd like to plan or build your page. Click on "*Build*." Then, click on the "*Pages*" link at the top on the blue bar. It will bring you to this page.	

Step 5

Click the "*Add Page"* button on the top-left. A dropdown dialogue box will appear; while I'll have you add standard pages later, click the "*Blog Page"* box.	

Step 6

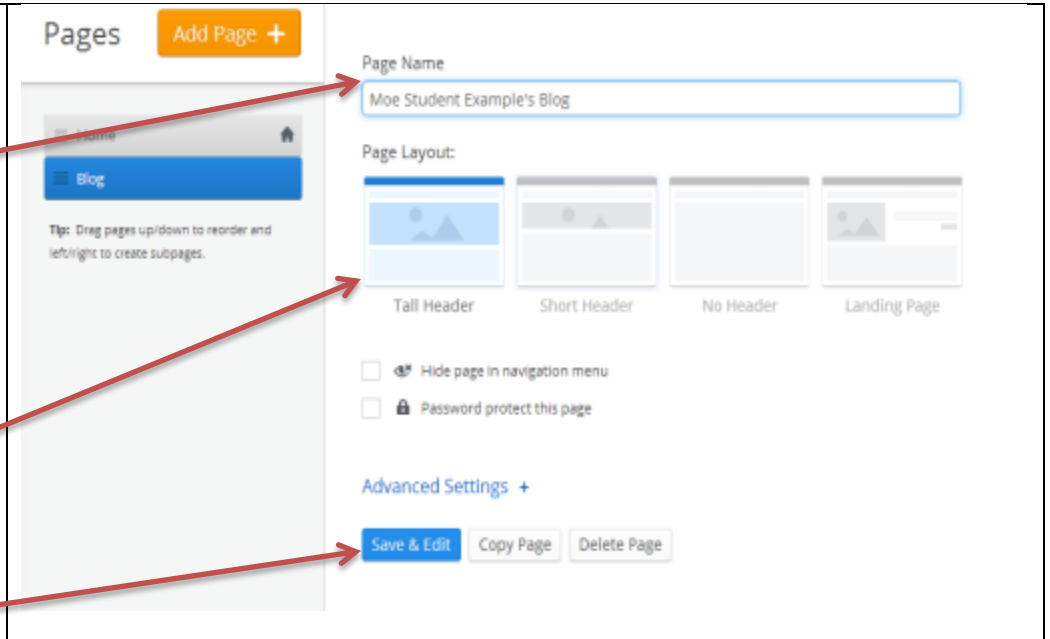You'll be brought back to the Page editing tool.

Under *"Page Name"* for the blog page, write the title under the following formula:

[your first] [last name]'s Blog

Example: Pete Smith's Blog

Then, you can choose what type of page you'd like under "*Page Layout*." I'd suggest a tall/short header or no header (a header will mean that you can insert pictures)
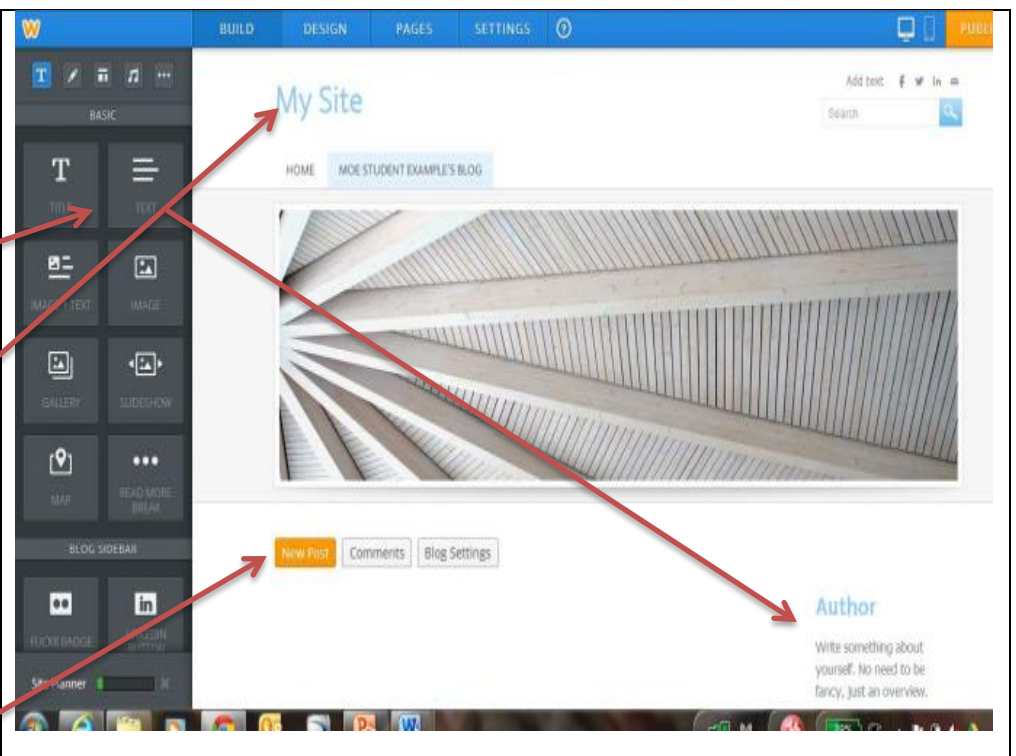
Click the blue button "*Save & Edit*"

Step 7

You'll be brought to your actual site page for the blog. Here's a description of some of the elements:

- The black toolbar on your left allows you to insert a title, text, images, videos, and much more into your blog. You'll use this whenever you post.
- You can change any of the text on your page simply by clicking on it and typing what you'd like.
- The toolbar below "*My Site*" will allow you to toggle between your pages; for now, you should only have a *"Home"* and *Blog* page.
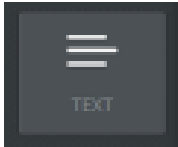
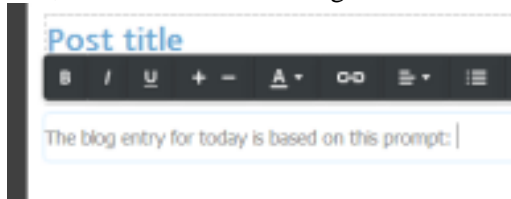For writing a new blog post, click the orange button, *"New Post."*

Step 8

You'll be brought to the blog writing dialogue box. For each entry, you should write a title to the blog; I'll let you decide the title.

For basic text entries, click and drag this icon to the *DRAG ELEMENTS HERE* space to the right:
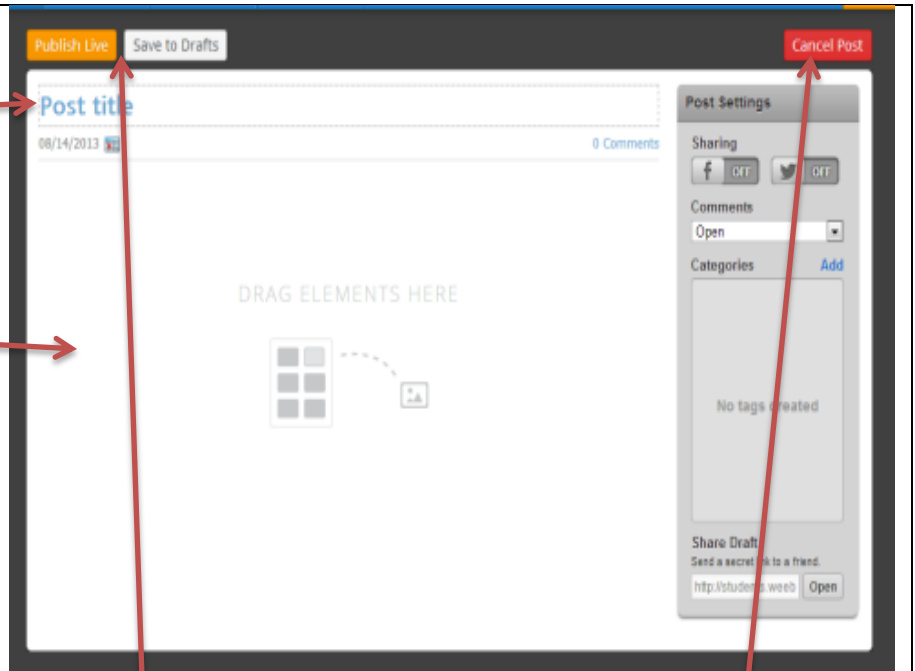

For each entry, I'd like for you to provide a title, as well as the following statement:

The blog entry for today is based on this prompt:

After typing this, you should type the blog prompt, followed by your entry.

As you work on your entry, you can click *"Save to Drafts"* if you're not finished.

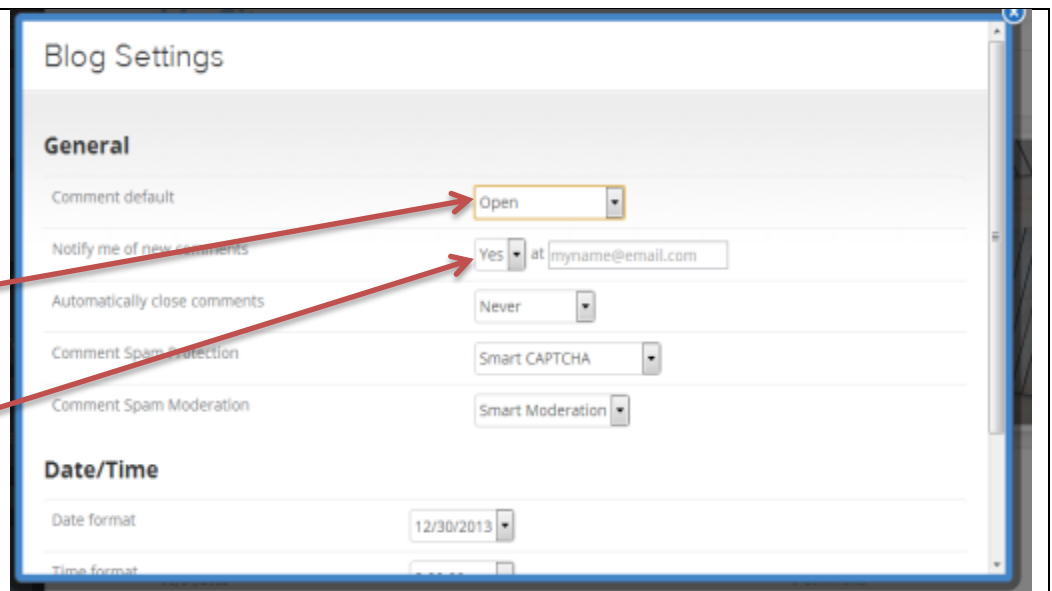When you do finish, click *"Publish Live"* to post the entry to your blog.

If you'd like to cancel an entry, click "Cancel Post"

Step 9

Finally, when you return to the blog homepage, click *Blog Settings*.

You'll be brought to this page, where I'd like you to make the following changes:

- *Comment Default* should be *Open*
- Notify me of new comments should be *Yes*, with your Moeller email typed into the dialogue box. With this, you'll receive an email any time someone (Mr. Eble or another student) comments on your blog.
- Scroll down to Time Zone; change it to Eastern

All else should stay the same…Now, it's time to blog.