

# Weebly User Manual

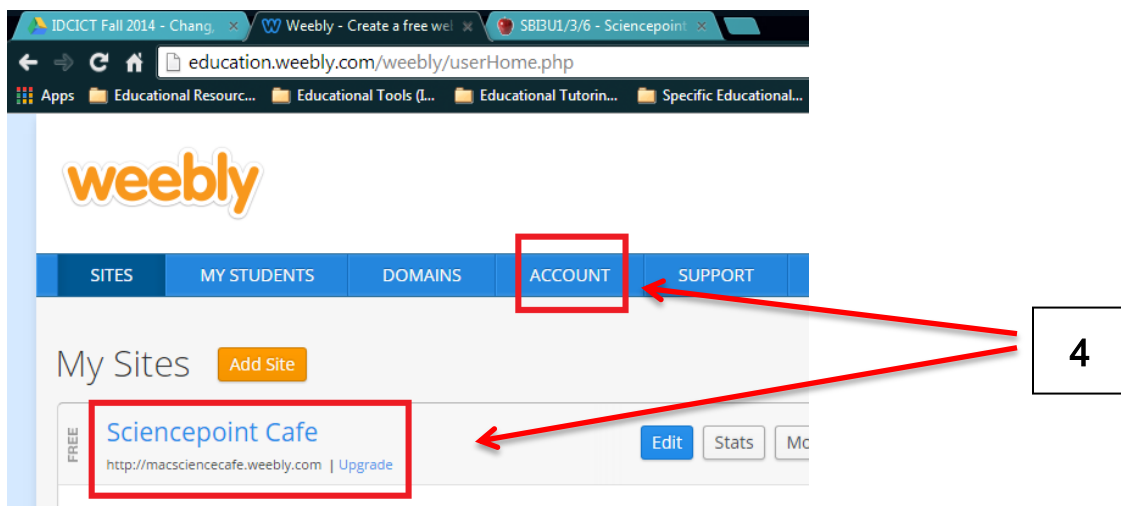
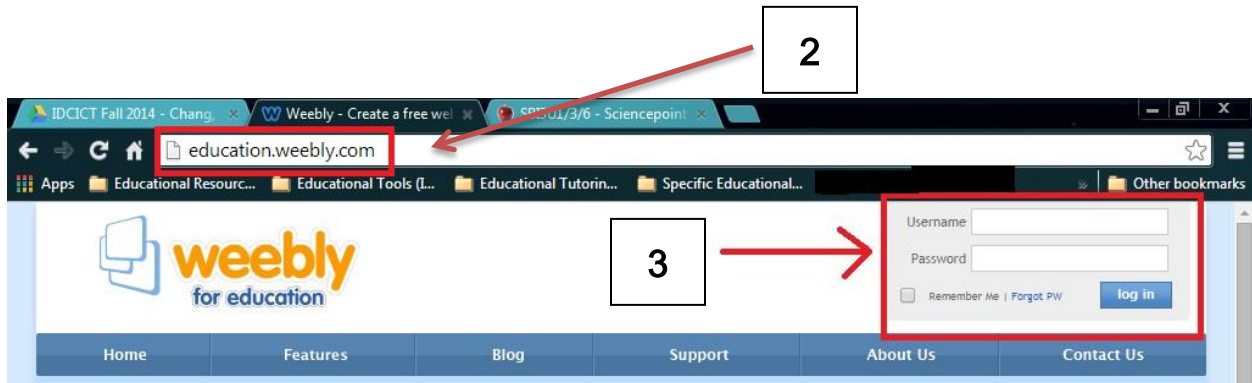
*\*Created by Brandon Chang\**

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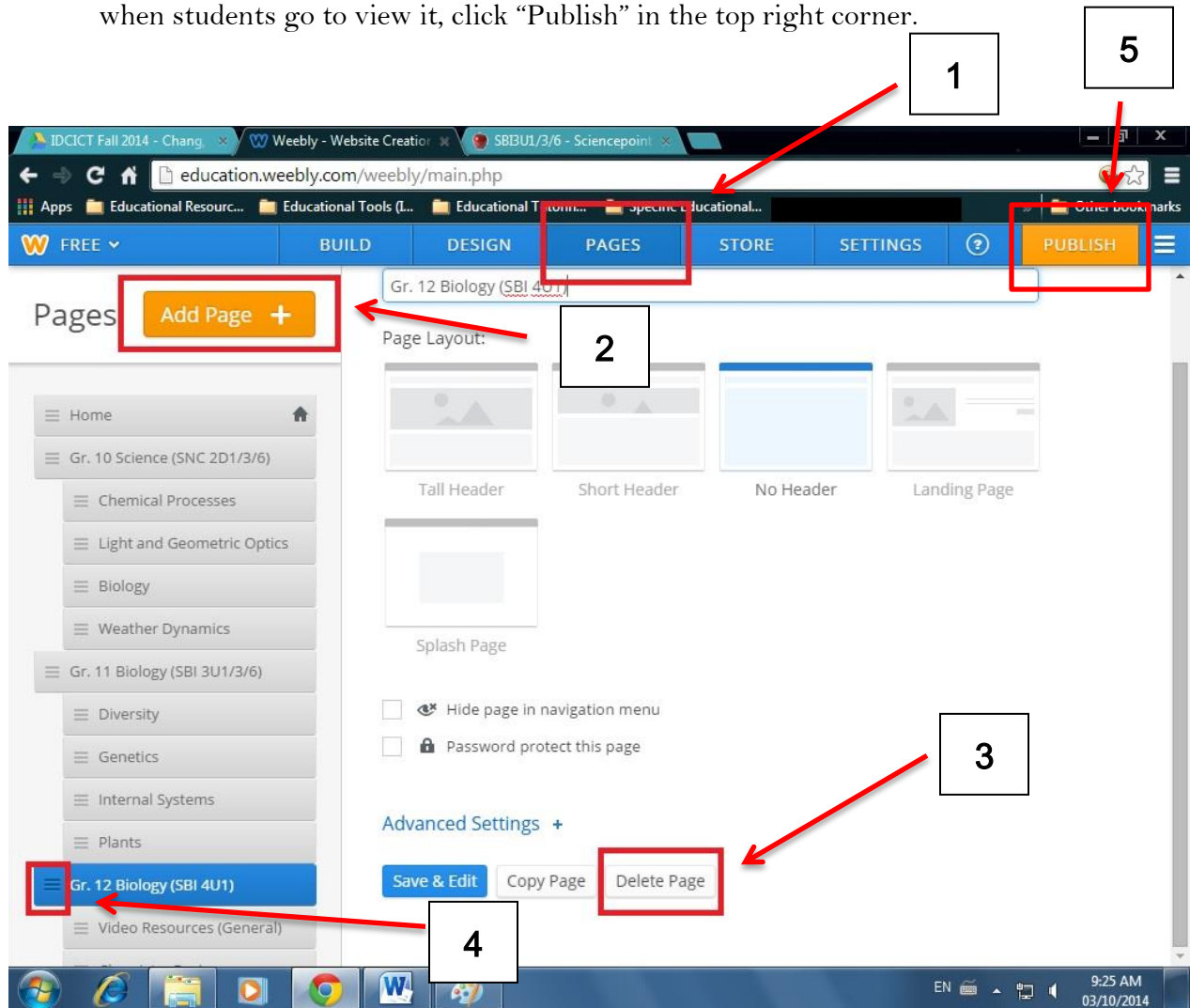
## Logging on to Weebly

- 1) Open Google Chrome
- 2) Type <http://education.weebly.com/> in the URL bar (address bar)
- 3) Type “Assim3” in the Username bar and the password in the password bar
- 4) You will then come to the homepage. To change your name, email, or password click on account. If you would like to proceed to editing the website, click on the text “Sciencepoint Café”



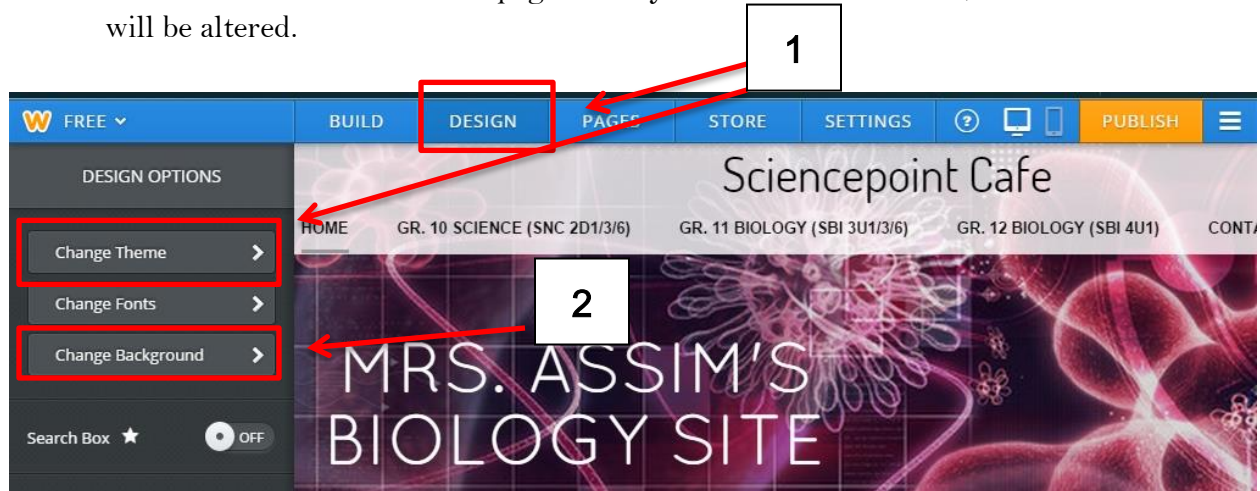
## Adding, Deleting, and Rearranging Pages

- 1) Click on the pages tab at the top.
- 2) To add a page, click the big orange button (Add Page) at the top left corner.
- 3) To delete a page, click on it. Then scroll down and click delete page.
- 4) To change the order of a page, click on the “three bars” symbol and hold. Drag in up or down according to your preference. To create a subpage (i.e. Chemical Processes), drag it under a main page (i.e. Grade 10 Science) and slide to the right.
- 5) All your work automatically saves on Weebly. To make sure the website is updated when students go to view it, click “Publish” in the top right corner.

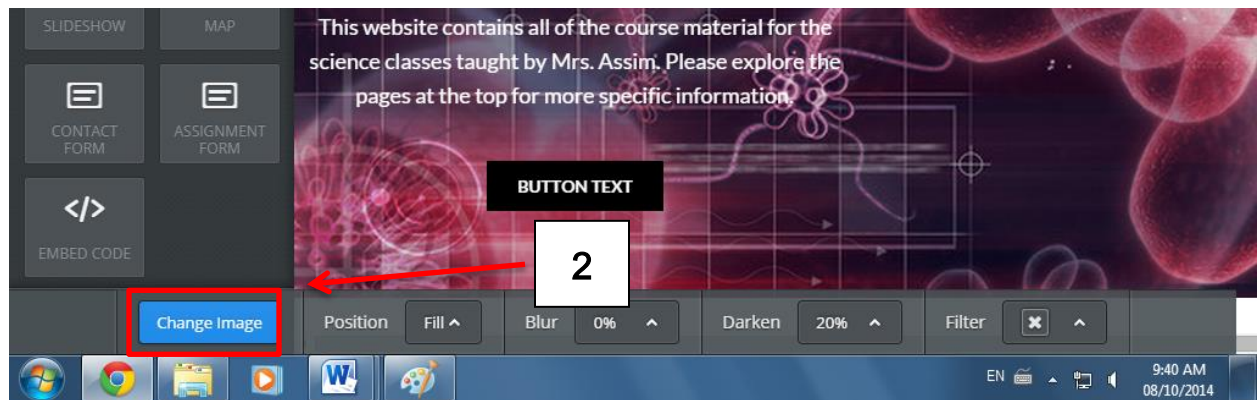


## Changing Pictures/Layout

- 1) To change the overall theme, click on the design tab at the top. Then click “Change Theme” on the left side of the page. Once you choose a new theme, the entire website will be altered.



- 2) To change the home screen background image, click change background. Then click the blue button at the bottom of the page.



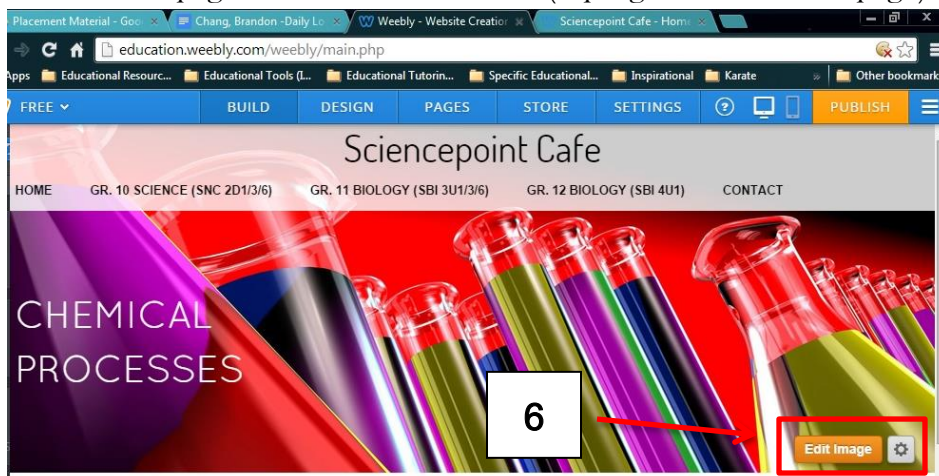
- 3) From here, you have two options. Either select one of the pre-existing images from Weebly or upload your own image. To choose a pre-existing image, click on it and make sure a green checkmark appears over it. Then click “Select”.



4) To upload your own image, click the “Upload Image” button.

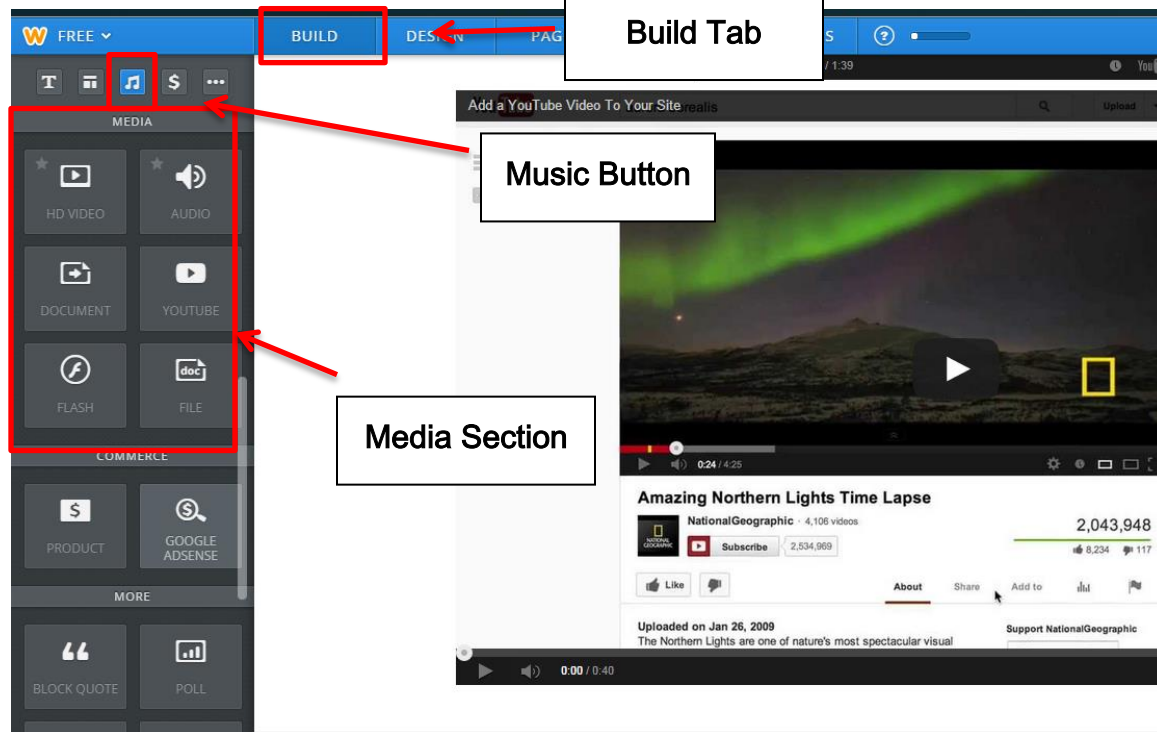


- 5) Once the previous steps are complete, click save in the top right corner of the site page.
- 6) To change the top image of a subpage (any of the pages that appear from a drop down menu), first navigate to that page. Hover over the image and click the orange button, “Edit Image”. Then follow the same steps as before. Click change image at the bottom left corner of the page, and remember to save (top right corner of the page).

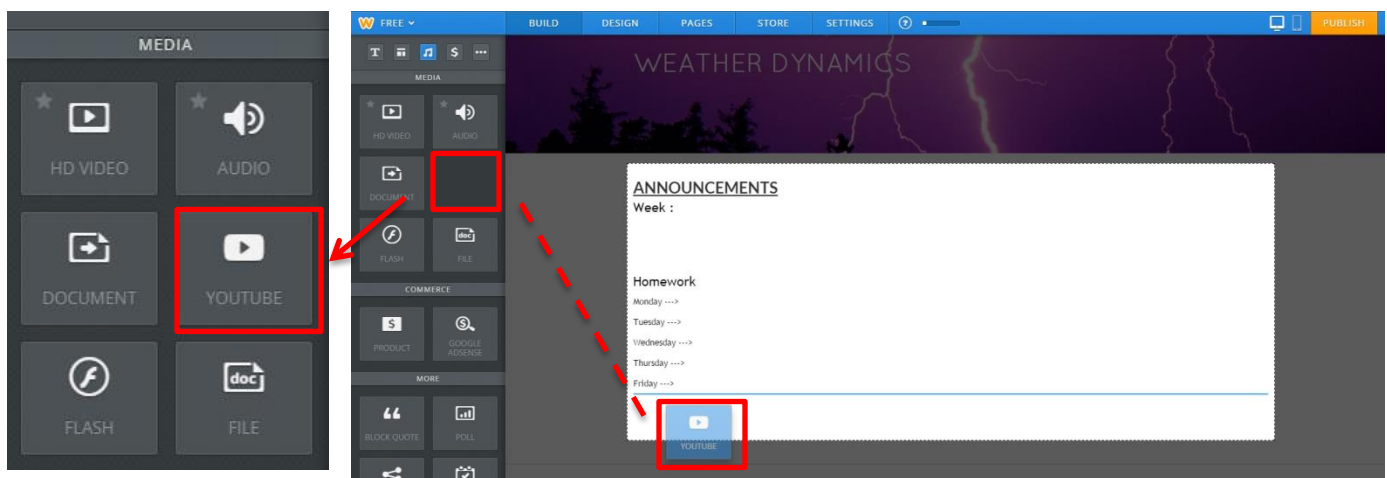


# Posting YouTube Videos

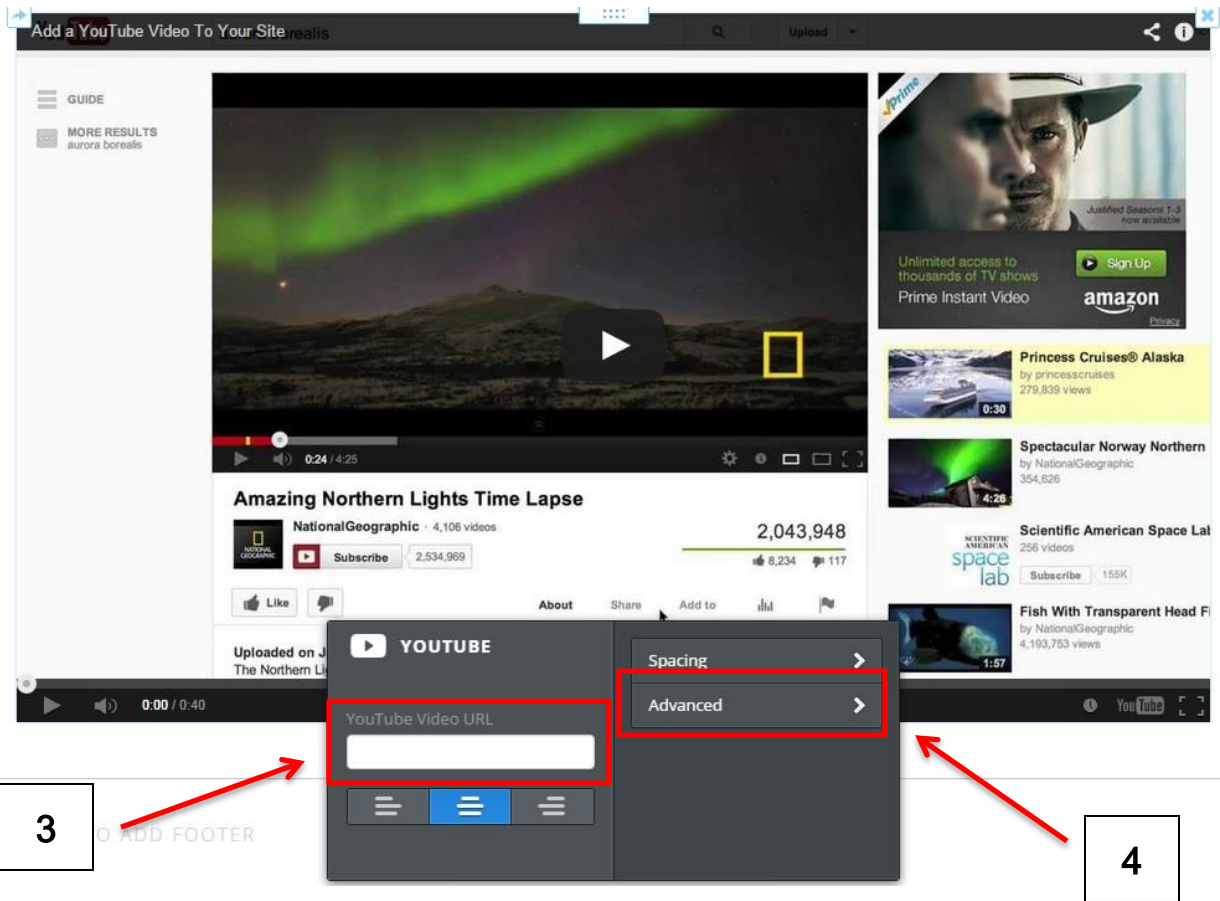
- 1) Navigate to the page you would like the video to appear on and make sure you are under the Build tab. Click on the music button or scroll down until you reach the Media section.



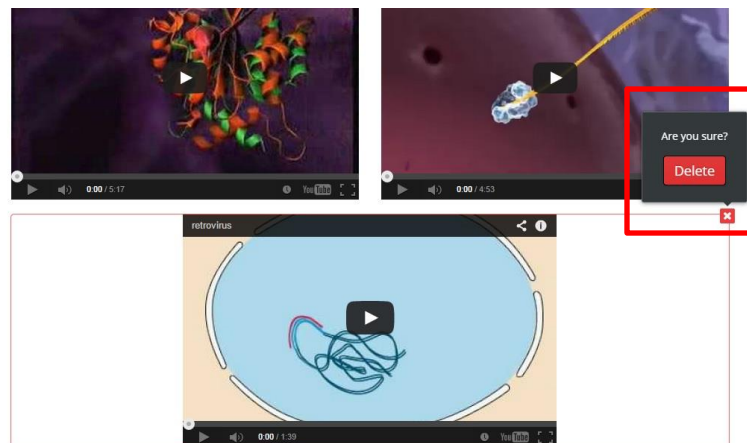
- 2) Simply drag and drop the YouTube symbol onto the site page.



- 3) Click anywhere on the video except for the play button. This will allow you to copy and paste the URL.
- 4) To change the size of the video, click advanced and select small, medium, large, or extra-large.



- 5) To delete an element, hover over it and click on the 'x'. Then click delete.





# Creating Hyperlinks and Buttons

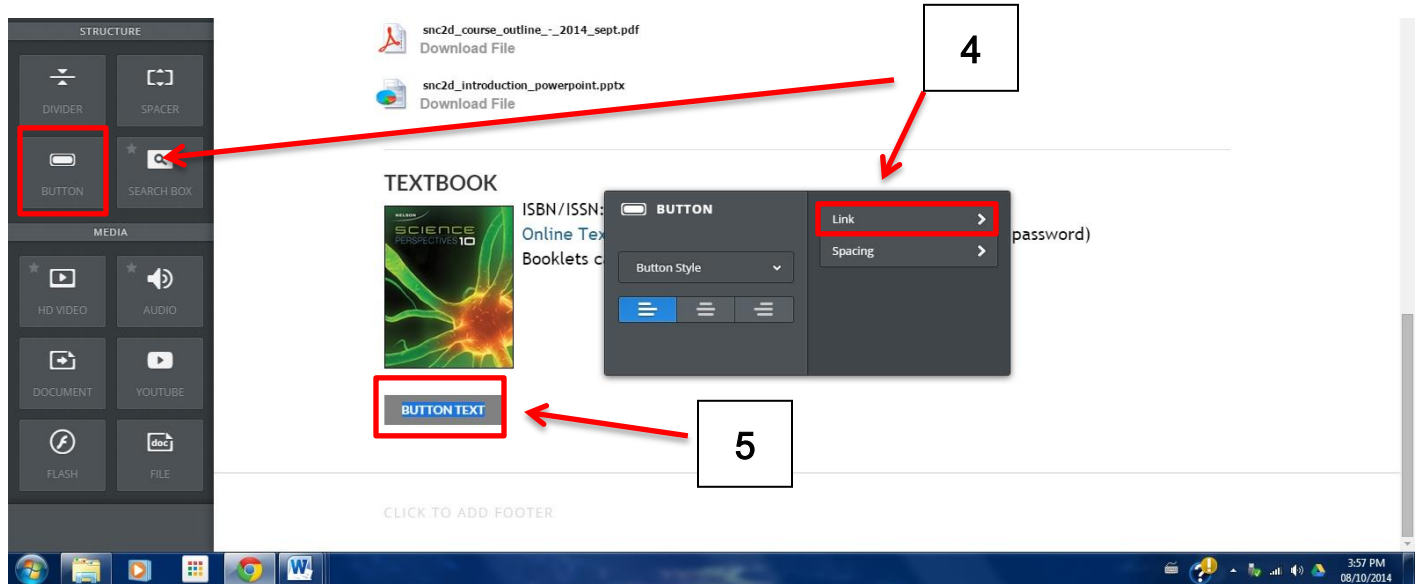
- 1) To insert text, drag and drop the text element.
- 2) To hyperlink text, highlight it and click on the symbol that looks like a paper clip.

The screenshot shows a web editor interface. On the left is a sidebar with various elements: TITLE, TEXT, IMAGE, GALLERY, SLIDESHOW, MAP, CONTACT FORM, ASSIGNMENT FORM, and EMBED CODE. The 'TEXT' element is highlighted with a red box and labeled with a '1'. An arrow points from this box to a text area in the main editor. The text area contains the following text: 'Course Website: <https://sites.google.com/site/macsciencecafe/>', 'Textbook: The grade 10 science textbook is 'Nelson Science Perspectives 10'. The replacement cost of the textbook is \$80.', 'Booklets: On a regular basis your teacher will use information and worksheets that have been compiled into a complete booklet by the Macdonald Science Department. These booklets are available for...', 'Scribd.', 'snc2d\_course\_outline\_-\_2014\_sept.pdf Download File', 'snc2d\_introduction\_powerpoint.pptx Download File', 'ISBN/ISSN: 9780176118877', 'Online Textbook Link (Please see Mrs. Assim for access code/password)', and 'Booklets can be viewed and downloaded [here](#).' A red box highlights the 'Create Link' icon (a paper clip) in the toolbar, labeled with a '2'. An arrow points from this box to the 'Online Textbook Link' text in the main editor.

- 3) Either link to a new site or a page from Sciencepoint Café.

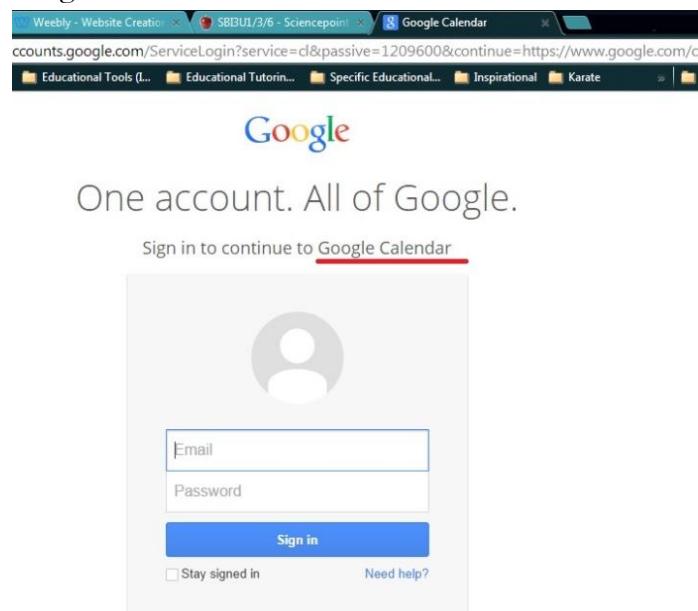
The screenshot shows a 'Link to:' dialog box. It has a title bar that says 'Link to:'. Below the title bar, there are four radio buttons: 'Website URL', 'Standard Page', 'Store Page', 'File', and 'Email Address'. The 'Website URL' radio button is selected. To the right of the 'Website URL' radio button is a checkbox labeled 'Open link in new window'. Below the radio buttons is a text input field containing the URL 'http://www.google.com/'. At the bottom right of the dialog box is a 'Save' button.

- 4) To add a button, scroll to the structure section. Drag and drop the element anywhere on the page. Click on the “Link” tab and follow the same steps as you would for a hyperlink.
- 5) To customize the text on a button, highlight it and type in something new.



## Embedding and Updating Google Calendars

- 1) Keep the Weebly editor open in one tab and then open a new tab. Type <https://www.google.com/calendar> in the address bar. You should arrive at a page that looks like the image below.



- ←

SAVE

Discard changes

Delete

More Actions ▾

## Assignment Due

10/8/2014 to 10/8/2014

☒ All day ☐ Repeat...

Event details 

Find a time

Where 

Enter a location

Video call [Add video call](#)

Calendar 

Class Site ▾

Created by [brandonchang97@gmail.com](#)

Description

Event color

☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Reminders

No reminders set  
[Add a reminder](#)

Show me as

☒ Available ☐ Busy

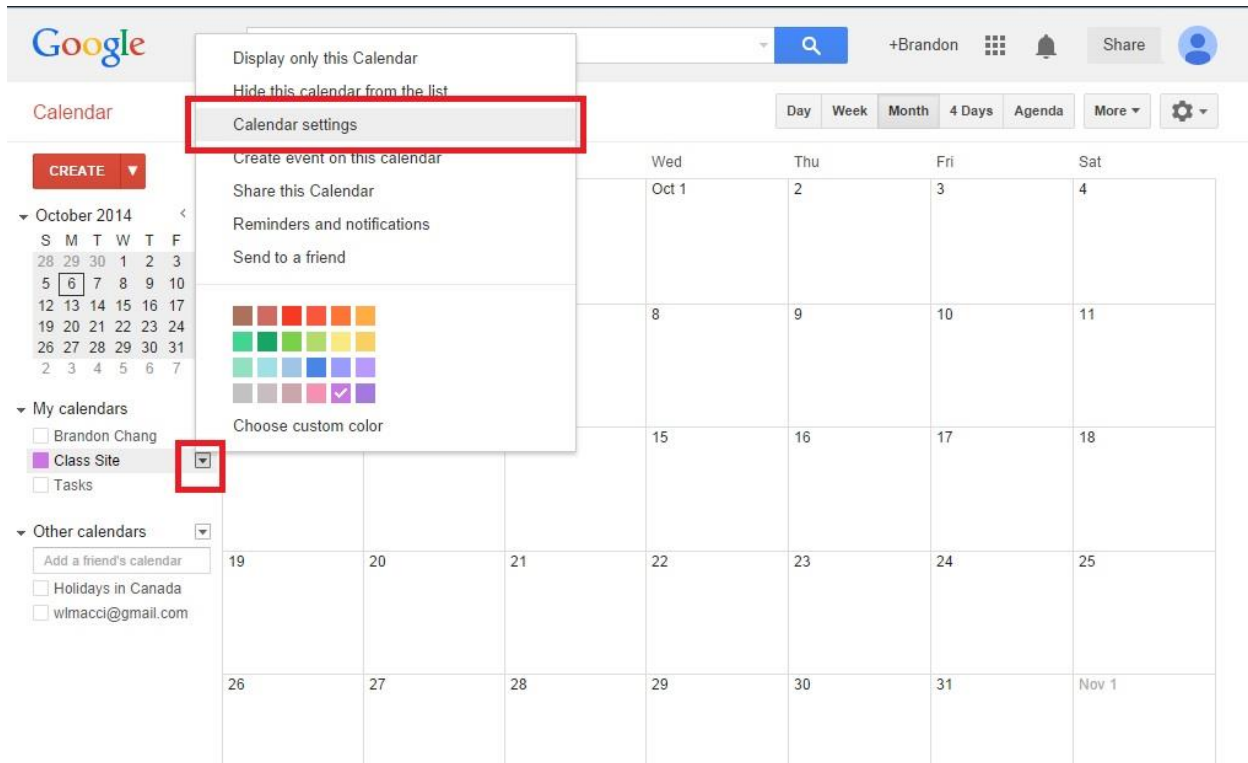
Privacy

☐ Default ☒ Public ☐ Private

Making this event public will expose all event details to anyone who has access to this calendar, even if they can't see details of other events. [Learn more](#)

[Publish event](#)

- 5) To embed calendars onto the site, hover over the name of the calendar you want to add and an arrow should appear. Click on it and choose calendar settings.



- 6) Scroll down to the “Embed This Calendar” section. Click on the hyperlink that says, “Customize the colour, size, and other options.”

**Location:**  e.g. "San Francisco" or "New York" or "USA." Specifying a general location will help people find events on your calendar (if it's public)

**Calendar Time Zone:** Please first select a country to select the right set of time zones. To see all time zones, check the box instead.


**Country:**  (choose a different country to see other time zones)

**Now select a time zone:**  ☐ Display all time zones

**Auto-accept invitations**  
Calendars for resources like conference rooms can automatically accept invitations from people with whom the calendar is shared when there are no conflicting events. [Learn more](#)

☐ Auto-accept invitations that do not conflict.  
☒ Automatically add all invitations to this calendar.  
☐ Do not show invitations.

**Embed This Calendar**  
Embed this calendar in your website or blog by pasting this code into your web page. To embed multiple calendars, click on the Customize Link



Paste this code into your website. Customize the color, size, and other options

```
<iframe src="https://www.google.com/calendar/embed?src=c7n9r57fc721ue8loeu24voo%40group.calendar.google.com&ctz=A" />
```

**Calendar Address:** [XML](#) [ICAL](#) [HTML](#) (Calendar ID: c7n9r57fc721ue8loeu24voo@group.calendar.google.com)  
[Learn more](#)  
[Change sharing settings](#)  
This is the address for your calendar. No one can use this link unless you have made your calendar public.

**Private Address:** [XML](#) [ICAL](#) [Reset Private URLs](#)  
[Learn more](#)  
This is the private address for this calendar. Don't share this address with others unless you want them to see all the events on this calendar.

**Delete calendar:** [Permanently delete this calendar](#)  
[Learn more](#)  
**Delete:** The calendar will be permanently erased. Nobody will be able to use it anymore.

« [Back to calendar](#)

- 7) You will then arrive at a new page. In the bottom left corner, select which calendars you want to appear. Scroll to the top to copy and the HTML code.

**Class Site**

Today ◀ ▶ October 2014 Print Week Mo

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	Oct 1	2	3	
5	6	7	8	9	10	
12	13	14	15	16	17	
19	20	21	22	23	24	
26	27	28	29	30	31	

Events shown in time zone: Eastern Time - Toronto

©2014 Google - [Help Center](#)

**Print icon**  
☒ **Print icon**  
☒ **Calendar list**  
☒ **Time zone**

**Default View**  
☐ Week ☒ Month ☐ Agenda

**Width**  
800 pixels

**Height**  
600 pixels

**Week Starts On**  
Sunday

**Language**  
Default

**Background Color**  
 ☐ Border?

**Calendars to Display**

- ☐ brandonchang97@gmail.com
- ☒ Class Site
- ☐ Holidays in Canada
- ☐ wlmacci@gmail.com

**Time Zone**  
(GMT-05:00) Eastern Time - Toronto

## alendar Google Embeddable Calendar Helper

Copy and paste the HTML below to include this calendar on your webpage Update HTML

```
<iframe src="https://www.google.com/calendar/embed?height=600&wkst=1&bgcolor=%23FFFFFF&src=c7n9x57fc7211ue8loei24voo%40grou p.calendar.google.com&color=%2342104A&ctz=America%2FToronto" style="border-width:0 " width="800" height="600" frameborder="0" scrolling="no"></iframe>
```

**Class Site**

Today ◀ ▶ October 2014 Print Week Month Agenda

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	Oct 1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

Buttons

Month ☐ Agenda

els

els

1

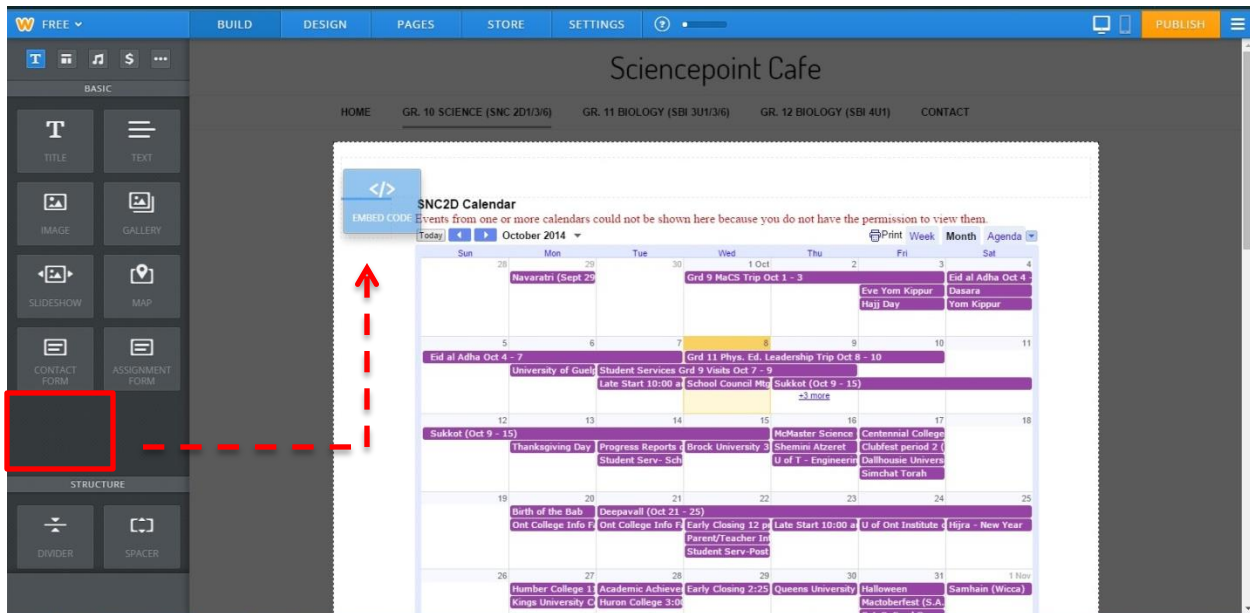
olor

☐ Border?

isplay



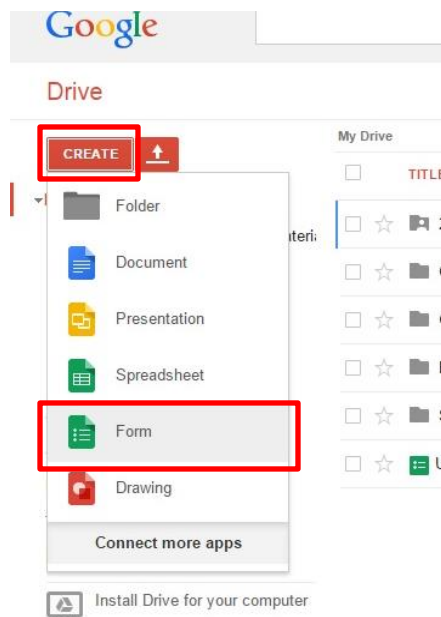
8) Switch back to the Weebly editor tab. Then drag and drop the embedded code element.



9) Now paste the HTML code from Google Calendar.

## Creating and Embedding Google Forms

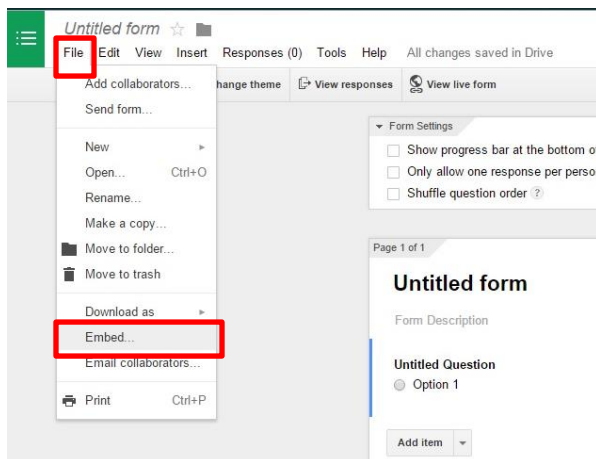
- 1) Open a new tab and go to Google Drive ([www.drive.google.com](http://www.drive.google.com)).
- 2) Click "Create" and then "Form".



- 3) After typing in various questions, press done.

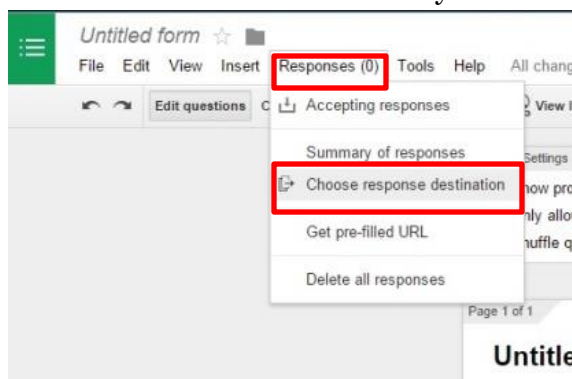
The screenshot shows the Google Forms editor interface for an 'Untitled form'. The 'Question Title' field contains 'Untitled Question'. The 'Question Type' is set to 'Multiple choice'. There is one option, 'Option 1'. The 'Done' button is highlighted with a red box. Other buttons like 'Add item' and 'Go to page based on answer' are also visible.

- 4) Then click File at the top left corner of the page. From here, select “Embed”. You are given the HTML code, so follow the same instructions as you would to embed a google calendar.



The screenshot shows the 'Embed form' dialog box. The 'Paste HTML to embed in website' field contains the HTML code: `<iframe src="https://docs.google.com/forms/d/17qqckYP4lvse-akAMWzRCc4UGqX..."`. The 'Custom size' section shows 'Width (in pixels)' as 760 and 'Height (in pixels)' as 500. The 'Done' button is highlighted with a red box.

- 5) To review answers once the form has been filled out, click responses at the top → Choose response destination. Then name the spreadsheet and press create. A brand new document will be saved in your drive with all the responses.



The screenshot shows the 'Choose response destination' dialog box. The 'New spreadsheet' option is selected, and the name 'Untitled form (Responses)' is entered in the text field. The 'Create' button is highlighted with a red box. A diagram on the right shows the flow from 'FORM RESPONSES' to 'SPREADSHEET'.