

Creating a Weebly Faculty Website at IRSC



First, contact Michael Pelitera mpeliter@irsc.edu to have an IRSC Weebly account created for you.

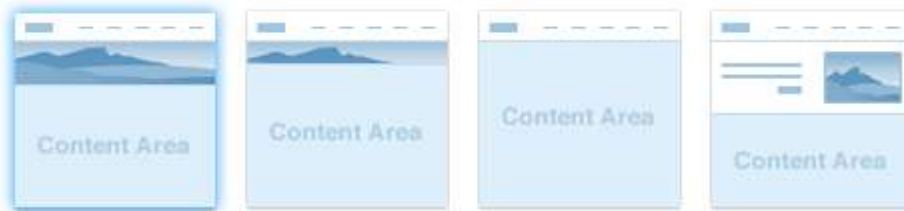
1. Go to <http://weebly.com>
2. Login: Example – John Smith (do not ‘Create an account’, you should already have one)
Username: jsmith-IRSC
Password: jsmith (you will be prompted to change your password)

Contact: **Michael Pelitera**
Virtual Campus Technology Trainer
mpeliter@irsc.edu 772-462-7734
<http://v125-irsc.weebly.com>

3. The four tabs, Build, Design, Pages, and Settings on the top row will dictate what tools appear in the column on the left. Clicking on these tabs will help you navigate the building process of your website.



4. Go to ‘Pages’ tab to create website pages:
Select Add Page and choose format of Standard Page, Blog Page or External Link.
b.. Standard Page is what most pages will consist of. If selected, notice the four options of the Page Layout: Variations include the banner placement, no banner, and text box formatting.



- c. Type in the ‘Page Name’ area the name of the page you would like to create

Page Name

MAC1105

Type name of page in box. Click on Page in listings.

For consistency among faculty sites, set up the following pages:

- Homepage
- About me
- Schedule
- Courses
 - Course 1
 - Course 2
- Link to IRSC



To create a 'Child' on a menu, simple drag page by 'tiny grid' to the left, under, up or down to appropriate page.

- **Be sure to Click 'SAVE' at the bottom of the Pages.**

5. The following steps help to describe the purpose of the pages you will create for your faculty web page

Homepage

- You may want to place your photo here.
- This is a good place to describe your teaching philosophy.
- Include some buttons: "Email me", "IRSC homepage", "Department Homepage" with links. **All websites should have a link to the IRSC homepage as well as to your Department homepage.** Click on button icon and drag it to position.

About Me: You can include your college degrees, general work experience, how long you've been at IRSC, some limited personal information.

- You can include links to social media sites, such as LinkedIn, or whatever you use and is appropriate.
- You may also put your photo here.

Schedule

- Include office hours, courses you teach & where they are located.
- This should be updated each semester.

Courses

- This may have sub-navigation choices if you teach more than one course.
- Make a new page for each course. Then drag it to the right of the courses button.
- Information to include may be a description of the course and a syllabus.
- The syllabus can be a downloadable document file, or be created right on the webpage itself.
- To reduce updating each semester, you can set up the syllabus as:
 - Day 1 chapter 1, 2
 - Day 2 chapter 3, video
- You may also include multimedia links used for this course, such as YouTube video, Power points, and files. **However, Blackboard should remain the primary delivery system of course materials.** It is important to have the password protection that Blackboard provides, especially for copyright-protected publisher materials, such as lecture slides.



From the side bar, drag additional components such as a Photo Gallery to your page. The IRSC 'Pro' Account enables video and audio files to be embedded on your page.

Various forms of 'Multi-media' appear through the gray tabs to the left of the page



Find the tool / feature you would like to add to your page and drag it to the working area.

6. Your changes will automatically be saved for each addition you make. You only need to click 'SAVE' when creating new PAGES from the Pages Tab.

7. However, for your changes to be seen online, you **must** "Publish" the website.



Website Published!

