WEBSITE SET-UP INSTRUCTION SHEET

1. Go to http://students.weebly.com.
2. Log in using the username and password assigned to you; this username and password must be shared among team members for individual access to the site.
3. Do not choose a "domain name" for your URL; Ms. Thomas will assign one to you later. Hit the "X" button in the corner of the pop-up window to skip this step.
4. Type over the words "My Site" in your website and name it your group's selected profession.
5. Choose the "design" tab at the top of the screen and select a design template, which will be consistent throughout each page of your site.
6. Select the pages tab and add a page (choose standard page). You can only have 5 pages total on your site; so title your pages in this order: 1) Career Description (will become the "home" page); 2) Personal Qualities; 3) Educational Requirements; 4) Salary, Benefits, and Employment Outlook; 5) Works Cited
7. Do not choose any of the extra page options when creating your pages.
8. Once the site has been set up following these steps, individual team members can work on their separate pages simultaneously.
9. Click the appropriate tab on your website to edit your assigned page.
10. Use the pop-up menu on the left side of the screen to input your information and graphic images. Drag your mouse over to the left side of the screen to access this tab.