Social Studies   Name: _____

Editing your ePortfolio on Weebly

Log In

- ☐ Type in the address bar of your browser (internet explorer/chrome): students.weebly.com
- ☐ Type your username and password in, and click "Log in."
  - I have access to your usernames and passwords through my Weebly account, so if you lose yours or forget it, just ask me!
- ☐ Click on "Edit Site"

Create Pages

- ☐ On the blue bar along the top, click on "Pages"

- ☐ On the left hand side, beside "Pages" click the "+" to add a new page
- ☐ Select "Standard Page"
- ☐ Title the page
- ☐ Click "Save"
- ☐ Complete the same process to add more pages
- ☐ To edit the title of a page, click on that page, then type a new title and "save"
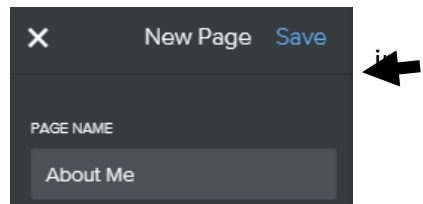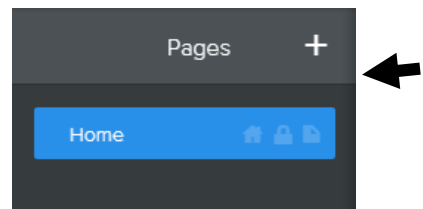
Building Your Pages

- ☐ On the blue bar along the top, click on "Build"

You can build your pages by dragging items from the left (e.g. "Title" or "Text") to your pages.
- ☐ Add a "Title" to your page by dragging it over, and typing in the title
- ☐ Next, drag "Text" over, and add in the learning outcomes that you have demonstrated by completing the project/assignment

Adding Documents to Weebly

☐ Next, you will want to add your actual project here as a piece of evidence. To do this, scroll down on the left until you find "Document" under the Media heading.
☐ Drag "Document" over to your page. Once it appears on your page, click it to upload your PowerPoint or word document.
☐ You should also add it as a downloadable file. Find "File" and drag it over to your page.
☐ Click on it to upload your PowerPoint/document, and for the file name, type in the project/assignment name
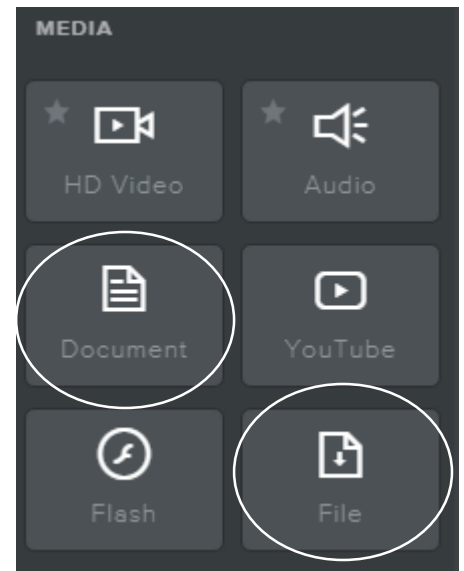
Adding & Writing Your Learning Reflection

☐ Below your project document, drag the "Text" box over.
☐ Answer the reflection questions provided in *complete sentences*.
☐ Alternatively, you may write your own learning reflection by typing a few sentences about what you learned by doing this project (try to talk about what you did well, what you can improve on, new things that you learned or that surprised you, etc.)

Some of your pages will have more than one "Artifact" on them. Make sure that you separate them by either adding a "Divider" and new "Title," or just by leaving a few spaces then adding the Title of the next Artifact/project.

WHEN YOU ARE DONE MAKE SURE that you press the orange **"PUBLISH"** button in the top right hand corner. This will update and "save" your site.