

Developing Free Websites for Teachers – Quick Start Guide

Create an Account -

Your username/email is:	Your password is:

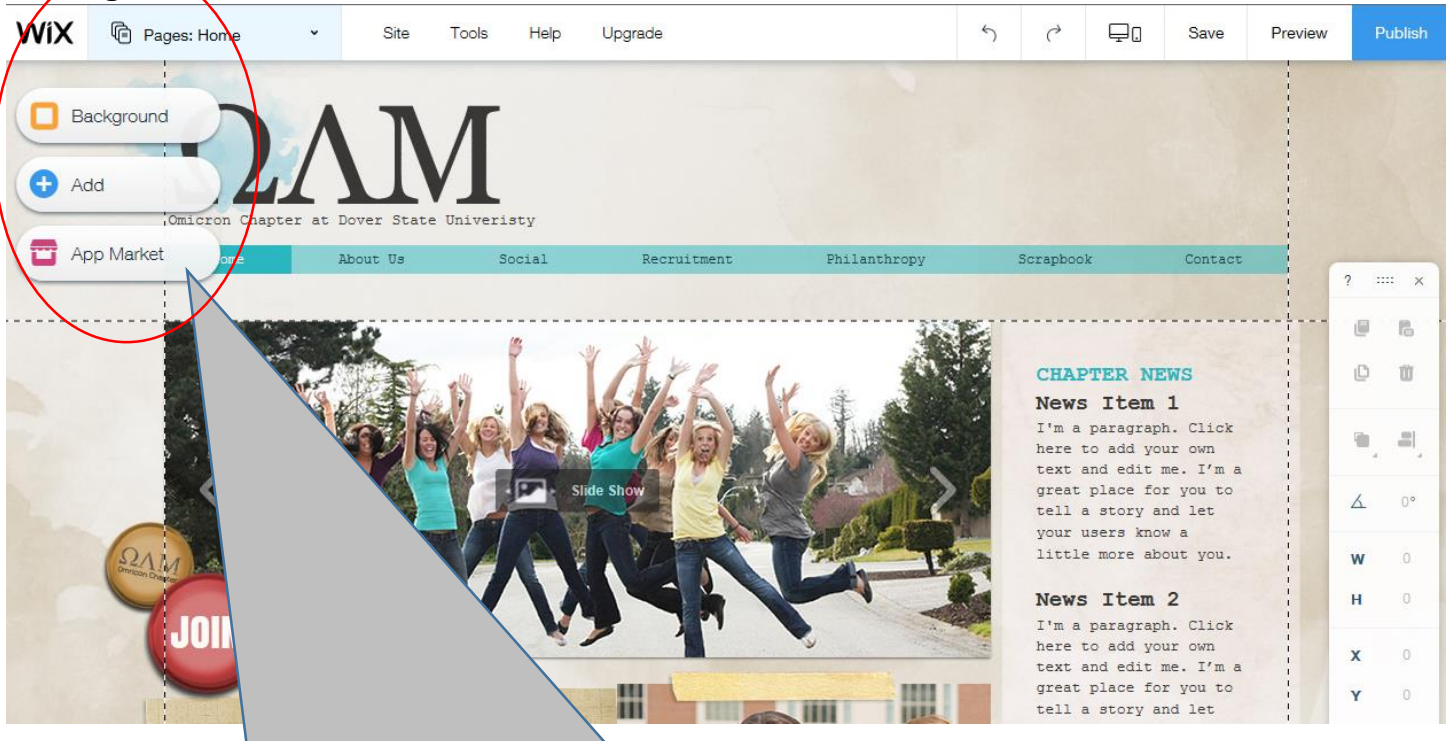
1. Go to **Wix.com**
2. Click on the 'Start Now' button and create an account; don't forget to write it down.

Select and save a Template -

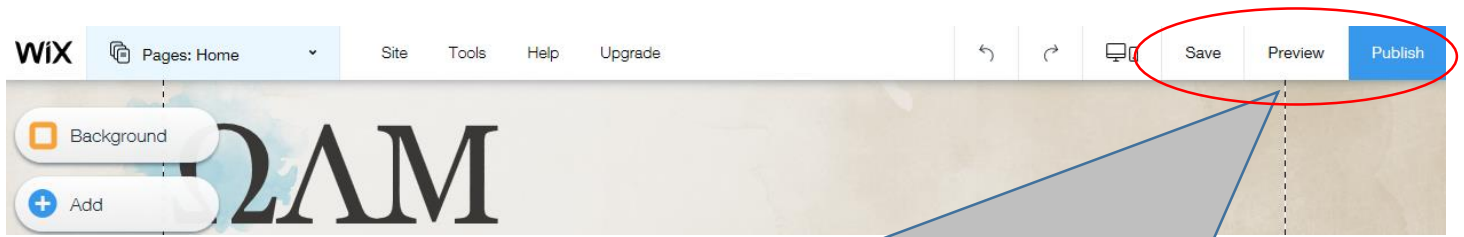
3. Wix has a number of categories to select from when picking out a template. It may be easier to select 'All Templates' at the bottom of this screen and then search by category for what you want.
4. Type 'Education' in the search box.
5. Select 'Edit' when you find a template that you would like to work with and it will be pulled into the Wix editor. For now, let's select 'College Sorority' for consistency.

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Getting Started -

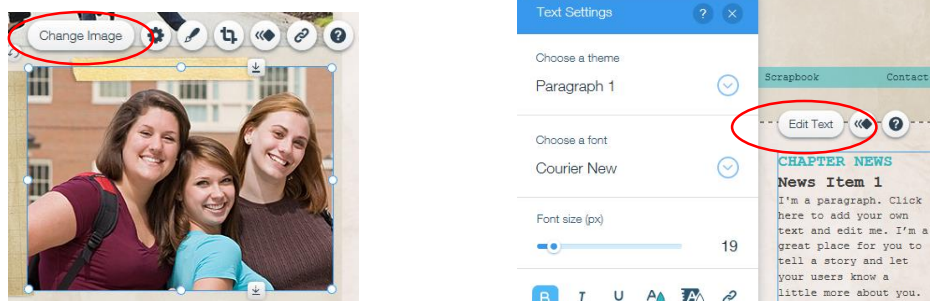


6. Once in the editor you will notice three primary categories from which you can work: **Background, Add & App Market**
7. You will also notice options to view and change the properties for your pages, 'site' settings and general tools.



8. **TASK:** To see what your site looks like online (in a browser), select the **'Preview'** link.
9. **TASK:** **Save** your site before you even start to work on it. If you lose power or exit the screen, all of your changes will be lost. As with any editor, save often. Use a site name that identifies you (bscott).
10. When your site is complete and you want others to be able to view it online, you will need to select the **'Publish'** link. At that point, everything will be live and you will be provided with a link to share. You can publish it now or later, but be sure to save as you go.

Make Changes to Text, Images, etc. -



11. Editing text and images in Wix can be done by simply left or double-clicking on the container that holds a paragraph or heading and on an image itself. As you typically see when right-clicking on items, a menu will appear that will provide you with a number of options related to the content.

12. **TASK:** a. Click on one of your paragraphs and change the content by removing the default text and adding some of your own, b. you will notice that a number of images will come with any pre-designed template that you edit - **change** a few of the images and upload some that you brought with you or can find online. Note that I have a folder on your desktop called Wix Sample Images that you can use to add custom images. For any that you find online and want to use, right-click on them and select 'Save Image As' in order to save them locally.

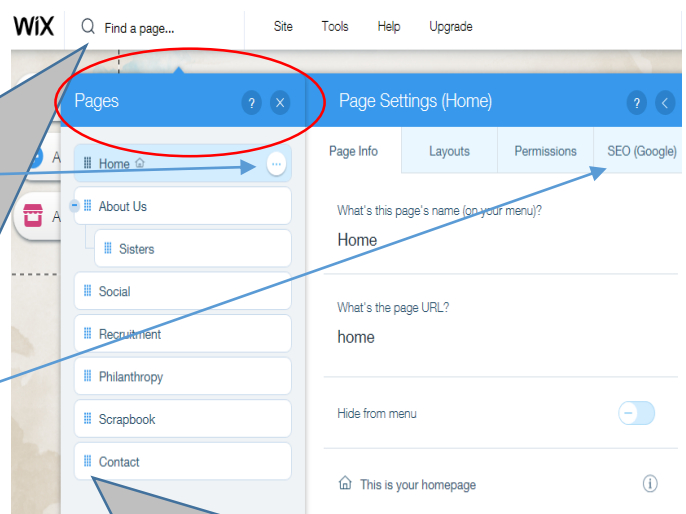
Pages: Add, Delete, Reorder and work with Page Properties -

13. Any template that you edit will have a number of pages that are included and provide you with options to customize them. **TASK:** To see some of these options, please click on the **Pages Menu** icon and then click on the settings icon to the right of each page.

14. You will initially see options for **Settings, Rename, Duplicate, Hide and Delete**. When you click on **Settings** you will see options for **Page Info, Layouts, Permissions & SEO**.

15. The **SEO Page Settings** link will allow you to add a **title, keywords** and **description** to your page which allows search engines to find it easier.

16. **TASK:** a. Reorder your pages and notice how the menu is updated, b. duplicate one of your pages and then delete it, c. change the name of one of your pages, d. add SEO values to your Home page, and e. add a new page to your site (your choice on the layout).

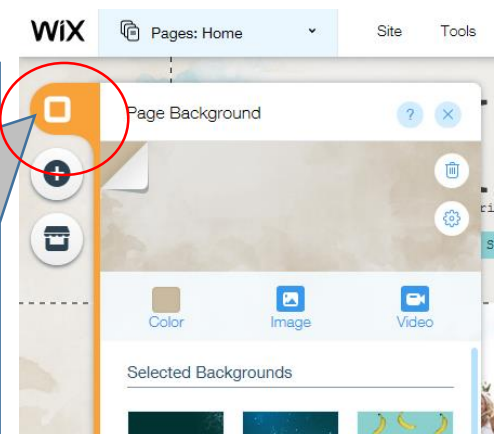


To reorder your pages, notice the squares to the left of the page names. Click on any of them and then drag it up or down. To create a sub-page, drag the square to the right as you see with the page titled 'Sisters'.

Design: Background, Colors & Fonts -

17. The first category, **Page Background**, will allow you to change your page background by using a **color, image** or **video**. If you use a background that you made or found online, keep in mind that the resolution of the image is very important. An image that is 300 x 300 pixels is not big enough to fill the entire screen and will either be tiled, centered or expanded to fill the space. Generally, a background will need to be 1280 x 1024 pixels to fit properly.

18. **TASK:** Change the background of your page by using a color and then an image.



Add: Text, Images, Photo Gallery, etc. -

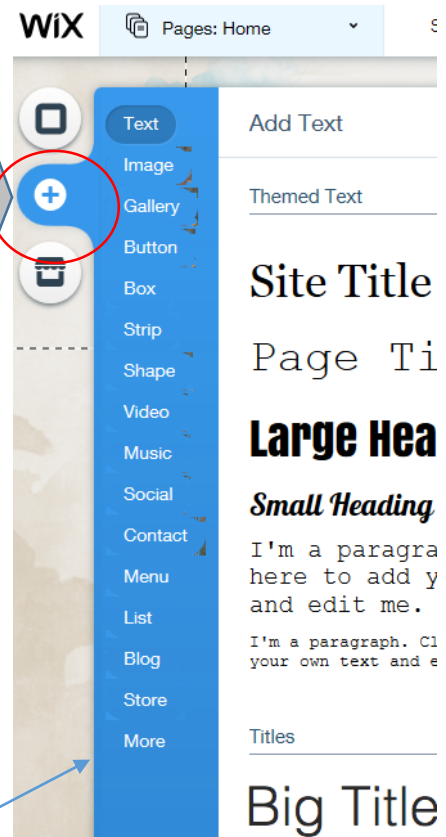
19. You will use the **Add** category more than any of the others and you should become very familiar with each of the elements found within it. Additionally, each element has its own sub-category with even more related elements. For sake of time, we will focus on those most utilized. It may be best for you to **add a blank page** (Pages Menu – Step 13) to your site to avoid clutter and give you room to work.

20. **TASK:** Click on the **Add** icon and then the **Text** element; add both a **Title** and a **Paragraph** to your page.

21. **TASK:** Use the next element to add the following: **Image, Clipart.**

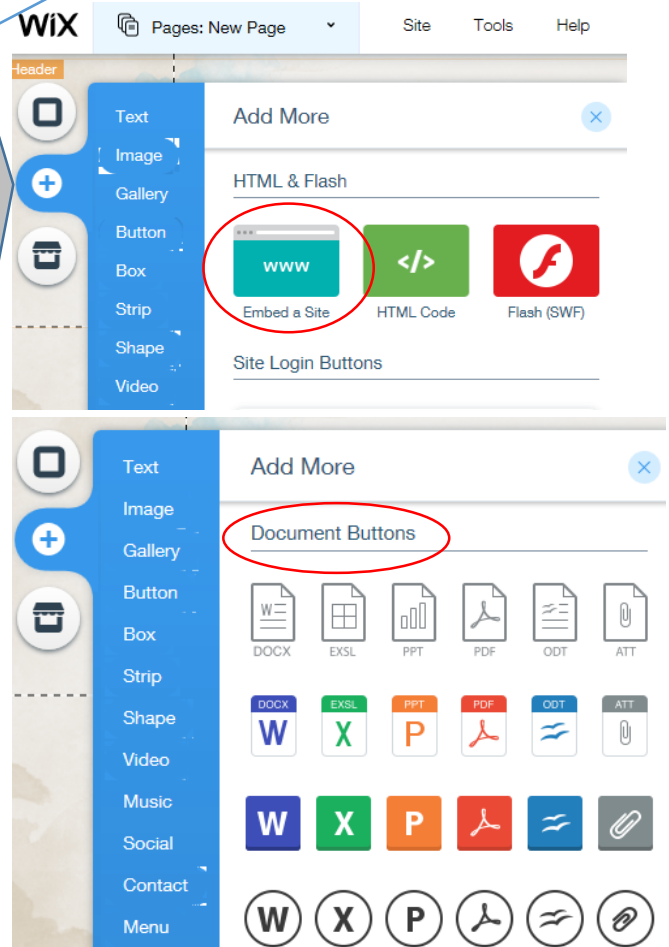
22. **TASK:** Add a **Gallery** to your page and note that you will have a number of options for style and layout.

23. **TASK:** Add each of the following elements: **Box, Video, & Contact Form**



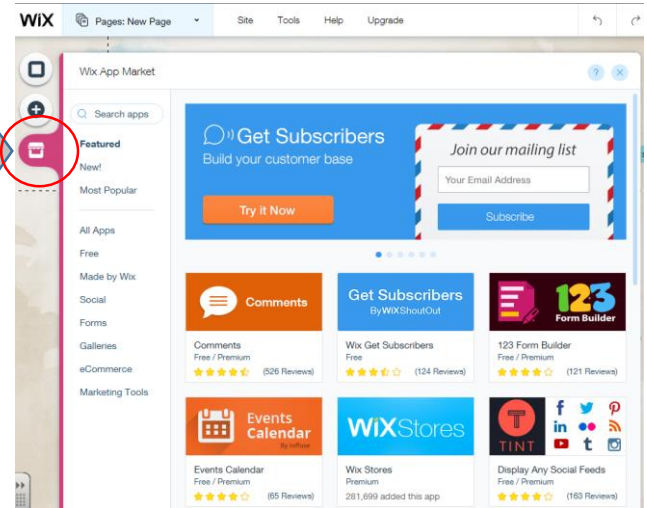
24. Also within the **Add** category you will find a **'More'** button at the bottom. This will enable you to add HTML & Flash, Document Buttons, etc. One feature specifically (Embed a Site) will allow you to embed another website into your page. All you need to do is copy and paste the web address and then adjust your container box to fit where you want it to appear.

25. **TASK:** Add a **Document** to your page. Note that you can also create links within your paragraphs to documents and even other websites by highlighting the text and clicking on the link icon (paperclip) shown. Also, I recommend creating .pdf's from your Word, Excel, etc. documents so that those without MS Office can still open them.



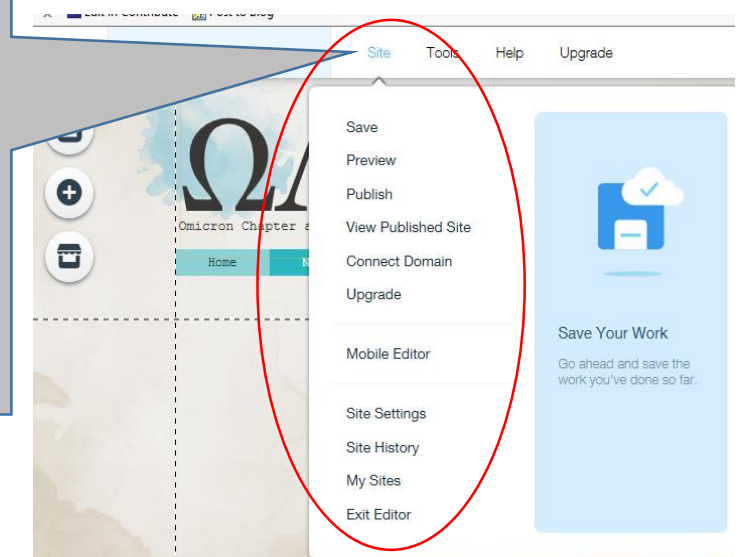
Wix App Market -

26. The **Wix App Market** will allow you to search for additional apps that may not have been available for selection within the Add category. Note that many of the apps are free, but some are only available with a premium account.
27. Take some time to go through the **Free** apps and see what is available. Feel free to add any that you wish.



Settings -

28. At the top of your editor you will find a link titled '**Site**'. It will allow you to manage your site settings by changing the name and more.
29. One of the most used options will be **My Sites** which will allow you to view and manage any of the sites/templates that you have chosen to edit including the ability to delete those that you don't want.
30. Don't forget, save your work often and for your changes and content to be seen online, you must also **Publish** your site.



Start Your Classroom Website -

31. This document has given you a basic understanding of using Wix as an open-source editor which will give you the tools you need to easily develop a fully functional website for your classroom.
32. When your site is ready for publishing, you can give each of your students and their parents a link to the site and/or send it to me and we will add it to your school website. I do think that for presenting information pertaining to you and your background, your school as a whole, photo galleries, etc. WIX is the best platform. For presenting your courses online in a distance/digital learning environment, a Course Management System such as CourseSites.com is the best method. To meet the minimum requirements for Non-Traditional Instruction, I would recommend using CourseSites. Ultimately a combination of the two (WIX and CourseSites) would be a great approach.
33. Remember that you are responsible for the information found on your site. I would advise that you do not give the login to anyone and if you have a question about the type of content you can include on your pages, please contact the District Technology Department or myself. If I can be of assistance at any point as we move forward, please feel free to contact me.