

Your Child's Digital Portfolio (Weebly!)

The purpose of this document is to detail the steps that parents should follow when changing the design of your child's digital portfolio page on Queen Anne Elementary website.

Guidelines

Before going on to the instructions for how to change your child's eFolio page let's cover some guidelines for stuff that you should changes, and stuff that you shouldn't change.

Do!!

- Change the template for the website, which will change the background, colors, and stock photo for the eFolio page.
- Change the banner picture. You can simply change the picture, add effects to the photo, add multiple photos for a collage effect, add text to the banner, etc.
- Add an Author profile to the Writing page.
- Add an Artist profile to the Art page.
- Remove the social media links on each page.
- Change the "Add Text" text to "QAE"

Conventions

A word about conventions used in the document.

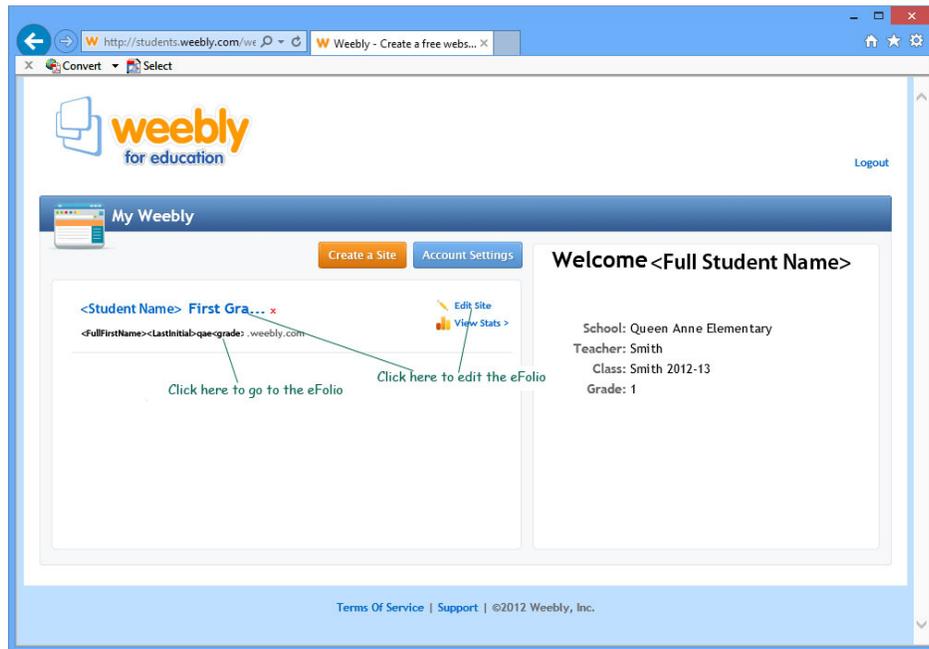
- Words in angle brackets < > represent variables that are different for every child.

To Access your Child's page:

1. Open your favorite browser and navigate to <http://students.weebly.com>. The following login page is displayed (Internet Explorer is used here).



2. Enter your child's username in the Username text box. Your child's username will follow this pattern: <full first name><last initial>qae<grade>. For example if your child's name is Jonathan Smith and they are in kindergarten their user name would be **jonathansqae**. Notice that first names are not shortened.
3. Enter your child's password in the Password text box. The password will follow the following pattern. <teacher's last name>qae. So if your teacher is Ms. Smith the password will be **smithqae**.
4. Click the Log in button and the following page will be displayed.



To update the design of your child's page:

1. The digital portfolio for your child has been setup with a default template.
2. To change the template, select the Design tab at the top of the Weebly editor page. The following page is displayed.



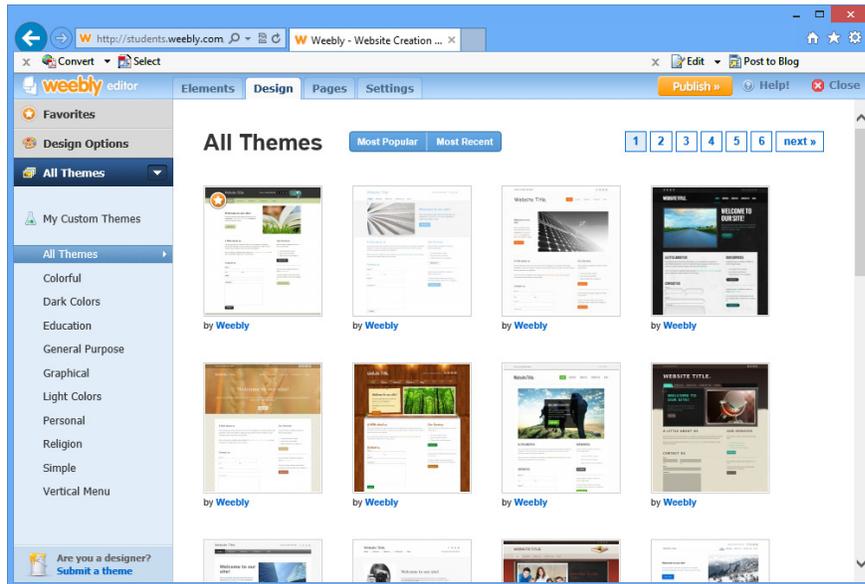
3. When you access the design tab Favorites is selected. Use the blue buttons at either end of the thumbnail strip to scroll through the options. Click on a thumbnail and the page will show the results.



4. Click on the Design Options button at the left to change elements of the page. Be sure to turn off the Social media icons. You can also change the font face, size, and color for all of the text on the page by selecting Site Title, Paragraph Title, Paragraph Text, and Links to the immediate right of the Design buttons.



5. Selecting all themes shows all of the themes that are available in Weebly organized by themes in the left navigation bar. Select the theme in the main window and then click Preview Theme to see how it would look on the eFolio page.



6. Click Publish to save your changes to the eFolio page.

Note: Whenever you click Publish on any page the following dialog box is displayed prompting you to share the changes on Facebook or Twitter. Feel free to do so.



To change the picture on the home page

1. Click on the Elements tab at the top of the weebly editor window.
2. Hover over the photo and click on Edit Image. The image editor allows you to add multiple photos so that you can create a collage of photos, and you can also add text to the banner photo. Photos can be added from your computer hard drive, your favorite's folder, or a URL.

The following table shows the controls that are available when you a photo is selected in the banner.

| Control | Action |
|----------------|--|
| Crop | Shows a box with resize handles around the edge that can be clicked and dragged to crop the image. The shaded portions of the photo will be removed from the image. |
| Rotate | Click the Left and Right buttons to rotate by 90 degrees. Use the slider to rotate freely at any angle. Use the Vertical and Horizontal buttons to flip the image. |
| Opacity | Use the slider to change the opacity or transparency of the image. |
| Fade | Use the slider to fade the image in the direction selected in the arrow block. Note that the fade control is a little counter intuitive. The arrows point in the direction of the fade, so that if the lower right arrow (which points to the upper right) is selected, the image will fade to transparent at the upper left. |
| Effects | <p>You can select the coloring for the photo</p> <ul style="list-style-type: none"> • Normal shows the image in the original • Black and White shows the image, well, in black and white • Antique shows the image in sepia tone. <p>You can also change the edges of the photo</p> <ul style="list-style-type: none"> • Normal gives the image hard edge, right angle edges • Polaroid shows the image with an old time Polaroid frame. This also crops the image to fit the frame. The center of the image is put in the frame. • Burnt gives the image ragged images with a burnt effect around the edges. These edge style also crops the image to the middle to fit a square. |
| Resize | There is no tool for resizing the image however, with any tool selected (except the cropping tool) if you select the image, resize handles are displayed on the image that can be clicked and dragged to resize the image. |



3. Click Save to save your changes, and then publish to make the changes to your live site.
4. Clicking Cancel will undo all of your changes and revert to the site as it is currently configured.

*****explorers*****

password to be used on all protected pages

