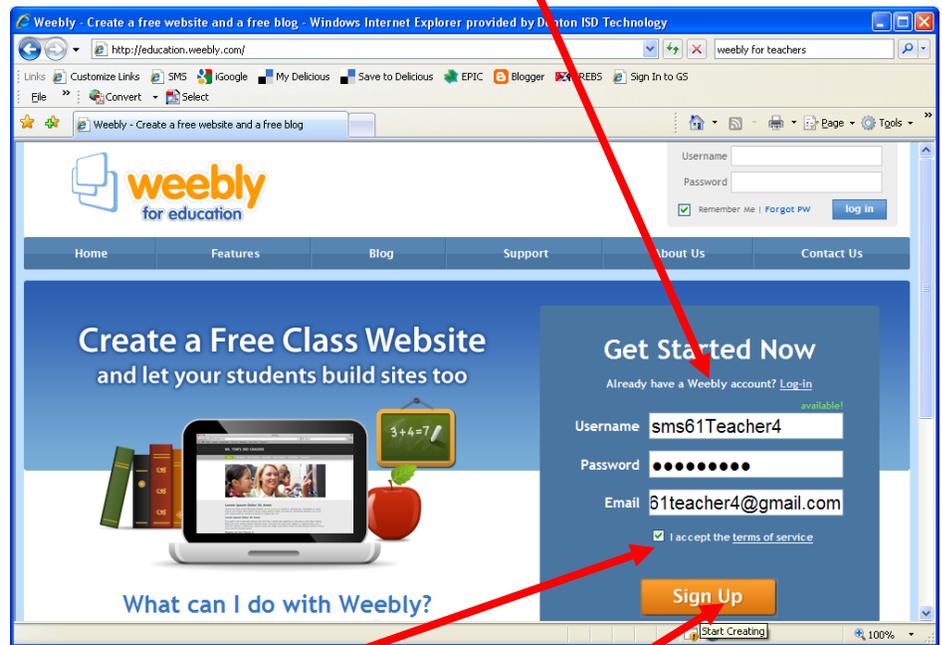


Creating Weebly Student Accounts

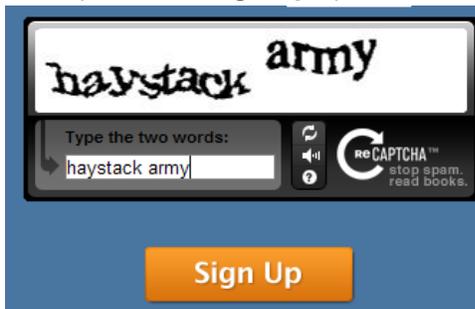
It is against COPPA to create personal student accounts online without parent permission. For this reason, I use generic accounts. I use "Student#" for the first name, "MyNamePeriod#" for the last name, and "MyNamePeriod#Student#" for the username.

1. Go to <http://education.weebly.com/>
2. Register for an education account by entering a username, password, and email address.

- For the username, type in the name you chose for your first class period.
- I use the same password for all of my Weebly accounts.
- You will need a different email address for each account. I usually use the teacher username with @gmail.com on the end of it.



3. Click to check "I accept the terms of service." And click **Sign Up**.
4. After you click **Sign Up**, you will have to enter a couple of words and click **Sign Up** again.



5. In the **Welcome to Weebly for Education** window, click **Skip this step.**

Welcome to Weebly for Education!

Fill out the information below to get started.

Your Name

School name

School district (if applicable)

Country

[Skip this step.](#)

6. In the **Let's Get You Started!** Window, click **Set up a Class.**

Let's Get You Started!

What would you like to do next?

7. Click the **My Students** tab.

Windows Internet Explorer provided by Denton

http://education.weebly.com/weebly/userHome.php#

Links Customize Links SMS iGoogle My Delicious Save to Delicious EPIC Blogger

File Convert Select

Weebly - Create a free website and a free blog

weebly
for education

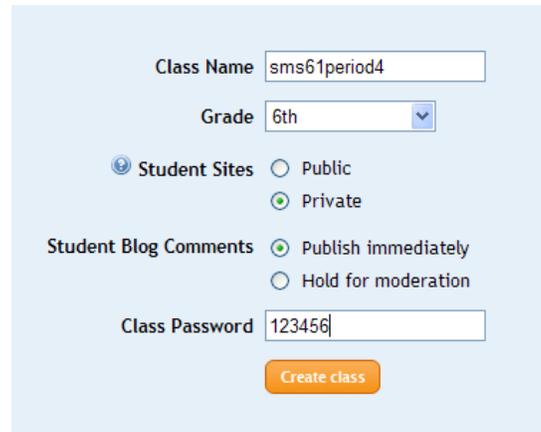
Want our d build your

My Sites **My Students** Account Support

[Learn about the featur](#)

8. Enter the information for your class:

- Class name- Use the name you chose.
- Grade – Use the correct grade level.
- Student Sites: Public sites can be viewed without a password. Private sites require a password. I always use private sites.
- Student Blog Comments: Hold for moderation requires you to approve every comment before it is published.
- Class Password should be easy enough for students to remember but hard enough so that predators cannot guess it.



The screenshot shows a 'Create class' form with the following fields and options:

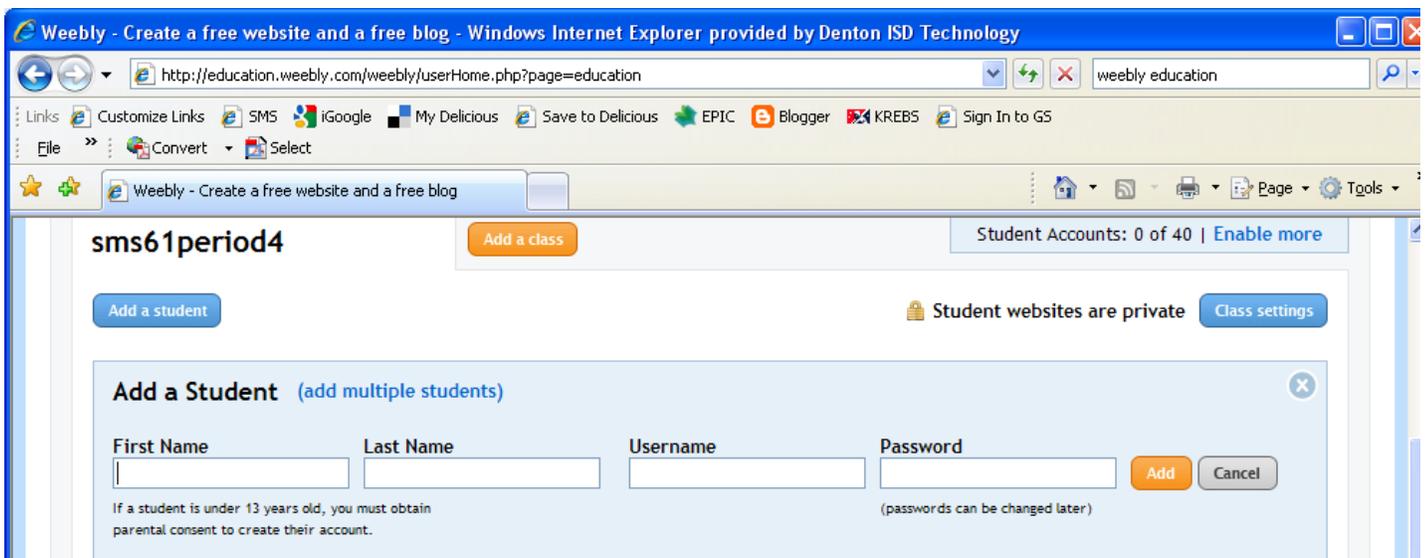
- Class Name:** sms61period4
- Grade:** 6th
- Student Sites:** Public, Private
- Student Blog Comments:** Publish immediately, Hold for moderation
- Class Password:** 123456
- Button:** Create class

9. Click **Create Class**.

10. You can now enter students either one at a time, or enter students by uploading a file.

- **Enter students one at a time.**

- Enter a generic first name. (I use SMS61Period1.)
- Enter a generic last name. (I use Student1)
- Enter the Student username you chose. (I use SMS61Period1Student1.)
- Type in the password. (I use the class password from above, but you may need unique passwords for older students.)
- Click **Add**.



The screenshot shows a browser window titled 'Weebly - Create a free website and a free blog - Windows Internet Explorer provided by Denton ISD Technology'. The address bar shows 'http://education.weebly.com/weebly/userHome.php?page=education'. The page content includes:

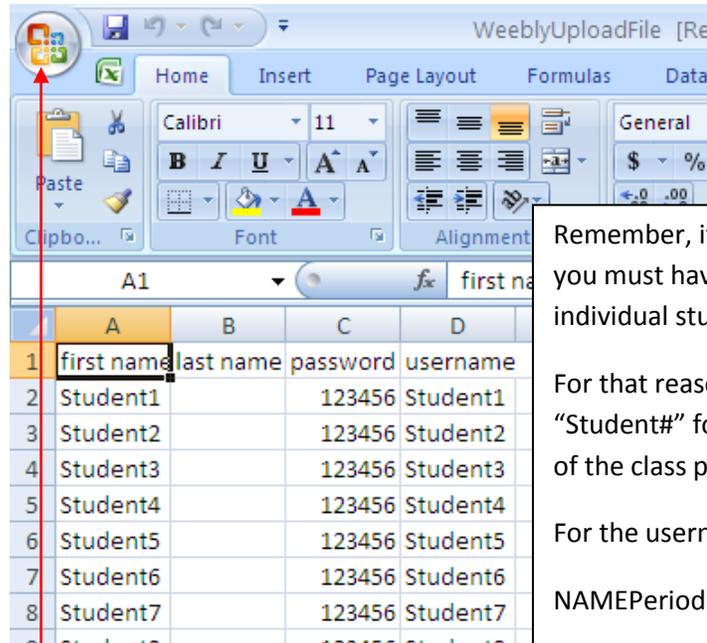
- Class Name:** sms61period4
- Buttons:** Add a class, Add a student, Student websites are private, Class settings
- Form:** Add a Student (add multiple students) with fields for First Name, Last Name, Username, and Password. Below the fields is a note: 'If a student is under 13 years old, you must obtain parental consent to create their account.' and '(passwords can be changed later)'. Buttons: Add, Cancel.

- If you have a large number of students, you will want to enter them one class at a time.

-Open

<http://www.dentonisd.org/stricklandms/lib/stricklandms/WeeblyUploadFile.csv>

-Enter the data for your class in each column.



Remember, if your students are under 13, you must have parent permission to create individual student accounts.

For that reason, I use the generic "Student#" for the first name and the name of the class period for the last name.

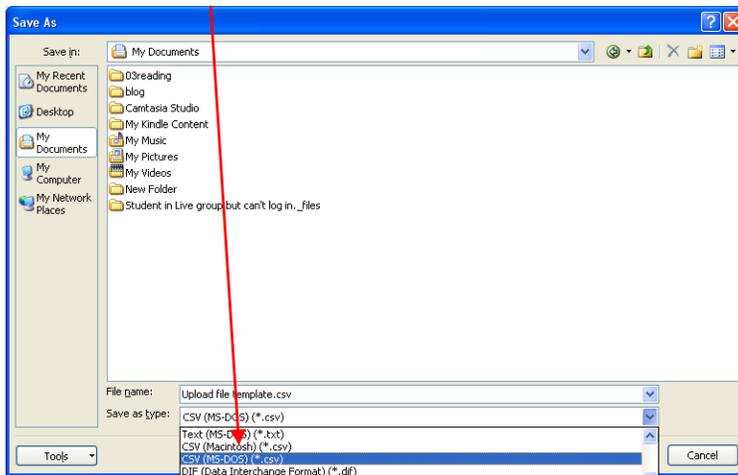
For the username, I use

NAMEPeriodNumberStudentNumber.

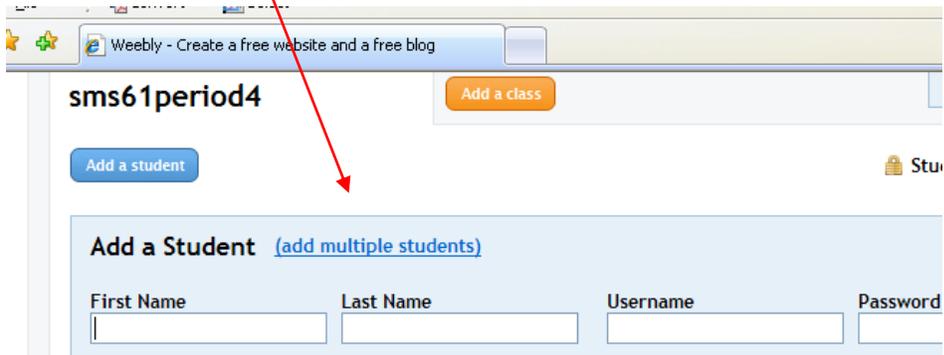
-Click the Office button and choose Save As.

-Name the file and choose a location where you can find the file later.

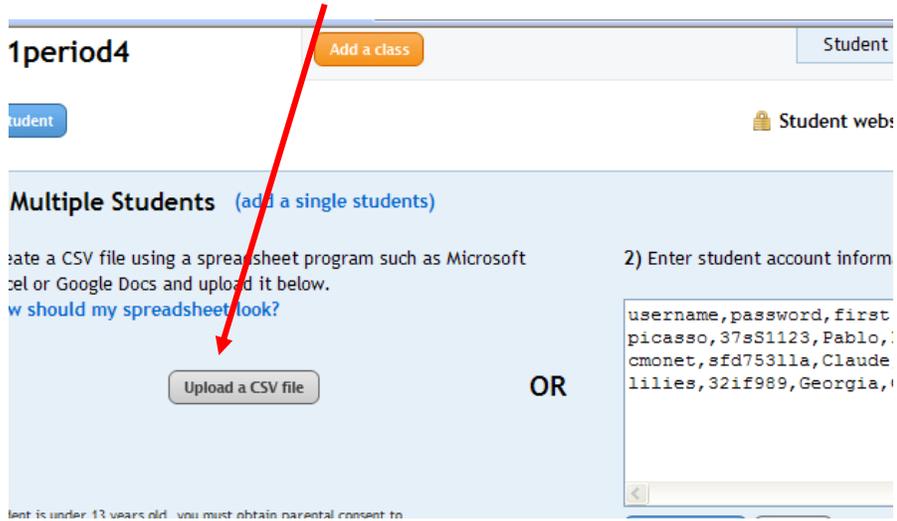
-In the **Save as type** field, choose CSV (MS-DOS) (*.csv) and click Save.



- Go back to Weebly.
- Click **Add multiple students**.



- Click the **Upload a csv file** button.



- Navigate to the csv file you saved and double click it.
- Wait for your student accounts to be created.

11. Log out of Weebly and use steps 1 – 10 to create accounts for your next class.