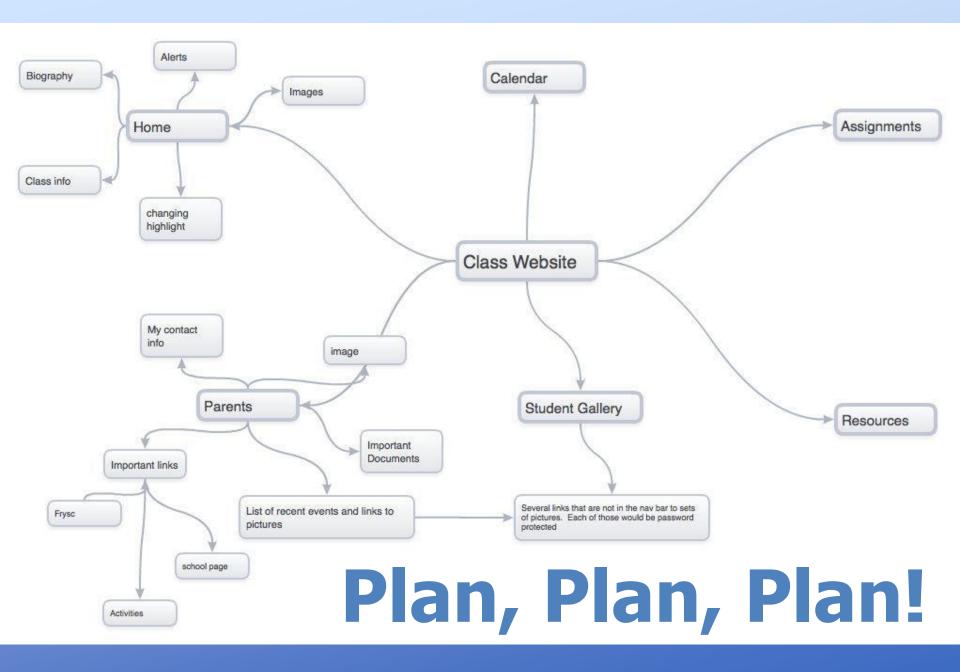
# Free and Easy Website Building and Hosting

Helen Morrison

@Helen\_KET
hmorrison@ket.org

### Agenda

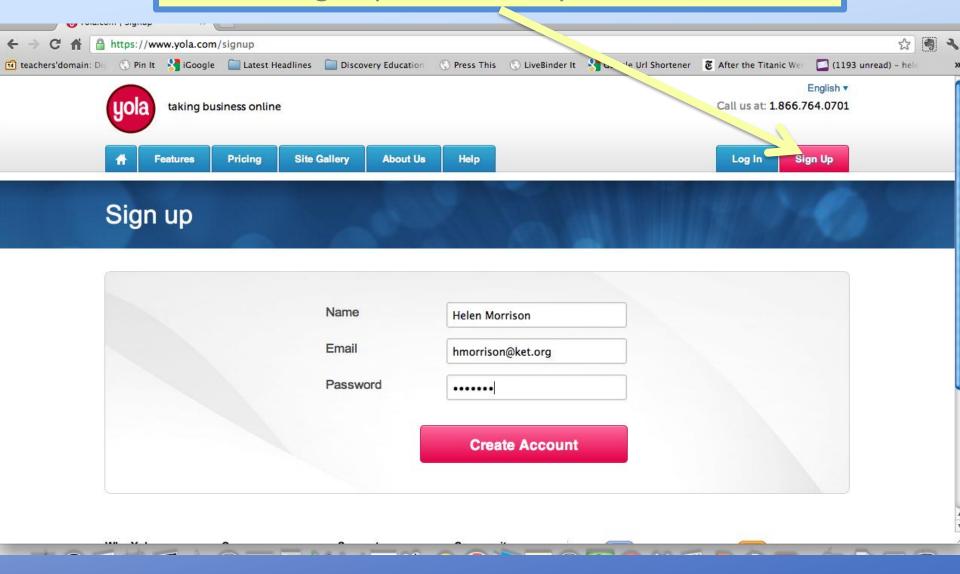
- Planning your site
- Sample Yola Site
- Using Yola
  - Creating your site
  - Quick Tour of Yola's interface
  - Widgets
  - Appearance
  - Adding a blog for assignments
  - Embedding resources from other sites
  - Deleting your site



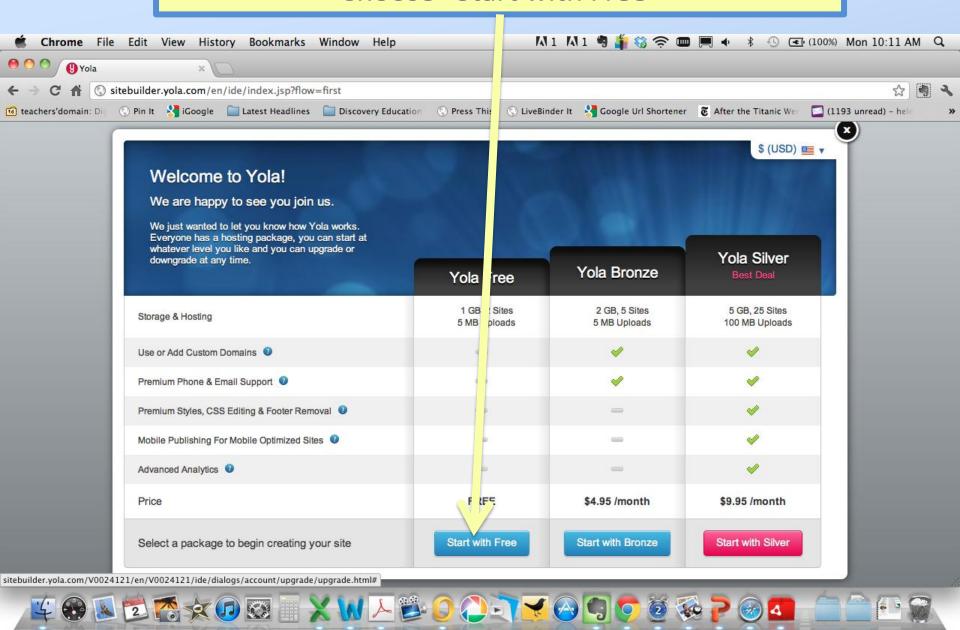
# Web 2.0 Tools for Education goo. gl/kmLH9

# Creating Your Site

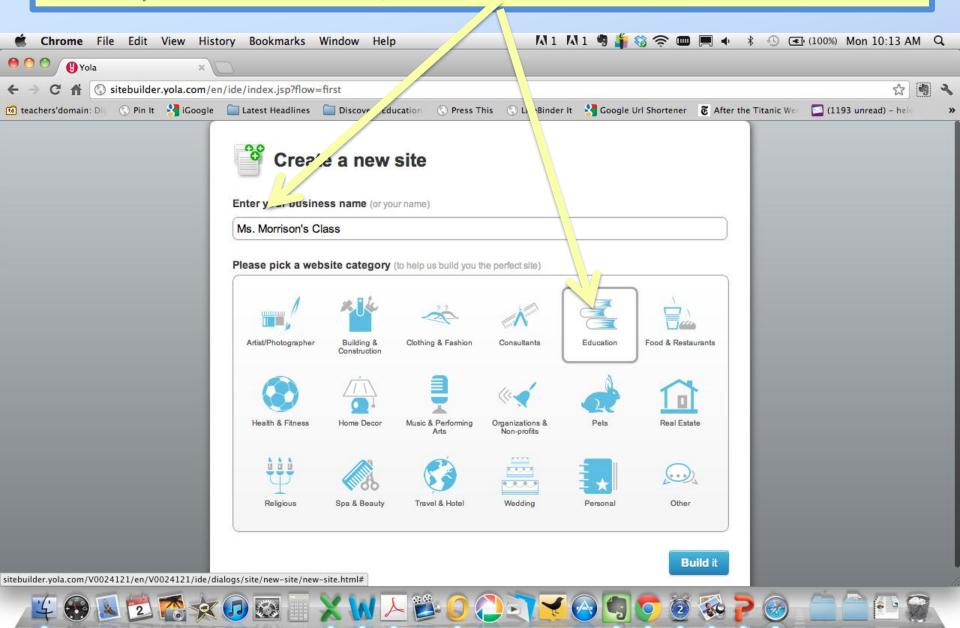
#### Click "Sign Up" and create your new account



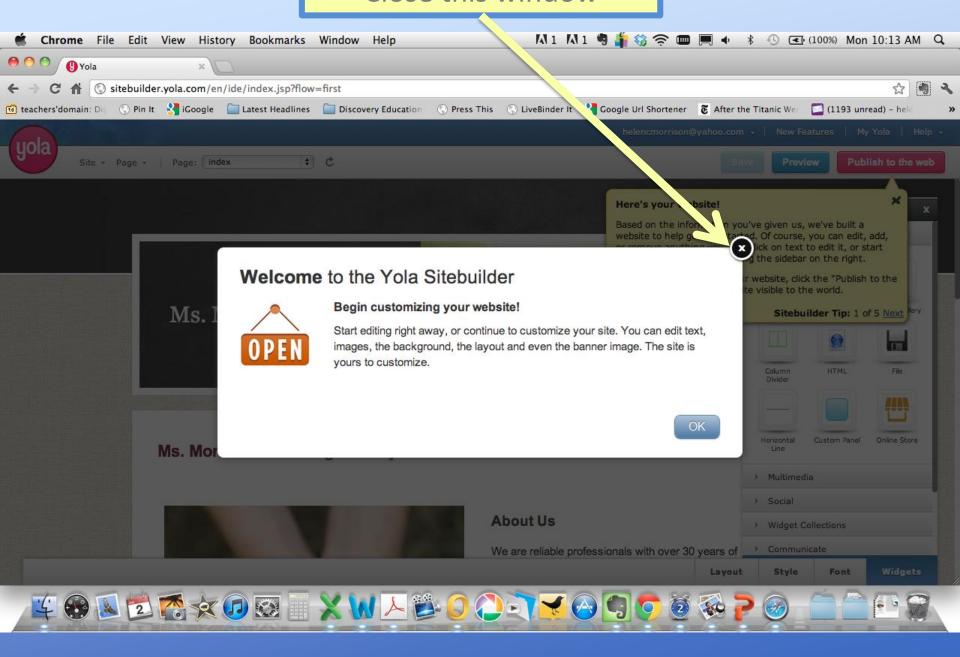
#### Choose "Start with Free"



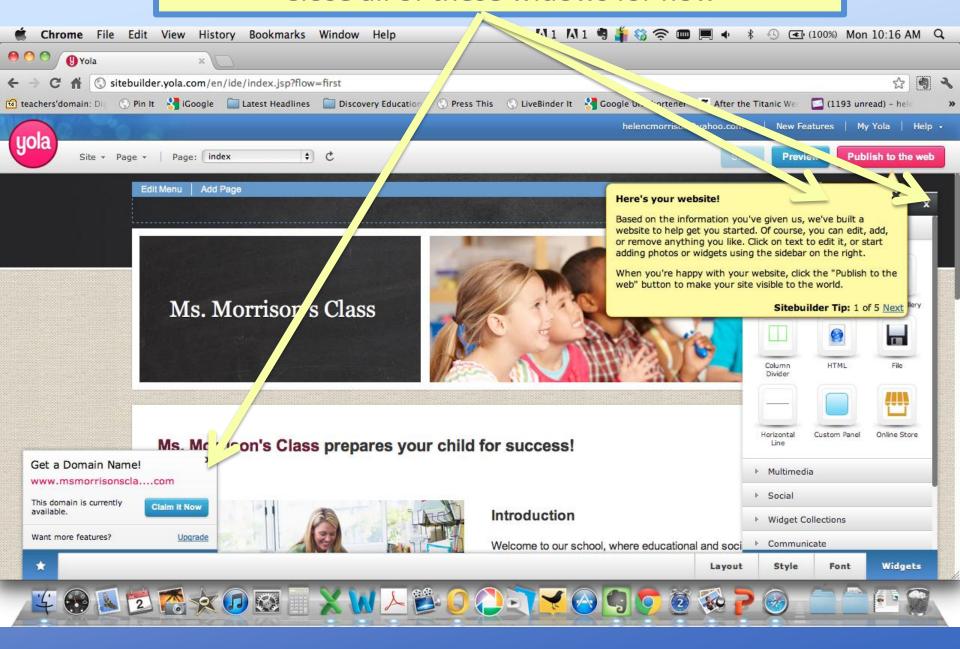
#### Enter your name or class, choose "Education", and click "Build it"

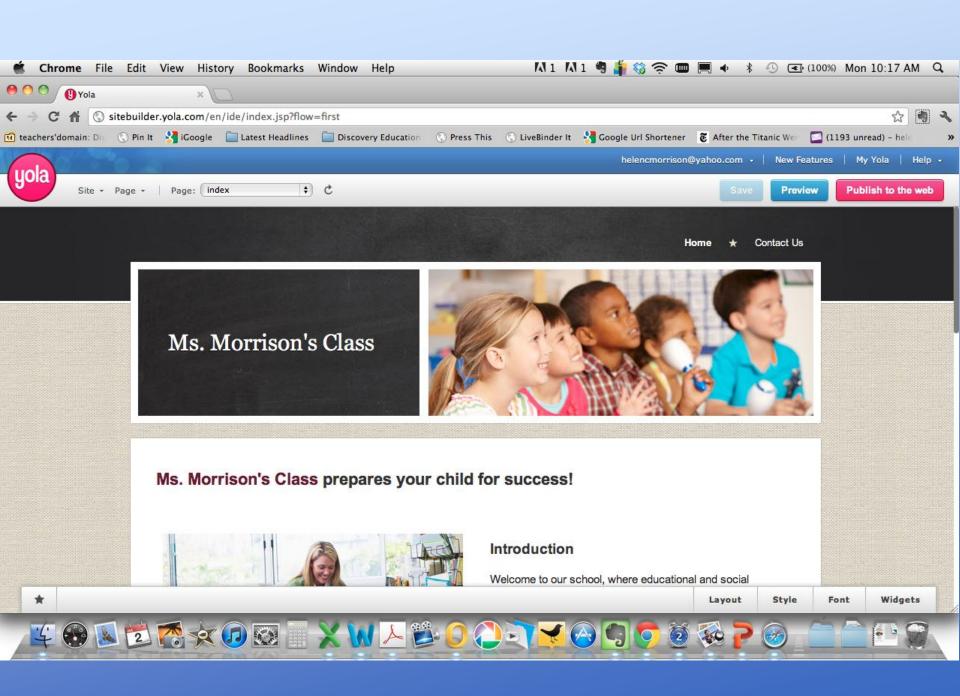


#### Close this window



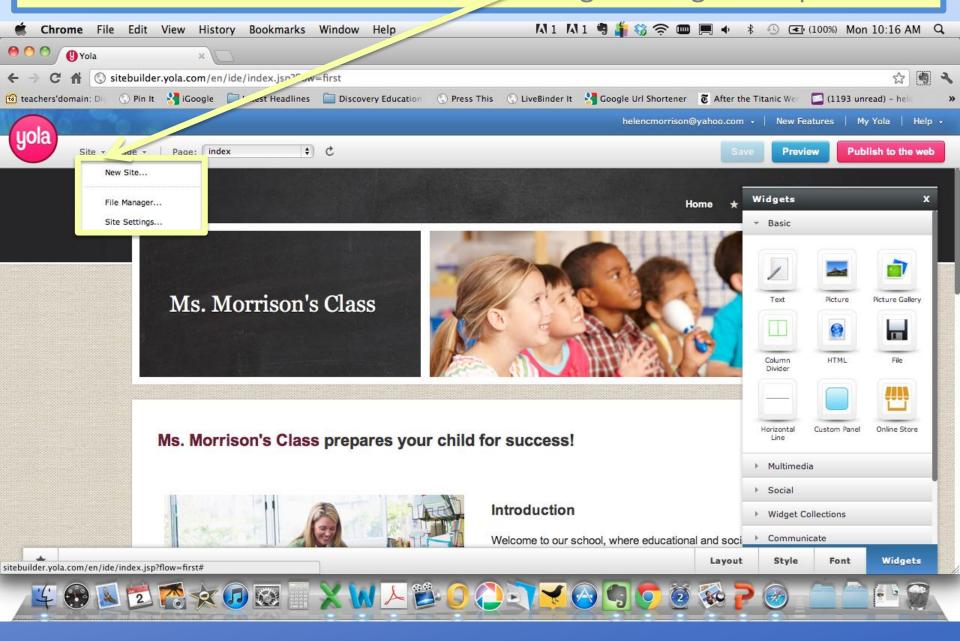
#### Close all of these widows for now



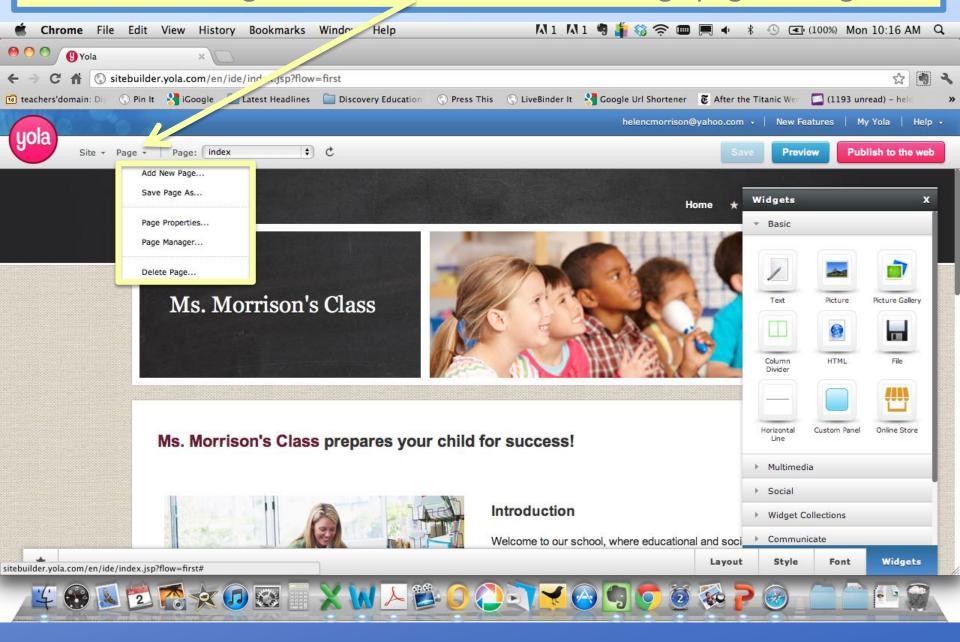


## Quick Tour of the Interface

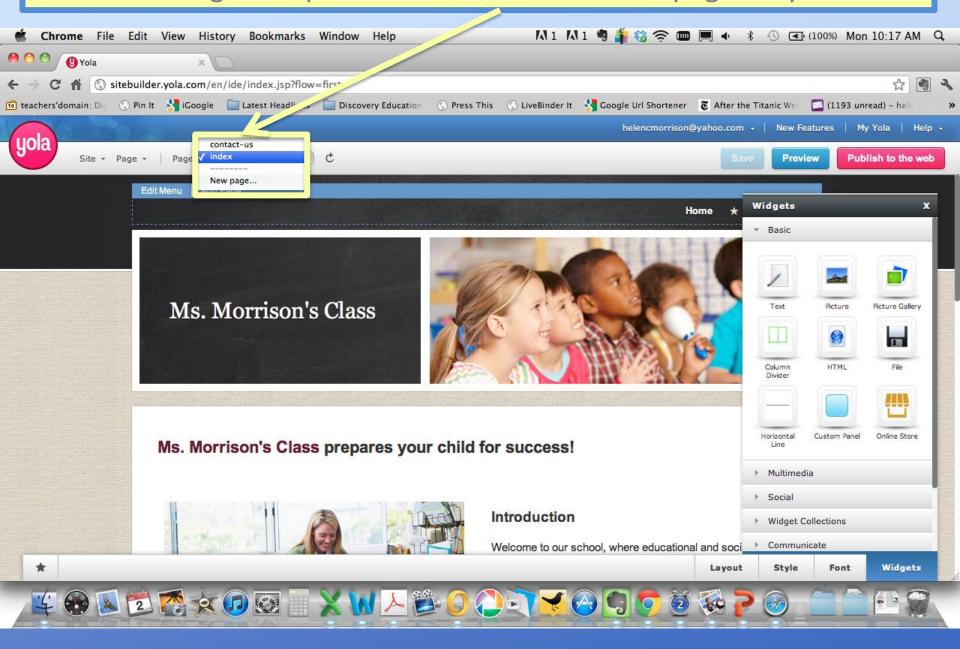
#### Use the "Site" link in the menu bar to shange settings and upload files



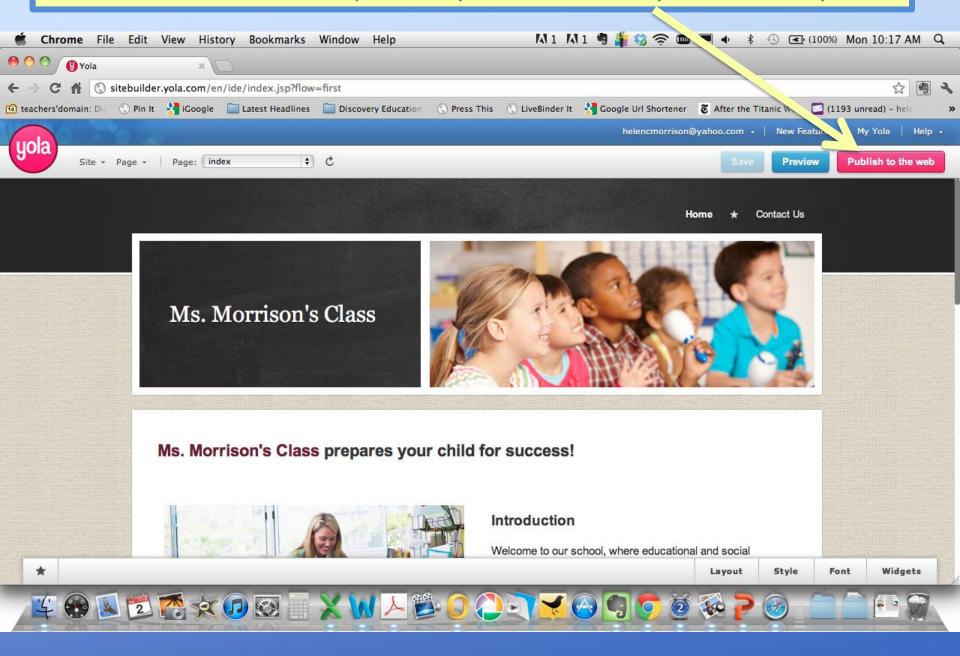
#### Use the "Page" link in the menu bar to change page settings



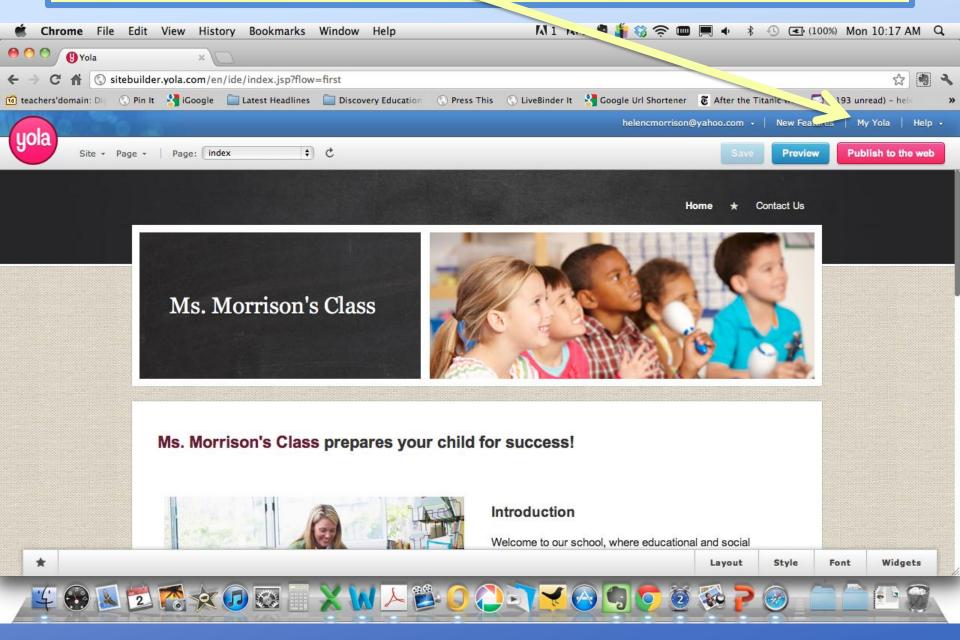
#### Use the "Page" drop down menu to view other pages in your site



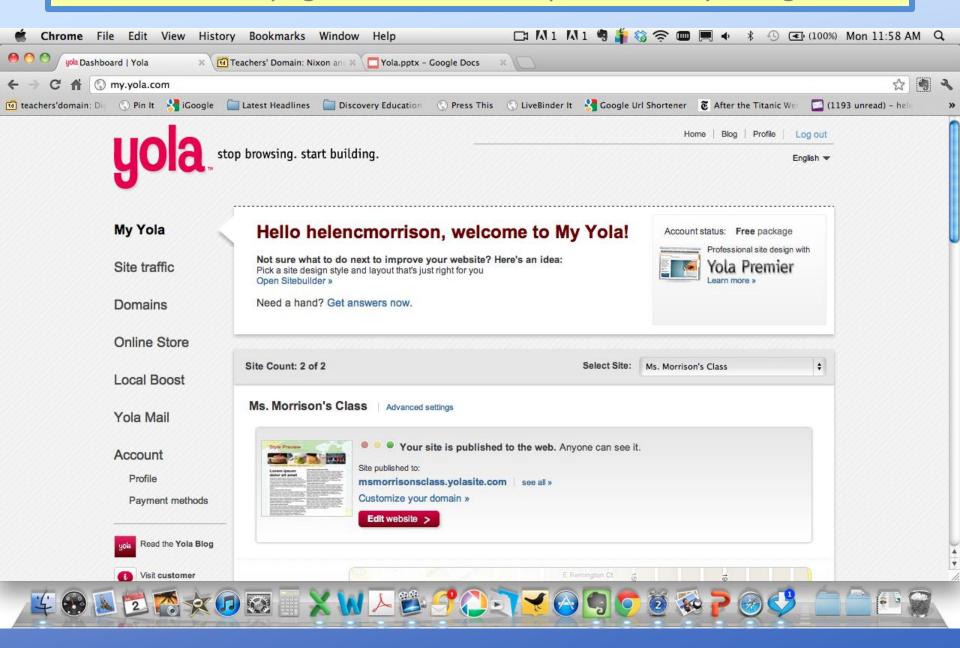
#### Use this button to publish your site when you are ready



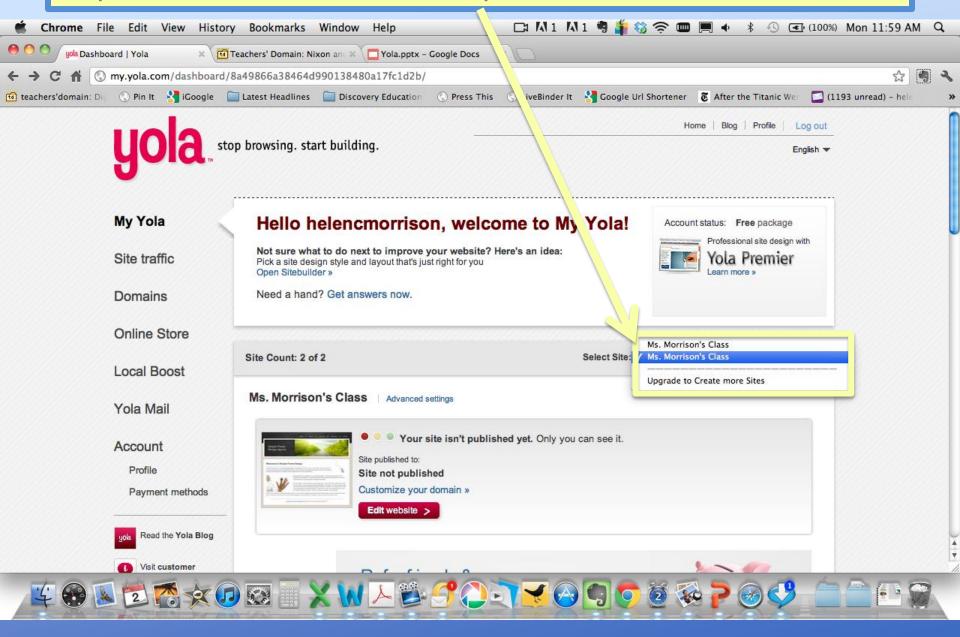
#### Click on "My Yola"



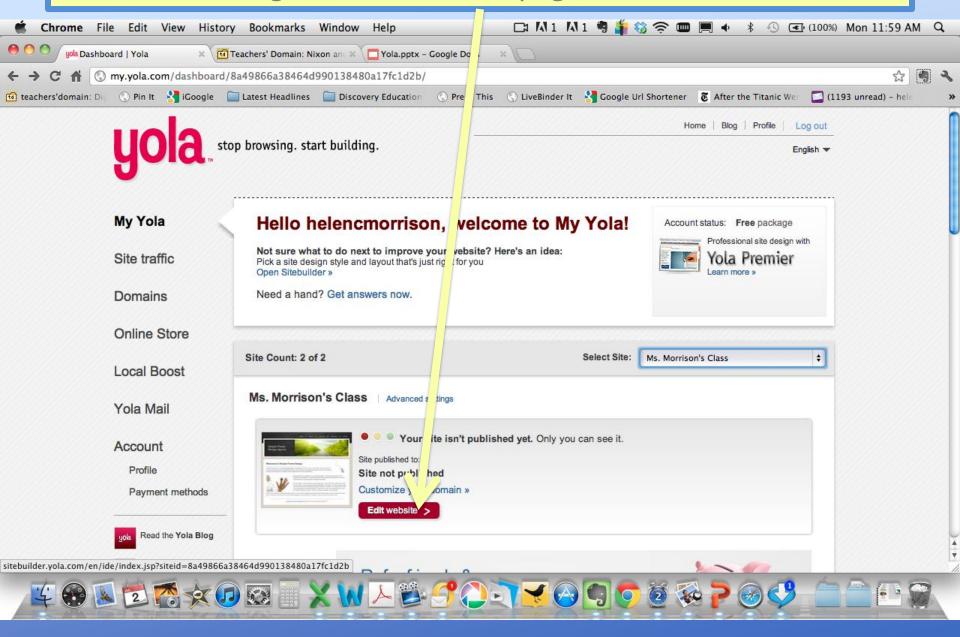
#### This is the page that will come up next time you log in

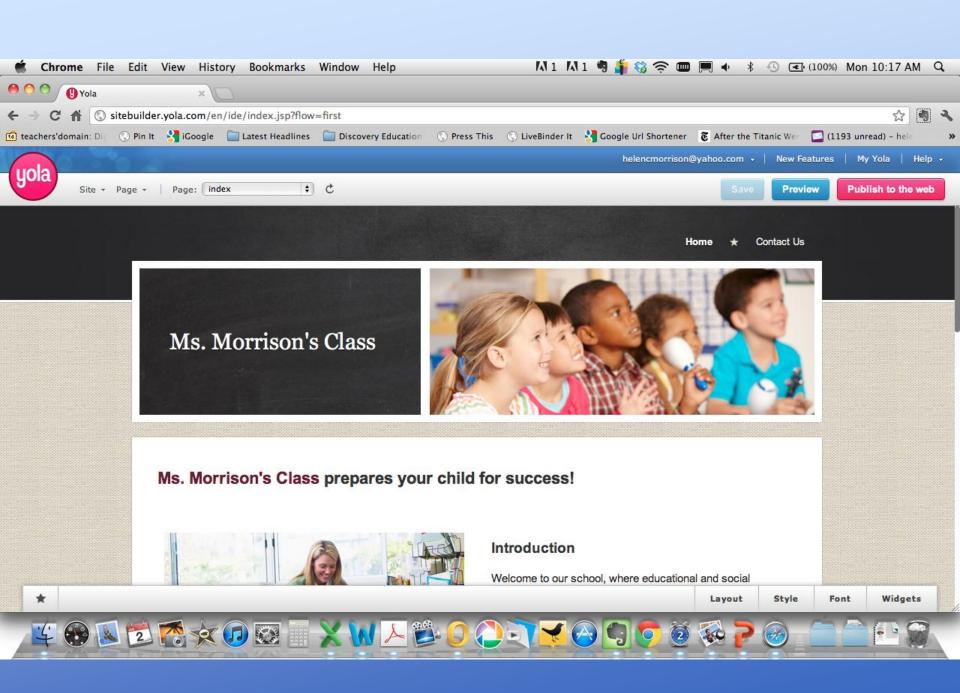


#### If you have more than one site, you can access them both here.

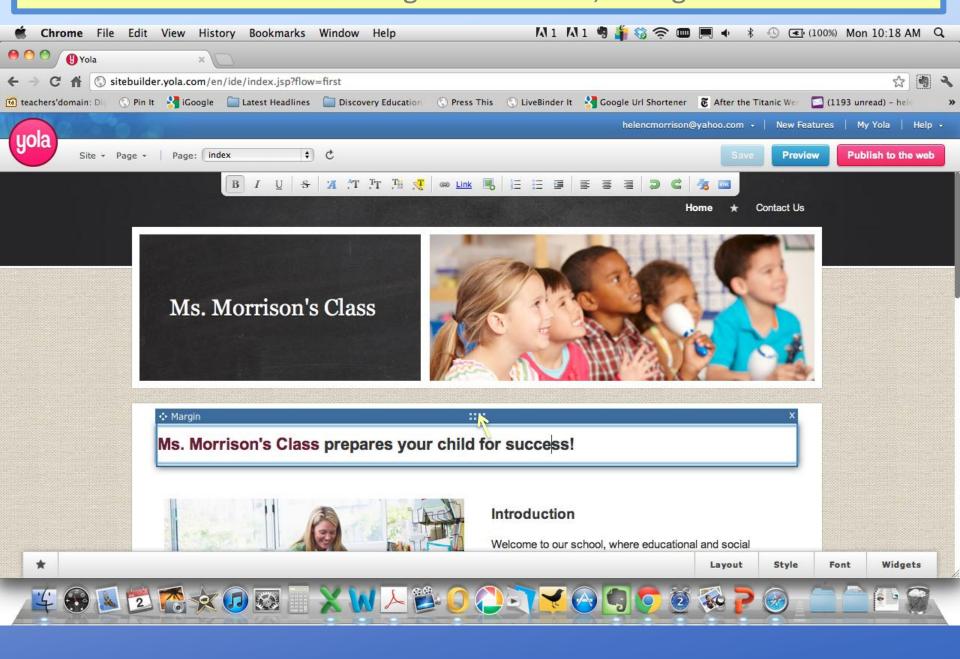


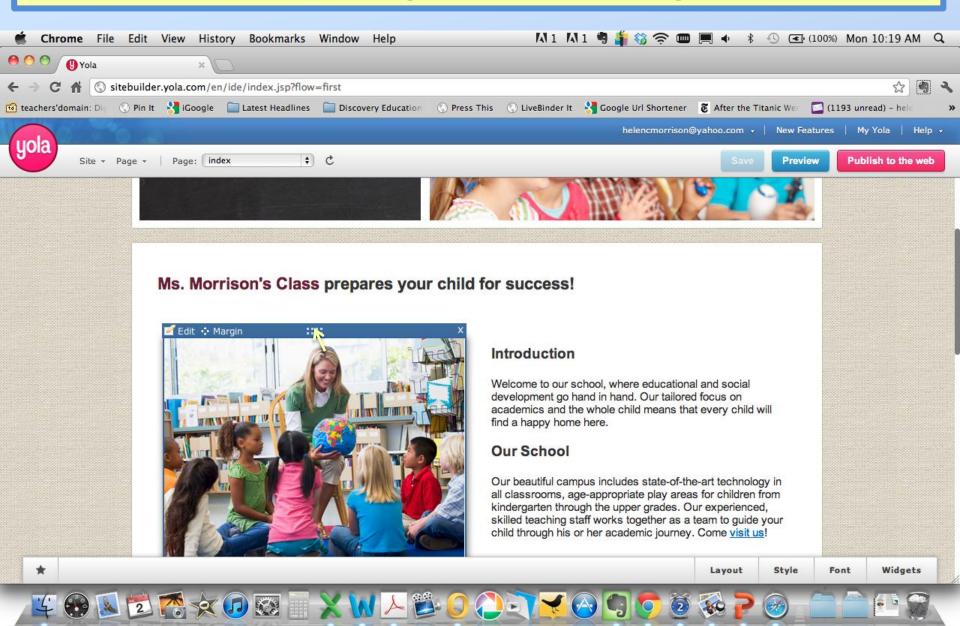
#### To go back to the edit page, click here.

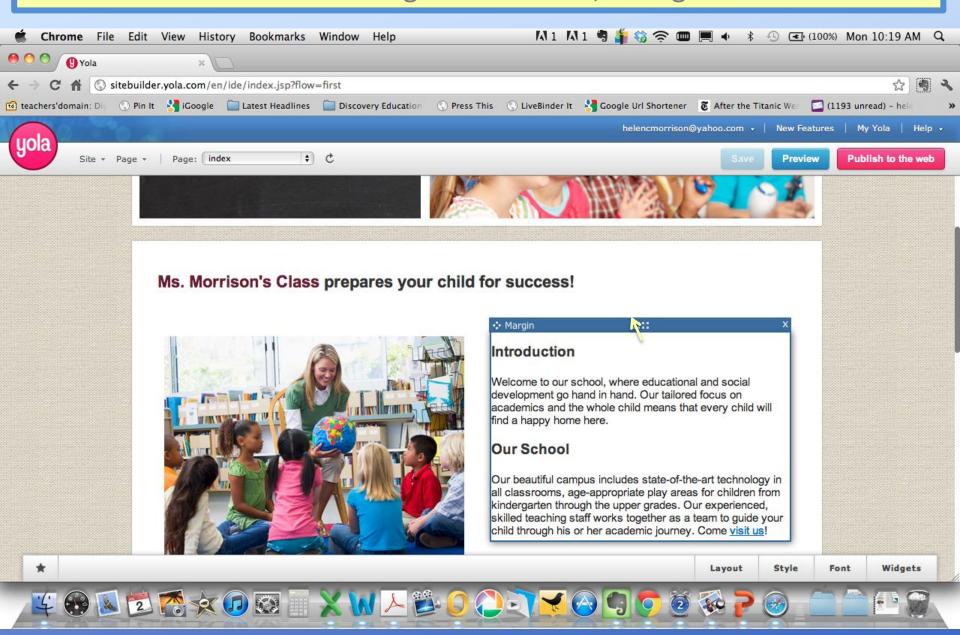


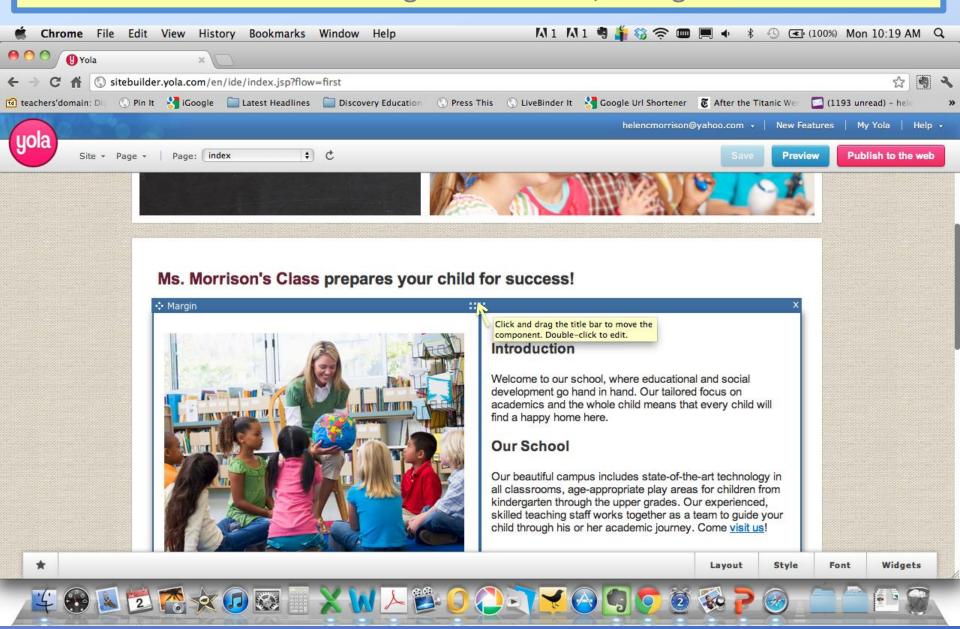


# Widgets

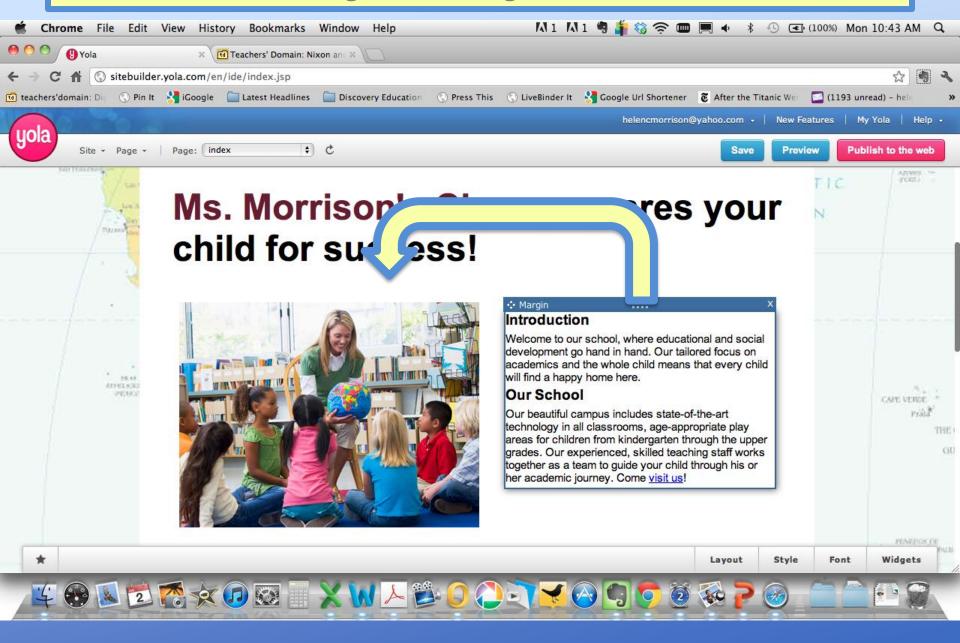




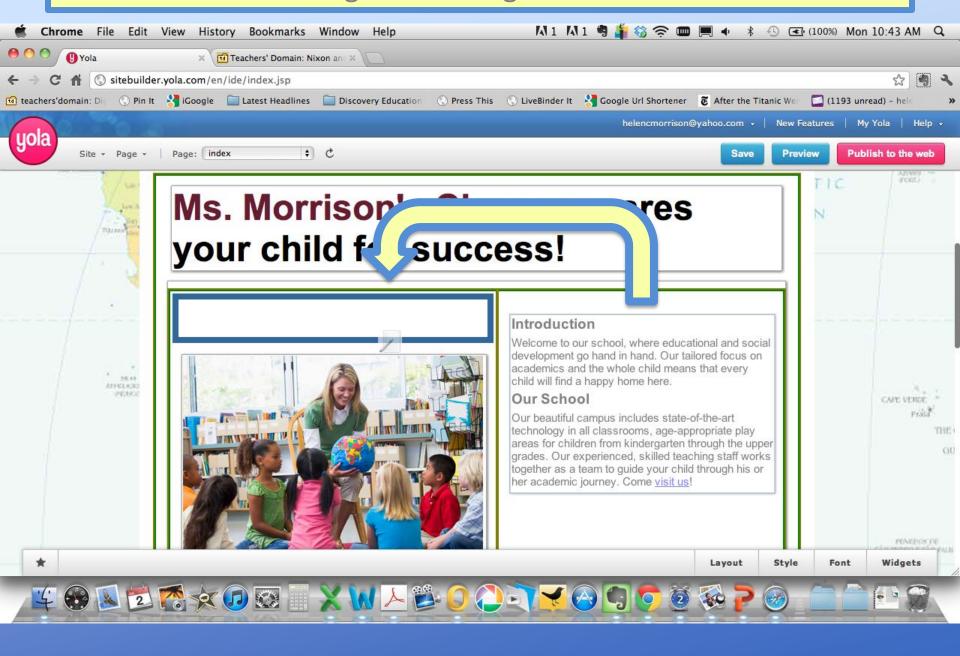




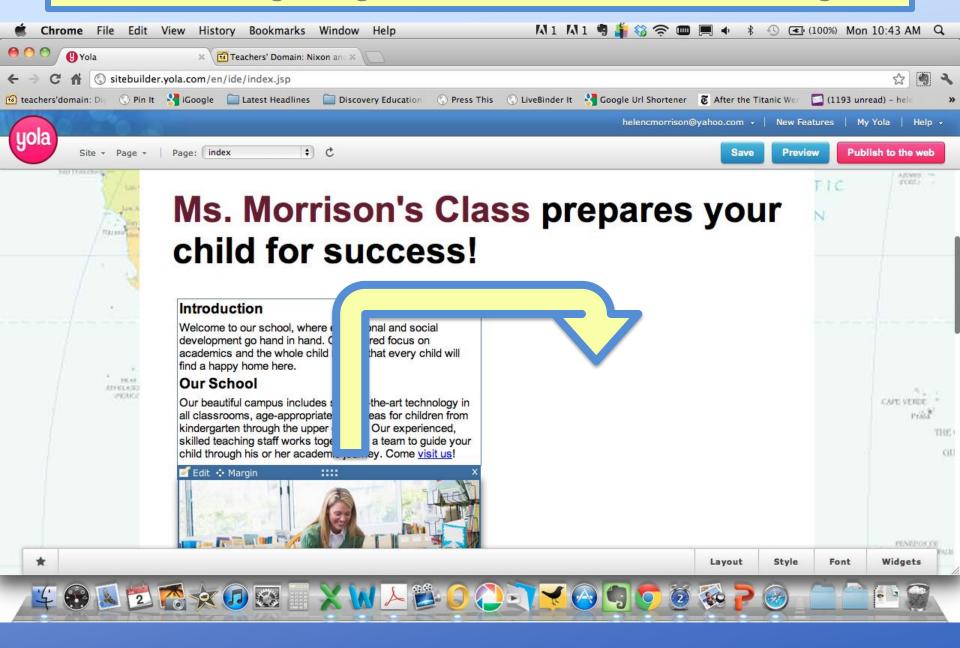
#### Grab the text widget on the right and move it to the left



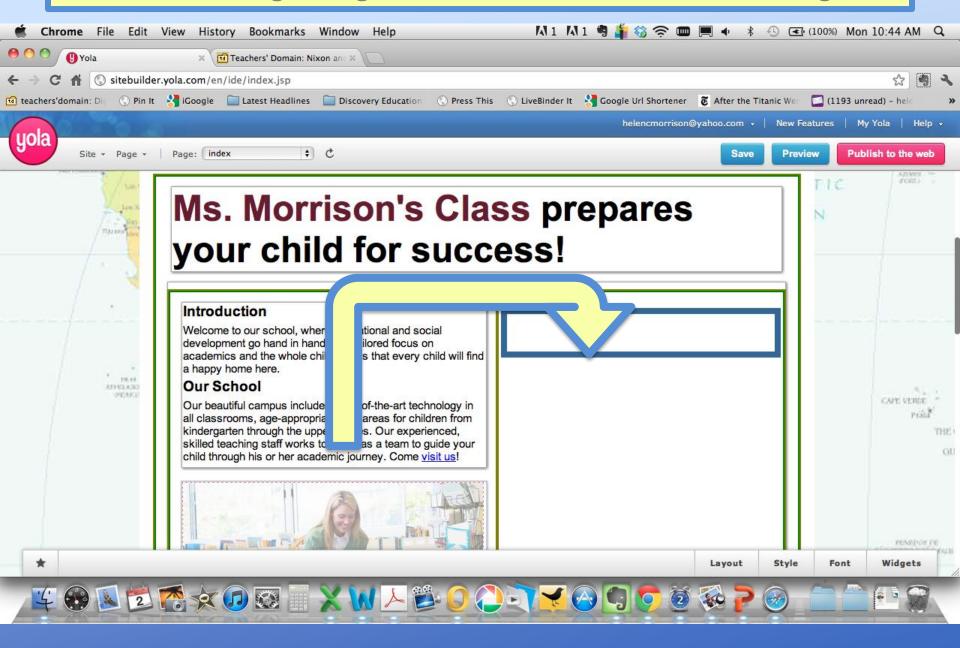
#### Grab the text widget on the right and move it to the left

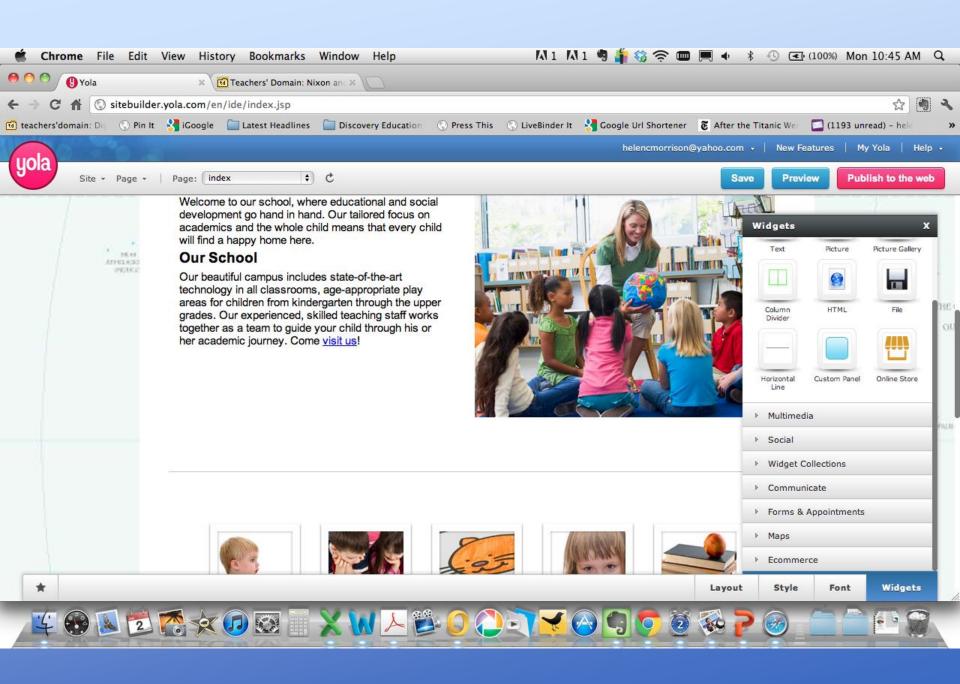


#### Grab the image widget on the left and move it to the right

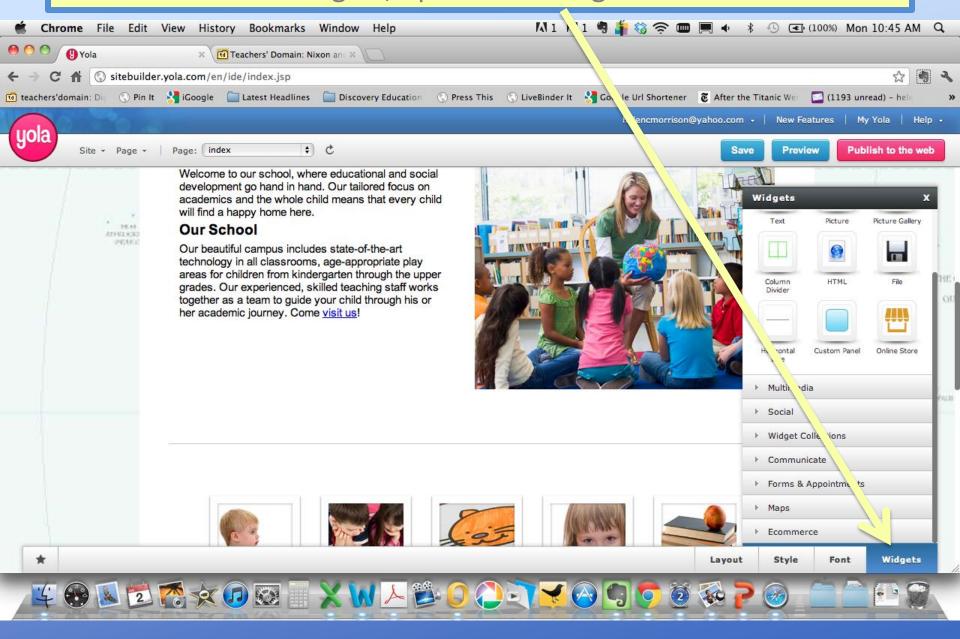


#### Grab the image widget on the left and move it to the right

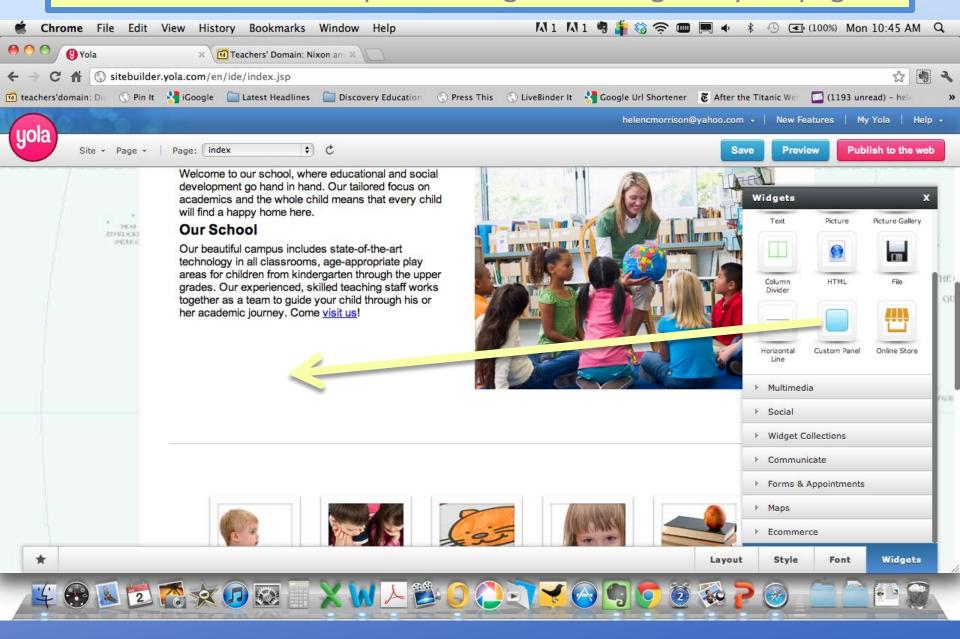




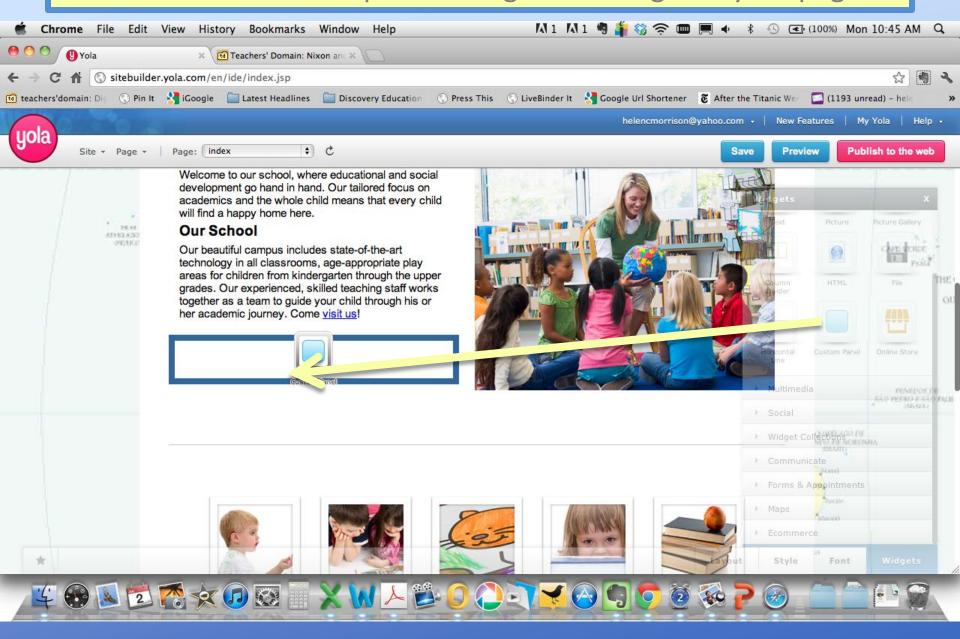
#### To add widgets, open the "Widgets" window



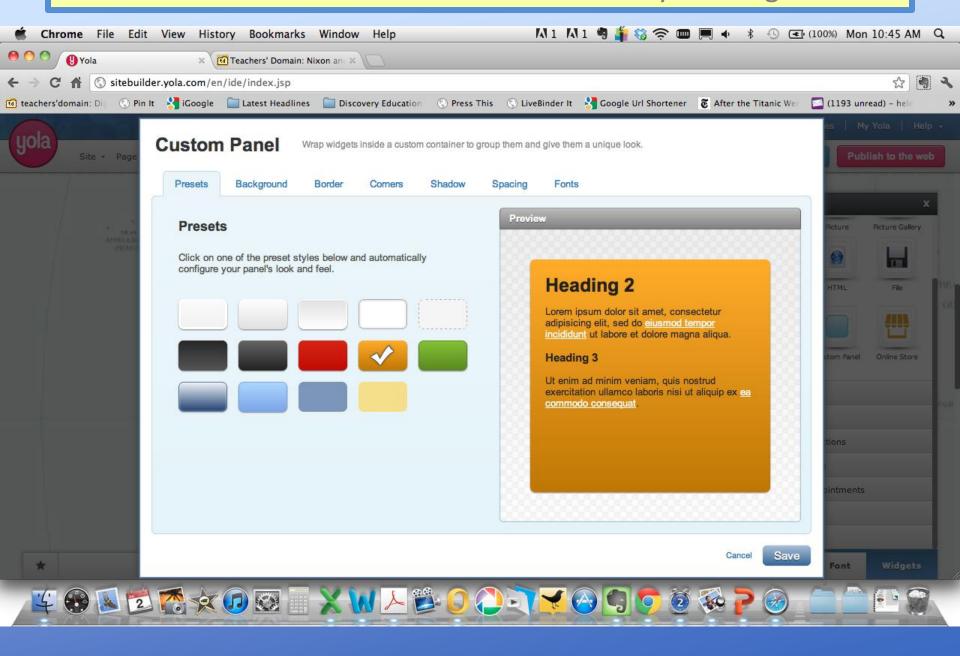
#### Click on the "custom panel" widget and drag it to your page.



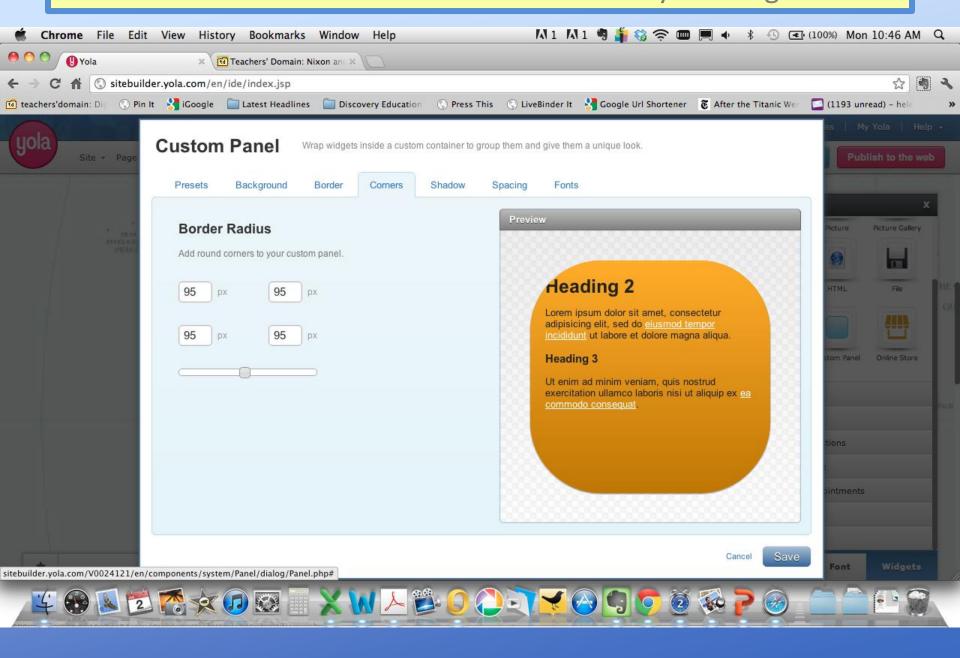
#### Click on the "custom panel" widget and drag it to your page.



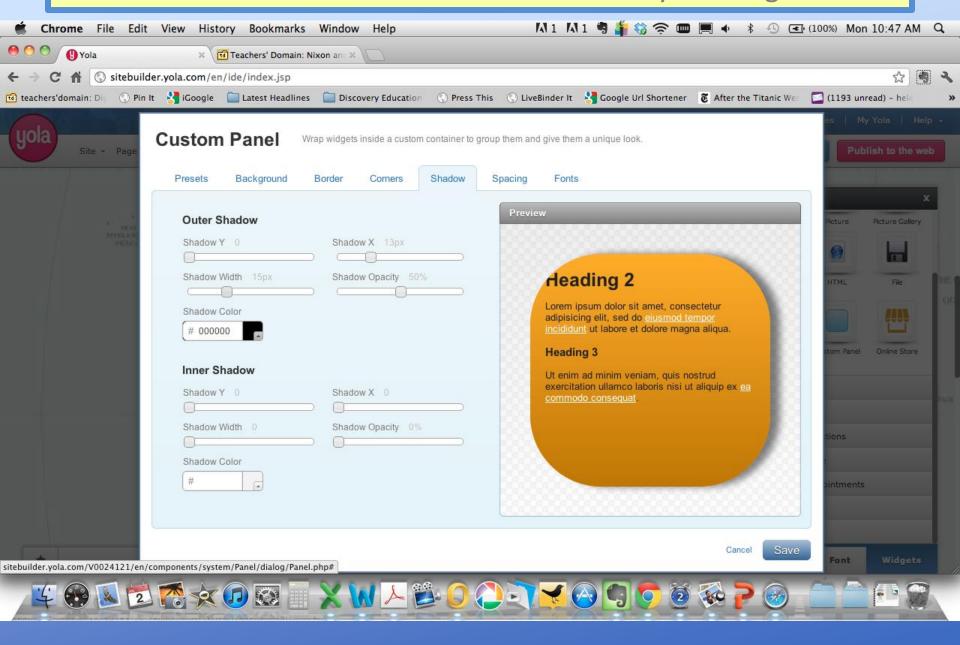
#### Choose a color and make some other style changes.



#### Choose a color and make some other style changes.

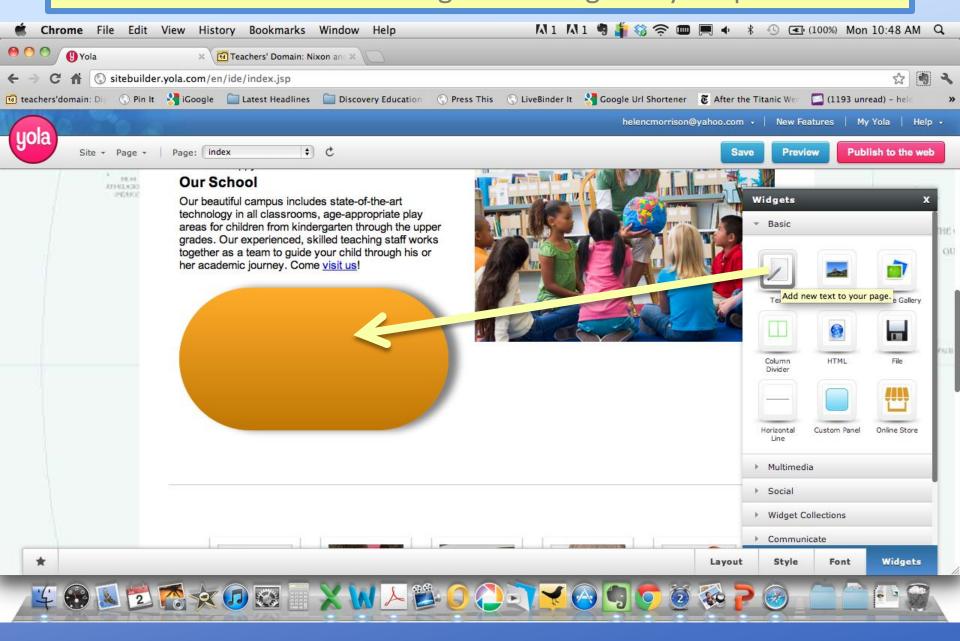


### Choose a color and make some other style changes.

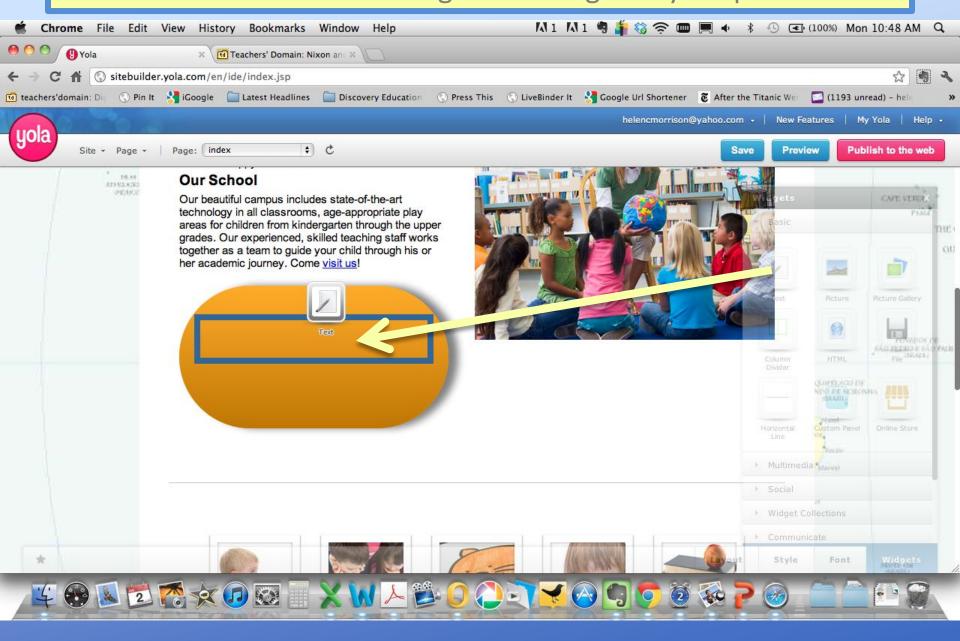




### Click on the "text" widget and drag it to your panel.



### Click on the "text" widget and drag it to your panel.



### Click on the "text" widget and add some text.



### Use the formatting bar to edit your text.



### **Basic Widgets**



### Multimedia Widgets



### **Social Widgets**

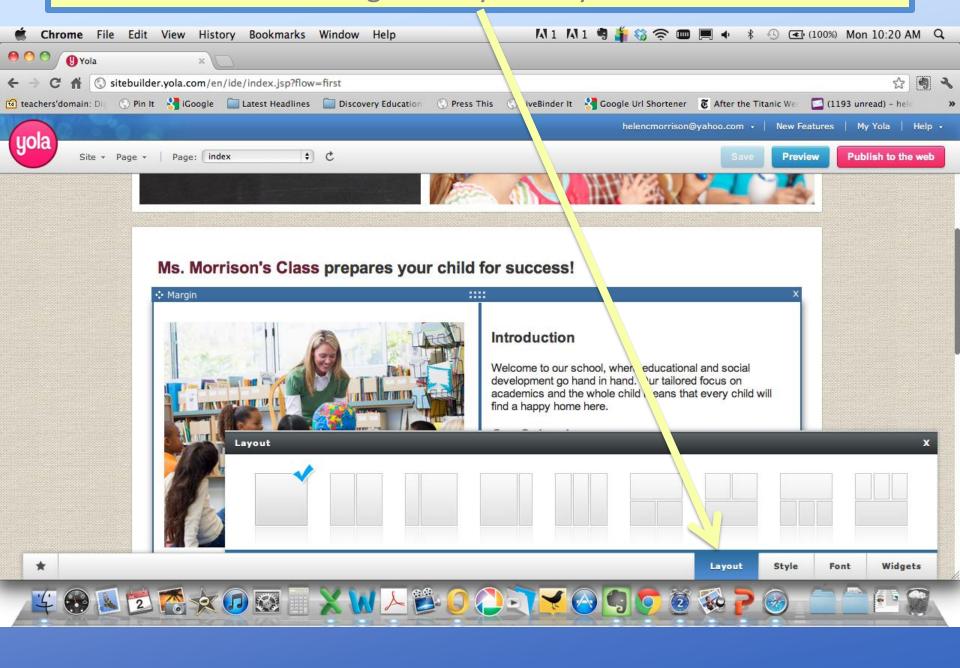


### Map Widgets

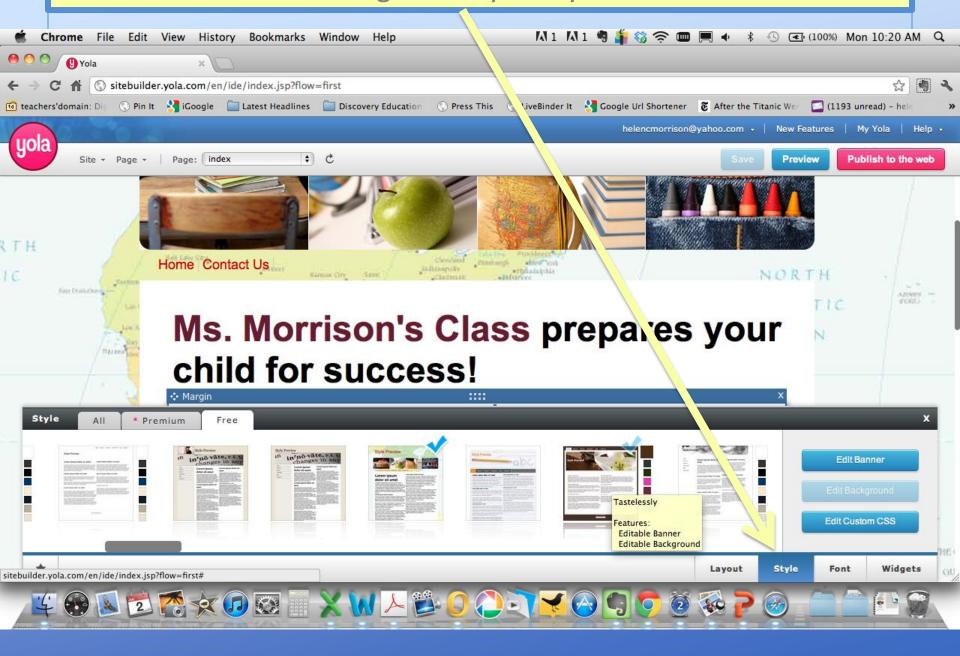


# Appearance

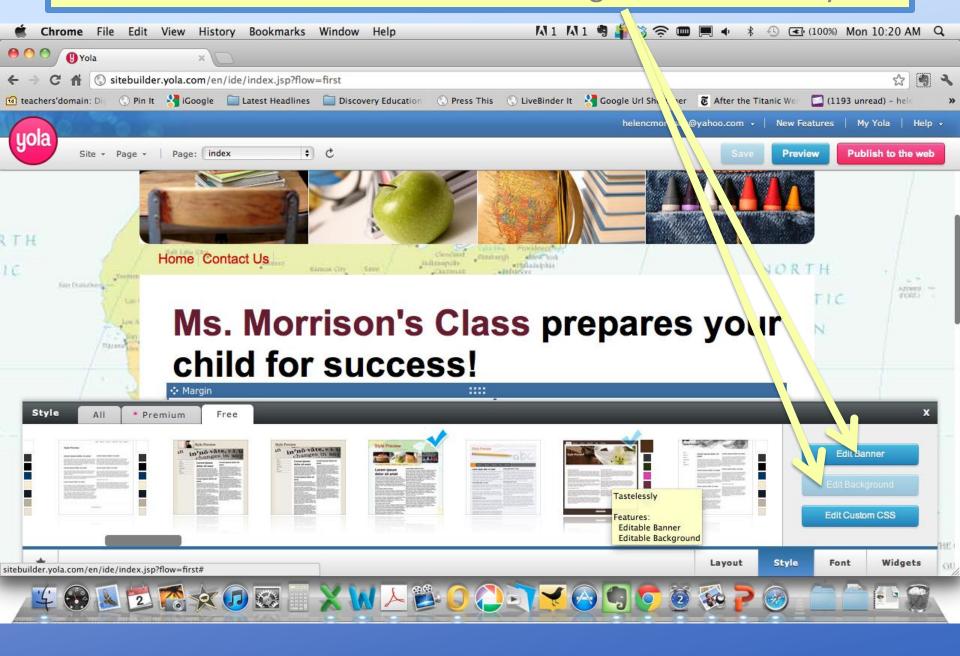
### You can change the layout of your site here.



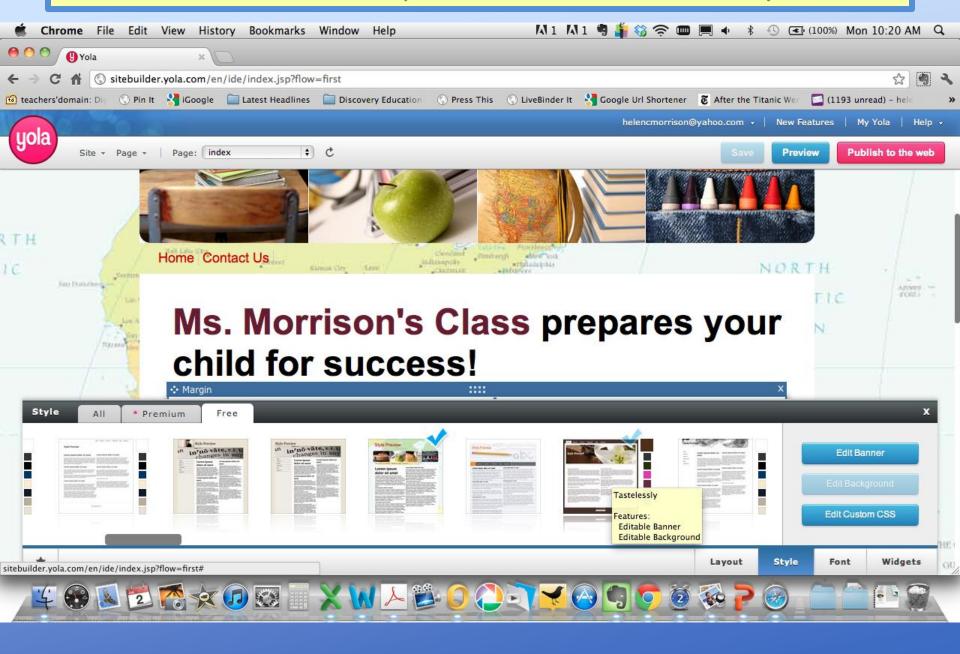
### You can change the style of your site here.



### You can customize the banner and background of some styles.



### Click on one of the free options and then close the Style menu

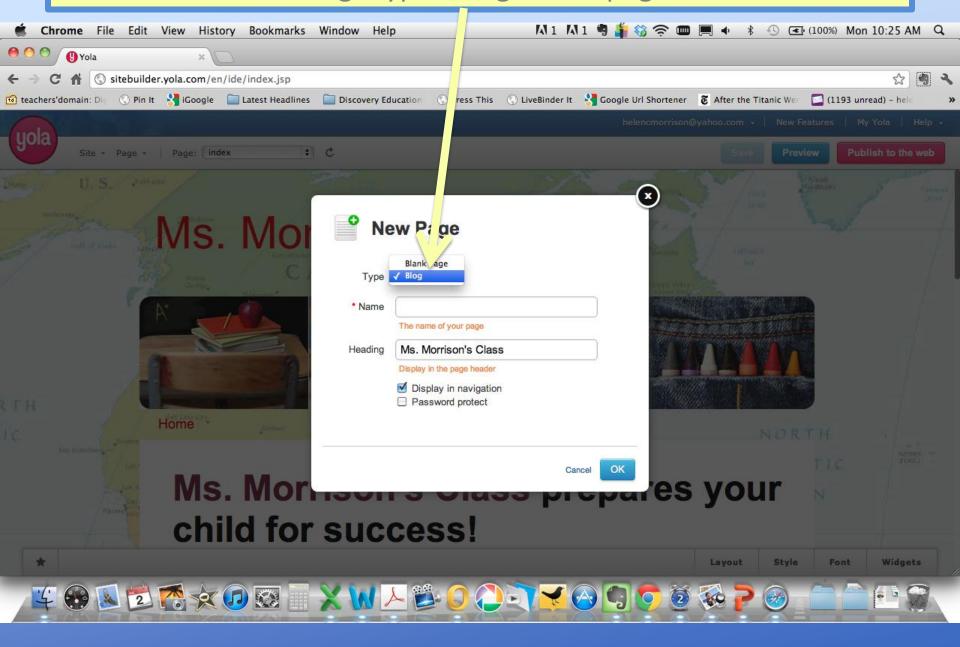


### Adding a Blog for Assignments

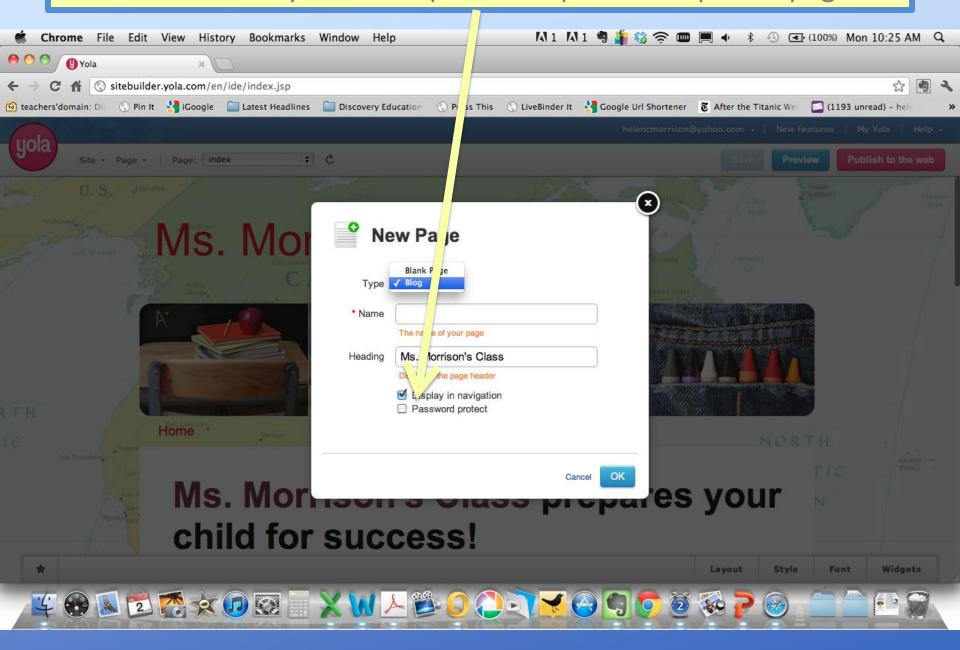
### Click on "Page" and select "Add New Page"



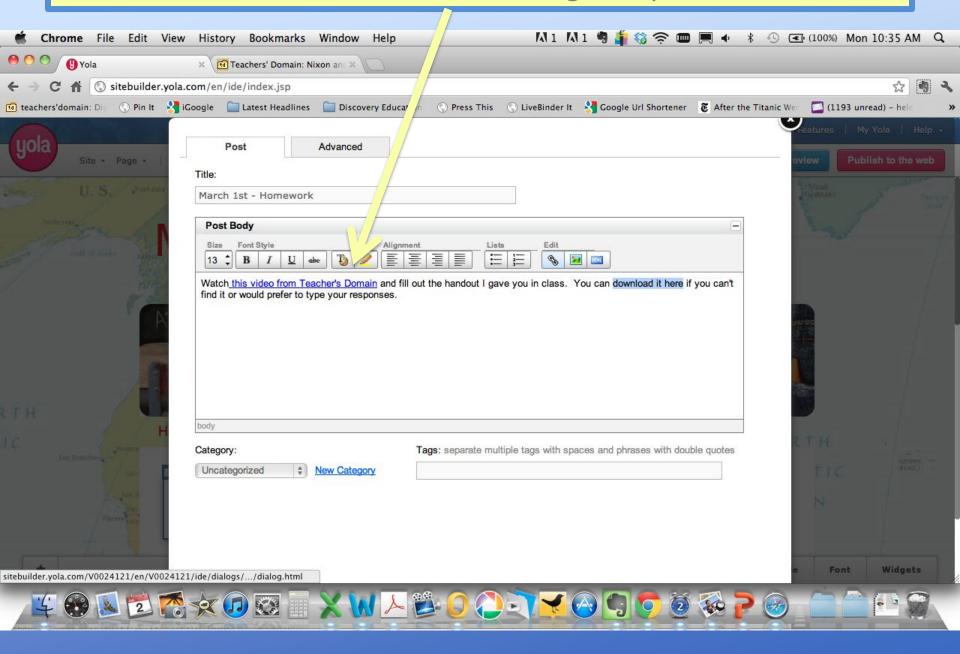
### Choose "Blog" type and give the page a name.



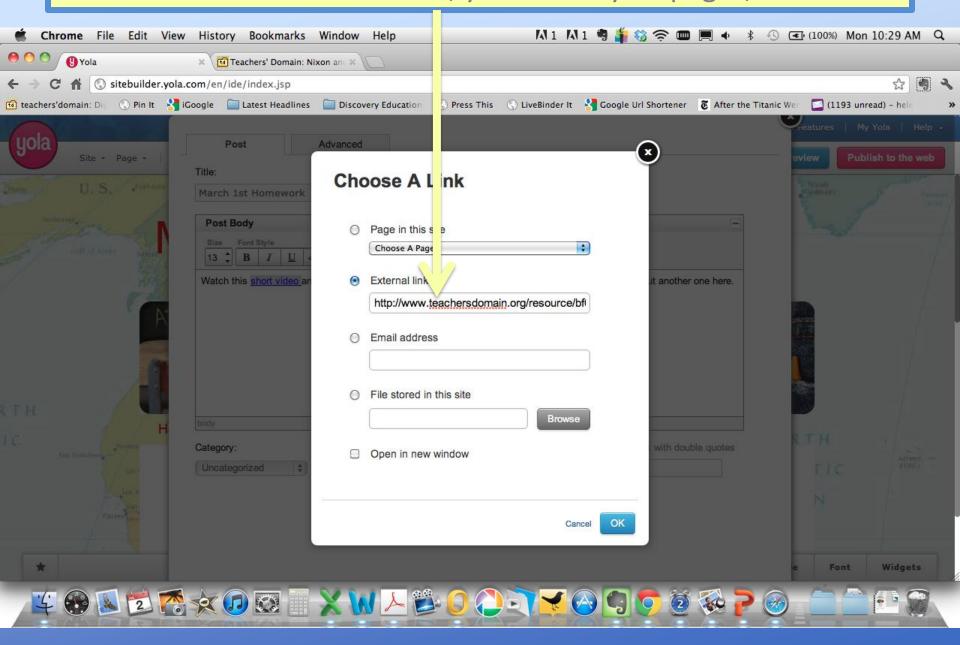
### Here is where you would password protect a specific page.



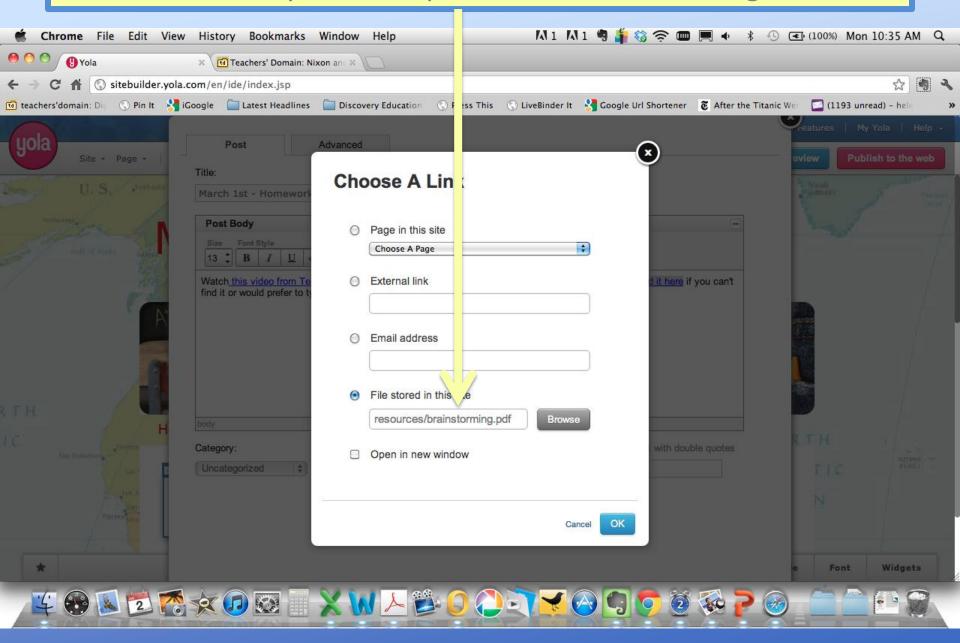
### You can add links and images to posts.



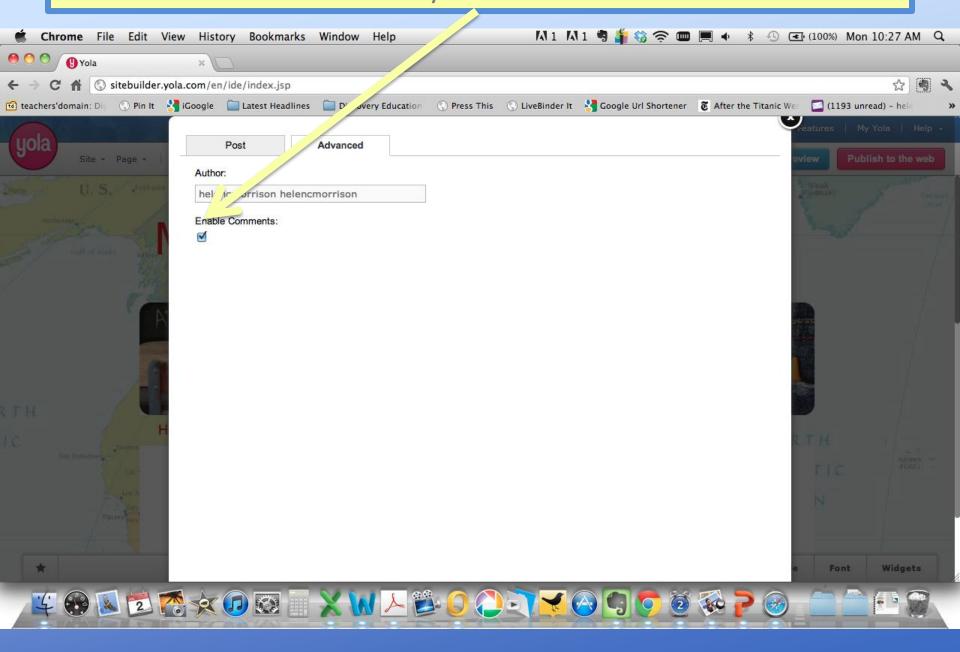
### You can link to external sites, your other yola pages, email . . .



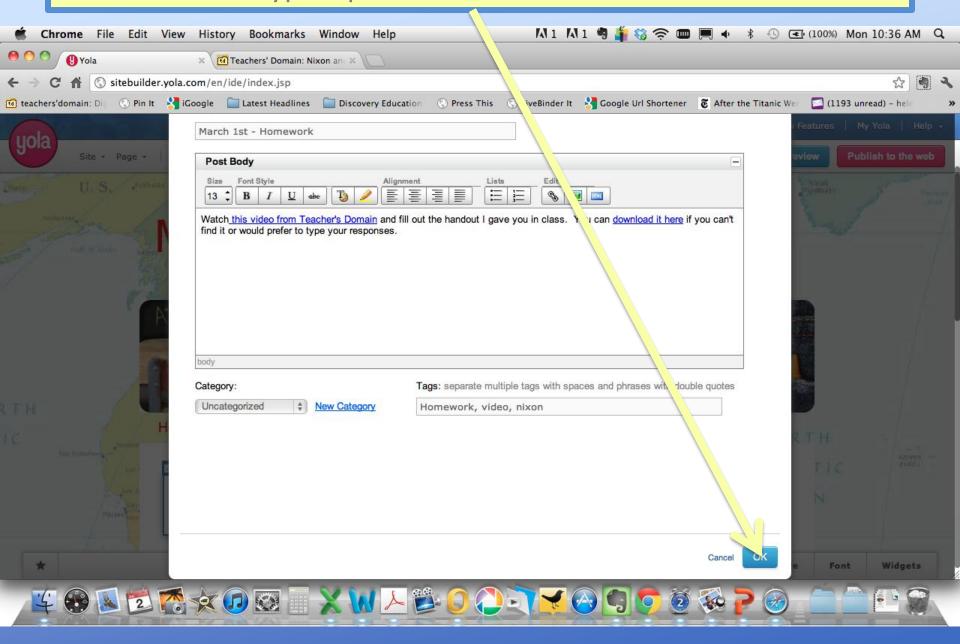
### and files you have uploaded to the file manager.



### The "Advanced" tab let's you enable or disable comments.



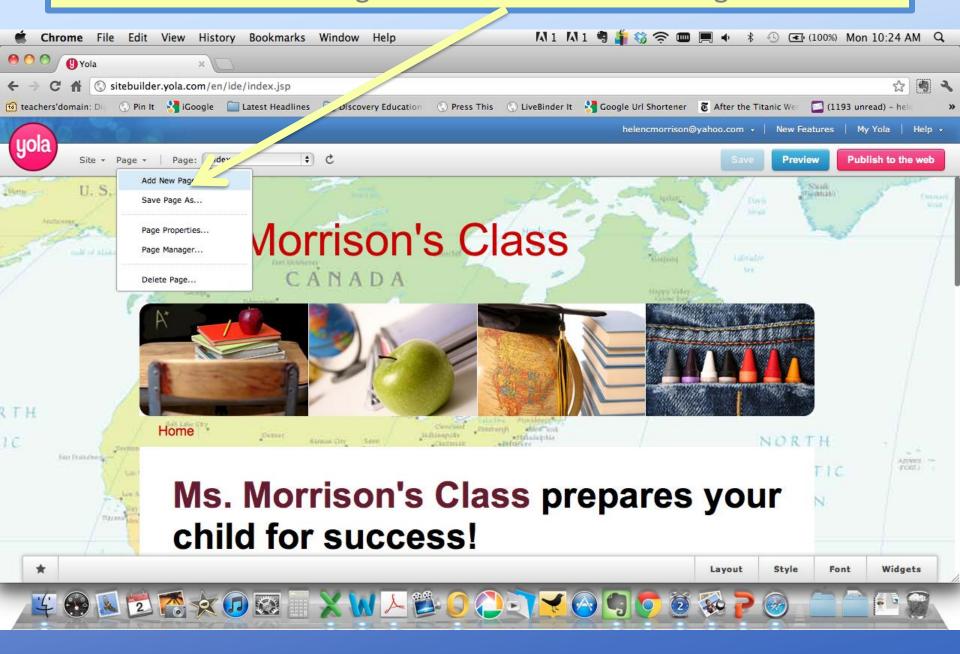
### Type a post. BE SURE TO HIT OK !!!



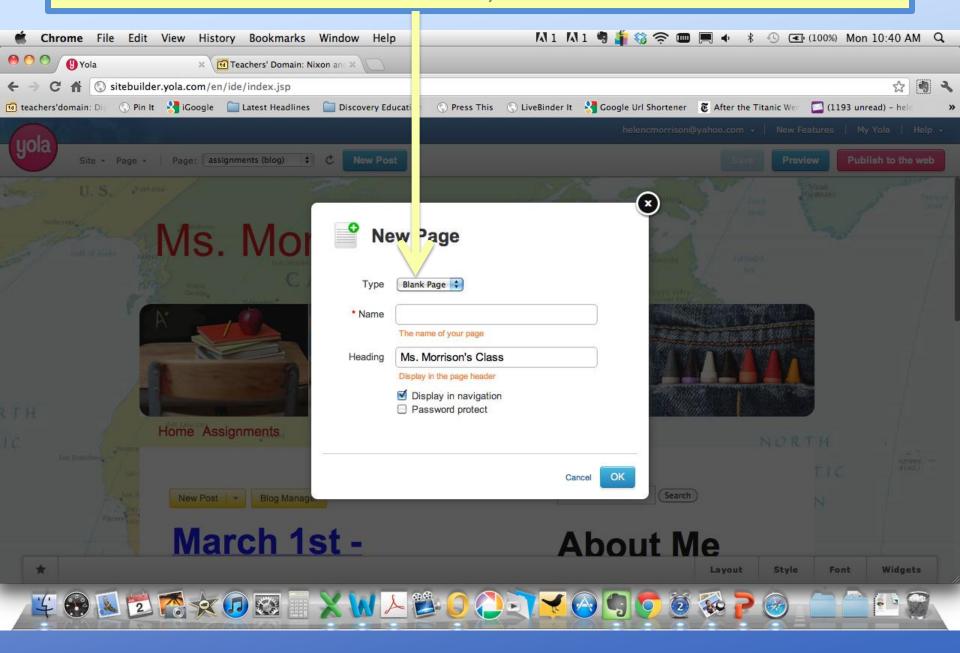


### **Embedding Resources**

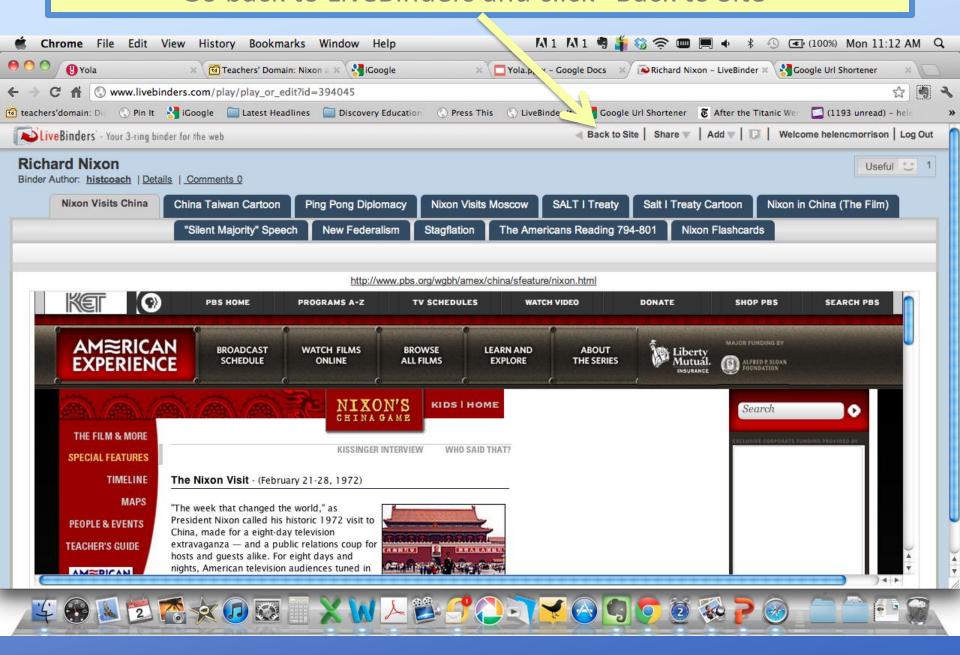
### Click on "Page" and select "Add New Page"



### This time choose blank, name it and click ok.



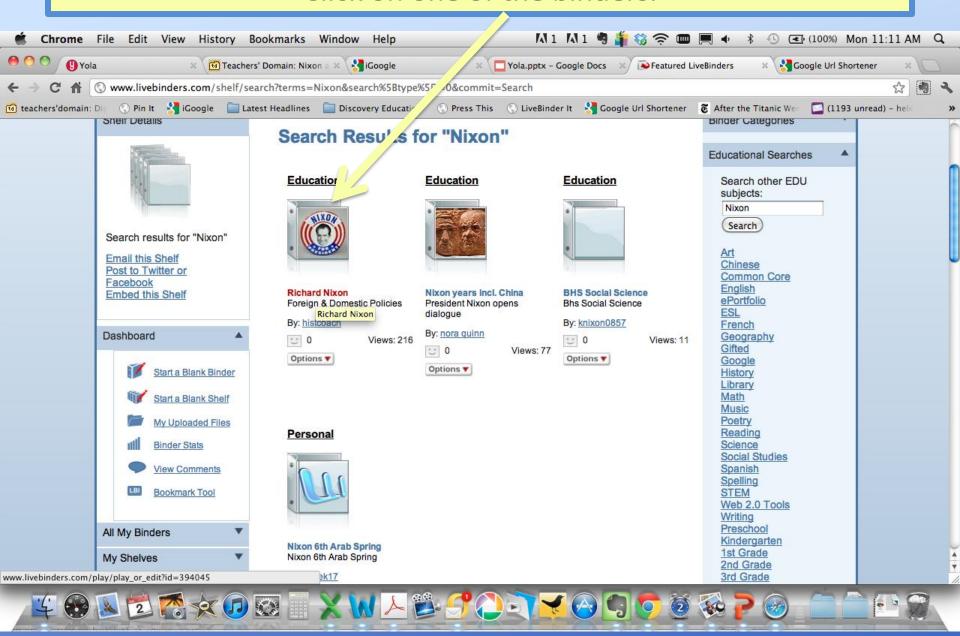
### Go back to LiveBinders and click "Back to Site"



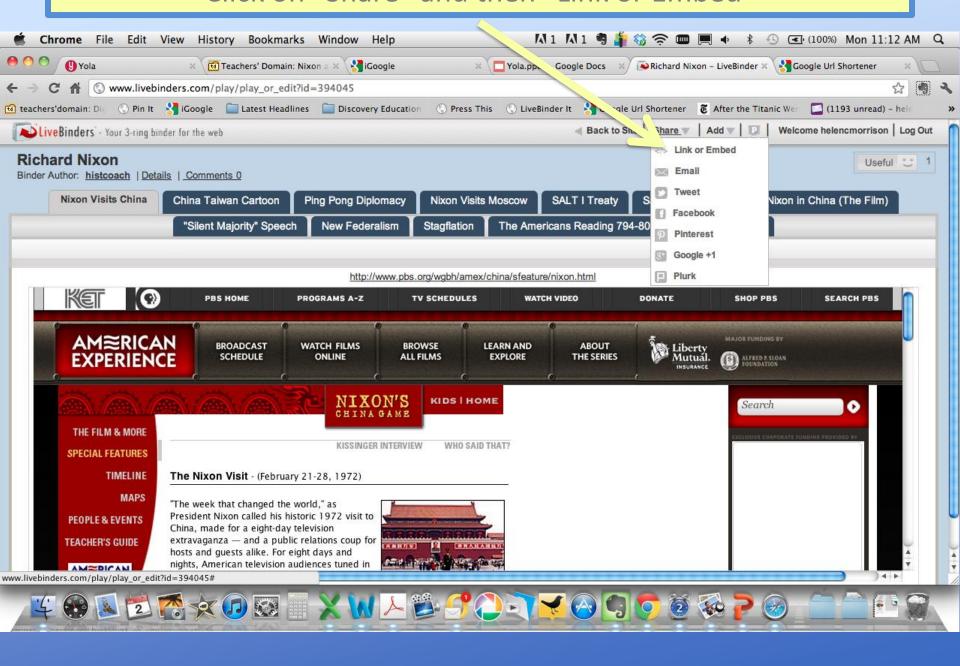
### Search for a topic of interest.



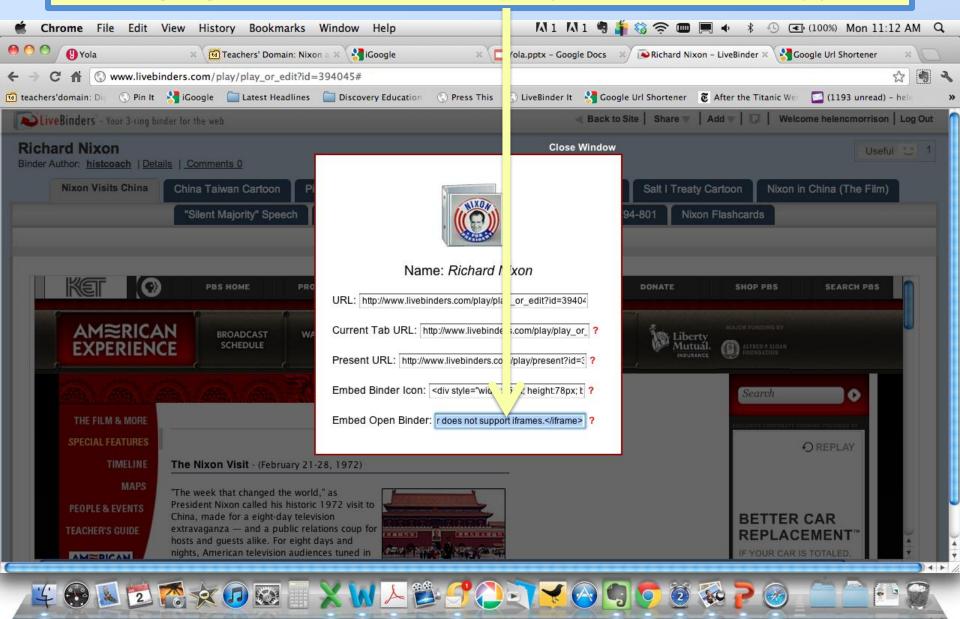
#### Click on one of the binders.



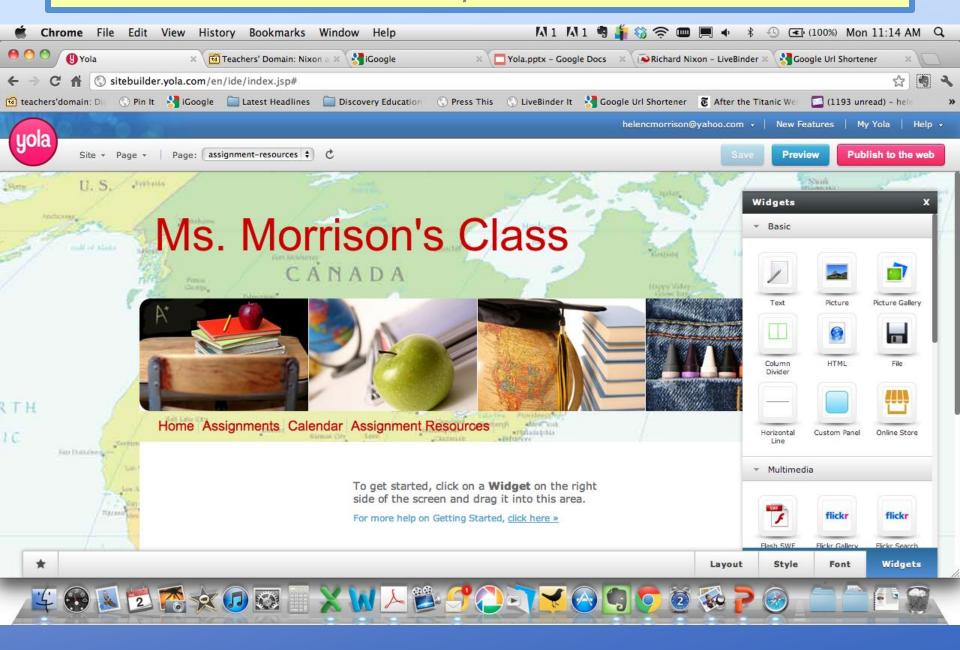
### Click on "Share" and then "Link or Embed"



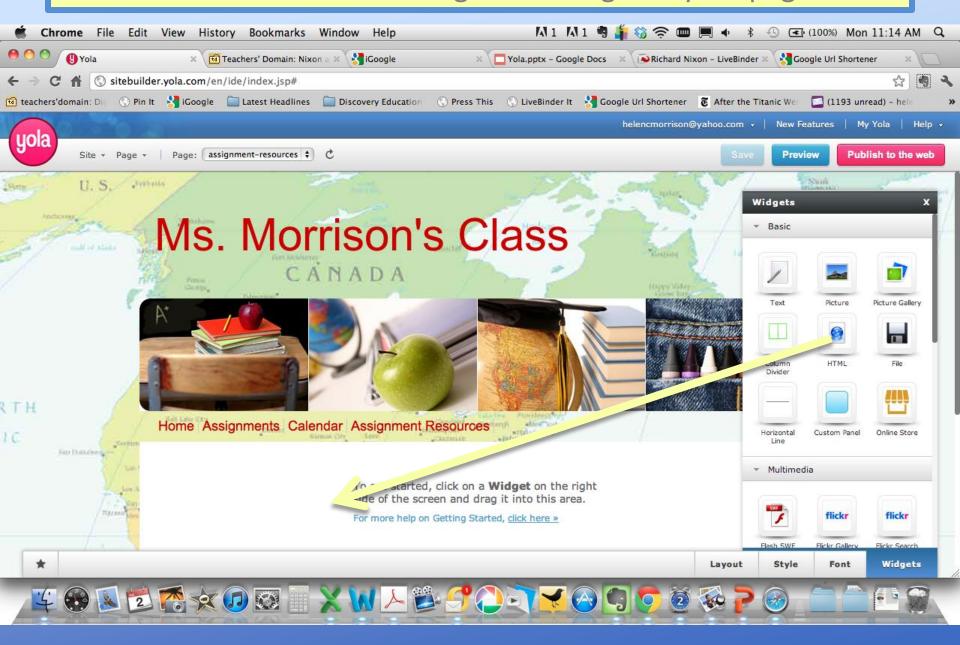
### Highlight the code for "Embed Open Binder" and copy



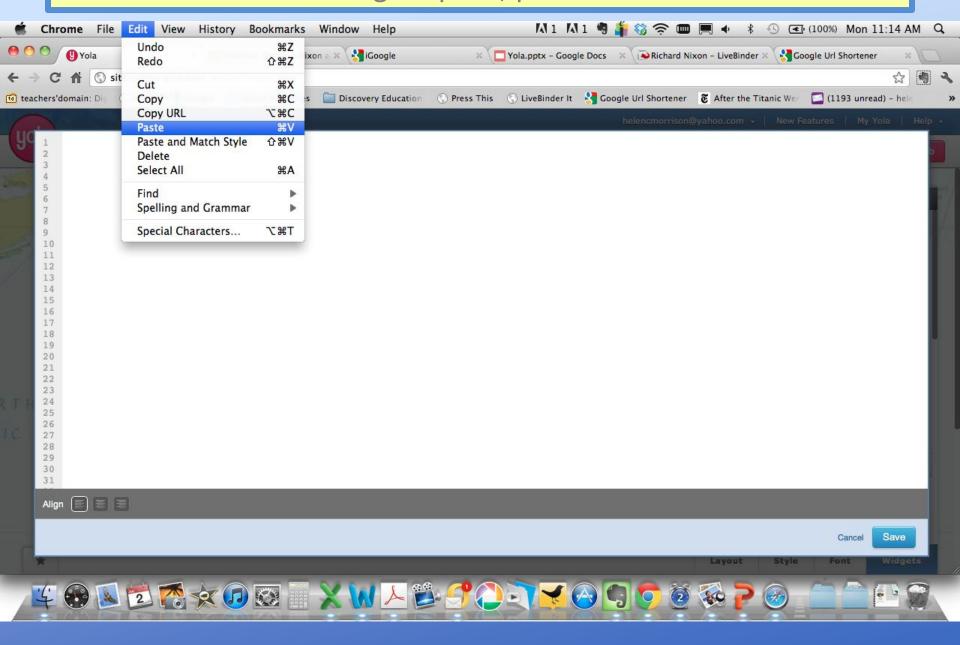
### Return to your Yola site



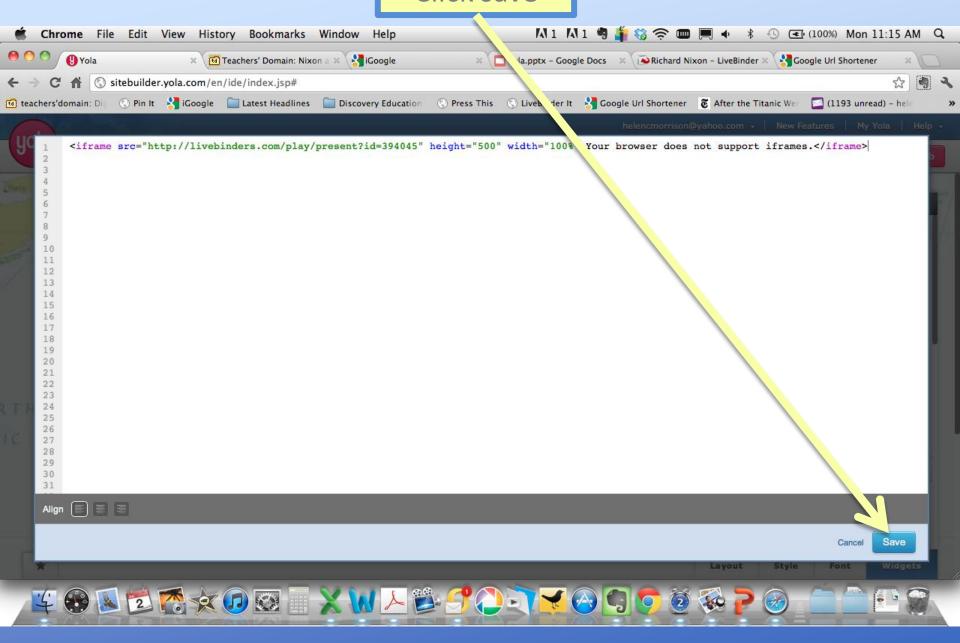
### Click on the "HTML" widget and drag it to your page.



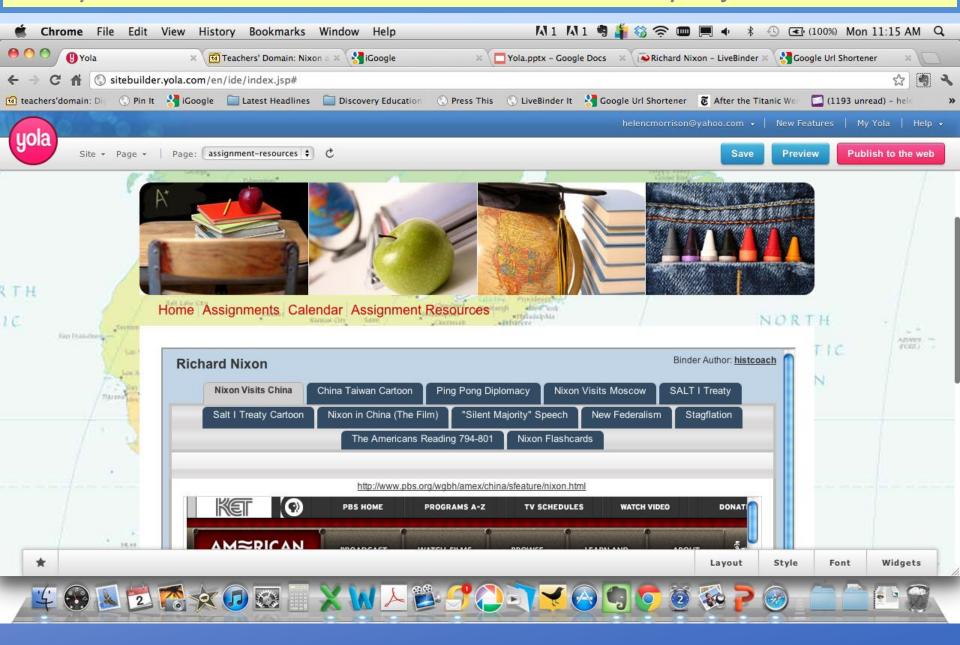
### When the "HTML" widget opens, paste the code into the box.



### Click save

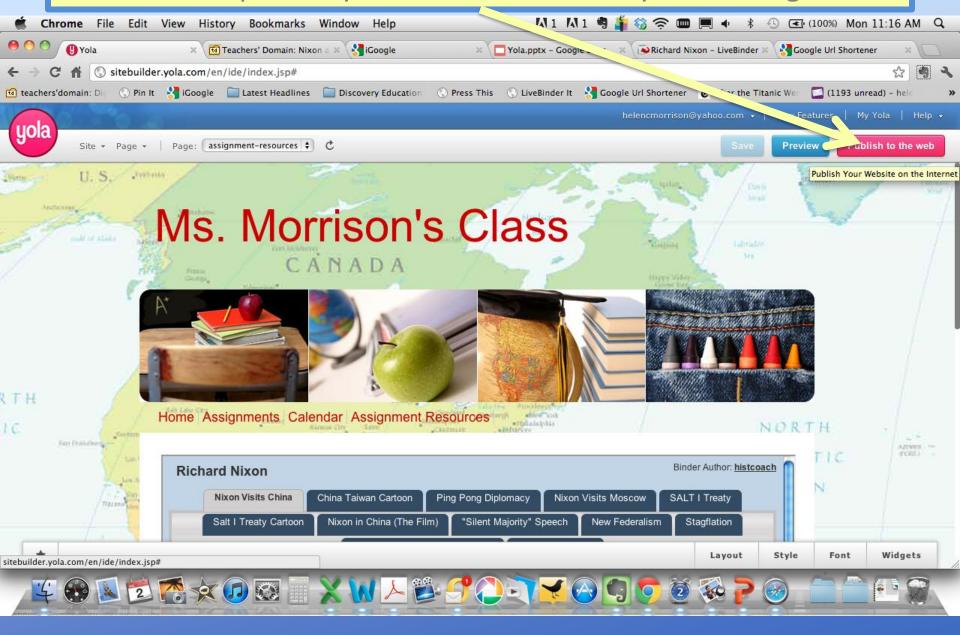


### Many online resources come with embed codes – you just have to look.

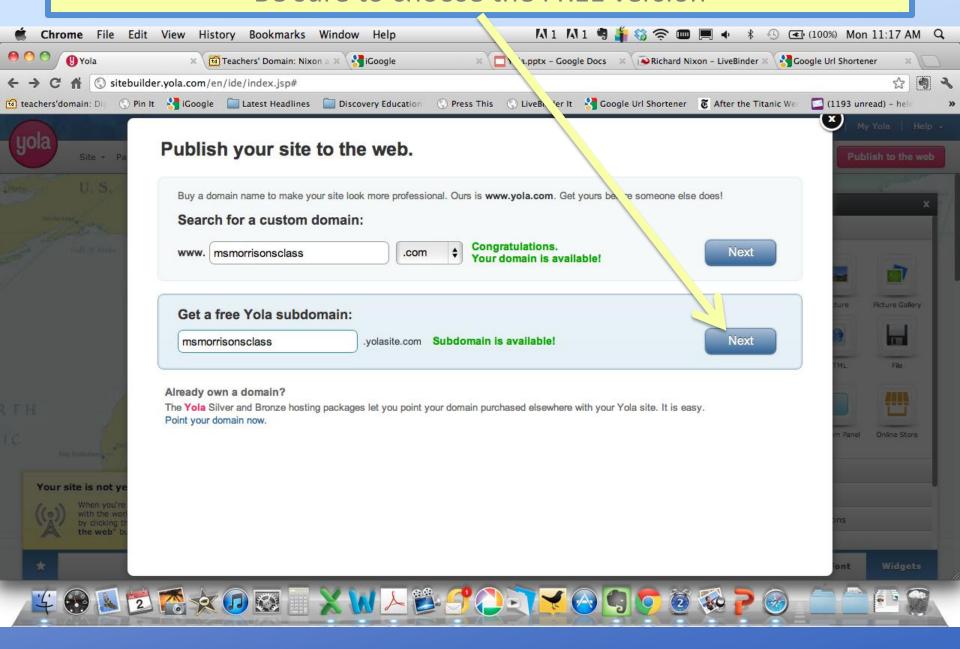


# Publishing Your Site

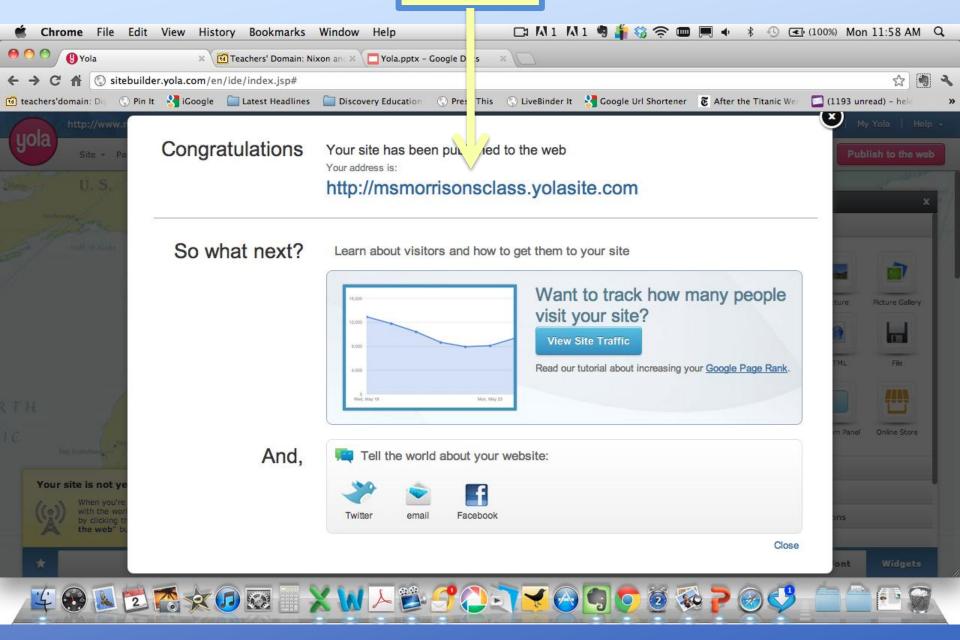
### Click here to publish your site or to make any new changes live.



#### Be sure to choose the FREE version

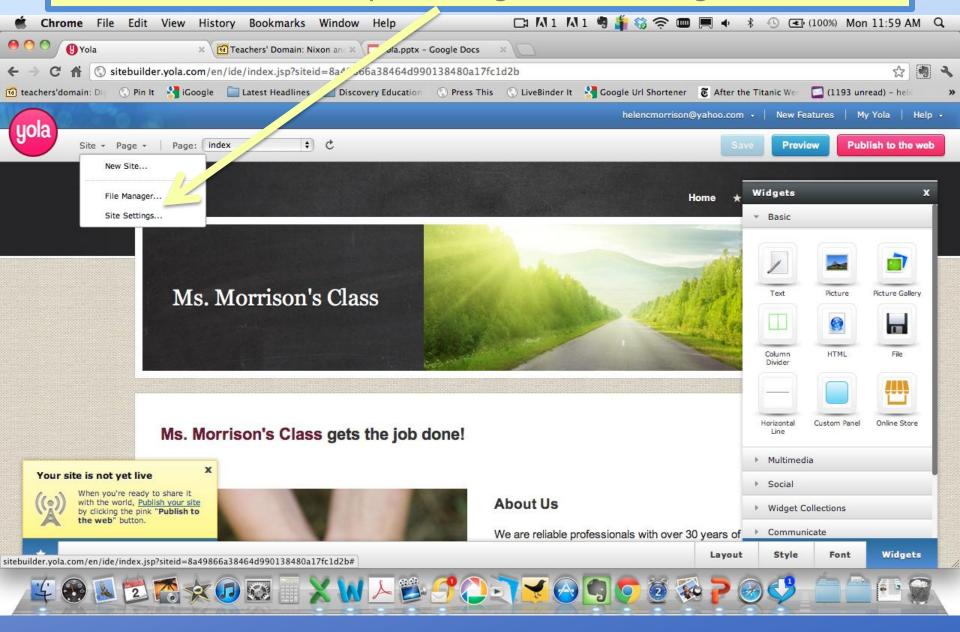




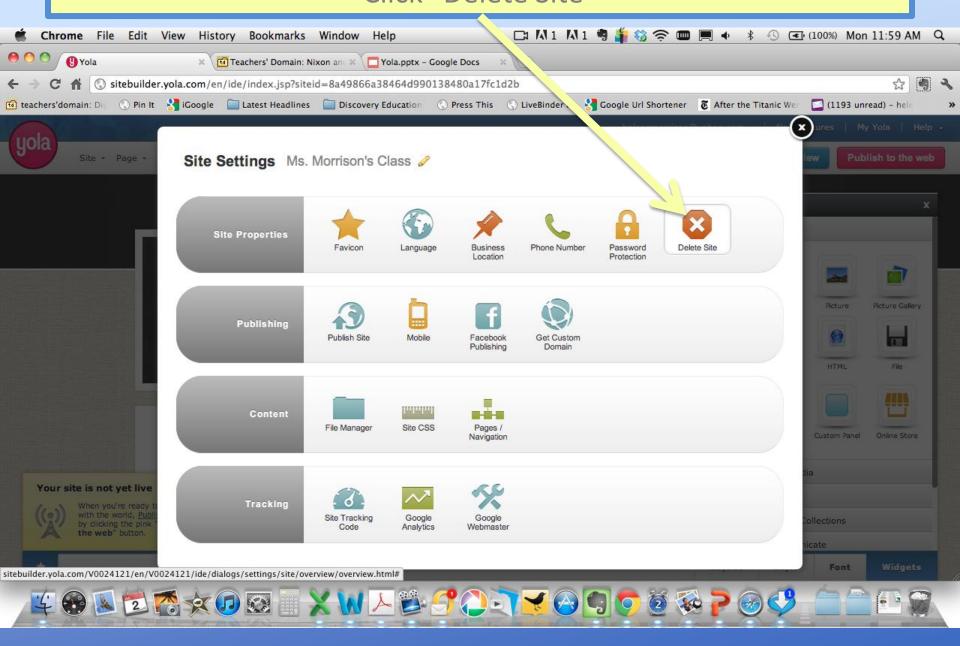


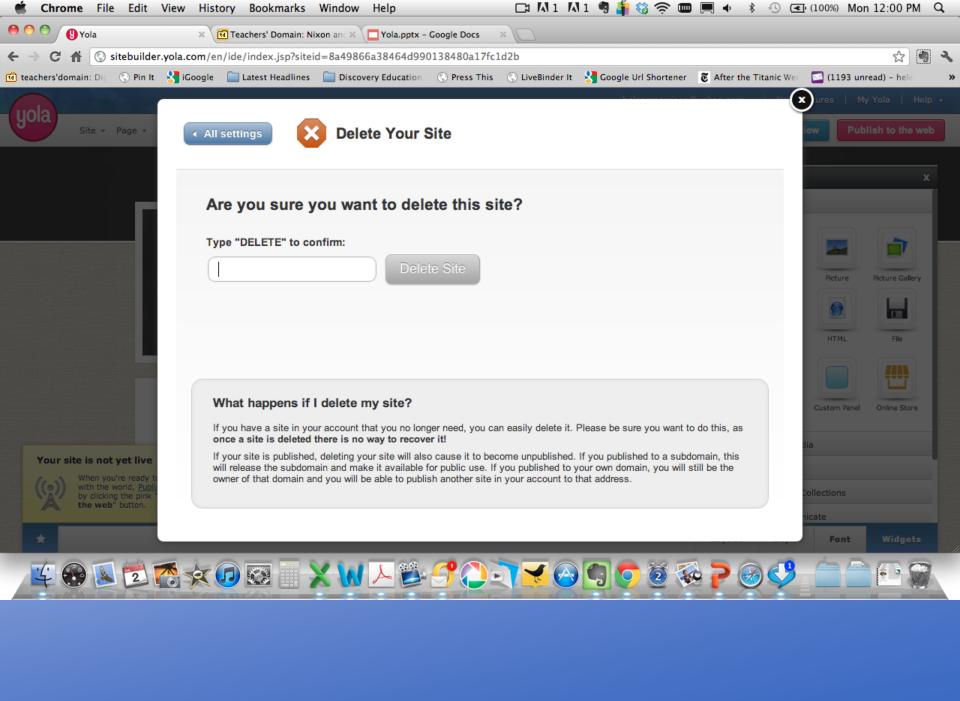
## Deleting Your Site

### To delete your site, go to site settings



### Click "Delete Site"





# Free and Easy Website Building and Hosting

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hmorrison@ket.org