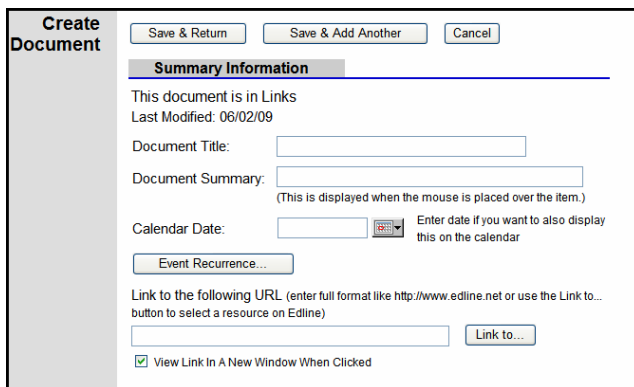
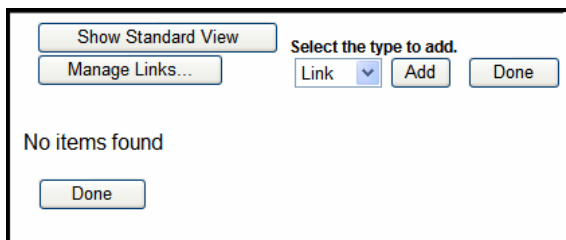



ABC Unified School District Technology Professional Development Program

Adding Links

Edline allows you to add web links to your class page that correlate to what you are teaching. These could be links to research, games, or online textbook information



In the My Classes shortcut box, click the class name to choose a class to update

- Click the “**Edit**” button  in the **Links** section
- From the dropdown, choose what you would like to add (Link, etc)
- Click “**Add**”

- Enter your **Summary Information**.
 - Document Title: The title of the web page
 - Document Summary: Indicate how this website is relevant to your class
- Enter a date (optional) if you want this item to display on the calendar
- Enter the URL of the website to link to. Be sure to include the “http://”. You can copy the URL from the address line from the website and paste it in.

Multiple Posting

Select one or more groups and use the "Add" and "Remove" buttons.

Available Groups:

- ABC Unified School District
- Cerritos High School (33)
- Haskell Middle School (27)
- Juarez Elementary School (12)
- Niemes Elementary School (1)
- Nixon Elementary School (17)
- Ross Middle School (26)
- Wittmann Elementary School

Additional Posted Groups:

Buttons: Add >> << Remove

Document Visibility

Everyone (including guest users) can see this document.

Change Visibility

Buttons: Save & Return Save & Add Another Cancel

- **Multiple Posting** (Optional) If you want to post this link item to several classes, select the classes in the **“Available Groups”** box and click the **“Add”** button. (To select multiple classes all at once hold down the CTRL key as you select)
- **Document Visibility** (Optional) By default, this link item is visible to everyone, including guests to the site. If you want to limit who should be able to see the item, click **“Change Visibility”**
- If you wish to add another link, click **Save & Add Another** otherwise click **“Save & Return”**

Links (1-1 of 1 items)

Show Standard View Manage Links... Select the type to add. Link Add Done

Select All Unselect All Details Show 50

Name DataDirector Modified Today

Check out test scores

Select All Unselect All Details Show 50

Manage Selected Items Top

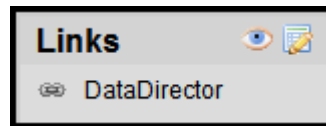
Copy To... Move To... Approve Reject Delete

Change Visibility...

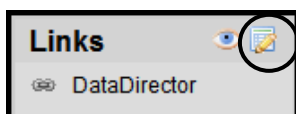
Done

- Click **“Done”**

The tile and summary of your link item will display under the Links section on your class main page.



Deleting/Editing Links



Links (1-1 of 1 items)

Show Standard View Manage Links... Select the type to add. Link Add Done

Select All Unselect All Details Show 50

Name DataDirector Modified Today

Access to test scores and CST

Select All Unselect All Details Show 50

Manage Selected Items Top

Copy To... Move To... Approve Reject Delete

Change Visibility...

Done

In the My Classes shortcut box, click the class name to choose a class to update

- Click the **“Edit”** button in the Links section. If you have existing links, they will appear in a list
- Check one or more links you wish to delete
- Click the **“Delete”** button
- Click **“Done”**

Modify Document

Summary Information

This document is in Links
Last Modified: 06/02/09

Document Title:

Document Summary:
(This is displayed when the mouse is placed over the item.)

Calendar Date: Enter date if you want to also display this on the calendar

Link to the following URL (enter full format like http://www.edline.net or use the Link to... button to select a resource on Edline)

View Link In A New Window When Clicked

- **To Edit** an existing link item click the **“Edit”** button next to the item you wish to edit. This displays the Link Summary information page
- Make desired changes and click **“Save”** to return to the list of links
- Click **“Done”** to return to the class page