

Edline basics

When you log into Edline, the first page you see is the school home page. You can get anywhere in the school's Edline site from here.

The school home page displays school-wide information and links to classes, clubs, sports, and other activities in the school. These classes, clubs, and sports have their own home pages displaying information specific to them. All home pages are divided into the sections you see in the picture below. This picture shows a sample class home page. If you do not see a particular section shown here, then your school is not using that section yet.

It is important that you use the links and buttons on Edline's pages to move around the site. As a general rule, do NOT use the browser's "forward" and "back" buttons (it's OK to use them inside the online Help system).

Each section in the picture below is described very briefly. For more information, please click the blue "Help" button at the top of the web page.

Shortcuts (Parents only)
Click a student's name to see links to his or her classes and reports. Click "My Shortcuts" to get back to your own links.

My Contents
Links to grades and other reports (click *Private Reports*). Links to school and class events (click *Combined Calendar*).

My Classes
My Activities
Links to *your* classes and activities in Edline.

Command Center
Change your password, security question, email address, and email settings from here.

Navigation Bar
Click "Home" to go to the school home page, "Help" to get help, and "Exit" to log out.

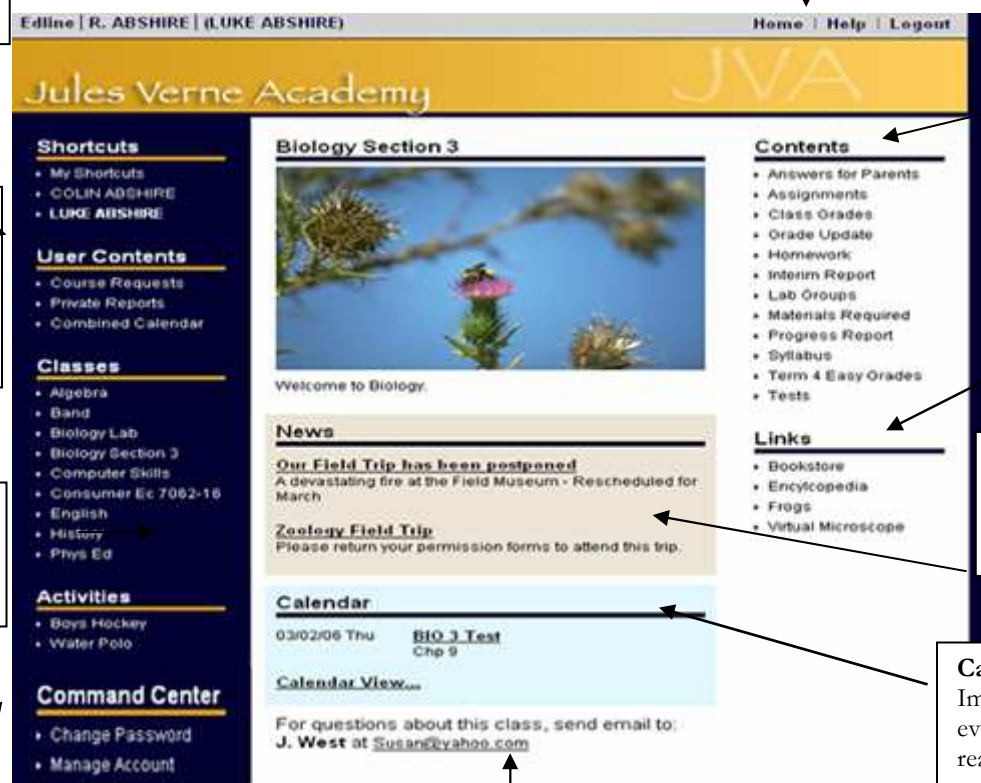
Contents
On a school home page, links to *all* of the school's classes, activities, and sports in Edline. Also, links to school or class information.

Links
Links to other websites outside of Edline.

News
Important school or class announcements. Click an item to read it.

Calendar
Important school or class events. Click an event to read about it.

Email (in classes, activities, and sports only)
Click on the email address to send the teacher a message. The teacher may decide to hide his or her email address.



Viewing class information

The class home page is the place to get information about any class.

To get to a class home page, click on the class name in the My Classes box on the left side of any home page.

For parents, first click on the name of a child in your Shortcuts box on the left side of any home page. Then, click on the class name in the Classes box on the left side of the page.

The main sections are described very briefly below. For more information, please click the blue "Help" button at the top of the class homepage.

Contents
Look here for grades, assignments, study guides, and other class-specific information.

Links
Links to useful websites related to class material.

News
Class announcements and updates. Click an item to read it.

Calendar
Important class events, assignment due dates, test dates, etc. Click an event to read about it.
You will also find these events listed on your personal calendar. Click "My Calendar" on the left side of the page to see your calendar.

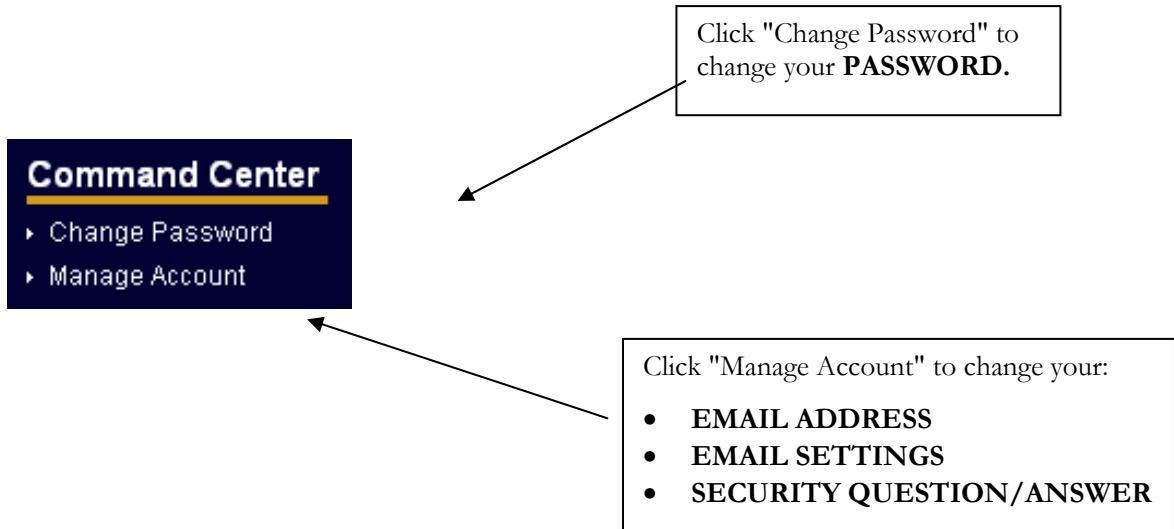
Email
Click the email address to send the teacher a message. The teacher may decide to hide his or her email address.

Changing your account information

You can only change your account information when you are logged into Edline.

All account options are in your Command Center, a yellow box on the left side of the school home page.

For more details, click the blue "Help" button at the top of the web page after clicking either "Change Password" or "Manage Account."



PLEASE NOTE: Only your school can change the first name, last name, or screen name for your account. Contact the Edline manager at your school for help.