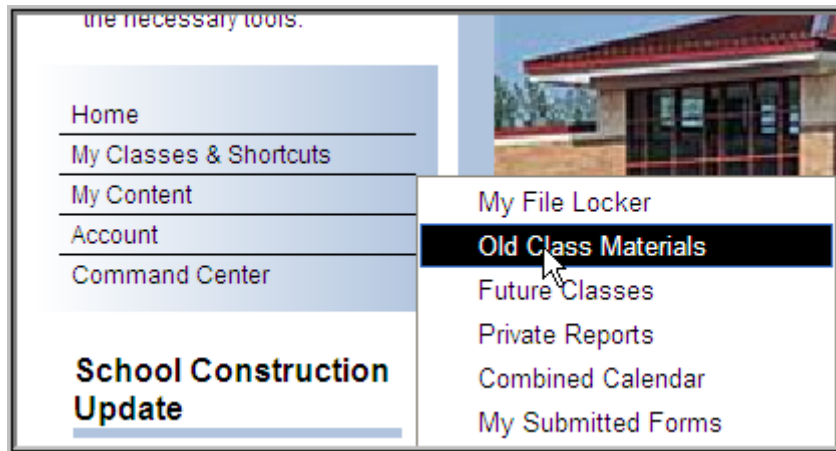


Re-using Old Class Materials

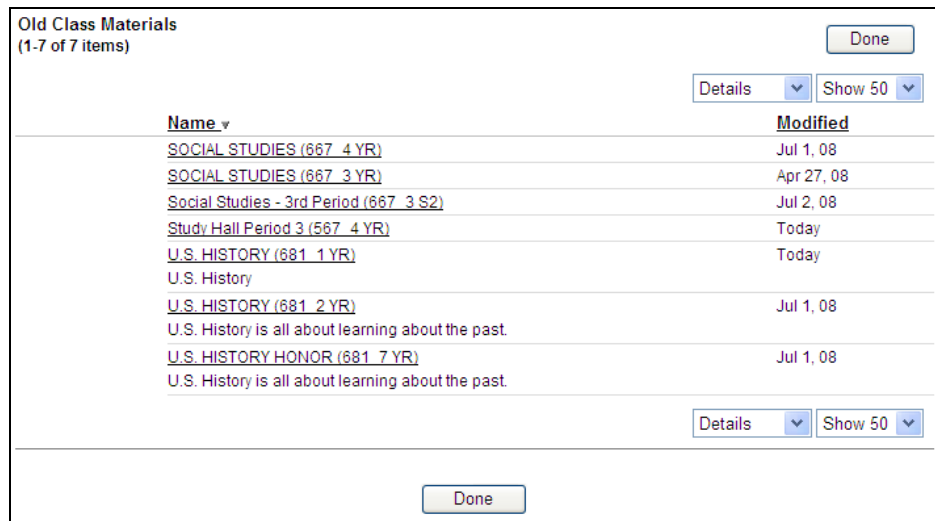
At the start of a new term, your school may delete last term's classes and create new classes for the current term. When your old classes are deleted, Edline automatically saves the materials from those classes into your **Old Class Materials** folder so you can easily reuse those materials in your new classes.



Copying Materials from Old Class Material

Tip: You won't see this link until one of your classes has been deleted.

1. Click **Old Class Materials** under **My Contents**.
2. Select a class.



- Select items you want to copy by clicking the checkbox next to each item.
Note: If you select a folder, the folder and the contents will be copied. If you want to copy an item that is inside a folder, first click the folder name to open it, and then select the item to be copied.

My Edline | Home | Help | Logout MR. ANDREWS

Washington Middle School : Classes : SOCIAL STUDIES

Washington MIDDLE SCHOOL

SOCIAL STUDIES
(1-20 of 20 items) Done

Select All | Unselect All Details Show 50

	Name	Modified
<input checked="" type="checkbox"/>	Answer Keys for Parents	Feb 20
<input checked="" type="checkbox"/>	Assignments	Apr 30
<input checked="" type="checkbox"/>	Calendar	Apr 17
<input checked="" type="checkbox"/>	Class Information	Apr 17
<input checked="" type="checkbox"/>	Class Objectives	Feb 20
<input checked="" type="checkbox"/>	Essay Ideas	Feb 20
<input checked="" type="checkbox"/>	Flag Protocol	Feb 20
<input checked="" type="checkbox"/> View	George Washington - Quiz	Feb 20
<input checked="" type="checkbox"/>	Group Info: socialstudies.ipq & group description	Jun 4
<input checked="" type="checkbox"/>	Importance of Maps	Feb 20
	Why are maps important to you?	
<input checked="" type="checkbox"/> View	Journal Writing	Feb 20
<input checked="" type="checkbox"/>	Links	Feb 20
<input checked="" type="checkbox"/>	Map Skill Practice Sheets	Feb 20
<input checked="" type="checkbox"/>	Map Skills to Song	Feb 20
<input checked="" type="checkbox"/>	News	Feb 27
<input checked="" type="checkbox"/>	State Facts	Feb 20
<input checked="" type="checkbox"/>	Study Groups	Feb 20
<input checked="" type="checkbox"/>	Supplies Needed	Feb 20
<input checked="" type="checkbox"/>	Tests	Apr 15
<input checked="" type="checkbox"/>	-Recycle Bin	Jun 11

Select All | Unselect All Details Show 50

Manage Selected Items Top

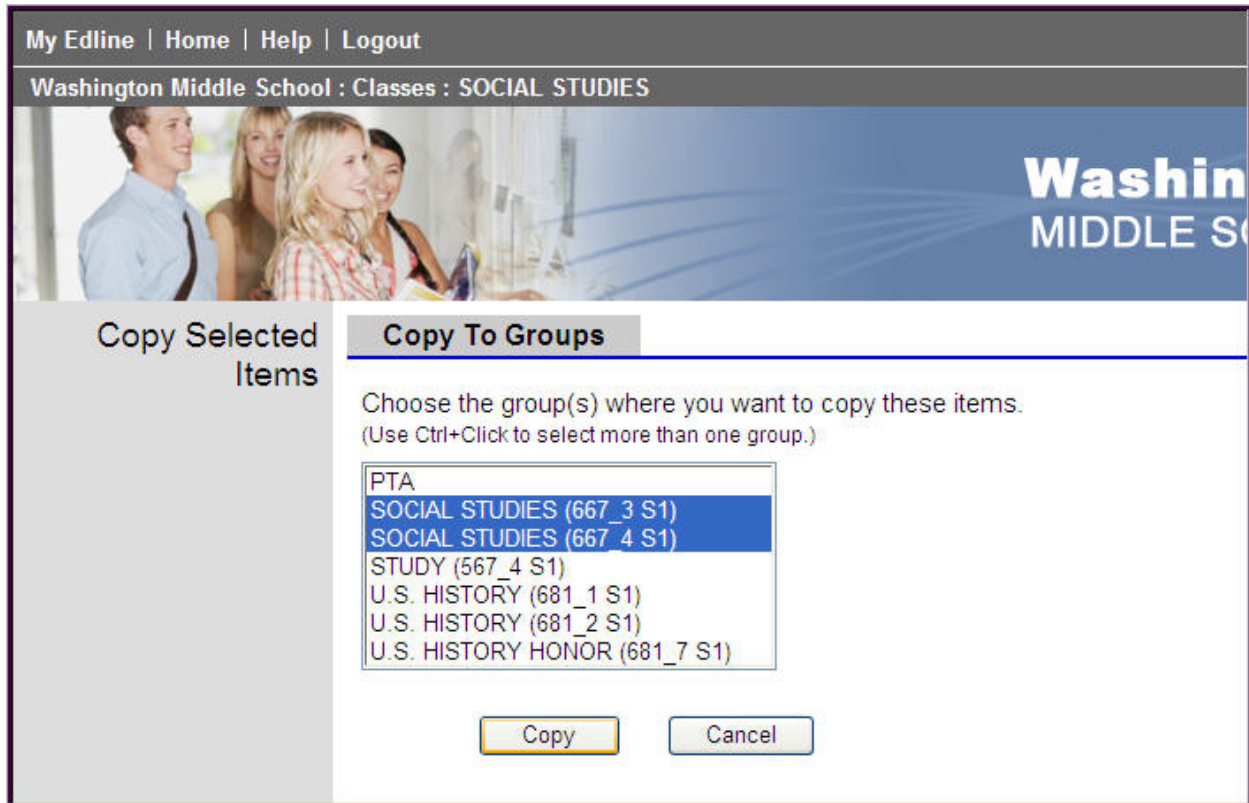
Copy To... Move To...

Change Visibility...

Done

- Click **Copy To...** at the bottom of the page to go to the **Copy Page**.

5. Use the **Copy To Groups** section to select the class(es) to which you want to copy the items. Click the **Copy** button.
Note: To select more than one class, press the CTRL key while clicking the class names.



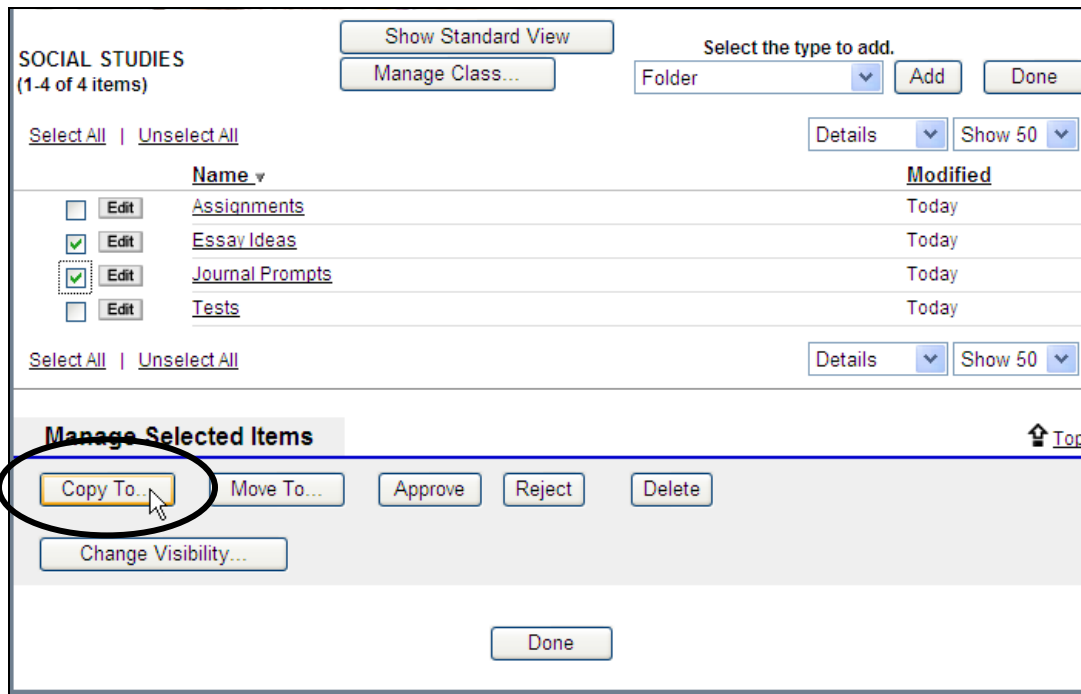
Note: The copied items will be placed in the same location on each destination class home page.

Copying Items from One Class to Another

If you post an item to a class home page and later decide to use it in other classes as well, you don't need to recreate the item. Simply copy the one you already have. Copy individual documents or whole folders following the steps below:

1. Go to the home page of the class containing the item to be copied by clicking the class name under **My Classes**.
2. Open the folder containing the item you want to copy:
Note: If you want to copy a folder and everything in it, just select the folder.
3. If the item is inside a folder in **Contents**, click the name of the folder to open it.
4. If the item is in the **News** or **Links** section, or directly in **Contents** (not in a folder) click the **Edit** icon. If the item is in the **Calendar** section, click the **Edit** icon on **Calendar**, click **Manage Items**.

5. Select the items you want to copy by clicking the checkbox next to each item.



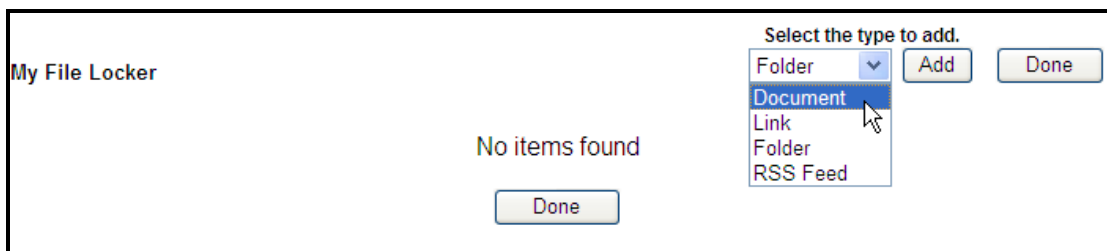
6. Click **Copy To...** at the bottom of the page to go to the **Copy Page**.
7. Use the **Copy To Group(s)** section to select the class(es) to which you want to copy the items.
Note: To select more than one class, press the CTRL key while clicking the class name.
8. Click **Copy** at the bottom of the page. The selected items will remain where they are and copies of these items will be placed in the selected classes.

Using My File Locker

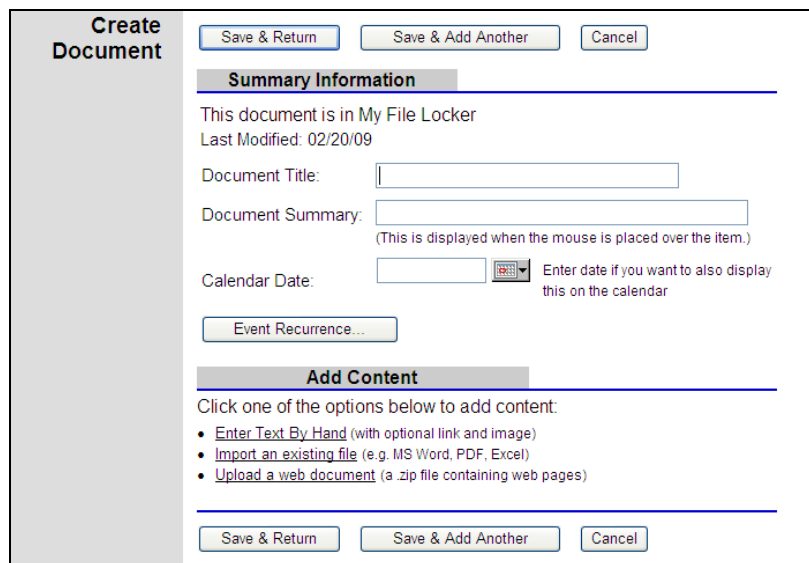
My File Locker is a place for you to store documents/files that you want to save for later use and possibly for use on a different computer than the one you are currently using. Great way to work on files at school and then at home.

Uploading Materials into My File Locker

1. Click **My File Locker**.
2. Choose to add **Document**.
3. Click **Add**.



4. Enter information about the file you are uploading.
5. Select **Import an existing file**.
6. Use **Browse** to locate your file.
7. Click **Open**.

A screenshot of the "Create Document" form. At the top left, it says "Create Document". There are three buttons: "Save & Return", "Save & Add Another", and "Cancel". Below this is a section titled "Summary Information" with a horizontal line. It contains the text: "This document is in My File Locker" and "Last Modified: 02/20/09". There are three input fields: "Document Title:", "Document Summary:" (with a note "(This is displayed when the mouse is placed over the item.)"), and "Calendar Date:" (with a calendar icon and a note "Enter date if you want to also display this on the calendar"). There is also an "Event Recurrence..." button. Below this is another section titled "Add Content" with a horizontal line. It says "Click one of the options below to add content:" followed by three bullet points: "Enter Text By Hand (with optional link and image)", "Import an existing file (e.g. MS Word, PDF, Excel)", and "Upload a web document (a .zip file containing web pages)". At the bottom, there are three buttons: "Save & Return", "Save & Add Another", and "Cancel".

For complete information about **My File Locker**, please click **Help** at the top of the school or any class home page.