Edline Manual
Parent Guide
Version: August 8, 2012

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How Parents Can Use Edline

Recently conducted studies continue to confirm something we all have intuitively known — namely that students show the most improvement as their parents become more involved in their education. In fact these studies indicate that parent involvement in the sharing of learning activities correlates more closely with student performance than any other factor. This important research solidifies the need for parents to be kept up-to-date with their children's academic studies. Edline was designed to bridge the communication gap between parents and their children's school. Edline accomplishes this step by making it easy for parents to find critical information quickly, and making it easy for the teachers and other school leaders to post key information.

Some of the ways Edline can help you be involved in your child's education follow:

- Review your children's personalized Combined Calendar to view all of their tests, assignments, athletic events, club meetings, and other school news and functions in a single calendar.
- Print permission slips, student forms, and other required paperwork.
- Preview lunch menus, be notified of school closings, and be alerted of any other school news important to you.
- Make your children's education an important part of family life. Learn about your children's daily classroom activities from their teachers' web pages so you can discuss them and participate in their projects.
- Help your children study by accessing the teacher's interactive classroom study guides, and online discussions.
- Track your children's grades, attendance, and other reports.
- Access all your children's information by combining accounts and signing in only once using a single screen name and password.
- Have peace of mind knowing all school data is password protected and available only to your child and you.

Note: The *Edline Parent Guide* was designed to provide parents and legal guardians with instructions for the most common features in Edline. For full instructions on all the features available in Edline — including filling out forms and surveys online, changing your password, and participating in online discussions — see the online **Help**. A copy of this guide is available in the help in the **Edline User Guides** topic.

How Do I Start?

You can access your school's website from any computer with a web browser, such as Internet Explorer or Firefox.

Sample Edline Website

If you know the school's Edline URL address, you can type the URL address into a web browser to visit your school's website where you will see the same information as the general public. If you want to view private information, such as grades or your personal combined calendar, or you want to post information to the website, you will need to sign in from the school home page. (You can also sign into Edline through www.edline.net.)
Before you sign into Edline for the first time, you will need to activate your account.

Once you sign into Edline, you can manage your account information, use personalized shortcuts to navigate through the program, and access user guides.

Activating Your Account

Your school will send you a unique activation code you can use to create your screen name and password to sign into Edline. The information you receive will look similar to the following image (this image is a sample of a parent and their child's activation code):

Family of Chad Abell

STUDENT ID: 9050

System Id (Office use)	Name	Activation Code
9050	Chad Abell	PJSR-HJMY-NTNV
----	Chad Sr. Abell	HDSN-JPFP-YYNV

PARENT'S NOTE: Enter only your activation code. This code will allow you to see your child's information.

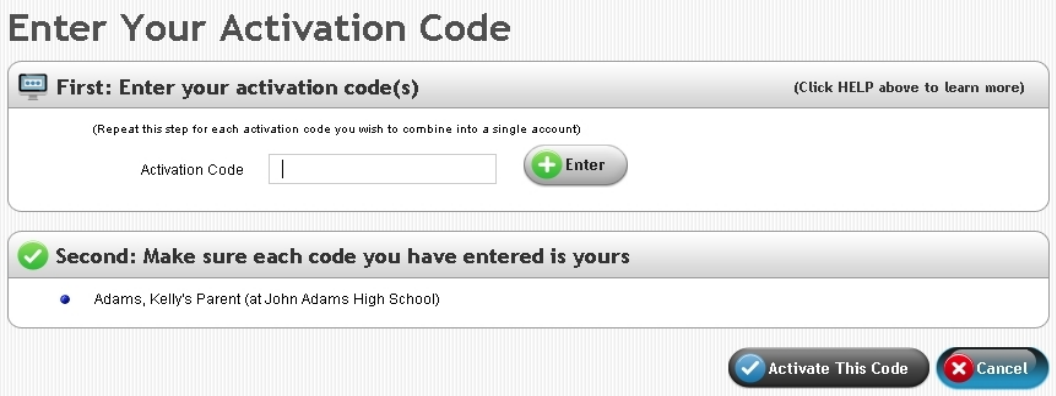
Visit www.edline.net and click on the "Activate An Account" link to get started!

Sample of Activation Code

Important: Students, parents, teachers, and other users returning to the same school as the previous year with an Edline account will **NOT** have to reactivate the account. Use your previous screen name and password.

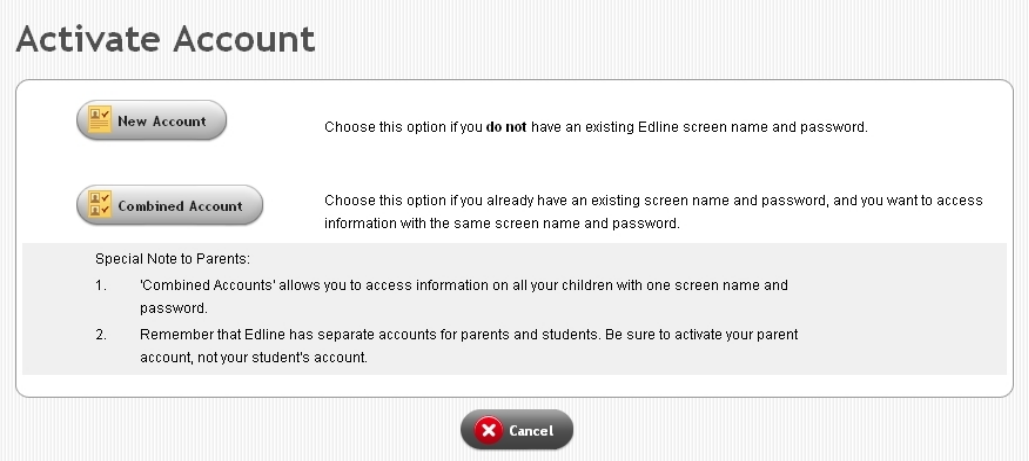
To Activate Your Account

1. Access your school's website from your web browser and click **Sign In**. (You can also activate your account from www.edline.net.).
2. Click the **Sign Up** link, under **New to Edline?**
3. Type your **Activation Code** and click **Enter**.



Enter Your Activation Code Page

4. Make sure the activation code is yours (your name and school will be listed) and click **Activate this Code**.
5. Click **I Agree** on the Privacy Policy and Terms of Use page.



Activate Account Page

6. Click **New Account** to create your user screen name and password **if you have never created an Edline account before**.

   Parents, guardians, and other users with more than one activation code must still choose **New Account** even if they have received several activation codes at once because they can activate them all at one time as they create their new account. Once they have created their screen name and password by choosing **New Account**, they can choose **Combined Accounts** if they receive more activation codes later and want to combine them into their current account.

7. Create your Edline sign in information by completing these steps:

   - Create your **Screen Name**. The name must be unique and be at least four characters long.
   - Create your **Password** and type it again in the **Retype Password** field. Passwords must be at least four characters long.
   - Update your **Personal Account** information by typing your **First Name**, **Middle Name**, and **Last Name**.
   - Click **Continue** to save your password and access the Manage Account page.

8. Configure your initial account settings by completing the following steps:

   - Click the **Email Settings** button to enter your email address or phone numbers. The system will send you a confirmation email.
   - Upload your picture to use on your school website by clicking the **Browse** button in the **Profile Picture** section. School staff pictures will be used in the school directory, and students and parents pictures can be used when adding comments to the school website.
   - Create or select a security question to be asked if you forget your password. Type the correct response as the **Answer**.
   - Click **Save and Return** to save your account settings.

9. Click **Continue** to access the list of user guides.

Once you activate your Edline account, anytime you want to sign into Edline, type your screen name and password to access your information.

Combining Accounts

There are several reasons why you may receive more than one Edline activation code:

- Parents with more than one child using Edline will receive more than one parent activation code.
- Students who attend more than one school using Edline may receive more than one student activation code.

If you already have an Edline account and you receive another activation code, it is recommended that you combine the new account with your existing account so you only have to sign in once to see all your information.

To Combine Your Edline Accounts

Parents especially will want to combine all their children into one Edline account so that the Combined Calendar can display all their children's information.

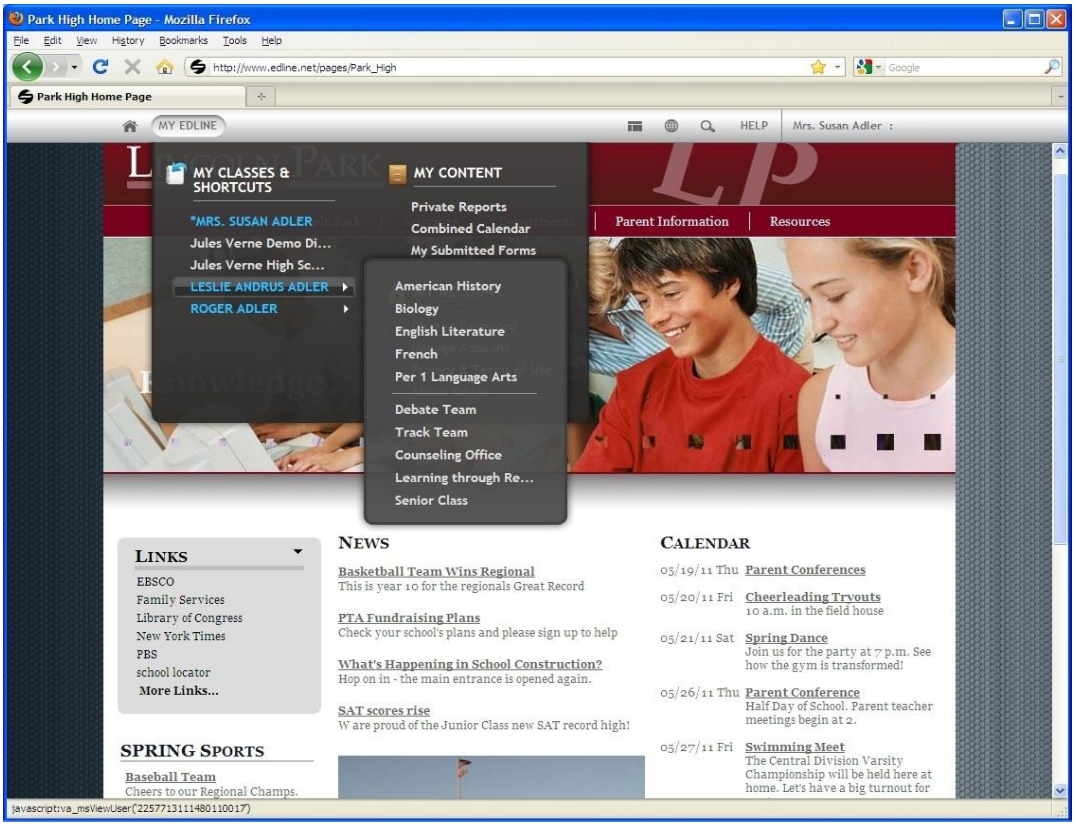
1. Access your school's website from your web browser and click **Sign In**. (You can also combine accounts from www.edline.net.)
2. Click **Sign Up**.
3. Type the **Activation Code** you recently received and click **Enter**.
4. Make sure the activation code is yours (you will see your name and school) and click **Activate this Code**.
5. Click **I Agree** on the Privacy Policy and Terms of Use page.
6. Click **Combined Account** on the Activate Account page to combine your Edline accounts.
7. Type your existing **Screen Name** and **Password**.
8. **Sign In** to combine the accounts and access the website.

Moving Around in Edline

The home page contains the basic information about the school or group website, and can include a calendar of events, news, internal or external links, a link to email a teacher or coach, and if your school uses compatible grading software, links to grade reports.

After you sign in, the **My Edline** menu will appear on the menu bar. This menu will contain the **My Classes and Shortcuts** option containing links to your classes and groups (and for parents it contains a link to their children); the **My Content** section with options that may include links to **Private Reports** and **Combined Calendar**; and the **My Account** section which has options to manage your account sign-in and contact information. Users can click the links from the **My Edline** menu to access the selected pages.

Important: Parents must first click the name of a child in order to navigate to the **Private Reports** or **Combined Calendar** for that child. (Once on the calendar or in the reports, they can switch between one child and the next.) If parents do not click the name of a child, they will be seeing their own calendar or list of shortcuts instead of the calendar, classes, and reports of one of their children. An asterisk (*) appears next to the name of the person whose information you are viewing.



Sample Edline Home Page in Parent's View

How Do I View My (or My Child's) Classes and Activities?

- From the **My Edline** menu, under **My Classes and Shortcuts**, there will be links to your own class and activity pages. Click the one you want to visit.
- **FOR PARENTS** — From the **My Edline** menu, under **My Classes and Shortcuts**, point to the name of your child you want to view, and then click the class, sport, activity, or other group you want to visit.

How Do I Access My (or My Child's) Homework?

You can access your homework (or for parents, your child's homework) for a particular class from the class page or for all classes from your combined calendar.

1. On the teacher's classroom web page, there is ***usually*** a section for the class **Contents** with a folder marked as **Assignments**. Clicking the link opens a folder with a list of the assignments for that class. Assignments can also be accessed by hovering over the breadcrumbs in the menu bar.
2. Students can also access homework through their Combined Calendar, and parents can access their child's homework from the child's Combined Calendar, which pulls together links to all the homework for multiple classes into one calendar.

For Parents to Cancel the Child's View and Return to Their Personal View

- From the **My Edline** menu, under **My Classes and Shortcuts**, select your name.

Viewing the Calendar for a Class or Activity

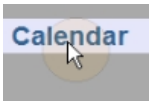
You can open a calendar from a specific teacher, class, group, or activity web page to view only that group's specific events. For example, if relatives want a calendar of all the school's basketball games, you can send them a link to the basketball website, or print the basketball calendar information for them.

To View Events on the Calendar

Open the web page (school, class, group, or folder) that you want to view. There are several ways to view the calendar events:

- Most home web pages list the calendar events with a brief summary of the event, depending on the design layout your school has chosen to use. If there are more than five upcoming events, the **More Events** link will appear. Click the **More Events** link for the full calendar view.
- To view a specific event from the web page calendar, click on the name of the event to open the event details or content.

- Click the **Calendar** link on the web page to open the calendar for the current month.

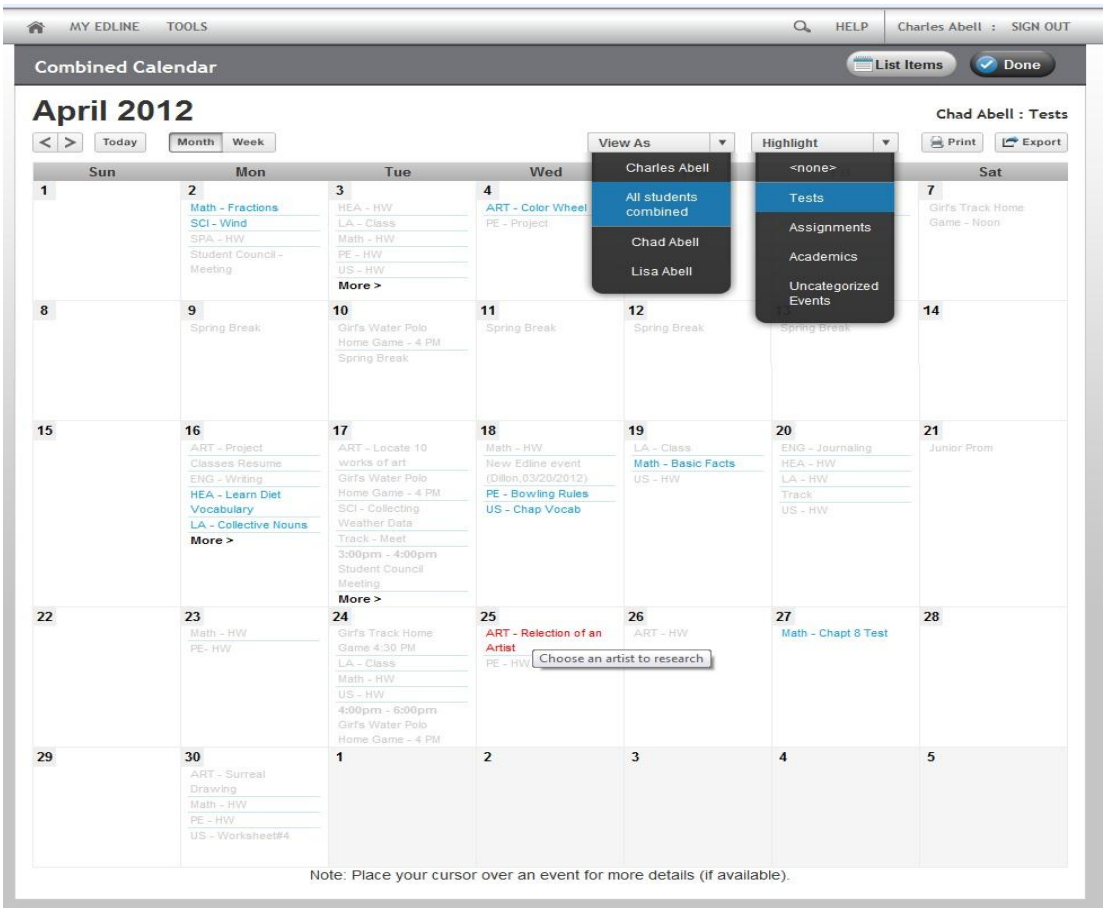


From the full calendar view you can click on an event listed to view the details.

Viewing My Combined Calendar

The Combined Calendar feature in Edline enables you to view all of your class events, assignment due dates, test dates, sports events, club meetings, and general school activities on a single, personalized calendar. It can act as your To-Do List. For students, this feature is a great way to track all your academic and extra-curricular activities. For parents, this feature helps you keep tabs on all of your children's scholastic and extra-curricular activities. Teachers, counselors, coaches, and other school or district administrators can monitor meetings, general school events, and their class schedules all from their own Combined Calendar.

Tip: If homework, assignments, or other documents are listed in a calendar, you can click on the calendar link to view the actual content.



Example of Combined Calendar for Parent with Several Children with Tests Highlighted

To Open the Combined Calendar

- From the **My Edline** menu, under **My Content**, select **Combined Calendar**. Click on any event to view the details.

Note for Parents: From the **My Edline** menu, under **My Classes and Shortcuts**, select the name of your child you want to view, and then open the **Combined Calendar**. At the bottom of the calendar in the **View As** field, you can see whose calendar you are viewing and switch between views. To view all your children's schedules at once, select the **All Students Combined** option. This view only works on Monthly and Weekly calendars.

Viewing Reports

Edline provides a reliable and secure platform to view your student's educational information. Personal information, such as grades or attendance, will not be accessible without the correct account sign-in information.

Examples of reports include grade reports, absence reports, conduct reports, and transcripts. The viewing capabilities for these reports are:

- Students can view only their own reports.
- Parents can view only the reports of their own children.
- Teachers can view only the student grades for their own classes. In most cases, teachers will not have access to absence reports, conduct reports, and transcripts.
- Counselors and administrators with super user (or super viewer) permissions can view the reports of all students from all classes.
- Counselors and administrators without super user capabilities can be given permissions to view specific students instead of all students.

Important: If your school or teachers do not post reports, there will be no reports available in Edline.

How Students and Parents Can View Reports

1. From the **My Edline** menu, under **My Content**, select **Private Reports** for the list of reports. You may also find the gradebook report for a particular class from the teacher's web page.

   Note for Parents: From the **My Edline** menu, under **My Classes and Shortcuts**, select the name of your child you want to view, and then open the **Private Reports**. On the Private Reports page, you will be able to switch the views to access all of your children's reports.

2. Click **View** for the report you want to view.

The content and layout of the report will vary depending on the software used at your school.

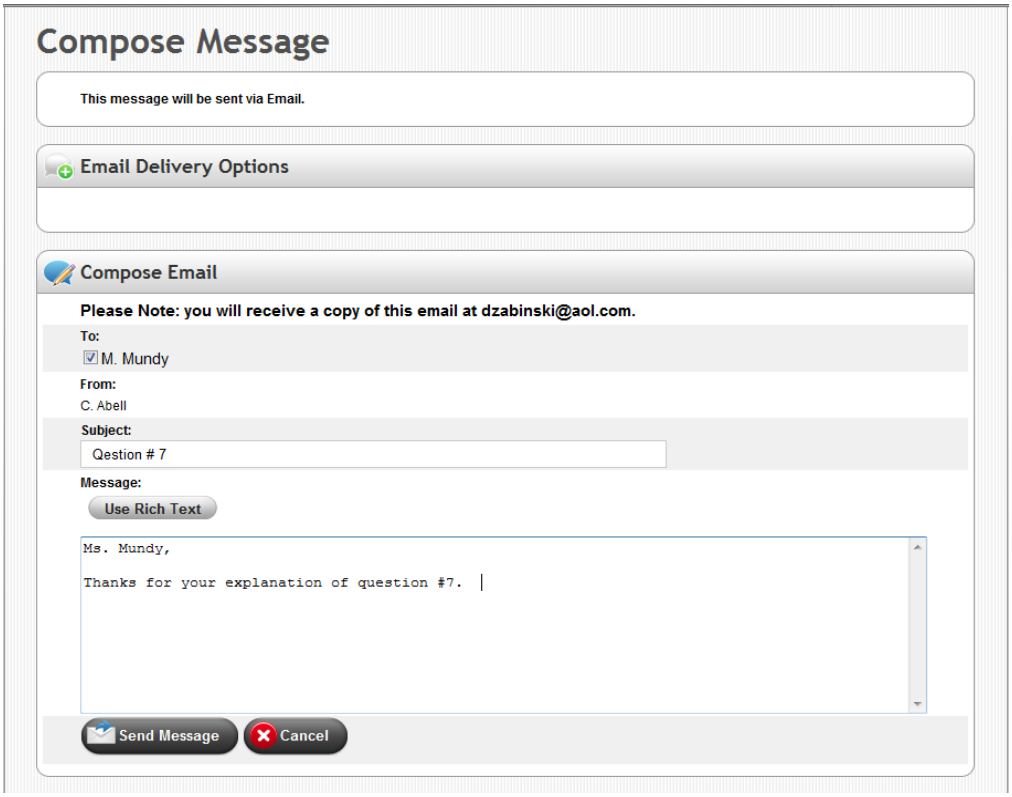
Emailing a Teacher, Coach, or Other School Staff

You can send an email from a specific class, sport, or activity directly from the web page. The email will be sent to the manager of the web page, such as the teacher, coach, or club moderator. **Only users signed into Edline will be able to send email.**

Example of Email Section

To Send an Email Message

1. Click the **Send Email** link to open the Compose Message page.



Compose Message Page

2. If multiple teachers or managers exist and you do **not** want to send a message to all of them, clear the **To** fields for the managers you do not want to email.

3. Type a title for the email in the **Subject** field.

4. Type your email in the **Message** field.

   Tip: Click **Use Rich Text** for more formatting capabilities (font styles, bullets and numbering, spell check, etc.).

5. Click **Send Message**.

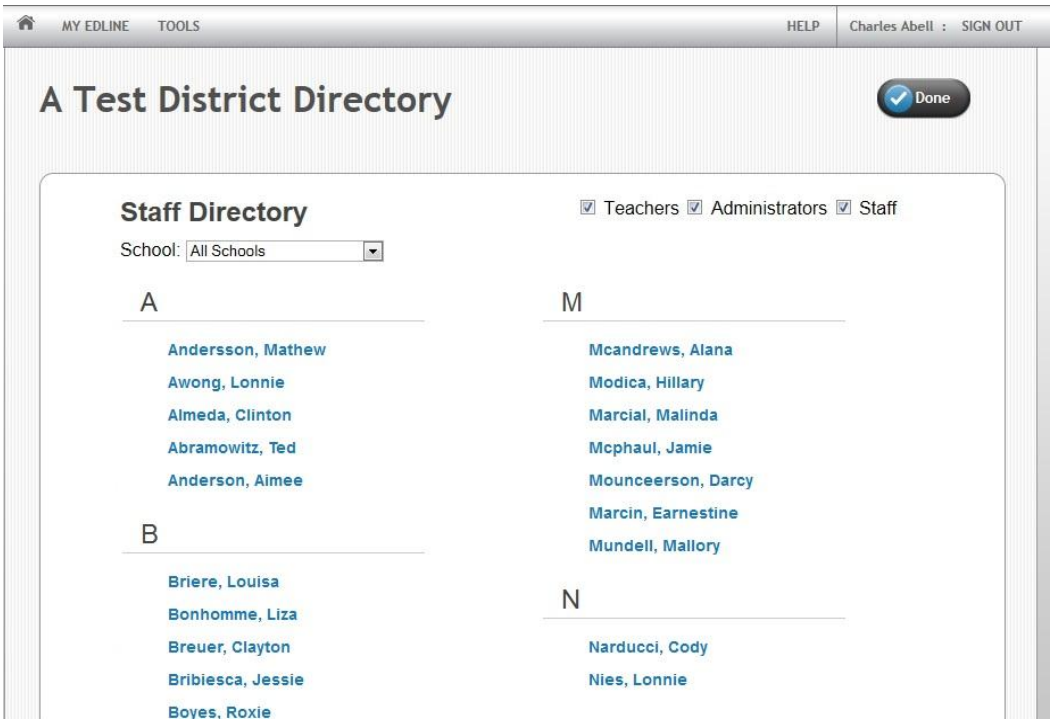
Viewing Staff Directory

Your school can now include a staff directory which students, parents, faulty, and guests may be able to access from their school or district website. From here you can view the teacher's or other staff member's profile picture, list of classes they teach, sports or activities they manage, and any other additional biographical information the staff member provides.

Districts and schools can determine whether or not to include the directory and whether guests that do not log into Edline can review the directory.

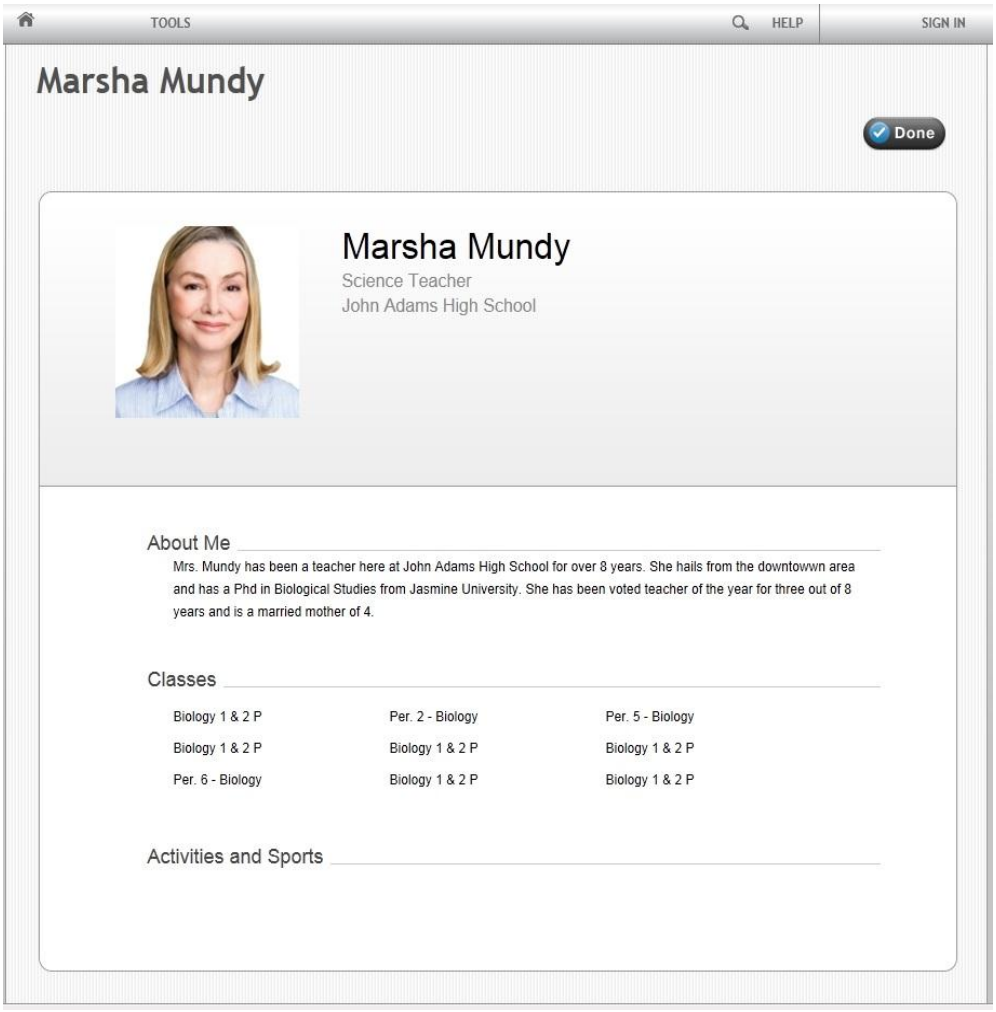
To Open the Staff Directory

1. From the **Tools** menu of your school or district website, select the **Staff Directory** option.
2. If you accessed the directory from your district website, you will need to select a specific school or **All Schools** from the **School** drop-down list.



Staff Directory Page

3. Click the name of the staff member to view their profile page. The names will be listed alphabetically.



Teacher Profile

Translating Edline to My Language

Edline can be translated for non-English speaking users, so that they may continue to be kept informed about school. The Edline translation feature updates most of the content to the selected language. There are nearly 50 different languages to choose.

Note: Edline uses the Google® translation tool, so in some cases, the translation results may sound awkward.

To Select My Language

- From the Edline menu bar, select the **Translate** icon, and then your desired language.

Select Your Language

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