

Student/Parent Quick-Start Guide

EDLINE

November 26, 2002

This guide introduces the most common features you will use in Edline.

IMPORTANT: If you have not set up your Edline account yet, please print the *Account Setup Guide* for instructions. Go to www.edline.net. Click the "Help" button at the top of the page. Then, click the "Print an account setup guide" link. Use the *Account Setup Guide* any time you receive a new activation code from your school.

Contents

Getting help with Edline _____	2
Edline basics _____	3
Viewing reports _____	4
Viewing class information _____	6
Receiving "new report alerts" and school announcements _____	7
Changing your account information _____	8
Adding a child to your account (for parents only) _____	9

Getting help with Edline

Online Help



- Click the "Help" button at the top of any page to learn how to use that page.
- Also, whenever you are logged into Edline, you can find answers to many questions in the Help Index. Click the "Index" button at the top of any Help page to see a full list of help topics.

If you forget your screen name or password (or both)



Click the "I forgot my screen name or password link" on the Edline login page. To use this link, you need to know *either* your screen name *or* your email address (so Edline can find your account). You also need to know the answer to your security question.

IMPORTANT

Edline **cannot** send your screen name and temporary password to you if...

- you have never given Edline your email address
- your email address has changed or is incorrect
- you have not chosen a security question

In this case, you will need to ask the Edline manager at your school for help.

If you have other questions

Always check the online Help first.

If you still need help, contact your school. There is an Edline manager at the school who can help you with:

- all questions or problems related to your Edline account
- questions about information you see (or don't see) on your school's Edline site
- how to use Edline

You can call your school directly or you can send a message through Edline. To do this:

- 1) Log into Edline and click the "Help" button at the top of any page.
- 2) Click the "Problems/Questions" link in the yellow Support box on the left side of the Help page.
- 3) Click any link under the "I have a question or message for my school" section. Messages from these links are sent directly to your school.

If you have a suggestion or question for Edline, first log into Edline. Then, use the "Suggestions" or the "Problems/Questions" link on any Help page. All messages from the "Suggestions" link go directly to Edline. If you use the "Problems/Questions" link, click any link under the "I have a question or message for Edline" section to send your message to Edline.

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.

The screenshot shows a class home page for "B. Anderson" with a navigation bar at the top containing HOME, HELP, and LOG OUT buttons. The page is divided into several sections: a left sidebar with "Shortcuts", "My Contents", "My Classes", "My Activities", and "Command Center"; a main content area with "Health", "News", and "Calendar"; and a right sidebar with "Contents" and "Links". Callout boxes provide detailed instructions for each section.

"Your Are Here"
Click a link to go straight to that location.

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

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.

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 reports

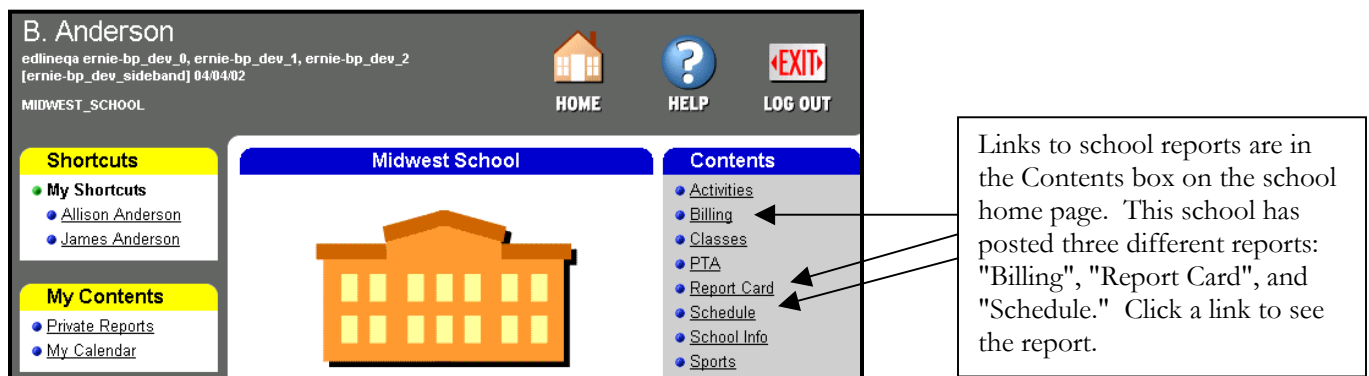
Reports are documents that contain personal information about you, like your grades, your attendance record, or your billing statement. Your reports are private so that only you can see them. If you are a parent, you can see your child's reports, but your child cannot see your personal reports.

Your school posts these reports to Edline so you can see them any time. Any questions about the reports you see should be directed to the school.

School reports

Reports that contain general information or information about more than one class are on the school home page.

Parents, to see your child's school reports, first click the name of a child in your Shortcuts box.



B. Anderson
edlineqa ernie-bp_dev_0, ernie-bp_dev_1, ernie-bp_dev_2
[ernie-bp_dev_sideband] 04/04/02
MIDWEST SCHOOL

HOME HELP LOG OUT

Shortcuts

- My Shortcuts
 - Allison Anderson
 - James Anderson
- My Contents
 - Private Reports
 - My Calendar

Midwest School

Contents

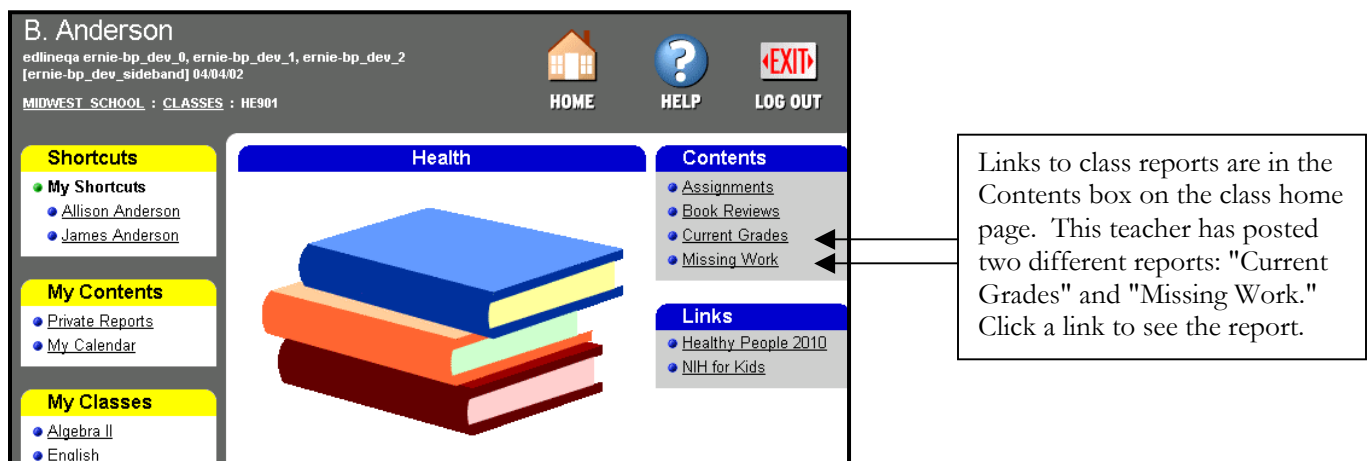
- Activities
- Billing
- Classes
- PTA
- Report Card
- Schedule
- School Info
- Sports

Links to school reports are in the Contents box on the school home page. This school has posted three different reports: "Billing", "Report Card", and "Schedule." Click a link to see the report.

Class reports

Reports that contain class-specific information are on each class home page. Go to the class home page by clicking the name of the class in the My Classes box.

Parents, to see your child's class reports, first click the name of a child in your Shortcuts box, then click the name of a class in the Classes box.



B. Anderson
edlineqa ernie-bp_dev_0, ernie-bp_dev_1, ernie-bp_dev_2
[ernie-bp_dev_sideband] 04/04/02
MIDWEST SCHOOL : CLASSES : HE901

HOME HELP LOG OUT

Shortcuts

- My Shortcuts
 - Allison Anderson
 - James Anderson
- My Contents
 - Private Reports
 - My Calendar
- My Classes
 - Algebra II
 - English

Health

Contents

- Assignments
- Book Reviews
- Current Grades
- Missing Work

Links

- Healthy People 2010
- NIH for Kids

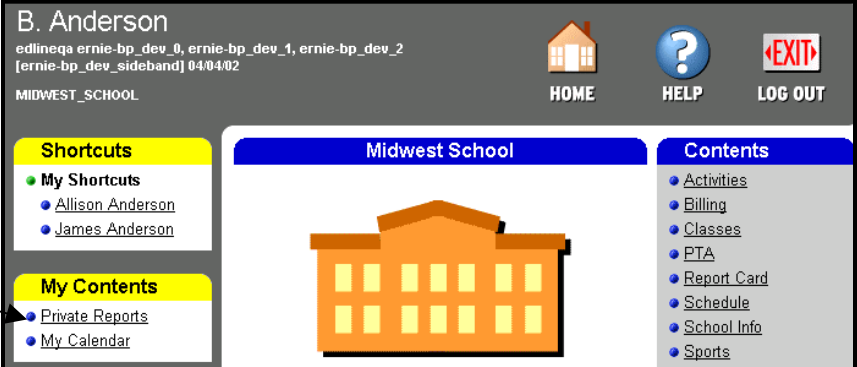
Links to class reports are in the Contents box on the class home page. This teacher has posted two different reports: "Current Grades" and "Missing Work." Click a link to see the report.

A shortcut to all your reports

Use the "Private Reports" link in the My Contents box to see a quick list of all your school and class reports. You can view any report in this list.

Parents, to see the quick list of your child's reports, first click the name of a child in your Shortcuts box, then click the "Private Reports" link.

Click "Private Reports" to see a quick list of all your school and class reports. Click the "View" button next to any report to see it.



The screenshot displays a user interface for B. Anderson at Midwest School. The top navigation bar includes 'HOME', 'HELP', and 'LOG OUT' buttons. The main content area is divided into three sections: 'Shortcuts', 'Midwest School', and 'Contents'. The 'Shortcuts' section contains 'My Shortcuts' with links to 'Allison Anderson' and 'James Anderson', and 'My Contents' with links to 'Private Reports' and 'My Calendar'. The 'Midwest School' section features a school building icon. The 'Contents' section lists various links: 'Activities', 'Billing', 'Classes', 'PTA', 'Report Card', 'Schedule', 'School Info', and 'Sports'. A callout box on the left points to the 'Private Reports' link in the 'My Contents' section.

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.

The screenshot shows a class homepage for B. Anderson. The page is organized into several sections:

- Header:** Includes the user name "B. Anderson", navigation icons for HOME, HELP, and LOG OUT, and the text "MIDWEST SCHOOL : CLASSES : HE#11".
- Left Sidebar:** Contains several menu items:
 - Shortcuts:** My Shortcuts, Allison Anderson, James Anderson.
 - My Contents:** Private Reports, My Calendar.
 - My Classes:** Algebra II, English, Health, History, Study Hall.
 - My Activities:** Honor Society.
 - Command Center:** Change Password, Manage Account.
 - EDLINE:** Privacy Policy, All Terms of Use, This site powered by Edline, Copyright 2002, Edline, All rights reserved.
- Main Content Area:**
 - Health:** A graphic of a stack of books.
 - Contents:** Assignments, Book Reviews, Current Grades.
 - Links:** Healthy People 2010, NIH for Kids.
 - News:** Class Field Trip Update (with a "Print this permission slip and turn it in by Friday." link).
 - Calendar:** 04/05/2002 Field Trip to the Museum (9:00 am to 3:00 pm), 04/09/2002 Health Quiz (Review chapter 4).
 - Calendar View...** with an email address: teacher@school.edu.

Callout boxes provide descriptions for the following sections:

- 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.

Receiving "new report alerts" and school announcements

If you decide to use these features, it is very important that your email address is correct. Click the "Manage Account" link in your Command Center to verify your email address. If you turn these features on and you find you are not receiving messages, make sure your email account is not full and that it is not blocking messages from Edline.

Receiving new report alert messages

If your school is using Edline's email features, Edline can send you a "new report alert" email message when new school or class reports (grades, attendance, etc.) are posted for you or for your child.

You decide whether you want Edline to send you these messages. You will not receive them unless you tell Edline to send them. To do this, click the "Manage Account" link in your Command Center.

If you want to receive new report alert messages, click "Yes" here.

If you do not want to receive these messages, click "No."

Click "Update" at the bottom of the page to save your change.

Email	
Email Address	<input type="text" value="landers59@host.com"/>
<input type="radio"/> Yes	<input checked="" type="radio"/> No
Send me an email notification when new private reports (like grades) are posted to Edline.	
<input checked="" type="radio"/> Yes	<input type="radio"/> No
Allow my school to send me email through Edline.	

Receiving messages from the school

If your school is using Edline's email features, the school administrators, counselors, coaches, and teachers can send you email messages through Edline. They may use this feature to send you important school announcements, class information, or special notes about your student.

You will automatically receive email messages from your school unless you tell Edline that you do not want them. To do this, click the "Manage Account" link in your Command Center.

If you want to receive messages from the school, click "Yes" here.

If you do not want to receive these messages, click "No".

Click "Update" at the bottom of the page to save your change.

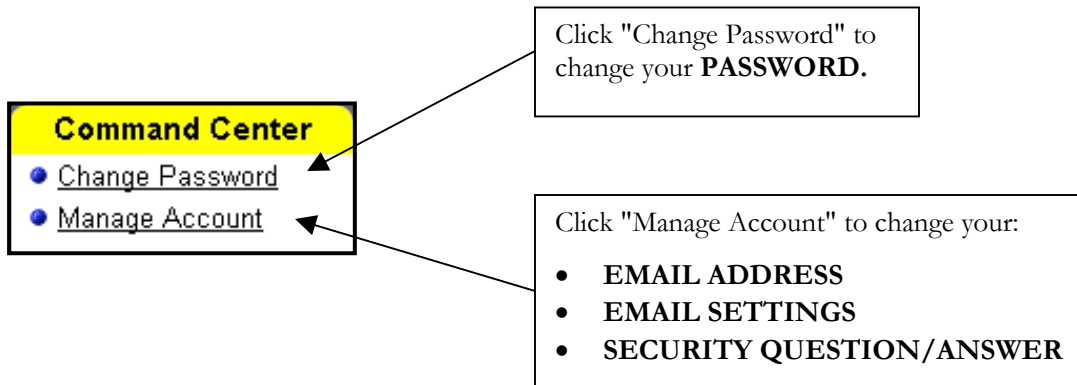
Email	
Email Address	<input type="text" value="landers59@host.com"/>
<input type="radio"/> Yes	<input checked="" type="radio"/> No
Send me an email notification when new private reports (like grades) are posted to Edline.	
<input checked="" type="radio"/> Yes	<input type="radio"/> No
Allow my school to send me email through Edline.	

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.

Adding a child to your account (for parents only)

If you are a parent, you will see your children's names in the yellow "Shortcuts" box on the left side of the school home page. You can add a child to this list at any time.

To add a new child to this list, obtain the parent activation code for the child from the school. Then, follow the steps under *How do I use my activation code to set up an Edline account?* (above). **In step 6, click the "Combine Accounts" button.**

IMPORTANT: These instructions will not work if you have already activated all of your parent accounts. If you can only see one child's information when you log in to Edline and you were give more than one parent activation code, then you have activated each parent account as a *separate* account. You need to combine these separate accounts together. You will need the school's help to do this. Contact the Edline manager at your school in this situation.