

# Teacher Guide

## EDLINE

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This guide was designed to give you quick instructions for the most common class-related tasks that you will perform while using Edline. Please refer to the online Help for any additional topics.

**IMPORTANT:** If you have not yet activated your Edline account, we recommend you print the *Account Setup Guide* for instructions. Go to [www.edline.net](http://www.edline.net). Click the "Help" button at the top of the page. Then, click the "[print the account setup guide](#)" link.

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## Getting help with Edline

This guide covers the most frequently used features you will use in maintaining your classes on Edline. It does not cover all aspects of using Edline. If you have questions that are not answered by this guide, there are several other places you can go for answers.

### Online Help..

#### Help

- Click the "Help" button, located at the top of any page, to learn how to use that page.
- *Whenever you are logged into Edline*, you can find answers to many of your questions in the Help Index. Click on 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 will also need to know the answer to the security question that you entered when you first activated your account.

#### **IMPORTANT**

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

- you have never entered an e-mail address on Edline
- your email address has changed or is invalid
- you have not chosen to answer a security question

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

## If you have other questions..

Always check the Edline online Help section first.

After checking the online help, the Edline manager at your school should be able to answer any other questions you may have about:

- your Edline account
- uploading reports to Edline
- general Edline use

If you have a question or suggestion for Edline, first log into your account. Then, click on the "Suggestions" or "Problems/Questions" link that is located on any Help page. All messages from the "Suggestions" link go to the Edline Manager at your school. 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 the Edline Manager at the school.

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## Edline basics

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### Basic components of Edline

There are four basic components of the Edline site: people (users), groups, documents, and folders. These components are organized to represent districts and schools as well as the classes, sports, and other activities you find in them.

#### Users

Users are people who have an Edline account. Each member of your school should have an Edline account. Every user has a type, or role, like a student, teacher, parent, administrator, etc. It is possible for a single user to take on several roles. For example, one user may be both a teacher and a parent, if they choose to combine multiple activation codes.

Your school's Super User (i.e. Edline manager) creates all the activation codes for the members of your school.

#### Groups

Groups in Edline are organizations like districts, schools, classes, clubs, sports, etc. They reflect the real groups you might find in your school. Every group has members and people who are in charge of that group (like the teacher for each class). Every group has a group home page where all the information associated with the group can be accessed from the group's home page.

A district is the largest form of a group. Inside a district, you will find links to schools in that district. Inside a school you will find links to classes, clubs, sports, etc. in that school. You can even create groups inside a class if you have students working in teams and you want each team to have its own area.

The person in charge of a group is called the group's Super User. The group Super User can add and remove items from the group home page, add and remove group members, and assign permissions to group members.

Your school's Edline manager creates all the classes in Edline. For details on managing classes and other groups, click the "Help" button at the top of any Edline page (after logging in). Click the "Index" button at the top of the Help page. Then click any link under the "Managing Your Group" section.

#### Documents

Documents can be anything from assignments, announcements, grade reports, to review materials, etc. You can either type the text (or html code) of a document directly into the Rich Text Formatting box on Edline, upload an existing file that you have created with another program to Edline, or add a web document on the Document Creation page. To keep things organized, documents are usually stored in folders (see below).

For details on creating and managing documents, click the "Help" button at the top of any Edline page (after logging in). Click the "Index" button at the top of the Help page. Then click any link in the "Using Documents" section.

#### Folders

Folders on Edline are just like the directory folders (you use) on your computer. They keep things organized by providing a place to hold items that are related to one another.

Folders can hold documents (like assignments), groups (like classes), other folders, or all three. Every class has its own set of folders. They are listed in the *Contents* box on the class home page (see the **Home Pages** section below). Every class comes with at least one default folder. You can add your own folders at any time.

When you open a folder, you see a list of what's inside that folder. To open any item in a folder, just click on it.

For details on creating and managing folders, click the "Help" button at the top of any Edline page (after logging in). Click the "Index" button at the top of the Help page. Then click any link in the "Using Folders" section.

## Using Edline

### Navigation

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).

### Timing Out

Edline keeps track of how long it has been since the last time you clicked a button or link in the site. For security, if you are idle for 15 minutes, your Edline session will "time out." The next time you click a button or link in Edline, you will be asked to login again.

Please note that if you are typing in Edline for more than 15 minutes (for example, if you are creating a document by typing the text rather than uploading it), your session may time out because Edline receives no information from your browser to indicate that you are typing.

### Home Pages

When you log into Edline, the first page you see is your school home page. You cannot add items to this page unless your school's Edline manager has granted you special permissions. When you post items to Edline for display, you will post them on your own class home pages.

You can get anywhere in the school's Edline site from the school home page. This page displays school-wide information as well as links to all classes, clubs, sports, and other groups in the school's Edline site. Each class, club, and sport also has its own home page.

All home pages are divided into the sections you see in the picture on the next page. This picture shows a sample class home page as you, the teacher, would see it. People who do not have special permissions (like students and parents) will not see the "Edit" buttons or other management options that you see.

Each section in this picture is described only briefly. For additional details on home pages, please click the "Help" button at the top of a class home page.

**PLEASE NOTE:** you may not see all of the yellow boxes displayed here the first time you log into Edline. For instance, if you are not involved school activities, you will not see a *My Activities* box, if you are not a parent at the school, you will not see the *Shortcuts* box, etc.

The screenshot shows the Edline interface for Jules Verne Academy. At the top, there is a navigation bar with 'Home', 'Help', and 'Logout' links. Below this is a yellow header with the school name and 'JVA'. The main content area is divided into several sections: 'Shortcuts', 'User Contents', 'Classes', 'Activities', 'Command Center', 'Biology Section 3' (with a photo and welcome message), 'News', 'Calendar', and 'Contents'. Each section has a list of links or items. Callout boxes provide detailed instructions for each section.

**Shortcuts**  
Parents will see this box. Lists people to whom you are linked. Click a name to see links to his or her classes and reports. Click "My Shortcuts" to return to your own links.

**My Contents**  
Links to information that is of particular interest to you: saved class materials and gradebooks, school and class events, and private information.

**My Classes**  
**My Activities**  
Links to *your* classes and activities in Edline. Click any link to go to the class home page.

**Command Center**  
Password, security question, and email settings. Also, class management options (for those with special permissions).

**Title, Picture, Description**  
Use the "Manage Class" option in the Command Center to change these items.

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

**Contents**  
Contains links to additional class information. You can add documents, folders, and groups to this box. Click "Edit" to add an

**Links**  
Links to websites outside Edline. Click "Edit" to add a link.

**News**  
Important messages for this class. Click "Edit" to add an item.

**Calendar**  
Important events for this class. Click "Edit" to add an event.

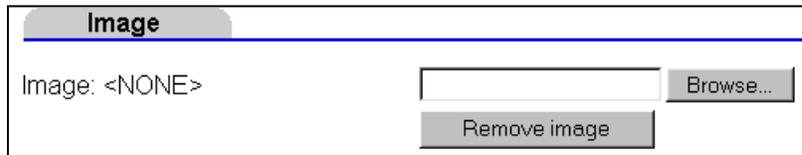
**Email**  
Your email address is displayed at the bottom of every class page. Click "Manage Account" in your Command Center to change this setting.

## Displaying a class picture and description

You can personalize your class by displaying a picture (or drawing) and a short description on the class home page.

### Adding a picture and description

- 1 Go to the class home page by clicking the name of the class in your *My Classes* shortcut box.
- 2 Click the “Manage Class” option in your *Command Center*.
- 3 **To display a description**, type a description of the class into the “Class Description” text field.
- 4 **To display a picture**, click the “Browse...” button in the Image section.



- 5 You will see a “Choose File” dialog box. Click on the name of the file and click the “Open” button. The name of the image file will be displayed in the text box next to the "Browse" button.

**NOTE:** To avoid image distortion when your picture is displayed on the class home page, we recommend you use an image file that is:

- 1) type “.jpg,” “.png,” or “.gif”;
- 2) approximately 314 pixels wide (the image height does not matter);
- 3) and smaller than 75 kilobytes.

- 6 Click the “Save & Return” button at the bottom of the page to save the new description and picture.

### Removing the picture

To remove the image you have chosen, click the "Remove Image" button then click "Save & Return" to save your change (see the picture in step 4 above).

Every class has a default image on the home page (a stack of books). You cannot remove this default image. You can only replace it by following the steps that are listed above.

## Using the News box

The *News* box is a good place to put important announcements and other information you want students and parents to see when they visit a class home page.



Entries in the *News* box are listed by the date they were added or modified, with the most recent items at the top.

### Adding an item to the *News* box

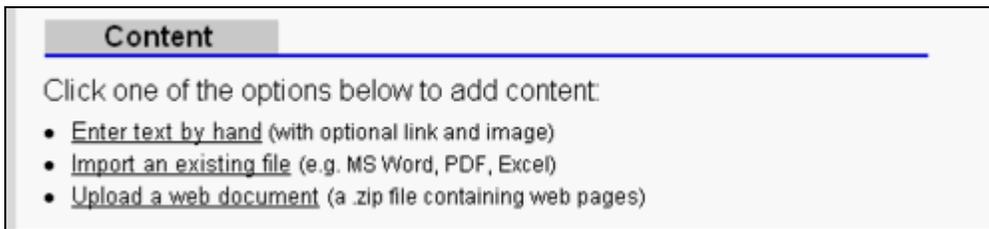
- 1 Go to the class home page by clicking the class name in your *My Classes* shortcut box.
- 2 Click the "Edit" button at the top of the *News* box.
- 3 With 'News' showing in the pull down menu, click the "Add" button at the top of the page.



- 4 Enter a title and Summary Information for the news item in the "Title" field. The description will appear under the title in the *News* box (see the picture at the beginning of this section) or when you point your mouse over the item. You can also enter a date for the item, and it will display on automatically on the calendar.

Summary Information	
This document is in News	
Last Modified: 09/17/03	
Document Title:	<input type="text" value="Field Trip"/>
Document Summary:	<input type="text" value="This is our class trip to the Museum of Natural History."/>
Calendar Date:	<input type="text" value="09/22/03"/> Enter date if you want to also display this on the calendar
Repeat Daily Until:	<input type="text"/> Leave blank for single day events

- 5 Enter or upload the main text of the document by clicking on the appropriate link in the Content section of the page. See the diagram below for possible content options.



- If you wish to enter text only, or just include a picture at the top of the document, select *Enter text by hand*. You can also copy and paste text from your word processing software if you wish.
  - If you have existing documents created that you would like to reuse, and they have multiple graphics, you can simply upload that document to Edline by using the *Import an existing file* option. Remember, if you upload a document, your users will need to have software to view it. For example, if you upload a Word document, they will need either Word installed on their machines or they will have to download Microsoft's free Word Viewer (available from [www.microsoft.com](http://www.microsoft.com) – search for Word viewer).
  - If you have a web page that you would like to upload, simply zip it up and upload it to Edline using the *Upload a web document* option.
- 6 Click the "Save & Add Another" button. If you wish to post the same document in many different classes at once, simply select the classes in the "Available Groups" box, and click the "Add" button.

**IMPORTANT:** To quickly create multiple documents at one time, click the "Save & Add Another" button. This will allow you to return you back to a new, blank document create page quickly to add another document. This will assist you in quickly creating many news items at one time.

For more details on entering a document, see the **Adding a document to a folder** section on page 18.

## Removing an item from the *News* box

- 1 Click the "Edit" button at the top of the *News* box.
- 2 Select each item you want to delete by clicking the checkbox next to it. If you want to delete everything on this page, click the "Select All" link in the upper-left corner of the list.
- 3 Click the "Delete" button at the bottom of the page.

**IMPORTANT:** If there are copies of this document in other groups (see below), Edline defaults to automatically deleting all copies of the document. If you do not wish to delete all copies, uncheck the box at the bottom of the page that reads "Delete documents in all locations".

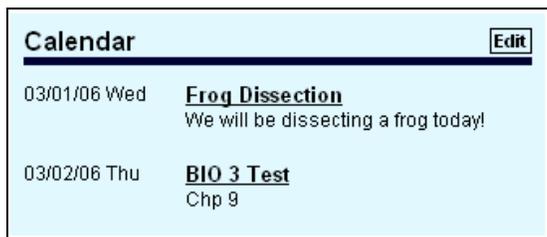
## Modifying an item in the *News* box

- 1 Click the "Edit" button at the top of the *News* box.
- 2 Click the "Edit" button next to the item you want to modify.
- 3 Click the "Save & Return" button at the bottom of the page to save your changes.

**IMPORTANT:** If there are copies of this document in other groups ([see below](#)), Edline defaults to automatically applying changes to all copies of the document. If you do not wish to apply the changes to all copies, uncheck the box at the bottom/top of the page that reads "Apply changes (update or delete) in all locations".

## Using the Calendar

The *Calendar* is a good place to put reminders of important events. It will also display all of the documents (News, Contents, or Links) that you have added with an associated date. Calendar events are really just documents. That means you can type or upload a full description of each event.



The *Calendar* box will display up to five events from the class calendar, ordered by date. To see the full class calendar (the *Calendar Page*), click the "Edit" button at the top of the *Calendar* box.

**NOTE:** Students and parents will not see the "Edit" button. They will click the "More events..." link at the bottom of the box to see the full class calendar.

### Is the "Combined Calendar" different from the class home page calendar?

Once events have been added to the school calendar and/or your class calendars, you will notice a "Combined Calendar" link in your *My Contents* box (see page 5 of this guide).

The *Combined Calendar* is a shortcut that consolidates the events from the school calendar and all your class calendars. It allows you to quickly reference all the events that are pertinent to you without visiting each class.

The *Combined Calendar* is "view only." It reflects what has been added to other calendars. Each time you add an event to a class calendar, that event also appears on your *Combined Calendar*. Likewise, each time the school Super User adds an item to the school calendar, that event also appears on your *Combined Calendar*.

The same thing happens for the students in your classes. Each time you add an event to a class calendar. That event also appears on the *Combined Calendar* of each student in the class.

### Adding an event to the class calendar

- 1 Go to the class home page by clicking the class name in your *My Classes* shortcut box.
- 2 Click the "Edit" button at the top of the *Calendar* box.
- 3 With 'Event' selected in the pull down menu, click the "Add" button at the top of the page.

**ALTERNATIVE:** You can click on a specific date in the calendar, and then click the "Add" button.



- 4 Enter a title for the event in the “Document Title” field.

Select the category for this event. Once a calendar item has been categorized, it will appear in the corresponding folder. If you wish to create a new category, simply create a new folder in the Contents section of the desired class/group.

For example, if you are posting an assignment to the calendar, you would select Assignment from the pull down menu. This item will now be categorized as an Assignment and will appear in the Assignments folder.

If you do not wish the item to be categorized, choose Uncategorized Event.

You can put a copy of this event on your other class calendars as well. Select these classes now from the "Available Groups" field.

Click the "Save & Return" button to continue.

Create Document

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**Summary Information**

This document is in Calendar  
Last Modified: 02/22/05

Document Title:

Category/Folder: Uncategorized Events [More info](#)

Document Summary:  (This will be displayed in the Calendar Box on the home page.)

Calendar Date:  example: 12/31/03

Repeat Daily Until:  Leave blank for single day events

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**Content**

Click one of the options below to add content:

- [Enter text by hand](#) (with optional link and image)
- [Import an existing file](#) (e.g. MS Word, PDF, Excel)
- [Upload a web document](#) (a zip file containing web pages)

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**Multiple Posting**

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

Available Groups:		Additional Posted Groups:
Ski/Snowboard Club	<input type="button" value="Add &gt;&gt;"/>	
	<input type="button" value="&lt;&lt; Remove"/>	

- 5 Enter a brief description of the event. This description will appear under the title in the Calendar box on the class home page (see the picture at the beginning of this section). It will also appear in the full calendar view.

Summary Information	
This document is in News	
Last Modified: 09/17/03	
Document Title:	<input type="text" value="Field Trip"/>
Document Summary:	<input type="text" value="This is our class trip to the Museum of Natural History."/>
Calendar Date:	<input type="text" value="09/22/03"/> Enter date if you want to also display this on the calendar
Repeat Daily Until:	<input type="text"/> Leave blank for single day events

- 6 Enter the date of the event in the "Calendar Date" field. If this event is a single day event, simply enter its date in the "Calendar Date" field. You may leave the "Repeat Daily Until" field blank.

If this event occurs over multiple, consecutive days, enter the start date in the "Calendar Date" field and the end date in the "End of Event" field.

The title of an event that occurs over multiple days is displayed in each date square from the start date through the end date on the *Calendar Page*.

Both the start and end date for multiple day events are displayed next the event title in the *Calendar* box on the class home page. The event will remain in the *Calendar* box from its start date through its end date.

- 7 (OPTIONAL) Enter or upload a full description of the event. Choose the appropriate link in the "Content" section to make the proper text entry window appear. You can type directly into the large box in the Content section, upload a document you have already created, or upload a web document. This process is exactly the same as when you are creating other documents. Instructions for uploading a document can be found on page 18 of this guide.
- 8 Click the "Save & Return" button to save your changes.

## Removing an event from the class calendar

- 1 Click the "Edit" button at the top of the *Calendar* box.
- 2 Click the "Manage Items" button at the top of the full class calendar page.
- 3 Place a check in the box next to each event you want to delete. If you would like to delete everything on the page, first select the "Show All" option from the pull down menu (on the right hand side of the page), and then click the "Select All" link in the upper-left hand corner of the list.

**NOTE:** If any of the events are copied to more than one group, all will be deleted by default unless you uncheck the box that reads "Delete documents in all locations".

- 4 Click the "Delete" button at the bottom of the page.

## Modifying an event in the class calendar

- 1 Click the "Edit" button at the top of the *Calendar* box.
- 2 Click the "Manage Items" button at the top of the full class calendar page.
- 3 Click the "Edit" button next to the event you want to modify.
- 4 Click the "Save & Return" button at the bottom of the page to save your changes.

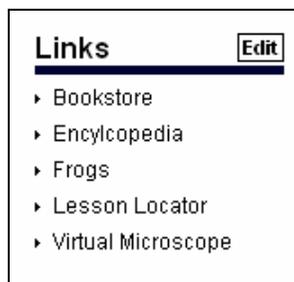
**NOTE:** If there are copies of this event on other group calendars, Edline defaults to automatically applying changes to all copies of the event. If you do not wish to apply the changes to all copies, uncheck the box at the bottom/top of the page that reads "Apply changes (update or delete) in all locations". For example, if a teacher sets the visibility of an event so that only members of the class can see it, and applies this change to all copies of this event, then, for each class, only class members can see the copy in that class.

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## Using the Links box

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The *Links* box is a good place to put links to websites outside Edline that would be helpful to the students and parents in your class.



Entries in the *Links* box are always listed in alphabetical order.

### Adding an item to the *Links* box

- 1 Go to the class home page by clicking the class name in your *My Classes* shortcut box.
- 2 Click the "Edit" button at the top of the *Links* box.
- 3 Select "Link" from the pull down menu, and then click the "Add" button at the top of the page.



- 4 Enter a descriptive name for the link in the "Title" field.

You can put a copy of this link on your other class home pages as well. Select these classes now from the "Available Groups" field.

Click the "Save & Return" button to continue.

**Create Document**

**Summary Information**

This document is in Calendar  
Last Modified: 02/22/05

Document Title:

Category/Folder:  [More Info](#)

Document Summary:  (This will be displayed in the Calendar Box on the home page.)

Calendar Date:  example: 12/31/03

Repeat Daily Until:  Leave blank for single day events

**Content**

Click one of the options below to add content:

- [Enter text by hand](#) (with optional link and image)
- [Import an existing file](#) (e.g. MS Word, PDF, Excel)
- [Upload a web document](#) (a zip file containing web pages)

**Multiple Posting**

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

**Available Groups:**

**Additional Posted Groups:**

- 5 (OPTIONAL) Enter a brief description of the link. This description will be displayed when you hold your mouse over the link in the *Links* box on the class home page. You can also add a date to this link; it will then appear on the calendar (just like any other document in Edline).
- 6 Enter the web address of the website you want to link to in the "Link to the following URL:" field.

Specify a URL format like: <http://www.edline.net> or [www.edline.net](http://www.edline.net)

Link to the following URL:

- 7 Click the "Save & Return" button to save your changes.

## Removing an item from the *Links* box

- 1 Click the "Edit" button at the top of the *Links* box.

- 2 Select each link you want to delete by clicking the checkbox next to it. If you want to delete everything on this page, first select the "Show All" option from the pull down menu on the upper, right hand side of the page, and then click the "Select All" link in the upper-left corner of the list.
- 3 Click the "Delete" button at the bottom of the page.

**NOTE:** If there are copies of this link in other groups, Edline defaults to automatically applying changes to all copies of the event. If you do not wish to apply the changes or delete all copies, uncheck the box at the bottom/top of the page that reads "Delete documents in all locations". For example, if a teacher sets the visibility of an event so that only members of the class can see it, and applies this change to all copies of this event, then, for each class, only class members can see the copy in that class.

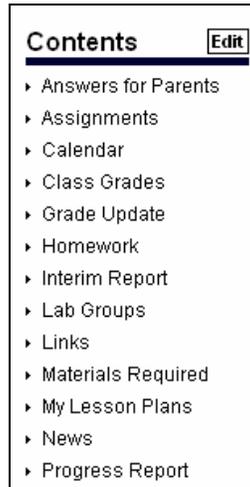
### Modifying an item in the *Links* box

- 1 Click the "Edit" button at the top of the *Links* box.
- 2 Click the "Edit" button next to the link you want to modify.
- 3 Click the "Save & Return" button at the bottom of the page to save your changes.

**NOTE:** If there are copies of this link in other groups, Edline defaults to automatically applying changes to all copies of the event. If you do not wish to apply the changes or delete all copies, uncheck the box at the bottom/top of the page that reads "Apply changes (update or delete) in all locations". For example, if a teacher sets the visibility of an event so that only members of the class can see it, and applies this change to all copies of this event, then, for each class, only class members can see the copy in that class.

## Adding items to the Contents box

The *Contents* box is a good place to store documents like assignments, notes, grade reports, missing work reports, etc. You can put documents directly in the *Contents* box or you can put them inside folders. To keep things organized, we recommend you create folders in the *Contents* box to hold related documents.



Entries in the *Contents* box are always listed in alphabetical order.

### Adding a folder to the *Contents* box

A new class has at least one default folder in the *Contents* box. You can add more folders at any time.

- 1 Go to the class home page by clicking the class name in your *My Classes* shortcut box.
- 2 Click the “Edit” button at the top of the *Contents* box on the class home page.
- 3 Select the “Folder” option from the pull down menu, and then click the “Add” button at the top of the page.



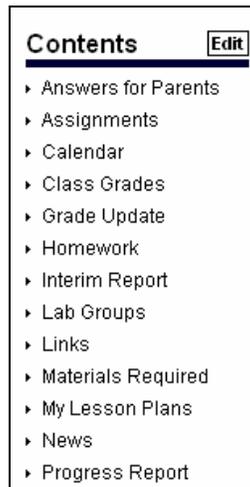
- 4 Enter a name and a description for the folder in the "Folder Information" field. Simply click the "Save & Return" button to save this folder with the default visibility and permission settings.

**SPECIAL CASE:** In most cases, the defaults are fine. If, however, you would like to change the settings, you can do so from this page. For details, please click the "Help" button at the top of the *Modify Folder Page*.

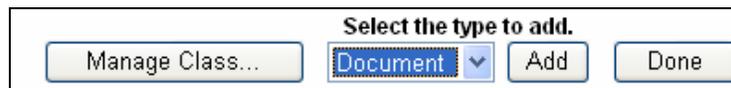
For more details on working with folders, please refer to the online help. After logging in to Edline, click the "Help" button at the top of any page. Click the "Index" button at the top of the Help page. Then click any link in the "Using Folders" section.

## Adding a document to a folder

- 1 Go to the class home page by clicking the class name in your *My Classes* shortcut box.
- 2 Click the name of the folder in the *Contents* box to open the folder.



- 5 Select the “Document” option from the pull down menu, and then click the “Add” button at the top of the page.

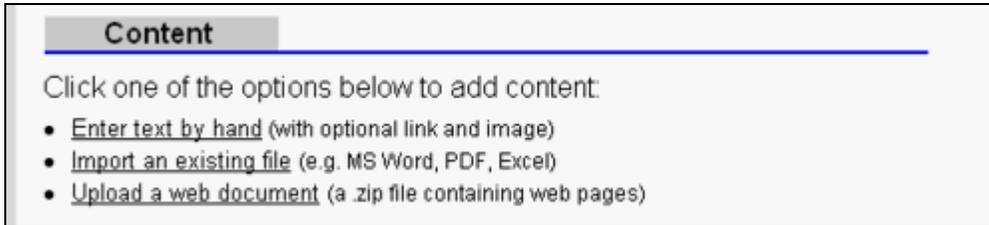


- 3 Enter a title and summary information for the document in the “Summary Information” field. If you want the document to show up on the calendar, enter a date in the appropriate box.

You can put a copy of this document on your other class home pages as well. To do this, select these classes now from the "Available Groups" field and click the “Add” button.

**FEATURE:** Edline will put a copy of this document in the current class and in each class you selected from the "Available Groups" list. Because this document is inside a folder, Edline will put the copies inside the same folder on the other class home pages. If the other classes don't have this folder, Edline will create it in those classes first, then put the document inside the new folder.

- 4 Enter or upload the main text of the document by clicking on the appropriate link in the Content section of the page. See the diagram below for possible content options. Once you have selected an option, refer to the correct section below for instructions on adding your content.



### Entering Text by Hand...

To make a text box appear to type your content, click on the link that reads "Enter text by hand (with optional link and image)". Once the text box appears, follow the steps below.

- 1 Type text into the box provided.

- 2 Browse and select an image that you wish to display with your text (if applicable).
- 3 Choose any additional groups/classes that you wish to multi-post the document to, and add them to the "Additional Posted Groups" box.
- 4 Click the "Save & Add Another" to create another document. Or, click the "Save & Return" button if you are finished creating documents.

**NOTE:** When you have completed entering the information for this document, you can click *"Save & Return"* to save this group and return to the original contents page.

However, if you wish to add another document, you can quickly add another document by clicking *"Save & Add Another"*. Your document will be saved, and your cursor will appear in the Document Title field, allowing you to begin the document entry process immediately.

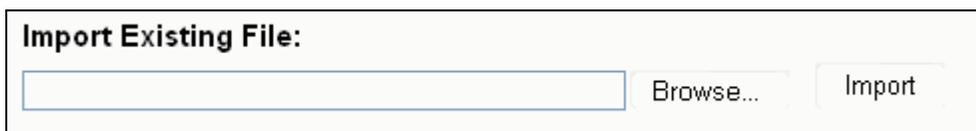
The document(s) you have previously created will appear on the left side under the heading "Recently Added". If you wish to make changes to any of the documents that you have created, simply click on the appropriate document in this listing, and you can then make the necessary changes.

If you choose to, you can add a link to a related web site. That link will appear at the bottom of the document when your users view it. Note that this link will only appear for documents that are entered into the content field and will not appear for imported documents.

### Importing an Existing File...

To make the "Import a file" field appear, click on the link that reads "Import an existing file (e.g. MS Word, PDF, Excel)".

**TIP:** Microsoft Word sometimes replaces straight quotes and apostrophes with "smart quotes" (the curly quotes and curly apostrophes). Internet Explorer does not display the curly quotes and apostrophes correctly; these characters come out looking like boxes. Because of this, we recommend you turn off the automatic smart quote conversion on files that you upload from MS Word.



The image shows a rectangular dialog box with a light gray background and a black border. At the top left, the text "Import Existing File:" is displayed in a bold, black font. Below this text is a horizontal text input field. To the right of the input field is a button labeled "Browse...". To the right of the "Browse..." button is another button labeled "Import".

- 1 Click the "Browse..." button next to the "Import File" field. You will see a file selection dialog box.
- 2 Find the file that you want to import and click the "Open" button in the dialog box. The full path to the file you chose is now displayed in the "Import File" field.
- 3 Click the "Import" button to bring the file into Edline. Once the file has been uploaded, click the "Save & Add Another" button at the bottom of the page to quickly add another document.

**NOTE:** When you have completed entering the information for this document, you can click *"Save & Return"* to save this group and return to the original contents page.

However, if you wish to add another document, you can quickly add another document by clicking *"Save & Add Another"*. Your document will be saved, and your cursor will appear in the Document Title field, allowing you to begin the document entry process immediately.

The document(s) you have previously created will appear on the left side under the heading "Recently Added". If you wish to make changes to any of the documents that you have created, simply click on the appropriate document in this listing, and you can then make the necessary changes.

See the "Notes on Uploading a Document" section for more details on this process.

### Uploading a Web Document...

A Web Document on Edline is simply a web page or group of web pages that may be uploaded to Edline as an Edline document (just like you upload a Word document or Acrobat document). It is now possible to upload a Web Documents to your school's Edline site. For example, you can now post an HTML page showing multiple pictures from a class field trip. Web Documents will enable you to enhance pages of your Edline site with multiple pictures, flash, and just about anything else you can create using HTML. To upload a Web Document to Edline, you must upload a Zip file containing all of the HTML related files that comprise the web page or group of web pages. Web Documents can appear as News items, Calendar Items, as Assignments-just like any other type of document that appears on Edline.

To make the appropriate box appear, click on the link that reads "Upload a Web Document". Once the box appears, follow the steps below to add a web document.

- 1 Place the cursor in the box and select the appropriate Zip file by using the 'browse' button.
- 2 Enter the "Default starting Page" of the group of web pages that you have uploaded. Typically the default starting page of a group of web pages is titled 'Index.html'. If this is not the case, or you do not know the default starting page name, leave the field blank.
- 3 Choose any additional groups/classes that you wish to multi-post the document to, and add them to the "Additional Posted Groups" box.

For a picture of the Uploading a web document box, refer to the picture below.

**Upload a Web Document:**

**Default starting Page** (e.g. index.html):

- 4 Click the "Save & Add Another" button to save your changes and add another document. Or, click the "Save & Return" button if you are finished creating documents.

**NOTE:** When you have completed entering the information for this document, you can click "*Save & Return*" to save this group and return to the original contents page.

However, if you wish to add another document, you can quickly add another document by clicking "*Save & Add Another*". Your document will be saved, and your cursor will appear in the Document Title field, allowing you to begin the document entry process immediately.

The document(s) you have previously created will appear on the left side under the heading "Recently Added". If you wish to make changes to any of the documents that you have created, simply click on the appropriate document in this listing, and you can then make the necessary changes.

## Notes on uploading a document

You may upload any file to Edline. The type of file you upload determines the way in which it is displayed to the students and parents who visit your class.

For example, if you create an assignment in Microsoft Word, you can upload that Word file (i.e., the file with the ".doc" extension) to Edline. Because this file is in Word format, your internet browser cannot open it. Instead, Microsoft Word must open it. As a result, a student or parent will only be able to view the document if he has Microsoft Word or the special Word Viewer on his computer. However, Microsoft offers free viewers for most of its Office software products (Word, Excel, PowerPoint, etc). These readers and viewers can be downloaded free of charge from the appropriate company's website.

You can also upload plain HTML documents to Edline. You can save most files in HTML format using the "Save As" feature of the software you used to create the file. When you choose "Save As", one of the save format options should be ".htm", ".html", or "web page." Choose any one of these formats.

If you wish to upload an HTML document with graphics, sub-pages, or even Flash, Edline will allow you to do so. These are called Web Documents. To upload a Web Document to Edline, you must upload a Zip file containing all of the HTML related files that comprise the web page or group of web pages. Web Documents can appear as News items, Calendar Items, as Assignments-just like any other type of document that appears on Edline.

When uploading documents to your class pages, please keep the following items in mind:

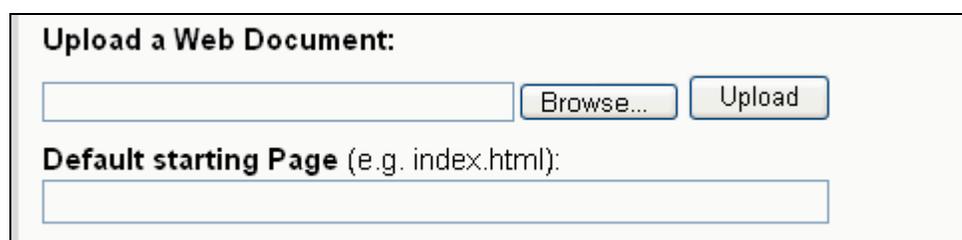
- If you upload files that are not in HTML format, please tell your students that you are doing so and direct them to the location where they can obtain the appropriate reader or viewer (as described above) that will allow them to read the documents you posting to your class pages.
- When a file saved in "plain" HTML format is uploaded to Edline, you may see that certain characters look like boxes, question marks, or other unexpected characters. This occurs when you have used character substitution in Microsoft Word. Instructions for resolving this MS Word problem can be found in Edline's online help. Log into Edline and click the "Help" button at the top of any page. Click the "Index" button at the top of the Help page. Then click the "If your quotes, apostrophes, and dashes look like boxes..." link in the Using Documents section.
- Files on a Macintosh computer often do not include the file-type extension in the file name (e.g., ".doc" for a Microsoft Word file). PCs, however, require file names to have extensions. If you upload a file to Edline from a Macintosh, be sure to first save the file with the proper extension. For example, if you are uploading a Microsoft Word document named "chapter1" from a Macintosh, be sure to save it explicitly with the ".doc" extension ("chapter1.doc") before uploading it to Edline. Without this extension, people who use a PC will not be able to open the file.
- We do suggest that all uploaded document not exceed 1MB in size out of deference to your users who will be accessing your files with a 56K modem.

Once you have created and saved a file, upload it to Edline following the steps below:

- 1 Create a document in the *News*, *Calendar*, or *Contents* box, or in a folder in the *Contents* box. When you are on the *Modify Document Page*, scroll to the Content section and select the appropriate link that will make the correct upload box appear on the screen.
- 2 Click the “Browse” button next to the “Import Existing File:” or “Upload a Web Document:” field. A file selection dialog box will be displayed. Look for your file and click “OK” or “Open” in the dialog box.



The screenshot shows a dialog box titled "Import Existing File:". It contains a text input field, a "Browse..." button, and an "Import" button.



The screenshot shows a dialog box titled "Upload a Web Document:". It contains a text input field, a "Browse..." button, and an "Upload" button. Below the input field is a label "Default starting Page (e.g. index.html):" followed by another text input field.

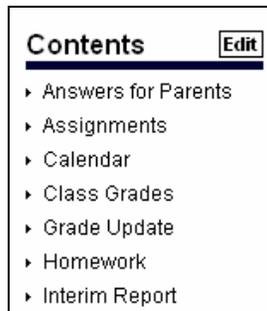
- 3 The path to the file will be displayed in the “Import File” field. Click the “Import” button to bring the file into Edline.
- 4 Click the “Save & Return” button at the bottom of the page to save your changes.

## Posting grades and other class reports

Many gradebook packages allow you to create reports and to display these reports in Edline. Most of them allow you to post reports for one class at a time or for several classes at once. Please refer to your gradebook software user's manual for details.

### Where do the reports go?

When you post reports from your gradebook, Edline creates a folder on the class home page to hold the reports.



You choose the name of this folder each time you post reports. The name you choose determines whether you will keep the previously posted reports or replace them with the new reports.

- **To keep the old reports**, use a different folder name each time you upload these reports.
- **To keep only the new reports**, use the same folder name every time you upload these reports.

### What does the teacher see?

When you click on the report folder name, you will see a list of all the reports you just posted. There will be one report for each student in your gradebook. Click on any report to view it.

### What do students and parents see?

When students or parents come to the class home page, they will see the report folder in the *Contents* box. When a student clicks on this folder, his or her report is displayed right away. When a parent clicks on this folder, his or her *child's* report is displayed right away. Students and parents do *not* see other student's grade reports like you do.

### The "Private Reports" link

A report posted from a gradebook is private. Only the student and his or her parents can see it (in addition to the teacher who posted it).

Students and parents can come to the class home page to see their class reports, however, Edline also gives them a shortcut for viewing these reports -- the "Private Reports" link in the *My Contents* box (see page 5 of this guide).

**My Contents**

- ▶ Private Reports
- ▶ Combined Calendar

When you post a report for a student, it is stored on the class home page. Edline also puts a link to this report in the student's "Private Reports" list. This list is just a shortcut. You cannot add items directly to it. Links to reports are added when you post new reports to your class and are removed when you delete old reports.

## 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 in your *My Classes* shortcut box.
- 2 Open the folder containing the item you want to copy:
  - a. If the item is inside a folder in the *Contents* box, click the name of the folder to open it.
  - b. If the item is in the *News* or *Links* boxes, or directly in the *Contents* box (not in a folder) click the "Edit" button at the top of the box to open it.
  - c. If the item is in the *Calendar* box, click the "Edit" button on the *Calendar* box, then click the "Manage Items" button.
- 3 Select the items you want to copy by clicking the checkbox next to each item.

**TIP:** If you want to copy a folder and everything in it, just select the folder. In the picture below we are copying two folders ("Assignments" and "Lab Materials") and one individual document ("Course Syllabus") from inside the *Contents* box.

	Name
<input checked="" type="checkbox"/>	<u>Assignments</u>
<input type="checkbox"/>	<u>Calendar</u>
<input checked="" type="checkbox"/>	<u>Course Syllabus</u>
<input checked="" type="checkbox"/>	<u>Lab Materials</u>

- 4 Click the "Copy To..." button at the bottom of the page to go to the *Copy Page*.
- 5 Use the Copy To Group(s) section to select the class(es) to which you want to copy the items. For complete instructions, please click the "Help" button at the top of the *Copy Page*.

**TIP:** To select more than one class, press the "Ctrl" key while clicking the class names.

Copy To Group(s)				
Choose the group(s) where you want to copy these items. (Use Ctrl+Click to select more than one group.)				
<table border="1"> <tbody> <tr> <td>My File Locker</td> </tr> <tr> <td>Health (HE901)</td> </tr> <tr> <td>Health 7 (HE701)</td> </tr> <tr> <td>Health 8 (HE801)</td> </tr> </tbody> </table>	My File Locker	Health (HE901)	Health 7 (HE701)	Health 8 (HE801)
My File Locker				
Health (HE901)				
Health 7 (HE701)				
Health 8 (HE801)				

- 6 Use the Copy To Folder section to decide where on the class home page to place the copied items. The locations you see here are determined by the current location of the item you are copying. You can select one of these locations or create a new folder using the "Another Folder" option. For complete instructions, please click the "Help" button at the top of the *Copy Page*.

**Copy To Folder**

---

Choose the folder to copy the items to in the group(s) selected above.

Contents Box

Another Folder:

You can type in your own folder path using the format:  
Folder Name\Sub Folder Name

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

- 7 Click the "Copy" button 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.

## Re-using old class materials

At the start of a new term, your school deletes last term's classes and creates 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 re-use those materials in your new classes.

For complete information about your *Old Class Materials* folder, please click the "Help" button at the top of the school or any class home page. Click the "Shortcut Boxes" oval to the left of the home page image. Click the "documents" link, then click the "Old Class Materials" link.

Copy materials from your old classes into your current classes using the steps below:

- 1 Open your *Old Class Materials* folder by clicking the "Old Class Materials" link in your *My Contents* box.

**TIP:** You won't see this link until at least one of your classes has been deleted.



- 2 Open the desired class folder by clicking the class name.
- 3 Select the items you want to copy by clicking the checkbox next to each item. If you select a folder, the folder and all its contents will be copied.

**TIP:** 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.

	Name
<input checked="" type="checkbox"/>	<u>Assignments</u>
<input type="checkbox"/>	<u>Calendar</u>
<input checked="" type="checkbox"/>	<u>Course Syllabus</u>
<input checked="" type="checkbox"/>	<u>Lab Materials</u>

- 4 Click the "Copy To..." button 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. For complete instructions, please click the "Help" button at the top of the *Copy Page*.

**TIP:** To select more than one class, press the "Ctrl" key while clicking the class names.

**Copy To Group(s)**

Choose the group(s) where you want to copy these items.  
(Use Ctrl+Click to select more than one group.)

My File Locker
Health (HE901)
Health 7 (HE701)
Health 8 (HE801)

- 6 Use the Copy To Folder section to decide where on the class home page to place the items. The locations you see here are determined by the current location of the item you are copying. You can select one of these locations or create a new folder using the "Another Folder" option. For complete instructions, please click the "Help" button at the top of the *Copy Page*.

**Copy To Folder**

Choose the folder to copy the items to in the group(s) selected above.

Contents Box

Another Folder:

You can type in your own folder path using the format:  
Folder Name\Sub Folder Name

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

- 7 Click the "Copy" button 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.

## Recategorize

All documents in Edline can now appear in the calendar by simply adding a date to them. Based on where this document is created, it can be added to the calendar with an associated category. Categories will be used to help organize and utilize the calendar in a future release.

If you wish to change a document's category, simply select it from the calendar List View, select the desired category, and click Recategorize Now.

**Recategorize Selected Items**
 [Top](#)

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Change Category/Folder to:

To add a new category/folder, create a folder with the new category name in the Contents Box.

Recategorize documents in all locations they are displayed

## Rollover Calendar Items

The calendar rollover feature allows you to reuse your existing calendar items. This can be especially useful if you teach the same class the following semester or year.

From the List View option from your selected calendar, you can select which calendar items you wish to rollover. Once you have selected them, you can rollover those entries any amount of days, weeks, months, or years.

**Rollover Selected Items**
 [Top](#)

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Roll Selected Dates:

Keep on same day of the week

Rollover documents in all locations they are displayed

By selecting the "Keep on same day of the week" option, Edline will automatically keep your dates on the closest same day of the week. For example, if you have a weekly quiz on Friday, but based on your rollover amount these quizzes now fall on a Saturday, Edline will automatically place them on Friday.

## Using your file locker

*My File Locker* is a place for you to store documents that you want to save. Use this locker to store new documents that you are not ready to use yet, to store old documents you have used before and may want to re-use again, or anything else you want.

You can upload items directly into your locker, copy items into your locker from other locations in Edline, and copy items out of your locker to other locations.

For complete information about your file locker, please click the "Help" button at the top of the school or any class home page. Click the "Shortcut Boxes" oval to the left of the home page image. Click the "documents" link, then click the "My File Locker" link.

### Copying materials from your classes into your file locker

- 1 Go to the home page of the class containing the materials you want to copy by clicking the class name in your *My Classes* box.
- 2 Open the folder containing the item you want to copy:
  - a. If the item is inside a folder in the *Contents* box, click the name of the folder to open it.
  - b. If the item is in the *News* or *Links* boxes, or directly in the *Contents* box (not in a folder) click the "Edit" button at the top of the box to open it.
  - c. If the item is in the *Calendar* box, click the "Edit" button on the *Calendar* box, then click the "List View" button.
- 3 Select the items you want to copy by clicking the checkbox next to each item. If you select a folder, the folder and all its contents will be copied.

	Name
<input checked="" type="checkbox"/>	<u>Assignments</u>
<input type="checkbox"/>	<u>Calendar</u>
<input checked="" type="checkbox"/>	<u>Course Syllabus</u>
<input checked="" type="checkbox"/>	<u>Lab Materials</u>

- 4 Click the "Copy To..." button at the bottom of the page to go to the *Copy Page*.
- 5 Select "My File Locker" as the destination in the Copy To Groups section.

Copy To Group(s)			
Choose the group(s) where you want to copy these items. (Use Ctrl+Click to select more than one group.)			
<table border="1"> <tr> <td>My File Locker</td> </tr> <tr> <td>Health 7 (HE701)</td> </tr> <tr> <td>Health 8 (HE801)</td> </tr> </table>	My File Locker	Health 7 (HE701)	Health 8 (HE801)
My File Locker			
Health 7 (HE701)			
Health 8 (HE801)			

- 6 Use the Copy To Folder section to decide where in your locker to place the item. To put the item inside a specific folder in your locker, choose the folder from this list or create a new one using the "Another Folder" option. To

put the item directly in the locker (not in a sub-folder inside the locker), choose the "Contents Box" option. For complete instructions, please click the "Help" button at the top of the *Copy Page*.

**Copy To Folder**

---

Choose the folder to copy the items to in the group(s) selected above.

Contents Box  
 Another Folder:

You can type in your own folder path using the format:  
Folder Name\Sub Folder Name

- Click the "Copy" button at the bottom of the page. The selected items will remain where they are and *copies* of these items will be placed in your locker.

## Copying materials from your file locker into your classes

- Open your file locker by clicking the "My File Locker" link in your *My Contents* box.
- Select the items you want to copy by clicking the checkbox next to each item. If you select a folder, the folder and all its contents will be copied.

**TIP:** If you want to copy an item that is inside a folder, first click the folder name to open it, then select the item to be copied.

	Name
<input checked="" type="checkbox"/>	<a href="#">Assignments</a>
<input type="checkbox"/>	<a href="#">Calendar</a>
<input checked="" type="checkbox"/>	<a href="#">Course Syllabus</a>
<input checked="" type="checkbox"/>	<a href="#">Lab Materials</a>

- Click the "Copy To..." button at the bottom of the page to go to the *Copy Page*.
- Use the Copy To Groups section to select the class(es) to which you want to copy the items. For complete instructions, please click the "Help" button at the top of the *Copy Page*.

**TIP:** To select more than one class, press the "Ctrl" key while clicking the class names.

**Copy To Group(s)**

---

Choose the group(s) where you want to copy these items.  
(Use Ctrl+Click to select more than one group.)

My File Locker

Health (HE901)

Health 7 (HE701)

Health 8 (HE801)

- 5 Use the Copy To Folder section to decide where on the class home page to place the items. The locations you see here are determined by the current location of the item you are copying. You can select one of these locations or create a new folder using the "Another Folder" option. For complete instructions, please click the "Help" button at the top of the *Copy Page*.

**Copy To Folder**

---

Choose the folder to copy the items to in the group(s) selected above.

Contents Box

Another Folder:

You can type in your own folder path using the format:  
Folder Name\Sub Folder Name

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

- 6 Click the "Copy" button 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.

## Sending email to your class

You can send an email message to your students and/or their parents from your class home page.

- 1 Go to the class home page by clicking the class name in your *My Classes* shortcut box.
- 2 Click the “Send Email” link in your *Command Center*.



- 3 Click the checkbox next to each student you want to send email to. To e-mail everyone in a class, first pull down “Show All” in the right hand corner, and then click the "Select All" link at the top or bottom of the list.

**TIP:** If you want to send email to just the parents or to both the students and their parents, first choose the students from this list. On the next page you will be able to specify whether you want to send the message to the selected students, to their parents, or to both.

Group Member List for Health (1-10 of 22 users)		
<a href="#">Select All</a>	<a href="#">Unselect All</a>	First   < Prev
JUMP TO: <a href="#">A</a> <a href="#">B</a> <a href="#">C</a> <a href="#">D</a> <a href="#">E</a> <a href="#">E</a> <a href="#">G</a> <a href="#">H</a> <a href="#">I</a> <a href="#">J</a> <a href="#">K</a>		
Name		Sys ID
<input checked="" type="checkbox"/>	Aberdeen, Susie	55500
<input checked="" type="checkbox"/>	Anderson, James	619775
<input type="checkbox"/>	Anderson, Joan	ANDE_J
<input checked="" type="checkbox"/>	Dewitt, Joseph M	618641
<input checked="" type="checkbox"/>	Eckberg, David M	55503
<input checked="" type="checkbox"/>	Flick, Adam M	618391
<input checked="" type="checkbox"/>	Folles, Shane D	618636
<input checked="" type="checkbox"/>	Kringle, Marc W	618580
<input checked="" type="checkbox"/>	Marconi, David L	619291
<input checked="" type="checkbox"/>	Oleander, Adam J	618601
JUMP TO: <a href="#">A</a> <a href="#">B</a> <a href="#">C</a> <a href="#">D</a> <a href="#">E</a> <a href="#">E</a> <a href="#">G</a> <a href="#">H</a> <a href="#">I</a> <a href="#">J</a> <a href="#">K</a>		
<a href="#">Select All</a>	<a href="#">Unselect All</a>	First   < Prev
<input type="button" value="Send Email"/>		<input type="button" value="Change Permissions"/>

- 4 Click the "Send Email" button.
- 5 Choose whether to send the message to just the selected students, to just their parents, or to both. Then click the "Continue" button.
- 6 Enter a subject and type your message. Click the "Send" button when you are ready to send the message. For an explanation of the delivery options please click the "Help" button at the top of the *Compose Message Page*.

## Storing your gradebooks in Edline

You can work on your grades at home or on any computer away from school without having to carry your gradebook with you on a disk. Save your gradebook file to Edline at school. When you get home, download it to your computer. Use your gradebook software at home to work on grades. When you are finished, save the gradebook back to Edline. Then download the gradebook back to your school computer when you get back to school.

Saving your gradebook to Edline is different from posting reports for students and parents to see. When you save your whole gradebook, it is stored in a special location that only you can see. You cannot modify the gradebook in Edline. You only use Edline to store it temporarily. When you want to modify it, you download it to your computer and use your grading software to update it.

### Saving your gradebooks to Edline

Saving a gradebook to Edline always starts with your grading software. In your software you will find a save-to-Edline feature that allows you to save one or more gradebooks to Edline. The name of this option will depend on your particular grading software. For instructions please refer to the user's manual for your software.

### Where will my gradebooks go?

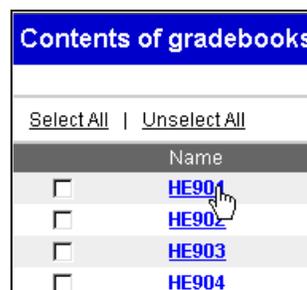
Your gradebooks are stored in a folder named *My Gradebooks*. When you log into Edline you will see a yellow box titled *My Contents* on the left side of the school home page. Inside this box you will see the "My Gradebooks" link. Click this link to see the list of gradebooks you have saved to Edline.



### Downloading a gradebook from Edline

You cannot work on gradebooks while they are in Edline. To work on a gradebook, first download the file to your computer, then use your grading software to update it.

- 1 Click the "My Gradebooks" link in your *My Contents* box to open your gradebooks folder.
- 2 Click the name of the gradebook you want to download.



- 3 We recommend you choose the "Open" option on the File Download dialog box. This option will cause your grading software to open with your gradebook displayed.



- 4 Click the "OK" button. The gradebook you just downloaded will replace the one currently saved on your computer, as long as it is saved to the same location.

**FEATURE:** When you download a file, it is NOT deleted from your Edline Gradebooks folder. That way, if something happens during the download process (e.g., if you lose your internet connection), you always have a copy left in Edline. To delete items from your "Gradebooks" folder, click the checkbox next to each gradebook to be deleted, then click the "Delete" button at the bottom of the page.