

---

# Student/Parent Quick-Start Guide

## EDLINE

---

This guide covers the most common features you will use on 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](http://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	4
Viewing reports	5
Viewing class information	7
Receiving "new report alerts" and school announcements	8
Changing your account information	9
Adding a child to your account (for parents only)	10

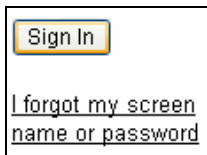
## Getting help with Edline

### Online Help

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.

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

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

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

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

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

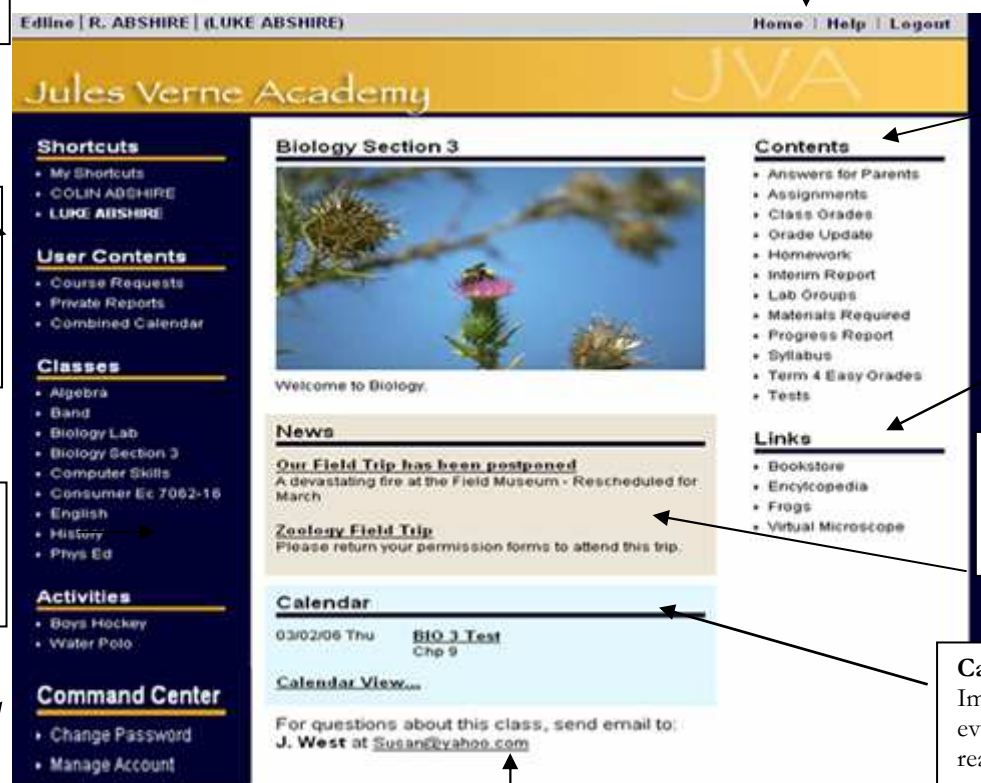
**Contents**  
On a school home page, links to *all* of the school's classes, activities, and sports in Edline. Also, links to school or class information.

**Links**  
Links to other websites outside of Edline.

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

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

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



## Viewing 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.

The screenshot shows the Jules Verne Academy website. At the top, there is a navigation bar with 'Edline | LUKE ABSHIRE' on the left and 'Home | Help | Logout' on the right. Below this is a yellow banner with 'Jules Verne Academy' and 'JVA' in large letters. The main content area is divided into three columns. The left column has 'My Contents' (Course Requests, Private Reports, Combined Calendar) and 'My Classes' (Algebra, Band, Biology Lab, Biology Section 3, Computer Skills, Consumer Ec 7062-16, English, History, Phys Ed). The middle column features a photo of the school building and a paragraph about team teaching, followed by a 'News' section. The right column has a 'Contents' menu with links: About JVA, Activities, Athletics, Attendance, Attendance Report, Billing, Classes, Counseling, Events, Forms and Surveys, Grade Report, Report Card, Sample Reports, Schedule, and Summary Attendance. A text box on the right side of the screenshot contains the text: '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.' Three arrows point from this text box to the 'Billing', 'Report Card', and 'Schedule' links in the Contents menu.

### 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.



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.



# Viewing class information

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

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

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

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

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

**Links**  
Links to useful websites related to class material.

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

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

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

## Receiving "new report alerts" and school announcements

If decide to you 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.



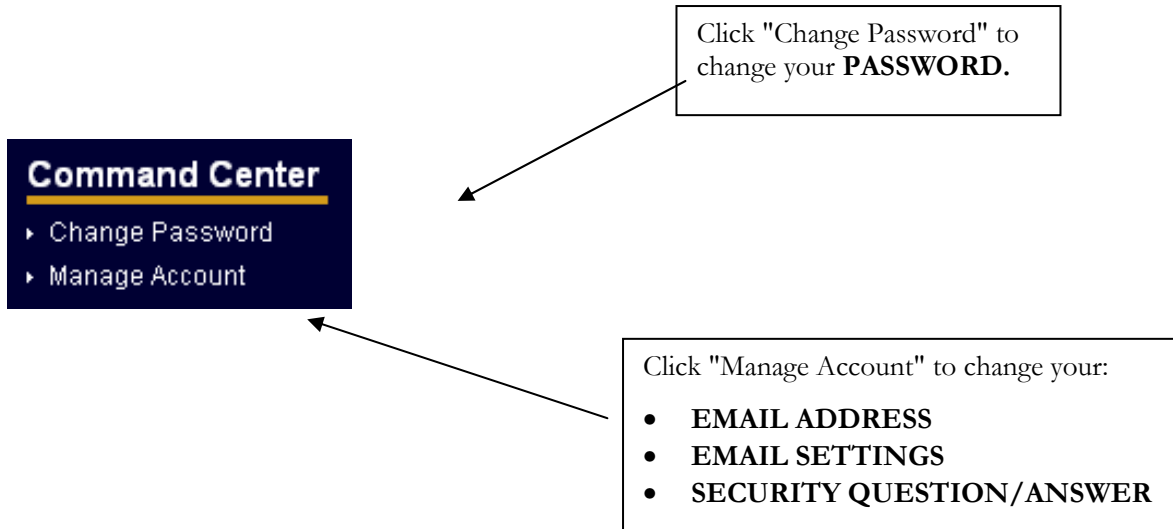
## Changing your account information

---

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 your child from the school. Then, follow the steps under *How do I use my activation code to set up an Edline account?* (located in the "Account Setup Guide"). **When you get to 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.