

Click Help at the top of any page on Edline to learn how to use that page.

## Teacher Quick Guide for Edline

The *Teacher Quick Guide* is designed to give you an overview of how you can use Edline. For more detailed information, you can print out the *Teacher Guide*, which is located in the “Print Help Guides” section of the Help file. On the following pages we will review:

- Posting Grades
- Posting Homework
- Adding Web Links
- Sending Mass Email
- Adding News and Content
- Clubs, Sports, and Activities
- Adding a Class Picture
- Adding Items to Your Calendar
- Navigation

### Posting Grades and Progress Reports with Gradebook Software

If your grading software allows, you can choose the name of the folder (e.g., “Weekly Progress”) in which you will post your grades. Some grading software allows you to rename your reports. If yours does, to keep old reports be sure to use a different folder name when you post new reports. To overwrite old reports, use the same name when posting new reports.

To see the reports you posted, listed by student, click the report folder name in Edline (this will be found in the “Contents” section of the class page). When parents or students click the report folder on their class home page, they will not see other students’ reports like you do; they only will see their own reports. Parents will only see reports for their children. Parents and students can also see a list of reports (consolidated from all classes) by clicking on the “Private Reports” link in the My Contents box from the school home page.

As you can see, you can post reports just as easily as you can print them, and much faster. For more details, please refer to your gradebook software’s user manual or to the gradebook’s Edline Menu Help links right on the gradebook menu bar.

### Sending Mass Email to Parents & Students

You can send an email message to all of your students and/or their parents from your class home page. Go to the class home page by clicking the class name in your My Classes shortcut box. Click **Send Email** in your Command Center.

Click the checkbox next to each student you want to send email to. Use the “Select All” link at the top or bottom of the list if you want to select everyone on this page. Click **Send Email**. Choose whether to send the message to just the selected students, to just their parents, or to both. Then click **Continue**. Enter a subject and type your message. Click **Send** when you are ready to send the message.

### Adding a Class Picture and Class Description

You can personalize your class by displaying a picture and a short description on the class home page. Go to the class home page by clicking the name of the class in your My Classes shortcut box. Click **Manage Class** in your Command Center. From this page you will be able to load a picture for your class as well as enter a description. You can use the same process to upload pictures that accompany specific news items or other documents (please see the *Teacher Guide*). Click **Update** at the bottom of the page to save the new description and picture. To avoid image distortion when your picture is displayed on the class home page, we recommend you use an image file that is:

- type “.jpg,” “.png,” or “.gif”
- approximately 338 pixels wide (the image height does not matter)
- and smaller than 75 kilobytes

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## **Posting Homework and Other Information for Students and Parents**

Edline lets you keep your students and parents informed of the latest developments in your classes on a day-to-day basis. You can post your schedule, homework assignments, special announcements, web links, and other information right on to Edline. There are several sections on your class home pages that allow you to organize your information.

The **Calendar** is a good place to put reminders of important events such as field trips, early dismissals, homework, tests, and special class announcements. Remember, this information will not only automatically display for this class, it will also display in the “Combined Calendar” for all of your students and associated parents.

Use the **News** section to post announcements you want students and parents to see when they visit the class home page.

**Contents** is a good place to store documents like notes, grade reports, missing work reports, or reference materials.

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

### **To Add Items to Calendar, News, Contents, or Links**

To add items to each of these sections, click on the **Edit** button found next to their titles. You can then select to **Add** to each section.

In each of these sections, you can type text directly into Edline, you can paste your text into Edline, you can use HTML to add some layout options to your text, and you can upload Word documents, Acrobat files, PowerPoint files, and a myriad of other files. Remember to make sure that your students and parents have the software (for example, Word) before you post in those native formats.

To save you time and effort, Edline allows you to post this information to multiple classes/locations at one time. By selecting the **Other Groups** to which you wish to load this information, you can add the same information to all of your English classes by entering it only once.

Any document in Edline (News, Links, or Content entries) can be added to the Calendar by adding a date to it. For example, by adding a date to a document in your Assignments folder, your assignment will automatically appear in the calendar.

## **Using Web Pages and Mass Email for Clubs, Sports, or Activities that You Sponsor**

Just as you use Edline to keep students and parents informed about your classes and email all the parents in a given class, you can do the same thing for any clubs, sports, or activities you sponsor. You can have all the functionality of your class page such as using the calendar to show scheduled games/events, have links to helpful sites, adding news to inform your members (and parents) of the latest information, and all the other functionality mentioned earlier.

To setup a group web page for a club or sport, just contact your school’s Edline manager. Your Edline manager will then create the new group for you and show you how to add the members of your group. You will then be ready to use this group just as you would your classes.

## **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 is OK to use them inside the online Help system, however).