

EDLINE – Hint of the Week

Week of September 8, 2003

Help! I don't know where to start.

You access Edline in two different ways. You either logon directly so that you can change the calendar, add assignments, post messages for students and/or their parents, etc. The other way is to access Edline when you are posting GradeQuick information. More on that later.

Either way, you need a login name and password to access your Edline area.

If you've never logged in to Edline before, then you need your Activation Code which you can get from Roger. You might think you never logged in, but if you were here last year you almost certainly got in at least once even if you have never used it since.

If you have logged into Edline before, then your Activation Code is no longer valid and you should use the login name and password that YOU supplied when you got in the first time.

What! You can't remember the login name and password?! Here's what you do. You let Roger know and he will generate a new Activation Code for you which will then allow you to get back in and get going for this new school year.

To access Edline you go to www.edline.com on your browser. From there you either login using your name and password or your Activation Code.

This week, let's all get logged in at least once and spend a few minutes checking out what is there. That way you will be able to come up with useful ways for you to post information for your students and their parents.

Remember, within a couple of weeks you should be updating Edline information at least once a week for the rest of the school year.

Second hint free of charge – Find your spiral manual with instructions for using GradeQuick with Edline. Can't find yours? Ask and I'll give you another one.