

## Printing Edline Activation Codes

Once you have logged into Edline, you will see a list of your classes at the left. A P2 means period 2. S2 means semester 2. Double click on one of the classes to open it.

1. When the class opens up, go down to where it says manage class.
2. On the class management page, click on Print Activation Codes up toward the top.
3. Click group students and parents SEPARATELY.
4. Click next
5. Make sure that print as a web page has been selected.
6. Click print

You will see an image of what your printout will look like.

Go to “file” (way up at the top left), then print. Make sure your printer is the one selected, then print as you would any document.

7. You will get a list of students with their activation codes, followed by the parents with their activation codes.
8. Use a scissors or paper cutter to slice up the sheets and give the students their codes. Tell the students how often you will be updating Edline and encourage them to check it out. Save the parent codes for parent teacher conferences. When the parents come in, you can tell them about Edline and give them their personal activation code.