

## Using the Edline Calendar With Your Students

1. Login to edline
2. Choose the class at the left for which this calendar item applies.
3. Click on the edit button on the calendar line. This opens the current month's calendar.
4. Click on add event.
5. Type a title for the event.
6. Select a category and then press create
7. This takes you to the modify page. On the modify page you can:
  - a. Type the date for the event
  - b. Type further information in the Content box
  - c. If you wanted to you could even link it to a document you had prepared in advance. For example, if you had a review sheet for a test, you could fix it so that when the student clicked on the test event, they could receive a copy of the review sheet that you had given out in class.
8. When you are finished, click Update at the bottom of the page.
9. To go back and change anything or delete events, instead of clicking on add event in step 3, click on manage items.
10. The events will be listed there. You can put a check mark in the box and then choose delete. You can click on the edit box next to the item and correct the date or spelling or anything else you would like.
11. There is a function on this page that allows you to roll over the event to next year so that the same information will be there a year from now.
12. When you are finished managing the items, click done (update).