

Edline Manual Teacher Guide

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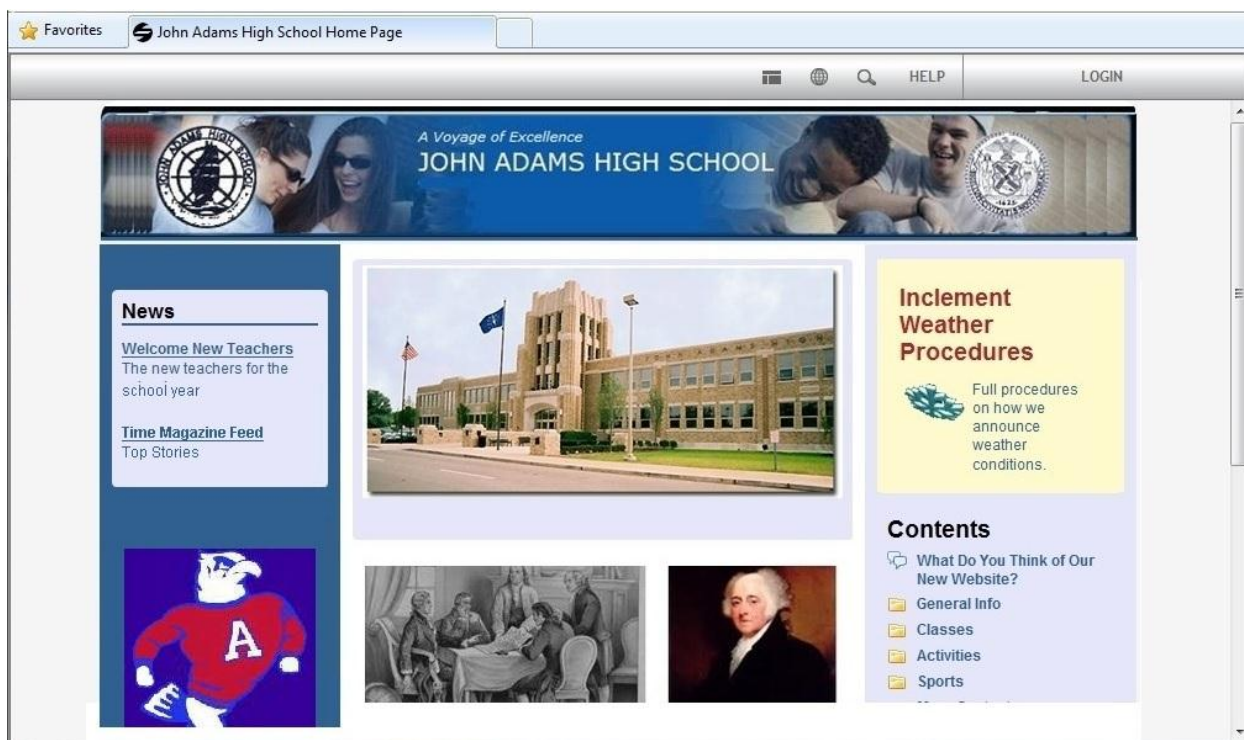
How Teachers Can Use Edline

As a teacher you know that your day doesn't end when the final school bell rings. There are after-school meetings to attend, papers to grade, expenses to budget, and coursework to plan. Edline is not just a communication tool for teachers to reach students and parents; it can be used to reduce printing costs, post grades and other student reports, create interactive discussions and blogs, online study guides, and rollover course materials from previous semesters to save teachers time. With Edline, you will be able to quickly and easily:

- Keep track of all your school events, including your class schedules, assignments you have posted in classes, athletic games, club meetings, and teacher meetings from one combined calendar.
- Design the web page for the classes you teach, and control what information will or will not be viewable by your students and their parents.
- Download documents, assignments, or study-guides from your teacher text book editions and place them online for your students.
- Be notified of school closings, and be alerted of any other school news important to you.
- Reuse content you posted to Edline so you do not need to create or post it again next semester or next year.
- Update your web pages, post your student grades, attendance records, and other reports from anywhere you have Internet access.
- Have peace of mind knowing all your school data is secure.

How Do I Start?

You can access your school's website from any computer with a web browser, such as Internet Explorer or Firefox.



Sample Edline Website

If you know the school's Edline URL address, you can type the URL address into a web browser to visit your school's website where you will see the same information as the general public. If you want to view private information, such as grades or your personal combined calendar, or you want to post information to the website, you will need to sign in from the school home page. (You can also sign into Edline through www.edline.net.)

Before you sign into Edline for the first time, you will need to activate your account.

Once you sign into Edline, you can manage your account information, use personalized shortcuts to navigate through the program, and access user guides.


Activating Your Account

Your school will send you a unique activation code you can use to create your screen name and password to sign into Edline. The information you receive will look similar to the following image (this image is a sample of a parent and their child's activation code):

Family of Chad Abell			STUDENT ID: 9050
System Id (Office use)	Name	Activation Code	PARENT'S NOTE: Enter only your activation code. This code will allow you to see your child's information.
9050	Chad Abell	PJSR-HJMY-NTNV	
----	Chad Sr. Abell	HDSN-JPFP-YYNV	

Visit www.edline.net and click on the "Activate An Account" link to get started!


Sample of Activation Code

 **Important:** Students, parents, teachers, and other users returning to the same school as the previous year with an Edline account will **NOT** have to reactivate the account. Use your previous screen name and password.

To Activate Your Account


1. Access your school's website from your web browser and click **Sign In**. (You can also activate your account from www.edline.net.)
2. Click the **Sign Up** link, under **New to Edline?**
3. Type your **Activation Code** and click **Enter**.

Enter Your Activation Code


First: Enter your activation code(s)
(Click HELP above to learn more)

(Repeat this step for each activation code you wish to combine into a single account)

Activation Code


Second: Make sure each code you have entered is yours

- Adams, Kelly's Parent (at John Adams High School)

Enter Your Activation Code Page

4. Make sure the activation code is yours (your name and school will be listed) and click **Activate this Code**.
5. Click **I Agree** on the Privacy Policy and Terms of Use page.

Activate Account



Choose this option if you **do not** have an existing Edline screen name and password.



Choose this option if you already have an existing screen name and password, and you want to access information with the same screen name and password.

Special Note to Parents:

1. 'Combined Accounts' allows you to access information on all your children with one screen name and password.
2. Remember that Edline has separate accounts for parents and students. Be sure to activate your parent account, not your student's account.



Activate Account Page

6. Click **New Account** to create your user screen name and password if you have never created an Edline account before.

Parents, guardians, and other users with more than one activation code must still choose **New Account** even if they have received several activation codes at once because they can activate them all at one time as they create their new account. Once they have created their screen name and password by choosing **New Account**, they can choose **Combined Accounts** if they receive more activation codes later and want to combine them into their current account.


7. Create your Edline sign in information by completing these steps:
 - Create your **Screen Name**. The name must be unique and be at least four characters long.
 - Create your **Password** and type it again in the **Retype Password** field. Passwords must be at least four characters long.
 - Update your **Personal Account** information by typing your **First Name**, **Middle Name**, and **Last Name**.
 - Click **Continue** to save your password and access the Manage Account page.
8. Configure your initial account settings by completing the following steps:
 - Set how you want the school to contact you in the sections for **Email Settings**, **Voice Dialing Settings** (available only to schools with Edline's Notifications module), and **Text Message Settings** (available only to schools with Edline's Notifications module). Click the buttons to enter the email address or phone numbers. The system will send you a confirmation email.
 - Create or select a security question to be asked if you forget your password. Type the correct response as the **Answer**.

- Click **Save and Return** to save your account settings.

9. Click **Continue** to access the list of user guides.

Once you activate your Edline account, anytime you want to sign into Edline, type your screen name and password to access your information.

Basic Components of Edline

 **Note:** The *Edline Teacher Guide* was designed to provide teachers with quick instructions for the most common class-related functions you will perform with Edline. For full instructions on all the features available in Edline, see the online **Help**. A copy of this guide is available in the help in the **Edline User Guides** topic.

Before diving into how to use specific features of Edline, in this section we'll discuss basic Edline terms and usage.

Edline Terms

There are four basic components of the Edline site — people (users), groups, documents, and folders. These components are organized to display content on various pages that are a part of websites for districts and schools, as well as classes, sports, and other activities.

Users

Users are people who visit your website. Only users who are members of your school will have an Edline account.

Groups

Groups in Edline are websites that represent organizations like classes, clubs, and sports that have a home page within your school or district website. You may also want to create group websites for other areas such as student counseling, special education, media centers, etc. Many schools create groups for teacher collaboration sharing lesson plans, curriculum, best practices, etc. Most groups have members and people who are in charge of that group (such as the teacher for each class). Every group has a group home page where the main information such as news, calendars, and links associated with the group can be accessed.

A district is the largest form of a group. Inside a district, you will find links to schools in that district. Inside a school you will find links to classes, clubs, and many other groups in that school. You can create groups inside a class if you have students working in teams and you want each team to have its own page.


The person in charge of a group is called the group's **super user**. The group's super user can add and remove items from the group home page, add and remove group members, and assign permissions to group members. A super user may or may not have permissions to change the design of the web page, depending on your district or school policy.

Documents

Documents can be anything from assignments, announcements, grade reports, student handbooks, board meeting minutes, bus schedules, or any other item available on your web page. You can either type the text (or HTML code) of a document directly on the Document page in Edline, upload to Edline an existing file that you have created with another program (such as Microsoft® Word® or PowerPoint®), or add a web document. To keep your content organized, documents are usually stored in folders.

Folders

Folders on Edline are just like the directory folders available on your computer. They keep things organized by providing a place to hold items that are related to one another. The Folder page generally contains a list of items included in the folder.

Folders can hold documents (like assignments or permission slips), groups (like classes or clubs), other folders, or all three. Every group has its own set of folders listed in **Contents** on their home page. Edline provides schools with default folders for **Sports** and **Activities**, and provides teachers with default folders for **Assignments** and **Tests**. You can add your own folders to keep your **Contents** section organized. If your school does not have a **Contents** section on its home page, the folders can be seen by hovering over the **Home**  icon.

When you open a folder, you see a list of what's inside that folder. To open any item in a folder, click on the name of the item.

Basic Edline Usage




When you sign into Edline, the first page you see is your school home page. You cannot add items to this page unless your school's Edline super user has granted you special permissions. When you post items to Edline for display, you will post them on your own home pages.

The Edline menu bar has been designed to allow users to easily access the activities they want to complete. The following displays the Edline menu bar available throughout the website.



Edline Menu Bar

The following options are available on the Edline menu bar.

- **Home**  – This menu is only available to users signed into Edline. Clicking the button opens the home page for your district/school website. Hovering over the button displays the contents available in the website.
- **My Edline** – This menu is only available to users signed into Edline. This menu displays all the options under all the following sections: the **My Classes and Shortcuts** section with the list of the user's classes and groups (and each child's information for a Parent user); the **My Content** section with the **My File Locker**, **Private Reports**, **Combined Calendar**, **Future Classes**, **Old Class Materials**, and **My Submitted Forms** options; and the **My Account** section with the **Change Password**, **Manage Account**, and **Privacy and Terms of Use** options.
- **Tools** – This menu is only available to users signed into Edline. This section contains the administrative **Manage Settings** menu with various management options depending on your permissions, such as the **Manage School/Group**, **Manage Design**, **Manage Users**, **Manage Course Requests**, and **Quick Sync** options. This menu will also provide access to your gradebook if you use GradeQuick Web or Easy Grade Pro Web.
- **Edit This Page** – This button is only available to users with permissions to edit the page when signed into Edline. The **Edit This Page** button allows users with proper permissions for a particular page to change both the design and content directly on the page.
- **View Page As**  – The **View Page As** option enables a user to view the web page contents in several different ways, including the **Standard View** and the **List View**. The **List View** enables you to view the web content in a list.
- **Language**  – The **Language** option changes the Edline display to the selected language.
- **Help** – Opens the online help file in a separate browser window.
- **Sign In (Login) / Sign Out (Logout)** – Allows the user to sign into and out of your school's website.

You can get anywhere in the school's Edline site from the school home page. This page displays school-wide information as well as links to all classes, clubs, sports, and other groups in the school's Edline site. Each class, club, and sport also has its own home page. All home pages are divided into sections. The following picture displays a standard teacher view of a sample school home page. Your school's layout may be different, but the functions of the sections are the same.

MY EDLINE TOOLS EDIT THIS PAGE HELP : LOGOUT

Group Information
Contains the School Title, School Picture, and Description.

John Adams High School

News
[Student Wins State Championship!](#)
Teacher of the Month
Read all about this month's featured teacher.

News
Contains special announcements.

Contents
The Contents section contains many types of information, including documents, discussions, forms, and blogs. If this section does not appear on the school's home page, you can access the contents from the **Home** icon in the Edline menu bar.

Contents
What Do You Think of Our New Website?
Parent Information
Classes
Activities
Sports
More Contents...

Links
Huntington Learning Centers
Kumon Learning

Calendar
04/11/11 Mon - [Spring Break](#)
04/15/11 Fri
04/18/11 Mon [Classes Resume](#)
04/19/11 Tue [Girl's Water Polo Home Game - 4 PM](#)
[More Events...](#)

Folders
You can organize your contents by creating folders to group similar information together.

Links
This section contains links to other websites.

123 W. School St. Chicago, Illinois 55555 312-555-5555 ©2011 - All rights reserved.

Edit Mode and Formatting Toolbars

The **Edit This Page** button from the Edline menu bar enables you to update and format the web page content. You must have permission to update the particular web page to view the **Edit This Page** button. For example, most teachers will have access to the feature on their teacher (class) web pages. When you click the **Edit This Page** button, the Edit Mode toolbar appears.



Home Page Edit Mode Toolbar

The options listed on the Edit Mode toolbar depends upon your permission to update content and the type of page you are updating. For example, some school staff will not have design permissions, so the **Designer**, **Templates**, and **Add Box** options will not be available. The following list describes each option available in the home page Edit Mode toolbar (the document page Edit Mode toolbar will have different options).

- **Designer** – Only available if you have permissions to update the web page design. The **Designer** option displays the Site Designer window, which you can use to update the layout of the web page.
- **Templates** – Only available if you have permissions to update the web page design. The **Templates** option displays the Select a Template window, which you can use to select a template for the web page.
- **Add Box** – Only available if you have permissions to update the web page design. The **Add Box** option displays the Type of Box to Add dialog, where you can select the type of content to add to the web page.
- **Summary Info** – The **Summary Info** option opens the **Summary Information** section of the Modify Group page, where you add the **Group Info** image to the page. You can also update the name or description of the web page if you have not edited the description right on the web page itself. The description will appear below the **Group Info** picture on the web page.
- **Visibility** – The **Visibility** option opens the **Visibility** section of the Modify Group page, where you can restrict the user types who can view the web page.
- **URL** – The **URL** option opens the **Friendly URL** section of the Modify Group page, where you can update the address of the web page.
- **Help** – The **Help** option opens the online help.
- **Done** – Allows you to save or cancel the changes and exit the edit mode.

After you click the **Edit This Page** button from the Edline menu bar, you can also update the content of a particular section, such as the description of the class, by typing directly on the web page. The Formatting toolbar will become available as you type, allowing you to update the fonts, paragraph formats, and hyperlinks available in your text.



Formatting Toolbar

Once you update the formatting of the web page content, click **Save** on the Formatting toolbar, and click **Done** on the Edit Mode toolbar.

Combined Calendar

When users sign into Edline, they can access their personal combined calendar. This calendar displays all the items from all the calendars of all the groups a particular user belongs to. For example, a student's combined calendar would display all of his/her class events, assignment due dates, test dates, team or club meetings, along with general school activities on a single, personalized calendar. It can act as a To-Do List. For students, this feature is a great way to track all their academic and extra-curricular activities. For parents, this feature helps them keep tabs on all of their children's scholastic and extra-curricular activities. Teachers, counselors, coaches, and other school or district administrators can monitor meetings, general school events, and their class schedules all from their own Combined Calendar.

Teachers that categorize their assignments give students/parents the added option to highlight select categories such as Tests, Assignments, and Projects. Edline then displays the calendar with the selected category items highlighted.

When teachers post items on their class page calendars, the items also appear on each student's combined calendar. The calendar items may include study guides, worksheets, and vocabulary lists for the students and parents use. Students/Parents are able to print out the Combined Calendar as a reference.



Tip: Parents are able to select whether to view their own combined calendar or which child's calendar to view if they have several children. They choose which calendar from the **For** field below the calendar.

- From the **My Edline** menu, under **My Content**, select **Combined Calendar**.

March 2011 Combined Calendar Done

View: Monthly Current month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Math - Fractions SPA - HW Student Council - Meeting	2 HEA - HW LA - Class Math - HW PE - HW US - HW	3 ART - Your Own Hand Holding Something LA - HW Math - Fractions HW PE - HW	4 ART - Color Wheel PE - Project SCI - Weather Words	5 TRACK - Meet
6 Math - HW SCI - Clouds	7 HEA - Learn Diet Vocabulary LA - Collective Nouns Math - Writing PE - Golf Rules Test US - HW	8 ART - Locate 10 works of art SCI - Collecting Weather Data TRACK - Meet	9 US - HW	10 SCI - Lighting US - HW	11 TRACK - Meet	12 TRACK - Meet
13 Journaling Project	14 ART - Color Wheel Math - HW PE - HW School Board Meeting 7:00 Student Council Meeting	15 LA - Class Math - Class SCI - Thunderstorm US - HW TRACK - Meet	16 ART - Size Distortion HEA - Food Journal LA - Nouns	17 HEA - Class LA - HW Math - Fractions	18 TRACK - Meet	19 TRACK - Meet
20 ART - Reflection of an Artist PE - HW Choose an artist to research SCI - Winter Weather Work	21 ART - HW HEA - Class Math - HW	22 LA - HW	23 US - HW	24 Math - HW Spring Dance	25 Meet	26 Meet
27 ART - Surreal	28 Class Pictures LA - Adverb	29 Math - Test PE - HW Report Cards Distributed TRACK - Meet	30 LA - HW	31 LA - HW		

Summary
When you add a summary to an event, students and parents will be able to see the event description when moving their mouse over the item in the calendar.

Highlight
As a teacher you can file your documents under specific categories, such as Tests or Homework. Students and parents will be able to highlight a specific type of event.

For
Parents with several children can select which particular student's calendar to view.

Student-specific sports and activities appear in the combined calendar.

School-wide events appear in the combined calendar.

Note: Place your cursor over an event for more details (if available).

Highlight: Tests
For: Erica Adler

Current month Print-Friendly View List Items Done

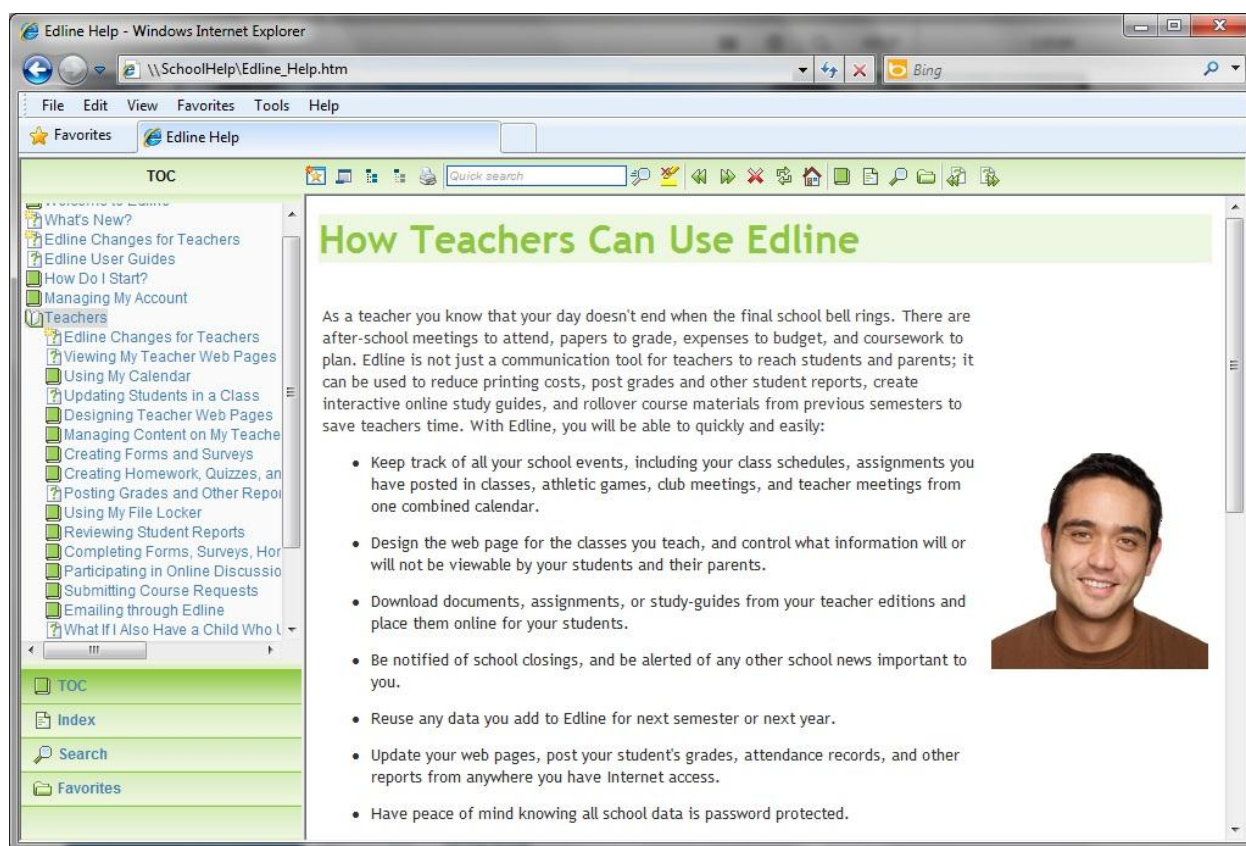
Example of Combined Calendar for Parent with Several Children

Timing Out

Edline keeps track of how long it has been since the last time you clicked a button or link in the site. For security purposes, if you are idle for nearly 20 minutes, your Edline session will time out. The next time you click a button or link in Edline, you will be asked to sign in again.

Accessing the Online Help

Click the **Help** menu from the Edline menu bar to access the Edline online help files.




Online Help


The help opens in a separate browser window, and enables you to search for specific features. The following sections are available in the online help:


- **TOC** – The **Table of Contents** has been constructed to match the activities of a specific type of user such as teacher, parent, and student. Copies of Edline user guides, such as this *Edline Teacher Guide*, are available in the help in the **Edline User Guides** topic of the TOC.
- **Index** – The **Index** section enables you to scroll through a list of topics on the index list. This section is similar to an index in a book.


- **Search** – The **Search** section enables you to enter a key word to search for throughout the online help. The help will list every topic where the word appears.
- **Favorites** – The **Favorites** section lists any topic or search criteria that you have saved as a favorite.

Within the documentation you will see **Tips**, **Notes**, **Important**, and **Warning** messages:

 **Tips** – Contain hints and shortcuts to completing the current activity being described and may have links to other procedures related to that activity.

 **Notes** – Contain additional details you may want to know concerning the current activity. May have links to procedures related to that specific activity.

 **Important** – Contains important information you should be aware of concerning the current activity. Important messages may list size requirements, or possible errors that can occur.

 **Warning** – Contains important information that can alter the data. Read all warnings carefully!

Overview of the Teacher/Class Page

The **My Edline** menu includes the **My Classes and Shortcuts** option which displays a list of the web pages for the current classes, sports, groups, and activities where you are a member. For teachers, this menu shows the classes you teach, the clubs you manage, and the sports you coach, as well as other groups where you are a member.

- From the **My Edline** menu, select **My Classes and Shortcuts**, and then click the class or other activity web page you want to access.

The following picture displays a sample of the teacher view of a teacher's class home page. Your school's layout may be different, but the functions of the sections are the same.

Per 1: Biology Home Page

MY EDLINE TOOLS EDIT THIS PAGE HELP

JOHN ADAMS HIGH SCHOOL : CLASSES : PER. 1: BIOLOGY

Word of the Day
Parasitoid
which it ultimately kills (and often consumes) in the process. Common parasitoids include wasps that prey on other insects or spiders: tarantula hawks, cicada killers, and dirt daubers.

Breadcrumbs
The navigation links that you can click to return to a previous page, or to view the full list of topics for a section.

Class (Group) Information
Contains the **Class Title**, **Class Picture**, and **Description**. Edit the title and description by clicking **Edit This Page** and typing the new text. Update the picture by selecting **Manage Class** from the **Tools** menu and select a picture in the **Modify Class** page.

Contents
Click the **Add an item to this box** icon to create additional class information, assignments, and student/parent resources.

Existing Folders
Use the **Assignments** and **Tests** folders to add homework assignments and tests. These items will be available in the **Combined Calendar**.

Create Folders
You can create your own folder to organize similar items in one location.

Calendar
Events can be added directly to the calendar, or when setting dates to items such as homework in the **Assignments** or **Tests** folders of the **Contents** section.

News
Click the **Add an item to this box** icon to create class announcements.

Links
Click the **Add an item to this box** icon to create links to other websites relevant to your class.

Contents

- Assignments
- Tests
- Class Objectives
- Semester Syllabus
- Supplies Needed
- This Week's Discussion
- Class Field Trips
- Slideshow Presentation
- ~Recycle Bin
- More Contents...

Links

- ActionBioscience Website
- Biologist Discovers New Plant Species
- Simple Marine Worms Distantly Related to Humans
- The Biology Project
- US Geological Survey

Calendar

04/07/11 Thu [Biology Test #2](#)

News

[Student, John Doe, Wins Regional Science Tournament](#)



Volunteers Needed!
Volunteers are need to bring food for the class party on Friday.

Questions or Comments

[Send Email](#) to the teacher: **M. Mundy**.

Sample – Biology Class Home Page

The main sections of a typical teacher's class page includes the **Group Info**, **Contents** with the **Assignments** and **Tests** folders, **News**, **Calendar**, and **Links**.

Except for the **Group Info** section of the page, content for all other sections of the page will be managed through two icons, which are visible only to users with editing permissions (any super user including teachers). Add documents to any of the following sections or any folder in the sections by clicking the **Edit This Page** button from the Edline menu bar, and then the **Add an item to this box** (plus sign)  icon. Change items by clicking the **Edit in List View** (pencil)  icon.


Contents and Folders

You can create new documents or upload existing documents such as *Classroom Objectives*, *Semester Syllabus*, *School Supplies*, and any other items your students and their parents may need. You can create homework and tests inside the **Assignment** and **Tests** folders to keep that information organized. You can think of Edline folders as a folder in your file cabinet. You can also create additional folders to group similar data such as a *Class Field Trips* folder for videos and pictures of class trips, or *Study Guides* for notes and practice tests.


News

Add class-related news events to the **News** section. For example, announce student accomplishments such as perfect attendance, or university scholarships; or list subject-related magazine articles and other topics.

Calendar

You can add data to your class calendar in several ways — by adding a date to a document you are creating such as a homework assignment or test; by adding a date to a particular news event; or by clicking the **Edit This Page** button from the Edline menu bar, and then the **Add an item to this box**  icon in the **Calendar** section. The item will be available on your class page calendar. In addition, when a student in your class or their parent accesses their combined calendar, any event you added to your class will be listed on all class members' combined calendars.

Links

You can create links to other pages in your school's website, or to other external websites you believe can be helpful for your students. Click the **Edit This Page** button from the Edline menu bar, and then the **Add an item to this box**  icon in the **Links** section to add more links.


Group Info

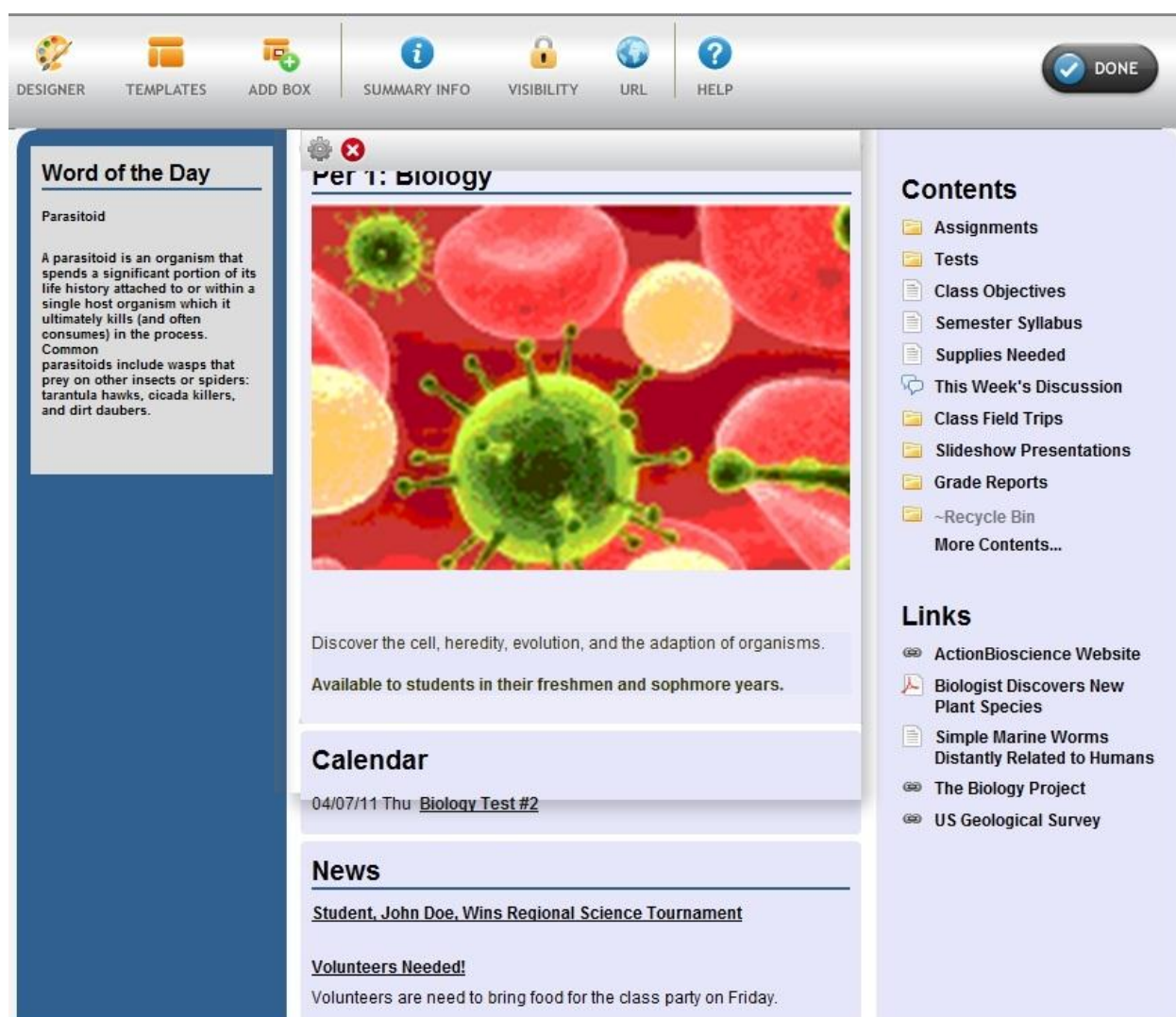
Similar to the school's home page, you can add or update the name and description of your class and include the **Group Info** picture related to the subject you teach. See the *Setting Up the Teacher/Class Page* topic for more information.

Setting Up the Teacher/Class Page

Teachers can begin to personalize their class by displaying a picture for the class in the **Group Info** section, and adding a description for the subject.

1. From the Edline menu bar, select **Edit This Page** to access the class home page in the edit mode. The Edit Mode toolbar appears.

 **Note:** The options listed on the Edit Mode toolbar depend upon your permission to update content and the type of page you are updating. For example, some school staff will not have design permissions, so the **Designer**, **Templates**, and **Add Box** options will not be available. A document page Edit Mode toolbar will have different options.



The screenshot displays the Edline Edit Mode interface. At the top is a toolbar with icons for **DESIGNER**, **TEMPLATES**, **ADD BOX**, **SUMMARY INFO**, **VISIBILITY**, **URL**, and **HELP**, followed by a **DONE** button. Below the toolbar, the page is divided into three main sections. The left sidebar contains a **Word of the Day** section for "Parasitoid" with a definition and a list of common examples. The main content area is titled "Per 1: Biology" and features a large image of various cells. Below the image, there is a description of the subject and its availability. Further down are sections for a **Calendar** (showing a "Biology Test #2" on 04/07/11) and **News** (including a student win and a volunteer notice). The right sidebar contains **Contents** and **Links** sections, each with a list of resources and a "More" link.

Word of the Day

Parasitoid

A parasitoid is an organism that spends a significant portion of its life history attached to or within a single host organism which it ultimately kills (and often consumes) in the process. Common parasitoids include wasps that prey on other insects or spiders: tarantula hawks, cicada killers, and dirt daubers.

Per 1: Biology

Discover the cell, heredity, evolution, and the adaption of organisms.

Available to students in their freshmen and sophomore years.

Calendar

04/07/11 Thu [Biology Test #2](#)

News

[Student, John Doe, Wins Regional Science Tournament](#)

[Volunteers Needed!](#)

Volunteers are need to bring food for the class party on Friday.

Contents


- Assignments
- Tests
- Class Objectives
- Semester Syllabus
- Supplies Needed
- This Week's Discussion
- Class Field Trips
- Slideshow Presentations
- Grade Reports
- ~Recycle Bin
- More Contents...

Links

- ActionBioscience Website
- Biologist Discovers New Plant Species
- Simple Marine Worms Distantly Related to Humans
- The Biology Project
- US Geological Survey

Sample Class Home Page in Edit Mode

2. Update the title of the class by typing the new name in the header. Click **Save** when finished.

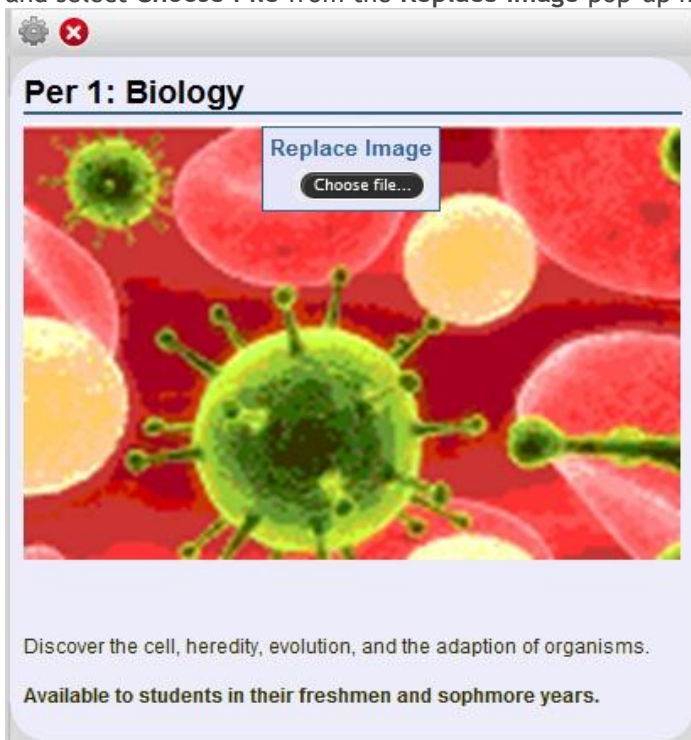
 **Tip:** When entering the name of the class, include the period number information first. Students and parents will then see the classes in the order of the student's class schedules when they select **My Edline** and then **My Classes and Shortcuts** from the Edline menu bar. Teachers will see their own class list in period order, too.

3. Type a brief welcome or highlight key features for the class under the picture. When you click in the class description text, the Edit Mode toolbar is replaced with the Formatting toolbar.



Use the Formatting toolbar to enhance your content as desired. Click **Save** when finished.

4. To update the picture of a teacher class page, hover over the picture in the **Group Info** section, and select **Choose File** from the **Replace Image** pop-up menu.





 **Important:** Images should be no larger than 200 kb. For best result, set the width of the picture to the size of the page column.

Search and upload the picture, and click **Done** when finished.

The image will now be displayed in the **Group Info** section of your web page.

Creating Documents for Your Website


New documents can be added to the Edline website. When anyone with editing permissions (any super user including teachers) clicks the **Edit This Page** button at the top of their Edline menu, they will see two icons in each section of their page – the **Add an item to this box** (plus)  icon to add new content, and the **Edit in List View** (pencil)  icon to change or delete items already in the section.


Unless you choose to restrict them, all documents are automatically visible to the public as long as the particular web page is available to the public. Many schools save money posting documents to Edline that would normally be mailed home. Here are some examples of documents:


- District documents can include copies of district budgets, details on district meetings, and district newsletters (added at the district level by the district super user).
- School documents can include messages from the principal, medical forms for new students, and published articles about the school (added at the school level by the school super user).
- Class documents can include homework assignments, study guides, and project descriptions (added at the class page by the teacher). Teachers can easily upload content available in their teacher text book editions such as study guides, practice tests, and additional assignments.
- Sport page documents can include exercise guides, team statistics, and articles about the team (added at the sport page by the coach).

To Add Documents to Your Website

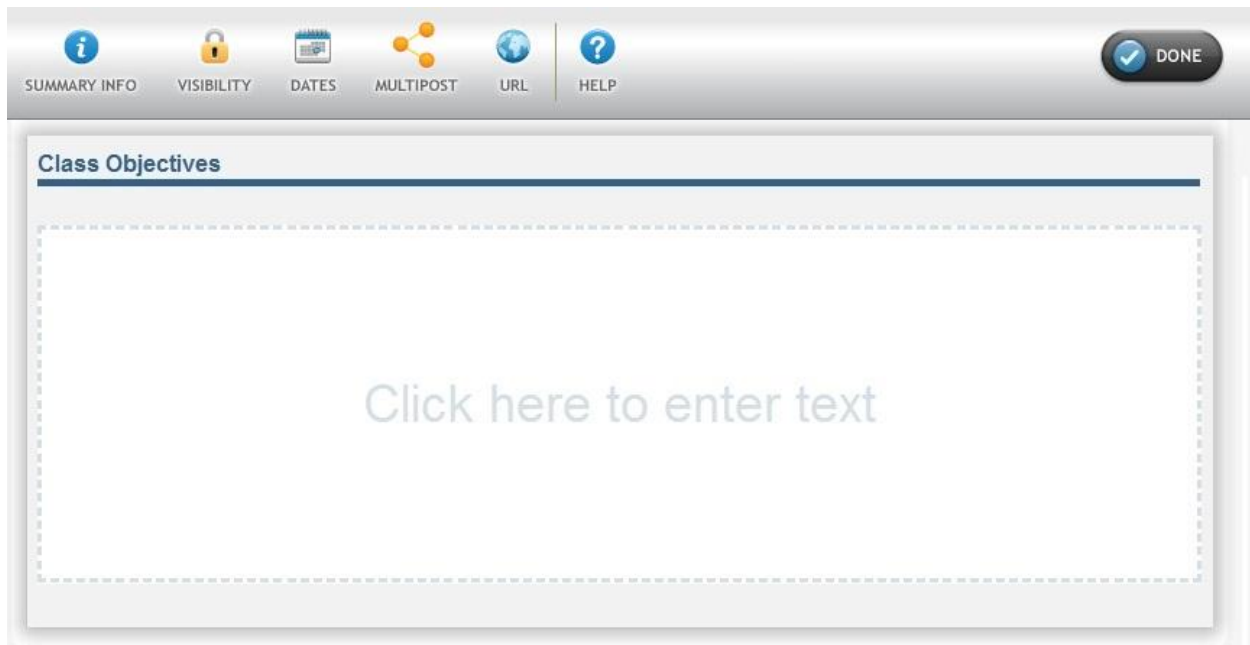
Open the web page or folder where you want to add a document.

 **Important:** Teachers, when adding homework assignments, add your document to the **Assignments** folder in the **Contents** section. When adding tests, add your document to the **Tests** folder in the **Contents** section.

1. From the Edline menu bar, click **Edit This Page** to access the edit mode.
2. Hover over the section where you want to add the document, and click the **Add an item to this box**  icon to access the Add Item Type pallet.
3. Select **Document Page** to access the Document Page Title box.


 **Note:** If you want to upload a previously created file, such as a Word document, PDF file, etc., choose **File** from the pallet instead of **Document Page**. See the *Uploading Files (Word, PowerPoint, PDF, and Others)* topic for more information.

4. Type the name of the document in the **Document Page Title** field.
5. Click **Create Now** for the Document page.



Document Page

6. Click in the text box to access the Formatting toolbar and type your information on the page.

Type or paste your text (using the **Paste from Word** icon  will eliminate any odd Word characters), and use the Formatting toolbar to change font styles, paragraph centering, bullet, etc. You can also spell check the text and insert pictures, videos, and table into the document.

When you type the text, the first 200 characters will be used as an automatic document summary viewable to other users. You can overwrite the summary by clicking the **Summary Info** option in the menu bar.



Formatting Tool Bar

7. Click **Save** to save the text. The Edit Mode toolbar will appear.



Document Page Edit Mode Toolbar

The icons available on this toolbar provide options where you can complete the following:

To complete this action click this option
To add a summary to a document to appear as a description on the home page or when a user points to the title click Summary Info .
To limit the type of users that can view the document or to add start and stop dates for the visibility of the item click Visibility .
To add or update the date attached to the document click Dates .
To select multiple classes or groups to post the document (especially helpful for teachers that instruct multiple classes on the same subject, or for district users responsible for multiple schools) click Multipost .
To update the web address for the document click URL .

8. Click the **Summary** option from the menu bar to access the Create/Modify Document page.

Modify Document Page

9. Type a brief summary for the document to show on the web page in the **Document Summary** field.

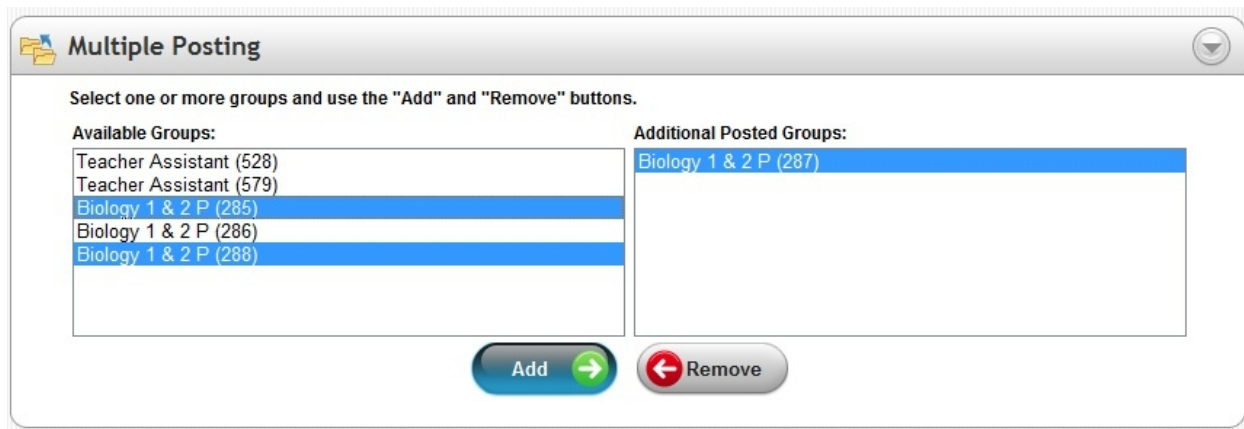
10. Type or select the date for the document in the **Calendar Date** field if you want the document to also appear in the calendar (in addition to where you are creating it).
11. Click **Save and Return** to add the document your page.
12. Click **Done** to exit the edit mode.

 **Tip:** When available, use the **Save and Add Another** button to quickly add multiple documents or files to your website.


To Add Documents to More Than One Location (Class, Sport, Activity)

The **Multiple Posting** section available in the Create/Modify Document page enables you to determine which groups to add your document. This feature enables teachers who teach the same course to more than one class to create the document only once and post it in one step to all the classes they teach, and it enables the super user of a district to post content to multiple schools. Use this feature to multi-post any documents, links, news, RSS feeds, discussion groups, and blogs.


1. From the Create/Modify Document page, select the groups to view the document from the **Available Groups** field in the **Multiple Posting** section.



Multiple Posting Section

 **Important:** In order to multi-post to groups, the user must be a member of the group and have editing permissions, like teachers for their classes. By default, a school super user will see all classes in their list, **but not other groups**. Even a super user needs to be a member of the group in order to multi-post to other groups.

2. Click **Add**.

 **Note:** To remove a group from viewing the document, click the group name in the **Additional Posted Groups** field and click **Remove**.


3. Click **Save and Return** to save the changes.

To Restrict the Visibility of a Document

Except for special types of documents (such as online quizzes), all documents you create are automatically visible to the public, which means the document is available to anyone who accesses the website. You can change the visibility of a document to be restricted to a specific user type. Use this feature to set the visibility of documents, links, news, RSS feeds, discussion groups, and blogs.

1. From the Create/Modify Document page, click **Change Visibility** in the **Document Visibility** section.

Document Visibility

 **Basic Visibility Options**

Public

☒ Everyone (including guest users) can access this document.

OR Limited

☐ Only members of the Class should be allowed to access this document and it should be visible only to these user types:

☒ Students

☒ Parents

☒ Teachers

☒ Administrators

☒ Staff

☒ Alumni


OR Private

☐ Only this user and any linked users should be allowed to access this document:

User ID:



-OR-

Screen Name:

 **Advanced Visibility Options**

Note: Advanced Visibility Options add additional restrictions on top of the Basic Visibility Options above.

☒ No additional restrictions

☐ Show from  until 
(specify one or both dates)


☐ Show via Site Designer, but hide in lists

☐ Hide completely

Document Visibility Page

2. Select the visibility options in the **Basic Visibility Options** section and/or the **Advanced Visibility Options** section that meet your needs:
 - Select **Public** to allow anyone to view the document.

- Select **Limited** to select the types of users who can view the document. From the drop-down selection, choose whether those users are limited to your particular group, school, or district. Select (check) the types of users who can view the document. These users will be required to sign into Edline before viewing the document from the website.
- Select **Private** to set the document for a specific user only. Type the **User ID** or **Screen Name** assigned to the user. **THIS SETTING CANNOT BE REVERSED!**


 **Important:** For security reasons, a private document cannot be changed to public without contacting Edline's technical support.


- Select **No additional restrictions** to disable advanced visibility options.
- Select **Show from _ until _** to set the document so that it will be visible for a specific date range, and then be hidden to users after the date range passes. Type or select the dates in the fields.
- Select **Show via Site Designer, but hide in lists** for super users and design managers. This setting is used for website design purposes.
- Select **Hide completely** to set the document as personal. The document will only be available to you, super users, super viewers, and site coordinators.

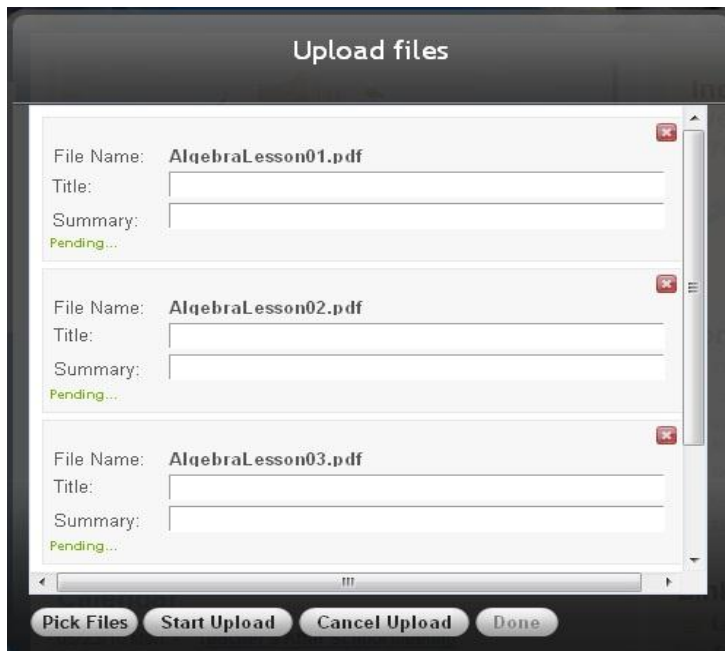
3. Click **Update**.

To Upload Files (Word, PowerPoint, PDF, and Others)

You can easily add files, such as Microsoft® Word®, PowerPoint®, and PDF® documents, by uploading the content to your website. Open the web page or folder where you want to upload a file.

1. From the Edline menu bar, click **Edit This Page** to access the edit mode.
2. Hover over the section where you want to upload the file, and click the **Add an item to this box**  icon.
3. From the Add Item Type pallet, select **File**. The Upload File box appears.

 **Important:** Do not choose **File** to import a video. Instead, see the *Adding a Video* topic for more details.



Upload Files Dialog

4. Click **Pick Files** to select the files for your upload. To upload multiple files, press the **CTRL** key while selecting the file names.
5. Enter a title and a summary for each file (optional) in the **Title** and **Summary** fields.
6. Click **Start Upload** to upload the files.
7. Click **Done** when finished.



Tip: You can determine the user types that can view the file, set dates for the file, and you can multi-post the item to other classes you teach by accessing the additional options from the Edit Mode toolbar.

8. Click **Done** to exit the edit mode.

Creating News Events

News is an important section of the school website that should typically appear on any web page.


- District news can include items such as newly elected district personnel or district performance on state tests (added at the district level by the district super user).
- School news can include items such as announcements about new staff or school team victories (added at the school level by the school super user).
- Class news can include items such as congratulations to a class member for winning a competition, request for volunteers for a class picnic, or other class related topics you want to share with your students (added at the class page by the teacher).
- Sport news can include articles about the team, and any championship victories (added at the sport page by the coach).



News Section

To Add News to Your Website


Open the web page where you want to create a news item.

1. From the Edline menu bar, click **Edit This Page** to access the edit mode.
2. Hover over the **News** section, and click the **Add an item to this box**  icon to access the News Item Title box.
3. Type the name of the news event in the **News Item Title** field.
4. Click **Create Now** to access the Document page.
5. Click in the text box to access the Formatting toolbar and type your information. Type or paste your text, and use the Formatting toolbar to change font styles, paragraph centering, bullets, etc.
6. Click the **Save** button to save the text.
7. To add a summary for the news item to appear on the home page, complete the following steps:
 - Click the **Summary Info** menu from the Edit Mode toolbar. The Create/Modify Document page appears.

- Type a summary of the news item to show on the page in the **Document Summary** field.
- Type or select the date for the news item in the **Calendar Date** field if you want the news item to also appear in the calendar (in addition to where you are creating it).

 **Note:** To attach an existing document to a news item (such as a PDF file), expand the **Add Item** section, and click **Import an Existing File** to **Browse** for and **Import** the file to the news item.

- Click **Save and Return** when finished.

 **Tip:** You can determine the type of users that can view the news item, and you can multi-post the item to other classes you teach by accessing the additional options from the Edit Mode toolbar.

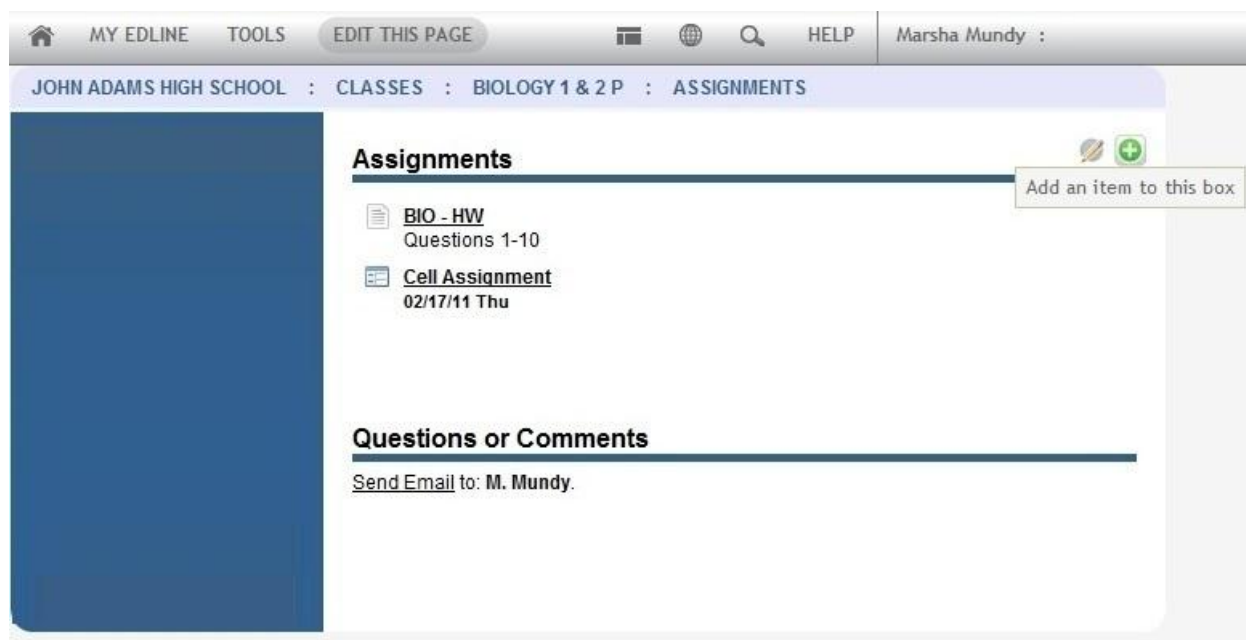
8. Click **Done** on the Document page to save all changes.

Adding Content to a Folder


Edline folders are meant to be used just as you use folders on your computer to organize information. You can add documents, more folders, links, groups, and other types of content to any folder on Edline. For example, teachers can add homework to their **Assignments** folder.

 **Tip:** You can also create your own folder. See the *Creating Folders for Your Website* topic.

1. Click the name of the folder where you want to add content.



Assignment Folder


2. From the Edline menu bar, click **Edit This Page** to access the edit mode.
3. Click the **Add an item to this box**  icon to access the Add Item Type pallet.
4. Select the type of item to add to the folder.

Creating Folders for Your Website

Edline folders are designed to be used just as you use folders on your computer to organize information. The folder can contain different types of documents, links, or groups. For example, a science teacher can create a folder called *Class Field Trips* that contains photos, discussions, and videos of field trips.

To Add Folders to Your Website


Open the web page or folder where you want to add an additional folder.

1. From the Edline menu bar, click **Edit This Page** to access the edit mode.
2. Hover over the section where you want to add the folder, and click the **Add an item to this box**  icon to access the Add Item Type pallet.
3. Select **Folder** to access the Create Folder page.



Create Folder Page

4. Type the title of the folder in the **Folder Name** field. This name will appear on the website.
5. Type a brief summary for the folder in the **Folder Description** field.
6. Click **Save and Return** to add the folder.
7. Click **Done** to exit the edit mode.

 **Tip:** You can determine who can add or view documents in the folder by using the **Folder Visibility** and **Folder Management** sections of the page.

Creating Links for Your Website

You can include links to other web pages within your website. The permission to add links is available to super users in charge of web pages. Here are some examples:

- District links can include external websites of interest to the community (added at the district level by the district super user).
- School links can include the websites of scholarship information or parent help centers (added at the school level by the school super user).
- Class links can include articles about topics in your subject, or other class related websites you want to share with your students (added at the class page by the teacher).
- Sport page links can include different exercise and health websites (added at the sport page by the coach).




Links Section


To Add Links to Your Website

This topic steps you through adding links to the **Links** section of your web page. You can also add links to your documents and create clickable images that contain a link. See the *Adding a Clickable Image* topic for more information.

Open the web page or folder where you want to create a link.

1. From the Edline menu bar, click **Edit This Page** to access the edit mode.
2. Hover over the **Links** section, and click the **Add an item to this box**  icon to access the Link Title box.
3. Type the name of the link in the **Link Title** field.
4. Click **Create Now** to access the Create Document page.
5. Type a brief summary for the link in the **Document Summary** field. This summary will appear when a visitor hovers over the name of the link.
6. If you want the link to appear on the calendar, type or select the date in the **Calendar Date** field.

7. Type or paste the web address of the web page in the **Link to the following URL** field, or click **Link to** to search for an existing Edline resource (document, folder, group, class, etc.) to link to.
8. Select **View Link in a New Window When Clicked** to have the link open in a new web browser window. (Recommended for links to external websites.)
9. Click **Save and Return** to add the link.
10. Click **Done** to exit the edit mode.

 **Tip:** You can determine who can view the link, and you can copy the link to multiple classes that you teach through the **Document Visibility** and **Multiple Posting** sections on the page.

Adding a Calendar Event


Events can be added to any calendar on Edline. Here are some examples:


- District calendars can include school district meetings and educational conferences (added at the district level by the district super user).
- School calendars can include parent-teacher conferences, open house events, and student after-school programs (added at the school level by the school super user).
- Class calendars can include homework assignments, tests, and upcoming field trips (added at the class page level by the teacher).
- Sport calendars can include games, practices, and award ceremonies (added at the sport page level by the coach).

To Add Events to a Calendar


Open the web page or folder for the calendar where you want to add an event.

There are several ways to add events to a calendar. It is highly recommended that for most items that are part of other sections such as news, or tests and assignments, you first open the folder for that section, create the document, and then add a date to the document. However, if you have events that are not grouped in a folder, you can add the event directly to the calendar by completing the following steps.

1. From the Edline menu bar, click **Edit This Page** to access the edit mode.
2. Click the **Add an item to this box**  icon in the **Calendar** section.
3. Type the name of the event in the **Event Title** field. This title will appear on the Calendar.
4. Click the **Create Now** button access the Create Document page.
5. Select a category for the event from the **Category/Folder** field. For example, if you are a teacher and you are setting the date of a test that you did not create in the Tests folder, you can select the **Test** category now to place it in the folder as well as on the calendar. Categories allow users viewing the calendar to highlight specific types of events. Every folder you create in the **Contents** section of your web page will be available in this field.

 **Important:** Organizing events using the **Category/Folder** classification is important because it enables your students and parents to highlight specific types of events in their own Combined Calendar. For example, a parent can highlight all homework assignments from all teachers on their child's Combined Calendar if teachers have placed all the homework in the **Assignments** folder on their own class web page.

6. Type a brief summary for the event in the **Document Summary** field. The summary appears in the **Calendar** section on the web page, and as a pop-up description on the Calendar page if a user hovers over the event.
7. Type or select the date for the event in the **Calendar Date** field. If you are creating an event that is recurring, click the **Event Recurrence** button.

 **Tip:** You can add a start and stop date to a recurring event using the **Document Visibility** section on the page. It is not advisable to add a stop date to an event you plan to use again next year (see the *To Rollover a Calendar Event* topic).

8. Click **Save and Return** to add the event.
9. Click **Done** to exit the edit mode.

 **Tip:** Use the **Save and Add Another** button to quickly add multiple events in a single session.

To Set an Event as Recurring

When creating or updating a calendar event, you can set the event as recurring on a specific date, week, or monthly basis.

1. From the Create/Modify Document page, click the **Event Recurrence** button.

Event Recurrence

Start Date: 08/23/10
End Date: 05/27/11


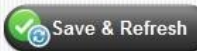


This event occurs on the following days within the start and end dates:

☐ Sunday
☒ Monday
☐ Tuesday
☒ Wednesday
☐ Thursday
☐ Friday
☐ Saturday

☐ Every Week

☒ Every 4 Weeks

☐ Week(s) of Month:
☐ First
☐ Second
☐ Third
☐ Fourth
☐ Last







Event Recurrence Page

2. Type or select the last date of the event occurrence in the **End Date** field.
3. Select (check) the days of the week when the event occurs. Clear the days when the event will not occur.
4. Select how often the event occurs by completing the following steps:
 - Select **Every Week** for a weekly event.

- Select **Every # Week** for an event that occurs every specific number of weeks. Select the number of weeks.
- Select **Week(s) of Month** for a meeting that occurs during a specific week of the month. Select (check) the specific week.

5. Click **Save and Return** to update the Create/Modify Document page.

 **Tip:** You can also determine who can view the event, post the event to multiple locations, and re-categorize an event. See the online help for more information.


Reusing a Calendar for Another Time Period

You can rollover calendar events, individually or globally, to move the events forward or backward a specific number of years, months, weeks, or days. This feature was designed to make it easy for teachers to reschedule multiple assignments and other calendar events all at once for the next semester or year, but it is also useful throughout the year when events need to be rescheduled. This feature enables schools to rollover events any amount of time because of school closings. You must be the super user of the web page with the calendar event, or it must be an event you created.

To Rollover a Calendar Event

Open the web page or folder with the whole calendar or specific event you want to rollover.

1. Click **Calendar** to go to the calendar section.
2. Click **List Items** to access the list of events.
3. Select (check) the events to rollover. To select all events, click **Select All**.

 **Tip:** If you are rolling over more than 50 events (such as all the events for a full school year), set the **View** field to **All** for all of the calendar events for the current school year.



Rollover Section in Resource List Page

4. Select the rollover criteria in the **Roll Selected Dates** fields by completing the following steps:

- Select whether you want the events to be rolled **Forward** to a future date, or **Backward** to an earlier date.
 - Select the rollover time period of **Year**, **Month**, **Week**, or **Day**.
 - Type the specific number of years, months, weeks, or days to use to reset the events.
5. Select **Keep on same day of the week** if you want to rollover the event to the same weekday. Clear this field if you are setting the event to a specific date, such as some holidays which remain on the same date each year.
 6. Select **Rollover documents in all locations they are displayed** to rollover the event in all groups or class calendars where they are displayed. This feature was designed for teachers to rollover assignments or events in all their classes at once. A district super user responsible for many school calendars can also complete this action. Clear this field if you do not want the events rescheduled in other calendars.
 7. Click **Rollover Now** to update the calendar.

Changing Content

You can update the content of a document, folder, link, discussion, form, news item, or group on Edline.

To Change the Title of Any Item on the Website


Open the web page or folder that contains the content you would like to update.

1. From the Edline menu bar, click **Edit This Page** to access the edit mode.
2. Click the title of any document, folder, link, form, or survey, and change the name.
3. Click **Save**.

To Change All Other Content

Open the web page, folder, or document you would like to update.

1. From the Edline menu bar, click **Edit This Page** to access the edit mode.
2. Update the content as required.
3. If the content is listed in several group pages, the **Apply changes (update or delete) in all locations** option will be available. This feature was designed for teachers with multiple classes for the same subject, who need to change all linked copies of an item. Complete one of the following steps:
 - Select **Apply changes in all locations** to update the content in all locations.
 - Clear **Apply changes in all locations** to update the content in the currently opened group only.
4. Click **Save and Return** to update the content.
5. Click **Done** to exit the edit mode.

 **Note:** To copy, move, or delete items once they are created, see the topics *Copying Content to Other Locations*, *Moving Content to Other Locations*, or *Deleting Content from Your Website*.

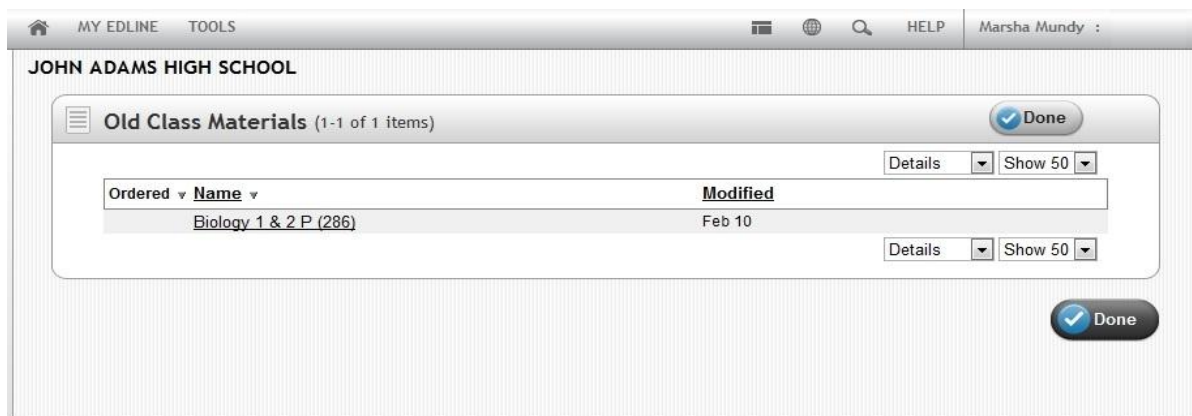
Reusing Old Content

Edline enables teachers to reuse old content from past classes using the Old Class Materials feature. This feature was designed for teachers who want to reuse their old assignments, events, links, images, or any old class materials from past classes for the next quarter, semester, or year.


To Reuse Old Class Materials

Sign into Edline to access the Old Class Materials feature.

1. From the **My Edline** menu, under **My Content**, select **Old Class Materials** to access the Old Class Materials page.




Old Class Materials Page

 **Note:** Your old materials become available in this folder when your school super user creates the new school year, deletes a class, or creates a new semester. Any time a class is deleted or moved to a past year, the content for that class becomes available in the school archive and the teacher's Old Class Materials. Using this feature, teachers can effectively copy their entire web page to a new class.

If you copy a calendar from the Old Class Materials into a new class, use the calendar rollover feature to set the dates to the new year. See the *Reusing a Calendar for Another Time Period* topic for more information.

2. Click the name of the class to access all of the old materials.
3. Select (check) the content to reuse. To select all content, click **Select All**.
4. Click **Copy** and access the Copy Selected Items page.
5. Select the classes to copy the information to from the **Copy To Groups** list.

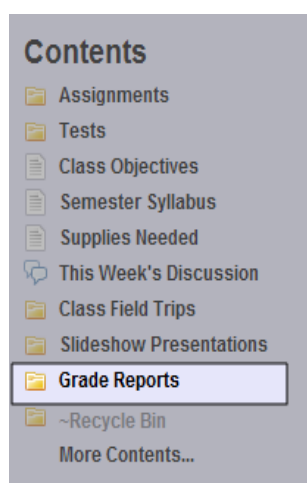
 **Tip:** To select multiple classes, hold the **CTRL** key while selecting the classes.

6. Click **Copy**.


Posting Reports to Edline

If your district or school uses a School Information System (SIS) or gradebook software program (such as GradeQuick or Easy Grade Pro) to create reports such as grade reports, absence reports, conduct reports, and transcripts, the school personnel (teachers and administrators) or the school's Edline super user may be able to post the reports to the Edline website. Remember – only the intended recipient of the report, users with the correct permissions, will be able to view the reports that are posted.

Many gradebook software programs will allow you to post to Edline. Please refer to your gradebook software documentation for further instructions. The reports will be available in the **Contents** section of the school or teacher (class) web page, and for students and parents they are always available under the **My Edline** menu, **My Content/Private Reports**.



Contents Box

 **Tip:** When you upload the reports from third-party software, you may be given a choice of names for the report, depending on your software. If you enter the same report name each time you upload reports, the new reports will replace the old reports. This overwrite creates a better looking website and an easier retrieval for parents to find current information. At the end of a quarter you may want to save a copy of the old reports in Edline; in that case enter a different report name when posting new reports. This step will create a new folder and leave the existing report folder present with the old reports from previous quarters.

Viewing Reports


If your school uses a compatible School Information System (SIS) or gradebook program, teachers and other school administrators will be able to post the reports to Edline for reliable and secure viewing by students and parents. Personal information, such as grades or attendance, will not be accessible without the correct account sign-in information.

Examples of reports include grade reports, absence reports, conduct reports, and transcripts. The viewing capabilities for these reports are:

- Students can view only their own reports.
- Parents can view only the reports of their own children.
- Teachers can view only the student grades for their own classes. In most cases, teachers will not have access to absence reports, conduct reports, and transcripts.
- Counselors and administrators with super user (or super viewer) permissions can view the reports of all students from all classes.
- Counselors and administrators without super user capabilities can be given permissions to view specific students instead of all students.

How Students and Parents Can View Reports

1. From the **My Edline** menu, under **My Content**, select **Private Reports** for the list of reports. You may also find the gradebook report for a particular class from the teacher's web page.

 **Note for Parents:** From the **My Edline** menu, under **My Classes and Shortcuts**, select the name of your child you want to view, and then open the **Private Reports**. On the Private Reports page, you will be able to switch the views to access all of your children's reports.

2. Click **View** for the report you want to view.

The content and layout of the report will vary depending on the software used at your school.

How Teachers and School Administrators Can View Reports

- Teachers' gradebook reports are usually available in the **Contents** section of their class page. Open the folder to display a list of reports by the students' names. Click on the name of any student to view their report.
- A school report, such as a transcript, or grade report combining information from multiple teachers is usually on the school's home page. Open the folder containing the reports from the **Contents** section or from the **Home** icon, and click on the name of the student to view their report. These are usually visible only to students, parents, and authorized administrators.

Sending Emails to All Users in Your Class or Activity

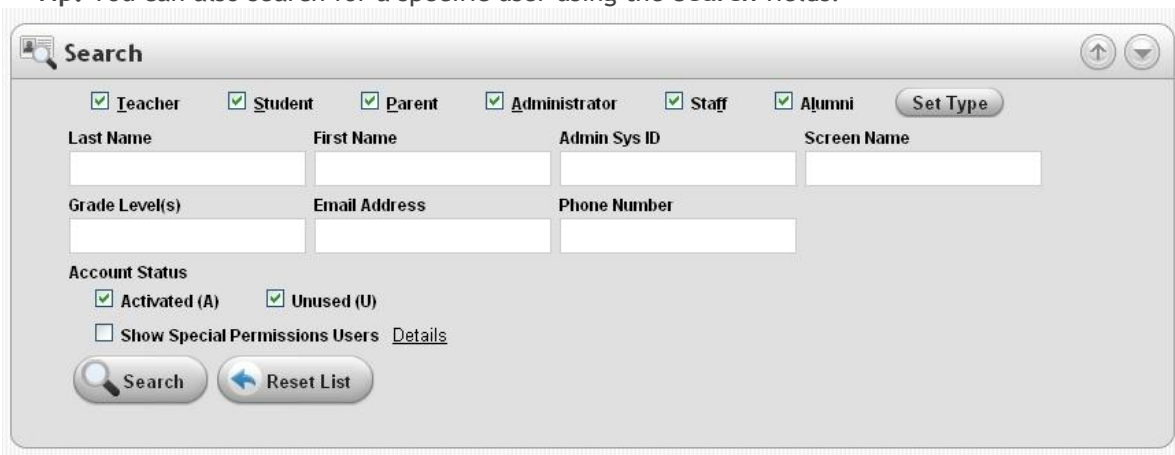
Teachers, coaches, counselors, district, and school personnel with proper permissions will be able to create a mass email to all the users listed in their group web page. They may also be able to send voice and text messages if your school has the Edline Mass Notification module.

To Send a Mass Email Message

Super users of a group (such as teachers of a class) can send a mass message to all or several members of their class, sport, or activity from the web page.

1. From the menu bar, select **Tools** and then **Send Messages** to open the Group Member List page.
2. Select (check) the users who will receive the message. If the group has more than 50 members, click the **Show All** option. Click **Select All** for all users.

 **Tip:** You can also search for a specific user using the **Search** fields.

The screenshot shows a web-based search interface for users. At the top, there's a 'Search' header with a magnifying glass icon and two small circular icons on the right. Below the header, there are several checkboxes for user types: Teacher, Student, Parent, Administrator, Staff, and Alumni, each with a green checkmark. To the right of these is a 'Set Type' button. Below the checkboxes are four input fields: 'Last Name', 'First Name', 'Admin Sys ID', and 'Screen Name'. Underneath these are three more input fields: 'Grade Level(s)', 'Email Address', and 'Phone Number'. At the bottom left, there's an 'Account Status' section with checkboxes for 'Activated (A)' and 'Unused (U)', both checked. Below that is a checkbox for 'Show Special Permissions Users' which is unchecked, followed by a 'Details' link. At the very bottom are two buttons: 'Search' with a magnifying glass icon and 'Reset List' with a circular arrow icon.

3. Select the type of message to send by completing the following steps (options depend on which message system your school has available):
 - The **Email** option is automatically selected. Clear this field to not send an email.
 - Select **Voice** to have the user contacted via a phone message. (Usually this feature is available to district and school super users only; however, it can be added to any super users of a group, such as teachers of a class.)
 - Select **Text** to have the user contacted via a text message. (Usually this feature is available to district and school super users only; however, it can be added to any super users of a group, such as teachers of a class.)
 - Select **Emergency** to have the user contacted via all message forms. (Usually this feature is available to district and school super users only.)

4. Click **Send Message** to access the Choose Email Recipients page.

Choose Email Recipients

Who should be sent this message?

☒ Parents and students

☐ Students only


☐ Parents only

Continue Cancel

Choose Email Recipients Page

 **Note:** The Choose Email Recipients page usually displays for teachers only.

5. Select the user types who should receive messages, and then click **Continue** for the Compose Message page.

 **Important:** You can send messages only to users with an email address or phone number entered in Edline. The **Email Recipient Summary** section lists the number of users who will and will not be sent the message. Click **Who?** to view the list of users.

6. Set the **Message Delivery Options** by completing the following steps:
 - Select **Allow email replies to be sent to me at** and type your email address. Clear this field to not receive email replies.
 - Select **Send me a copy of the email at the email address shown above** to receive a copy of your message. Clear this field to not receive a copy.
 - Select **Send me a copy of the voice message at** and type your phone number. Clear this field to not receive a voice message.
 - Select **Send me a copy of the text-message at** and type your cell phone number. Clear this field to not receive a text message.
7. Type your message in the **Compose Message** section by completing the following steps:
 - Type additional user names in the **To** field. (Optional)
 - Type your name in the **From** field. (Optional)
 - Type a title for the message in the **Subject** field.
 - Type the details in the **Message** field.
8. Click **Send the Message to Recipients**.

To Send a Mass Voice or Text Message

Your school must have the Edline notification system to send voice or text messages. Usually this feature is available to district and school super users only; however, it can be added to any super users of a group (such as teachers of a class).

1. From the menu bar, select **Tools** and then **Send Messages** to open the Group Member List page.
2. Select (check) the users who will receive the message. Click **Select All** for all users.
3. Select the type of message to send by completing the following steps:
 - The **Email** option is automatically selected. You can clear this field if you do not want to send an email.
 - Select **Voice** to have the user contacted via a phone message.
 - Select **Text** to have the user contacted via a text message.

4. Select **Compose Message/Send Messages** field to access the Choose Recipients page.

 **Note:** The Choose Email Recipients page usually displays for teachers only.

5. Select the user types who should receive messages, and then click **Continue** for the Compose Message page.
6. For voice messages, complete the following steps:
 - Select **Send me a copy of the voice message at** and type your phone number.
 - In the **Compose Voice Message** section, type the details in the **Message** field.
 - Select the language for the message from the **Voice Language** field. Options include **English** and **Spanish**.
 - Select how to create the voice message from the **Voice Mode** field. The **Generate a spoken message using the text entered above** option creates a computer voice message based on the **Message** text. The **Upload audio file of a recorded message (.wav)** option enables you to record your voice in a .wav file and upload the file to Edline. The **Voice Language** option does not work for recorded messages.
 - (Optional) Click **Preview the Voice Message on My Computer** to receive a link to a .wav file containing the message.
 - (Optional) Click **Preview the Voice Message by Phone** and type your phone number to hear the message.
7. For text messages, complete the following steps:
 - Select **Send me a copy of the text-message at** and type your cell phone number.

- Type the details of your message in the **Message** field of the **Compose Text-Message** section.

8. Click **Send the Message to Recipients**.

Displaying a Link to My Email on a Web Page

Teachers, school administrators, coaches, and other school personnel who manage a class, sport, activity, club, or other group website available in the school's Edline website, can determine whether or not they want a link to their name displayed on a page they manage so school members can email them. School members who sign in will see your name with a **Send email to** link. Your email address itself is not displayed. **The general public will not see your name and will not be able to email you from the web page.**

1. From the **My Edline** menu, select **My Account**, and then **Manage Account** to access the **Manage Account** page.
2. Make sure Edline has your correct email address configured.
3. Select **Yes to Allow members of any group that I manage (like classes) to send me email**.
4. If you send emails to users through your web page, select the **From** email address to list on the message. If you have more than one email address listed in Edline, select the address from the **Address used for messages from group members (if allowed)** field.
5. Click **Save and Return**.

To Hide Your Email from the Web Page


- Select **No** from the **Email Settings** section, and then click **Save and Return**.

Copying Content to Other Locations


You can copy from one group (school, class, sport, activity) to another. This feature is especially useful if you did not multi-post a document at the time you created it and want it available (posted) to other web pages you manage. You must be the super user for the group to be able to copy information.

To Copy Content

Open the web page or folder containing the content you want to copy.



1. From the Edline menu bar, click **Edit This Page** to access the edit mode.
2. Hover over the section of the web page containing the content you want to copy, and click the **Edit in list view**  icon. The system displays the list of contents for that section.
3. Select (check) the files to copy. To select all files, click **Select All**.
4. Click **Copy** to access the Copy Selected Items page.

Copy Selected Items

 **Copy To Groups**


Choose the group(s) where you want to copy these items.
(Use Ctrl+Click to select more than one group.)

Biology 1 & 2 P (285)	
Biology 1 & 2 P (286)	
Biology 1 & 2 P (287)	
Biology 1 & 2 P (288)	
Teacher Assistant (528)	
Teacher Assistant (579)	

 **Copy**  **Cancel**

Copy Selected Items Page

5. Select the groups (classes, sports, activities) to copy the information to from the list.

 **Tip:** To select multiple groups, hold the **CTRL** key while selecting the groups.


6. Click **Copy**.

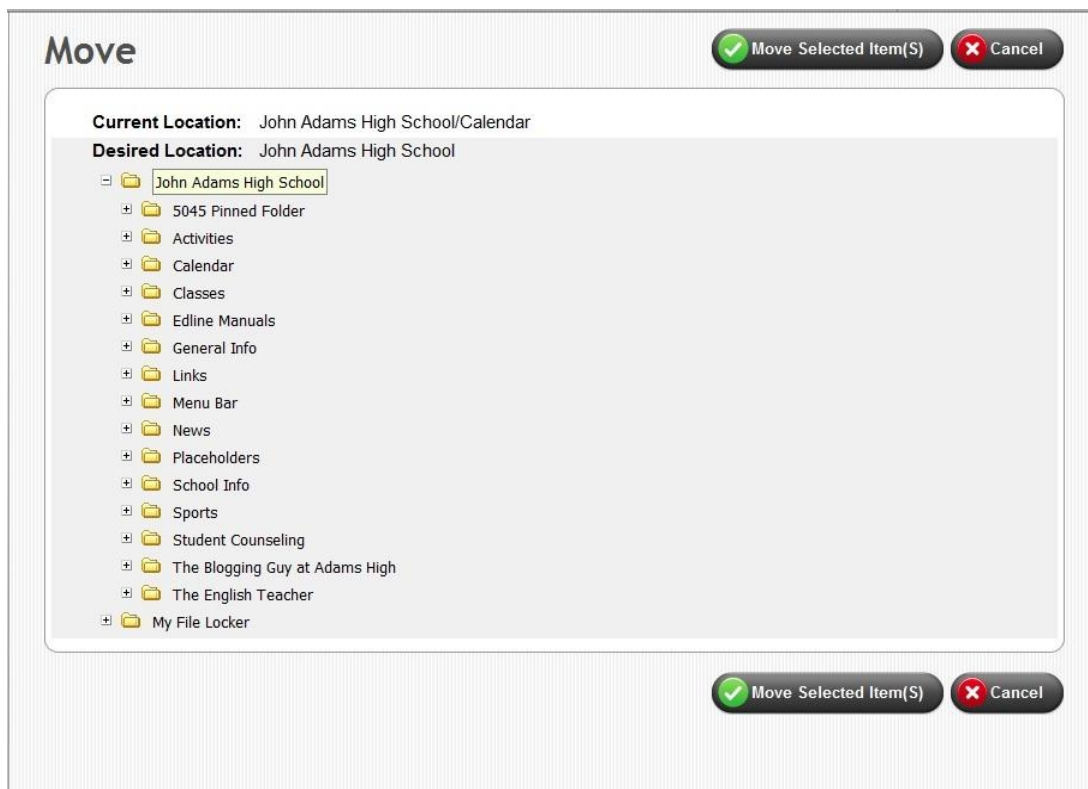
Moving Content to Other Locations

You can move content from one location to another, if you created the content, or you are the super user for the web page containing the content.

To Move Content

Open the web page or folder containing the content you want to move.

1. From the Edline menu bar, click **Edit This Page** to access the edit mode.
2. Hover over the section that contains the content you want to move, and click the **Edit in list view**  icon. The system displays the list of contents for that section.
3. Select (check) the content to move. To select all files, click **Select All**.
4. Click **Move To** and access the Move Items page.



The image shows a 'Move' dialog box with a title bar. At the top right are two buttons: 'Move Selected Item(S)' with a green checkmark and 'Cancel' with a red X. The main area contains the following text: 'Current Location: John Adams High School/Calendar' and 'Desired Location: John Adams High School'. Below this is a list of folders, each with a plus icon to its left. The first folder, 'John Adams High School', is highlighted with a yellow background. The other folders are: 5045 Pinned Folder, Activities, Calendar, Classes, Edline Manuals, General Info, Links, Menu Bar, News, Placeholders, School Info, Sports, Student Counseling, The Blogging Guy at Adams High, The English Teacher, and My File Locker. At the bottom right of the dialog box are two more buttons: 'Move Selected Item(S)' with a green checkmark and 'Cancel' with a red X.

Move Items Page

5. If the content is listed in multiple locations, the **Move documents in all locations they are displayed** option will be available. This feature was designed for teachers with multiple classes

for a specific subject. The feature enables you to quickly move the multiple copies of the same item. Complete one of the following steps:


- Select **Move documents in all locations they are displayed** to move the content in all current locations to the selected location.
 - Clear **Move documents in all locations they are displayed** to move only the current content to the selected location.
6. Select the new location of the content in the **Desired Location** list. You can select another resource folder.
 7. Click **Move Selected Item(s)** to update the location of the content.

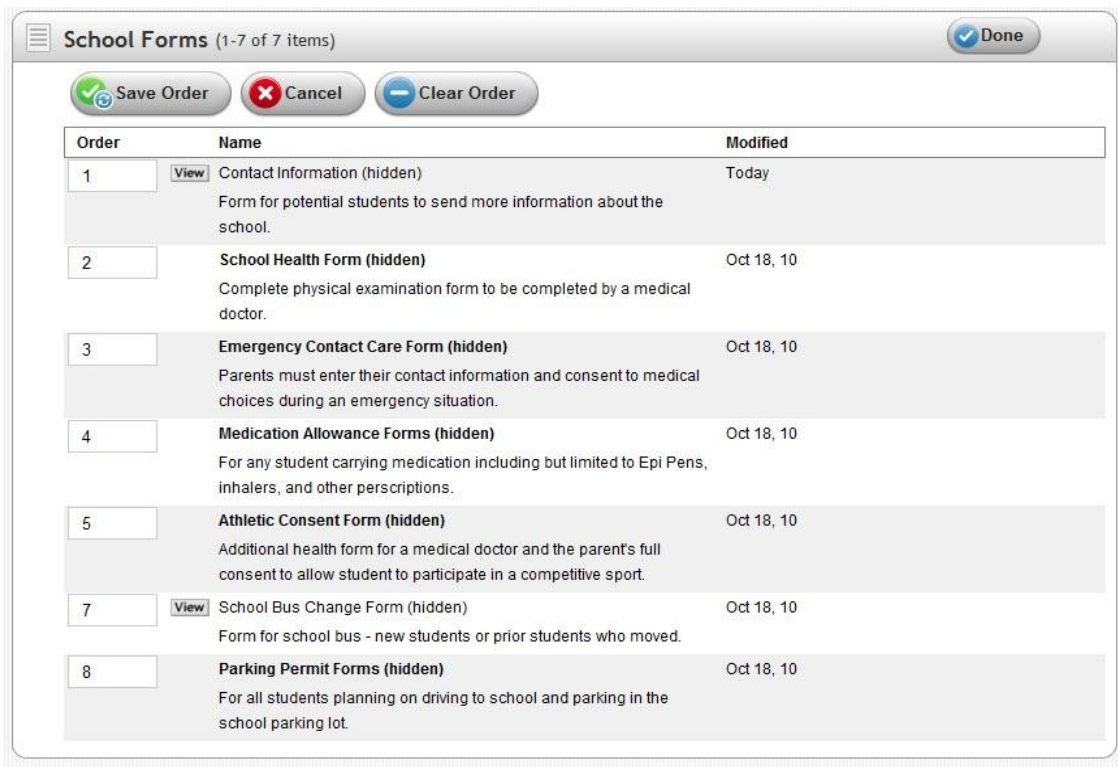
Reordering Content on Your Website

If you manage the group (school, class, sport, or folder) you can reorder the content for any section or folder of the web page, except the **Calendar** section which lists items by date.

To Reorder the Content of Sections or Folders

Open the web page or folder containing the content you want to reorder.

1. From the Edline menu bar, click **Edit This Page** to access the edit mode.
2. Hover over the section of the web page containing the content you want to reorder, and click the **Edit in list view**  icon. The system displays the list of contents in that section.
3. Click **Reorder** to access the Resource List reorder page.



Order	Name	Modified
1	View Contact Information (hidden) Form for potential students to send more information about the school.	Today
2	School Health Form (hidden) Complete physical examination form to be completed by a medical doctor.	Oct 18, 10
3	Emergency Contact Care Form (hidden) Parents must enter their contact information and consent to medical choices during an emergency situation.	Oct 18, 10
4	Medication Allowance Forms (hidden) For any student carrying medication including but limited to Epi Pens, inhalers, and other perscriptions.	Oct 18, 10
5	Athletic Consent Form (hidden) Additional health form for a medical doctor and the parent's full consent to allow student to participate in a competitive sport.	Oct 18, 10
7	View School Bus Change Form (hidden) Form for school bus - new students or prior students who moved.	Oct 18, 10
8	Parking Permit Forms (hidden) For all students planning on driving to school and parking in the school parking lot.	Oct 18, 10

Resource List Page


4. Type the numerical order of the content in the **Order** field.
Any remaining items not numbered will be sorted by alphabetical order according to the name of the content files.
5. Click **Save Order**.

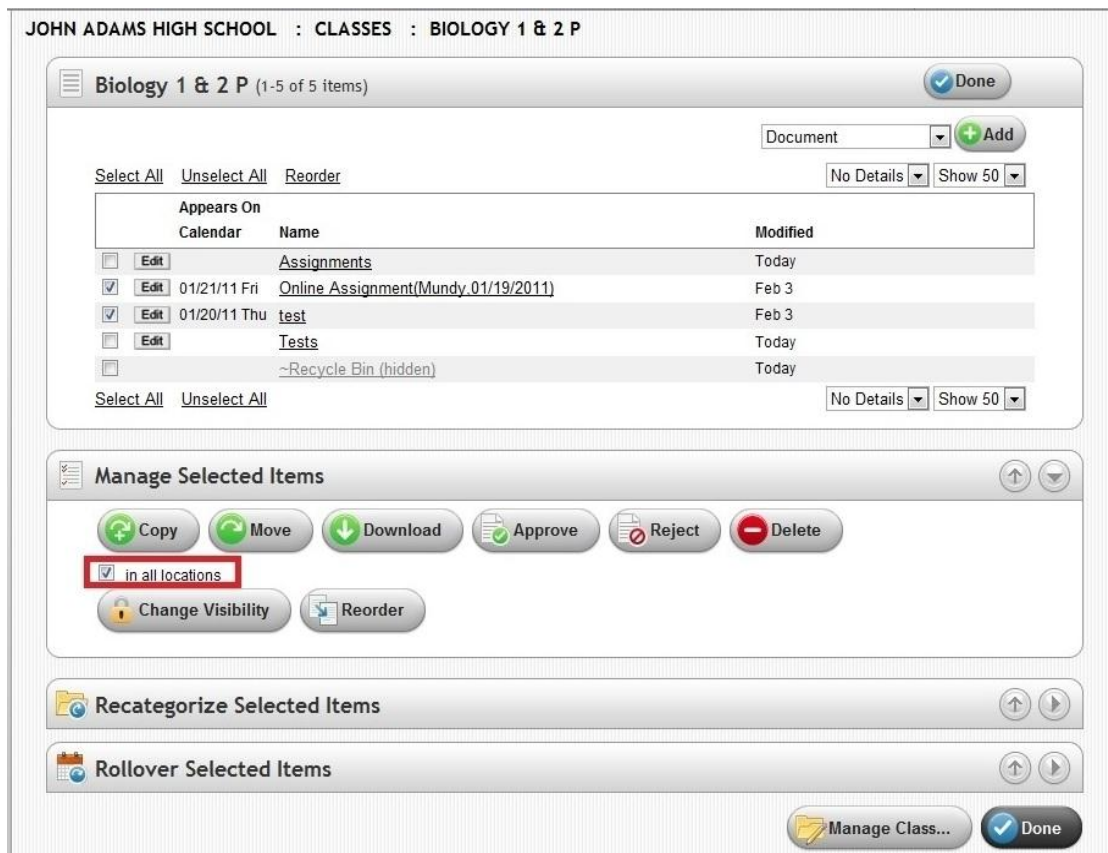
Deleting Content from Your Website

The permission to delete items is usually available to super users of a web page. For example, teachers can delete content from their class pages since they are the super users of those web pages. You can also delete multiple items at once.

To Delete a Document

Open the web page or folder containing the content you want to delete.

1. From the Edline menu bar, click **Edit This Page** to access the edit mode.
2. Hover over the section that contains the content to delete, and click the **Edit in list view**  icon to access a list of items.
3. Select (check) the items that you want to delete. To delete all content, click **Select All**.



JOHN ADAMS HIGH SCHOOL : CLASSES : BIOLOGY 1 & 2 P

Biology 1 & 2 P (1-5 of 5 items) Done

Document + Add

Select All Unselect All Reorder No Details Show 50

Appears On Calendar	Name	Modified
<input type="checkbox"/> Edit	Assignments	Today
<input checked="" type="checkbox"/> Edit	01/21/11 Fri Online Assignment(Mundy 01/19/2011)	Feb 3
<input checked="" type="checkbox"/> Edit	01/20/11 Thu test	Feb 3
<input type="checkbox"/> Edit	Tests	Today
<input type="checkbox"/>	~Recycle Bin (hidden)	Today

Select All Unselect All No Details Show 50

Manage Selected Items ↑ ↓

Copy Move Download Approve Reject Delete

☒ in all locations

Change Visibility Reorder

Recategorize Selected Items ↑ ▶

Rollover Selected Items ↑ ▶

Manage Class... Done

Resource List of Items

4. If the item is listed in multiple locations, the **Delete in all locations** option will be available. This feature was designed for teachers with multiple classes for a specific subject. The feature


enables you to quickly delete the multiple copies of the same item. Complete one of the following steps:

- Select **Delete in all locations** to delete the content from all locations.
- Clear **Delete in all locations** to delete the content from the current location only.

5. Click **Delete**. A warning appears.
6. Click **OK** to complete the deletion.

Restoring Deleted Content


With Edline, you can restore any content you deleted up to 90 days from the day of the deletion. The items will be placed in the **Recycle Bin** of the **Contents** section or **Home** menu, and will be visible only to the super user of the page. The **Recycle Bin** will appear only after content has been deleted.

 **Warning for Edline Web-based Gradebook Users:** Edline automatically backs up your gradebook by placing a copy of it in the **Recycle Bin** at the end of each day you use the gradebook. Edline stores a maximum of 30 deleted gradebooks in the **Recycle Bin**. At the end of 90 days, or if more than 30 books have been backed up, the **Recycle Bin** will automatically remove the gradebooks starting with the oldest books first.

To Restore Deleted Materials

Open the web page or folder where the information has been deleted.



1. From the **Contents** section or **Home** () menu, click **Recycle Bin** to access the Recycle Bin page.

JOHN ADAMS HIGH SCHOOL : ~RECYCLE BIN

~Recycle Bin (21-30 of 38 items)
 Done

[Select All](#)
[Unselect All](#)

[First](#)
[< Prev](#)
[Next >](#)
[Last](#)

Show 10

Name	Original Location	Modified
<input type="checkbox"/> School Handbook	General Info\School Menu Bar\Parents	2010-10-18 11:52:05 CDT
<input type="checkbox"/> Parent's Club	General Info\School Menu Bar\Parents	2010-10-18 11:51:34 CDT
<input type="checkbox"/> Principal's Message to the Parents	General Info\School Menu Bar\Parents	2010-10-18 11:50:44 CDT
<input type="checkbox"/> Girl's Water Polo	General Info\School Menu Bar\Athletics	2010-10-18 11:46:47 CDT
Girl's Water Polo team home page.		
<input type="checkbox"/> Girl's Volleyball Team	General Info\School Menu Bar\Athletics	2010-10-18 11:46:08 CDT
Volleyball Team's website.		
<input type="checkbox"/> Girl's Track	General Info\School Menu Bar\Athletics	2010-10-18 11:45:41 CDT
Track Team's website.		
<input type="checkbox"/> Boys Varsity Football	General Info\School Menu Bar\Athletics	2010-10-18 11:45:14 CDT
The website for the football team.		
<input type="checkbox"/> Boy's Basketball	General Info\School Menu Bar\Athletics	2010-10-18 11:44:48 CDT
Team's website for Varsity Boy's Basketball.		
<input type="checkbox"/> Computer Usage Agreement Form	General Info\School Menu Bar\School Forms	2010-10-18 11:32:33 CDT
Agreement for teachers, staff, and students to comply to school rules concerning the usage of electronic equipment.		
<input type="checkbox"/> Home	General Info\School Menu Bar	2010-10-18 11:07:31 CDT

[Select All](#)
[Unselect All](#)

[First](#)
[< Prev](#)
[Next >](#)
[Last](#)

Show 10

Manage Selected Items
Up Arrow
Down Arrow

Restore

Move

Download

Done

Recycle Bin Page

2. Select (check) the content you want to un-delete, and click **Restore**.
3. Click **OK** after the selected items have been restored.

Using My File Locker or My Web Locker

My File Locker (called My Web Locker for students) provides temporary online storage space for documents you want to transfer between home and school to work on them until they are ready to post on your web pages. This feature eliminates the need for floppy or flash drives and keeps your files safe until they are ready for use. No one else but you and the school super user can view, add, modify, or delete documents from your file locker. You can upload documents directly into your locker, and copy documents out of your locker to other locations.

You can access My File Locker from the My Edline menu. The permission to access My File Locker is usually available to teachers and staff members.



Important: The My File Locker feature is available for all students in a school when the district or school has the Interactive Classroom feature.

- From the **My Edline** menu, under **My Content**, select **My File Locker** to access the list of items in My File Locker.

File Locker (1-4 of 4 items) Done

Document + Add

Select All Unselect All Reorder Details Show 50

	Name	Modified
<input type="checkbox"/> Edit	Assignment Folders for Math Last month's homework that everyone in class failed.	Oct 19, 10
<input type="checkbox"/> Edit	Great America Trip Possible physics trip to Great America.	Oct 19, 10
<input type="checkbox"/> Edit	Mathematics Quiz Possible word problem quiz for next semester.	Oct 19, 10
<input type="checkbox"/> Edit	Possible Math Tests Documents and links of math questions.	Oct 19, 10

Select All Unselect All Details Show 50

Manage Selected Items Up Down

Copy Download Delete Reorder

Done

My File Locker

You create documents and upload files to your File Locker just as you would when adding items to a folder on your web page. For more information, see the online help.

Advanced Features

Edline contains easy-to-use features to make your web pages more appealing, enticing your visitors to return to your site again. This *Advanced Features* section of the guide includes the following topics:


- *Adding Images to a Document*
- *Adding a Table*
- *Adding a Video*
- *Adding Pictures, Audio, and Other Files*
- *Creating RSS News Feeds*
- *Creating Discussion Groups*
- *Creating Blogs*
- *Configuring Group Members and Permissions*


Adding Images to a Document

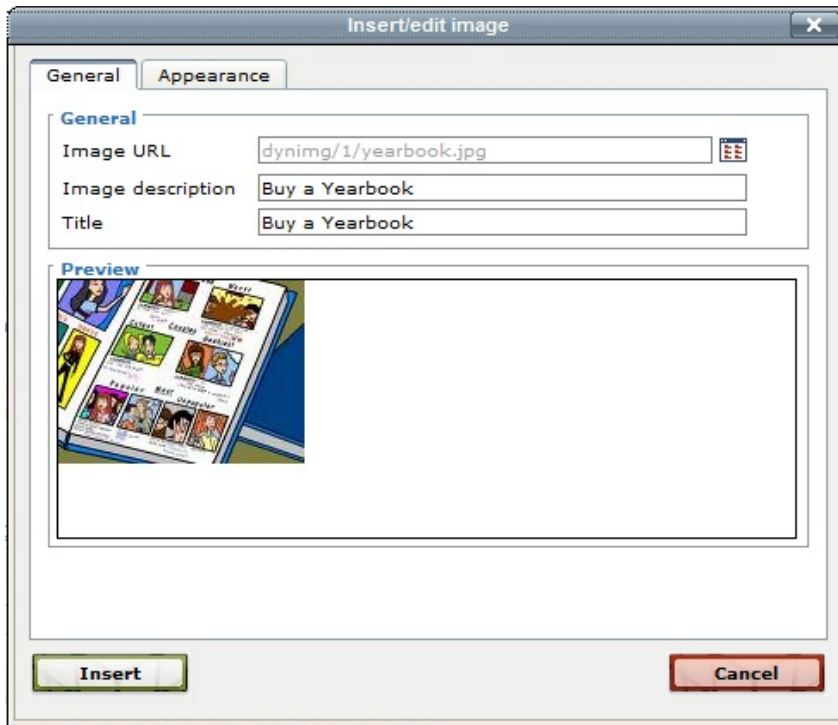
You can add images directly to a web page only if you have design privileges (see the topic *Adding Images to Your Web Page*), but you can add images to documents you create. Images can be static, or they can be a clickable image that will link users to another web page. For example, you can add a picture of a yearbook in a document that links your users to the school's online store if they click on the image. To add a "clickable" image, see the *Adding a Clickable Image* topic.

To Add Images to a Document

Open the web page or folder where you want to add a document with images. The uploaded files must be less than 30 MB each in size.


1. From the Edline menu bar, click **Edit This Page** to access the edit mode.
2. Hover over the section where you want to upload the pictures, and click the **Add an item to this box**  icon.
3. Select **Document Page** from the Add Item Type pallet.
4. Type the name of the document in the **Document Page Title** field.
5. Click **Create Now** for the Document page.

6. Click in the text box to access the Formatting toolbar. You can type or paste any text describing the image or any other information related to the topic, and use the Formatting toolbar to change font styles, paragraph centering, bullet, etc.
7. Click the Image  icon to add an image by completing the following steps:



Insert/Edit Image

- In the **General** tab, search for the image to add by clicking the **Browse** icon. The image location will be listed in the **Image URL** field.

 **Note:** If you just want to add an image, simply click the **Insert** button after searching for the picture. The remaining steps are optional.

In the **Image Description** field, type any additional information you want to include about the image. Optional – this information will not be displayed to users.

In the **Title** field, type the data you want to appear when a user moves their mouse over the image. If creating a clickable image, type any instructions for the user in this field.

- In the **Appearance** tab, you can determine how the image will look in the document. Set how the image will be aligned in the document in the **Alignment** field. Type new dimensions for the image size in the **Dimensions** fields. Check **Constrain proportions** to keep the height and width sizes proportionate to each other when resizing the image. Type the amount of space vertically for the picture before any borders or text information in the **Vertical Space** field.


Type the amount of space horizontally for the picture before any borders or text information in the **Horizontal Space** field.

Type the width of the border in the **Border** field.

- Click **Insert**.

Repeat this step for each picture you want to add to the document.

8. Click **Save** to add the document with the images.

 **Tip:** You can determine the type of users that can view the file, and you can multi-post the item to other classes you teach by accessing the additional options from the Edit Mode toolbar.


9. Click **Done** to exit the edit mode.

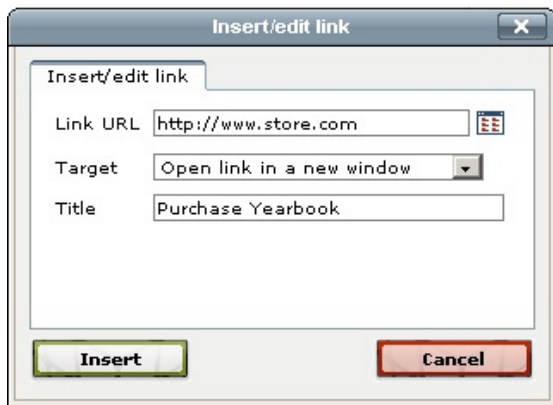
Adding a Clickable Image

You can add a clickable image to a document or to your web page that will link users to another web page. With a clickable image, when the user moves their mouse over the image, text will appear with instructions. When the user clicks on the image, it will open another web page.


To Add a Clickable Image

To add a "clickable" image, start by following the instructions in the *Adding Images to a Document* topic. Once the image is in the document, complete the following instructions.


1. From the Document page, click on the image in the text box, then click your right-mouse button and select the **Insert/Edit Link**  icon. The Insert/Edit Link dialog appears.



Insert/Edit Link Box

- Type or paste the link for the image in the **Link URL** field for an external website link, or search for an internal link on your Edline website by clicking the **Browse** () icon. When a user clicks on the image, the web page listed in this field will open.
- Select whether the link will open in a new window or in the same window from the **Target** field.

- Type the name of the link in the **Title** field. Optional – this information will not be displayed to users.
- Click **Insert** to create the clickable image.

 **Tip:** To add instructions to appear to the user when they move their mouse over the image, type the information in the **Title** field on the Insert/Edit Image dialog. See the *Adding Images to a Document* topic for more information.

2. Click **Save** to add the clickable image.
3. If you want this clickable image on your web page rather than in a document, see the *Adding Images to Your Web Page* topic.
4. Click **Done** to exit the edit mode.

Adding Images to Your Web Page

There are several ways to add an image to a web page.


- Every user with the ability to add documents to their web page can add pictures to those documents as described in the *Adding Images to a Document* topic in the online help.
- Every super user (including teachers and coaches) can add a **Group Info** image to their page. The **Group Info** image is usually the main picture in the center of the group (district, school, class, sport, club, or other activity) page and is a part of the description of the group. To add a **Group Info** image, see the *Adding an Image to a Group Page* topic in the online help.
- To add additional images to appear on your web page, you will need design privileges. Complete the following instructions.


To Add an Image on a Web Page

If you are adding the image to your current live design, open the web page where you will add it. From the Edline menu bar, click **Edit This Page** to access the Edit Mode toolbar.

If you are adding the image to a design that is not yet active, select **Manage Design** from the **Tools** menu to access the Manage Design page. Select the design where you will add the image and click the **Edit** button at the bottom of the page to open Site Designer tree-view.

1. Click the **Add Box** button from the Edit Mode toolbar to access the Add Box dialog.
2. From the **New Content** field, select **Document** and click **OK**.
3. Select the location to store the image, and click **OK** to access the Create/Modify Document page. (This location is not where the picture will be displayed – you will move the image in the next few steps.)


 **Tip:** You may want to store your images in a hidden resource folder so users do not see them other than on the page design itself. For instructions on creating and hiding folders, see the *Creating Folders for Your Website* topic in the online help.

4. Type the name of the image in the **Document Title** field.
5. Click the **Enter Text By Hand** link in the **Add Content** section, and then click the **Image**  icon. **By adding the image through the toolbar you can easily resize the image from the screen, which you cannot do if you import the image.** You can also add a web link to the image, creating a "clickable" image.
6. Click **Save and Return**. The image be added to the page in the top of the **Middle Section** and you can drag and drop the image to desired location on the website. (See the *To Drag and Drop Boxes on the Web Page* topic for more information.) The Design Properties dialog will open to set the image properties.
7. Set the design properties for the image.
Change the following two options — In the **Other** tab, set the **Show in Box** field to **Contents auto ht**, and the **Show Header** field to **No** (unless you want the title of the image to appear on the page).
See the *Setting Design Properties* topic in the online help.
8. Click **Done** to exit the edit mode.

Uploading Multiple Files for Pictures, Audio, and Other Existing Files


Using the Edline multi-file upload feature, you can easily add pictures, audio files, and other types of files by uploading the content to your website. This feature saves you time when designing new pages of your website that require multiple files created from other programs. Some uses for the multi-file upload feature include:

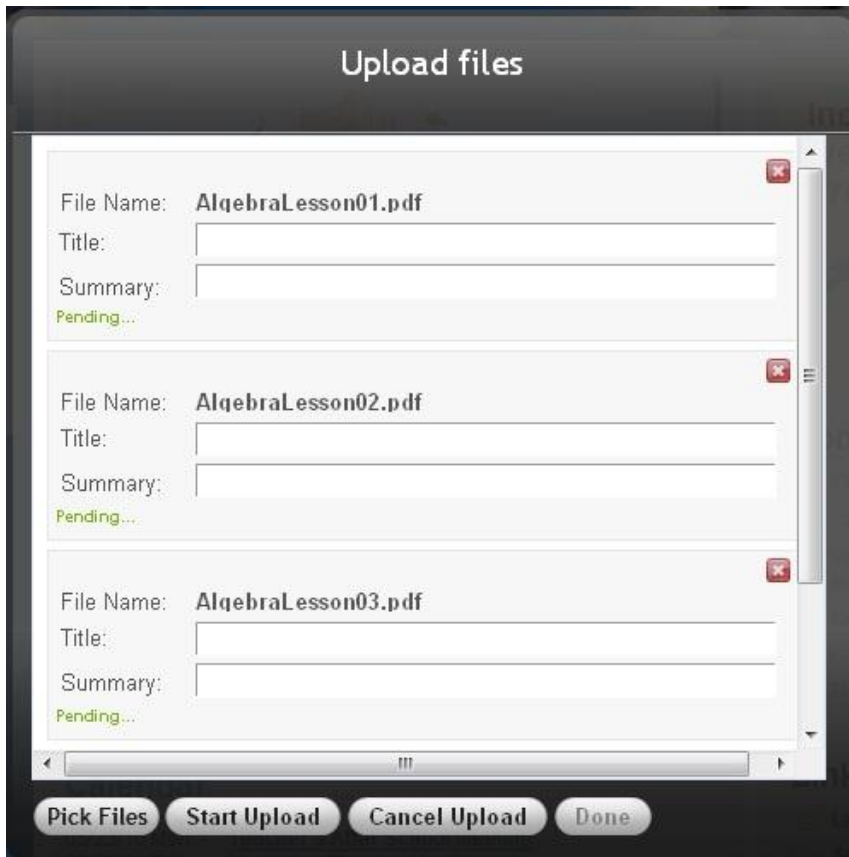
- Districts can upload all their existing copies of meeting minutes, budget records, and district newsletters (added at the district level by the district super user).
- Schools can upload all their existing forms, school newsletters, and picture galleries from past events (added at the school level by the school super user).
- Teachers can upload the files available on their teacher edition CDs, electronic copies of assignments, and any audio files for language arts assignments (added at the class page by the teacher).
- Coaches can upload copies of exercise routines, and sports regulations.

 **Important:** You can upload up to twenty-five (25) files at once. The uploaded files must be less than 30 MB each in size.

To Add Multiple Existing Files (Pictures, Audio, Other)


Open the web page or folder where you want to upload multiple files.

1. From the Edline menu bar, click **Edit This Page** to access the edit mode.
2. Hover over the section you want to upload the files to, and click the **Add an item to this box**  icon to access the Add Item Type pallet.
3. Select **File** for any file type (Word document, PDF, etc.), **Picture** for an image file, or **Audio** for an audio file. The Upload File box appears.



Upload Files Dialog

4. Click **Pick Files** to select the files for your upload. To upload multiple files, press the **CTRL** key while selecting the file names.
5. Enter a title and a summary for each file (optional) in the **Title** and **Summary** fields.
6. Click **Start Upload** to upload the files.
7. Click **Done** when finished.



 **Tip:** To add the files to more than one location, copy the content to the other web pages. For example, if teachers have multiple classes of the same subject they teach and want the content to be available in all class pages, you can copy the content to all other locations at once.

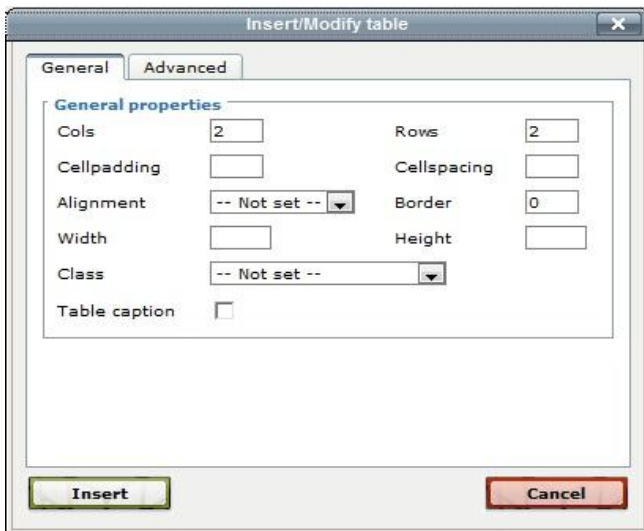
Adding a Table

You can add a document with a table, allowing for neatly organized information to appear on your web pages in a table format.

To Add a Table to a Document

Open the web page or folder where you want to add a table to a document.

1. From the Edline menu bar, click **Edit This Page** to access the edit mode.
2. Hover over the section where you want to add a document with a table, and click the **Add an item to this box**  icon.
3. Select **Document Page** from the Add Item Type pallet.
4. Type the name of the document in the **Document Page Title** field.
5. Click **Create Now** for the Document page.
6. Click in the text box to access the Formatting toolbar. You can type or paste any text describing the table or any other information related to the topic, and use the Formatting toolbar to change font styles, paragraph centering, bullet, etc.
7. Click the **Table**  icon to add a table by completing the following steps:



The image shows a dialog box titled "Insert/Modify table" with a close button (X) in the top right corner. It has two tabs: "General" (selected) and "Advanced". Under the "General properties" section, there are several input fields and dropdown menus: "Cols" (set to 2), "Rows" (set to 2), "Cellpadding" (empty), "Cellspacing" (empty), "Alignment" (dropdown menu showing "-- Not set --"), "Border" (set to 0), "Width" (empty), "Height" (empty), "Class" (dropdown menu showing "-- Not set --"), and "Table caption" (checkbox, unchecked). At the bottom of the dialog, there are two buttons: "Insert" and "Cancel".


Insert/Modify Table

- In the **General** tab, type the number of columns and rows in the **Cols** and **Rows** fields. Type the spacing for the text and table cells in the **Cellpadding** and **Cellspacing** fields. Select how the text is aligned in the table from the **Alignment** field. Type the width of the border in the **Border** field. Type the size of the table in the **Width** and **Height** fields. Select the type of table from the **Class** field. Check **Table caption** to add a name to the table.

 **Note:** For the Advanced Properties of a table, see the online help.

- Click **Insert**.

8. Type the text for the table in the text field.

 **Tip:** You can also use your right-mouse button while typing text to update the table's border styles and colors, insert and delete rows, and insert or delete columns.

9. Click **Save** to add the document with the table.

10. Click **Done** to exit the edit mode.

Adding a Video


You can add a video in Edline in a document or as a section on your web page. For example, a teacher can add a video of a science experiment in a document describing the scientific topic, or on the science class web page. If you have design privileges, such as a web designer, you can add a video to a web page as a part of the design.

All streaming videos in Edline are in the Flash® format. Viewers will be required to download and use the Adobe® Flash Player plug-in. Videos cannot be larger than 128 MB if you are adding the file directly to the document or web page. There is no limit to the size if you are streaming the video stored on another website. Currently Edline supports the following video formats only:

- AVI (.avi)
- QuickTime (.mov)
- MPEG-1, MPEG-2, MPEG-4 (.mpeg, .mpg, .mp4, .m4v, etc.)
- Windows Media Video/WMV (.wmv)
- Flash Video (.flv)
- 3GPP (.3gp)

To Add a Video in a Document

You would add a video into a document when you want users to launch a video from the document. For example, teachers might create homework assignments that include videos. Open the web page or folder where you want to add a video to a document.


1. From the Edline menu bar, click **Edit This Page** to access the edit mode.
2. Hover over the section where you want to add a video, and click the **Add an item to this box**  icon to access the Add Item Type pallet.
3. Select **Document Page** to access the Document Page Title box.
4. Type the name of the video in the **Document Page Title** field.
5. Click **Create Now** for the Document page.
6. Click in the text box to access the Formatting toolbar. You can type or paste any text describing the video or any other information related to the topic, and use the Formatting toolbar to change font styles, paragraph centering, bullets, etc.
7. To import the video file, click the **Summary Info** option on the tool bar to access the Modify Document page.

In the **Add Content** section, click the **Import an Existing File** link.

In the **Import Existing File** field, click **Browse** to search for the video to upload the file.

Click **Import** to import the video.

Click **Save and Return** when finished.

 **Tip:** You can also add a link to the video instead of including it to the website. By entering a URL location, the video will not be stored on the Edline site, so there will be no size limitations for the video. Enter the web location of the video for any video over 128 MB.

To Display a Video on the Web Page

You would add a video to the Edline web page when you want to use the video as a part of your web page design. You will need design permissions to incorporate a video into a web page. Open the web page where you want to add the video.


1. From the Edline menu bar, click **Edit This Page** to access the edit mode.
2. Click the **Add Box** button from the Edit Mode toolbar to access the Add Box dialog.
3. From the **New Content** field, select **Document** and click **OK**.

4. Select the location to store the video and click **OK** for the Create/Modify Document page.
5. Type the name of the video in the **Document Title** field.
6. To import the video file, in the **Add Content** section, click the **Import an Existing File** link. In the **Import Existing File** field, click **Browse** to search for the video. Click **Import** when ready.
7. Click **Save and Return** when finished. The video will appear at the top of your web page with the Design Properties dialog, where you can adjust the video properties.
8. Set the design properties for the video.
See the *Setting Design Properties* topic in the online help.
9. Drag and drop the video to desired location on the website.
10. Click **Done** to exit the edit mode.

Creating Slide Shows


You can add a new slide show presentation to your Edline website. Slide shows consist of an Edline folder with the individual slides uploaded to the folder. For example, a biology or human anatomy teacher may want to include a presentation of how the body produces and secretes insulin, and coaches may want to create a year-in-review slide show for their team.

Slide shows do **NOT** require Flash components and do display correctly on Apple® products, such as the I-Pad®.

 **Tip:** If you have design privileges, you can include a slide show to be a part of your home web page. See the *Adding Slide Shows to Your Site* topic.

To Add the Slide Shows Folder

Open the web page or folder where you want to create a slide show.

1. From the Edline menu bar, click **Edit This Page** to access the edit mode.
2. Hover over the section where you want to add the slide show, and click the **Add an item to this box**  icon to access the Add Item Type pallet.
3. Select **Slideshow** to access the Create Slide Show page.

Create Slide Show

Slide Show Information

This slide show is in Slideshow Presentations

Slide Show Name:

Slide Show Description:

(This is displayed when the mouse is placed over the item.)

Slide Show Management

Slide Show Visibility

Friendly URL

Create Slide Show Page


4. Type the title of the presentation in the **Slide Show Name** field. This title will appear on the website.
5. Type a brief summary for the presentation in the **Slide Show Description** field. Optional.
6. Click **Save and Return** to add the presentation.
7. Click **Done** to exit the edit mode.

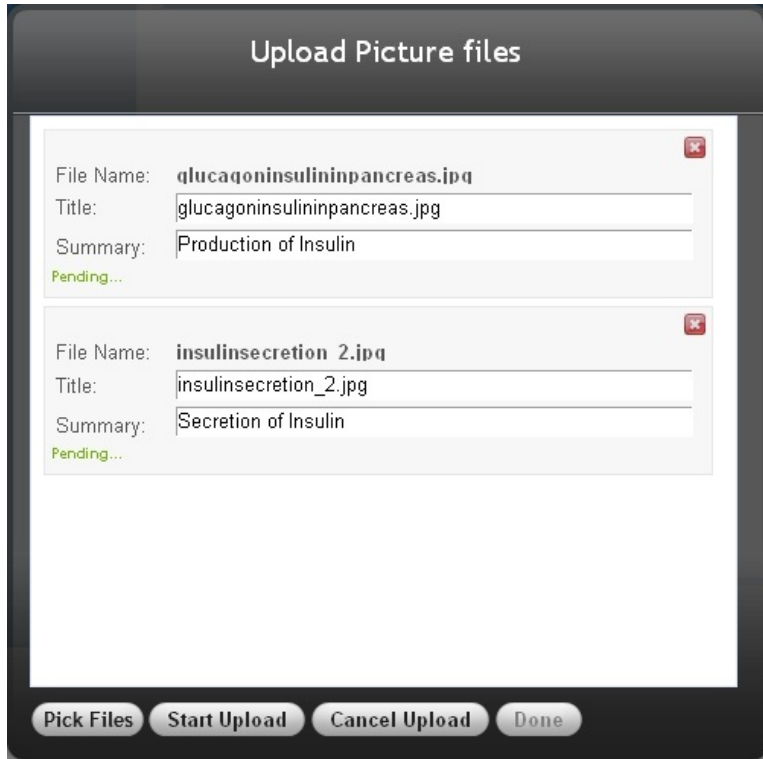
To Add Files to Your Slide Show

Once you create the slide show presentation folder, you can add the individual slides to your presentation through your website. Usually only school staff can add slides to a slide show.

Important: You can upload up to twenty-five (25) files at once to appear in your slide show. The uploaded files must be less than 30 MB each in size.

1. Open the slide show folder you created on your home web page, and click the **Edit This Page** option from the menu bar.

2. From the slide show page, click the **Add an item to this box**  icon to access the Upload Picture Files dialog.



Upload Picture files

File Name:

Title:

Summary:

Pending...

File Name:

Title:

Summary:

Pending...

Pick Files **Start Upload** **Cancel Upload** **Done**

Upload Picture Files

3. Click **Pick Files** to select the slide show files for your upload. To upload multiple files, press the **CTRL** key while selecting the file names.
4. Enter a title and a summary for each file (optional) in the **Title** and **Summary** fields.
5. Click **Start Upload** to upload the files.
6. Click **Done** when finished. The slide show will play whenever a visitor opens the presentation.

Per. 1: Biology (1-10 of 10 items) Done

Document ▾ + Add

Select All Unselect All Reorder Details ▾ Show 50 ▾

Ordered ▾	Name ▾	Modified
<input type="checkbox"/>	Edit Assignments	Mar 24
<input type="checkbox"/>	Edit Tests	Feb 10
<input type="checkbox"/>	Edit Class Objectives	Feb 10
<input type="checkbox"/>	Edit Semester Syllabus	Feb 10
<input type="checkbox"/>	Edit Supplies Needed	Feb 10
<input type="checkbox"/>	Edit This Week's Discussion	Feb 10
<input type="checkbox"/>	Edit Class Field Trips	Feb 23
	Pictures and Videos	
<input checked="" type="checkbox"/>	Edit Slideshow Presentations	Today
<input type="checkbox"/>	Edit Word of the Day	Mar 10
	Word of the Day (Biology)	
<input type="checkbox"/>	~Recycle Bin (hidden)	Today

Select All Unselect All Details ▾ Show 50 ▾

Resource List Page

3. Select (check) the slide show presentation to copy.
4. Click **Copy** to access the Copy Selected Items page.
5. Select the groups (classes, sports, activities) to copy the information to from the list.

 **Tip:** To select multiple groups, hold the **CTRL** key while selecting the groups.


6. Click **Copy**.

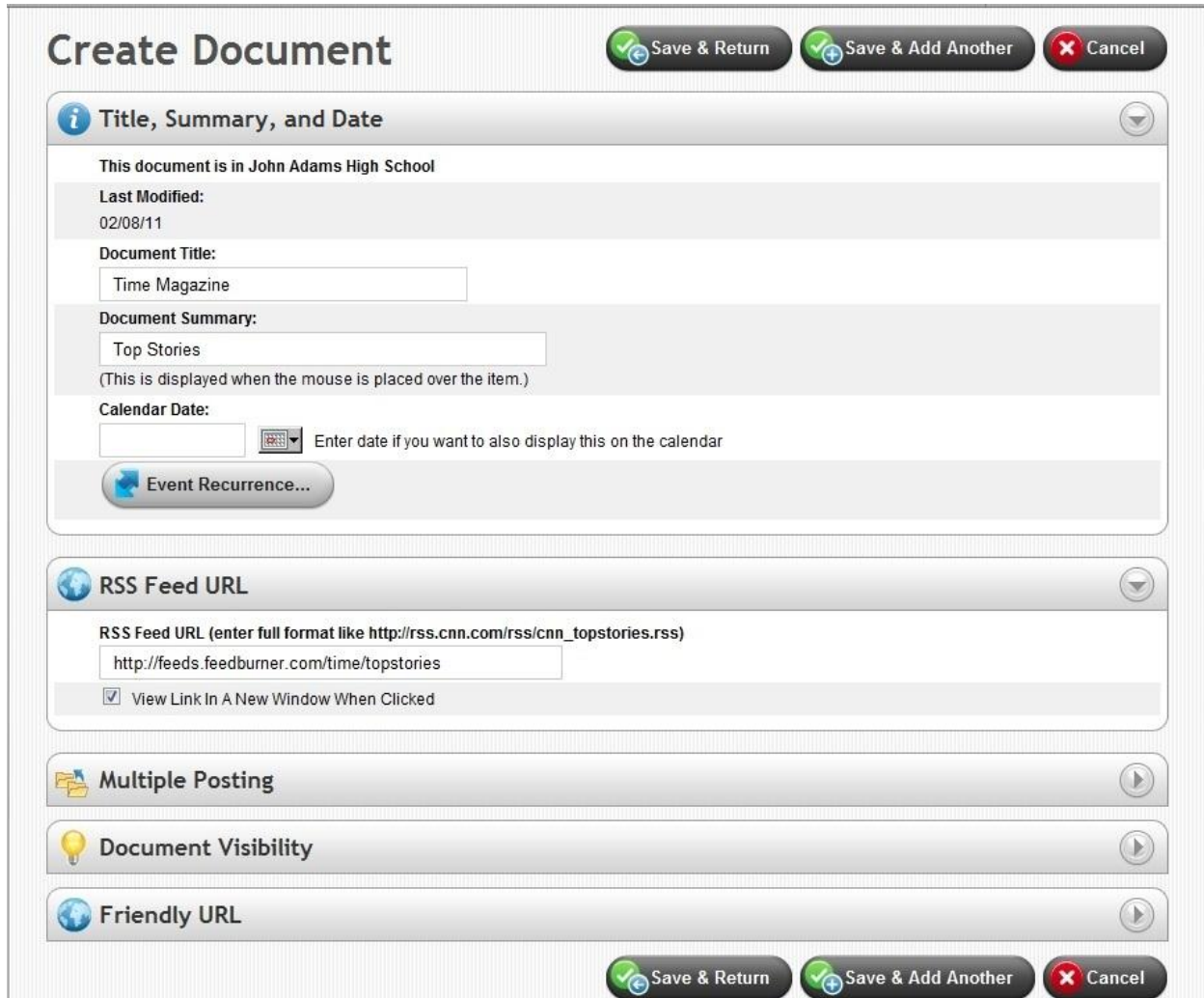
Creating RSS News Feed Links

An RSS feed is a Really Simple Syndication (RSS) news feed that supplies stories or information from other websites to your Edline website.

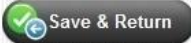


To Add RSS News Feed Links to Your Website

Open the web page or folder where you want to create a news feed.

1. From the Edline menu bar, click **Edit This Page** to access the edit mode.
2. Hover over the section where you want to add the feed, and click the **Add an item to this box**  icon to access the Add Item Type pallet.
3. Select **RSS Feed** to access the Create Document page.



Create Document

Title, Summary, and Date


This document is in John Adams High School


Last Modified:
02/08/11

Document Title:

Document Summary:

(This is displayed when the mouse is placed over the item.)

Calendar Date:
  Enter date if you want to also display this on the calendar



RSS Feed URL




RSS Feed URL (enter full format like http://rss.cnn.com/rss/cnn_topstories.rss)

☒ View Link In A New Window When Clicked

Multiple Posting

Document Visibility

Friendly URL

Create Document Page

4. Type the name of the feed in the **Document Title** field. This title will appear on the website.
5. Type a brief summary for the feed to appear on the page in the **Document Summary** field.
6. If you want the feed link to appear on the calendar, type or select the date in the **Calendar Date** field.
7. Type or paste the address of the feed page in the **RSS Feed URL** field.
8. Click **Save and Return**.

9. Click **Done** to exit the edit mode.


Creating Discussions

You can add a new discussion to the Edline website. Here are some examples:

- District discussions can include topics such as upcoming district votes and political issues (added at the district level by the district super user).
- School discussions can include topics such as new school changes, cafeteria offerings, and other school-wide topics (added at the school level by the school super user).
- Class discussions can include any topics in your subject, or ideas on field trips (added at the class page by the teacher).
- Sport discussions can include opinions on rivalries or schedules (added at the sport page by the coach).

To Add Discussions to Your Website

Open the web page or folder where you want to add a discussion. You cannot add discussions to the **News**, **Links**, or **Calendar** sections.

1. From the Edline menu bar, click **Edit This Page** to access the edit mode.
2. Hover over the section where you want to add the discussion, and click the **Add an item to this box**  icon to access the Add Item Type pallet.
3. Select **Discussion** to access the Create Discussion page.

Create Discussion

Save & Return
 Save & Add Another
 Cancel

Title, Summary, and Date

This discussion is in John Adams High School

Last Modified:
02/08/11

Discussion Title:

Discussion Summary:

(This is displayed when the mouse is placed over the item.)

Calendar Date:
 Enter date if you want to also display this on the calendar

Event Recurrence...

Add Content

Multiple Posting

Comment Type

Discussion Visibility

Friendly URL

Save & Return
 Save & Add Another
 Cancel

Create Discussion Page


4. Type the name of the discussion in the **Discussion Title** field. This title will appear on the website.
5. Type a brief summary for the discussion in the **Discussion Summary** field.
6. Type or select the date for the discussion in the **Calendar Date** field.
7. Click **Save and Return** to add the discussion.
8. Click **Done** to exit the edit mode.

To Add Details about the Discussion

You can add additional information for the discussion, such as presenting the issue to be discussed, asking questions about the topic, or attaching a picture for the discussion.

1. From the Modify Discussion page, type and format the text for the discussion in the **Enter Text By Hand** field of the **Add Contents** section.

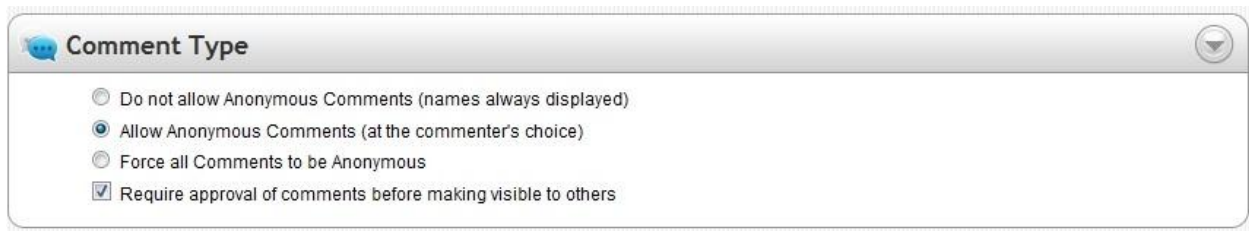
2. To add an image to the discussion, click **Browse** in the **Image** field.

 **Important:** It is highly recommended that images be no larger than 2 MB, so that your users can download them quickly when they access the discussion.

To Configure Anonymity and Approval of Discussion Comments

You can determine if posts to discussion links will contain the name of the visitor entering the comment, and whether or not you want to approve the comment before it is posted to your website.

1. From the Modify Discussion page, select one of the following anonymous settings from the **Comment Type** section:
 - Select **Do not allow Anonymous Comments (names always displayed)** to include the name of the user entering a comment.
 - Select **Allow Anonymous Comments (at the commenter's choice)** to allow the users to determine whether or not their names will be included.
 - Select **Force all Comments to be Anonymous** to ensure the comments are always listed as anonymous.




Comment Type

- ☐ Do not allow Anonymous Comments (names always displayed)
- ☒ Allow Anonymous Comments (at the commenter's choice)
- ☐ Force all Comments to be Anonymous
- ☒ Require approval of comments before making visible to others

Comment Type Section

2. Determine whether or not the comments need to be approved before they are visible to others by completing one of the following steps:
 - Select **Require approval of comments before making visible to others** to require the manager of the group (school, class, sport, activity) to approve all comments before they are posted.
 - Clear **Require approval of comments before making visible to others** to allow all comments to be visible after the user saves the comment.


 **Note:** Open the **Multi-Posting** section to add the discussion to more than one group, or open the **Discussion Visibility** section to open participation beyond group members.

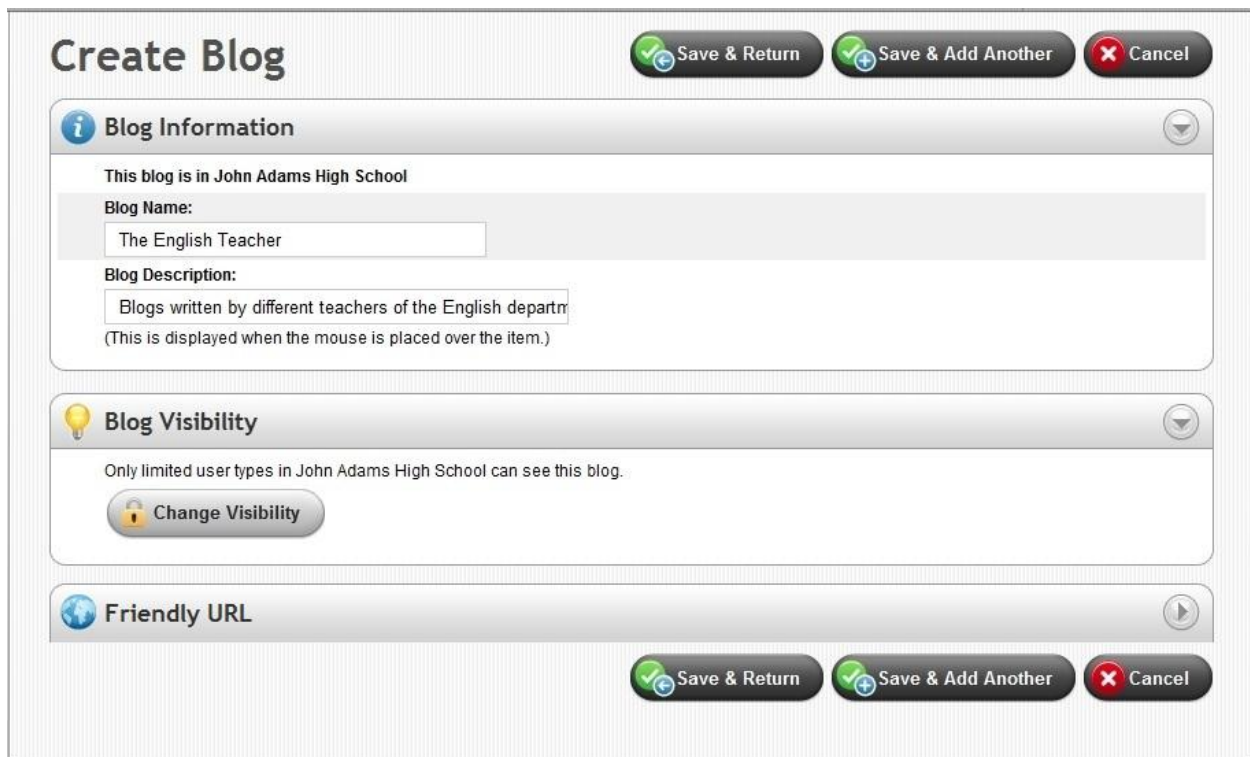
Creating Blogs

You can add a new blog to the Edline website. Blogs are a collection of articles you write and post to allow other users to comment on the topic.

To Add Blogs to Your Website

Open the web page or folder where you want to add a blog. You cannot add blogs to the **News**, **Links**, or **Calendar** sections.


1. From the Edline menu bar, click **Edit This Page** to access the edit mode.
2. Hover over the section where you want to add the blog, and click the **Add an item to this box**  icon to access the Add Item Type pallet.
3. Select **Blog** to access the Create Blog page.



The "Create Blog" form is displayed within a window. At the top right are three buttons: "Save & Return" (green checkmark), "Save & Add Another" (green checkmark with plus), and "Cancel" (red X). The form is divided into three sections: "Blog Information" (with an information icon), "Blog Visibility" (with a lightbulb icon), and "Friendly URL" (with a globe icon). The "Blog Information" section contains a text area for "This blog is in John Adams High School", a "Blog Name:" label with a text input field containing "The English Teacher", and a "Blog Description:" label with a text input field containing "Blogs written by different teachers of the English departm". A tooltip below the description field reads "(This is displayed when the mouse is placed over the item.)". The "Blog Visibility" section contains a text area with the text "Only limited user types in John Adams High School can see this blog." and a "Change Visibility" button with a lock icon. The "Friendly URL" section is currently empty. At the bottom right of the form are the same three buttons: "Save & Return", "Save & Add Another", and "Cancel".

Create Blog Page


4. Type the title of the blog in the **Blog Name** field. This title will appear on the website.
5. Type a brief summary for the blog in the **Blog Summary** field.

 **Note:** Click the **Change Visibility** button to restrict which users can view the blog. See the *To Restrict the Visibility of a Document* topic for more information.

6. Click **Save and Return** to add the blog.
7. Click **Done** to exit the edit mode.

To Add a Blog Entry

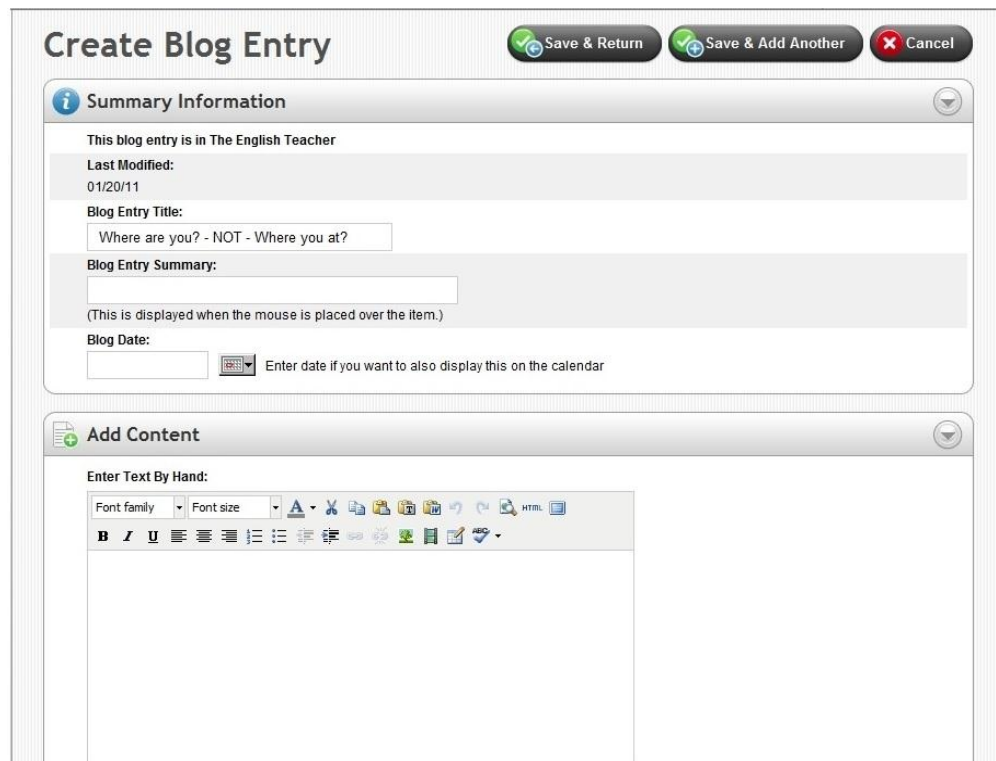
You can add articles to your blog through your blog website. Usually only school staff can add blog entries.

1. From the blog page, click the **Add an item to this box**  icon to access the Blog Entry Name dialog.



What would you like to call your new blog entry?

2. Type the name of the article, and click **Create Now** to access the Create Blog Entry page.

A screenshot of the 'Create Blog Entry' page. At the top, there are three buttons: 'Save & Return' (green checkmark), 'Save & Add Another' (green checkmark), and 'Cancel' (red X). Below these is a section titled 'Summary Information' with a dropdown arrow. This section contains the following fields: 'This blog entry is in The English Teacher', 'Last Modified: 01/20/11', 'Blog Entry Title: Where are you? - NOT - Where you at?' (with a text input field), 'Blog Entry Summary: (This is displayed when the mouse is placed over the item.)' (with a text input field), and 'Blog Date: [calendar icon] Enter date if you want to also display this on the calendar'. Below the summary section is another section titled 'Add Content' with a dropdown arrow. This section contains a text input area with a rich text editor toolbar above it. The toolbar includes options for font family, font size, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and insert image.

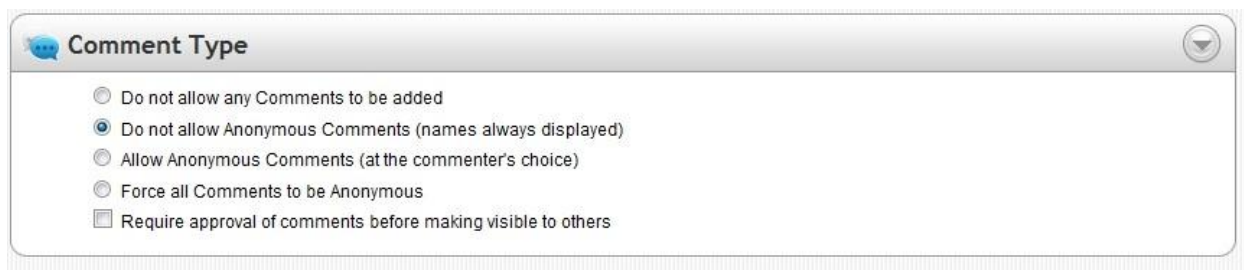
Create Blog Entry Page

3. Type the name of the entry in the **Blog Entry Title** field. This title will appear on the website.
4. Type a brief summary for the article in the **Blog Entry Summary** field.
5. Type or select the date for the article in the **Blog Date** field. This option sets the article as a calendar event.
6. Type the entry in the **Add Content** section.
7. Click **Save and Return** to add the blog entry.

To Configure Anonymity and Approval of Blog Comments

You can determine if posts to blog entries will contain the name of the visitor entering the comment, and whether or not you want to approve the comment before it is posted to your website.

1. From the Modify Blog Entry page, select one of the following anonymous settings from the **Comment Type** section:
 - Select **Do not allow any Comments to be added** to not allow any comments on the particular entry.
 - Select **Do not allow Anonymous Comments (names always displayed)** to include the name of the user entering a comment.
 - Select **Allow Anonymous Comments (at the commenter's choice)** to allow the users to determine whether or not their names will be included.
 - Select **Force all Comments to be Anonymous** to ensure the comments are always listed as anonymous.

A screenshot of a web interface titled "Comment Type" with a blue speech bubble icon on the left and a close button on the right. The window contains five radio button options: "Do not allow any Comments to be added", "Do not allow Anonymous Comments (names always displayed)" (which is selected), "Allow Anonymous Comments (at the commenter's choice)", "Force all Comments to be Anonymous", and a checkbox option "Require approval of comments before making visible to others".

Comment Type

- ☐ Do not allow any Comments to be added
- ☒ Do not allow Anonymous Comments (names always displayed)
- ☐ Allow Anonymous Comments (at the commenter's choice)
- ☐ Force all Comments to be Anonymous
- ☐ Require approval of comments before making visible to others


Comment Type Section

2. Determine whether or not the comments need to be approved before they are visible to others by completing one of the following steps:
 - Select **Require approval of comments before making visible to others** to require the super user of the group (school, class, sport, activity) to approve all comments before they are posted.
 - Clear **Require approval of comments before making visible to others** to allow all comments to be visible after the user saves the comment.

Configuring Group Members and Permissions


Users with appropriate permissions can add members to a group (district, school, class, sport, club, or activity), remove members from a group, and change the permissions for members in a group in the Edline website. To update the members of a particular group, you must have super user or site coordinator permissions enabled for the district, school, class, or other group.

1. From the menu bar, select **Tools**, and then select **Manage Group (District, School, Class, Sport, Activity)** to access the Modify Group page.
2. From the **Group Management** section, click **Members and Permissions** to view the Group Member List page.

 **Note:** When you are on the Modify School or Modify District page, you will see the **Manage Users** button instead of **Members and Permissions**.

To Add a User to a Group

- If you know the user identification code of the person to add, type the code in the **Admin System User ID** field and click **Add**.
- To search for the user's information, click **Search for Users to Add** to access the User List page.

 **Tip:** You can also search for a specific user using the **Search** fields.

- Select (check) the user(s) to add to the group, and click **Add Selected Users to Group**.
- Click **Done** on the Group Member List page.


To Remove a User from a Group

- Select (check) the user(s) to remove, and click **Remove Selected**.
- Click **Done** on the Group Member List page.

To Change the Permissions for a User in a Group

- Select (check) the user(s) to change, and click **Change Permissions** to access the Group Member Permissions page.



Class Member Permissions

 **Member Permissions**

Permissions for Dumas Dumas in Algebra A


<input type="radio"/> Yes	<input checked="" type="radio"/> No	Should user be a group creator who is allowed to create a new group under this class?
<input type="radio"/> Yes	<input checked="" type="radio"/> No	Should user be a document manager who is allowed to create documents without superuser approval, and to approve, reject, or delete any document on this class home page and all its subfolders?
<input checked="" type="radio"/> Yes	<input type="radio"/> No	Should user be allowed to manage design in this group and all its subgroups ?
<input type="radio"/> Yes	<input checked="" type="radio"/> No	Should user be a super emailer who is allowed to send email to this entire group?
<input type="radio"/> Yes	<input checked="" type="radio"/> No	Should user be a superviewer who can view all users and all info in this class?
<input checked="" type="radio"/> Yes	<input type="radio"/> No	Should user be a superuser for this class?

(A superuser gets ALL the above permissions.)

Group Member Permissions Page

- Select **Yes** or **No** to each type of permission for the particular user in the group. For more information about each permission, see the *Setting Permissions and Policies* topic.
- Click **Update** to add the permissions.

 **Important:** Folder and Group Member Permissions are different from School Members Permissions in that they only allow special permissions in the folder or group where they have been enabled for a user.

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