

Account Setup Guide

EDLINE

In this guide you will find the answers to these questions:

- What is an activation code and where do I get one?
- How do I use my activation code to set up an account?
- What if I have more than one activation code?
- What if I already have an account and I receive another activation code?
- How do I add a child to my account?

What is an activation code and where do I get one?

Your school has already created an Edline account for you. It is linked to information about you (like your grades). To keep this information private, your account is protected by an "activation code" until you choose your own screen name and password.

Your school will give you the activation code for your account. Contact the school if you do not have one yet.

Your activation code allows you to activate your Edline account (described in the next section). You only use it one time. When you activate your account, you choose your own screen name and password. After that, you will always use your screen name and password to log in to Edline.

How do I use my activation code to set up an Edline account?

Every member of the school will receive an activation code that allows him or her to set up an Edline account. Students, parents, teachers, administrators and school staff members each have their own accounts.

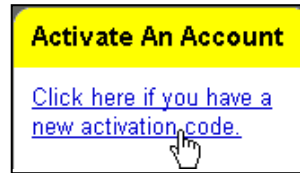
Parent accounts are special because they are linked to one or more students, allowing the parents to see their own information as well as their children's information.

Parents who have more than one child in an Edline school may receive more than one activation code (one for each child). Likewise, people who are both employees and parents at Edline schools may receive more than one activation code (for example, a teacher who is also a parent will receive a teacher activation code and a parent activation code). *If this describes you, we strongly recommend you combine your accounts into a single account. Pay careful attention to steps 3 and 6 below for instructions.*

IMPORTANT: If you are a parent, it is particularly important that you use the *parent* activation code rather than your child's student activation code to setup an account. Your school can post parent-only information that you will not see if you use your child's student account to access Edline.

If you need help at any time while setting up your account, click the "Help" button at the top of the web page.

- 1 Go to the Edline home page by entering **www.edline.net** in your browser's address bar.
- 2 Click the link inside the yellow and white "Activate An Account" box.



- 3 Enter your activation code into the "Activation Code" field and click the "Enter" button.

SPECIAL CASE: If you have more than one activation code (as described at the beginning of this section), enter the next code now and click "Enter". Repeat this process until you have entered all your activation codes.

- 4 You should see the name for each account listed at the bottom of the page. If these names all describe you, then click the "Activate This Code" button.
- 5 You will see Edline's *Privacy Policy and Terms of Use*. Please read it and click "I Agree" to continue or "I do not agree" to cancel.
- 6 Edline will ask you if you already have an account.

- If you already have an Edline account, click the "Combine Accounts" button to combine your new account with your existing account. **Continue on to step 7.**
 - If this is the first time you have received an activation code(s) from any school, click the "New Account" button. **Skip to step 8.**
- 7 Edline will ask you for the screen name and password of your existing account. Enter them and click the "Log In" button. Your new account has now been combined with your existing account. You can stop here.

- 8 If you are setting up a new account, choose a screen name and a password. Then, enter your first and last name. (Parents may enter both parents' first names in the "First Name" field.) Click the "Continue" button.

Choose a Screen Name and Password		
Screen Name and Password must be at least 4 characters long		
Screen Name	Password	Retype Password
anders59	*****	*****
Your Personal Information		
PARENTS: You may enter both parents' names in the First Name field.		
First Name	Middle Name	Last Name
Bob and Mary		Anderson
Click Continue to create your EDLINE account, or Cancel to return to the EDLINE Home Page without creating an account		
<input type="button" value="Continue"/>		<input type="button" value="Cancel"/>

- 9 On the next page, choose your email settings and your personal security question. If you ever forget your screen name or password, Edline can send your screen name and a temporary password to you. It will need your email address and your security question to do this.

SPECIAL CASE: If your school is using Edline's email features, you will see additional email options below the "Email Address" field. Choose your email settings here. For descriptions of these email options, please click the "Help" button at the top of the web page.

Click the "Update" button to save your information.

Email	
Email Address	anders59@host.com
<input type="radio"/> Yes <input checked="" type="radio"/> No	Send me an email notification when new private reports (like grades) are posted to Edline.
<input checked="" type="radio"/> Yes <input type="radio"/> No	Allow my school to send me email through Edline.
Security Question	
Enter a security question and answer in case you forget your password. Choose from the list of suggested questions or make up your own.	
	<List Of Suggested Questions>
Question	What is the name of your first pet?
Answer	rover
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

- 10 Edline will display the Print Guides Page. This page contains links to quick-start guides to help you use the site. Follow the instructions at the top of the page to print the guide that is right for you. Click the "Done" button at the top of the page when you are finished.

Your new account has now been activated!

What if I have more than one activation code?

Parents with more than one child in Edline schools may receive more than one parent activation code. Parents should combine all of their parent accounts into one account that can access all their children.

Someone who works at the school and who also has children attending the school will receive more than one activation code (e.g., a teacher activation code and one or more parent activation codes). We always recommend combining parent accounts together. You can also combine a teacher, administrator, or staff account with a parent account if you wish.

A student who attends more than one school using Edline may receive more than one student activation code. Students can combine these accounts into one account that can access information from all schools.

If you have been given more than one activation code, follow the steps under *How do I use my activation code to set up an Edline account?* (above), **paying special attention to the instructions in steps 3 and 6.**

What if I already have an account and I receive another activation code?

Parents who have more than one child in Edline schools, and people who are both employees and parents in Edline schools may receive more than one activation code.

If you already have an Edline account and you receive another activation code, you can combine the new account with your existing account (always recommended for parents). Follow the steps under *How do I use my activation code to set up an Edline account?* (above). **In step 6, click the "Combine Accounts" button.**

How do I add a child to my account?

If you are a parent, you will see your children's names in the yellow "Shortcuts" box on the left side of the school home page. You can add a child to this list at any time.

To add a new child to this list, obtain the parent activation code for the child from the school. Then, follow the steps under *How do I use my activation code to set up an Edline account?* (above). **In step 6, click the "Combine Accounts" button.**

IMPORTANT: These instructions will not work if you have already activated all of your parent accounts. If you can only see one child's information when you log in to Edline and you were given more than one parent activation code, then you have activated each parent account as a *separate* account. You need to combine these separate accounts together. You will need the school's help to do this. Contact the Edline manager at your school in this situation.

Student/Parent Quick-Start Guide

EDLINE

This guide covers the most common features you will use on Edline.

IMPORTANT: If you have not set up your Edline account yet, please print the *Account Setup Guide* for instructions. Go to www.edline.net. Click the "Help" button at the top of the page. Then, click the "Print an account setup guide" link. *Use the **Account Setup Guide** any time you receive a new activation code from your school.*

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Getting help with Edline

Online Help

Help

- Click the "Help" button at the top of any page to learn how to use that page.
- Also, whenever you are logged into Edline, you can find answers to many questions in the Help Index. Click the "Index" button at the top of any Help page to see a full list of help topics.

If you forget your screen name or password (or both)



Click the "I forgot my screen name or password link" on the Edline login page. To use this link, you need to know *either* your screen name *or* your email address (so Edline can find your account). You also need to know the answer to your security question.

IMPORTANT

Edline *cannot* send your screen name and temporary password to you if...

- you have never given Edline your email address
- your email address has changed or is incorrect
- you have not chosen a security question

In this case, you will need to ask the Edline manager at your school for help.

If you have other questions

Always check the online Help first.

If you still need help, contact your school. There is an Edline manager at the school who can help you with:

- all questions or problems related to your Edline account
- questions about information you see (or don't see) on your school's Edline site
- how to use Edline

You can call your school directly or you can send a message through Edline. To do this:

- 1) Log into Edline and click the "Help" button at the top of any page.

- 2) Click the "Problems/Questions" link in the yellow Support box on the left side of the Help page.
- 3) Click any link under the "I have a question or message for my school" section. Messages from these links are sent directly to your school.

If you have a suggestion or question for Edline, first log into Edline. Then, use the "Suggestions" or the "Problems/Questions" link on any Help page. All messages from the "Suggestions" link go directly to Edline. If you use the "Problems/Questions" link, click any link under the "I have a question or message for Edline" section to send your message to Edline.

Edline basics

When you log into Edline, the first page you see is the school home page. You can get anywhere in the school's Edline site from here.

The school home page displays school-wide information and links to classes, clubs, sports, and other activities in the school. These classes, clubs, and sports have their own home pages displaying information specific to them. All home pages are divided into the sections you see in the picture below. This picture shows a sample class home page. If you do not see a particular section shown here, then your school is not using that section yet.

It is important that you use the links and buttons on Edline's pages to move around the site. As a general rule, do NOT use the browser's "forward" and "back" buttons (it's OK to use them inside the online Help system).

Each section in the picture below is described very briefly. For more information, please click the blue "Help" button at the top of the web page.

Shortcuts (Parents only)
Click a student's name to see links to his or her classes and reports. Click "My Shortcuts" to get back to your own links.

My Contents
Links to grades and other reports (click *Private Reports*). Links to school and class events (click *Combined Calendar*).

**My Classes
My Activities**
Links to *your* classes and activities in Edline.

Command Center
Change your password, security question, email address, and email settings from here.

Navigation Bar
Click "Home" to go to the school home page, "Help" to get help, and "Exit" to log out.

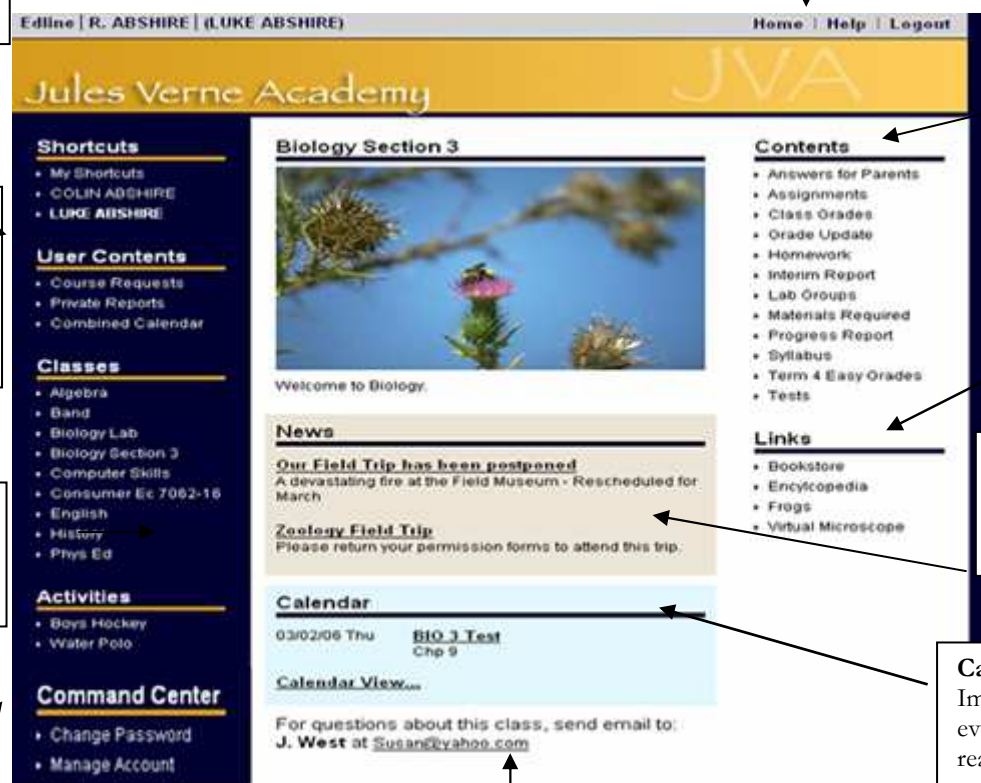
Contents
On a school home page, links to *all* of the school's classes, activities, and sports in Edline. Also, links to school or class information.

Links
Links to other websites outside of Edline.

News
Important school or class announcements. Click an item to read it.

Calendar
Important school or class events. Click an event to read about it.

Email (in classes, activities, and sports only)
Click on the email address to send the teacher a message. The teacher may decide to hide his or her email address.



Viewing reports

Reports are documents that contain personal information about you, like your grades, your attendance record, or your billing statement. Your reports are private so that only you can see them. If you are a parent, you can see your child's reports, but your child cannot see your personal reports.

Your school posts these reports to Edline so you can see them any time. Any questions about the reports you see should be directed to the school.

School reports

Reports that contain general information or information about more than one class are on the school home page.

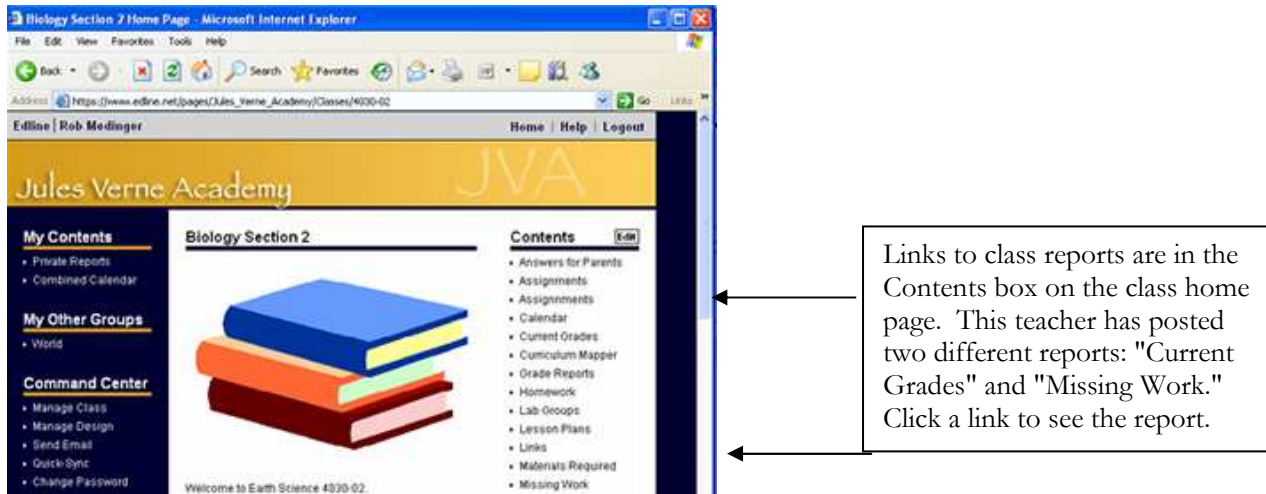
Parents, to see your child's school reports, first click the name of a child in your Shortcuts box.

The screenshot shows the Jules Verne Academy website. At the top, there is a navigation bar with 'Edline | LUKE ABSHIRE' on the left and 'Home | Help | Logout' on the right. Below this is a yellow banner with 'Jules Verne Academy' and 'JVA' in large letters. The main content area is divided into three columns. The left column has 'My Contents' (Course Requests, Private Reports, Combined Calendar) and 'My Classes' (Algebra, Band, Biology Lab, Biology Section 3, Computer Skills, Consumer Ec 7062-16, English, History, Phys Ed). The middle column features a photo of the school building and a paragraph about team teaching, followed by a 'News' section. The right column has a 'Contents' menu with links to: About JVA, Activities, Athletics, Attendance, Attendance Report, Billing, Classes, Counseling, Events, Forms and Surveys, Grade Report, Report Card, Sample Reports, Schedule, and Summary Attendance. A text box on the right side of the screenshot contains the text: 'Links to school reports are in the Contents box on the school home page. This school has posted three different reports: "Billing", "Report Card", and "Schedule." Click a link to see the report.' Three arrows point from this text box to the 'Billing', 'Report Card', and 'Schedule' links in the Contents menu.

Class reports

Reports that contain class-specific information are on each class home page. Go to the class home page by clicking the name of the class in the My Classes box.

Parents, to see your child's class reports, first click the name of a child in your Shortcuts box, then click the name of a class in the Classes box.



Links to class reports are in the Contents box on the class home page. This teacher has posted two different reports: "Current Grades" and "Missing Work." Click a link to see the report.

A shortcut to all your reports

Use the "Private Reports" link in the My Contents box to see a quick list of all your school and class reports. You can view any report in this list.

Parents, to see the quick list of your child's reports, first click the name of a child in your Shortcuts box, then click the "Private Reports" link.

Click "Private Reports" to see a quick list of all your school and class reports. Click the "View" button next to any report to see it.



My Contents

- ▶ My Gradebooks
- ▶ My File Locker
- ▶ Old Class Materials
- ▶ Private Reports
- ▶ Combined Calendar

Viewing class information

The class home page is the place to get information about any class.

To get to a class home page, click on the class name in the My Classes box on the left side of any home page.

For parents, first click on the name of a child in your Shortcuts box on the left side of any home page. Then, click on the class name in the Classes box on the left side of the page.

The main sections are described very briefly below. For more information, please click the blue "Help" button at the top of the class homepage.

Contents
Look here for grades, assignments, study guides, and other class-specific information.

Links
Links to useful websites related to class material.

News
Class announcements and updates. Click an item to read it.

Calendar
Important class events, assignment due dates, test dates, etc. Click an event to read about it.
You will also find these events listed on your personal calendar. Click "My Calendar" on the left side of the page to see your calendar.

Email
Click the email address to send the teacher a message. The teacher may decide to hide his or her email address.

My Contents

- Course Requests
- Private Reports
- Combined Calendar

My Classes

- Algebra
- Band
- Biology Lab
- Biology Section 3
- Computer Skills
- Consumer Ec 7062-16
- English
- History
- Phys Ed

My Activities

- Boys Hockey
- Water Polo

Command Center

- Change Password
- Manage Account

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Biology Section 3

Welcome to Biology.

News

Our Field Trip has been postponed
A devastating fire at the Field Museum - Rescheduled for May 8

Zoology Field Trip
Please return your permission forms to attend this trip.

Calendar

04/26/06 Wed **Bio3: Owl Celebration**
Complete drawings and post to web

[Calendar View...](#)

For questions about this class, send email to:
D. Jones at djones@jva.org OR
J. West at Susan@yahoo.com

Receiving "new report alerts" and school announcements

If you decide to use these features, it is very important that your email address is correct. Click the "Manage Account" link in your Command Center to verify your email address. If you turn these features on and you find you are not receiving messages, make sure your email account is not full and that it is not blocking messages from Edline.

Receiving new report alert messages

If your school is using Edline's email features, Edline can send you a "new report alert" email message when new school or class reports (grades, attendance, etc.) are posted for you or for your child.

You decide whether you want Edline to send you these messages. You will not receive them unless you tell Edline to send them. To do this, click the "Manage Account" link in your Command Center.

If you want to receive new report alert messages, click "Yes" here.

If you do not want to receive these messages, click "No."

Click "Update" at the bottom of the page to save your change.

Email		
Email Address	<input type="text" value="landers59@host.com"/>	
<input type="radio"/> Yes	<input checked="" type="radio"/> No	Send me an email notification when new private reports (like grades) are posted to Edline.
<input checked="" type="radio"/> Yes	<input type="radio"/> No	Allow my school to send me email through Edline.

Receiving messages from the school

If your school is using Edline's email features, the school administrators, counselors, coaches, and teachers can send you email messages through Edline. They may use this feature to send you important school announcements, class information, or special notes about your student.

You will automatically receive email messages from your school unless you tell Edline that you do not want them. To do this, click the "Manage Account" link in your Command Center.

If you want to receive messages from the school, click "Yes" here.

If you do not want to receive these messages, click "No".

Click "Update" at the bottom of the page to save your change.

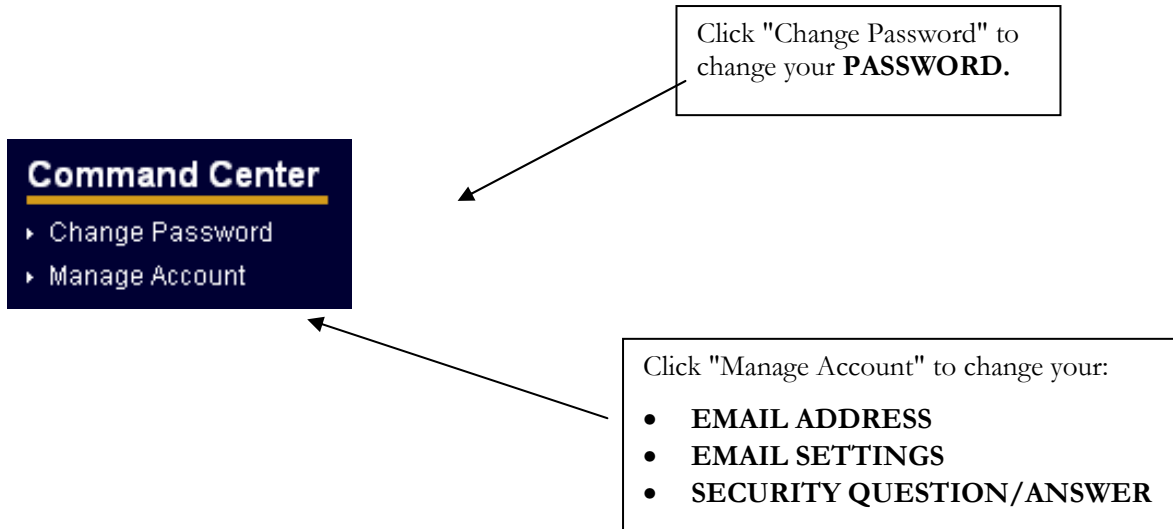
Email		
Email Address	<input type="text" value="landers59@host.com"/>	
<input type="radio"/> Yes	<input checked="" type="radio"/> No	Send me an email notification when new private reports (like grades) are posted to Edline.
<input checked="" type="radio"/> Yes	<input type="radio"/> No	Allow my school to send me email through Edline.

Changing your account information

You can only change your account information when you are logged into Edline.

All account options are in your Command Center, a yellow box on the left side of the school home page.

For more details, click the blue "Help" button at the top of the web page after clicking either "Change Password" or "Manage Account."



PLEASE NOTE: Only your school can change the first name, last name, or screen name for your account. Contact the Edline manager at your school for help.

Adding a child to your account (for parents only)

If you are a parent, you will see your children's names in the yellow "Shortcuts" box on the left side of the school home page. You can add a child to this list at any time.

To add a new child to this list, obtain the parent activation code for your child from the school. Then, follow the steps under *How do I use my activation code to set up an Edline account?* (located in the "Account Setup Guide"). **When you get to step 6, click the "Combine Accounts" button.**

IMPORTANT: These instructions will not work if you have already activated all of your parent accounts. If you can only see one child's information when you log in to Edline and you were give more than one parent activation code, then you have activated each parent account as a *separate* account. You need to combine these separate accounts together. You will need the school's help to do this. Contact the Edline manager at your school in this situation.