



# Edline Manual Teacher Guide Version: June 12, 2012

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This manual was written for Edline version 2012.

# Content

<b>Content</b> .....	<b>2</b>
<b>How Teachers Can Use Edline</b> .....	<b>5</b>
How Do I Start?.....	5
Activating Your Account .....	6
<b>Basic Components of Edline</b> .....	<b>10</b>
Edline Terms.....	10
Basic Edline Usage.....	11
<b>Overview of the Teacher/Class Page</b> .....	<b>19</b>
<b>Setting Up the Teacher/Class Page</b> .....	<b>24</b>
<b>Creating Documents for Your Website</b> .....	<b>26</b>
To Add Documents to Your Website .....	26
<b>Creating News Events</b> .....	<b>33</b>
To Add News to Your Website .....	33
<b>Adding Content to a Folder</b> .....	<b>35</b>
<b>Creating Folders for Your Website</b> .....	<b>36</b>
To Add Folders to Your Website.....	36
<b>Creating Links for Your Website</b> .....	<b>38</b>
To Add Links to Your Website .....	38
<b>Adding a Calendar Event</b> .....	<b>40</b>
To Add Events to a Calendar.....	40
Reusing a Calendar for Another Time Period .....	42
<b>Changing Content</b> .....	<b>44</b>
To Change the Title of Any Item on the Website .....	44
To Change All Other Content .....	44
<b>Reusing Old Content</b> .....	<b>45</b>
To Reuse Old Class Materials .....	45

<b>Posting Reports to Edline .....</b>	<b>46</b>
<b>Viewing Reports.....</b>	<b>47</b>
How Students and Parents Can View Reports .....	47
How Teachers and School Administrators Can View Reports .....	47
<b>Sending Emails to All Users in Your Class or Activity.....</b>	<b>49</b>
To Send a Mass Email Message .....	49
Displaying a Link to My Email on a Web Page.....	50
<b>Copying Content to Other Locations .....</b>	<b>52</b>
To Copy Content .....	52
<b>Moving Content to Other Locations .....</b>	<b>53</b>
To Move Content .....	53
<b>Reordering Content on Your Website .....</b>	<b>55</b>
To Reorder the Content of Sections or Folders .....	55
<b>Deleting Content from Your Website .....</b>	<b>56</b>
To Delete a Document .....	56
<b>Restoring Deleted Content .....</b>	<b>58</b>
To Restore Deleted Materials .....	58
<b>Using My File Locker or My Web Locker.....</b>	<b>60</b>
<b>Advanced Features.....</b>	<b>61</b>
Adding Images to a Document .....	61
Adding a Clickable Image.....	63
Adding Images to Your Web Page .....	64
Uploading Multiple Files for Pictures, Audio, and Other Existing Files .....	65
Adding a Table .....	67
Adding a Video .....	68
Creating Slide Shows .....	71
Creating RSS News Feed Links.....	75
Creating Discussions.....	77

Creating Blogs .....	79
Configuring Group Members and Permissions .....	83
<b>Index .....</b>	<b>85</b>

# 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](http://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
9050	Chad Abell	PJSR-HJMY-NTNV
----	Chad Sr. Abell	HDSN-JFPF-YYNV

PARENT'S NOTE: Enter only your activation code. This code will allow you to see your child's information.

Visit [www.edline.net](http://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](http://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

+ Enter

 **Second: Make sure each code you have entered is yours**

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

✔ Activate This Code
✘ Cancel

### 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

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

**Combined Account** 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.

**Cancel**

## 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 Edline Education Center in the **Help** menu. A copy of this guide is available in the help in the **Edline User Guides** topic in the **Documentation** tab of the Edline Education Center.

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 Edline Education Center 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.



**News**  
Contains special announcements.

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

**News**

[Student Wins State Championship!](#)

[Teacher of the Month](#)  
Read all about this month's featured teacher.

**John Adams High School**

Home of the Adams Eagles!

**Inclement Weather Procedures**

Full procedures on how we announce weather conditions.

**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.



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

**Contents**

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

**Links**  
This section contains links to other websites.

**Links**

- Huntington Learning Centers
- Kumon Learning

**Calendar**  
Events can be added directly to the calendar, or when setting dates to items in news or in other folders.

**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...](#)

*John Adams*

## 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 Edline Education Center.
- **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**.

MY EDLINE TOOLS HELP Charles Abell : SIGN OUT

Combined Calendar

April 2012

Today Month Week

All Students Combined : Tests

View As: Charles Abell,  All students combined, Chad Abell, Lisa Abell

Highlight: <none>,  Tests, Assignments, Academics, Uncategorized Events

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

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.

School-wide events appear in the combined calendar.

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

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.

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

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 HW - Jung's Point of View Psychology P HW - Wind Assignment Biology 1 & 2 P	3 HW - Diagram of Sentences English 3 HW - Read Chapt 1 and 2 Psychology P LAB - Class Biology 1 & 2 P 4:00pm - 6:00pm Girls Water Polo Home Game John Adams High School	4 HW - Read Chapt 1 in GWW English 3 HW - Read Chapt 3 and 4 Psychology P LAB - Class Biology 1 & 2 P	5 HW - Read Chapt 11 in GWW English 3 HW - Read Chapt 7 and 8 Psychology P Practice Basketball - Boys Varsity	6 HW - Read Chapt 7 and 8 Psychology P LAB - Class Biology 1 & 2 P Practice Basketball - Boys Varsity	7 Girls Track Home Game - 4:30 PM John Adams High School Practice Basketball - Boys Varsity
8	9 Spring Break John Adams High School	10 Game @ 7 PM Basketball - Boys Varsity Girls Water Polo Home Game - 4 PM John Adams High School HW - Complex 3 - The Sleeping Beauty Psychology P Practice Basketball - Boys Varsity Spring Break John Adams High School	11 Practice Basketball - Boys Varsity Spring Break John Adams High School	12 Practice Basketball - Boys Varsity Spring Break John Adams High School	13 Game @ 7 PM Basketball - Boys Varsity Spring Break John Adams High School	14 Practice Basketball - Boys Varsity
15	16 Classes Resume John Adams High School HW - Freud's Point of View Psychology P HW - Read Chapt 6-10 in GWW English 3	17 Girls Water Polo Home Game - 4 PM John Adams High School HW - Read Chapt 5 & 6 Psychology P Practice Basketball - Boys Varsity TEST - Clouds Biology 1 & 2 P Test - Diagram English 3 More >	18 HW - Read Chapt 7-11 in GWW English 3 HW - Ready Chapt 7 and 8 Psychology P Practice Basketball - Boys Varsity	19 HW - Read Chapt 7 chapters English 3 HW - Stud Psychology LAB - Class Biology 1 & 2 P Practice Basketball - Boys Varsity	20 Game @ 7 PM Basketball - Boys Varsity - See Movie English 3 Test - Freud Psychology P	21 Junior Prom John Adams High School Practice Basketball - Boys Varsity
22	23 HW - Complex 1 - The Cinderella Psychology P HW - Overview of Differences in Book and Movie English 3 HW - Parts of Cell Biology 1 & 2 P Practice Basketball - Boys Varsity	24 Girls Track Home Game 4:30 PM John Adams High School HW - Complex 2 - The Wendy Psychology P LAB - Class Biology 1 & 2 P Practice Basketball - Boys Varsity Test - Not in Movie English 3 More >	25 HW - Punctuation Issues in Book English 3 Practice Basketball - Boys Varsity TEST - Cells Biology 1 & 2 P	26 HW - Complex 4 - The Wicked Queen Psychology P HW - Editing Your Own Writing English 3 HW - Electrons Biology 1 & 2 P Practice Basketball - Boys Varsity	27 Game @ 7 PM Basketball - Boys Varsity Test - Complex Women - 1-4 Psychology P	28 Practice Basketball - Boys Varsity
29	30 LAB - Class Biology 1 & 2 P Practice Basketball - Boys Varsity Test - Punctuation English 3	1	2	3	4	5

Example of Combined Calendar for Parent with Several Children

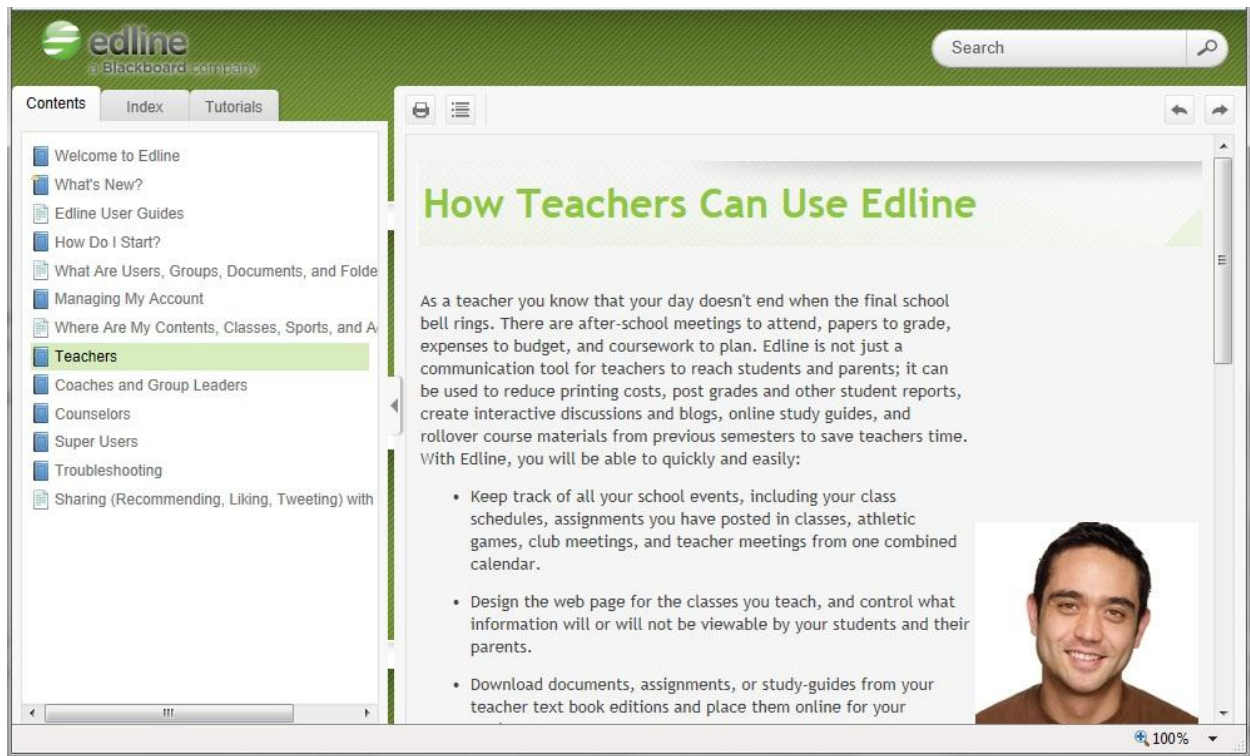


## Timing Out

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 Education Center. From here, click the **Documentation** tab for the 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:


- **Contents** – 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 **Contents**.
- **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** field enables you to enter a key word to search for throughout the online help. The help will list every topic where the word appears.


- **Tutorials** – The **Tutorials** section lists any videos in the help and links you back to the Edline Education c.

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.

**Top Edline Navigation Menu Bar**

Per. 1: Biology Home Page

MY EDLINE TOOLS EDIT THIS PAGE HELP Marsha Mundy : LOGOUT

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

**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.

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

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

**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.

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

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

**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.

**Per 1: Biology**

Discover the cell, heredity, evolution, and the adaptation 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.

**Questions or Comments**

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

**Contents**



- Assignments
- Tests
- Class Objectives
- Semester Syllabus
- Supplies Needed
- This Week's Discussion
- Class Field Trips
- Slideshow Presentations
- ~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 – 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.

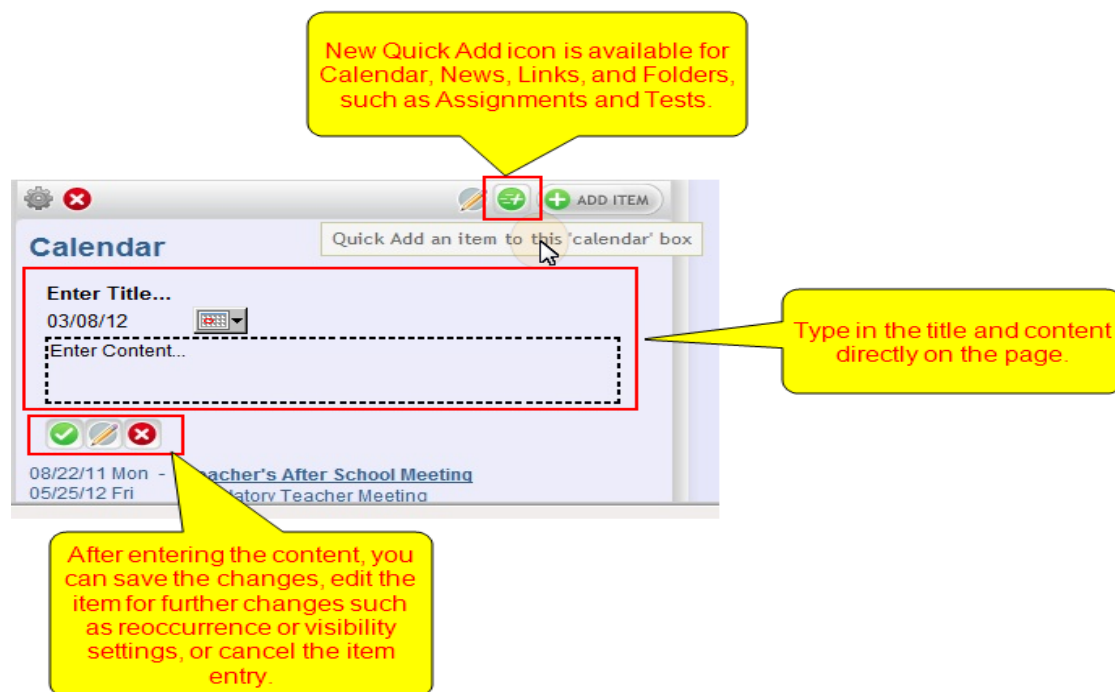
## Group Info

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.

## Quick Add Item Overview


Throughout the Teacher Guide, you will be stepped through how to create items using the Create/Modify page so you can easily access the full features available for items in Edline. But when you need to quickly add items, you can use the Quick Add feature. The Quick Add feature was designed to allow you to quickly add content to your Edline page. This feature streamlines the creation of certain kinds of documents such as links, news articles, and one-time calendar events, that most likely do not need the full range of document features and options Edline offers, such as visibility settings or multi-posting to other pages.





You can access the Quick Add feature by selecting **Edit This Page** from the Edline menu bar.



The screenshot shows a web interface for a calendar. At the top right, there is a green 'Quick Add' icon (a plus sign with a document symbol) and a grey 'ADD ITEM' button. A yellow callout bubble points to the 'Quick Add' icon with the text: "New Quick Add icon is available for Calendar, News, Links, and Folders, such as Assignments and Tests." Below the icon, a text box is open with the prompt "Quick Add an item to this 'calendar' box". Inside this box, there are fields for "Enter Title..." (with the date "03/08/12" and a calendar icon) and "Enter Content...". A yellow callout bubble points to these fields with the text: "Type in the title and content directly on the page." At the bottom of the text box, there are three icons: a green checkmark, a pencil, and a red 'X'. A yellow callout bubble points to these icons with the text: "After entering the content, you can save the changes, edit the item for further changes such as reoccurrence or visibility settings, or cancel the item entry." Below the text box, a calendar entry is visible: "08/22/11 Mon - 05/25/12 Fri" followed by "Teacher's After School Meeting" and "Laborv Teacher Meeting".

### Sample of the Quick Add Feature


The **Quick Add** icon () will be available in several boxes of the Edline page, including the Calendar, News, Links, and folder sections, such as Assignments and Tests. Unlike the **Add Item** icon which displays a dialog for you to enter or select your information, the **Quick Add** icon does not pop-up an additional dialog. Instead, a data-entry section displays directly on the page allowing you to type your title and content.

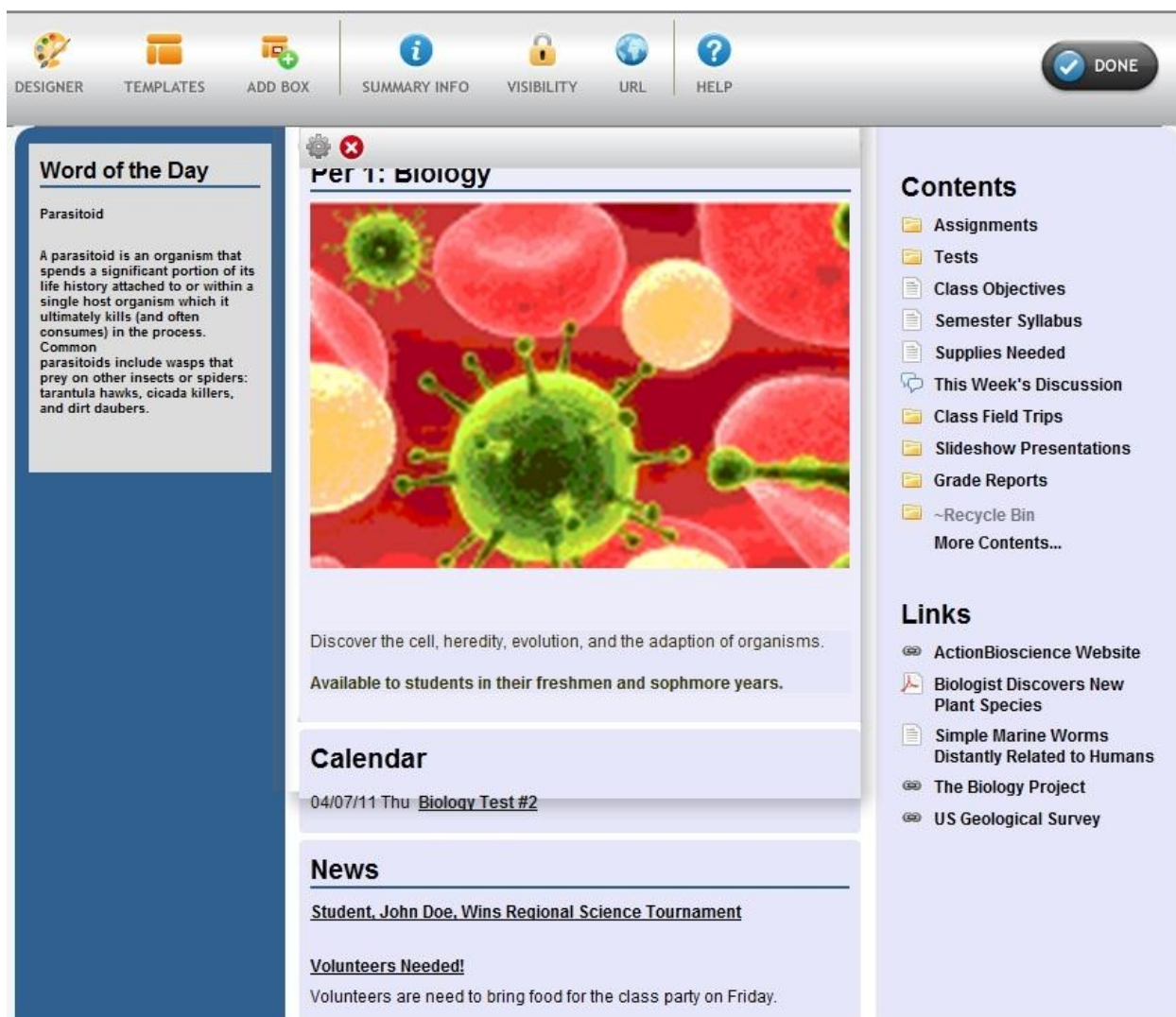
As you type the content, three icons will appear allowing you to save () , change () , or cancel () the entry. If you need access to the Create Document page to change the item's visibility, calendar reoccurrence, or to multi-post the content to other pages in Edline, click the **Edit Quick Item** () icon. You will be able to continue adding the item in the Create Document page.

# 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 shows the Edline Edit Mode toolbar at the top, which includes icons for DESIGNER, TEMPLATES, ADD BOX, SUMMARY INFO, VISIBILITY, URL, HELP, and a DONE button. Below the toolbar is a sample class home page for 'Per 1: Biology'. The page features a 'Word of the Day' section for 'Parasitoid', a main content area with a microscopic image of cells and a description of biology topics, a 'Calendar' section with an entry for '04/07/11 Thu Biology Test #2', and a 'News' section with a headline 'Student, John Doe, Wins Regional Science Tournament' and a 'Volunteers Needed!' notice. On the right side, there are 'Contents' and 'Links' sections with various navigation options.

*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.



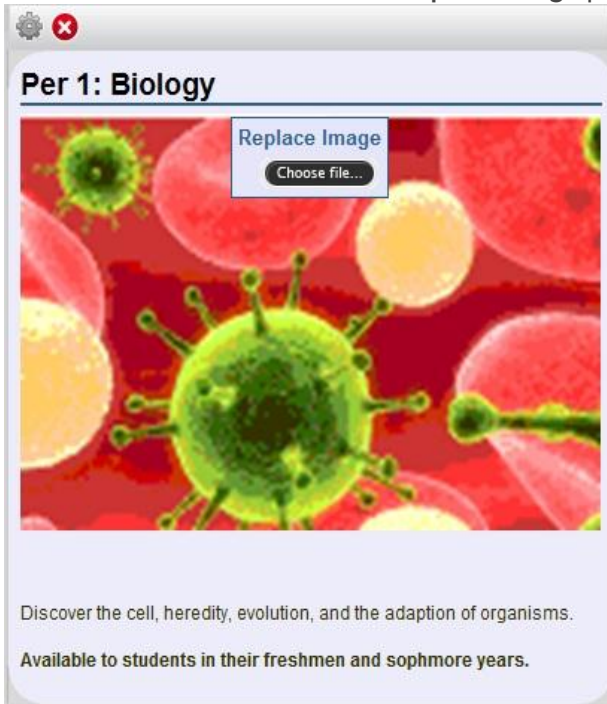
 **Tip:** When entering the name of the class, include the period number information first. Students and parents will then see the classes in the order of the student's class schedules when they select **My Edline** and then **My Classes and Shortcuts** from the Edline menu bar. Teachers will see their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

 **Tip:** You can also use the **Quick Add** feature to quickly add content by typing directly on your web page.


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

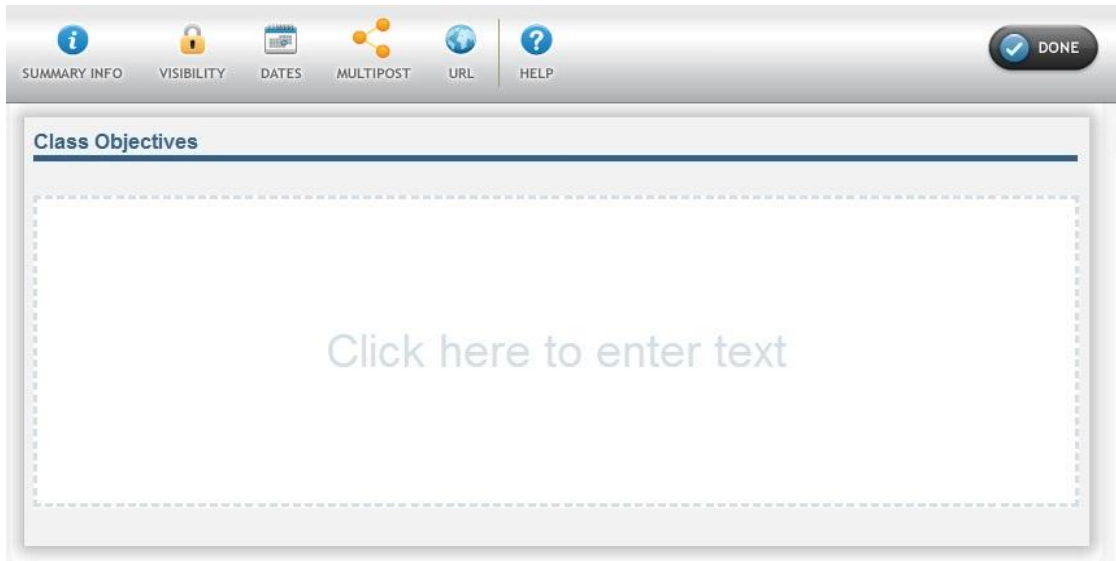
Open the web page or folder where you want to add a document.

 **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.

 **Tip:** Within your document, you can create links to other websites, or to another page within your website. Highlight the text for the link, and click the **Insert/Edit Link** icon  and paste the link to the external website or the web page in your Edline website.

When you type the text, the first 150 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 Toolbar

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 <b>Summary Info</b> .
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 <b>Visibility</b> .
To add or update the date attached to the document ...	... click <b>Dates</b> .
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 <b>Multipost</b> .
To update the web address for the document ...	... click <b>URL</b> .

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

### Modify Document

✔ Save & Return
✘ Cancel

**i** **Title, Summary, and Date**

This document is in **Biology 1 & 2 P**

**Last Modified:**  
02/24/11

**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

**+** **Add Content**

Click one of the options below to add content:

[Enter Text By Hand](#) (with optional link and images/videos)

[Import an existing file](#) (e.g. MS Word, PDF, Excel)

[Upload a web document](#) (a .zip file containing web pages)

**📁** **Multiple Posting**

**💡** **Document Visibility**

**🌐** **Friendly URL**

✔ Save & Return
✘ Cancel

*Modify Document Page*

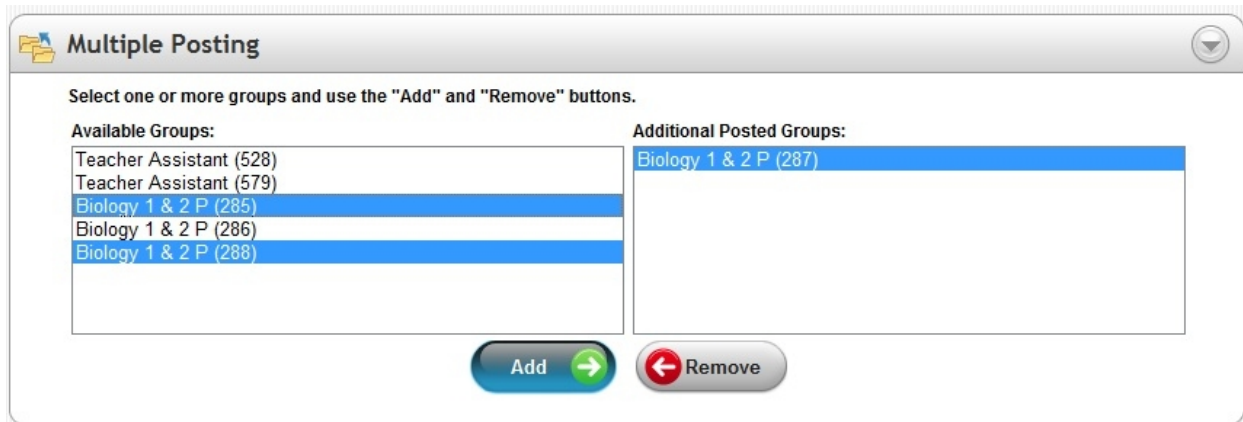
9. Type a brief summary for the document to show on the web page in the **Document Summary** field.
10. Type or select the date for the document in the **Calendar Date** field if you want the document to also appear in the calendar (in addition to where you are creating it).
11. Click **Save and Return** 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  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**.

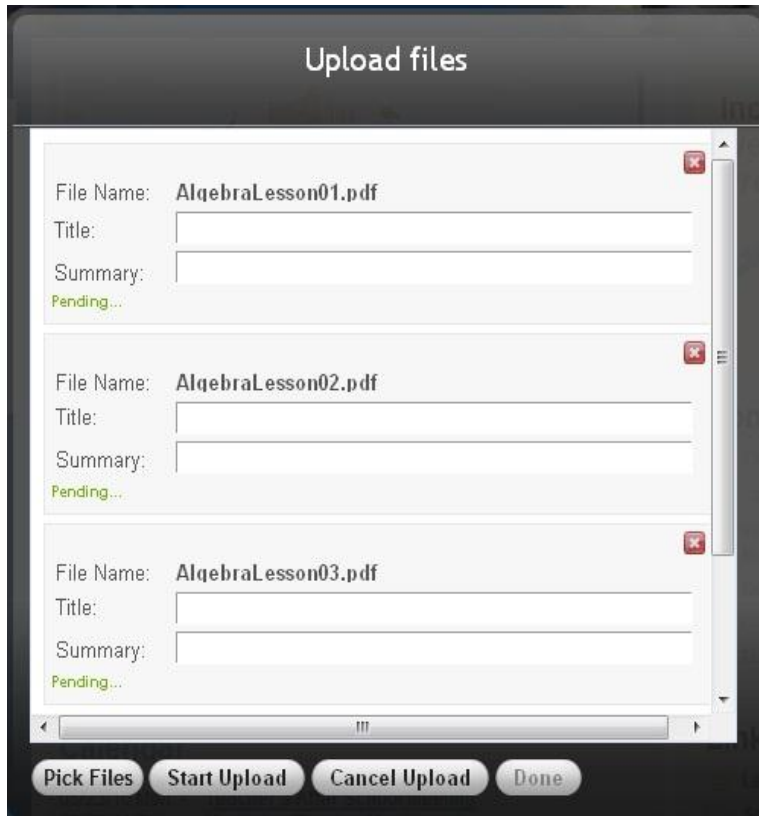
## To Upload Files (Word, PowerPoint, PDF, and Others)

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

 **Tip:** You can also use the **Quick Add** feature to quickly add content by typing directly on your web page.

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.

When you type the text, the first 150 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.

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.

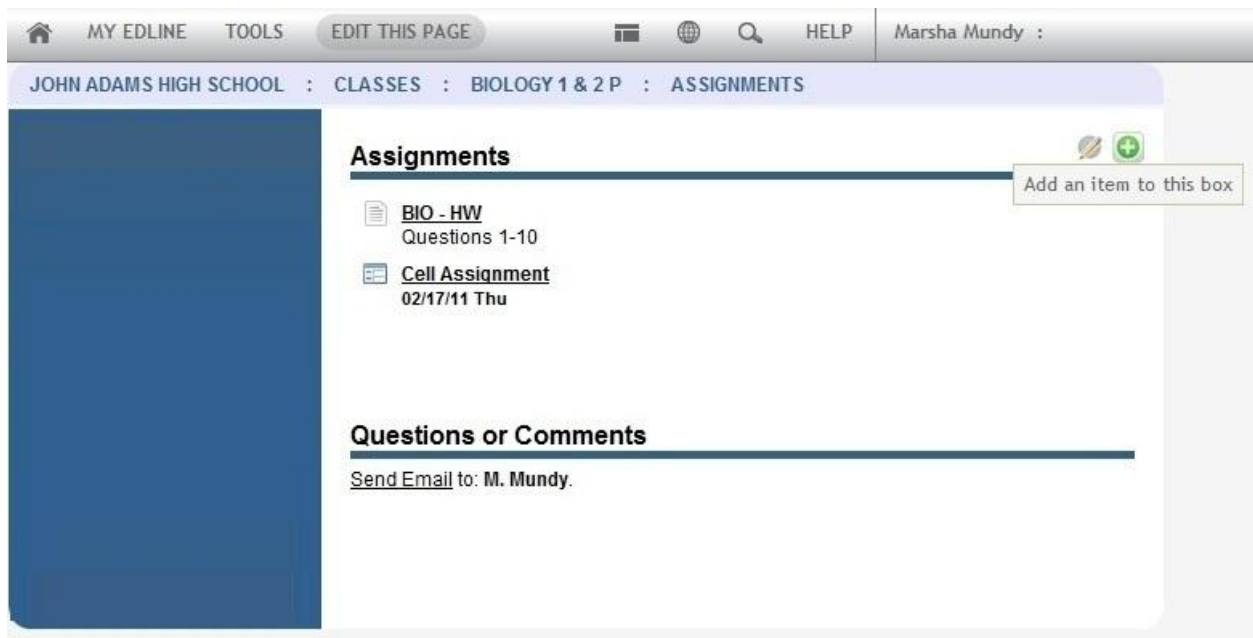
8. Click **Done** on the Document page to save all changes.

# 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.



The screenshot shows the Edline interface for a user named Marsha Mundy. The navigation bar includes 'MY EDLINE', 'TOOLS', 'EDIT THIS PAGE', and 'HELP'. The breadcrumb trail is 'JOHN ADAMS HIGH SCHOOL : CLASSES : BIOLOGY 1 & 2 P : ASSIGNMENTS'. The main content area is titled 'Assignments' and contains two items: 'BIO - HW Questions 1-10' and 'Cell Assignment 02/17/11 Thu'. A 'Questions or Comments' section is also visible with a 'Send Email to: M. Mundy.' link. A tooltip 'Add an item to this box' is positioned over a green plus icon in the top right corner of the Assignments folder.

## 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.

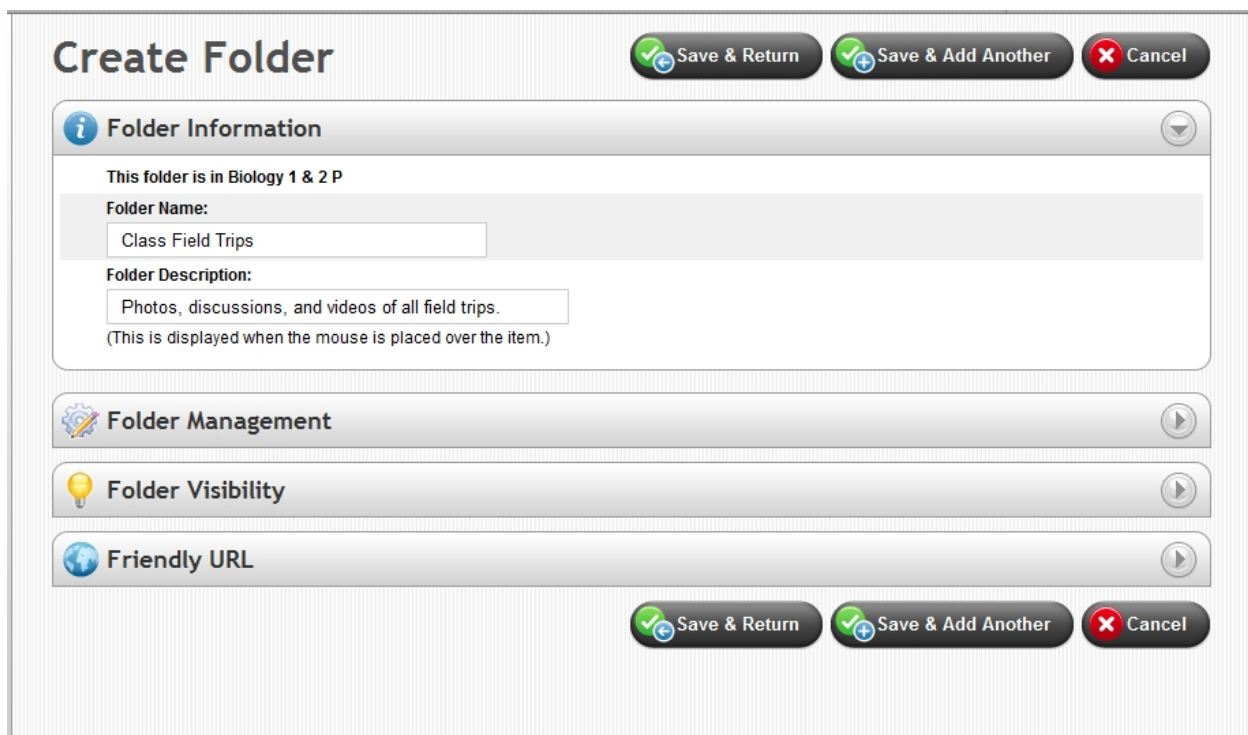
# Creating Folders for Your Website

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.

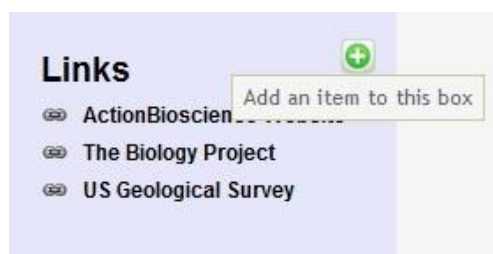
 **Tip:** You can determine who can add or view documents in the folder by using the **Folder Visibility** and **Folder Management** sections of the page.

# Creating Links for Your Website

 **Tip:** You can also use the **Quick Add** feature to quickly add content by typing directly on your web page.

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

 **Tip:** You can also use the **Quick Add** feature to quickly add content by typing directly on your web page.


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 where the event will occur in the **Event Location** field.
8. 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).

9. Schedule the time for the event by selecting the starting time from the **Begin Time** field and the end of the meeting in the **End Time** field.
10. Click **Save and Return** to add the event.
11. 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:   End Date:  

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

Sunday
  Monday
  Tuesday
  Wednesday
  Thursday
  Friday
  Saturday

Every Week  
 Every  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*.

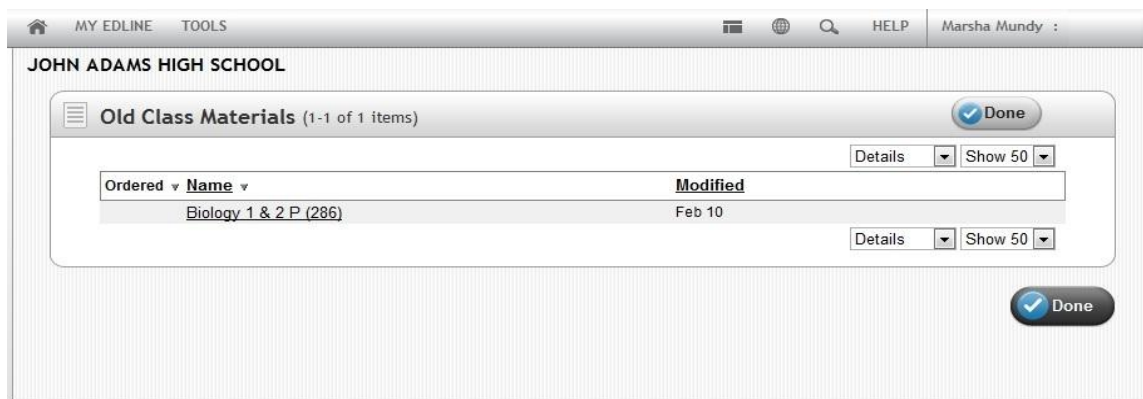
# Reusing Old Content

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.

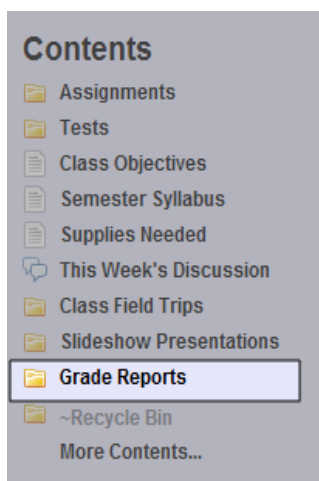
 **Tip:** To select multiple classes, hold the **CTRL** key while selecting the classes.

6. Click **Copy**.


# Posting Reports to Edline

If your district or school uses a Student 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 Student 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. Edline provides a reliable and secure platform to view your student's educational information. 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.



**Important:** If your school or teachers do not post reports, there will be no reports available in Edline.

## 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.

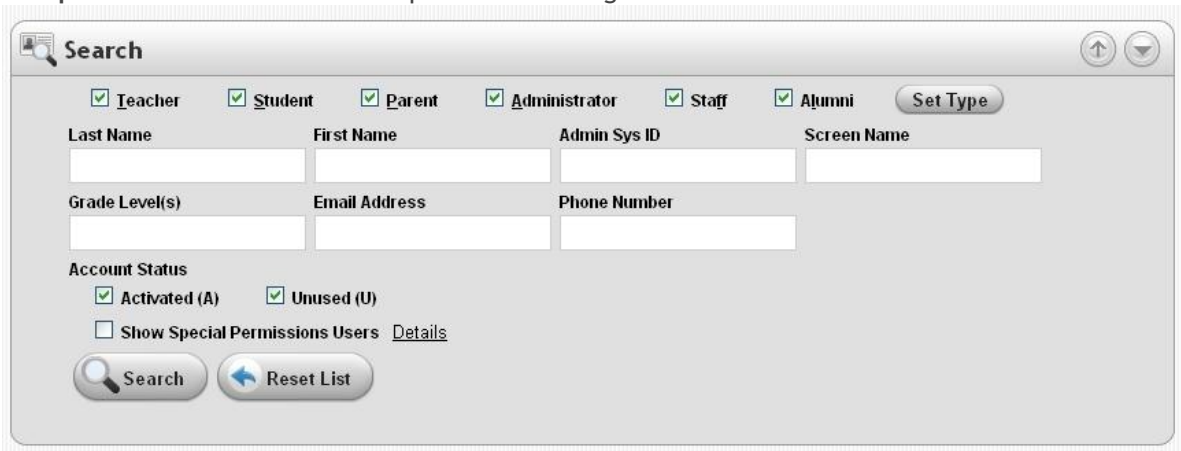
 **Note:** Edline also offers other notification packages. The instructions to sending emails may be slightly different for your school than the content in the following steps. If you have any issues with notifications, contact your system administrator.

## 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 search interface with the following elements:

- Search criteria fields: Last Name, First Name, Admin Sys ID, Screen Name, Grade Level(s), Email Address, Phone Number.
- User type checkboxes:  Teacher,  Student,  Parent,  Administrator,  Staff,  Alumni. A "Set Type" button is to the right.
- Account Status checkboxes:  Activated (A),  Unused (U).
- Other options:  Show Special Permissions Users [Details](#).
- Action buttons: Search, Reset List.

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.
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


### 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.
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**.

 **Tip:** While you cannot send an attachment via an email (due to Junk email settings), you can create a document, and add a link to it within your email. See the *Creating Documents* topic.

## 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 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**.

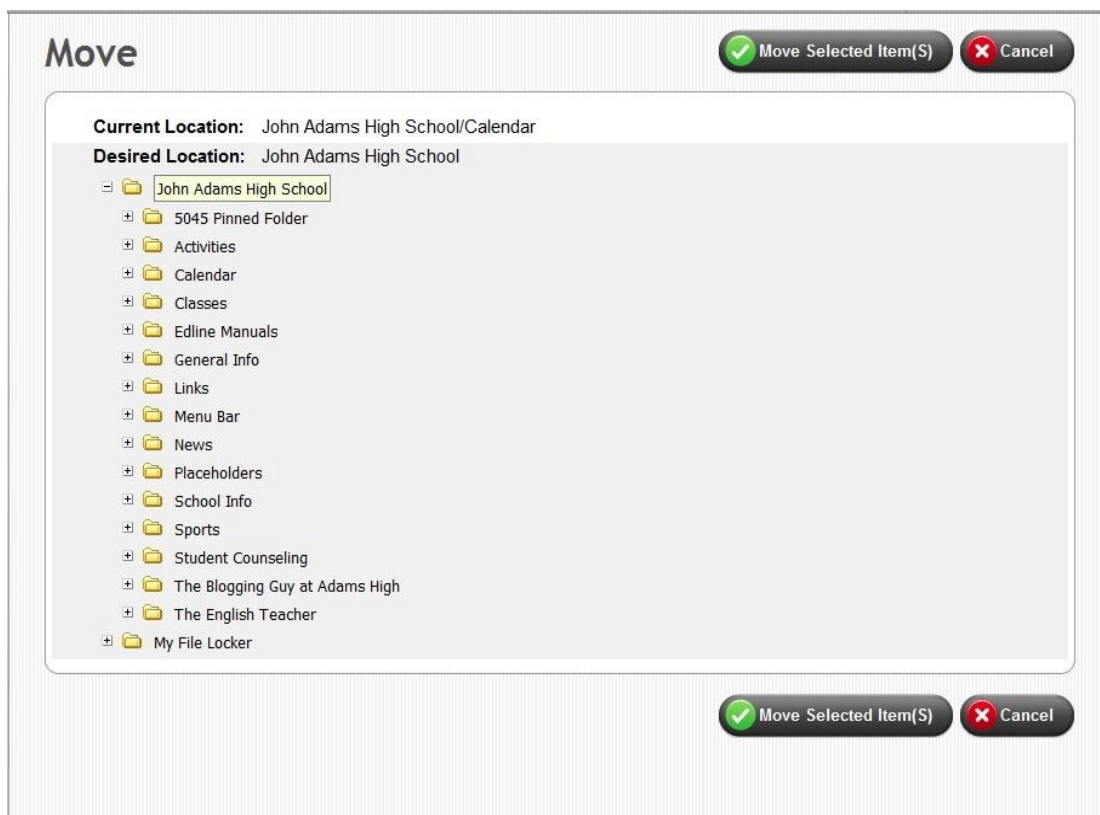
# Moving Content to Other Locations

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.



### 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.

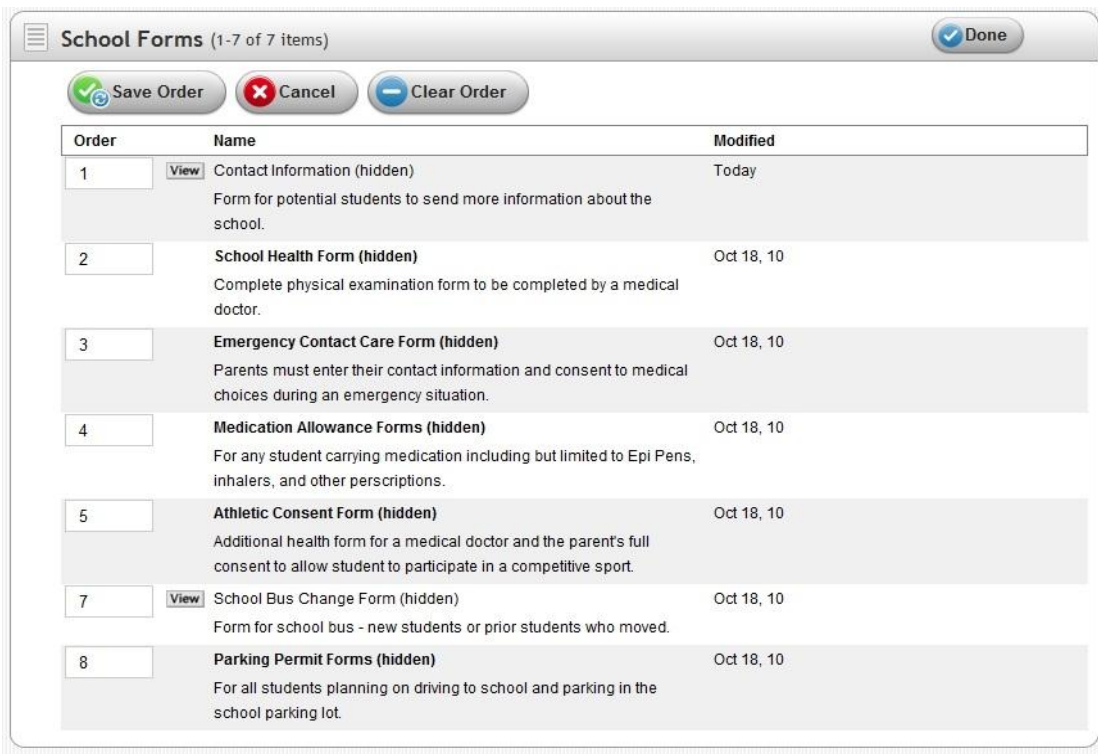
# Reordering Content on Your Website

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	<a href="#">View</a> Contact Information (hidden) Form for potential students to send more information about the school.	Today
2	<b>School Health Form (hidden)</b> Complete physical examination form to be completed by a medical doctor.	Oct 18, 10
3	<b>Emergency Contact Care Form (hidden)</b> Parents must enter their contact information and consent to medical choices during an emergency situation.	Oct 18, 10
4	<b>Medication Allowance Forms (hidden)</b> For any student carrying medication including but limited to Epi Pens, inhalers, and other perscriptions.	Oct 18, 10
5	<b>Athletic Consent Form (hidden)</b> 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	<a href="#">View</a> School Bus Change Form (hidden) Form for school bus - new students or prior students who moved.	Oct 18, 10
8	<b>Parking Permit Forms (hidden)</b> 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**.

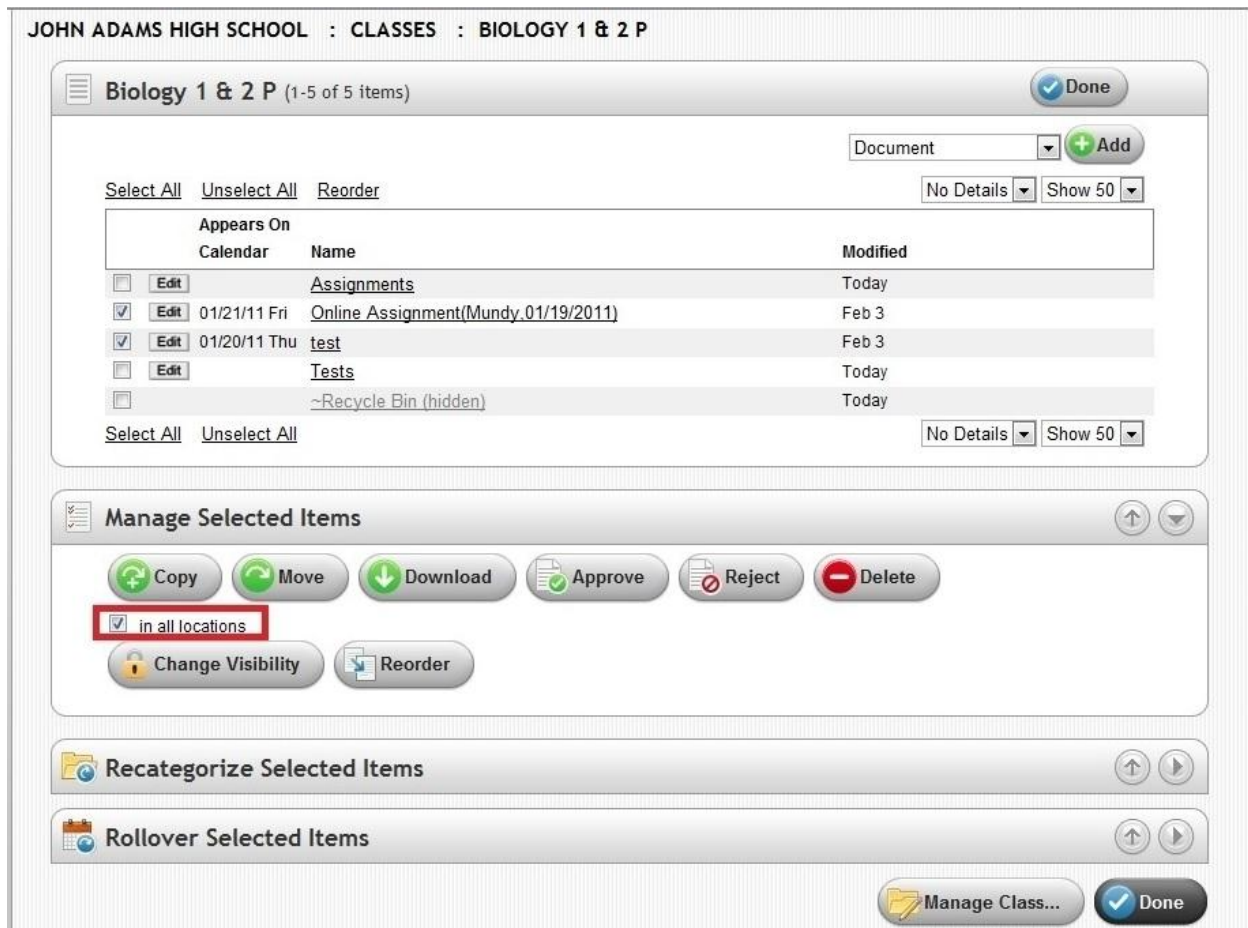
# Deleting Content from Your Website

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. The permission to restore deleted content is usually available to teachers, coaches, and other super users in charge of web pages.

**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 **Tools** menu, select **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 Girl's Water Polo team home page.	General Info\School Menu Bar\Athletics	2010-10-18 11:46:47 CDT
<input type="checkbox"/> Girl's Volleyball Team Volleyball Team's website.	General Info\School Menu Bar\Athletics	2010-10-18 11:46:08 CDT
<input type="checkbox"/> Girl's Track Track Team's website.	General Info\School Menu Bar\Athletics	2010-10-18 11:45:41 CDT
<input type="checkbox"/> Boys Varsity Football The website for the football team.	General Info\School Menu Bar\Athletics	2010-10-18 11:45:14 CDT
<input type="checkbox"/> Boy's Basketball Team's website for Varsity Boy's Basketball.	General Info\School Menu Bar\Athletics	2010-10-18 11:44:48 CDT
<input type="checkbox"/> Computer Usage Agreement Form Agreement for teachers, staff, and students to comply to school rules concerning the usage of electronic equipment.	General Info\School Menu Bar\School Forms	2010-10-18 11:32:33 CDT
<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

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.

The screenshot displays the 'File Locker' interface with the following elements:

- Header: 'File Locker (1-4 of 4 items)' with a 'Done' button.
- Navigation: 'Document' dropdown, '+ Add' button, 'Details' dropdown, and 'Show 50' dropdown.
- Table with columns: 'Name' and 'Modified'.

	Name	Modified
<input type="checkbox"/>	<a href="#">Edit</a> Assignment Folders for Math Last month's homework that everyone in class failed.	Oct 19, 10
<input type="checkbox"/>	<a href="#">Edit</a> Great America Trip Possible physics trip to Great America.	Oct 19, 10
<input type="checkbox"/>	<a href="#">Edit</a> Mathematics Quiz Possible word problem quiz for next semester.	Oct 19, 10
<input type="checkbox"/>	<a href="#">Edit</a> Possible Math Tests Documents and links of math questions.	Oct 19, 10
- Footer: 'Select All', 'Unselect All', 'Details' dropdown, and 'Show 50' dropdown.
- Management Panel: 'Manage Selected Items' with 'Copy', 'Download', 'Delete', and 'Reorder' buttons.
- Bottom Right: 'Done' button.

## 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

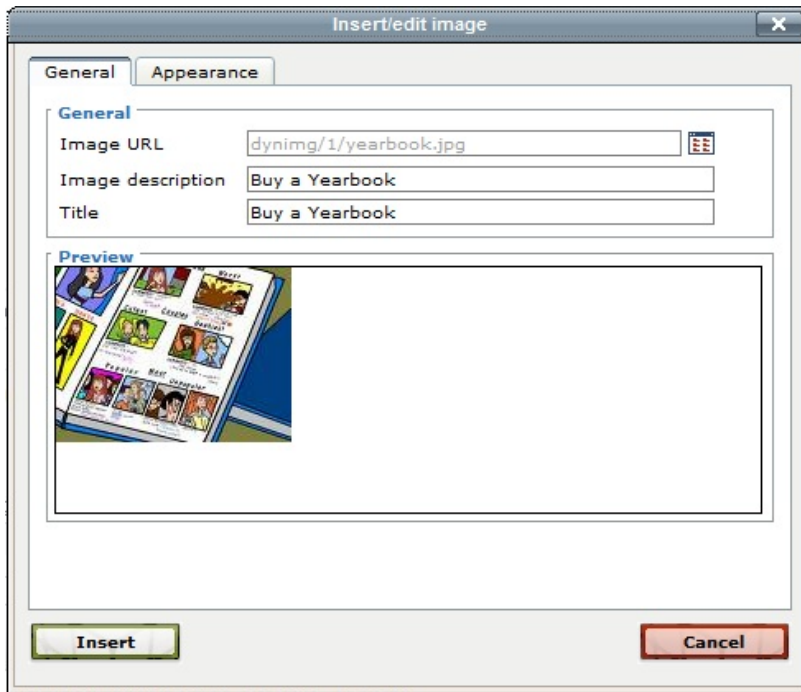
You can add images directly to a web page only if you have design privileges (see the topic *Adding Images to Your Web Page*), but you can add images to documents you create. Images can be static, or they can be a clickable image that will link users to another web page. For example, you can add a picture 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.

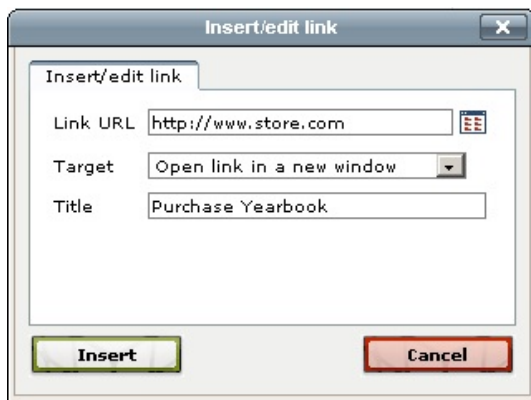
## Adding a Clickable Image

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


Before making an image "clickable," you must add the image to either a document or web page. Start by following the instructions in the *Adding Images to a Document* topic to add an image to a document, or complete the instructions in the *Adding Images to Your Web Page* topic to add an image directly on your web page. Once the image is in the document or on the web page, complete the following instructions.

1. From the Document page or the web page, click **Edit This Page** from the menu bar.
2. 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, also accessible through the right-mouse button menu.

3. Click **Save** to add the clickable image.
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 home 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. See the *Adding a Clickable Image* topic.
6. Click **Save and Return**. The image will 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.


 **Tip:** To update a picture, see the *To Change an Image or Flash File on Your Website* topic.

## 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).

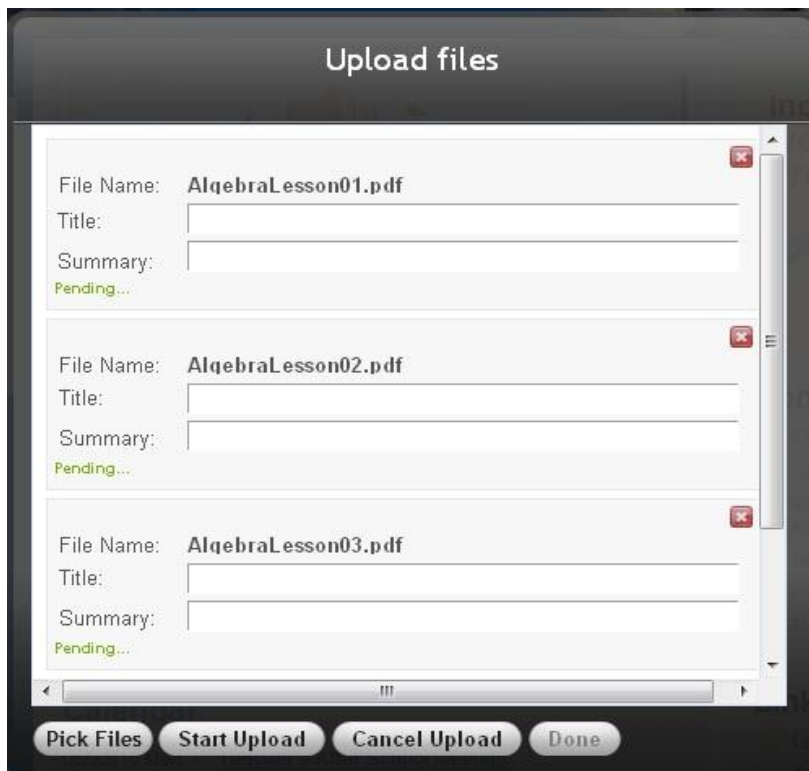
- Coaches can upload copies of exercise routines, and sports regulations.

 **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.

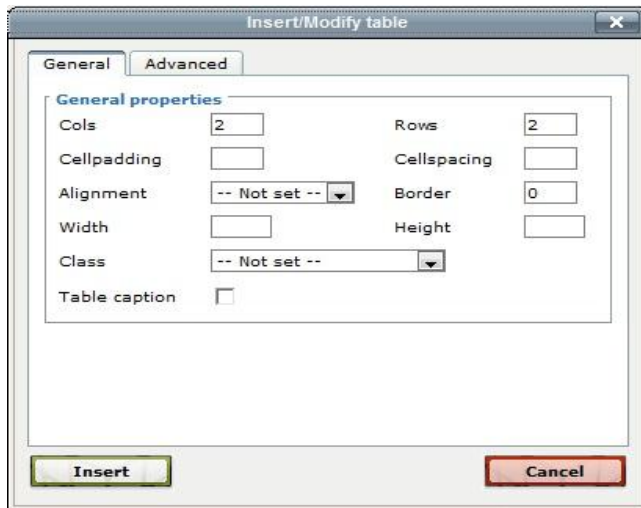
## Adding a Table

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:




*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.

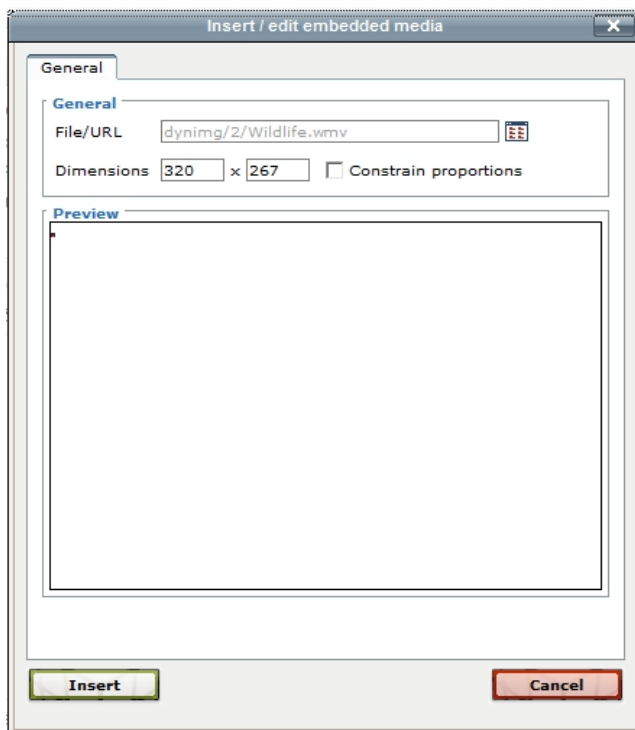
All streaming videos in Edline are in the Flash® format. Viewers will be required to download and use the Adobe® Flash Player plug-in. **(Not all mobile devices will play Flash videos!)** Videos cannot be larger than 128 MB if you are adding the file directly to the document or web page. There is no 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. Click the **Video**  icon.



*Insert / Modify Embedded Media*

8. Add a video by completing the following steps:

- In the **General** tab, enter the location of the video in the **File/URL** field. You can click the **Browse** icon to search for a video file to add into the document, or type the URL location (such as a TeacherTube video) to include the video.

 **Tip:** 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.

Type the size of the video in the **Dimensions** fields.

Check **Constrain proportions** to not allow the viewer to enlarge the video.

- Click **Insert**.


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

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


## 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. Click the **Enter Text By Hand** link in the **Add Content** section, and then click the **Video**  icon. **By adding the video through the toolbar you can easily resize the video from the screen, which you cannot do if you import the image.**

- In the **General** tab, enter the location of the video in the **File/URL** field. You can click the **Browse** icon to search for a video file to add into the document, or type the URL location (such as a TeacherTube video) to include the video.

 **Tip:** 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.


Type the size of the video in the **Dimensions** fields.  
Check **Constrain proportions** to not allow the viewer to enlarge the video.

- Click **Insert**.
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 iPad®.




 **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**

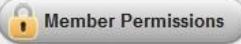
This slide show is in Slideshow Presentations

**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.



- 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: **glucagoninsulinpancreas.jpg**  
Title: glucagoninsulinpancreas.jpg  
Summary: Production of Insulin  
Pending...

File Name: **insulinsecretion 2.jpg**  
Title: insulinsecretion\_2.jpg  
Summary: Secretion of Insulin  
Pending...

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

#### *Upload Picture Files*

- 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.
- Enter a title and a summary for each file (optional) in the **Title** and **Summary** fields.
- Click **Start Upload** to upload the files.
- Click **Done** when finished. The slide show will play whenever a visitor opens the presentation.

HOME MY EDLINE TOOLS EDIT THIS PAGE HELP

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

INSULIN PRODUCTION AND SECRETION

### Insulin Production and Secretion

insulin maturation in pancreatic  $\beta$ -cells:  
 partial proteolysis by proinsulin convertase 1  
 oligomerization occurs by a low pH and high  $Zn^{2+}$

release of insulin:  
 transient increase in intracellular free  $Ca^{2+}$  leads to synaptotagmin 1/SNARE-mediated membrane fusion

Secretion of Insulin 2/2

### Questions or Comments

Send Email to: [M. Mundy](mailto:M. Mundy)

#### Slide Show Presentation

**Tip:** You can reorder the images in the slide show if you need to rearrange the contents.

### To Add the Slide Show Presentation to More Than One Group (Class, Sport, Activity)

You can copy the slide show presentation to any of the groups where you are the super user for the group. This feature enables teachers who teach the same course to more than one class to create the presentation only once and copy it to all the classes they teach.

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 slide show, and click the **Edit in list view** icon. The system displays the list of contents.

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"/>	<a href="#">Edit</a> Assignments	Mar 24
<input type="checkbox"/>	<a href="#">Edit</a> Tests	Feb 10
<input type="checkbox"/>	<a href="#">Edit</a> Class Objectives	Feb 10
<input type="checkbox"/>	<a href="#">Edit</a> Semester Syllabus	Feb 10
<input type="checkbox"/>	<a href="#">Edit</a> Supplies Needed	Feb 10
<input type="checkbox"/>	<a href="#">Edit</a> This Week's Discussion	Feb 10
<input type="checkbox"/>	<a href="#">Edit</a> Class Field Trips	Feb 23
Pictures and Videos		
<input checked="" type="checkbox"/>	<a href="#">Edit</a> Slideshow Presentations	Today
<input type="checkbox"/>	<a href="#">Edit</a> 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

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Manage Selected Items ↑ ↓

### 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:  
Time Magazine

Document Summary:  
Top Stories  
(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...

**RSS Feed URL**

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

<http://feeds.feedburner.com/time/topstories>

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 you created where you want to add a discussion.

 **Special Note for Discussions:** There are sections on your website where it is not appropriate to add discussions, so they will not be an option for the **News, Links, or Calendar** sections, nor the **Tests or Assignments** folders. Also, "discussion boxes" are not available to be added to the design of the web page. Attachments or handouts cannot be added to discussions.

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 (usually the **Contents** section), 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


**i 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







 **Add Content**

 **Multiple Posting**

 **Comment Type**

 **Discussion Visibility**

 **Friendly URL**

### 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.

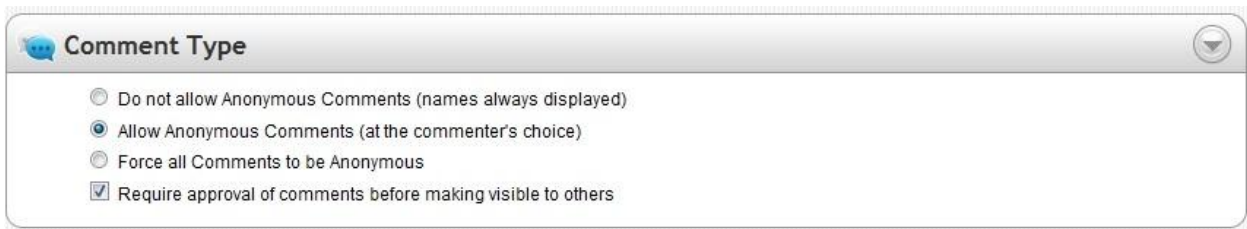
2. To add an image to the discussion, click **Browse** in the **Image** field.

 **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


 **Tip:** You can also use the **Quick Add** feature to quickly add content by typing directly on your web page.




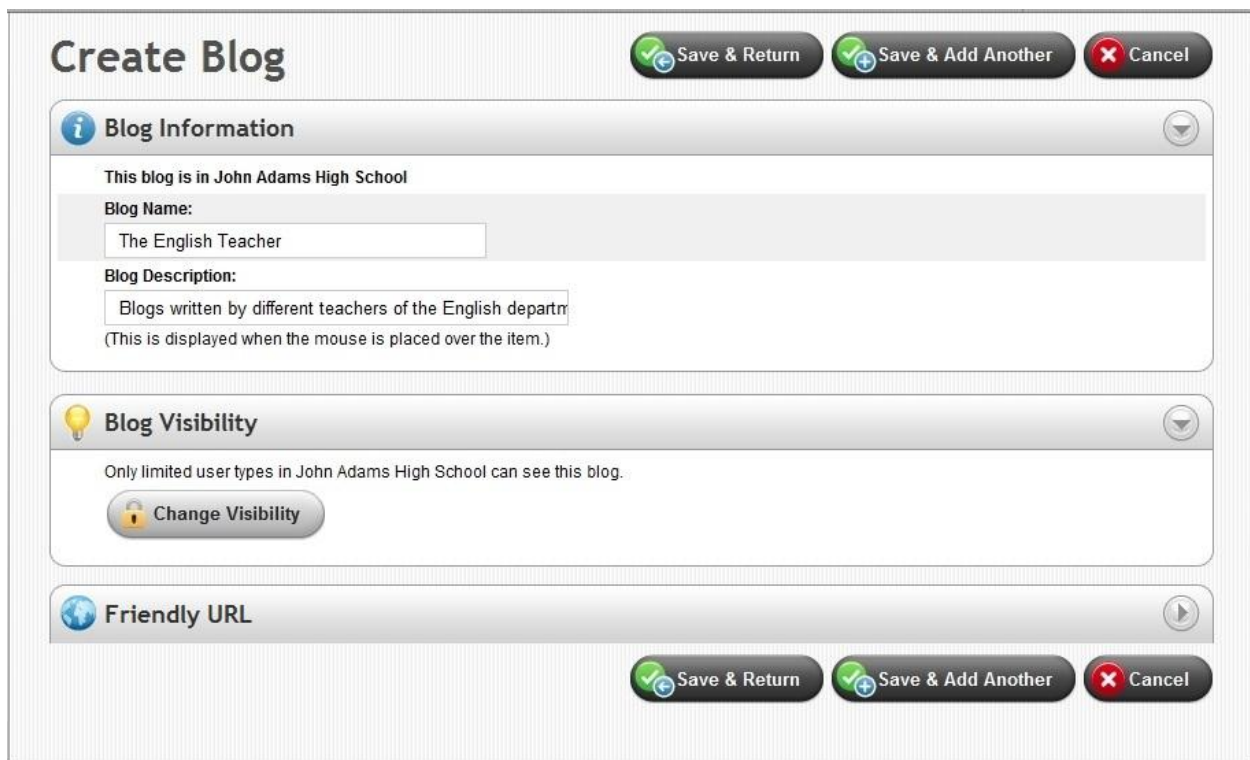
You can add a new blog to the Edline website. Blogs are a collection of articles you write and post to allow other users to comment on the topic.

## To Add Blogs to Your Website

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

 **Special Note for Blogs:** There are sections on your website where it is not appropriate to add blogs, so they will not be an option for the **News, Links, or Calendar** sections, nor the **Tests or Assignments** folders. Also, "blog boxes" are not available to be added to the design of the web page. Attachments or handouts cannot be added to blogs.

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 (usually the **Contents** section), 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.



**Create Blog**

Save & Return Save & Add Another Cancel

**Blog Information**

This blog is in John Adams High School

**Blog Name:**  
The English Teacher

**Blog Description:**  
Blogs written by different teachers of the English departm  
(This is displayed when the mouse is placed over the item.)

**Blog Visibility**

Only limited user types in John Adams High School can see this blog.

Change Visibility


**Friendly URL**

Save & Return Save & Add Another 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.

## Create Blog Entry

Save & Return Save & Add Another Cancel

---

**Summary Information**

This blog entry is in **The English Teacher**

**Last Modified:**  
01/20/11

**Blog Entry Title:**

**Blog Entry Summary:**

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

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

---

**Add Content**

Enter Text By Hand:

Font family    Font size   

**B I U**

### 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.

**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

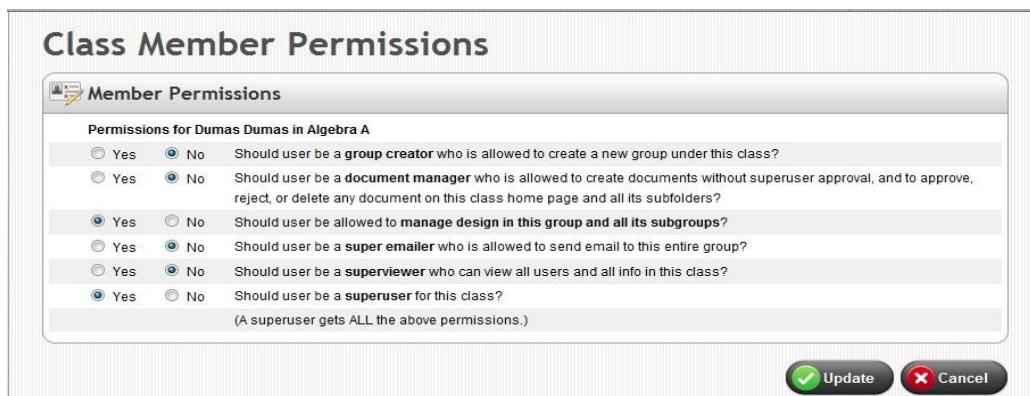
- If you know the user identification code of the person to add, type the code in the **Admin System User ID** field and click **Add**.
- To search for the user's information, click **Search for Users to Add** to access the User List page.  
 **Tip:** You can also search for a specific user using the **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 <b>group creator</b> who is allowed to create a new group under this class?
<input type="radio"/> Yes	<input checked="" type="radio"/> No	Should user be a <b>document manager</b> 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 <b>manage design in this group and all its subgroups</b> ?
<input type="radio"/> Yes	<input checked="" type="radio"/> No	Should user be a <b>super emailer</b> who is allowed to send email to this entire group?
<input type="radio"/> Yes	<input checked="" type="radio"/> No	Should user be a <b>superviewer</b> who can view all users and all info in this class?
<input checked="" type="radio"/> Yes	<input type="radio"/> No	Should user be a <b>superuser</b> 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.

# Index

## A

Absence Reports, 47

Accounts, 6

    Activating, 6

    Email Settings, 9

    Password, 9

    Screen Name, 9

    Security Question, 9

    Text Message Settings, 9

    Voice Settings, 9

Activation Codes, 6

    Sample, 7

Activity Pages

    Displaying My Email Address, 50

Attachments, 34

Audio

    Adding Audio Files, 65

## B

Blogs, 79

    Configuring Comments for, 82

    Visibility for, 30

## C

Calendars, 40

    Adding an Event, 40

    Recurring Events, 41

    Reusing for the Next Time Period, 42

Classes

    Setting Up the Class Page, 24

Coaches

    Displaying My Email Address, 50

Conduct Reports, 47

Contents on Website

    Changing, 44

    Copying, 52

    Deleting, 56

    Moving, 53

    Resorting, 55

    Restoring Deleted Files, 58

    Reusing, 45

Counselors

    Displaying My Email Address, 50

## D

Discussions

    Comments, 79

    Creating, 77

    Visibility for, 30

Documents

    Adding to Your Website, 26

    Visibility for, 30

	<b>E</b>		to Other Websites, 38
Edline			Visibility for, 30
Getting Started, 5			
Emails		<b>M</b>	
Account Settings, 9			Multiple Posting
Displaying My Email Address Online, 50			Documents, 29
Sending Group-Wide Emails (Classes, Sports, Activities, etc.), 49			My File Locker
			Using, 60
	<b>F</b>		My Web Locker
Files			Using, 60
Adding Files to Website, 65			
Folders		<b>N</b>	
Adding Content to, 35			News
Creating, 36			Adding Events, 33
			Attachments, 34
	<b>G</b>		Feeds, 75
Grades			Visibility for, 30
Reports, 47			
		<b>O</b>	
	<b>I</b>		Online Discussions
Images			Comments, 79
Adding to Documents, 61			Creating, 77
Adding to Your Site, 64			Other Websites
Clickable, 63			Adding a Link to, 38
Uploading Multiple Images, 65			
		<b>P</b>	
	<b>L</b>		Passwords, 9
Links			Permissions
Creating, 38			Group Members, 83
			Users, 84

## Pictures

- Adding to Documents, 61
- Adding to Your Site, 64
- Uploading Multiple Pictures, 65

## Private Reports

- Viewing, 47

## R

## Real Simple Syndication, 75

## Reports

- Absence Reports, 47
- Conduct, 47
- Grades, 47
- Posting, 46
- Transcripts, 47
- Viewing, 47

## RSS News Feed

- Creating, 75
- Visibility for, 30

## S

## Screen Names, 9

## Security

- Group Members, 83
- Question, 9

## Slide Shows

- Adding, 71
- Adding to More than One Group, 74
- Creating for your Website, 71

## Multi-Posting, 74

## Sports Pages

- Displaying My Email Address, 50

## T

## Tables, 67

## Teacher Pages

- Displaying My Email Address, 50
- Setting Up, 24

## Teachers

- Displaying My Email Address, 50
- Overview, 5

## Text Messages

- Account Settings, 9

## Third-Party Software

- Adding Files from Other Applications, 65

## V

## Videos

- Adding in a Document, 68
- Adding to a Web Page, 68

## Visibility Options

- Blogs, 30
- Discussions, 30
- Documents, 30
- Links, 30
- News, 30
- RSS News Feeds, 30

## Voice Mail

Account Settings, 9

Adding Calendar Event, 40

W

Website