



edline.net
Heart of the learning community.

An Introduction To Edline

Rosalind Chester

Overview

- ◆ Register An Edline Account
- ◆ Become familiar with the Edline Interface
- ◆ Homework Hand In
- ◆ Discussions
- ◆ Quizzes
- ◆ Surveys
- ◆ Interactive Assignments

In between each of these you will get a chance to practice

There are two ways to access Edline

Type the link directly in your browser
<http://www.edline.net>



Visit St. Mary's Academy Website
<http://www.smaneworleans.com>
Click the link Connect to Edline

Connect to
Edline

*A Caring and Dedicated
Alumnae who are Positioned
in Virtually Every
Facet of Society.*

Click Here for the Summer Reading List

Connect to Edline Seniors Maryites Unite

Search 

St. Mary's Academy  Congratulations

Creating an Account

If you are new to Edline, You will need a new activation code to register.

Select Click here
to Activate a New
Account



Have an Account?

Sign in to your account below.

Screen Name

[Forgot screen name?](#)

Password

[Forgot password?](#)

SIGN IN

Activate an Account

[Click here](#) if you have a new activation code.



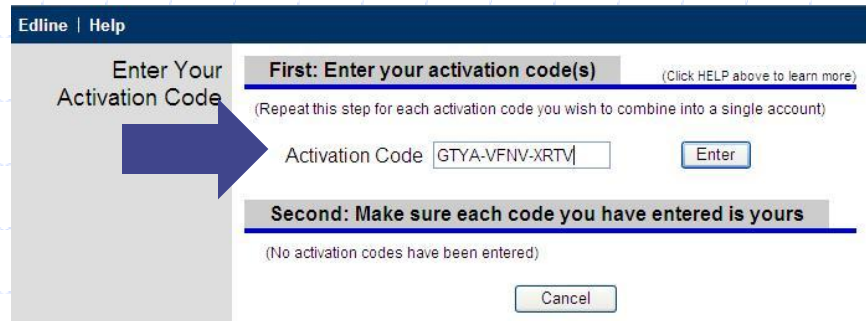
Enter your Activation Code

◆ Include the dashes and do not include any spaces

Click Enter

Your Name Appears in the area below the activation. Verify that it is your account

Click Activate This Code



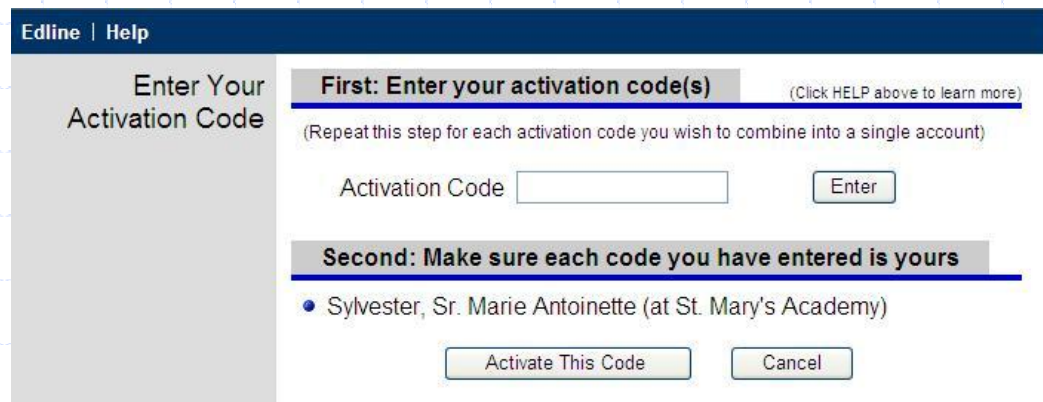
Edline | Help

Enter Your Activation Code

First: Enter your activation code(s) (Click HELP above to learn more)
(Repeat this step for each activation code you wish to combine into a single account)

Activation Code

Second: Make sure each code you have entered is yours
(No activation codes have been entered)



Edline | Help

Enter Your Activation Code

First: Enter your activation code(s) (Click HELP above to learn more)
(Repeat this step for each activation code you wish to combine into a single account)

Activation Code

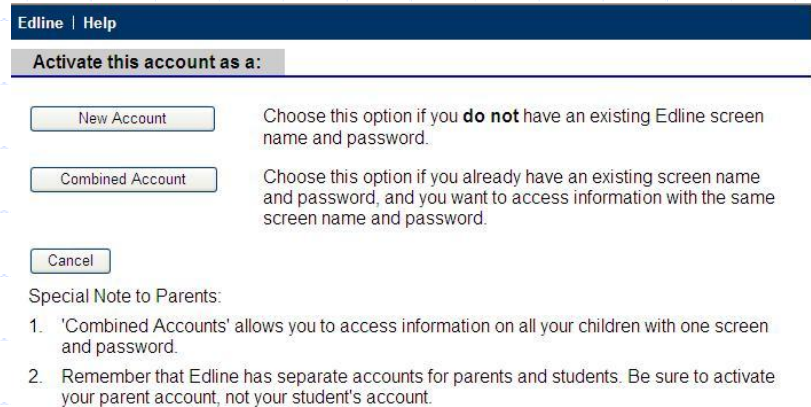
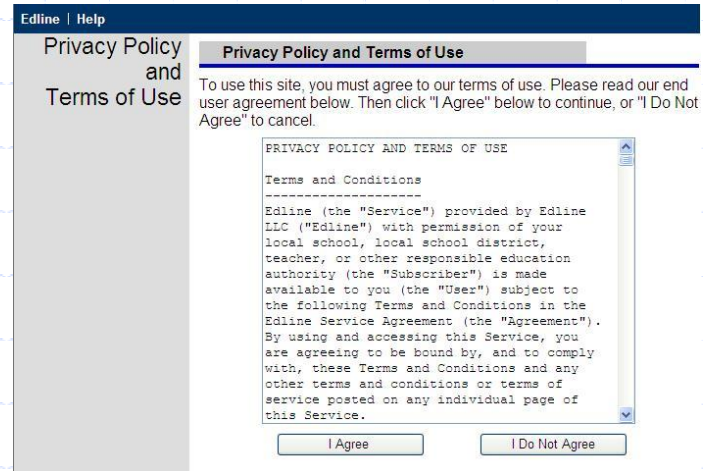
Second: Make sure each code you have entered is yours

- Sylvester, Sr. Marie Antoinette (at St. Mary's Academy)

Accept the Privacy Policy to continue

Click I Agree

Click New Account



Now you will Create your account

You will have to create a screen name

The screenshot shows a web form titled 'Create Your Account' with a dark blue header containing 'Edline | Help'. The form is divided into two main sections: 'Choose a Screen Name and Password' and 'Your Personal Information'. The first section includes a note that the screen name and password must be at least 4 characters long, followed by three input fields: 'Screen Name', 'Password', and 'Retype Password'. The second section includes three input fields: 'First Name' (containing 'Sr. Marie Antoinette'), 'Middle Name' (empty), and 'Last Name' (containing 'Sylvester'). At the bottom, there is a instruction: 'Click Continue to create your EDLINE account, or Cancel to return to the EDLINE Home Page without creating an account', with 'Continue' and 'Cancel' buttons.

Create a password type your password in the password box and the Retype password box

Click Continue

Your screen name must be unique if you choose a name that is already in use you will need to select a new user name

Manage your Account

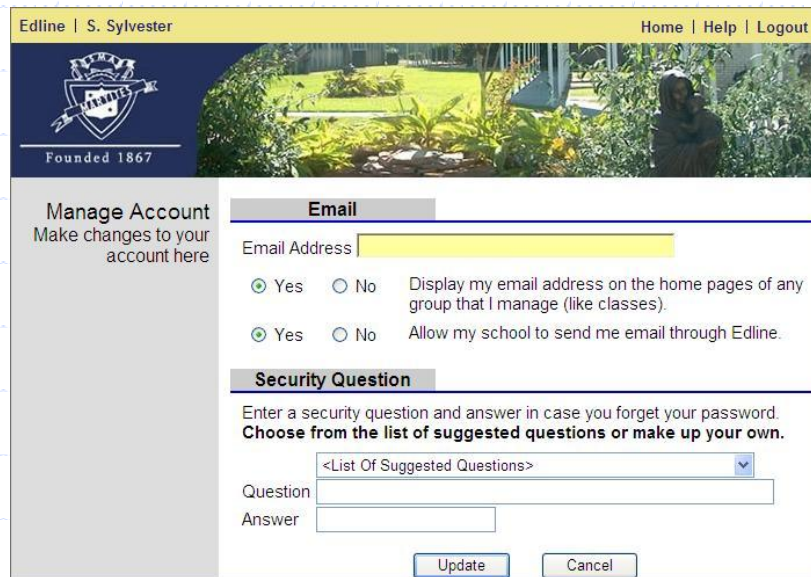
Insert your email address

Your email address is your first Initial last name @
smaneworleans.com

ex. Peter Smith
psmith@smaneworleans.com

Insert a Security
Question to help
if you forget your
screen name or
password

Click Update



Edline | S. Sylvester Home | Help | Logout

Founded 1867

Manage Account
Make changes to your account here

Email

Email Address

Yes No Display my email address on the home pages of any group that I manage (like classes).

Yes No Allow my school to send me email through Edline.

Security Question

Enter a security question and answer in case you forget your password.
Choose from the list of suggested questions or make up your own.

<List Of Suggested Questions>

Question

Answer

Your account is now created

- ◆ Edline has several user guides to help with the program. You can browse the user guides to see what's available.
- ◆ Click done in the top right corner of the edline page
- ◆ You are now on your homepage

Edline Interface

Navigation Menu

All contents including contents from previous schools years

courses you teach

Manage your account

Click on a course to add content for the course

Edline | M. Chester Home | Help | Logout

My Contents

- My File Locker
- Old Class Materials
- Combined Calendar

My Classes

- Comp Arch (08694901)

Command Center

- Change Password
- Manage Account

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St. Mary's Academy

[St. Mary's Academy Website](#)

News

- [Lunch Update](#)
- [First Quarter Honor Roll](#)
- [First Semester Exam Schedule](#)
- [Maryites 4 Maryites](#)
- [Saturday Detention](#)

Calendar

11/06/07 Tue - 02/08/08 Fri	Basketball Schedule 07-08 Basketball Schedule
12/05/07 Wed	First Quarter Honor Roll
12/05/07 Wed	Lunch Update
12/07/07 Fri	Social Savy for Seniors
12/11/07 Tue	Personality Pictures

[More Events...](#)

Contents

- Activities
- Classes
- Reports
- School Info
- Sports

Links

- Elementary Newsletter

Everything you post and Everything posted by the administrator appear hear

Webpage links

Edline Course Interface

Visible to students enrolled in class & parents

The command center for a course is different than the command center on the homepage. Inside a course, you can change a course picture, and send email to parents or students.

The screenshot shows the Edline Course Interface for 'Comp Arch (08694901)'. The interface is divided into several sections:

- Header:** 'Edline | M. Chester' on the left and 'Home | Help | Logout' on the right.
- Left Sidebar (Dark Blue):**
 - My Contents:** My File Locker, Old Class Materials, Combined Calendar.
 - My Classes:** Comp Arch (08694901).
 - Command Center:** Manage Class, Send Email, Change Password, Manage Account.
 - Copyright © 2007, Edline Privacy & Terms of Use.
- Main Content Area (Blue Header):** 'Comp Arch (08694901)'.
- Image:** A central image showing various computer components: Heatsink & Fan, CPU, Video Card, Motherboard, Memory, Power Supply, DVD Burner, and Hard Drive.
- Text:** 'Welcome to Comp Architecture'.
- Right Sidebar (Dark Blue):**
 - Contents:** Assignments, Tests, ~Recycle Bin. An 'Edit' button is visible next to this section.
 - Links:** Microprocessors. An 'Edit' button is visible next to this section.
- Bottom (Dark Blue):**
 - News:** An 'Edit' button is visible.
 - Calendar:** An 'Edit' button is visible.
 - For questions about this class, send email to: **M. Chester** at rchester@smaneworleans.com

Click edit to add assignments, materials, etc..

Edit buttons are now visible

Assignments, Materials

Select the document drop down review the choices available

Select Folder

Give your folder a name such as Chapter 1

Create a description

Edline | M. Chester Home | Help | Logout

Founded 1867

Comp Arch (1-2 of 2 items) Manage Class...

Select the type to add.

Document Add Done

Document

Discussion

Folder

Group

RSS Feed

Homework Hand-In

Interactive Assignment

Survey

Quiz

Show 50

Modified

Today

Today

Show 50

Select All | Unselect All

Name ▾

Edit Assignments

Edit Tests

Select All | Unselect All

Manage Selected Items Top

Copy To... Move To... Approve Reject Delete

Change Visibility...

Done

Click Done to return to the course homepage

Your folder is now visible under contents

◆ Open the folder you created



◆ Select Homework Hand In

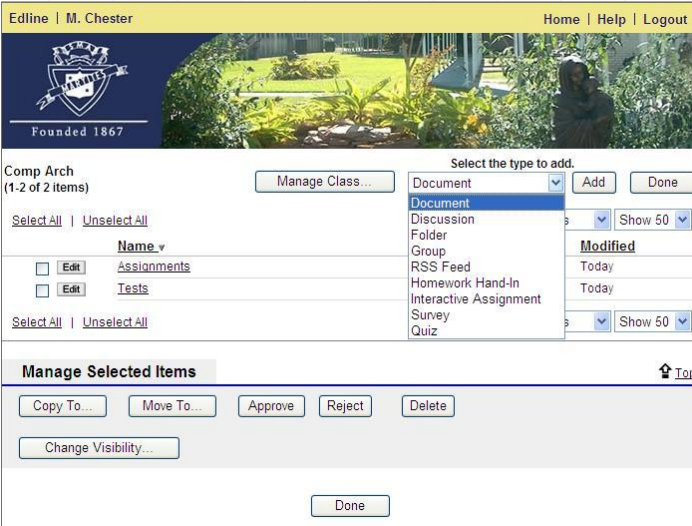
◆ Click Add

Homework Hand In

- ◆ Give your assignment a title
- ◆ Select a date you want the assignment turned in
- ◆ Under Multiple posting, you can assign the same homework to your other classes
- ◆ Under setup select the options you would like
- ◆ Click Build my homework hand in
- ◆ Type the details of your assignment
- ◆ Click preview to see what your students will see
- ◆ Click Save & Return
- ◆ Click the allow submission button

Now You Try

- ◆ Create a Homework Assignment
- ◆ Preview your assignment



The screenshot shows the Edline interface for user M. Chester. The page title is "Edline | M. Chester" and navigation links for "Home | Help | Logout" are in the top right. A banner image shows a campus scene with a building and greenery, with the text "Founded 1867" below it. The main content area is titled "Comp Arch (1-2 of 2 items)" and includes a "Manage Class..." button. Below this is a table with columns for "Name" and "Modified". The "Name" column has two rows: "Assignments" and "Tests", each with an "Edit" checkbox. The "Modified" column has two rows: "Today" and "Today". A dropdown menu is open over the "Add" button, showing options: "Document", "Discussion", "Folder", "Group", "RSS Feed", "Homework Hand-In", "Interactive Assignment", "Survey", and "Quiz". The "Add" button is highlighted. To the right of the dropdown are "Add" and "Done" buttons, and a "Show 50" dropdown. Below the table is a "Manage Selected Items" section with buttons for "Copy To...", "Move To...", "Approve", "Reject", "Delete", and "Change Visibility...". A "Done" button is at the bottom right.

Go

5 min

Stop

Check Assignments

- ◆ Click on the homework assignment you created
- ◆ In the responses section you will be notified if any of your students submitted assignments
- ◆ View responses lets you see who turned in assignments



vocabulary (Responses)
[1-1 of 1 items]

Select All | Unselect All

Details Show 50

	Name	Submitted?	Modified
<input type="checkbox"/>	Porter, Elizabeth	Yes	Yesterday

Select All | Unselect All

Details Show 50

Done

Check Assignments

- ◆ Response Status by user lets you email students and parents about late assignments
- ◆ Review Grading is where you will grade assignments
- ◆ Export file attachments lets you download all student attachments at once

Reporting

(Applies only to this copy of the homework hand-in)

Generate:

Generate is a summary spreadsheet with all students grades. Use this to record your grades in GradeQuick

Homework Hand-In Grading

Response:

Score: 100 out of 100 (100 %)

(required) Upload your work here:
(100 points)

Uploaded file: [earl_gervais'_lesson_plan.rtf](#)


Points Awarded: (manually graded)

Discussions

- ◆ Add a Discussion to your folder
- ◆ Give it a title.
- ◆ Put a date if you want it to appear on the calendar
- ◆ Add content for the discussion
- ◆ Choose an option under discussion type
- ◆ Click Save & Return
- ◆ If you chose pending approval you will have to approve all postings before the posting is visible by others






5 min

Comments pending approval: 1 

Posting by M. Chester on 08/14/2008

What can be done to decrease gas prices?

#1: by Elizabeth Porter on 08/14/2008    Pending approval

Nothing



Quizzes

- ◆ Add a Quiz to your folder
- ◆ Give it a title.
- ◆ Put a date if you want it to appear on the calendar
- ◆ Select the options you would like under setup
- ◆ Click Build to add content
- ◆ You can add several types of questions click on at least three different items and add them to your test. Click Add Now to add each item
- ◆ Click Done
- ◆ Allow submissions to let your students see the test
- ◆ Click Save & Return



5 min

Quiz Builder

Import questions...

[More Info](#)

Add Item:

at position:

- Multiple Choice (pick one)
- Multiple Choice (pick one or more)
- Short Typed Answer (one line of text)
- Paragraph Answer (multiple lines of text)
- Dropdown List (pick one)
- Hand-In (file attachment handed in by the submitter)
- Hand-Out (file attachment handed out by you)
- Plain Text (e.g. instructions to users)



Review Quiz Results

- ◆ Quiz Results are reviewed the same as homework hand in.
- ◆ Quiz results can be exported to an excel spreadsheet so you can add the results to your grade book

Survey

- ◆ Building a Survey is similar to building a quiz
- ◆ Add a survey to your folder and create a survey to your parents to see if they who is available to chaperone a field trip



Go

5 min



Stop

Interactive Assignment

Stop

- ◆ Interactive Assignment are similar to quizzes add an interactive assignment to your folder
- ◆ Create one question for your students

Go

5 min

What did we cover?

- ◆ Register An Edline Account
- ◆ Become familiar with the Edline Interface
- ◆ Homework Hand In
- ◆ Discussions
- ◆ Quizzes
- ◆ Surveys
- ◆ Interactive Assignments

You now have time to explore and ask questions.