

# Welcome to Edline

## Initializing your account

A Quick CAveat - Netscape will not work when editing edline - please Use FireFox or Internet Explorer

TEACHER ID: 030

Family of Teacher Chee

System Id (Office use)	Name	Access Code
030	Teacher Chee	4N9X-HEGH-AKAE

Visit [www.edline.net](http://www.edline.net) and click on the "Have an Access Code" link to get started!

In order to activate your account, you need an access code – it will be a 12 digit alpha-numeric. The box on the right shows an example...

When you go to [www.edline.net](http://www.edline.net), it will ask you for either your access code or your account name and password. **For the first time only**, put your access code into the box

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

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

Access Code

**Have an Access Code?**

[Click here any time you get a new access code.](#)

**Member Log In**

Screen Name

Password

**[I forgot my screen name or password](#)**

When you enter this code, the screen will change and ask if you have any

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

Access Code

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

- Chee, Teacher (at Mid-Pacific Institute)

other codes (if you have a child at the school, for instance, you will receive one code as a teacher and one as a parent).

Once you have activated all your codes (if you have more than one), click in the "Activate This Code" button.

A Privacy Policy and terms of use agreement comes up. Once you have read it, click on "I Agree".

You will be asked if you have an account – if you do, it is recommended you "Combine Accounts" – this means one login for your different roles – otherwise you will need to create and remember different account names and passwords for your different accounts. For most teachers, you will only

**Do You Have An Existing Edline Account?**

If you already have an Edline account and you want to combine your new account with your existing account, click the "Combine Accounts" button; otherwise, click the "New Account" button to create a new account.

**Privacy Policy and Terms of Use**

To use this site, you must agree to our terms of use. Please read our end user agreement below. Then click "I Agree" below to continue, or "I Do Not Agree" to cancel.

PRIVACY POLICY AND TERMS OF USE

Terms and Conditions

Edline (the "Service") provided by Edline, Inc. ("Edline") with permission of your local school, local school district, teacher, or other responsible education authority (the "Subscriber") is made available to you (the "User") subject to the following Terms and Conditions in the Edline Service Agreement (the "Agreement"). By using and accessing this Service, you are agreeing to be bound by, and to comply with, these Terms and Conditions and any other terms and conditions or terms of service posted on any individual page of this Service.

have one4 account, so just click on the “New Account” button.

You will now be asked to create a screen name and edit your personal

**Choose a Screen Name and Password**

Screen Name and Password must be at least 4 characters long

Screen Name: LyleChee      Password: .....      Retype Password: .....

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**Your Personal Information**

First Name: Lyle      Middle Name:      Last Name: Chee

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Click **Continue** to create your EDLINE account, or **Cancel** to return to the EDLINE Home Page without creating an account

information.

**\*\* Very Important\*\*** keep your screen name to something easy – like your firstname\_lastname – there are 10s of thousands of people using edline – most simple screen names will be in use – it may take a few tries

**Email**

Email Address: \_\_\_\_\_

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

**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.**

Question	<input checked="" type="checkbox"/> <List Of Suggested Questions>
Answer	What are the last four digits of your Social Security Number? What is the name of your first pet? What is your mother's maiden name? What day of the month was your mother born on? What is your grandfather's first name? <I want to make up my own security question.>

to get one that is not taken. Please keep your personal information correct – first and last name.

On the next page, make sure to put in your email address – if you forget your password, this is the only way it can be sent to you. A question and answer will be assigned for you – if you answer this question (like grandfather’s first name), then your account information will be sent to you via email.

## What are you looking at in the main login view?

If you have set up your account correctly, the following page will be displayed:



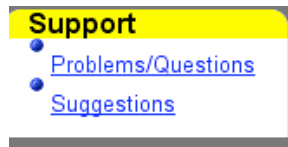
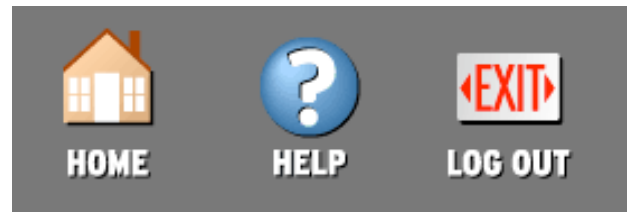
Your own calendar – not for your students – you can put things here, or people who have you in their group (like your department chair) can put things here. If you have things on your calendar for today they will show here.

Your classes – both semesters, homeroom, chapel, etc...ok, it's a lot – we're working on it!

Here you can change all those settings you made when you created your account

## How to get help for Edline...

There are 5 ways to get help when you are not sure what to do in edline: 1) this quick guidesheet, 2) the online, contextual help (there is always a help button at the top of every page), 3) your department mentor, 4) Technology Staff members 5) Edline's support page



## How to add homework assignments in the Calendar

To add homework assignments, first go to the class you want to post them in. You do this by clicking on the course title.

The main page area of your course will look like the picture on the right. To add an item into your calendar, select the edit button on “Calendar”

A calendar will pop-up. To add a new item, click on the add button

HO Biology IB/SL 0451-02 (0451-02)



Contents [Edit](#)

- Assignments
- Tests

Links [Edit](#)

Welcome to HO Biology IB/SL 0451-02.

News [Edit](#)

Calendar [Edit](#)

For questions about this class, send email to:  
L. Chee at [lchee@midpac.edu](mailto:lchee@midpac.edu)

Edline | mark admin hines | (Lyle Chee) Home Help Logout

HO Biology IB/SL 0451-02 Calendar [Manage Items](#) [Manage Calendar](#) [Event](#) [Add](#) [Done](#)

Select the type to add.

View: Monthly [current month](#) Highlight: <none> [Print-Friendly View](#)

August 2006 Note: Place your cursor over an event for more details (if available).

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Each calendar item has a Title – This will be the underlined part you see, and this is also what will be listed in the calendar. A good/recommended strategy is to put your course name in this title: “Astro: Read this article”

Once you have entered the title, you can add a summary (a short description that will show on the course page), you have 4 options for getting text into the body of the event:

1. you can type in the information,
2. you can cut and paste,
3. you can import a *Text* file (not a MS Word file),
4. you can import an html file

It is important to remember that the text imported is txt or html only – edline does not display any other kinds of formatting correctly!! Marcia Kemble has create a sheet that explains how to put MS Word Documents into edline, as well.

Create Document [Save & Return](#) [Save & Add Another](#) [Cancel](#)

**Summary Information**

This document is in Calendar  
Last Modified: 08/03/06

Document Title:

Category/Folder: [Uncategorized Events](#) [More Info](#)

Document Summary:   
(This is displayed in the Calendar Box on the home page.)

Calendar Date: 08/03/06 example: 12/31/05

Repeat Daily Until:  Leave blank for single day events

**Add Content**

Click one of the options below to add content:

- [Enter Text By Hand](#) (with optional link and image)
- [Import an existing file](#) (e.g. MS Word, PDF, Excel)
- [Upload a web document](#) (a .zip file containing web pages)

**Multiple Posting**

Select one or more groups and use the "Add" and "Remove" buttons.

**Available Groups:**

- Sci/Tech Project 0488-06 (x
- zz demo (16841014297411;
- zz new teacher test (168410
- zz Tests (HS) (16841014299
- zz Tests (MS) (1684101429E

[Add >>](#)

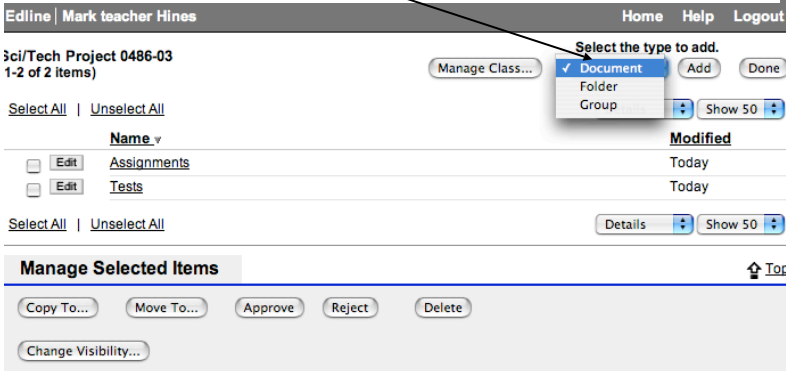
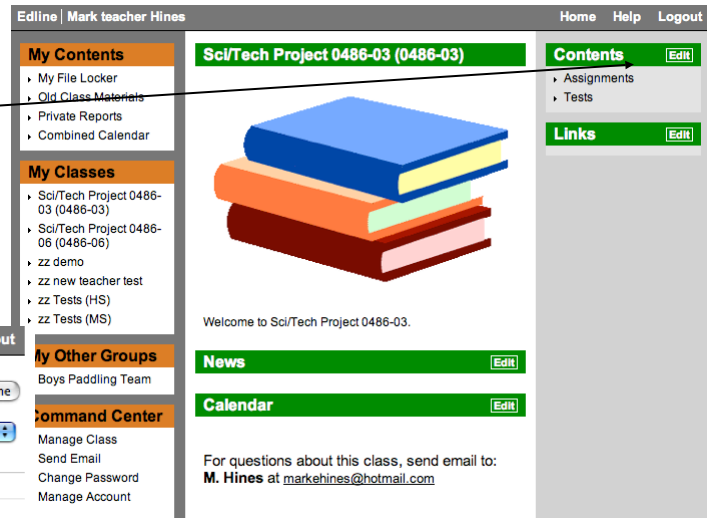
**Additional Posted Groups:**

[<< Remove](#)

# How to add documents (your course syllabus)

When you are at the course main page, select the **edit** button next to the tab "Contents"

In this area you can choose to add documents, folders or groups to the "Contents" area of your course. To just add a document, choose document, and click on the "Add" button



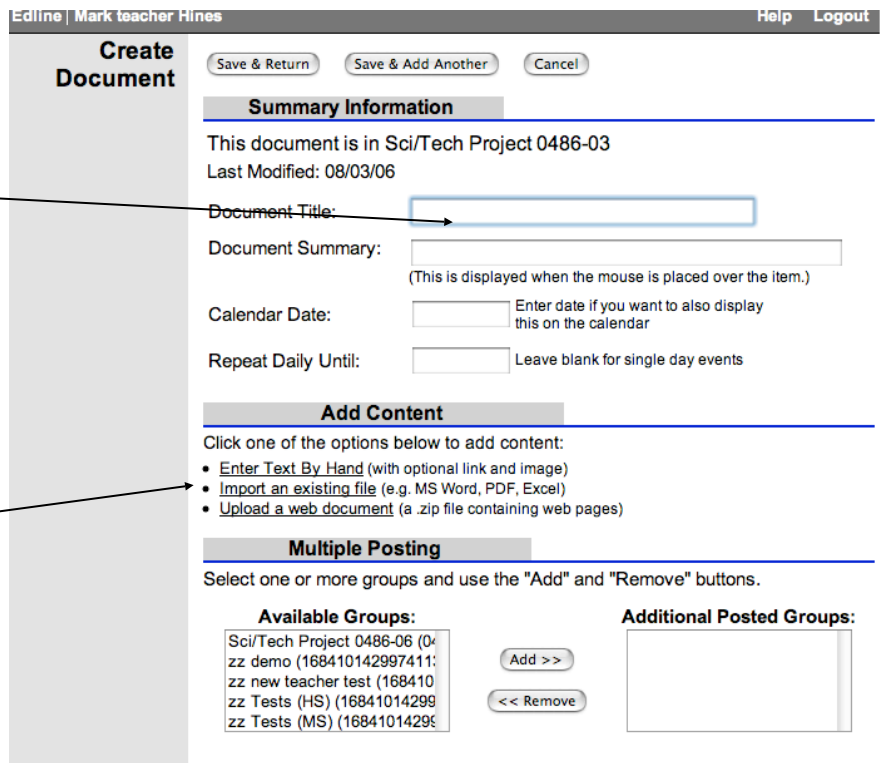
Done

This page is the same page you saw in the add event section;

Each document item has a Title – This will be the underlined part you see

Once you have entered the title, you can add a summary (a short description that will show on the course page), you have 4 options for getting text into the body of the event:

1. you can type in the information,
2. you can cut and paste,
3. you can import a **Text** file (not a MS Word file),
4. you can import an html file



Once you accept this, a new link should appear on your course homepage with the text you have pasted.