

Getting help with Edline

Online Help



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

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



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

IMPORTANT

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

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

In this case, you will need to contact Tim Barrett, our Edline Manager. barrettt@ehsbr.org

If you have other questions

Always check the online Help first.

If you still need help, please contact our Edline Manager, Tim Barrett. barrettt@ehsbr.org

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

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

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

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

Edline basics

1. To log into Edline go to: <http://www.edline.net>. Enter your Screen Name, Password, and click Sign In.



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

The school home page displays school-wide information and links to classes, clubs, sports, and other activities in the school. These classes, clubs, and sports have their own home pages displaying information specific to them. **At this point, EHS is not using the sections for clubs, sports, and other activities. All of this information will remain on the main EHS website in their current locations.** Below is a sample home page, which is divided into the sections you see in the picture.

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



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

The screenshot shows the Edline web interface for a user named J. Smith. The interface includes a top navigation bar with 'Home', 'Help', and 'Logout' links. The main content area features a large banner for 'Episcopal High School' with a clock image. On the left, there are three main sections: 'Shortcuts', 'My Contents', and 'Command Center'. On the right, there is a 'Contents' section. Callout boxes provide detailed instructions for each section:

- Shortcuts (Parents only):** Click a student's name to see links to his or her classes and reports. Click "My Shortcuts" to get back to your own links.
- My Contents:** Links to grades and other reports (click *Private Reports*).
- Command Center:** Change your password, security question, email address, and email settings from here.
- Contents:** On a school home page, links to all of the school's classes, activities, and sports in Edline. Also, links to school or class information.

***Please note: Until further notice EHS is not using the sections for clubs, sports, and other activities. All of these informational sections will remain on the main EHS website in their current locations.**

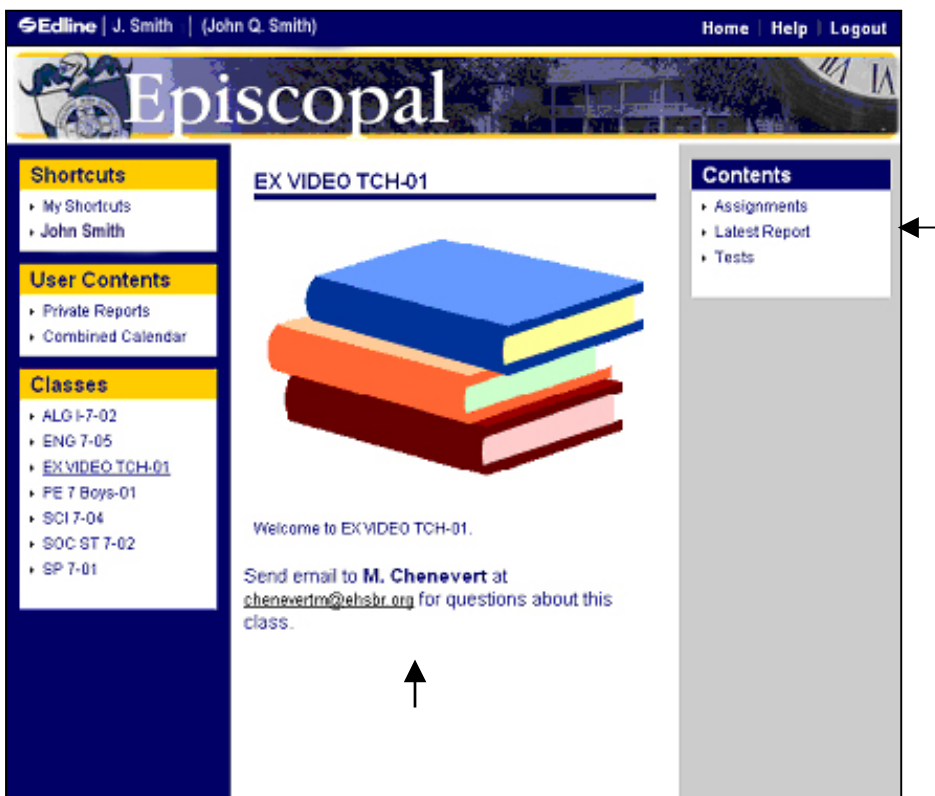
2. To see your child's school reports, first click the name of your child in your **Shortcuts** box.

This screenshot shows the same Edline web interface as above. An arrow points to the 'John Smith' link in the 'Shortcuts' section, indicating the next step in the process of viewing school reports.

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



4. Links to class reports are in the **Contents** box on the class home page. Click on **Latest Report** to see your child's grades. You can also email the student's teacher from this page.



5. When you click on **Latest Report** the following report will appear: You can then print the report or click **Done** when you are finished viewing it.

Edline | J. Smith | (John Q. Smith)
Home | Help | Logout

Episcopal

Episcopal High School Thursday, September 9, 2004
 Progress Report for Smith, John Q.
 Michelle A. Chenevert
 Course #: EX VIDEO TCH-01

Quarter1 Average: 92.6
 Quarter1 Grade: A

Grade Scale
 A+ 97.50 B- 79.50 D+ 66.50
 A 92.50 C+ 76.50 D 62.50
 A- 89.50 C 72.50 D- 59.50
 B+ 86.50 C- 69.50 F 0.00
 B 82.50

Score Information					
Name	Date	Category	Weight	Score	Max % Grd Footnote
Equipment Quiz	08/25/04	Test	32	32	100 A+
VideoSkit	9/8/04	Prod.	7	9	77 C+
Camera Angles	9/8/04	Prod.	25	32	78 C+
Web Pictures	9/8/04	Prod.	9	9	100 A+
Bonus for PSA Idea	9/8/04	Bonus	3	0	**
Quarter #1	Subtotal		0.4	76.0	82 92 A

X = Exempt, NC = No Credit

Comments

Your work is improving in this class. Your video project was great! Keep up the good work!

Done
Print