Teacher’s Website

[www.edlinesites.net](http://www.edlinesites.net)

Activate Account

* You will receive your activation code
* Click sign in
* Click sign up
* Put in code
* Click enter
* Make sure it’s your name
* Click Activate this Code
* Click I Agree
* Click New Account
* Put in your screen name (ex. lastnamefirstinitial)
* Password (to make it easier use ccs password)
* Save & Return

Access Account

* Log In
* Choose school
* Will take you to school homepage

Find Your Account

* Hover over home icon
* Click on Classes
* Click on Your Class
* You will have a different page for each class

Edit Profile

* Hover over home icon
* Staff – staff directory
* Click name
* Full Profile
* Edit profile
* Make changes
* Save & Edit
* Done

Icons (Bread Crumbs)

* Home
* My Edline (Mimic Icons on Left Side of your Page)
* Tools (Manage your setting & communications)
* Edit this Page
* View (Changes view of page)
* Globe (Select Language)
* Megaphone (Share Page)

Change your password under My Account

To Start Page

* Log in
* Choose School
* Classes
  + You can add enrichment or after school classes (look for directions)
  + Students are already in your classes
* Find Class
* Click on class name not edit
* Class page will be made as soon as your click on the class name

Contents

* Assignments
  + Click on assignments
  + Add item (gives you a menu)
  + Edit in list view
    - Drop down menu (choose)
    - Add
    - Fill in information
    - Save & return
    - Done
    - To delete or edit
      * Click the radio button of item you wish to delete or click edit
* Add new folder by clicking add button next to Contents
  + Fill in name (ex. Rubrics)
  + You can now fill that folder

Links

* Copy URL
* Click plus sign
* Title the link
* Create now
* Scroll to link URL
* Paste in URL
* Click Multiple Postings if you want to put link on more than one page
  + Scroll down past school names to find other classes
  + Click class then add
  + Save & Return

News

* Class news & notes
* Click edit
* Title
* Click to type
* Save & Done

Calendar

* Choose list or calendar view
* Click on Calendar
* Drop down menu (Add new item)
* Event
* Plus Sign
* Event title, location, calendar date, times (You don’t have to fill in everyone of them)
* Done

Add Classes

* Click on classes
* Drop down menu – class
* Add
* Name class
* Remove ID number & add an ID
* Save & Return or Save & Add Another
* Edit class info – click edit - done