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Activating your Edline Account

1. Select the “Click here if you have a new activation code”.

The image shows the Edline.net login page. At the top is the Edline logo and the text 'edline.net Heart of the learning community.'. Below this is a login form with the heading 'Have an Account?' and the instruction 'Sign in to your account below.'. There are two input fields: 'Screen Name' and 'Password'. To the right of each field is a link: 'Forgot screen name?' and 'Forgot password?'. Below the fields is a red 'SIGN IN' button. At the bottom of the form, there is a link that says 'Activate an Account' with the text 'Click here if you have a new activation code.' below it. A black arrow points from the first step of the instructions to this link.

2. Enter your 12 letter code in the box and click activate.

The image shows a screen for entering an activation code. On the left is a grey box with the text 'Enter Your Activation Code'. To the right, there is a header 'First: Enter your activation code(s)' with a link '(Click HELP above to learn more)'. Below the header is the instruction '(Repeat this step for each activation code you wish to combine into a single account)'. There is an input field labeled 'Activation Code' containing the text 'WQER-YYRT-PKKL' and a blue 'Enter' button.

3. The next window allows you to activate a New Account for first time users, or you can select a Combined Account if you have more than one student enrolled at

the school.

Edline | (please log in) 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

Then: Make sure each code you have entered is yours

Student, Mrs. (at Damascus High School)

4. Now Select “Activate This Code”.
5. Accept the license agreement.
6. Select the proper account

Activate this account as a:

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

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 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.

7. In the next series of steps you will fill out some important information.
8. Choose a screen name and a password. If you receive a message that says your choice for a screen name may not be available, please continue to select screen

names until one is accepted.

Edline | (please log in) Help

Create Your Account

Choose a Screen Name and Password

Screen Name and Password must be at least 4 characters long

Screen Name	Password	Retype Password
<input type="text" value="SallysMom"/>	<input type="password" value="*****"/>	<input type="password" value="*****"/>

Your Personal Information

PARENTS: You may enter both parents' names in the First Name field.

First Name	Middle Name	Last Name
<input type="text" value="Mrs."/>	<input type="text"/>	<input type="text" value="Student"/>

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

9. Now please enter your primary e-mail address, and select a secret question. The question will allow your password to be sent to you in the event you forget it.

Manage Account

Make changes to your account here

Email

Email Address

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

Yes No Send me an email notice when new private reports (like grades) are posted to Edline.

Security Question

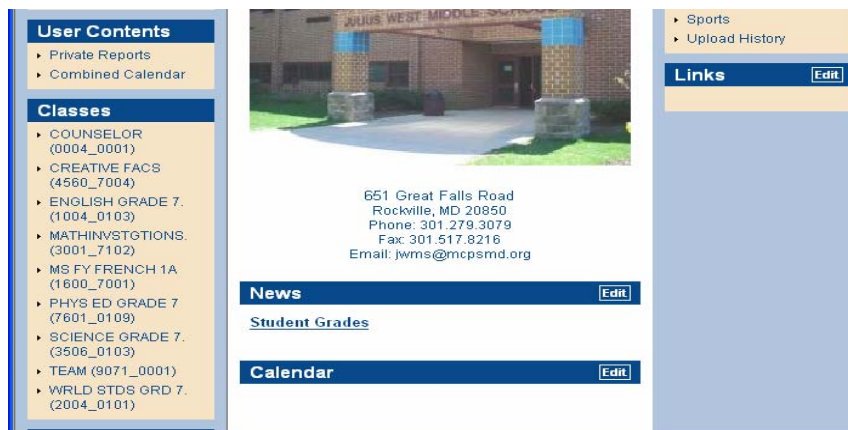
Enter a security question and answer in case you forget your password.
Choose from the list of suggested questions or make up your own.

Question

Answer

** Please select the option to Send an e-mail notice when new private reports are posted, these are the grade progress reports.

10. The next window shows you links to Edline help documents, if you ever need to reference anything. Click on **Done** when you are finished.
11. You will now be at your home page for the school.
12. You may now look at the combined calendar. Here you will find information that the teachers have posted for you to see regarding classes.
13. In order to view your child's page, select his/her name.
14. You will see their classes in the classes section. You can also select the Private Reports option in the User Content section, this link is used to view grade progress reports.



15. This will bring up all the classes that have a grade progress report available

Last Modified	Report	Location	Report Name
09/1 4/06	View	TEAM	Current Assignments Report
09/1 4/06	View	PHYS ED GRADE 7	Current Assignments Report
09/1 4/06	View	CREATIVE FACs	Current Assignments Report
09/1 4/06	View	SCIENCE GRADE 7	Current Assignments Report
09/1 4/06	View	MATHINVESTGATIONS	Current Assignments Report
09/1 4/06	View	WRLD STDS GRD 7	Current Assignments Report
09/1 4/06	View	MS FY FRENCH 1A	Current Assignments Report
09/1 4/06	View	ENGLISH GRADE 7	Current Assignments Report

Select the View option.

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09/1 4/06	View	MS FY FRENCH 1A	Current Assignments Report
09/1 4/06	View	ENGLISH GRADE 7	Current Assignments Report

16. A grade progress report will show up. A sample one is shown below.

CATEGORY	WEIGHT	PERCENT	LETTER	
Homework	10	.4	77.2%	C
Other Assignments	20	.5	87.5%	B
Formative Assessment	30		%	
Summative Assessment	40		%	
Current Grade		24/ 30	84.1%	B

ASSIGNMENTS						
NO.	DESCRIPTION	DUE DATE	CATEGORY	GRADE	MAX	LETTER
1	Pg 74 #1-10	2006-08-31	Homework	5.0	10	E
2	Pg 178 #13-35 odd	2006-09-06	Homework	12.0	12	A
3	Warm-Ups 9/4 to 9/8	2006-09-08	Other Assignment	7.0	8	B
4	Quiz 1A.1	2006-09-08	Formative Assess		16	

Question: I have activated my account. Do I need to keep the activation code?

Answer: No, you may discard your code because you will now access Edline using the screen name and password you created during the activation process.