



# EDLINE BASICS

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. All home pages are divided into the sections you see in the picture below. This picture shows a sample class home page. If you do not see a particular section shown here, then your school is not using that section yet.

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.

## NAVIGATION BAR

Click "Home" to go to the school home page, "help" to get help, and "Logout" to log out.

## SHORTCUTS

Click *My Shortcuts* to manage your account. Click a student's name to see links to his or her classes and reports.

## USER CONTENTS

Links to grades and other reports (click *Private Reports*). Links to school and class events (click *Combined Calendar*).

## CLASSES

Links to student's classes in Edline.

## MY OTHER GROUPS

Links to other groups in Edline.

## COMMAND CENTER

Click *My Shortcuts* link at top of page first, then manage account here.

The screenshot shows the Edline interface for A. Vito Martinez Middle School. At the top is a navigation bar with links for "My Edline", "Home", "Help", and "Logout". Below this is a header for "A. Vito Martinez Middle School" with contact information: "590 Belmont Drive Romeoville, IL 60446", "Telephone: (815) 886-6100", and "Fax: (815) 886-7264". The main content area is titled "ART 6th grade 3rd quarter" and features a cartoon illustration of a boy with a paint palette and brush. The page is divided into several sections: "Shortcuts" (with links for "My Shortcuts" and "Student's Name"), "User Contents" (with links for "Private Reports" and "Combined Calendar"), "Classes" (with links for "ART 6th grade 3rd quarter", "History Period 1", "LANGUAGE ARTS O'Mara, Period 9-10", "MATHEMATICS KEPHART PERIOD 02", "PE Mrs. Williams 03rd Hour", and "Science Keifer Period 04/05"), "My Other Groups" (with a link for "VUSD Curriculum Department"), and "Command Center" (with copyright information and links for "Privacy & Terms of Use"). On the right side, there are sections for "Contents" (with links for "Assignments", "Grade Scale", "Scope and Sequence", and "Tests"), "Links" (with links for "Chicago Art Institute Museum", "Middle School Art Curriculum", "Middle School Art Curriculum Map", and "Middle School Curriculum"), "News" (with links for "Schedule and phone number" and "Career Contract"), "Calendar" (with a link for "Elements of Art video"), and "Questions or Comments" (with a link for "Send Email to the teacher").

## 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.

## LINKS

Links to other websites outside of Edline.

## NEWS

Important school or class announcements. Click on an item to read it.

## CALENDAR

Important school or class events. Click an event to read about it.

## EMAIL

(in classes, activities and sports only) Click on the email address to send the teacher a message. The teacher may decide to hide his or her email address.

# PRINCIPIOS BÁSICOS DE EDLINE

Cuando usted accese a la página de Edline, la primera pagina que aparecerá será la de inicio de la escuela. Usted puede acceder a cualquier parte en la página de Edline de la escuela.

La página de la escuela cuenta con información relacionada con actividades en cuanto a clases, clubs, deportes y otras actividades escolares. Estas clases, clubs y deportes cuentan a su vez con su propia página informativa. Todas las páginas se encuentran divididas en secciones representadas con las fotos de abajo. Estas fotos muestran ejemplos de las páginas. Si usted no ve una sección en particular ahí, significa que su escuela aun no está usando esa sección.

Es importante que use todos los accesos y botones de las páginas de Edline para moverse en el sitio de internet. Como regla general, no utilice sus teclas de "forward" o "back" fuera de la página. (Está bien si las usa dentro del sitio en línea de ayuda del sistema "Help system")

Cada sección muestra una foto y una descripción breve. Para mayor información por favor oprima en el espacio azul de "Help" al final de la pantalla.

**BARRA DE NAVEGACIÓN:** Oprima "Home" para ir a la página de inicio de la escuela, "Help" para obtener ayuda y "Logout" para terminar su sesión.

**ATAJOS:** Oprima en "My Shortcuts" para optimizar su cuenta. Oprima en el nombre del estudiante par ver los enlaces de su clase y sus reportes.

**CONTENIDOS DEL USUARIO:** Enlaza a las calificaciones y otros reportes oprima (click *Private Reports*). Enlaza a la escuela y los eventos de la misma oprima (*Combined Calendar*).

**CLASES:** Enlaza a las clases del estudiante en Edline.

**OTROS GRUPOS:** Enlaza con otros grupos de Edline.

**CENTRO DE COMANDO:** Oprima en *My Shortcuts* al principio de la página y maneje su cuenta desde ahí.

The screenshot shows the Edline interface for A. Vito Martinez Middle School. At the top, there is a navigation bar with links for "My Edline", "Home", "Help", and "Logout". Below this, the school name and current class ("ART 6th grade 3rd quarter") are displayed. The main content area is divided into several sections: "Shortcuts" (with links to "My Shortcuts" and "Student's Name"), "User Contents" (with links to "Private Reports" and "Combined Calendar"), "Classes" (listing "ART 6th grade 3rd quarter", "History Period 1", "LANGUAGE ARTS O'Mara, Period 9-10", "MATHEMATICS KEPHART PERIOD 02", "PE Mrs. Williams 03rd Hour", and "Science Keifer Period 04/05"), "My Other Groups" (with a link to "VUSD Curriculum Department"), and "Command Center" (with copyright and privacy information). A central graphic shows a cartoon artist. To the right, there are sections for "Contents" (Assignments, Grade Scale, Scope and Sequence, Tests), "Links" (Chicago Art Institute Museum, Middle School Art Curriculum, Middle School Art Curriculum Map, Middle School Curriculum), "News" (Schedule and phone number, Career Contract), "Calendar" (01/20/10 Wed Elements of Art video), and "Questions or Comments" (Send Email to the teacher).

**CONTENIDO:** En la página de inicio de la escuela puede enlazarlo con todas las clases, actividades y deportes en Edline. También se enlaza con las escuelas o a la información de clases.

**ENLACES:** Enlaza a otros sitios de internet fuera de Edline.

**NOTICIAS:** Avisos importantes de la escuela o clases. Oprima en ellos y lea.

**CALENDARIO:** Eventos importantes o eventos de clases. Oprima en cada evento para leer al respecto.

**CORREO ELECTRÓNICO:** (Solo aplica a las clases, deportes y actividades). Oprima en la dirección de correo electrónico para enviar un mensaje al maestro de su hijo. El maestro puede decidir el ocultar su dirección de correo electrónico.