

Edline Workshop

Pre-workshop Activities:

Checklist:

- 1 LCD projector needed for demonstration
- 2 Request each faculty to:
 - a bring a WORD document
 - b bring an image file
 - c have an event in mind to add to calendar

Demonstration/Discussion Activities:

- 1 Demonstrate features of SOS Edline website (Contents, News, Links, Calendar)
- 2 Visit another Edline school's website for ideas
- 3 Explain how all Edline sites are linked together to allow parents one click access to information about their child or children
- 4 Explain difference between a Document, Folder and Group
- 5 Explain "20-minute Timeout" feature
- 6 Demonstrate "Visibility" function

Activation Activity:

Note: Faculty will activate Edline account before attending workshop.

EDLINE WORKSHOP

Determine which functions you think most beneficial to you, your students and students. What questions are asked most often? Put electronic documents online so that information is available to your parents and students.

Log in to www.edline.net



Have an Account?
Sign in to your account below.

Screen Name [Forgot screen name?](#) Password [Forgot password?](#)

[Activate an Account](#)
Click here if you have a new activation code.

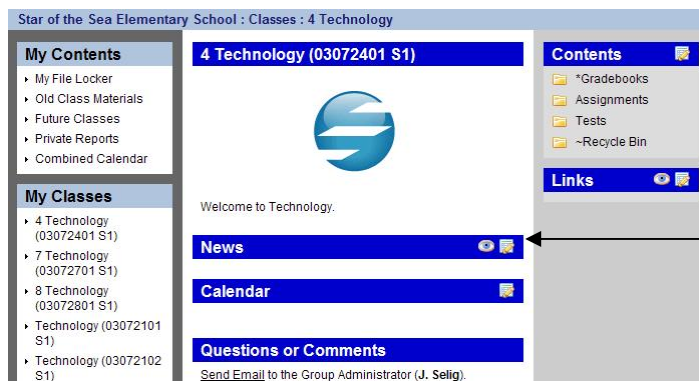
I. My Classes (left column)

- Click on **My Classes**
- Choose a specific class title to rename
- In the **Command Center**, (bottom left column), click on the **Manage Class** link
- In the **Class Name** box, type new class name **Title**
- Scroll down and click on **Save** button at bottom
(You may also add an image here).

II. News, Calendar (center column)

News: Add a document (i.e.: welcome letter, introduction to the class or a note about upcoming weeks).

- Click on the **Edit** function (little notepad) on right side of "News" banner.



- Click on **Add** button. Choose type to add.
- Type name in **Document Title** box.
- Type info in **Document Summary** box.



Note:

There are 3 ways to add information:

1. Enter text by Hand - Insert text, this is for adding one or two sentences only.
2. Import an Existing File - Upload a document, click on Edit in "Contents" section.
 - Choose **Add a Document** button
 - **Title** the document (i.e.: *Class Rules*)
 - Click on **Browse > Import** document.
3. Upload a Web Document - save webpage to your desktop, and then import it.

Add Content. Click on one of the choices.

EXAMPLE: Import an Existing File:

- Click on **Browse** button
- Locate file to upload, click on **Open > Import** button

Multiple Posting.

- Choose another class from **Available Groups >** highlight class name > click **Add Button > Save** button. The click on **Done** button.
- You should see your first news item on your webpage!

Calendar: Enter homework, projects, quizzes, tests (with corresponding dates). Also add field trips, special events or "extra credit" assignments to entice students to use Edline.

- Click on **Edit** in the Calendar section.
- Click and choose **Event**, click on **Add** button.
- Type **Document Title** in provided box.
- Choose correct month, day, and year in **Calendar Date**

Add Content (see News above)

Multiple Posting (see above)

- Save** button > **Done** button

III. Contents (right column) Add information such as syllabus, rules, tests, assignments...)

Choose and click on a class under "My Classes."

You will see "Gradebooks," "Activities," "Assignments" and "Tests" listed under Contents.

Assignments: Found under "My Classes," click on a class name (ie: *4Tech*).

- Under "Contents" (right column), click on "Assignments"
- Click on **Edit** icon
- Choose type to add (Document)
- Click on **Add** button
- Type name in **Document Title** box.
- Type info in **Document Summary** box.

Add Content. Click on one of the choices. (see News above)

Add Image (optional)

Multiple Posting. Choose another class from **Available Groups >** highlight class name > click **Add Button > -- Save** button. Then click on **Done** button.

- You should see your first News item on your webpage!

IV. Links

- Click on one of your classes listed under **My Classes** (left column).
- Add links by clicking on **Edit** icon under **Links** (right column, under "Contents").
- Select "link" from small drop down menu box, click on the **Add** button (top).



Links, continued -

- Type name of link (or webpage) in **Document Title** box.
- Type info in **Document Summary** box.

Multiple Posting. Choose another class from **Available Groups** > highlight class name > click **Add Button**.
 -**Save** button. Then click on **Done** button.

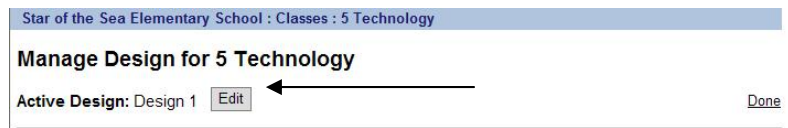
Images: You can add images to your webpage.

- Choose a class webpage you wish to add an image to. (My Classes)
- Click on **Manage Class** > Scroll down to **Image**.
- Click on the **Browse** button for image > open image, upload image.
- Click **Save** button.

V. Manage Design

- In the **My Classes** section (left column), click on class you wish to edit the web design.
- In the **Command Center** (left column, bottom), click on **Manage Design**.

Active Design. Click on the Edit button.

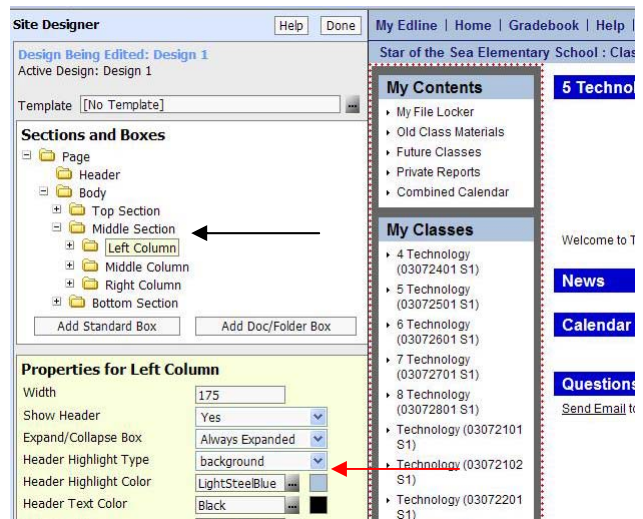


Sections and Boxes.

- Click on **Left Column** folder. (Notice red line surrounds section).

Properties for Left Column.

- EXAMPLE: Left Column folder is displayed.
 (Note: Properties will change depending on which folder you click on in "Sections and Boxes").
 -You can change the color, width, Font, etc. by clicking on each different **drop down** menu.



- When satisfied with new design, click on the **Apply** button.
- You may go back to original or last saved design by clicking on the **Clear** or **Revert** buttons.
- When design complete, click on **Save** button > then **Done** button.

