

Edline/GradeQuick Teacher Setup
September 28, 2005

Bring Class ID number list from Grade Quick

1. Go to Internet
2. The URL is <http://www.edline.net>
3. Activate an Account
 - a. **“Click here if you have a new activation code”**
4. One Time procedure (1st time log in to Edline)
 - a. 12 digit Authorization Code (All Teachers will receive an authorization code)
 - b. Make sure your name appears beside blue bullet
 - c. Click on “Activate This Code”
 - d. Click on “I Agree”
 - e. Click on “New Account” button
 - f. Type in a screen name and password.
 - i. Be prepared to use a different screen name because someone else may be using the same screen name.
 - ii. Try to make the password something you can remember but not obvious to students
 - g. Type in your personal information – First and last name
 - h. Click on “Continue”
 - i. Type in your email address
 - j. Answer yes to both questions
 - k. Choose one of the security questions and answer it.
 - l. Click “Update”
 - m. Click “Done”
 - n. Logout
 - o. Click “OK”
5. Type in your screen name and password
 - a. Click “Sign In”
6. Set up “My Classes”
7. Click on 1st Class ID number
8. Go down to Command Center
 - a. Click on Manage Class
 - b. Change Class Name
 - i. List in chronological/alphabetical order depending on which you list first
 - ii. **DO NOT CHANGE CLASS ID (LEAVE AS IS)**
 - iii. Choose <Save and Return>
 1. Able to see new name is listed under “My Classes”
 - iv. Click on next class and proceed through all the classes remaining and rename each class.
 - c. To Edit or change the class description, click on “Manage Class”
 - i. Class Description – type in “Welcome to . . .”
 1. You can change the font, color, size, alignment of the text in this box.

2. <Save and Return>
- ii. Do the same process for all of the classes
- d. To change image
 - i. Click on Manage Class
 1. Minimize the Edline Window
 2. Open up a new Internet Window
 3. Find a picture from Internet or clip art (This is optional)
 - a. If you wish, you can keep the optional book graphic picture on your class page.
 4. Save picture of clip art to the **H: Drive**.
 5. Maximize Edline Window
 6. Click on Browse
 7. Go to the **H: Drive** and find the image
 8. Click on Open
 9. Save and Return
 - a. This will allow you to view your new image on your class page.
 10. Repeat inserting picture for each class.
- e. Create Grade Folders
 - i. Go to Contents on right side of screen and click on <Edit>
 1. Under “Select the type to add”
 - a. Scroll down and change Document to Folder
 - i. Click <Add>
 - b. Folder Name <1st 9 Week Grades>
 - c. Folder Description – Leave blank
 - d. <Save & Return>
 - e. Click <Add>
 - f. Folder Name <2nd 9 Week Grades>
 - g. Folder Description – Leave blank
 - h. <Save & Return>
 - i. Do this for all 4-9 weeks
 - j. Click <Done>
 - k. Look under Contents section
 - i. View all folders that were just created
 - l. This process must be repeated for all Class Sections
 - i. It is not possible to copy folders from one class to the rest of the class sections
- f. Sending Grade Updates to Edline
 - i. Open GradeQuick
 - ii. Open all classes
 - iii. Click on <Send to Edline> on GradeQuick toolbar
 1. **NOTE: Review the Print Preview to be sure the information that appears is the info you want.**
 2. To make changes, use the menu bar. After making changes, go to Print and choose Save Configuration.

- iv. Click on <PRINT>
 - 1. **Do not click on Printer Icon**
 - 2. Click <Send to Edline>
- v. Note: If you want to send 1 student, or selected students, you have the option
- vi. If you want to send updates to on all students, click on <Send several files>
- vii. Click <OK>
- viii. Message box pops up, click <OK>
- ix. Window pops up “Select Multiple GradeQuick Files”
 - 1. Double click on any class files that you want to upload to Edline.
 - a. When double clicking, the file is moved from left box to right box- it is called “Files to combine”
 - b. <OK>
 - x. A message for each class pops up one at a time and click <Yes> for each.
- xi. Click on “Select All” which will highlight all the kids from the classes that you have selected to upload.
- xii. Click <OK>
- xiii. Enter a “Report Description”
 - 1. Type the name of the file (ex. “1st 9 week grades”) that you want to update to Edline
 - 2. NOTE: When typing the file name, use the exact folder name that is used in the content section of Edline (ex. 1st 9 Week Grades)
 - 3. Not using the same naming convention will create additional folders which will create confusion for the teacher and the parents.
 - 4. In the future, you will be able to choose the folder from the pull down arrow.
- xiv. Click <Send this report>
- g. For Security Purposes
 - i. Edline has the teacher log back in with user name and password again.
 - ii. Click <OK>
 - iii. Wait while Edline processes the update
 - iv. Edline will show the teacher what classes were successfully uploaded.
 - v. Click <Back>
 - vi. Proceed with Edline or quit Edline.