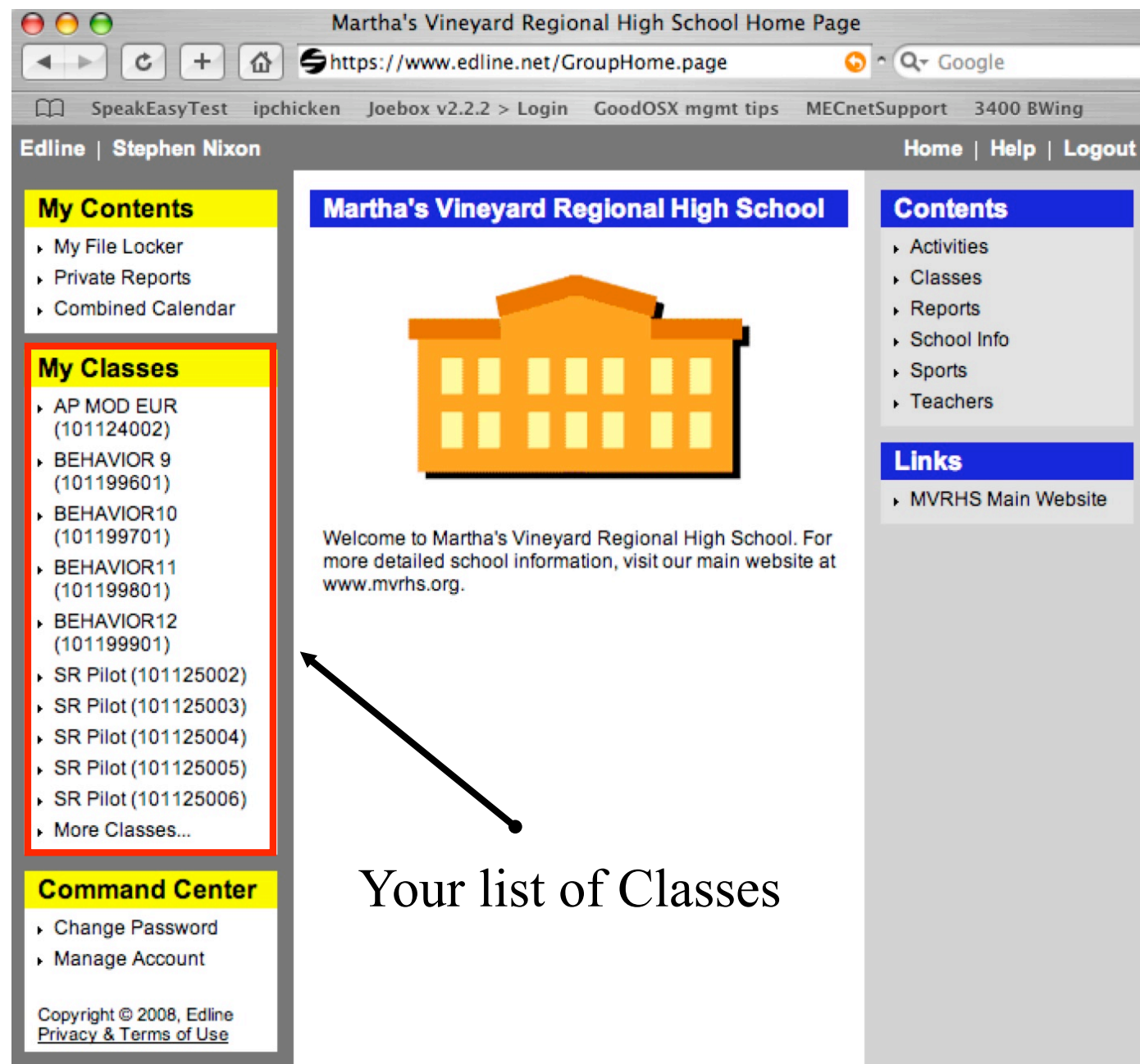


Creating Classroom Pages in Edline

When you open Edline, your "homepage" should look similar to this. The actual pages that students and parents see will be the "class pages". Notice your list of classes on the left side. Click on the class to begin "edited". (remember to login to your account go to www.edline.net)

Please use Firefox when accessing Edline to have access to all of the Edline tools.



The screenshot displays the Edline homepage for Stephen Nixon at Martha's Vineyard Regional High School. The browser window shows the URL <https://www.edline.net/GroupHome.page>. The page layout includes a top navigation bar with links like 'Home', 'Help', and 'Logout'. The left sidebar contains three main sections: 'My Contents' (My File Locker, Private Reports, Combined Calendar), 'My Classes' (a list of classes including AP MOD EUR, BEHAVIOR 9-12, and SR Pilot classes, highlighted with a red box and an arrow pointing to it with the text 'Your list of Classes'), and 'Command Center' (Change Password, Manage Account). The main content area features a school building icon and a welcome message: 'Welcome to Martha's Vineyard Regional High School. For more detailed school information, visit our main website at www.mvrhs.org.' The right sidebar contains 'Contents' (Activities, Classes, Reports, School Info, Sports, Teachers) and 'Links' (MVRHS Main Website).

The Class Screen

Everything but the left hand column is similar to what the students and parents will see. It is the "homepage" for each of your classes. To add content, you will select the EDIT button next to "Contents". To add Links click the EDIT button next to Links

The screenshot shows a web browser window titled "BEHAVIOR12 Home Page". The address bar displays "https://www.edline.net/pages/Vineyard/Classes/101". The browser's toolbar includes navigation buttons and a search bar with "Google". Below the browser window, a navigation bar shows "Edline | Woody Filley | (Stephen Nixon)" on the left and "Home | Help | Logout" on the right. The main content area is divided into three columns. The left column contains three sections: "Viewing" with a link to "Done Viewing" and "Stephen Nixon"; "User Contents" with links to "Private Reports" and "Combined Calendar"; and "Classes" with a list of classes including "AP MOD EUR (101124002)", "BEHAVIOR 9 (101199601)", "BEHAVIOR10 (101199701)", "BEHAVIOR11 (101199801)", "BEHAVIOR12 (101199901)", and several "SR Pilot" classes. The bottom of the left column is a "Command Center" with links to "Manage Class" and "Send Email". The middle column features a blue header "BEHAVIOR12 (101199901)" above a graphic of three stacked books (blue, orange, and red). Below the graphic is the text "Welcome to BEHAVIOR12." and two blue buttons labeled "News" and "Calendar", each with an "Edit" link. The right column has a blue header "Contents" with an "Edit" button, followed by links to "Assignments" and "Tests". Below this is a blue button labeled "Links" with an "Edit" button. The "Edit" buttons for "Contents" and "Links" are circled in red.

Adding Content to the Class Page

The screenshot shows a web browser window titled "Directory List" with the URL <https://www.edline.net/ResourceList.page>. The browser's address bar and search bar are visible. Below the browser, a navigation bar includes links for "Edline", "Woody Filley", "(Stephen Nixon)", "Home", "Help", and "Logout".

The main content area displays a table of resources for "BEHAVIOR12 (1-2 of 2 items)". The table has columns for "Name" and "Modified". The "Name" column contains links for "Assignments" and "Tests", each with an "Edit" button next to it. The "Modified" column shows dates "Feb 14".

Annotations with arrows point to specific elements:

- An arrow points from the "Edit" button for "Assignments" to a text box at the bottom left.
- An arrow points from the "Assignments" link to a text box at the bottom center.
- An arrow points from the "Add" button in the "Select the type to add." box to a text box at the bottom right.

The "Select the type to add." box is a modal dialog with a dropdown menu set to "Document", an "Add" button, and a "Done" button. Below the table, there is a "Manage Selected Items" section with buttons for "Copy To...", "Move To...", "Approve", "Reject", "Delete", and "Change Visibility...".

Use the Edit button to change the name, visibility, or manage access to the folder. If this is a document use Edit to edit the document.

These are the two folders under the Contents tab. Click on them to open the folder to view or add new items.

Use the pull down menu to select the type of new content and the add button to create it.

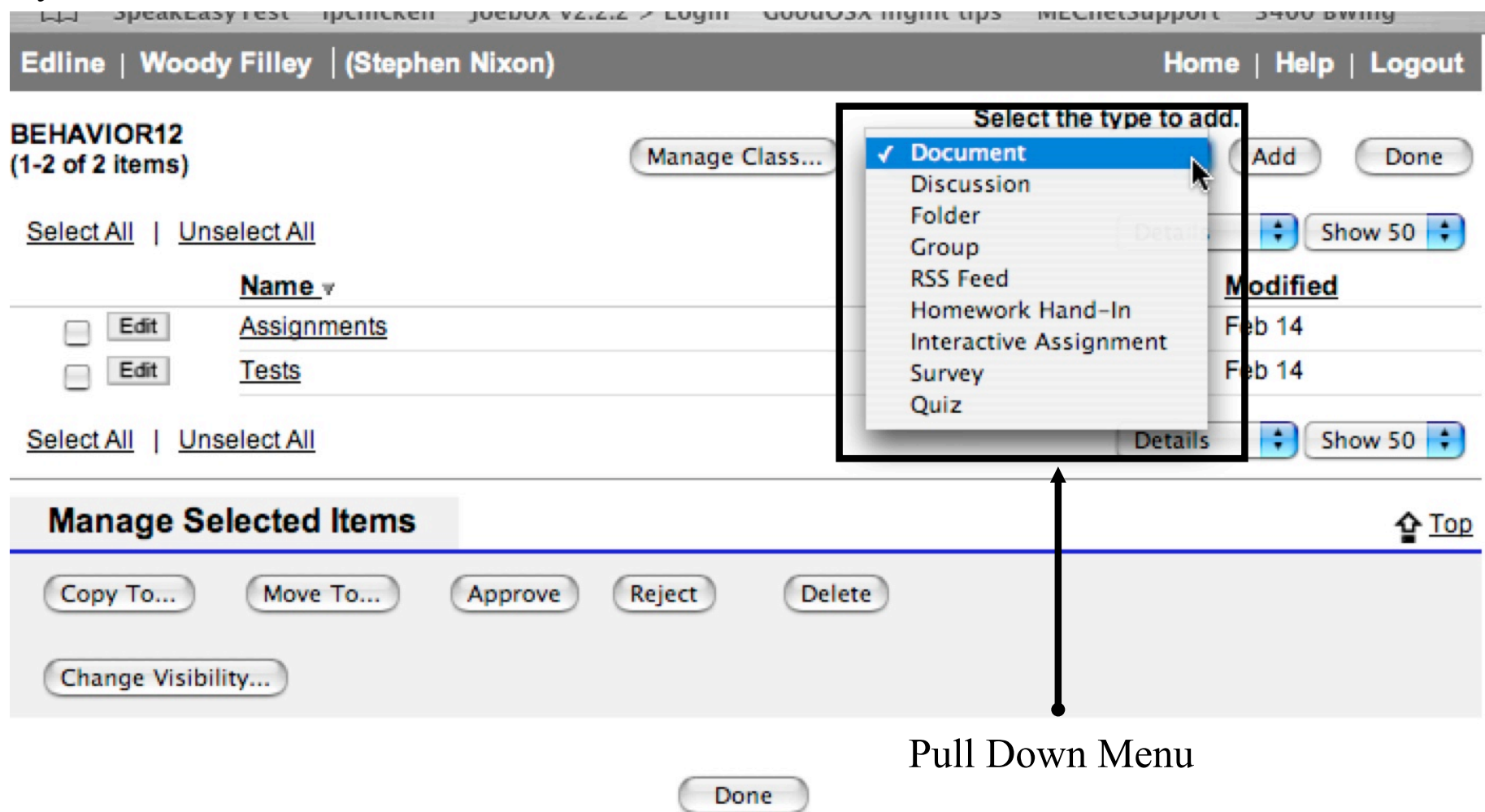
Content Options

The pull down menu gives you options for the type of page/content you want to create. For now we will look at the basic types.

Document - similar to a web page, the document can contain text, graphics, and links. This could be a page for your syllabus, homework, a work sheet, etc.

Folder - if you have a number of pages of information for your site, you may want to organize them in folders for organization and browsing purposes. In the picture below Assignments and Tests are folders.

Edline also allows you to create discussion groups (like blogs), homework hand-in box, interactive assignments with your students, surveys, and online quizzes. You can use the help menu in Edline or let the tech department know of your interest in these additional features.



Adding a Document

When you select the add document, you will be presented with this window. Here you will:

1. Give the document a title/name. You can add a summary to help further identify it.
2. Add the content - 3 choices - We would suggest using the Enter Text By Hand - If you import a file the student or parent will need the program to open the file (ie. a parent will need Appleworks if you upload an Appleworks file.
3. If your page is the same for multiple classes, use the Multiple Posting to enter it into all of the desired classes.

Summary Information

This document is in BEHAVIOR12
Last Modified: 06/20/08

Document Title:

Document Summary:
(This is displayed when the mouse is placed over the item.)

Calendar Date: Enter date if you want to also display this on the calendar

Add Content

Click one of the options below to add content:

- **Enter Text By Hand (with optional link and image)**
- [Import an existing file](#) (e.g. MS Word, PDF, Excel)
- [Upload a web document](#) (a .zip file containing web pages)

Multiple Posting

Select one or more groups and use the "Add" and "Remove" buttons.

Available Groups:

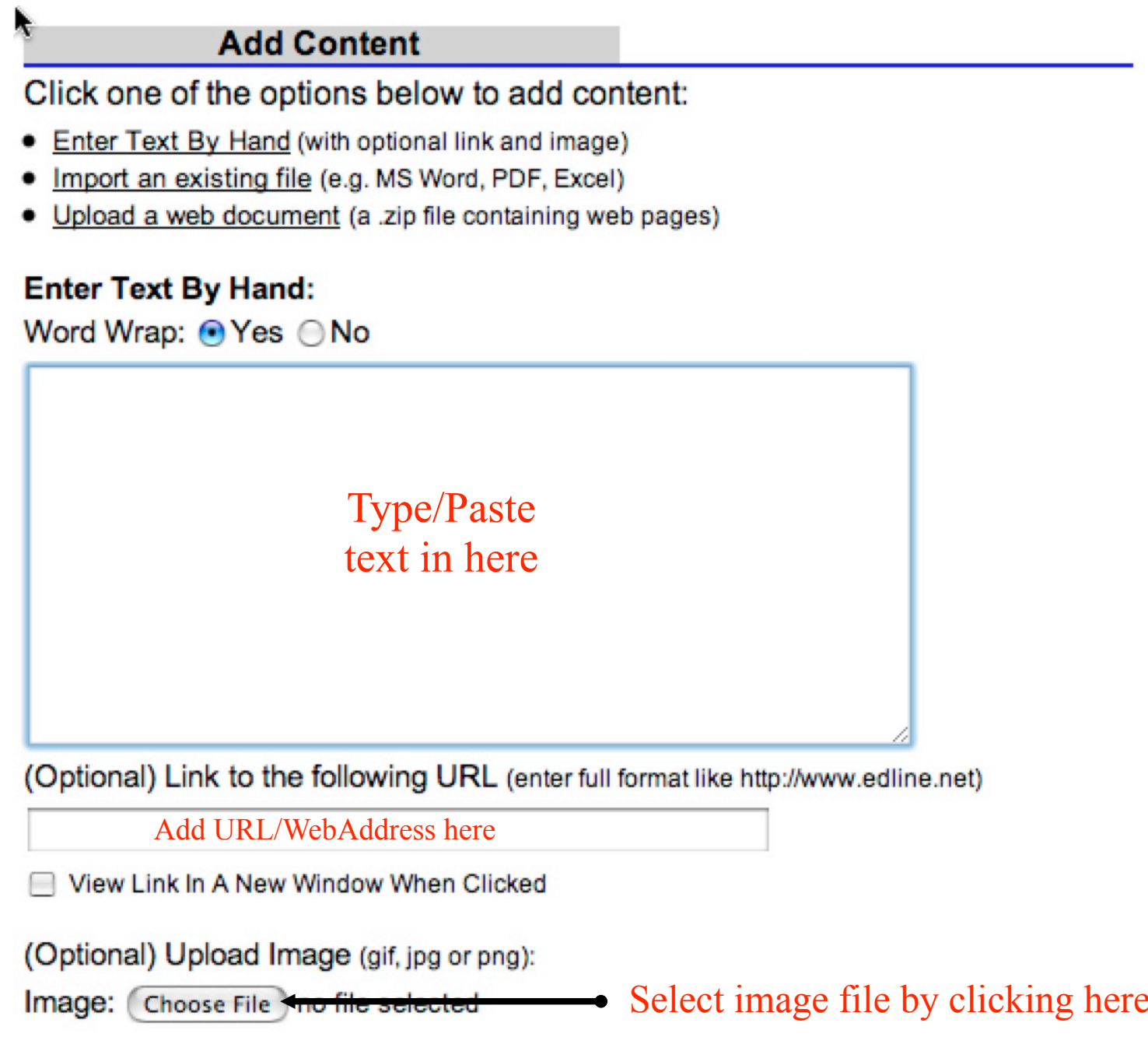
Martha's Vineyard Regional I

Additional Posted Groups:

Entering Text By Hand

When entering text by hand (or copying from a document and pasting it into here, you have the following options.

1. You can enter text by typing it into the box, or by going to your original document (Word file, PDF, etc.) and selecting the text, copying it, and pasting it into the text box.
2. You can add a URL/Weblink in the second box to appear on the page (1 link per page)
3. You can add an image to your page using the Upload Images (you must select the file using Choose File and import it.



Add Content

Click one of the options below to add content:

- [Enter Text By Hand](#) (with optional link and image)
- [Import an existing file](#) (e.g. MS Word, PDF, Excel)
- [Upload a web document](#) (a .zip file containing web pages)

Enter Text By Hand:

Word Wrap: ☒ Yes ☐ No

Type/Paste
text in here

(Optional) Link to the following URL (enter full format like http://www.edline.net)

Add URL/WebAddress here

☐ View Link In A New Window When Clicked

(Optional) Upload Image (gif, jpg or png):

Image: Choose File no file selected

Select image file by clicking here

Editing Text/Adding Links and more

When adding or editing text in a document, you can use the Convert to Rich Text button which gives you a multiple of editing features, including adding internet links to your document.

Remember, you must be using Firefox for this to work.

Event Recurrence...

Add Content

- Import an existing file (e.g. MS Word, PDF, Excel)

Enter Text By Hand: Convert to Rich Text ← Click this box to gain additional editing tools

Word Wrap: ☒ Yes ☐ No

MEHAP
1st Quarter Syllabus

Sept. 5- INTRODUCTION

Sept. 9- The Middle Ages- pp. 13- 26 Palmer
Collapse of Rome, tribal movement, Franks, Angles, Saxons
Questions: What factors contributed to the decline and
breakup of the Roman Empire?
Describe the origins and accomplishments of Charlemagne's
Empire. What accounted for its fall?
Machiavelli and the Prince-online book and background
information

Sept. 11- Middle Ages- pp. 26 - 35 Palmer

(Optional) Link to the following URL (enter full format like <http://www.edline.net>)
http://www.go-today.com/site_gtweb/rome-vacations.asp?WT

Advanced Editing/Inserting Links

When the Text is converted to Rich Text Format, you will have access to a full featured editor. Included with this is the capability of making links by doing the following.

1. Select the text that you want to hyperlink to a website
2. Click the Link Button
3. Enter the link in the Link URL box.

With text selected, click the link button highlighted here) - A box will appear similar to the one on the left of this image



https://www.edline.net - Inser...

Insert/edit link

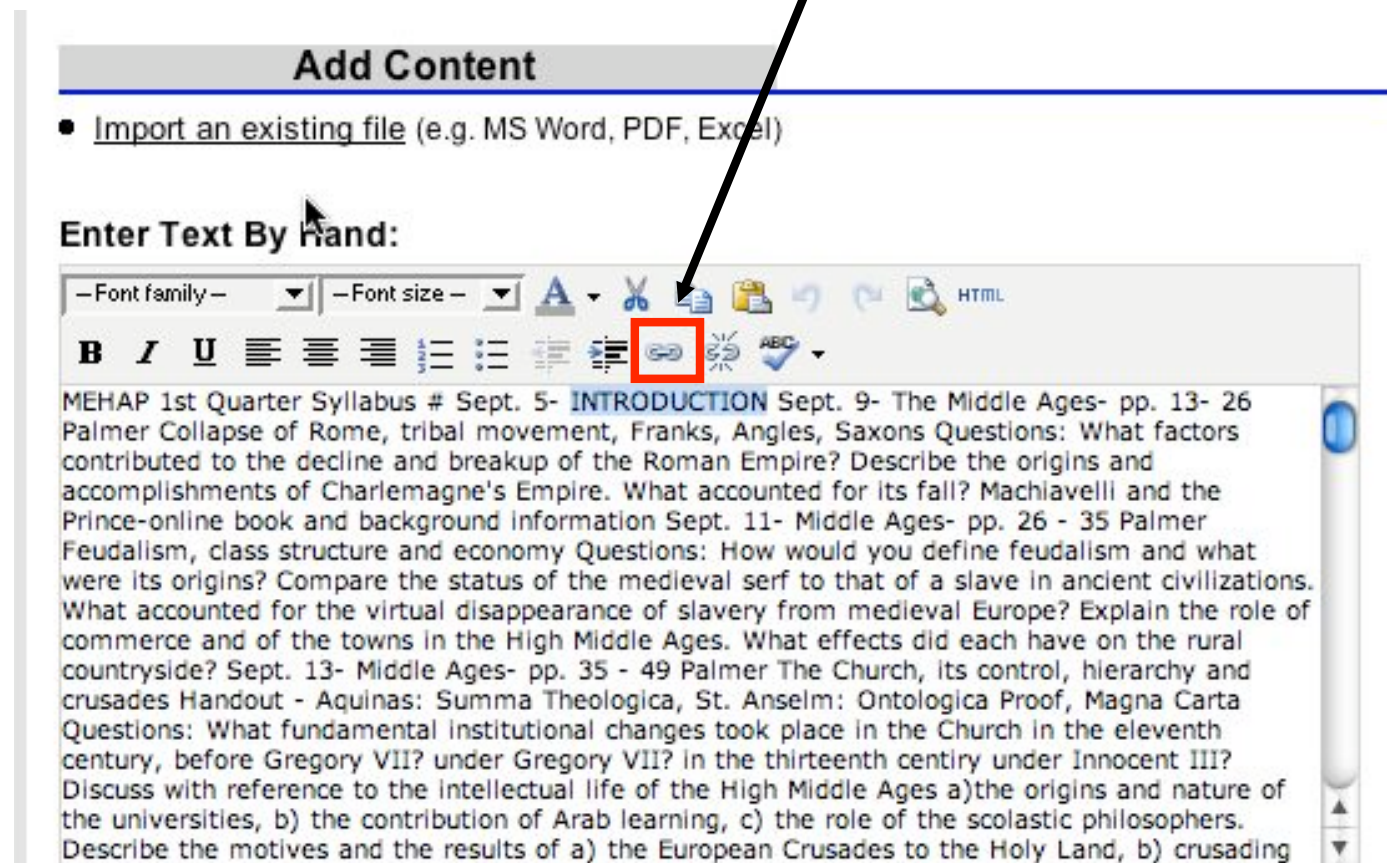
Link URL

Target

Title

Insert Cancel

Done www.edline.net



Entering Links into the Links Tab

The screenshot shows the BEHAVIOR12 Home Page in a web browser. The browser's address bar displays the URL <https://www.edline.net/pages/Vineyard/Classes/101>. The page header includes navigation links: Edline | Woody Filley | (Stephen Nixon) and Home | Help | Logout. The left sidebar contains several sections: Viewing (Done Viewing, Stephen Nixon), User Contents (Private Reports, Combined Calendar), Classes (a list of classes including AP MOD EUR, BEHAVIOR 9, BEHAVIOR10, BEHAVIOR11, BEHAVIOR12, and SR Pilot), and Command Center (Manage Class, Send Email). The main content area features a blue header for 'BEHAVIOR12 (101199901)' with an 'Edit' button. Below this is a graphic of three stacked books and a 'Welcome to BEHAVIOR12.' message. At the bottom of the main area are 'News' and 'Calendar' sections, each with an 'Edit' button. On the right side, there is a 'Contents' section with 'Assignments' and 'Tests' links, and a 'Links' section with an 'Edit' button. The 'Links' section and its 'Edit' button are highlighted with a red rectangle, and a black arrow points to the 'Edit' button. A red text annotation below the arrow reads: 'Select the Edit button next to Links to add Internet links for your students to access'.

BEHAVIOR12 Home Page

<https://www.edline.net/pages/Vineyard/Classes/101>

SpeakEasyTest ipchicken Joebox v2.2.2 > Login GoodOSX mgmt tips MECnetSupport 3400 BWing

Edline | Woody Filley | (Stephen Nixon) Home | Help | Logout

Viewing

- Done Viewing
- Stephen Nixon

User Contents

- Private Reports
- Combined Calendar

Classes

- AP MOD EUR (101124002)
- BEHAVIOR 9 (101199601)
- BEHAVIOR10 (101199701)
- BEHAVIOR11 (101199801)
- BEHAVIOR12 (101199901)
- SR Pilot (101125002)
- SR Pilot (101125003)
- SR Pilot (101125004)
- SR Pilot (101125005)
- SR Pilot (101125006)
- More Classes...

Command Center

- Manage Class
- Send Email

BEHAVIOR12 (101199901) Edit

Welcome to BEHAVIOR12.

News Edit

Calendar Edit

Contents Edit

- Assignments
- Tests

Links Edit

Select the Edit button next to Links to add Internet links for your students to access

Adding a Link

To add a link to the Links menu you must:

1. Enter the name you want to appear on the page
2. Either copy the link from your browser address bar and paste it into the Link box, or type it in directly.
3. You can add your link to multiple class pages by using the Multiple Posting option - Select the classes and click the add button to have the link appear on those pages as well.

This document is in Links

Last Modified: 06/20/08

Document Title:

Put name of link here

Document Summary:

(This is displayed when the mouse is placed over the item.)

Calendar Date:



Enter date if you want to also display this on the calendar

Event Recurrence...

Link to the following URL (enter full format like http://www.edline.net)

Type or Paste URL in here

☒ View Link In A New Window When Clicked

Multiple Posting

Select one or more groups and use the "Add" and "Remove" buttons.

Available Groups:

Martha's Vineyard Regional I

Add >>

<< Remove

Additional Posted Groups:

Select other classes to add link to those pages