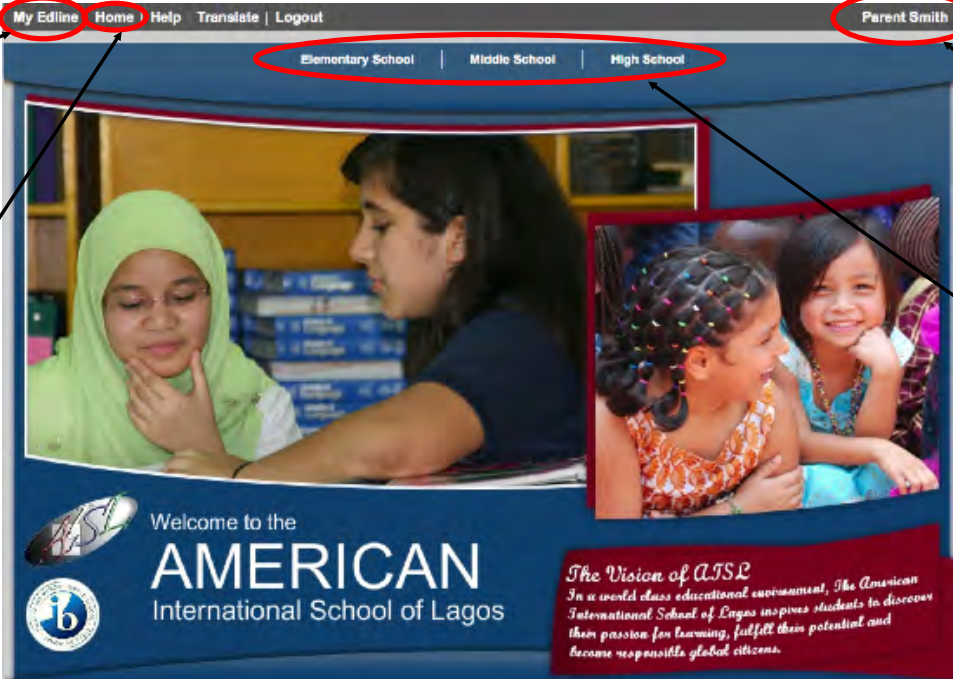


Parent Help For Edline

Here is some basic information that should get you well underway as you begin using Edline. At this point, we are assuming you have activated your account with the code that was sent home a few weeks ago. If you have not activated your code, please e-mail jstewart@aislagos.com (PreK-5) or jklancke@aislagos.com (6-12) and we can get you the instructions with your activation codes. You can also contact us at any time with problems, concerns, suggestions, and frustrations....we will get your needs resolved.

To begin, go to www.edline.net and log in. This will bring you to the following screen.

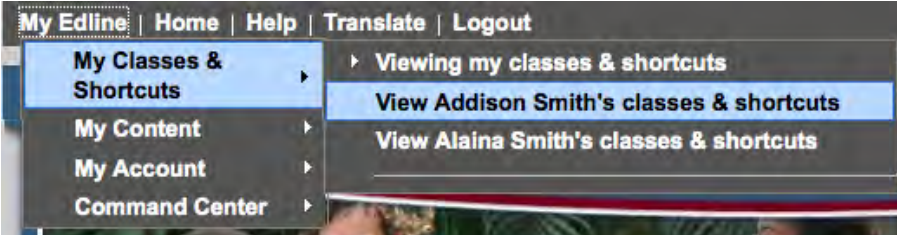


The screenshot shows the Edline parent portal home page for the American International School of Lagos. The page features a navigation bar at the top with links for "My Edline", "Home", "Help", "Translate", and "Logout". Below the navigation bar are three tabs for "Elementary School", "Middle School", and "High School". The main content area includes a large photo of a teacher interacting with a student, a smaller photo of two children, and a logo for AISL. A quote from the school's vision statement is also present.

Annotations on the screenshot:

- My Edline**: Where most of your navigation will take place
- Home**: Gets you back to the main start page (if you get lost or confused...great way to "Start over.")
- Parent Smith**: Tells you who you are logged in as
- Elementary School | Middle School | High School**: Where to find school wide information

To get started, hover the mouse over "My Edline," go down to "My Classes and Shortcuts," and select the child you would like to view.



The screenshot shows the "My Edline" dropdown menu. The menu items are:

- My Edline
- Home
- Help
- Translate
- Logout

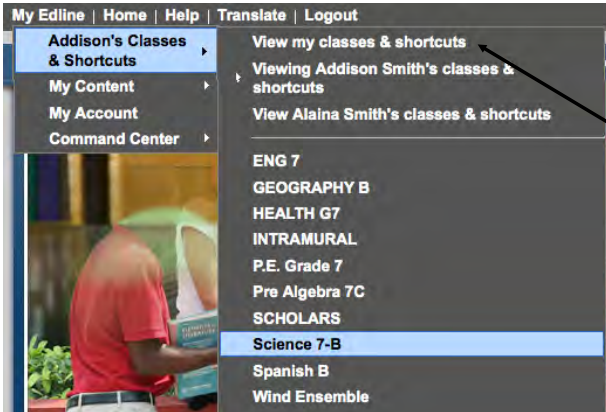
The "My Classes & Shortcuts" item is expanded, showing a sub-menu with the following options:

- Viewing my classes & shortcuts
- View Addison Smith's classes & shortcuts
- View Alaina Smith's classes & shortcuts

Your title bar will now reflect which child you are viewing. In this case, Mr. and Mrs. Smith are viewing Addison. This is valuable to keep track of who you are signed in as, and who you are viewing. When you have multiple children at AISL, sometimes it can get confusing

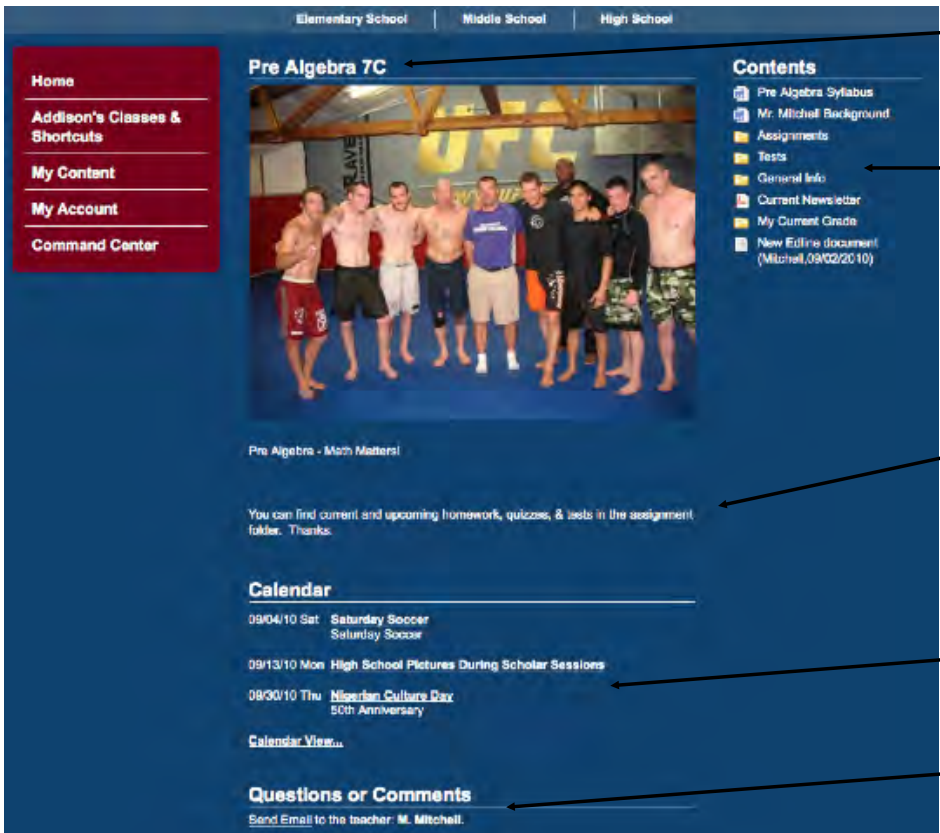


Now you are able to view your child's class. Again, go to "My Edline." Now you are viewing Addison's classes. Choose a class to start gathering information



It is also important to point out here that there are 3 separate users for this particular account. The Smith parents, Addison, and Alaina. You are allowed to view your kids, but not change their settings. In order to change anything in your account (password, e-mail, notifications, etc), you will need to select your account.

You are now viewing a specific class that your child is enrolled in. Even though pages all have a similar layout, the content within each page can be drastically different, depending on where the teachers places information, and what they choose to share.



Current Class

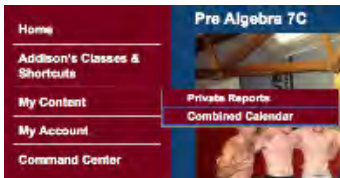
Class specific content

Narrative area the teacher can "free type"

Class calendar that will also include school wide events

Contact the teacher for this class

On the left side of the page (any page while viewing your child's classes), you can go to "My Content" and over to "Combined Calendar." This will pull all the calendar items from ALL of their classes. This will be the best way to see what your child will be doing over the next week, month, or year...depending on how far in advance the teachers add things.



At this point, we are still standardizing the way assignments are added. This calendar will not be FULLY functional for a week or so. With time, this will probably be your best source of information.

My Edline Home Help | Logout Parent Smith (Addison Smith)

American International School of Lagos : Classes : Pre Algebra 7C

Combined Calendar for Addison Smith (1-6 of 6 items) List Items Done

View: Monthly current month Highlight: <none> Print-Friendly View

September 2010 Note: Place your cursor over an event for more details (if available).

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Integer multiplication & division MS Back to School Night	2 Assignment Replacement Activity	3 Assignment Replacement Activity	4 Saturday Soccer
5	6	7	8	9 Assignment Replacement Activity	10 Assignment Replacement Activity	11
12 High School Pictures During Scholar Sessions	13	14	15	16 Assignment Replacement Activity	17 Assignment Replacement Activity	18
19	20	21	22	23 Assignment Replacement Activity	24	25
26	27	28	29 Nigerian Culture Day	30		

current month

You can use this drop-down menu to view different types of events

For more information on a particular project, test, assignment, or any other event, click on it. It will take you to the class that added it, and you will be able to view any additional information the teacher provided.

Retrieving Progress Reports

To get the progress reports teachers post, go to "My Content" and over to "Private Reports." If you are viewing your child's account, things will be very clear. If you are under your account, you might get the message "no items found." If this is the situation, you will need to use the drop down menu to select the child you would like to see the reports for.

The screenshot shows a web interface for "American International School of Lagos". At the top, there are navigation links: "My Edline", "Home", "Help", and "Logout". Below this is the school name. The main section is titled "Private Reports for" followed by a dropdown menu currently set to "Addison Smith" with "(1-4 of 4 Items)" next to it. The dropdown menu is open, showing options: "Parent Smith", "Addison Smith" (highlighted), and "Alaina Smith". Below the dropdown is a table with four columns: "Report Date", "View Home Page", "Class", and "Report Name". The table contains four rows of data. A "Done" button is located at the bottom right of the table area.

Report Date	View Home Page	Class	Report Name
09/02/10	View	Band Ensemble	Student Report
09/02/10	View	P.E. Grade 7	My Current Grade
09/01/10	View	SCHOLARS	MS-French
08/31/10	View	Pre Algebra 7C	My Current Grade

↑
Date the report was sent

↑
Click to view the report

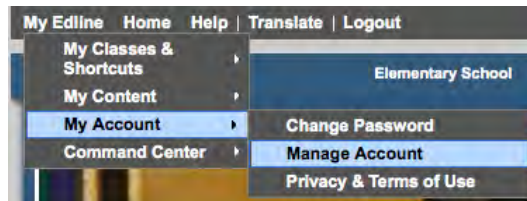
↑
Click to view the class the report was from

Done

↑
What the teacher named the report

Personal Information

Now that we have covered a few basics of how to see your child's information...we NEED to make sure your information is up to date, and you are getting the correct notifications. Go to "My Edline" and select "View My Classes and Shortcuts." Again, go to "My Edline" (notice that the kids information is gone), down to "My Account," and finally over to "Manage Account."



This is where you can add multiple parent e-mails, tell the school you would like to receive school messages, and be notified when new grades are posted. It will also tell you the status of your e-mail



Things To Think About...And We Can Help With

Are your child's accounts "connected" so you can see them under one username and log-in?

Are you getting e-mail alerts?

Do you need/want the name that appears on the top right of the screen changed to minimize confusion?

Are the wrong classes showing up under your child's name?

Anything else you can think of.....???????