

Introduction

Everyone in the school has been assigned an activation code that allows him or her to set up an Edline account, with the exclusion of parents that have only a kindergarten student. Parents who have more than one child at First Academy will receive an activation code for each of their children.

Screen 1

1. Go to the Edline home page by entering www.edline.net.
2. Click the link below "Activate An Account".

Screen 2

1. Enter your activation code and click Enter.
2. If you have a second or third child enter their activation codes and click enter.
3. Click on "Activate These Codes".

Screen 3

Please read the privacy policy and terms of use and click I agree.

Screen 4

Click on "New Account", unless you are a teacher and a parent of a current First Academy student then click "Combined Account".

Screen 5

Type in a screen name and password.

Screen 6

1. Type in your email address.
2. Please click on "yes" to the two questions below.
The first "yes" will allow teachers and the school to communicate with you via email.
The second "yes" will allow Edline to email you a notice when new reports are posted to your child's account.
3. Enter a security question and answer in case you forget your password.
4. Click Update

Screen 7

Click "Done" on the upper right hand corner of the screen.

Screen 8

1. You now have an account and your children's names should appear under Shortcuts.
2. Click on your child's name.
3. All of your child's classes will appear under "Classes".
4. Click on one of the classes in order to view a report on that subject.
5. Under contents it will show any reports that have been sent to Edline.
6. Click on a report.

Screen 9

1. On the left-hand side, you will notice your child's name as well as their current average in this class. Although it says final average, it is not a final but rather the current average. Also you will notice the school's current attendance record on your child.
2. The body of the report allows you to view all of your child's current test grades, homework grades, as well as class participation grades. You can distinguish these grades by looking at the category next to the grade.
3. Also the report gives dates for every entry.
4. Finally you can print these reports to review them with your child or for your records.
5. Click on Done when you are finished viewing your child's report.

Screen 10

1. Finally, if you need help, click on "help" at the upper right-hand corner of the screen.

Screen 11

1. You can find a whole list of help topics by clicking on "see a full list of help topics" on the right-side of your screen.
2. If you still have questions, contact the Edline manager of our school, our very own Jesse Silver. Call school or email Jesse at jsilver@firstacademyonline.com.