DEALING WITH CLASS PAGES

Renaming, Hiding, and Adding My TeacherWeb URL

Class Pages – This year

As we transition during the 2013-2014 school year from TeacherWeb to Edline all material on your class webpages will be public pages, similar to TeacherWeb.

However, Edline is designed to be interactive and personalized.

Class Pages – Next year

Next year parents and students will be able to log in to Edline. All of their pertinent information (classes, clubs, sports, and combined calendars) will be available to them under "My Edline".

As early as 2014/15, teachers may have the ability to assign assignments online and students will be able to submit their work via a "homework dropbox". Classes and students are connected.

For this reason, many teachers will see multiple class sections listed under their profile.

Class Pages in Edline

It is necessary to rename classes so that students/parents can locate their class when they are signed in (this is more important for next year when students and parents have logins).

Classes

ADV MTH SMNR 2 10	AP CALC BC 10	AP CALC BC 10
ALGEBRA 1 B 7	AP CALC BC 10	ALGEBRA 1 B 7
ADV MTH SMNR 1 10		

The code on each of your class pages corresponds with SchoolTool. You will see this code only when you are signed into Edline, the public only sees class names as listed above.

ALGEBRA 1 B 7 (_AHS_3115-6)

Renaming Classes –
Secondary Teachers

There should be a class listing for each class/section that you teach.

Please re-label each of your classes as follows:

- High school – Class Period followed by Class Name (e.g. 1st Period Chemistry Honors or 5th Period English 10 Regents)

- Middle School – Class Period followed by Class Name followed by Team # (where applicable) (e.g. 1st Period Science Team 1 or 2nd Period Algebra I Team 7)

*Please use the numeric 1st, 2nd, etc. NOT First, Second, etc…

*If you teach ½ year courses, hide spring semester classes.

Renaming Classes –
Elementary Teachers

- **Classroom Teachers** – We have only imported one class for elementary classroom teachers (literacy), please rename this class with your name and grade level (e.g. Mrs. Jones's 5th Grade Class)
- **Special Teachers-** you will have a class section for each class you teach.
  - Hide all but one class (can have a class for each grade if desired)
  - Rename the class according to the special area (Art, Music, PE, Band, Orchestra, Chorus) and grade level if choose to have separate grade level pages.
- **Co-Teachers**- We have assigned editing rights to both co-teachers in a class. If we missed you, just let us know.

How to Rename Your Classes

1. From "My Edline" on the Edline Tool Bar, click on the first class you want to rename

2. At the top of the page, within the Edline tool bar, click on "Edit This Page"
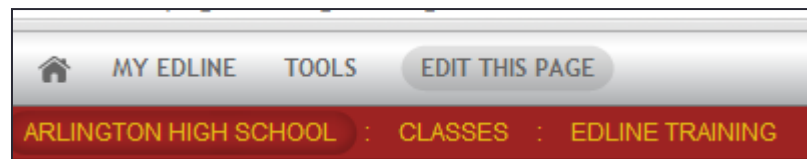
3. Highlight the class name in the center of the page
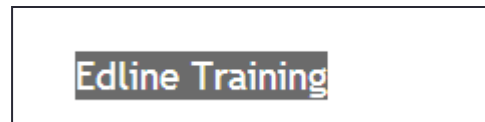
4. Edit the class name

5. Click "Save" and then click "Done" (Note: You will continue to see class code when signed in, but the public cannot see this code)
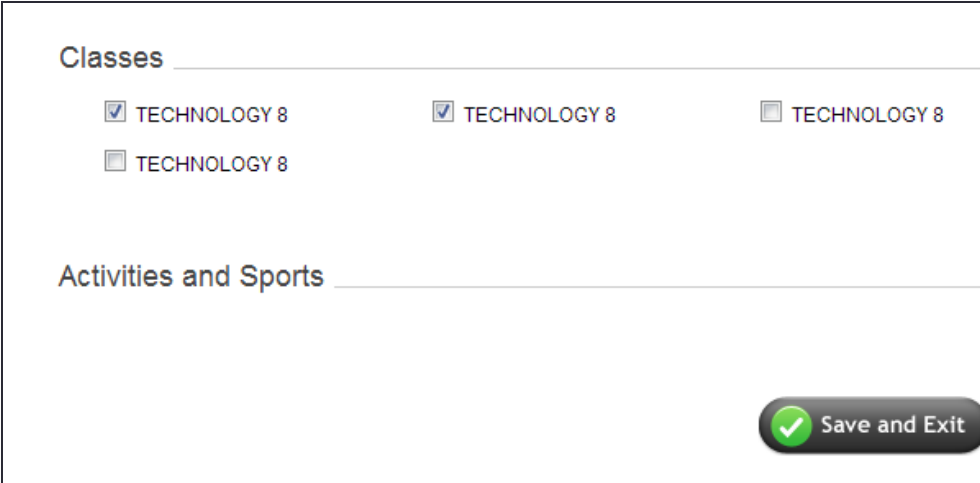
Dealing with Class Pages – Details to Follow

During this transition period, please note the following

- **Teachers Using Edline**: Teachers who took the Edline training this summer will begin using Edline immediately and can multi-post materials to each of their class pages OR you can personalize each of your class pages depending on the subjects that you teach (See instructions for renaming class pages)

- **Teachers Still Using TeacherWeb:** Add a "My page is under construction. Please visit my TeacherWeb page (with link to TeacherWeb page)" on each class page. Secondary teachers will be able to multi-post this message to each class page. (See instructions for understanding and renaming your class pages).

- **Teachers who are NOT developing a webpage:** Click "Edit Profile" and uncheck each of your class pages – this will hide them from your profile and users will not be able to click on empty pages.

How to Hide Classes

- Go to the Staff Directory, which you can find in the Tools menu
- Locate your profile in the alphabetical listing
- Click on your name and select "Full Profile"
- Click on "Edit Profile"
- Unclick classes you want to hide (if either don't have a webpage or 2nd semester classes)
- Click "Save and Exit"

How Do I Find My TeacherWeb URL
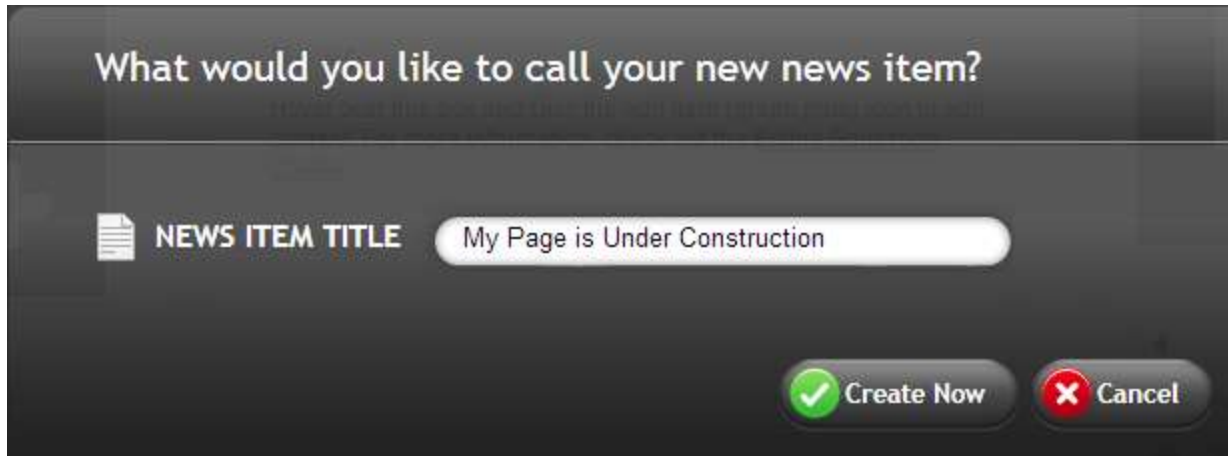
If you need to find the link to your existing TeacherWeb Page, please go to http://teacherweb.com/

- **Click on Find your Teacher**
- **Select "NY" as the state from the drop down menu**
- **Select "Arlington" as the school name from the drop down menu**
- **Select your name from the drop down menu**

Adding your TeacherWeb URL to your Edline Pages

1. Go to your first class page via "My Edline" as described on *How to Rename your Classes* slide

2. Hover over "News" box and click on the Add Item (Green Plus)

3. News Item Title: "My Page is Under Construction" and click "Create Now"

Adding your TeacherWeb URL to your Edline Pages

4. Enter the following text: My new Edline webpages are under construction. Please visit my TeacherWeb page. To add your URL, highlight TeacherWeb page.

5. Press the link button in your browser

6. The link box will appear

7. Add the URL to your TeacherWeb page

8. Click arrow to the right of "Target" and choose "open in new window"

9. Press "Insert"

10. Click green "Save" button

11. Click "Done"
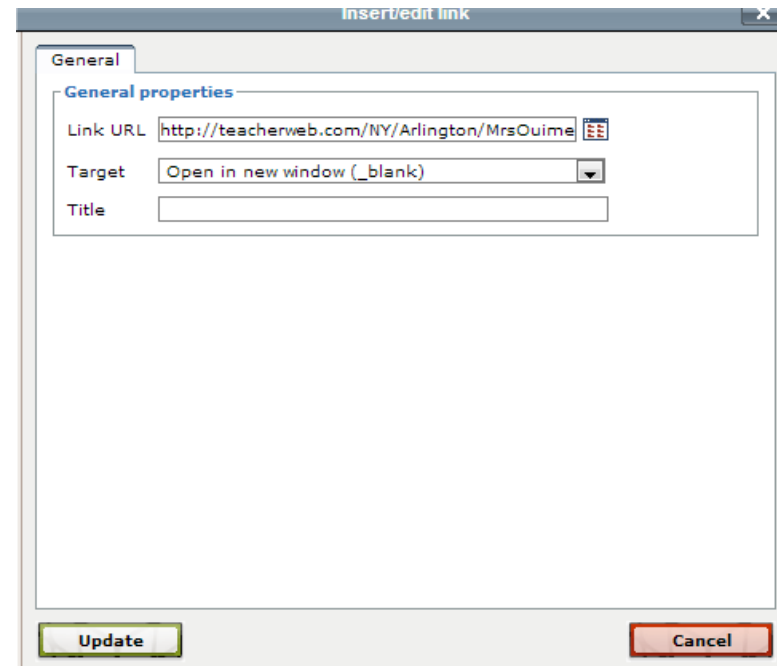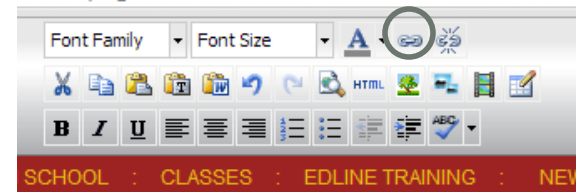
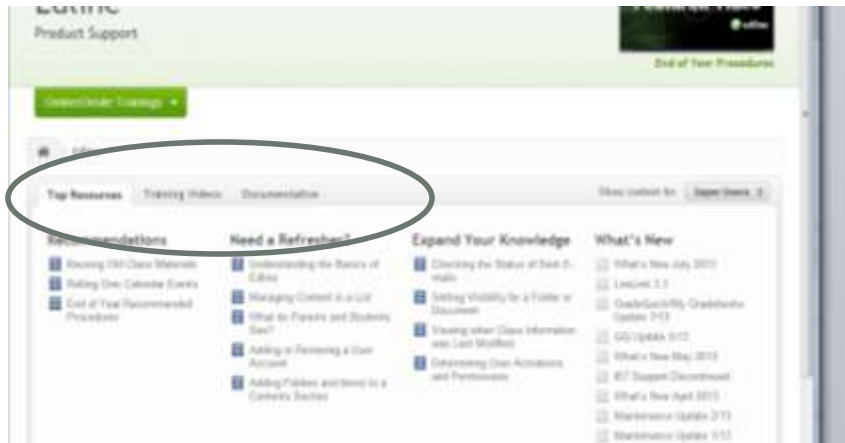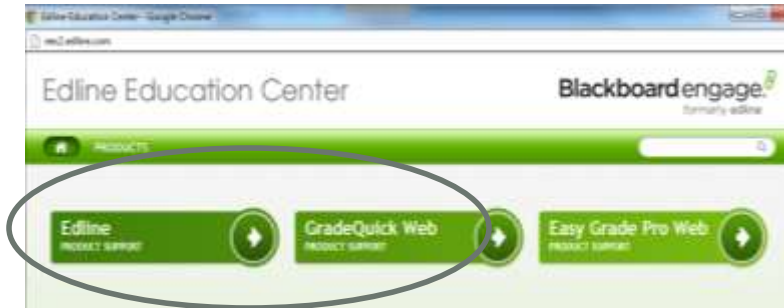# Adding your TeacherWeb URL to your Edline Pages

4. After you press "Save" you have the option to multipost at the top of the page

5. Click on Multipost

6. Highlight the classes you want to multi-post and then press Add. Then Save and Return

Edline Help

[Edline Training Videos](#)

[Edline Documentation](#)

If you cannot find what you need from Edline Help, see your building SysOp