

Edline Checklist – September 3 & 4

Before September 9, teachers should complete the following:

1. _____ Activate your Edline Account
2. _____ Complete the minimum Staff Profile information: title, email address, phone
3. _____ Rename Class pages
4. _____ Hide Class pages (if applicable)
5. _____ Create a link from your Edline pages to TeacherWeb (if applicable)

Because they are riddled with errors, we will be removing the TeacherWeb listings from the front page of your school websites on September 9.

Steps for activating your Edline account:

1. Go to www.arlingtonschools.org and click **Sign In** (located at the top right corner of the site)
2. Click **Sign Up** (at the bottom of the screen)
3. Type your **Activation Code** and click **Enter**.
4. Make sure the activation code is displaying your name and school and click **Activate this Code**.
5. Click **I Agree** on the Privacy Policy and Terms of Use page.
6. Click **New Account** to create your user screen name and password. Create your Edline sign in information by completing the following steps:
 - Create your **Screen Name**. The name must be unique and be at least four characters long.
 - Create your **Password** and type it again in the **Retype Password** field. Passwords must be at least four characters long.
 - Update your **Personal Account** information by typing your **First Name, Middle Name, and Last Name**.
 - Click **Continue** to save your password and access the Manage Account page.
8. Configure your initial account settings by completing the following steps:
 - Click the **Email Settings** button to enter your email address or phone numbers. The system will send you a confirmation email.
 - Upload your picture (optional) to use on your school website by clicking the **Browse** button in the **Profile Picture** section.
 - Create or select a security question to be asked if you forget your password. Type the correct response as the **Answer**.
 - Click **Save and Return** to save your account settings.

In the **Teacher Common Drive**, you will find an Edline Folder. There are three step-by-step instruction guides in this folder:

1. Activating your Edline Account
2. Completing your Staff Profile
3. Dealing with Class pages. You will find instructions for adding your TeacherWeb URL to your Edline pages in this guide.

In addition, you will find a listing of Edline resources if you want to get started on your class pages. We will be offering classes throughout the 2013-2014 school year. Check "My Learning Plan" for updates.