

McNair Parents' Edline Guide

- ✓ **Log into Edline** at www.edline.net under your own Parent Account. (Your child has his or her own account which is used at school to post assignments, take quizzes, and participate in discussion boards within the class. Please do not change your child's screen name or password on the student account. This will block him or her from being able to access the account and complete assignments.)
- ✓ Go to **My Edline** in grey toolbar and select the class you would like to view. If you have a combined account (more than one child in Brevard on same log-in screen), select the child whose schedule you'd like to view.
- ✓ Once you are on the class page you have chosen (for example, Language Arts), note the following **major sections** where information from the teacher can be found:
 - ✚ **Contents** (May include grade reports*, templates for homework, project rubrics and specifications, standardized weekly assignments, etc.) [*Grades can also be accessed directly under Private Reports.]
 - ✚ **Links** (These are hyperlinks to websites related to the curriculum of that class.)
 - ✚ **News** (This is a good place to look first to see if teachers have any important updates, reminders, etc. Some teachers put year-long logistics and strategies at this location.)
 - ✚ **Calendar** (Some items on the calendar as just deadlines for assignments listed in contents. Other times, they're simply event dates, such as field trips. Each calendar item can also be a hyperlink, if teachers have posted additional information connected to that date in this location. Main information on homework and projects, however, is usually linked under Contents.)
- ✓ **My Account**
 - ✚ This is where you can change your password, add and delete email addresses, check security questions, and change other settings, such as what reports you receive.
 - ✚ Check to see that your email address setting says **"Live"** instead of **"Pending"**. If it says pending, you have not confirmed the account with Edline (via an Edline email message). You can choose **"Reconfirm"** to generate another email confirmation message from Edline. Then check your email to confirm as soon as possible. This will allow you to email teachers via Edline and also allow teachers to send you a message.
- ✓ If you have **questions** about the logistics of using Edline, you can contact
 - Mrs. Wales, media specialist: wales.julie@brevardschools.org
 - Mr. Sousa, tech specialist: sousa.robert@brevardschools.org
 - Your child's counselor (Mrs. Merrick or Mrs. Thompson)
 - Your child's teacher