

# Welcome to Edline!

Eastside Christian Schools, 7-12, has set up Edline, an online tool for families to securely access a student's assignments and grades. There is some set-up required, but you will be able to use Edline to:

- Check your child's latest grades
- Receive email alerts when new grades are posted
- Receive emails with school or class information
- View team and club activities
- See what homework is not turned in and read notes from your child's teachers
- View your 'Combined Calendar' to see all the events from the school calendar and your child's own classes and activities automatically collected and personalized
- And much more...

Information will be updated as frequently as every day, so please take some time to explore this valuable tool. We will continue to send home Progress Reports for you to sign each Friday, beginning Oct 8, for the remainder of the year.

## How to Set Up your Edline Account

To begin using your Edline account right now, just follow these easy steps:

1. Make sure you have your personal Edline Activation Code at the bottom of this sheet.
2. Go to [www.eastsidechristian.org](http://www.eastsidechristian.org) and click on 'Edline' at the bottom of the page. From the login page, click on '[Click here if you have a new activation code.](#)'

**To see pictures and directions of steps 3 and 4, click the Help button at the top of the Edline page. Follow instructions, or for more information click the 'Print an account setup guide' link.**

3. Fill in your Activation Code. We have given you **one code** for all parents in the family to activate your account for all your students. Once your account is activated you may share your screen name and password with your spouse.
4. Follow the remaining steps to create your Edline Screen Name and Password. When asked if you already have an account, click "New Account" if this is your first time using Edline.
5. On the last account activation page, print the "Student/Parent Quick-Start Guide" so you can make the most of Edline. After this, you no longer need your Activation Code - you will always use your Screen Name and Password to access Edline. **Don't share your screen name and password with anyone but your spouse!** Your child will receive a separate activation code at a later date.

**Whenever you login to Edline, click on your child's name in the Shortcuts box.** You will then see shortcuts to his or her classes, activities, calendar and reports. Be sure to click the Help button and read or print the 'Student/Parent Quick-Start Guide' to take advantage of Edline features.

When you click on Calendar, you will see events and assignments due by date.

When you click on Assignments, you will see the details of the assignment given.

When you click on Progress Report (date), you will see that week's updated grades.

## Your Edline Account Data