

Twin River Technology Department

STEP-BY-STEP GUIDE TO SETTING UP YOUR GRADEQUICK ONLINE WEB ACCOUNT

Edline | Home | Help | Logout

Twin River High School

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- ▶ Semester 1 (08-09) Gradequick Web
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Twin River High School



Welcome to Twin River Public Schools.

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Log into www.edline.net

When you get to the website, it will ask you to either log-in if you already have an account...or to activate an account if you are a new user.

Since this is your first time visiting this website, *you will choose to activate an account* (circled in the diagram below...)

A screenshot of the edline.net login page. The page has a light grey background. At the top left, there is a blue heading 'Have an Account?' followed by the text 'Sign in to your account below.'. Below this are two input fields: 'Screen Name' and 'Password'. Each field has a red link next to it: 'Forgot screen name?' and 'Forgot password?'. To the right of the password field is a red 'SIGN IN' button. Below the input fields, there is a blue heading 'Activate an Account' and a red link 'Click here' followed by the text 'if you have a new activation code.'. This entire 'Activate an Account' section is circled in red. At the bottom of the page, there are links for 'Help | Company Information | Privacy Policy and Terms of Use' and a copyright notice: 'COPYRIGHT © 2008, EDLINE. ALL RIGHTS RESERVED.'

Clicking on “activate an account” will take you to the page where you will enter your activation code.

You will hit “enter” when done.

See the diagram below.

Edline | Help

Enter Your Activation Code

First: Enter your activation code(s) [\(Click HELP above to learn more\)](#)

(Repeat this step for each activation code you wish to combine into a single account)

Activation Code

Second: Make sure each code you have entered is yours

(No activation codes have been entered)

When you click “enter” on the last page, your name will appear at the bottom of the page (see below).

Be certain that your name appears...if it does not... then a mistake has been made in entering the code.

You will need to back up one page and repeat the process on page 2.

If it is your name that appears... click on “activate this code” as shown below, circled in red.

The screenshot shows the Edline web interface. At the top left, there is a dark blue header with the text "Edline | Help". Below this, on the left side, is a grey sidebar with the text "Enter Your Activation Code". The main content area has a white background. It starts with a grey header bar containing the text "First: Enter your activation code(s)" and a link "(Click HELP above to learn more)". Below this is a sub-header "(Repeat this step for each activation code you wish to combine into a single account)". There is a text input field labeled "Activation Code" and a button labeled "Enter". Below this is another grey header bar containing the text "Second: Make sure each code you have entered is yours". Below this is a list item "• YOUR NAME (at Twin River High School)". At the bottom of this list item, there are two buttons: "Activate This Code" and "Cancel". The "Activate This Code" button is circled in red.

To continue with the set-up process, you must agree to their privacy policy and terms of use.

Click on “I agree”, circled in red below.

The screenshot shows a web page titled "Edline | Help" with a sidebar menu containing "Privacy Policy and Terms of Use". The main content area is titled "Privacy Policy and Terms of Use" and contains the following text:

To use this site, you must agree to our terms of use. Please read our end user agreement below. Then click "I Agree" below to continue, or "I Do Not Agree" to cancel.

PRIVACY POLICY AND TERMS OF USE

Terms and Conditions

Edline (the "Service") provided by Edline LLC ("Edline") with permission of your local school, local school district, teacher, or other responsible education authority (the "Subscriber") is made available to you (the "User") subject to the following Terms and Conditions in the Edline Service Agreement (the "Agreement"). By using and accessing this Service, you are agreeing to be bound by, and to comply with, these Terms and Conditions and any other terms and conditions or terms of service posted on any individual page of this Service.

At the bottom of the page, there are two buttons: "I Agree" and "I Do Not Agree". The "I Agree" button is circled in red.

At this point in the set-up process, you do not have an account.

You choose new account...
as shown in the diagram below.
(circled in red)

Edline | Help

Activate this account as a:

New Account

Choose this option if you **do not** have an existing Edline screen name and password.

Combined Account

Choose this option if you already have an existing screen name and password, and you want to access information with the same screen name and password.

Cancel

Special Note to Parents:

1. 'Combined Accounts' allows you to access information on all your children with one screen and password.
2. Remember that Edline has separate accounts for parents and students. Be sure to activate your parent account, not your student's account.

Here you will choose a screen name and a password.

Do not forget your username and password. I suggest you use the same username and password as you use to log into our school network.

Your first and last name will automatically appear, carried over from an earlier page under personal information (gray bar in image below),

Edline | Help

Create Your Account

Choose a Screen Name and Password

Screen Name and Password must be at least 4 characters long

Screen Name Password Retype Password

Your Personal Information

First Name Middle Name Last Name

Click **Continue** to create your EDLINE account, or **Cancel** to return to the EDLINE Home Page without creating an account

This will bring you to another page...shown below.

Enter your ESU email address.

You can decide for yourself whether you want your email address visible to others and whether you want the school to contact you through Edline.

You will also be asked to select a security question, which you'll need to know should you forget your password and need Edline to send it to you.

The screenshot shows the Edline user interface. At the top, there is a navigation bar with links for 'Edline | Home | Help | Logout' and a user name 'YOUR NAME HERE'. Below this is a header for 'Twin River High School'. On the left side, there is a sidebar with the heading 'Manage Account' and the text 'Make changes to your account here'. The main content area is divided into two sections: 'Email' and 'Security Question'. The 'Email' section includes an 'Email Address' input field and two sets of radio buttons. The first set is for 'Display my email address on the home pages of any group that I manage (like classes)', with 'Yes' selected. The second set is for 'Allow my school to send me email through Edline.', with 'Yes' selected. The 'Security Question' section includes instructions to 'Enter a security question and answer in case you forget your password. Choose from the list of suggested questions or make up your own.' It features a dropdown menu for selecting a question, currently showing '<List Of Suggested Questions>', and two input fields for the 'Question' and 'Answer'. At the bottom of the form are 'Update' and 'Cancel' buttons.

This page contains useful information you can
Download and read as pdf's.

When you are done reading about Edline and how
to use the program...follow the instructions on
the webpage, which tells you to click on “Done”
in the upper right corner, in the gray.
(Circled in red in the diagram below)


Edline | Index | **Done** YOUR NAME HERE


Support
[Common Questions](#)


Select a guide to display it. Click the printer icon on the Acrobat Reader toolbar if you want to print the guide.


Click the done button in the upper left corner to continue.

User Guides


 **Account Setup Guide**
Using your activation code to set up an Edline account.
Guia Para Establecer Una Cuenta
Usar su codigo de la activacion para instalar una cuenta de Edline.

 **Student/Parent Quick-Start Guide**
Setting up an account, using Edline, getting help.
Guia Basica Para el Estudiante o Padres
Esta guia abarca los servicios mas usados en Edline.

 **Teacher Quick Guide**
A brief overview of the features that are available to teachers.

 **Teacher Guide**
Using class pages: posting assignments, news, calendar events, and other class information.

If you do not have the free Adobe Acrobat reader, you can download it here:



This is the next page you will visit. **YOU MUST** install the Gradequick Web plug-in to your computer.
(Left hand column under Command Center)

It is circled in red in the diagram below.

This plug-in will not harm your computer in any way.

Edline | Home | Help | Logout YOUR NAME HERE

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If you do not install this plug-in, you will not be allowed to view or use pages.

Once you have the plug in installed...
Under command center, select
Semester 1 (08-09) Gradequick Web.
(Circled in red the diagram below)

From here, you should be able enter grades.

Edline | Home | Help | Logout YOUR NAME HERE

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