

Edline Free Web Seminar Registration Form

Fax for Training Manager (312) 236-7251 Your Fax Number _____

Contact Name: _____	Contact Phone: _____
Contact Email: ¹ _____ (Required)	Seminar Phone: ² _____
School Name: _____	# of Attendees: _____ (3 or fewer)
District Name: _____	Today's Date: _____

	Exact Date You Desire Training	Please circle desired session. Times given are Chicago time -- Central Time (CT).							
1st Choice		Mon 8 am	Mon 1 pm	Tue 8 am	Tue 1 pm	Wed 8:30 am	Wed 12 pm	Thu 8:30 am	Thu 12 pm
2nd Choice		Mon 8 am	Mon 1 pm	Tue 8 am	Tue 1 pm	Wed 8:30 am	Wed 12 pm	Thu 8:30 am	Thu 12 pm
3rd Choice		Mon 8 am	Mon 1 pm	Tue 8 am	Tue 1 pm	Wed 8:30 am	Wed 12 pm	Thu 8:30 am	Thu 12 pm

ALL TIMES ARE CENTRAL TIME (CT) Incomplete sign-up forms will not be accepted.

Emailed forms should be sent to training@edline.com.

Faxed forms should be faxed to 312-236-7251 attention of Training Manager.

Within 3 business days, you will be notified via email as to which days have been assigned.

The seminar will cover the following topics:

Start up, Activation Codes and New Features

An overview of Edline today will introduce the seminar. Creating, managing, and distributing user activation codes will then be demonstrated. Related topics include combining accounts for parents of multiple children, and lost passwords.

Grades, Calendars, Assignments and New Ways to Publish More

This portion will emphasize publishing grades, homework and other content to Edline. We will demonstrate the latest enhancements as we show how to use features such as the calendar, news, assignments, pictures, multi-class posting and linking to external web sites. We will also show how to use the teacher File Locker and Old Class Material folders to re-use work from previous years and how teachers and group leaders can use the Edline broadcast email to enhance communication.

Advanced Edline – Super User Management

This portion focuses on how the Super User manages and controls the site through permissions, user management and assigning extra privileges, such as the super viewer role to facilitate administrative oversight. Some of the topics to be covered include creating web pages, email lists and calendars for other groups such as teams, clubs or committees. We will also show how visibility control can target communication.

¹ We will email confirmation (or rejection) of your registration as well as instructions to this address.

² If different from your contact phone number, please provide the phone number and/or extension of the location from where you will be participating.