

Creating your WebPage

You should have received your code through email. Go to www.edline.net and click on the highlighted words that say “Sign Up: **Click here** if you have an activation code.”

Create a username (your first initial last name: Iconzemius) and select your password. Use the password you use for your other school accounts so you will remember it.

Once you’ve signed up you will always come to this page to log in:

<http://www.parkrapids.k12.mn.us>

Update your contact information:

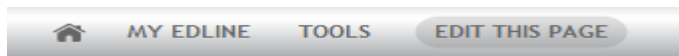
Go to “My Edline” – Manage Account Update your room number, grade, etc. You may write about yourself and your classroom, but it does not appear on your page. It only appears if people click on your name to find your contact info in the Staff Directory (under Full Profile).

Maneuver to the page you’d like to edit. If you are here for the **FIRST TIME**, continue.

Otherwise, go to page 2.



1. Click EDIT THIS PAGE on the top bar:
2. Remove all boxes except your picture. Hover over:
 - a. News – click the X to delete
 - b. Calendar – Click the X to delete
 - c. Questions or Comments – Click the X to delete
 - d. General Information – Click the X to delete
 - e. Links (way bottom left – under the menu) – Click the X to delete
3. Under your picture – edit the info to say what you want. There are formatting tools that will appear on the top bar. You may want to change the size, font, color, etc. but all will stay on gray in this box.
 - a. Room #/Building
 - b. Email address
 - c. Phone Number
 - d. Any other contact information or directional information, such as best times to call, or please leave a message.
4. Save your work.

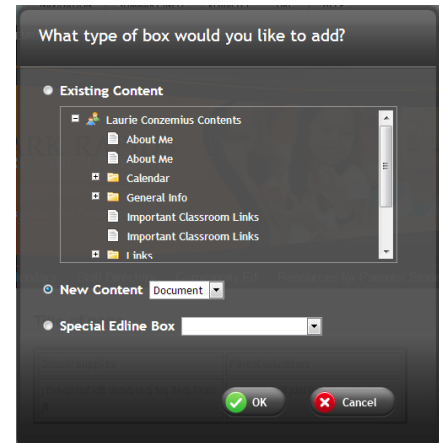


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5. Select Add box from the menu on top.

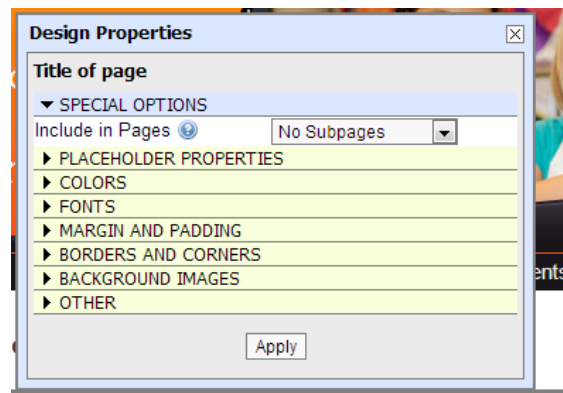
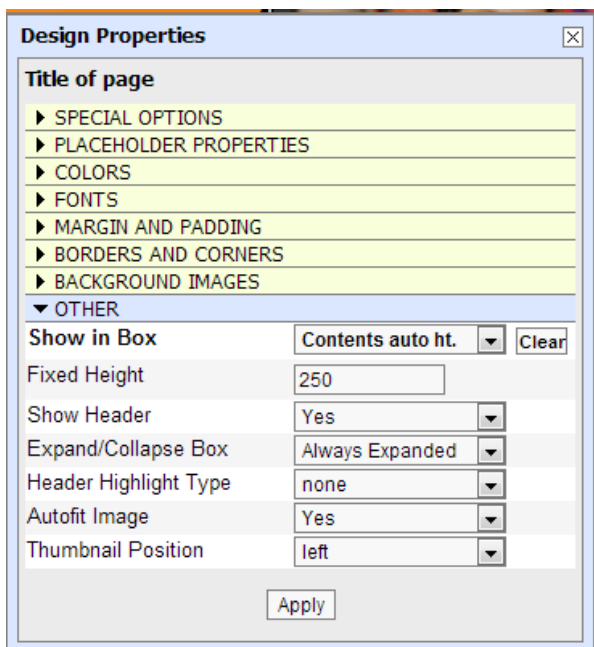


6. Select New Content and *ALMOST ALWAYS* select **document**.

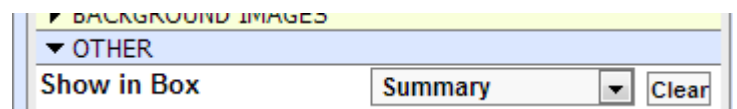


7. Add only information you do not need to update on a regular basis here (unless you intend to update it regularly). You may wish to add:
 - a. Teaching experience (rather than 10 years, use began teaching in 2003)
 - b. Background info/degree/professional information
 - c. Classes you teach
 - d. Your passion or educational philosophy
 - e. Classroom expectations
 - f. Important student links
 - g. Where your assignments or content are located (My Homework App? StudentVue?)
8. Once you've typed in this information, click on the gear in the top left-hand corner of the box next to the red X:
9. It will open the Design Properties window.

Select OTHER (the last option. You do not need to select any other options.)



Then, on the top line that says **Show in box**, change the dropdown menu so it reads **Contents auto ht.** instead of **Summary**.



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You can continue editing this screen until you are finished. You may add other boxes, but be sure to select document for each one you choose. You may link to websites, upload PDFs or images, include videos, and more. You may also add images and links in your document by using the editing tools.

We will check to see that our websites are updated regularly – so if you add any items that require updating be sure to take care of this in a timely fashion. Thank you!