

Edline 2011 Tour For Parents ... What's New? September 2011

Simplified look – easier navigation

My Edline button – frequently used shortcuts are all in one place

Search – you can find items posted on Edline by searching for words in the title and summary description (but not the text within a document)

Let's take a tour of Principia's new Home page. Click [HERE](#) for a video tour!

PRINCIPIA SCHOOL

Early Childhood Lower School Middle School Upper School

All School Calendar

Principia Links

- Academic Resources
- Communications
- Principia School
- Purchases/Payments
- Social Media Websites

News

[Head of School's August Letter](#)

[If your e-mail address has changed...](#)
Who you should let know...

[Sample Design Schools](#)

Athletics

Enrollment

Faculty/Staff Directory

Library

Policies and Procedures

Principia Parents Association

Technology

Edline FAQs

Frequently asked questions about Edline

Questions or Comments?
admin.edline@principia.edu

13201 Clayton Road, Saint Louis MO, 63131 314-434-2100
Campus Security: 314-514-3111 Hotline (school closings): 314-514-3000 Athletic Hotline: 314-514-3082

The thick gray toolbar at the top is the Edline Toolbar.



The first icon on the Edline Toolbar is the **Home** icon



CLICK – takes you to our **Home Page** from any Edline page

HOVER – displays contents from our **Home Page** (On the Home Page, the right column displays an abbreviated list of items and links. Hovering on the Home icon shows all the items in the Contents section of the Home Page.)



MY EDLINE – is a powerful shortcut for navigating Edline. (It displays what used to be on the left side of the screen.)


My Classes and Shortcuts – here you will see links to your children’s teacher’s Edline pages and links to any other Principia groups you belong to.

My Content – Private Reports – where you find your children’s progress reports and report cards. **Combined Calendar** allows you to see all the assignments and tests for all classes for each of your children. You don’t need to go to each teacher Edline page.

My Account – change your Edline password and/or email address. Note that you can also add an additional email addresses. This is handy if you would like to add an email address for your spouse, for example.

On the RIGHT side of the Edline Toolbar...





 – **translate** the contents of the web page and document into 48 different languages.

 – allows you to **search** for information/documents.

Edline **Search** will search document names and descriptions, folders, groups, and classes where the visibility is not restricted (is public). You can search all of our Edline site or the page you are on. Please be aware that if a page has restricted visibility (like our dorm pages), the item will not show up in **Search**.

 – accesses online **help** pages.

 – displays the name of the user who is logged into Edline.

 – click here to log out of Edline.

Cookie Crumb Trail

THE PRINCIPIA : LOWER SCHOOL : AFTER SCHOOL CARE

As you navigate through Edline, the white text under the Edline toolbar will show you where you are in Edline. The words in white are links that will take you to that web page. In the above example, clicking on the words LOWER SCHOOL would take you to the Lower School page.

Gold bar – [Early Childhood](#) [Lower School](#) [Middle School](#) [Upper School](#)

The links in the gold bar provide easy access to the different levels.

LEFT SIDE – Calendar and Links

CALENDAR – This is the all-school calendar on the Home page. On the grade-level pages, the calendar is filtered to display information for that level. On class pages, it is the class calendar that is shown.

LINKS – On the Home page you see several links:

Principia Links

- [Academic Resources](#)
- [Communications](#)
- [Principia School](#)
- [Purchases/Payments](#)
- [Social Media Websites](#)

Academic Resources includes links to the various resources to which Principia subscribes to support learning.

Communications are links to Prin Chat, to various Principia publications, and to Prin Internet Radio

Principia School is a link to our school website for the public – principia.edu

Purchases/Payments are links to PrinBill and MarketPlace

Social Media Websites provide links to Principia's sites on Facebook, Flickr, YouTube, LinkedIn and Twitter

CENTER – picture and news of note for the whole school

RIGHT SIDE – this is the same as **Contents** in the old Edline. Don't forget to check out the Edline [FAQs](#)! And your feedback is most welcome – please click the link to email us.