

Edlio Teacher Site Stepsheet

Logging In

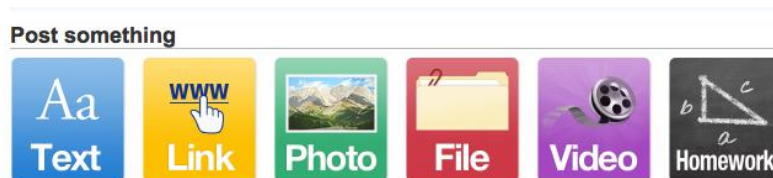
1. Go to your school's log in site (i.e. <https://colliervilleschools-colliervillees.edlioadmin.com/apps/login/>)
2. Enter your username- first initial, followed by last name (i.e. erussell)
3. Enter your password.
4. You will be logged in and the Dashboard for your site will appear.

Changing your password

1. Click on **My Profile**.
2. Click on the **Change Password** link.
3. Enter the new password then Click **Change Password**.

Posting

1. From the Dashboard, click on a button under **Post something**. The types of posts correspond to the types of buttons.



2. Complete the form on the following page.
 1. Add the item if you are posting a link, photo, file, or video.
 2. Add the Title.
 3. Add the description text.
 4. Check the boxes for the Page or Class on your site you want the Post to post to.
 5. Click Save.
3. Your Post is now on the live site! Note: As you add new posts, the most current post remains at the top of the post list and older posts are archived.

Pages

1. From the Dashboard, click on **My Pages**.
2. To select a Page, click on the drop down menu in the upper right corner of the window then click on the **page name**. OR To add a Page, click on the same drop down menu then choose **Create New Page**.
3. Enter text in the box or edit the current text. This text will always remain on the page until you edit it (unlike a Post).
4. Click **Choose File** to add a picture or file for the page. Click the Delete button next to an attachment to remove it from the page. Again, attachments will remain on the page until you edit it at a later time.
5. Click **Save** and the page has now been created or edited.

Adding Classes

1. From the Dashboard, click the **Add class** button (under Your Classes header).
2. Complete the Class form.
 1. Name the class.
 2. If you teach multiple sections of the same course, label those in the Section text boxes.
 3. Use the Drop down menu to select the Department the class falls under.
 4. Leave the school year checked.
 5. Click in the Description text box to write a brief description or welcome statement. This will appear on the page until you edit this text (unlike a Post).
 6. Click **Choose File** to add a picture or file for the Class. Click the Delete button next to an attachment to remove it from the page. Again, attachments will remain on the page until you edit it at a later time.
 7. If you co-teach this course with another teacher, you will select **Yes, I Do**. In the menu that appears, click in the box and scroll to the teacher's name. Click on the name to add that teacher to the class.
 8. Click **Save**.

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3. Now that the class is created, it will be listed under the Your Classes section of the Dashboard.

Adding Assignments

1. Follow the directions above to Post something to your site.
2. *Be sure to choose the Class under step 4*, in order to post the item (Homework, Photo, File, etc.) to the Class page.
3. The post is now on the Class Page.

Creating Albums (Photos)

1. From the Dashboard, click on **My Album**.
2. To create an album, click the **Create Album** button.
3. Name the album in the pop up window and click **OK**.
4. Photo files can be dragged and dropped in the large rectangle OR you can click Add Files to navigate to the photo files on your computer and click **Choose**.
5. After selecting the photo files, click **Start Upload**.
6. Click **All Done** to view the photos back in the My Albums area.

Editing Albums

1. From the Dashboard, click on **My Album**.
2. Click on the Album name from the list under Albums.
3. To upload more pictures to this album, click the **Upload Photos** button and repeat step 4 above.
4. To edit a photo, **check the box** above the photo and choose from the buttons at the bottom to rotate, enhance, add a caption, etc.
5. To change the order of photos, click **Move** about a photo and enter a new numerical spot for the photo.
6. To delete an entire album click on the **X** next to the album name from the Album list.

Links

1. From the Dashboard, click on **My Links**
2. Click the **Add Link** button to add a link to your site.
3. Complete the Link form:
 1. Choose the link category from the down down menu. If a new category is needed, type this in the text box below the category drop down menu.
 2. Enter a name for the link- this will appear on your site.
 3. Enter the URL (web address) for the site. *Note: You can copy the URL and paste it here.
 4. Write a description in the text box if you choose. This is optional.
 5. Click **Save**.
4. To delete a link, click the **Delete** button next to the name of the link from the My Links page.

Videos

1. From the Dashboard, click **My Videos**.
2. Click the **Upload Video or Audio** button.
3. Click either the **Upload a new video** tab OR the **Embed a video** tab.
4. Complete the form.
 1. Choose the File if you are uploading.
 2. Paste the embed code if you are embedding from another site.
 3. Include a Title and description in the provided text boxes.
 4. Choose which pages on your site your video will show in.
 5. Click **Save**.
5. To delete a video, click on the video from the My Videos page then choose Delete at the bottom.