

You can directly upload all relevant information (students, parents, classes, schedules, reports, etc.) from School Minder to Edline.net, and you can also upload reports from GradeQuick. The steps involved in the exports and uploads are very specific and we recommend you read this document carefully before attempting any exports or uploads.

You should export/upload data to Edline.net in the following order:

1. Export/Upload Faculty/Parents/Students/Classes from School Minder
2. Export/Upload School Minder and GradeQuick Reports



IMPORTANT: DO NOT USE THE GRADEQUICK/LIVELINK EDLINE EXPORT FUNCTION IF YOU ARE USING SCHOOL MINDER WITH EDLINE. UPLOADING GRADEQUICK USER INFORMATION WILL CAUSE SOME SCHOOL MINDER REPORTS TO UPLOAD INCORRECTLY DUE TO THE FACT THAT GRADEQUICK DOES NOT UPLOAD FAMILY ID'S.

YOU SHOULD ALWAYS UPLOAD SCHOOL MINDER DATA BEFORE UPLOADING GRADEQUICK DATA TO ENSURE PROPER UPLOADS OF BOTH SYSTEMS' INFORMATION.

Exporting/Uploading Faculty/Parents/Students/Classes from School Minder

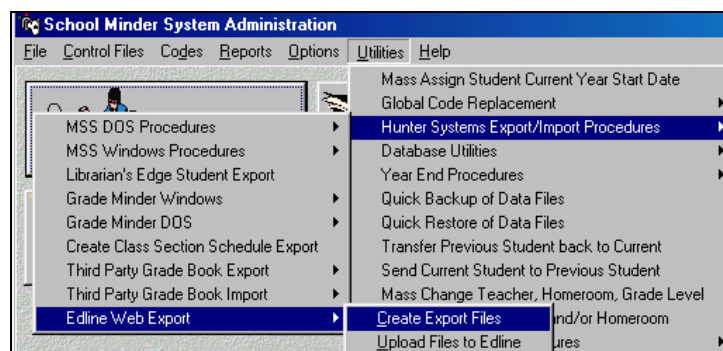
The process for exporting/uploading Users, Classes, and Schedules is slightly different than exporting/uploading School Minder reports. The first section will guide you through exporting and uploading Faculty, Parents, Students, Classes, and Schedules from School Minder to Edline.net.

Exporting Faculty/Parents/Students/Classes from School Minder

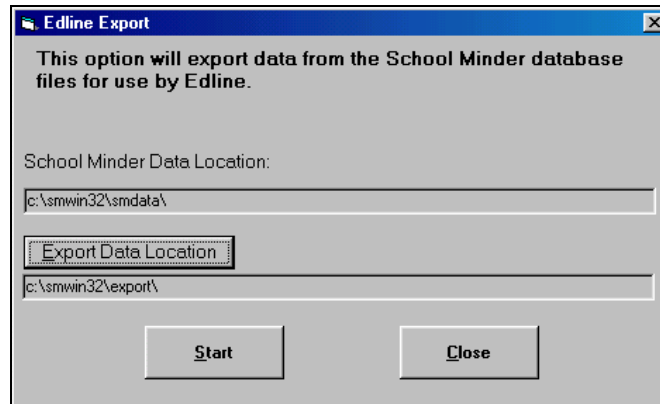
- ▶ Click the **System Administration** button on the School Minder Master Menu.



- ▶ Click on the **Utilities** menu, point to **Hunter Systems Export/Import Procedures**, point to **Edline Web Export**, and select **Create Export Files**.



- ▶ School Minder will then find the appropriate data to export to Edline.net. By default, the **Export Data Location** will be **C:\smwin32\export** where **C** is your hard drive. You can change this location by clicking on the **Export Data Location** button, and then selecting the file you want to use.

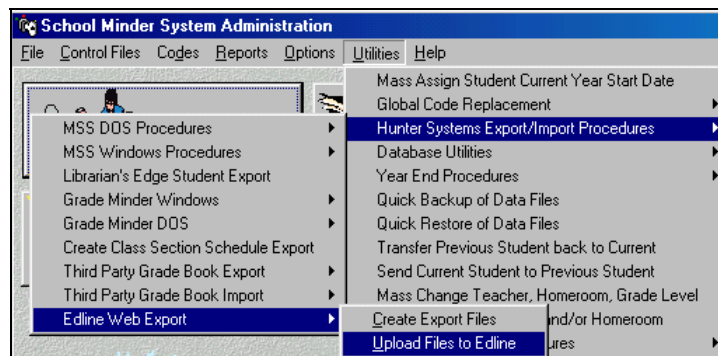


- ▶ Click the **Start** button to begin exporting data. To return to the **System Administration** menu without exporting data, click the **Close** button.

Once the export is complete, School Minder will return to the **System Administration** menu.

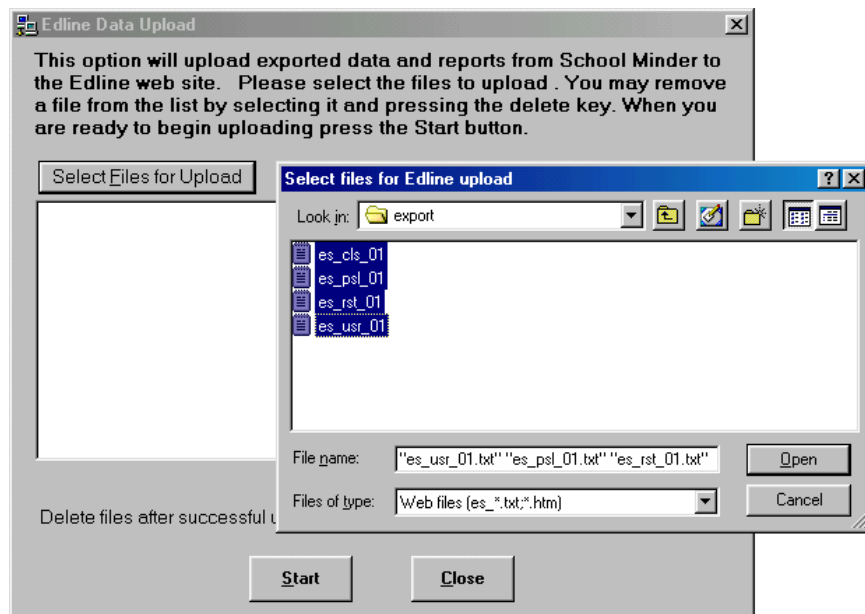
Uploading Faculty/Parents/Students/Classes to Edline.net

- ▶ In School Minder **System Administration**, click on the **Utilities** menu, point to **Hunter Systems Export/Import Procedures**, point to **Edline Web Export**, and select **Upload Files to Edline**.

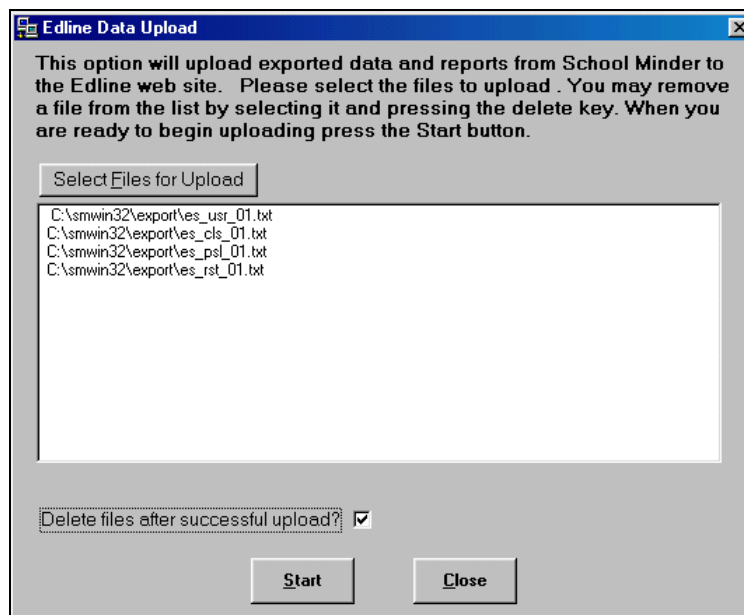


- ▶ On the **Edline Data Upload** screen, click the **Select Files for Upload** button to choose which information you want to upload to Edline.net. Click on the file(s) you wish to upload on the **Select Files for Edline Upload** screen. (You can select more than one by pressing and holding the **Ctrl** key when you click on the files.)

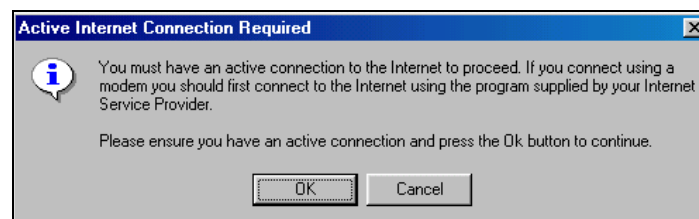
FILE NAME	DATA IMPORTED
es_cs_01	Class Upload - uploads all classes and class information.
es_psl_01	Parent/Student Link - links all parents to their respective children within Edline.net.
es_rst_01	Roster Upload - uploads all student and teacher class schedule information.
es_usr_01	User Upload – uploads all students, parents, faculty and staff



- ▶ Once you have selected the desired files, click the **Open** button and the files will be listed on the **Edline Data Upload** screen. Select the **Delete files after successful upload** if you do not want to save the files in your export directory. Click the **Start** button to upload the School Minder data to Edline.net.



- ▶ After you click the start button, the **Active Internet Connection Required** interactive box will open informing you that your Internet browser must be open and running in order to perform the upload. Make sure you are connected and then click **OK**.



- ▶ School Minder will automatically open the **Edline Log In** page. Enter your Screen Name and Password and then click the **Log In** button. The **Upload Confirm** page will open listing the data to be processed. Click the **Process** button to continue uploading; click **Cancel** to return to the **Edline Home Page** without uploading data.

Please confirm that the following information is in the correct format before it is processed.

101 record(s) were found in the file 'es_usr_01.txt'.
 'Standard User Upload' is the type of data chosen.
 47 record(s) were found in the file 'es_cls_01.txt'.
 'Standard Class Upload' is the type of data chosen.
 58 record(s) were found in the file 'es_psl_01.txt'.
 'Standard Parent/Student Link Upload' is the type of data chosen.
 138 record(s) were found in the file 'es_rst_01.txt'.
 'Standard Schedule Upload' is the type of data chosen.

**If this information appears correct, press 'Process' to perform the actual upload.
 Otherwise press 'Cancel' to abort the upload and double check the type of data selected.**


Microsoft Internet Explorer

?

Do you want to delete any old classes which are not part of this upload?
 Click OK to delete classes which are not in this upload.
 Click Cancel to continue uploading and without deleting any old classes.

- ▶ If you are uploading **Class, Parent, and/or Student** data from School Minder, a warning interactive box will open asking if you want to delete classes, parents and/or students from Edline.net that are not included in the upload file. Click **OK** to delete the items; click **Cancel** to continue the upload without deleting the items from Edline.net.
- ▶ Once the upload is complete, the **Summary** page will open. This page will reflect how many records were added or updated successfully and if any errors occurred during the upload.

Summary:
 2897 record(s) updated successfully.
 5 record(s) had errors and were not processed.



IMPORTANT: If the Summary page reports errors, immediately print the page using the Printer button on your Internet browser, and contact Hunter Systems Customer Support at 1-800-326-0527.

Click the **Home** button to return to the Edline home page. You can then view all of the downloaded information using the **Command Center** menu.

Exporting/Uploading School Minder Reports



IMPORTANT: *If you are setting up Edline.net for the first time at the beginning of the school year, reports such as Report Cards may not contain data and will need to be exported/uploaded at another time.*

There are 10 reports in School Minder that can be exported to Edline.net. These reports are:

1. **Advanced Student Profile**
2. **General Student Profile**
3. **Student Daily Attendance**
4. **Student Period Attendance**
5. **Advanced Student Schedules**
6. **Basic Student Schedules**
7. **Advanced Report Cards**
8. **Basic Report Cards**
9. **Transcripts**
10. **Billing Statements (Summary and Itemized Breakdown)**

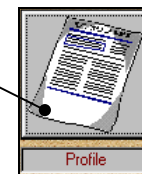
Each report is created differently within School Minder and therefore, exporting each report to Edline.net is slightly different. In this section, the export for each of the 10 reports is explained. The **Upload** function for Edline.net is the same for all reports and is explained in the section *Uploading Reports to Edline.net*.

Exporting Advanced Student Profile or General Student Profile Reports

The format for choosing an export to Edline.net is the same for both **Advanced** and **General Student Profiles**. Click the **Student Reports** button on the School Minder **Master Menu**. This will open the **Student Reports** menu.



Click the **Advanced Student** or **General Student** button, and then click the **Profile** button. This will open the **Student Filter for Student Profile** form.

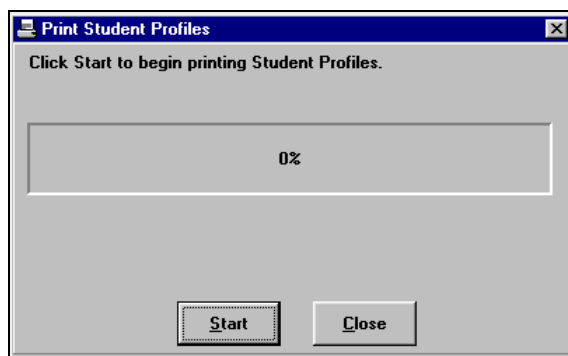


(For more information about defining Advanced or General Student Profiles, see School Minder Manual section *3.a.5: Student Reports: Advanced Student* or *3.a.3: General Student*.)


Set the parameters according to the information you want shown on the Edline Reports. Click the **OK** button and the **Student Profile Sections** form will open.

On the **Student Profile Sections** form, select what you want to be shown on the report in Edline.net using the check boxes.

When you are finished, select the **Create Profile file for Edline Upload** check box and click the **OK** button. This will open the **Print Student Profiles** progress screen. (To cancel the file export and return to the **Student Profile Filter** form, click **Cancel**.)




Click the **Start** button to export the information. (You can stop the export at any time by clicking on the **Cancel** button.) A file for the Edline upload will automatically be created and stored in the **Export Data Location** as **C:\smwin32\export\Profile.htm** with **C** being your hard drive.



IMPORTANT: The exported data file for both **Advanced** and **General Student Profile** reports is titled **Profile.htm**. Therefore, you must upload one type of report into Edline.net before exporting the other type of report from School Minder. Otherwise, the first report data file will be replaced by the second.

(For example, if you export **Advanced Student Profile** reports from School Minder, and then immediately export **General Student Profile** reports, the **General Student** data will replace the **Advanced Student** data. Thus when you upload the **Profile.htm** file into Edline.net, only the **General Student Profile** reports will upload.)

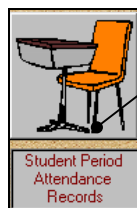


NOTE: The **Export Data Location** is the same location to which you exported User, Class, and Schedule information. If you are using the default **Export Data Location**, the report file can be found at **C:\smwin32\export** with **C** being your hard drive. (For more information, see the section *Exporting Faculty/Parents/Students/Classes from School Minder*.)

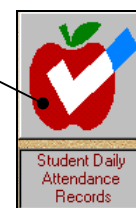
To upload **Profile** reports to Edline.net, see the section *Uploading Reports to Edline.net*.

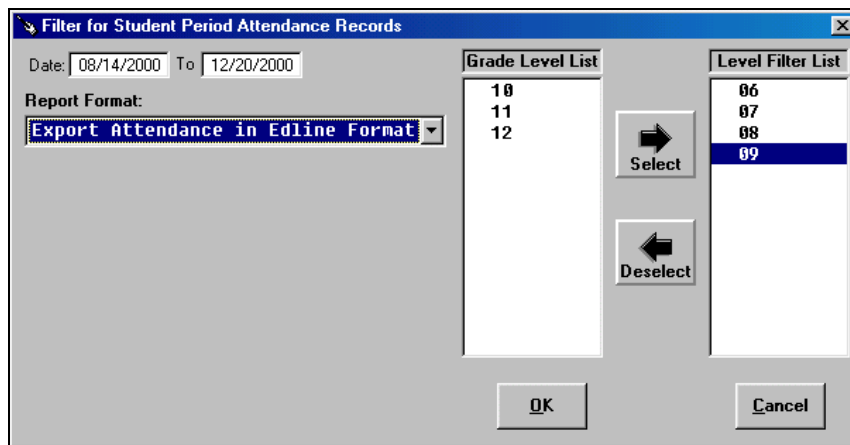
Exporting Student Daily Attendance and Student Period Attendance Reports

The format for choosing an export from School Minder is the same for both **Student Daily Attendance** and **Student Period Attendance**. Click the **Student Reports** button on the School Minder **Master Menu**. This will open the **Student Reports** menu.



Click on the **Daily Student Attendance Records** or **Period Student Attendance Records** button. This will open the **Attendance Records Filter**. (For more information about **Attendance Reports** see the School Minder Manual section 3.a.11: *Attendance*.)






Fill in the date and select the grade level(s) you wish to export for the report. Click on the **Report Format** drop-down combo box and select **Export Attendance in Edline Format**.


Click **OK** to begin the export. A text box below the **Report Format** drop-down combo box will appear in red to confirm the export.

A file for the Edline upload will automatically be created and stored in the **Export Data Location** as **C:\smwin32\export\DACrysta.htm** for **Daily Attendance**, and **C:\smwin32\export\PACrysta.htm** for **Period Attendance** where **C** is your hard drive.

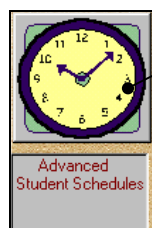
 **NOTE:** The **Export Data Location** is the same location to which you exported User, Class, and Schedule information. If you are using the default **Export Data Location**, the report file can be found at **C:\smwin32\export** with **C** being your hard drive. (For more information, see the section *Exporting Faculty/Parents/Students/Classes from School Minder.*)

To import **Attendance** reports to Edline.net, see the section *Uploading Reports to Edline.net.*

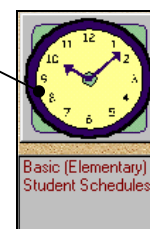
Exporting Advanced Student Schedules or Basic Student Schedules

 **NOTE:** Exporting **Student Schedule** reports is different from the **Schedule Upload** performed with the **Faculty/Parents/Students/Classes Export**. The **Schedule Upload** enters class rosters into Edline.net. The **Student Schedule** export allows individual student schedules (including times, room numbers etc.) to be imported to Edline.net.

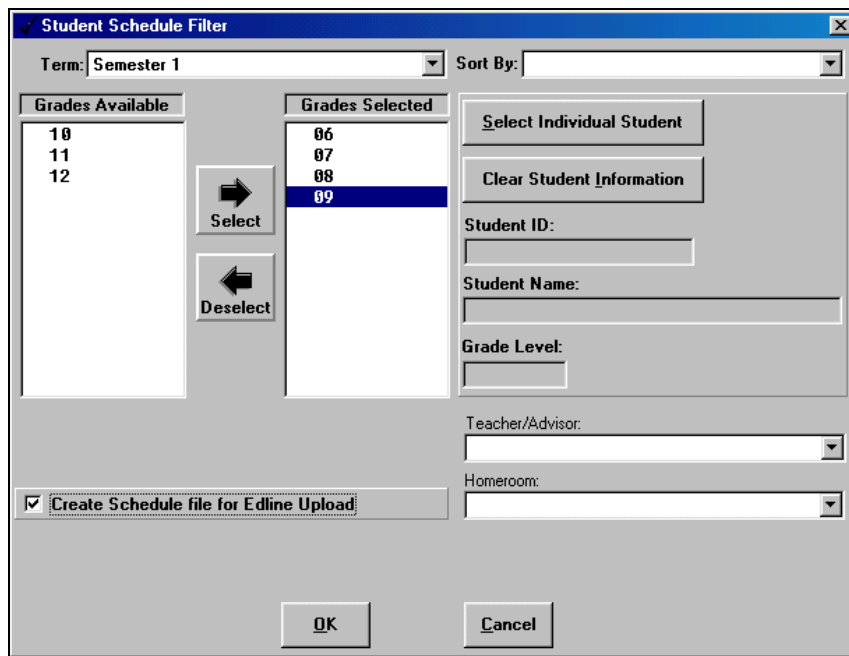
The format for choosing an export to Edline.net is the same for both **Advanced Student Schedules** and **Basic Student Schedules**. Click the **Student Reports** button on the School Minder **Master Menu** and the **Student Reports** menu will open. Then click the **Schedules & Rosters** button.



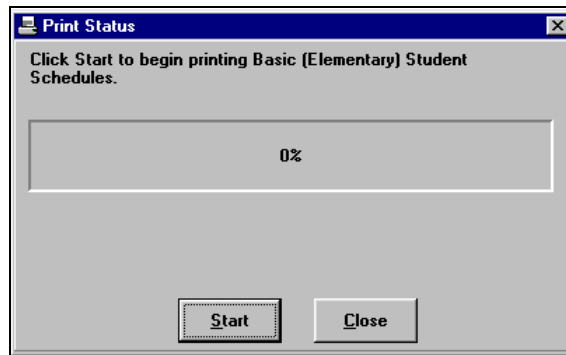
Click the **Advanced Student Schedules** or **Basic (Elementary) Student Schedules** button. This will open the **Schedule Report Filter Form**. Set the parameters according to what information you want to export to Edline.net.



Select the **Create Schedule file for Edline Upload** check box, and click **OK**.




When the **Comments** form is opened, enter any comments you want to appear on the report, and then click **OK** and the **Print Status** screen will open.



Click the **Start** button to export the information. (You can stop the export at any time by clicking on the **Cancel** button.)

A file for the Edline upload will automatically be created and stored in the **Export Data Location** as **C:\smwin32\export\AdvaSched.htm** for **Advanced Schedules** and **C:\smwin32\export\ElemSched.htm** for **Basic Schedules** where **C** is your hard drive.

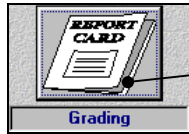


NOTE: The **Export Data Location** is the same location to which you exported User, Class, and Schedule information. If you are using the default **Export Data Location**, the report file can be found at **C:\smwin32\export** where **C** is your hard drive. (For more information, see the section *Exporting Faculty/Parents/Students/Classes from School Minder.*)

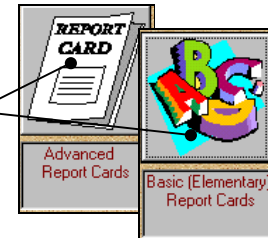
To import **Schedules** to Edline.net, see the section *Uploading Reports to Edline.net.*

Exporting Advanced Report Cards or Basic Report Cards

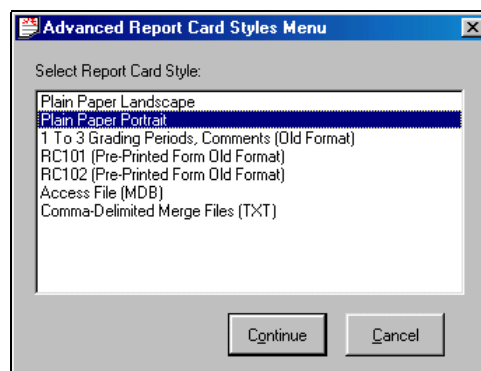
The format for choosing an export to Edline.net is the same for both **Advanced Report Cards** and **Basic Report Cards**. Click the **Student Reports** button on the School Minder **Master Menu**. This will open the **Student Reports** menu.



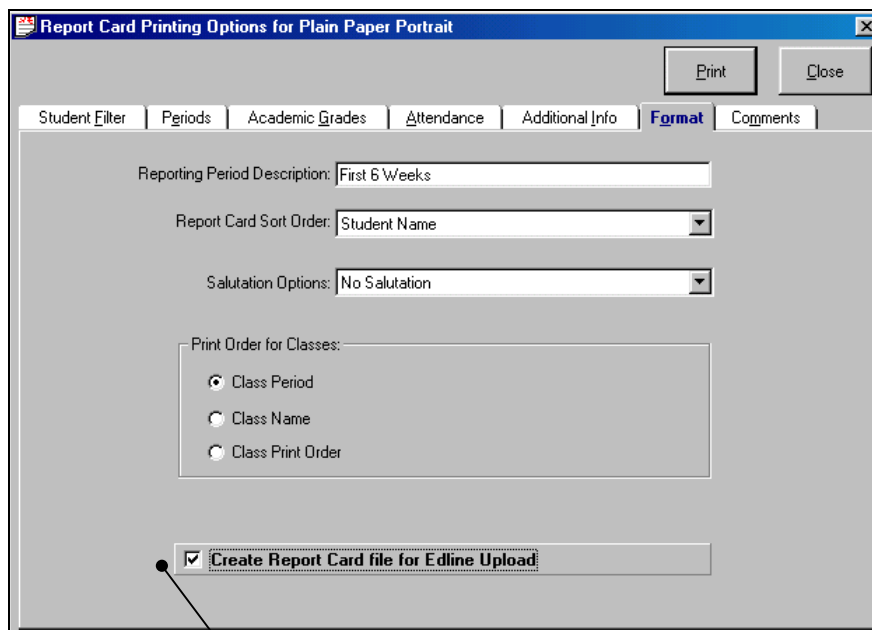
Click on the **Grading** button, and then click the **Advanced Report Cards** or **Basic Report Cards** button.



Select **Plain Paper Portrait** from the **Advanced Report Card Styles Menu** and click **Continue**.



On the **Report Card Printing Options** form, set the parameters according to what you want shown on the report cards. (For more information about defining report cards, see the School Minder Manual section *3.a.12 Grading*.) Click on the **Format** tab for either **Advanced** or **Basic** report cards.



At the bottom of the tab, select the **Create Report Card file for Edline Upload** check box.

Once you have finished setting all parameters, click the **Print** button.



IMPORTANT: When the **Create Report Card file for Edline Upload** check box is selected, clicking the **Print** button only creates an upload file; **IT DOES NOT PRINT THE REPORT CARDS**. In order to print report cards, clear the check box and then click the **Print** button.

A file for the Edline upload will automatically be created and stored in the **Export Data Location** as **C:\smwin32\export\ELEMCARD.htm** for **Basic Report Cards**, and **C:\smwin32\export\ADVACARD.htm** for **Advanced Report Cards** where **C** is your hard drive.



NOTE: The **Export Data Location** is the same location to which you exported User, Class, and Schedule information. If you are using the default **Export Data Location**, the report file can be found at **C:\smwin32\export** where **C** is your hard drive. (For more information, see the section *Exporting Faculty/Parents/Students/Classes from School Minder*.)

To import **Report Cards** to Edline.net, see the section *Uploading Reports to Edline.net*.

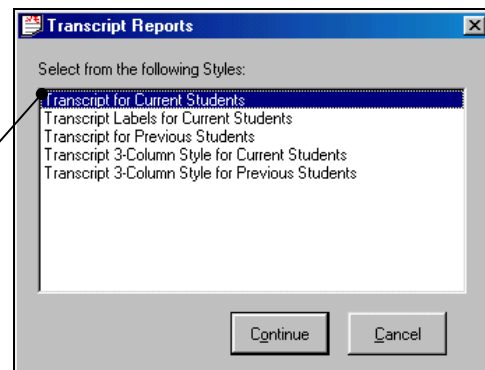
Exporting Transcript Reports

To export **Transcript Reports** from School Minder, click the **Student Reports** button on the **Master Menu**. This will open the **Student Reports** menu.

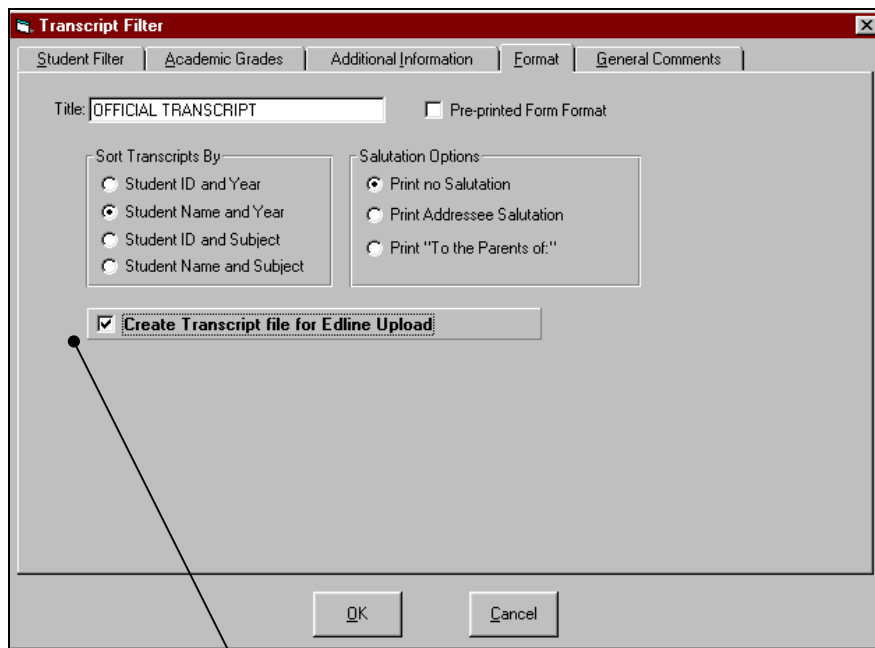


Click the **Transcript** button.

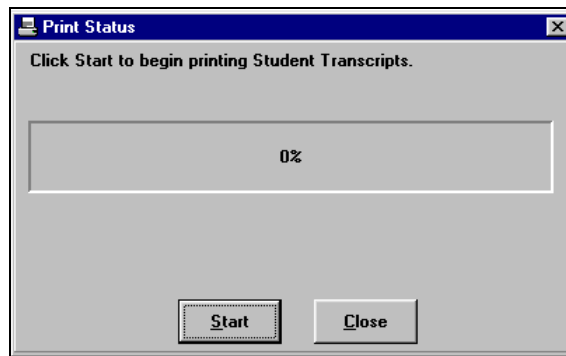
On the **Transcript Reports** menu, click **Transcript Forms for Current Students** and then click **Continue**.



Set the parameters according to what transcript information you want exported to Edline.net on the **Transcript Filter** form.




Click the **Format** tab and then select the **Create Transcript file for Edline Upload** check box. Once you have selected all information, click **Ok** and the **Print Status** screen will open.



Then click the **Start** button to begin the export. (You can stop the export at any time by clicking the **Cancel** button.)

A file for the Edline upload will automatically be created and stored in the **Export Data Location** as **C:\smwin32\export\Trans.htm** where **C** is your hard drive.



NOTE: The **Export Data Location** is the same location to which you exported User, Class, and Schedule information. If you are using the default **Export Data Location**, the report file can be found at **C:\smwin32\export** where **C** is your hard drive. (For more information, see the section *Exporting Faculty/Parents/Students/Classes from School Minder.*)

To upload **Transcript** reports to Edline.net, see the section *Uploading Reports to Edline.net.*

Exporting Billing Statements (Summary and Itemized Breakdown)



IMPORTANT: You can only import **Billing** reports if your school is a **School Minder Billing Client**.

The format for choosing an export from School Minder is the same for both **Summary Billing Statements** and **Itemized Breakdown Billing Statements**. Click the **Billing** button on the School Minder **Master Menu**. This will open the **Billing** menu.



Billing



Statements

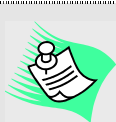
Click the **Statements** button; this will open the **Account Statements** form.

Select the **Summary** or **Itemized Breakdown** option button depending on which type of statement you want to export.

Set the parameters according to what information you want shown on the statements in Edline.net. Select **Edline Web Export** from the **Format** drop-down combo box, and then click **Start**.

This will open the **Special Message** form; click **Continue**. (To return to the **Account Statements** form without exporting information, click **Cancel**.) An informative message will appear at the bottom of the **Account Statements** form reflecting the percentage of the file that has been exported.

A file for the Edline upload will automatically be created and stored in the **Export Data Location** as **C:\smwin32\export\BSummary.htm** for **Summary Billing Statements** or **C:\smwin32\export\BDetail.htm** for **Itemized Breakdown Billing Statements** where **C** is your hard drive.

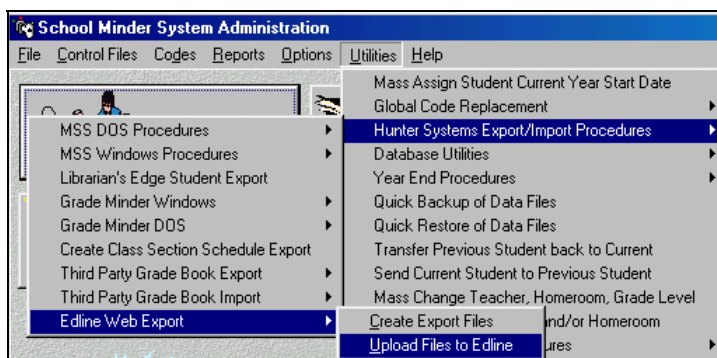


NOTE: The **Export Data Location** is the same location to which you exported User, Class, and Schedule information. If you are using the default **Export Data Location**, the report file can be found at **C:\smwin32\export** where **C** is your hard drive. (For more information, see the section *Exporting Faculty/Parents/Students/Classes from School Minder.*)

To upload **Billing Statements** to Edline.net, see the section *Uploading Reports to Edline.net.*

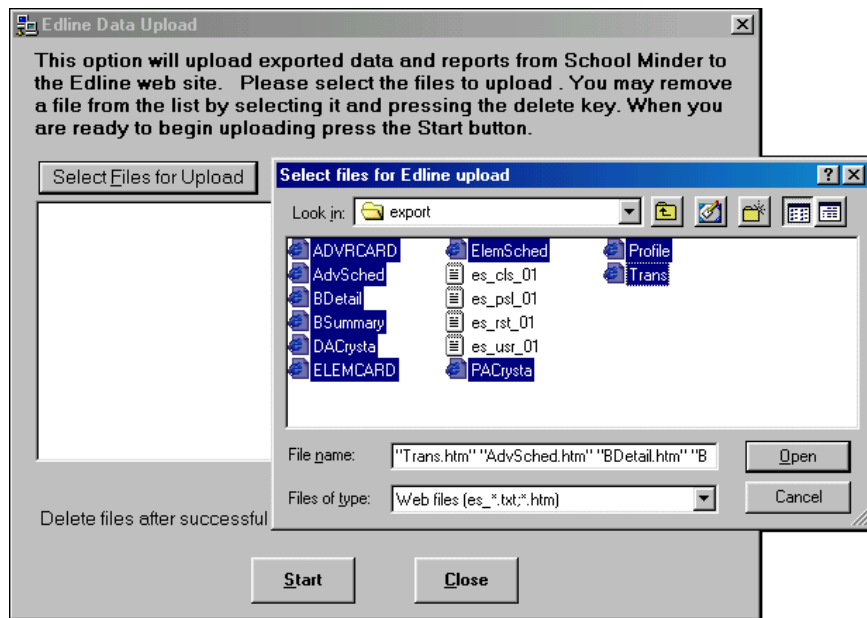
Uploading School Minder Reports to Edline.net

- ▶ From School Minder **System Administration**, click on the **Utilities** menu, point to **Hunter Systems Export/Import Procedures**, point to **Edline Web Export**, and select **Upload Files to Edline**.

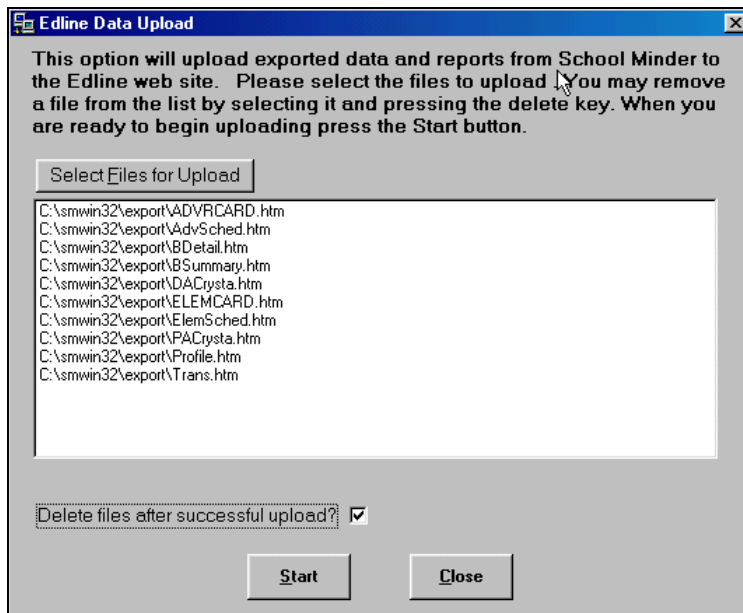


- ▶ On the **Edline Data Upload** screen, click the **Select Files for Upload** button to choose which information you want to upload to Edline.net. Click on the file(s) you wish to upload on the **Select Files for Edline Upload** screen. (You can select more than one by pressing and holding the **Ctrl** key when you click on the files.)

FILE NAME	REPORT UPLOAD
Profile.htm	General or Advanced Profile (NOTE: The exported data file for both Advanced and General Student Profile reports is titled Profile.htm . Therefore, you must upload one type of report into Edline.net before exporting the other type of report from School Minder. Otherwise, the first report data file will be replaced by the second.)
DACrysta.htm	Daily Student Attendance
PACrysta.htm	Period Student Attendance
AdvSched.htm	Advanced Student Schedules
ElemSched.htm	Basic Student Schedules
ADVRCARD.htm	Advanced Report Cards
ELEMCARD.htm	Basic Report Card
Trans.htm	Transcripts
BDetail.htm	Itemized Statements (Available for School Minder Billing only)
Bsummary.htm	Summary Statements (Available for School Minder Billing only)



- ▶ Once you have selected the desired files, click the **Open** button and the files will be listed on the **Edline Data Upload** screen. Select the **Delete files after successful upload** if you do not want to save the files in your export directory. Click the **Start** button to upload the School Minder data to Edline.net.




- ▶ After you click the start button, the **Active Internet Connection Required** interactive box will open informing you that your Internet browser must be open and running in order to perform the upload. Make sure you are connected and then click **OK**.



- ▶ School Minder will automatically open the **Edline Log In** page. Enter your Screen Name and Password and then click the **Log In** button. Once the upload is complete, the **Summary** page will open. This page will reflect how many records were added or updated successfully and if any errors occurred during the upload.

Summary:
8 record(s) updated successfully.



IMPORTANT: If the **Summary** page reports errors, immediately print the page using the **Printer** button on your Internet browser, and contact **Hunter Systems Customer Support at 1-800-326-0527**.

Click the **Home** button to return to the Edline home page. Most reports uploaded to Edline.net will be listed on the **School Home** pages' **Contents** Menu. Administrators and Super Users will be able to view all uploaded reports; students will be able to view only their reports.

Parents will be able to view reports specific to each child by clicking on the desired student's name on the **Shortcuts** menu and then selecting **Private Reports** on the **User Contents** menu; the child's reports will then be listed, and he/she can click on the **View** button to display the report(s).

Shortcuts

- [My Shortcuts](#)
- **Michael Carter**
- [James Carter](#)

User Contents

- [Private Reports](#)

Private Reports (1-5 of 5 items)

Date	Folder	Title	Location
05/17/2001	View Period Attendance Student Detail Listing	Carter, Michael	Hunter Academy
05/17/2001	View Student Class Schedule	Carter, Michael	Hunter Academy
02/28/2001	View Student Transcript	Carter, Michael	Hunter Academy
02/28/2001	View Report Card	Carter, Michael	Hunter Academy
02/28/2001	View Student Profile	Carter, Michael	Hunter Academy

Uploading/Exporting Reports from GradeQuick



IMPORTANT: If you are setting up Edline.net for the first time at the beginning of the school year, GradeQuick reports may not contain data and will need to be exported/uploaded at another time.

There are five reports in GradeQuick that can be exported to Edline.net. These reports are:

1. Standard 1
2. Short Report
3. Standard 2
4. Attendance
5. Missing Work

Each report is created using the same process within GradeQuick and therefore, you will use the same process to export each report to Edline.net. In this section, the **Export** and **Upload** functions for Edline.net is the same for all reports and are explained in the following two sections.

Exporting GradeQuick Reports

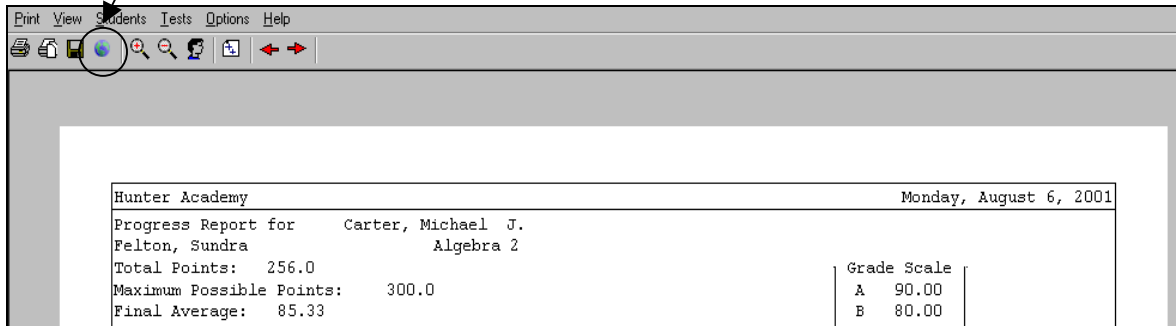
GradeQuick allows you to export reports for one student, several students, all students, or to send the report for several classes at once (Send Several Files). The procedure for exporting one or all students is the same; however, sending reports for selected students and sending several files uses different procedures.

To export a report from GradeQuick, open the **Gradebook** for the class from which you want to export a report. Then, click on the **Reports** menu, point to **Internet Reports**, and select the desired report (Standard 1, Short Report, Standard 2, etc.).

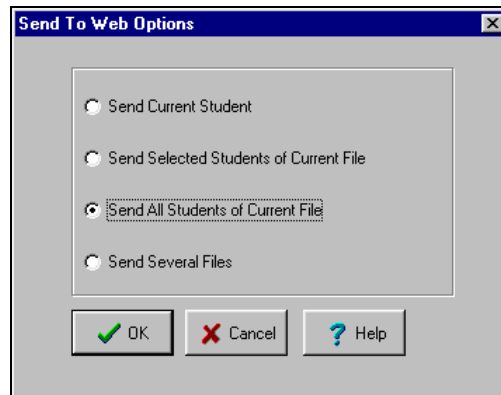
Name	ID	Ex-1	Ex-2	Ex-3	Ex-4	SubTotal		Total	Max	Avg	Grade
Long Name											Yr
Term		1	1	1	1	1					
Category		**	**	**	**						
Date		08/31/00	09/05/00	09/20/00	09/20/00						
Possible		100	100	100	100	400					
1. Carter, Michael J.	11	84	**	83	89	256	85	256	300	85.33	85
2. Filman, Andrew	8	79	89	89	84	341	85	341	400	85.25	85
3. Filman, Robert	9	84	87	84	84	339	85	339	400	84.75	85
4. Cole, Aimee L.	14	88	87	86	86	347	87	347	400	86.75	87
5. Franklin, Edward	16	84	89	99	97	369	92	369	400	92.25	92
6. Horton, Ryan	30	79	90	98	84	351	88	351	400	87.75	88
7. Dear, Hogan	65	88	94	97	86	365	91	365	400	91.25	91

Send Current Student/Send All Students of Current File

Once the **Report Preview** screen is opened, check to make sure all information is correct; then click the **Send to Web** button on the toolbar to open the **Send to Web Options** screen.

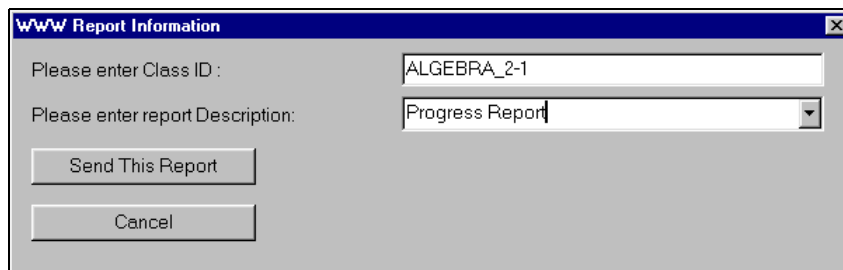


To export a report for one student, select the desired student in the open Gradebook, click on the **Select Current Student** option button on the **Send to Web Options** screen, and then click **OK**. To export a report for all students in the open Gradebook, click on the **Send All Students of Current File** option button on the **Send to Web Options** screen, and then click **OK**.



The **WWW Report Information** screen will open with the **Class ID** already entered according to the Gradebook from which you are exporting information.

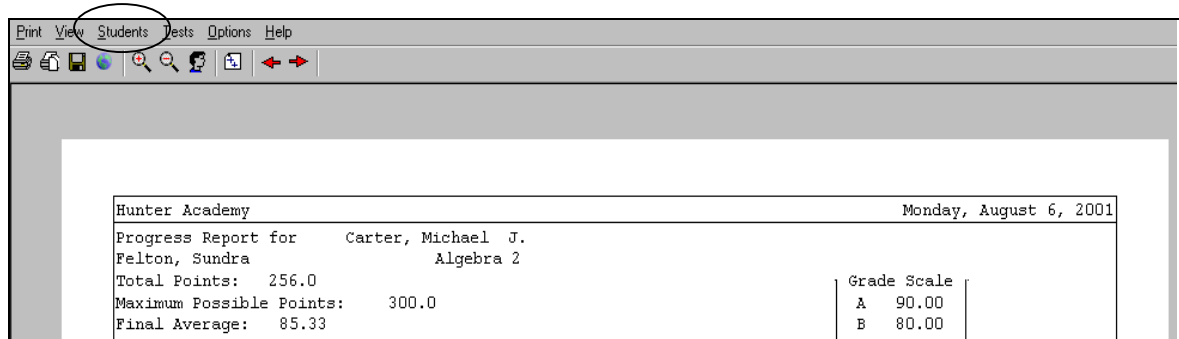
Enter a title for the report in the **Report Description** field; this title will be displayed on the Edline Class Page. When you are finished, click the **Send This Report** button.



You are now ready to upload the report to Edline.net.

Send Selected Students of Current File

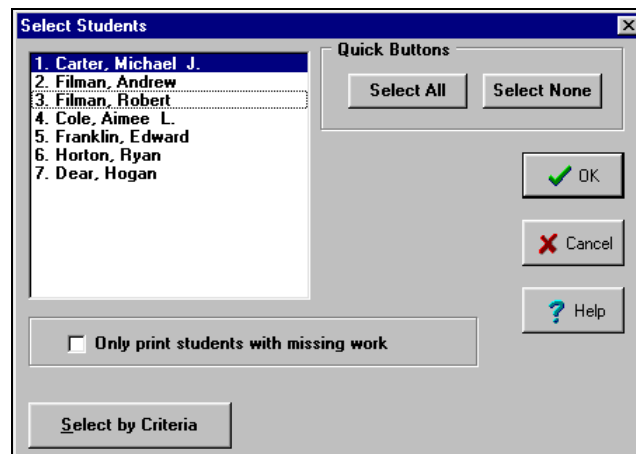
Once the **Report Preview** screen is opened, check to make sure all information is correct; then click on the **Students** menu and click on **Select Students** to open the **Select Students** screen.



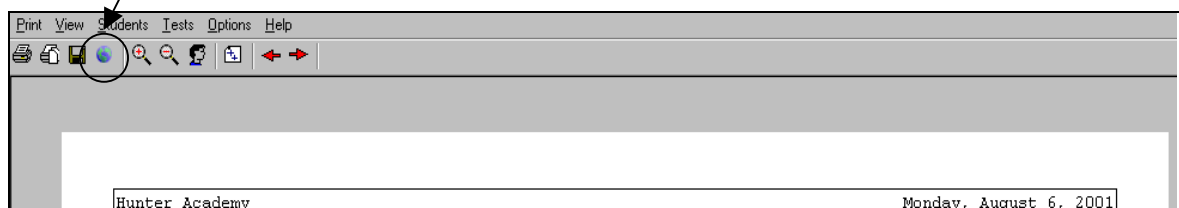
Single click on the students for which you want to export the report, or click the **Select All** button to export reports for all listed students.

You can choose to export only those students with missing work by clicking on the **Only print students with missing work** check box. GradeQuick will then automatically select the students for which reports should be exported.

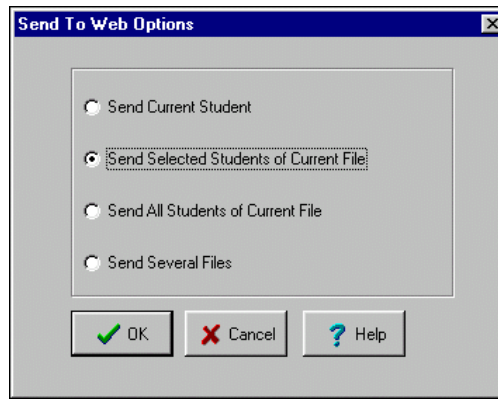
You can choose to export only those students with specific attendance information by clicking on the **Select by Criteria** button. GradeQuick will then automatically select the students for which reports should be exported.



Once you have made the desired selection(s), click the **OK** button to return to the **Report Preview** screen. Check to make sure all information is correct; then click the **Send to Web** button on the toolbar to open the **Send to Web Options** screen.

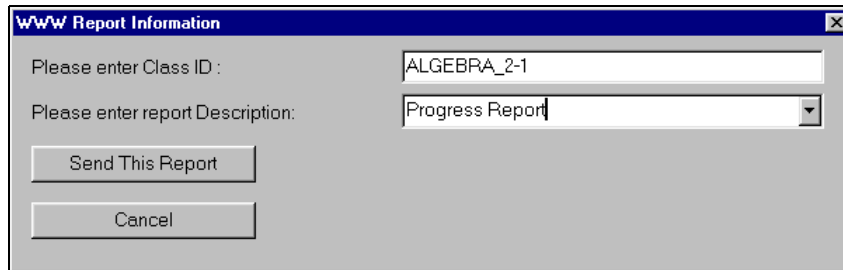


To export the reports for the selected students, click on the **Send Selected Students of Current File** option button, and then click **OK**.



The **WWW Report Information** screen will open with the **Class ID** already entered according to the Gradebook from which you are exporting information.

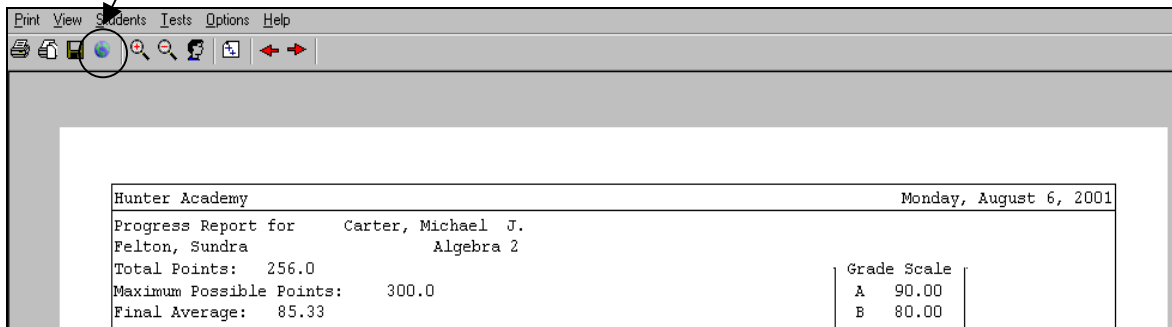
Enter a title for the report in the **Report Description** field; this title will be displayed on the Edline Class Page. When you are finished, click the **Send This Report** button.



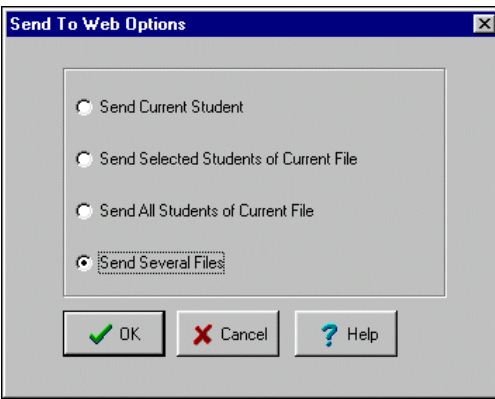
You are now ready to upload the report to Edline.net.

Send Several Files

Once the **Report Preview** screen is opened, check to make sure all information is correct; then click the **Send to Web** button on the toolbar to open the **Send to Web Options** screen.



To export several different reports from GradeQuick, click on the **Send Several Files** option button on the **Send to Web Options** screen, and then click **OK**.

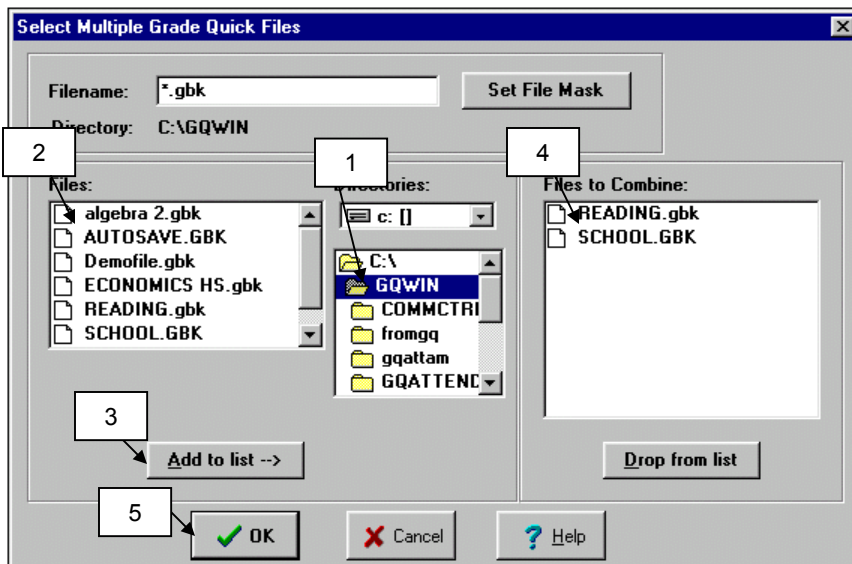


Click the **OK** button on the **For Your Information** screen to continue exporting reports. (You may click on the **Do not show this message again** check box to discontinue the message.) This will open the **Select Multiple Grade Quick Files** screen.



On the **Select Multiple Grade Quick Files** screen:

1. Browse the **Directories** until you open the folder containing the desired Gradebook files.
2. Then select the files for which you want to export reports from the **Files** list.
3. Click the **Add to List** button.
4. The selected files will then appear in the **Files To Combine** list.
5. Click the **OK** button to export the reports.




You are now ready to upload the reports to Edline.net.

Uploading GradeQuick Reports to Edline.net

After you click the **Send This Report** button on the **WWW Report Information** screen, or the **OK** button on the **Select Multiple GradeQuick Files** screen, your Internet Browser will automatically open the Edline.net **Log In** page.

Enter your Screen Name and Password and then click the **Log In** button. Once the upload is complete, the **Summary** page will open. This page will reflect how many records were added or updated successfully and if any errors occurred during the upload.

Summary:
8 record(s) updated successfully.



IMPORTANT: If the **Summary** page reports errors, immediately print the page using the **Printer** button on your Internet browser, and contact **Hunter Systems Customer Support** at **1-800-326-0527**.

Click the **Home** button to return to the Edline home page. Select a class from the **My Classes** menu. The reports uploaded to Edline.net will be listed on the **Class** pages' **Contents** Menu.

Administrators and Super Users will be able to view all uploaded reports, Teacher Users will be able to view reports for their class home pages, and Student users will be able to view only their reports.

Parents will be able to view reports specific to each child by clicking on the desired student's name on the **Shortcuts** menu and then selecting **Private Reports** on the **User Contents** menu; the child's reports will then be listed, and he/she can click on the **View** button to display the report(s).

Shortcuts

- [My Shortcuts](#)
- **Michael Carter**
- [James Carter](#)

User Contents

- [Private Reports](#)

Private Reports (1-5 of 5 items)

Date	Folder	Title	Location
08/07/2001	<input type="button" value="View"/>	Progress Report	Michael Carter
05/17/2001	<input type="button" value="View"/>	Student Class Schedule	Carter, Michael
02/28/2001	<input type="button" value="View"/>	Student Transcript	Carter, Michael
02/28/2001	<input type="button" value="View"/>	Report Card	Carter, Michael
02/28/2001	<input type="button" value="View"/>	Student Profile	Carter, Michael