

# Edline

## How to View Student Grade Reports

- 1 If an email arrives indicating you have a new posted report in Edline, you may click the links in the email.

**From:** Edline [mailto:notify@edline.net]  
**Sent:** Monday, November 09, 2009 9:34 PM  
**To:** Jones Anne  
**Subject:** 2 New Reports Are Available on Edline

Clicking directly on the student's name is a link directly to the student's Private Reports page

New Report(s) for LINDSEY JONES		
Location	Report Title	Date
PHYS 1	Grade on 11/9	11/09/09
ADV PL ENG COMPO	Progress Report November 9th	11/09/09

This link brings you directly to the manage account page once you log in.

If you do not want these emails in the future, you may change your email preferences, by clicking here:  
<http://www.edline.net/login/ManageAccount.page>

[Click here to visit Edline](#)

This link brings you directly to the school's Edline home page

- 2 If you do not receive an email from Edline but would like to view Edline reports
  - a. Sign into Edline by going to [www.edline.net](http://www.edline.net) and then click the "Login" link at the top of the page to expand the login

Edline | Home | Help | Login

Type your user name and password and click "login"

Edline | Home | Help | Login

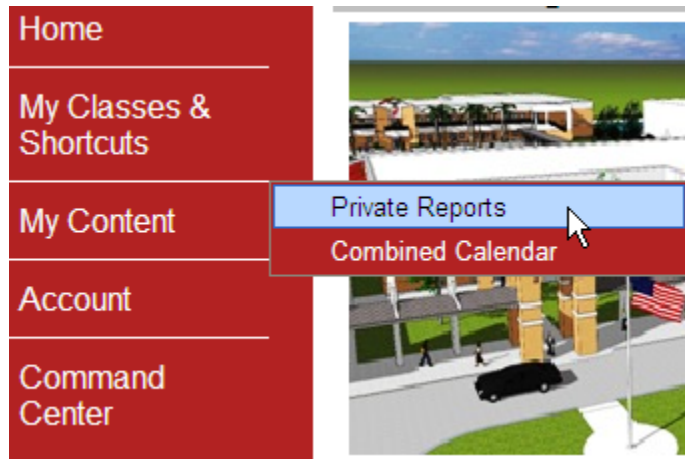
Screen Name:

Password:

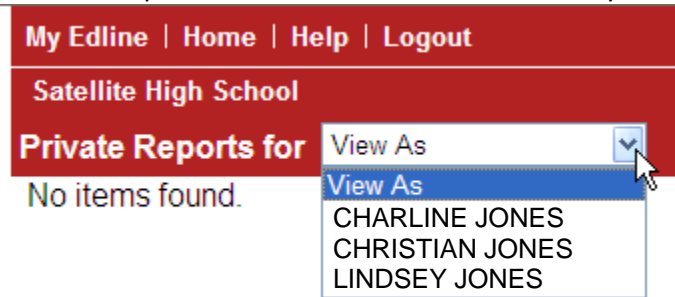
- b. Click the link on the left that says "My Contents" and then choose the "Private Reports" link on the fly out menu.

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## How to View Student Grade Reports



- c. Click the drop down arrow and choose the student you wish to view.



- d. You will now see your list of reports.
- The "View" link will bring you directly to the report
  - Clicking the name of the class will bring you to the Class Edline Page

Private Reports for <b>LINDSEY JONES</b> (1-49 of 49 items)			
Report Date	Report	View Home Page	Report Name
11/13/09	<a href="#">View</a>	<a href="#">PHYS 1</a>	Grade on 11/12
11/10/09	<a href="#">View</a>	<a href="#">PHYS 1</a>	Grade on 11/10
11/10/09	<a href="#">View</a>	<a href="#">BAND 5</a>	Oct
11/10/09	<a href="#">View</a>	<a href="#">ADV PL ENG COMPO</a>	Progress Report (new AP memo)
11/10/09	<a href="#">View</a>	<a href="#">ADV PL ENG COMPO</a>	Progress Report November 6th
11/09/09	<a href="#">View</a>	<a href="#">PHYS 1</a>	Grade on 11/9
11/09/09	<a href="#">View</a>	<a href="#">ADV PL ENG COMPO</a>	Progress Report November 9th
11/06/09	<a href="#">View</a>	<a href="#">AP Psychology</a>	Grade update November 6, 2009