



## Parkland Magnet Middle School for Aerospace Technology

### Parent Information Sheet

This sheet has been created to let parents and guardians know what information is included on each teacher's EdLine page.

The following information is required and should be uploaded to each teacher's EdLine page at the beginning of each marking period:

**Syllabus**-Uploaded during the first marking period

**Approximate Assessment Dates**-Uploaded at the beginning of each marking period

**Explanation of Codes Used in EdLine**-Uploaded during the first marking period

**"Big Project/Assignment" Timeline**-Uploaded at the beginning of the marking period

All information will be posted in the "News Feed" on EdLine. Tentative assessment dates and due dates for "Big Projects/Assignments" will also be posted to the calendar. Please realize that most of these dates are tentative and might change over the course of the marking period. Teachers will update timely the dates when they know there is a change.

Any additional information posted to an EdLine page is up to the discretion of each teacher. The above information is required of each teacher.

**Daily Homework Assignments** are not required to be posted on EdLine. Each student is given an agenda book at the beginning of the year and students are expected to use this to keep track of daily assignments.

**When emailing a teacher through EdLine**, please be sure to include an email address or phone number where the teacher may return the message.

*Teachers do not post grades directly to EdLine. Teachers put grades into Pinnacle, the online gradebook. MCPS runs an upload every 24 hours to move the grades from Pinnacle to EdLine. The only things that teachers post directly to EdLine are the items listed above. **As per county policy, teachers have three weeks from the due date of an assignment to post a grade in Pinnacle.** Once the grade is posted, then it will be uploaded from Pinnacle to EdLine during one of the county run uploads.*

On the back of this sheet, you will find a list of the different codes that each teacher uses in EdLine. This information will also be posted on each teacher's EdLine page at the beginning of the school year.

## **Explanation of Codes Used in EdLine**

**In EdLine, teachers use the following codes for specific assignments in the following categories:**

### ***Assignment Completion Category Codes***

L-Turned in Late

NT-Not Turned In

OT-Turned in On-Time, Completed

PC-Partially Completed

### ***Participation Category Codes***

M-Moderate Participation

NP-No Participation

P-Participated

### ***Ungraded Assignment Category Codes***

N-No

Y-Yes

**The above codes do not factor into a student's overall final grade.**

**Teachers will also use the following codes for specific assignments in the Homework/Classwork, Formative Assessment, and Summative Assessment Categories:**

X-Excused from assignment (does not factor into grade)

Z-Missed assignment that needs to be made up (factors as a zero)

0-Missed assignment that cannot be made up (factors as a zero)

R (in assignment title)-Assignment is retakeable

For assignments that earn a Z or are marked R (retakeable), students should speak with their teacher(s) directly to determine a deadline for the completion of the assignment.