

Ridgeview Middle School Edline “Quick Tips”

- 1. Edline** is a Web-based classroom-to-home communication system available through the Internet and requires a valid user name and password to access student information. If Internet access is not available from home, any computer with Internet access may be used—at your local public library, school media center, or community center. Teachers will continue to use other means to communicate student progress for families without Internet access.
- Parents and students will have separate **Edline** accounts. Parent accounts can be linked to each enrolled student.
- Teachers will enter grades within three weeks of each assignment’s due date.
- If you have more than one child in a participating school, be sure to carefully follow the instructions for setting up an account.
- Once you activate your **Edline** account on the secure Web site listed in the instructions below, you will be able to access your child’s grades.
- If you have any questions or need assistance, please contact Ridgeview’s **Edline** Administrator
Ms. Amy Lipman, @ 301-840-4785
or Email Amy_L_Lipman@mcpsmd.org

Follow the steps below for activating a parent Edline account.

Step 1 — Go to the Ridgeview Middle School site @ <http://www.montgomeryschoolsmd.org/schools/ridgeviewms/index.aspx>

Step 2 — Click on "Click here if you have a new activation code."

Step 3 — Type in the activation code provided for you. If you have more than one parent code because you have more than one child at a school, or at more than one MCPS school, enter each parent code, one after the other. After typing in each code, click "Enter."

Step 4 — Then, you will see a screen that identifies you as your child's, or children's, parent. Click "Activate this Code."

Step 5 — Terms of Use Policy appears. Click "I Agree."

Step 6 — On the next screen, click "New Account." Type in your screen name and a password. We suggest you choose something you'll easily remember, perhaps the same screen name and password for your existing email account. Click "Continue."

Step 7 — Type in your email address and choose your preferences for receiving email.

Step 8 — Click on the down arrow in the Security question box, choose a topic, and type in the answer. Click "Update."

Step 9 — Click "Done" in the upper right hand corner of the Edline screen. You'll now see your Edline home page with your child's name, or your children's names, linked to it.

Click on your child's name to see his or her schedule.

Click on a class to see any assignments posted for that class.

Click on Private Reports to see grades posted for your child.