



Question: What is Edline?

Answer: Edline is a web based tool that allows parents/guardians to monitor student's classroom performance online, check for large projects or assignments and communicate with teachers.

Question: How do I get an Edline account?

Answer: Every student at Julius West MS has an account, and each student account has a "parent account" linked to it. This allows the parent/guardian to view information from classroom teachers.

Question: How do I access Edline?

Answer: You need to activate your account. Activation codes have been mailed home and will be/were given out at back to school night. Sixth grade students activated their codes during the media center orientation and seventh and eighth grade students who are new to the school or who had not activated their codes, activated them through their first period classes. If you still need your activation code please contact Anita Anderson through e-mail at:

Anita_J_Anderson@mcpsmd.org

Question: How do I activate my account?

Answer: Once you have your activation code follow these steps to activate your account.

1. Open the school web page at <http://www.mcps.k12.md.us/schools/westms>. Click on the Edline box; this will open the Edline home page.



2. Click on "Sign Up".

Screen Name:

Password:

New to Edline? [Sign Up](#)

Forgot screen name or password? [click here](#)

Julius West Middle School



651 Great Falls Road
Rockville, MD 20850
Phone: 301.279.3979
Fax 301.517.8216
jwms@mcpsmd.org

3. Enter the 12 letter code that was mailed or emailed to you in the box and click Enter.
Notice that you can combine accounts if you have more than one student enrolled at the school to create a single account.

Enter Your Activation Code

First: Enter your activation code(s) (Click HELP above to learn more)

If you need an activation code, please contact your school.
(Repeat this step for each activation code you wish to combine into a single account)

Activation Code

4. Your name and school should appear under Second. Make sure it is really your name.
Now Select "Activate This Code".

Enter Your Activation Code

MY EDLINE TOOLS HELP Anita Anderson : SIGN OUT

First: Enter your activation code(s) (Click HELP above to learn more)

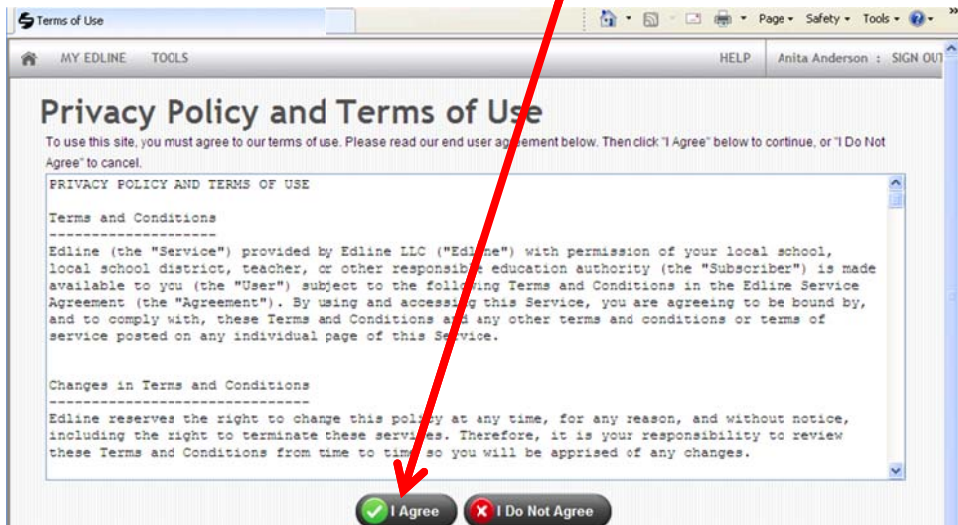
If you need an activation code, please contact your school.
(Repeat this step for each activation code you wish to combine into a single account)

Activation Code

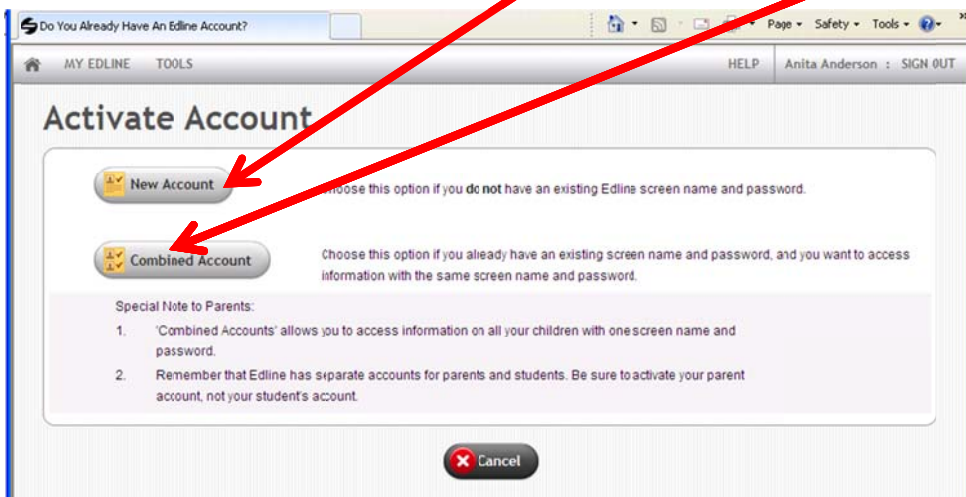
Second: **Make sure each code you have entered is yours**

- West Julius (at Julius West Middle School)

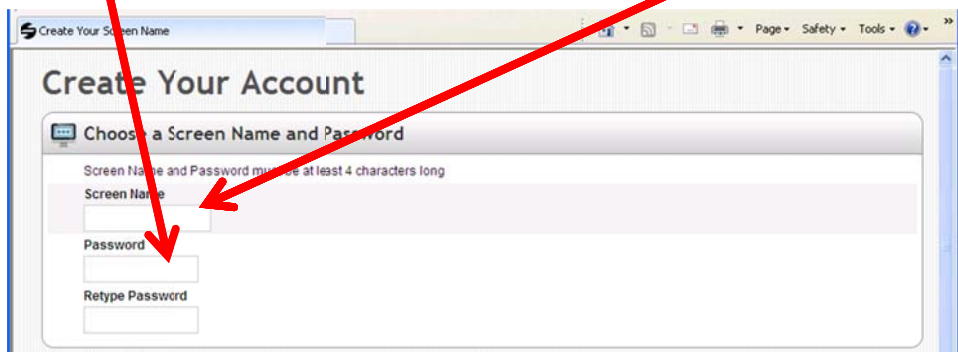
5. Accept the license agreement. Click on I Agree.



6. Select the proper account type, either a New Account for a new user, or Combined Account in order to add more students to an existing account.



7. In the next series of steps you will Create Your Account. Choose a screen name and a password. If you receive a message that says your choice for a screen name may not be available, please continue to select screen names until one is accepted.



8. Please enter your name or names (of both parents). Click on Continue.

The screenshot shows a web form titled "Your Personal Information". It includes a section for "PARENTS: You may enter both parents' names in the First Name field." with input fields for "First Name" (containing "Julius"), "Middle Name", and "Last Name" (containing "West"). At the bottom, there are two buttons: "Continue" and "Cancel". A red arrow points from the "Continue" button to the instruction text above, and another red arrow points from the "Continue" button to the "First Name" input field.

9. Now, please click on Add Email Address.

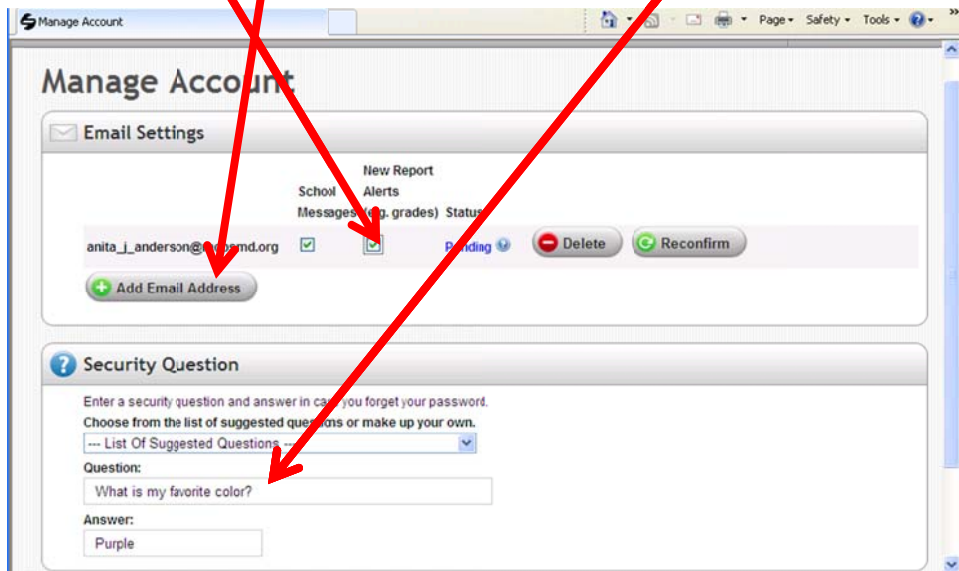
The screenshot shows a web page titled "Manage Account". It has a navigation bar with "MY EDLINE" and "TOOLS". Below the navigation bar, there is a section for "Email Settings" with a green "+ Add Email Address" button. A red arrow points from the instruction text above to the "Add Email Address" button.

10. Enter your primary e-mail address. Re-enter it. Note that you will be sent a confirmation message and must use the link in the message to activate the email. Click on Save & Return.

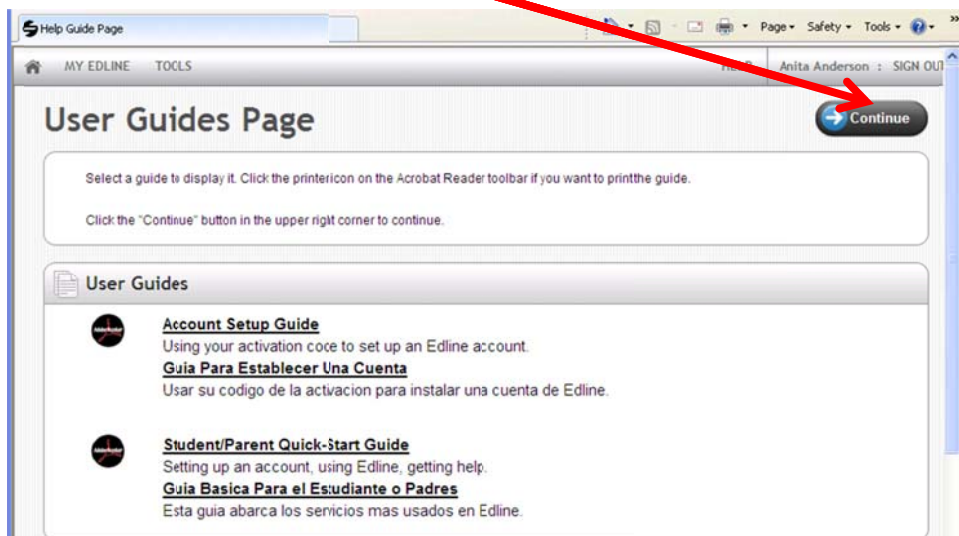
The screenshot shows a web form titled "Add Email Address". It has two input fields: "Email Address" and "Re-enter Email Address:". Below the fields, there is a confirmation message: "You will be sent a confirmation message to your email address in the boxes above. If you do not receive the email please check your bulk and junk email folder(s). If you maintain a list of allowed email addresses please add 'sender@edline.net' and 'notify@edline.net' to the list." At the bottom, there are two buttons: "Save & Return" and "Cancel". A red arrow points from the instruction text above to the "Save & Return" button, and another red arrow points from the "Save & Return" button to the "Email Address" input field.

Below the form, there is a "Please note:" section with the following text: "A confirmation email has been sent to you at [redacted]. Please check your email and click on the link included in the message to confirm this email address. Edline will not send email to this address until it is confirmed." At the bottom of this section is an "OK" button.

11. You may add another email if, for example, both parents would like separate email reports. If you want grade reports sent to your email, make sure you click the New Report Alerts box. Select a Security Question or make up your own. The question will allow your password to be sent to you in the event you forget it.



12. The next window shows you links to Edline help documents if you ever need to reference anything. Click on Continue when you are finished.



13. You will now be at your home page for the school. You may now look at the Combined Calendar. Here you will find information that the teachers have posted for you to see regarding classes. In order to view your child's page, you may have to click on My Edline (the drop-down menu) to view his/her name. You will see their classes in the classes section. You can also select the Private Reports option in the User Content section. This link is used to view grade progress reports.

14. This will bring up all the classes that have a grade progress report available

Last Modified	Report	Location	Report Name
09/14/06	View	TEAM	Current Assignments Report
09/14/06	View	PHYS ED GRADE 7	Current Assignments Report
09/14/06	View	CREATIVE FACCS	Current Assignments Report
09/14/06	View	SCIENCE GRADE 7	Current Assignments Report
09/14/06	View	MATHINVESTGATIONS	Current Assignments Report
09/14/06	View	WRLD STDS GRD 7	Current Assignments Report
09/14/06	View	MS FY FRENCH 1A	Current Assignments Report
09/14/06	View	ENGLISH GRADE 7	Current Assignments Report

Select

the View option.

Last Modified	Report	Location	Report Name
09/14/06	View	TEAM	Current Assignments Report
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09/14/06	View	CREATIVE FACCS	Current Assignments Report
09/14/06	View	SCIENCE GRADE 7	Current Assignments Report
09/14/06	View	MATHINVESTGATIONS	Current Assignments Report
09/14/06	View	WRLD STDS GRD 7	Current Assignments Report
09/14/06	View	MS FY FRENCH 1A	Current Assignments Report
09/14/06	View	ENGLISH GRADE 7	Current Assignments Report

15. A grade progress report will show up. A sample one is shown below.

CATEGORY	WEIGHT	PERCENT	LETTER	
Homework	10	.4	77.2%	C
Other Assignments	20	.5	87.5%	B
Formative Assessment	30		%	
Summative Assessment	40		%	
Current Grade		24/30	84.1%	B

ASSIGNMENTS						
NO.	DESCRIPTION	DUE DATE	CATEGORY	GRADE	MAX	LETTER
1	Pg 74 #1-10	2006-08-31	Homework	5.0	10	E
2	Pg 178 #13-35 odd	2006-09-06	Homework	12.0	12	A
3	Warm-Ups 9/4 to 9/8	2006-09-08	Other Assignment	7.0	8	B
4	Quiz 1A.1	2006-09-08	Formative Assess		16	

Done Print Modify Reject Delete

Question: I have activated my account. Do I need to keep the activation code?

Answer: No, you may discard your code because you will now access Edline using the screen name and password you created during the activation process.

Question: I have forgotten my screen name and or password, what should I do?

Answer: First try the link at Edline that will send your information to the email address that you provided during the activation process. If that does not work or you did not provide an email address you will need to send an email to Anita_J_Anderson#@mcpsmd.org with the student's full name and, if known, their MCPS ID number stating that you forgot your password. Please also provide a phone number to contact you.

Question: How often will grades be updated?

Answer: Teachers will update Edline once every two weeks. Please keep in mind that teachers will do their best to maintain accurate grade books. **You may receive a Grade Report email even if your child's grade has not been posted yet.** Any time the teacher posts grades, even if he/she posts for half the class, you will receive a grade report. Please wait at least 24 hours before contacting the teacher. A teacher may also have posted grades to Edline, but Edline updates once every 24 hours after the school day.

Question: My student's schedule is incorrect. When will this be fixed?

Answer: Please have the student check with his/her counselor.

Question: I do not see my question listed - where can I get more help?

Answer: Read through the help document in Edline, or send an email to:

Anita_J_Anderson#@mcpsmd.org

Be as specific as possible when describing your problem or request.