

## ***EDLINE***

### What is the purpose of *Edline*?

- *Edline* is an on-line communication tool between teachers and students that shows students their assignments and grades in each class.
- Teachers enter assignments for their classes so that students may check on their class requirements and due dates. This is especially useful if students are absent from a class or if they are not clear on an assignment.
- *Edline* is also connected to the Montgomery County Public Schools electronic grading and reporting system. As students complete assignments, quizzes and tests, teachers enter their grades into the reporting system and the grades are then posted on *Edline*.
- *Edline* also provides an email link between teachers, students, and parents. Each class listing includes the teacher's email address.
- Students activate their *Edline* accounts at school and can check their progress on a regular basis. However, teachers do not all update *Edline* at the same pace, so updates for one class may appear well before updates for another.

### How should students and parents interpret the information on *Edline*?

- Students and parents both need to be very careful when drawing conclusions about grades or assignments from *Edline*.
- Sometimes it appears that an assignment is incomplete or has not been handed in, but instead the data simply have not been entered yet. Teachers update *Edline* when they have time, not necessarily every day or even every week. However, if a student thinks an incorrect grade has been posted or if the student has not been given appropriate credit for completed work, the *student* should speak with the teacher about the issue.
- Keep in mind the weighting of the grades (or grade distribution) and don't get overly concerned about occasional low letter grades. For instance, daily homework grades are frequently only worth a few points and may constitute a small percentage of the overall grade. Explanations of grade weightings (summative vs. formative categories, etc.) are usually posted on *Edline* for each course and given to the student in class, and to parents at Back-to-School Night.
- It is more important to pay attention to overall grade trends than to brief fluctuations in grades. For example, consistently not turning in homework, a downward trend over the course of the marking period, or anything else that is out of character for the student should be discussed with the teacher and/or counselor.
- *Please remember that Edline is meant to enhance student/teacher/parent communication. Compulsively checking Edline for grade updates may lead to an unhealthy attitude towards academic performance and may hurt that student/teacher/parent relationship.*

*Please see reverse side for additional information*

### How should parents use *Edline*?

- Parents may also activate an *Edline* account so they can view their student's progress. Parents may choose to receive an email notice when new information and updates have been posted to *Edline*.
- **HOWEVER, parents should exercise considerable restraint in using Edline to view and monitor their child's assignments and grades. *This program is primarily intended to provide a communication tool between teachers and students.***
- Parental involvement in students' grades and assignments can be very counterproductive in high school. This is a time when most students should be responsible for their own work. If you have a concern, you should encourage your student to work it out with the teacher directly or to talk to his/her counselor.

### How do students and parents begin using *Edline*?

- At the beginning of the year, students and parents who are new to Whitman will receive an activation code so that they may set up their *Edline* access. Students will receive their activation code and activate their account in school. Parents should receive an activation code in the mail from the Central Office. If you need an activation code for a Whitman student or parent, contact Geoffrey Schaeffer, [Geoffrey M Schaefer@mcpsmd.org](mailto:Geoffrey_M_Schaefer@mcpsmd.org).
- Students and parents who previously activated an *Edline* account will continue to use the same account, with the same screen name and password.
- Detailed instructions for setting up your *Edline* account are available at the Whitman website, [www.montgomeryschoolsmd.org/schools/whitmanhs/parents/resources.shtml](http://www.montgomeryschoolsmd.org/schools/whitmanhs/parents/resources.shtml).
  - You will choose a screen name and password to ensure privacy.
  - Parents with more than one child with an *Edline* account may combine the accounts into one log-in. Please follow the on-screen prompts.
  - After your account is set up, log in with your screen name and password. On your student's home page is his or her class list. Click on a class to see any assignments or information posted for that class, and to find the teacher's email address.
  - Click on Private Reports to see grades posted. **Grades usually are not posted right after tests are taken or assignments are handed in. Please be considerate and understanding of the teachers, many of whom have over a hundred students whose papers and tests they must grade.**
- Further information about the MCPS Online Achievement and Reporting System (of which *Edline* is part) is available at <http://www.montgomeryschoolsmd.org/departments/oars>.
- If you have any questions about *Edline* at Whitman you may contact Geoffrey Schaeffer, [Geoffrey M Schaefer@mcpsmd.org](mailto:Geoffrey_M_Schaefer@mcpsmd.org).