

Algonquin Regional High School

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Serving the Communities of Northborough and Southborough

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August 17, 2011

Dear Parent or Guardian:

It is with great pleasure that I write to share one of the new initiatives we are undertaking for the 2010-2011 school year in our on-going effort to improve teacher - parent communication. Undertaken as a pilot project last year, fifteen Algonquin teachers utilized a web-based grade posting service known as Edline. Overall, the reviews by families and teachers were that it was easy to communicate students' academic progress when grades were posted by the teacher approximately every two weeks on a secure website. The most common feedback received was, "When is every teacher going to be using Edline?" Starting this year, all teachers will be able to opt-in to participate and be given necessary training before the first day of school. We expect by this time next year to be near one hundred percent participation.

Frequently Asked Questions: (FAQ's)

Which teachers are participating? More teachers are signing on each week during the summer, but not all teachers will be participating during the 2011-2012 school year. Teachers are asked to post on their website or in their course expectations how grades will be communicated with students and families, but use of Edline is not yet required of teachers.

Where do I login to check my student's grades? <http://www.edline.net>

Do I need to keep my activation code after activation? No. Once you've used your activation code the first time, you will need to remember your screen name and password only.

Why is there an activation code for my student? Students should create their own screen name and password to go in and check their grades independently. Some teachers will be using the calendar feature to post assignments.

I was part of the pilot last year; do I use the same screen name and password? YES

I was part of the pilot last year, but I do not remember my screen name and password. If you registered an email address (only 30% of parents did) you can click on "forgot screen name" or "forgot password" at the login screen. If you did not enter an email address, you will need to send an email to arhstechsupport@nsboro.k12.ma.us asking for your username and password to be reset for you.

For detailed questions about account setup please refer to this document or click on Help from the login page: <https://www.edline.net/help/pdf/AccountSetupGuide.pdf>

Sincerely,



Tom Mead
Principal
Algonquin Regional High School

EDLINE ACTIVATION PROCEDURE

Algonquin has signed up to use Edline to allow parents and students to access current grades on a periodic basis. Edline is an easy way for you to keep-up-to-date online. Once you have activated your account, you can access the following information.

- Check your child's latest grade reports
- Receive email alerts when new grades are posted
- See what assignments were not completed
- See class assignments and events*** (some teachers will be exploring the use of this)

How to Set Up your Edline Account for the First Time

To begin using your Edline account, follow these easy steps:

1. Make sure you have your personal Edline Activation Code. This code can be found below these instructions. Missing activation code means this account was activated previously.
2. Go to **www.edline.net** and Click on **Click here if you have a new activation code**
3. Fill in your Activation Code. Your school may give you one parent code for each child. If you receive several parent codes because you have several children, enter each parent code one after the other. Then you can view all your children's information from the same login account. If you happen to receive the same code for the same child twice you do not have to enter it again. Click "Activate This Code" once you have entered all codes.
4. Follow the remaining steps to create your Edline Screen Name and Password. When asked if you already have an account, click "New Account" if this is your first time using Edline. If you already have an Edline account, click "Combine Accounts" to add this child to your existing account.
5. **When asked to enter an email address, make sure to do so; this will ensure you get notice of updated grade reports.**
6. On the last account activation page, print the "Student/Parent Quick-Start Guide" so you can make the most of Edline. After this, you no longer need your Activation Code - **you will always use your Screen Name and Password to access Edline.** Don't share this information with anyone!

Whenever you login to Edline, click on your child's name in the yellow Shortcuts box.

You will then see shortcuts to his or her reports. Be sure to click the Help button and read or print the 'Student/Parent Quick-Start Guide' to take advantage of Edline features.