

ONLINE ACHIEVEMENT AND REPORTING SYSTEM (OARS) Secondary Schools

Pinnacle and Edline

Electronic Grade Book and Classroom-to-Home Communication

A Quick Reference for Teachers and Administrators

The electronic grade book (Pinnacle) will be used to report and maintain records that monitor student achievement. The electronic grade book is password protected and accessible only by teachers and administrators. Use of the electronic grade book promotes grading consistency and is aligned with the grading and reporting policy.

The classroom-to-home communication component (Edline) provides parents and students with a secure environment to access up-to-date individual student progress and grades. Assignments and other relevant class and curriculum-related information also may be included over time. Parents and students can access this password-protected system via the Internet at any time.

Guidelines for Teacher Use

To ensure the availability of up-to-date student academic information and timely communication about student progress through Edline, all teachers will enter grades into Pinnacle, the electronic grade book, within three weeks of each assignment's due date. If extenuating circumstances necessitate longer than three weeks, schools will communicate this information to students and parents and indicate the date when the grades will be posted. All grades are automatically posted to Edline from Pinnacle every Sunday through Thursday evening.

The system has many time-saving features to streamline the process of recording grades and monitoring student progress.

- ◆ Bubble sheets are no longer needed to produce report cards.
- ◆ Teachers may access Edline and Pinnacle from any Internet-connected computer.
- ◆ Class rosters are automatically updated daily.
- ◆ Interim reports are generated from the system and may be printed at each school.
- ◆ Student grades are automatically copied from Pinnacle to Edline nightly.
- ◆ The system provides parents and students with electronic access to student academic progress.

Questions?

- ◆ Training—Contact Mr. John Burke, director, Department of Consulting and Communication Systems, at 240-314-2257 or by e-mail at John_Burke@mcpsmd.org
- ◆ Technical—Refer questions to one of the grade book advisors or the Edline super user in your school
- ◆ Grading and Reporting—For general questions, contact the appropriate director: Ms. Carol Blum, director, High School Instruction, Office of Curriculum and Instructional Programs (OCIP), at 301-517-5007 or by e-mail at Carol_Blum@mcpsmd.org; or contact Ms. Linda Ferrell, director, Middle School Instruction, OCIP, at 301-517-5007 or by e-mail at Linda_Ferrell@mcpsmd.org