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| **Edline Minimum Agreements** |

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| **Jason Nakamoto**  | to: | 214teachers | 11/12/2014 08:22 AM |

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| Cc: | 214VP |

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Hello all,

We have some inconsistent practices regarding the use of Edline. This message is to clear things up as far as what we will do at Leilehua.

First of all, we understand that Edline may have limitations and may not be the most efficient system on the market. It does bring consistency within the Complex as both of our Middle Schools use it and parents are able to log in to one site to view their children's progress. It also serves as a tool to communicate with parents and students. It provides administration with information to address parent concerns about grades as we are able to pull up teacher grade books and answer questions. It is hard to justify how a student was receiving an "A" on Edline and have no updates until the report card where the student received an "F", with no contact made to parents.

It is in our Academic Plan to upload grade/assignments every two weeks. This is a practice that we will follow from here on out.

Here are the minimums that need to be entered into Edline biweekly:





These are vital information that both students and parents should have access too. We do have some PD on Edline coming up during the next several study hall periods, so if you don't know how to use Edline, you may want to attend to gain information. If you have any questions, please see your department administrator.

Thank you.
Jason