

TO: All Principals

FROM: Ann Killets
Chief Academic Officer

DATE: March 8, 2006

RE: Edline Usage in Schools

Bulletin: P-12005-CAO/ET

Edline is the Board-approved communication service that provides access via the Internet to school and classroom information including announcements, calendars, classroom information and academic information for secondary students. Beginning in School Year FY07, the use of Edline will be mandatory for all schools in order to create consistent and equitable access for parents and students throughout Palm Beach County.

Over the last couple of years the popularity of Edline has rapidly grown in our district. Due to hurricanes and other unforeseen events, not all schools have had the opportunity to sufficiently train their staff. As a result, schools have varying degrees of implementation of Edline. The mandatory use of Edline is intended to address inequities between schools that have left some parents without access to information regarding their children.

Beginning in FY07 each school will implement the following:

- Each school will appoint an Edline administrator to administer Edline accounts, coordinate training of teachers, and answer parent inquiries.
- All teachers at every grade level will update their Edline class pages at least every two weeks by adding information such as calendar items, assignments, and class news and notes.
- All teachers will enter their District e-mail address in their Edline accounts in order to facilitate communication with parents.
- All secondary teachers will post GradeQuick reports to Edline not later than each regularly scheduled payday.

The Department of Educational Technology is prepared to assist schools with teacher training through several different methods. Schools can contact their Area Technology Specialist to arrange to have a cadre of teachers trained in the use of Edline using the train-the-trainer method. In addition, teachers can find video tutorials and enroll in a self-paced online course at the Learning Tools website by going to www.PalmBeachLearns.org/Edline.