

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

EDLINE SAMPLE POSTING OF 1 WEEK'S WORTH OF ASSIGNMENTS (DESCRIPTIONS)

Purpose

This handout describes the standard method of posting 1 week's worth of assignment **descriptions**.

This gives the parents of the students an indication of what work is expected of their students for each week → for each class that their students are enrolled in.

When should I post the assignment descriptions?

- Each week – by Thursday evening. Basically, think of this as posting your major assignment **descriptions** 1 week early.

What do the assignment descriptions look like?

The following is a sample assignment description:

Score Information

Name	Date	Score	Max
Computer Purchasing Project	10/24/06	*	100

From the above example, please note the following:

1. A short but descriptive assignment description is used – in most cases **2 to 3 words** works fine.
2. The score is * → this means that this assignment has not been graded yet (since it is for the next week)

How do I enter assignment descriptions for the coming week?

First – start up Grade Quick

Enter the assignment descriptions in the Long Name field – see the example below:

Note that when you are on the short Name field, the Long Description shows here!

Enter the Long Description Here!

Computer Purchasing Project Avg: 100 Median: 100 High: 100						
Name	ID	Ch 1	Exam	Ch 2	Purchase	
Long Name		QC B	Ch. 1 Exa	QC A	Computer	
Quarter		1	1	1	1	
Category		homework	exam	homework	homework	
Date		9/8/06	9/15/06	9/22/06	9/27/06	
Weight						
Possible		100	100	100	100	

The following is a sample of what a parent could see in EDLine.

Sayre Area High School

Progress Report for Cole, Mary

CompApps

Quarter 1 Average: 71.8

Quarter 1 Grade: 72

Name	Score Information	Date	Score	Max
QC A Chapter 1		8/30/06	100	100
QC B Chapter 1		9/6/06	100	100
QC B		9/8/06	100	100
Ch. 1 Exam		9/15/06	85	100
QC A		9/22/06	50	100
Computer Purchasing Project		9/27/06	100	100
Ch 2 Exam		10/6/06	65	100
QC 1		10/10/06	0	200
Questions 2-19		10/11/06	**	100
Exam		10/13/06	**	100
Quarter #1	Subtotal		71.8	100

Missing Work	
Name	Date
Questions 2-19	10/11/06
Exam	10/13/06

LONG NAME FIELD: Notice, when you select to show only the *long name*, it is not truncated in the Edline report. Remember, what you see when you preview the report is what parents will see.

MISSING WORK: Here the tests Questions 2-19 (10/11) and Exam (10/13) have not been given a grade yet. They will show up on the missing work list. That is where next weeks tests will show up also.