



PINNACLE WEB GRADEBOOK

---

Information Technology Services

Teacher  
Reference Guide

PINNACLE WEB GRADEBOOK

# Teacher Reference Guide

---

Information Technology Services  
13135 SW 26<sup>th</sup> Street  
Miami, Florida 33175  
Revision Date 06.01.10

---

# Table of Contents

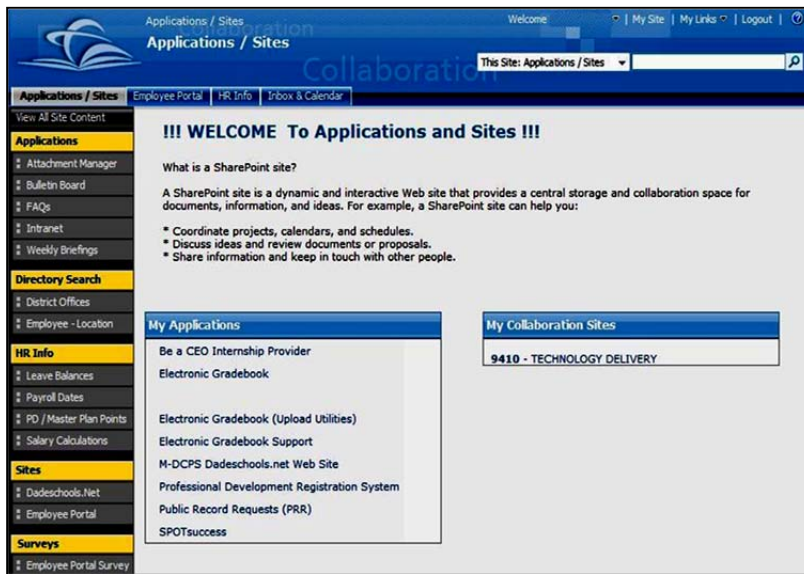
<b>STARTING PINNACLE WEB APPLICATION &amp; LOGGING IN</b> .....	<b>1</b>
<b>HOME PAGE</b> .....	<b>2</b>
<b>SET UP OPTIONS</b> .....	<b>3</b>
GENERAL TAB – CHANGE CLASS TITLE .....	3
NARRATIVE TAB .....	4
CATEGORIES TAB – CHANGE OR CREATE .....	4
EDIT PROFILE .....	6
<b>TAKING ATTENDANCE</b> .....	<b>7</b>
QUICK ATTENDANCE .....	7
ATTENDANCE GRID .....	9
<b>DEFINING ASSIGNMENTS OR INDUSTRY CERTIFICATION EXAMS</b> .....	<b>11</b>
ADDING/DELETING ASSIGNMENTS .....	11
SPECIAL INFORMATION FOR INDUSTRY CERTIFICATIONS: (HIGH SCHOOLS AND ADULT ED CENTERS ONLY) .....	12
NARRATIVE .....	13
COPYING ASSIGNMENTS TO OTHER CLASSES .....	14
EXTRA CREDIT .....	15
<b>ENTERING GRADES</b> .....	<b>18</b>
GRADEBOOK GRID .....	18
QUICK GRADES .....	19
RESULT COLUMN .....	20
RESULT COLUMN VIEW OPTIONS .....	21
SPARKLINE CHARTS .....	21
TOTAL POINTS [AVAILABLE FOR 100-POINT (PERCENT) WITHOUT CATEGORIES ONLY] .....	21
FINALIZE GRADES .....	21
EXPORT GRADES (EXCEL SOFTWARE IS REQUIRED.) .....	22
<b>STUDENT INFORMATION</b> .....	<b>22</b>
STUDENT INDEX .....	22
SHOW STUDENT ONLY .....	23
SORT STUDENTS BY ADD DATE .....	23
SHOW INACTIVE STUDENTS .....	23
<b>EVALUATING PERFORMANCE</b> .....	<b>24</b>
REPORTS .....	24
SETTING STANDARD REPORT PARAMETERS .....	25
EMAIL REPORTS .....	27
<b>INTERIM PROGRESS REPORTS/ END OF MARKING PERIOD PROCEDURES</b> .....	<b>28</b>
REQUIRED ASSESSMENT .....	28
END OF NINE WEEKS PROCEDURES – TEACHERS .....	29
OVERRIDING A 9-WEEK GRADE .....	30
LOGGING OUT .....	30
<b>OTHER DATA</b> .....	<b>31</b>
NOTES .....	31
DISCIPLINE .....	32
<b>SEATING CHART</b> .....	<b>34</b>
<b>STUDENT DEMOGRAPHIC</b> .....	<b>35</b>
<b>APPENDIX A</b> .....	<b>37</b>
4-POINT SCALE - AVERAGE SCORE .....	37
100-POINT (PERCENT) SCALE - TOTAL POINTS .....	37
<b>APPENDIX B</b> .....	<b>38</b>
COPYING GRADES FOR TRANSFERRED STUDENTS .....	38
<b>APPENDIX C</b> .....	<b>39</b>
MIDTERM/FINAL EXAM GRADES (SECONDARY SCHOOLS ONLY) .....	39

---



## Starting Pinnacle Web Application & Logging In

To launch the Pinnacle Web gradebook application, start your Internet Browser (Firefox v2.0 or higher, Internet Explorer 7 or higher, Safari v2.0.4 or higher, Opera, or Google Chrome)



- ▼ You need to access the **Employee Portal**
- ▼ Click on the **Applications/Site Tab**
- ▼ Click on a link *Electronic Gradebook*

- ▼ Log On to Pinnacle Web Gradebook Application.
- ▼ Type Username: *Your Employee number*
- ▼ Type Password: *Your P-Synch Password*
- ▼ Select School from Drop down List.

User name

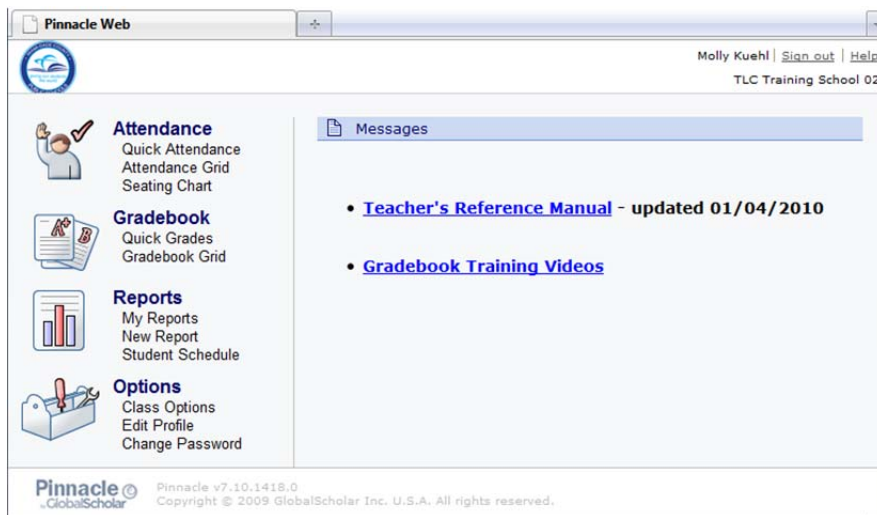
Password

School



## Home Page

When you log in, this screen displays a list of students who have been added to, or dropped from, any of your class rosters within the last ten days. Any student having a birthday in the next ten days will be on the list of Upcoming Birthdays.



Please be aware that, when you log out of the application, you will not be prompted to save any changes you have made in the gradebook. Many changes are saved to the database as they are entered and are indicated by a yellow background which gradually fades as the data is saved. If a Save button is available, changes are saved when it is pressed.

In the upper right corner of this page, as well as most other pages, is a notification of which user is currently logged in for this session plus a **Sign out** link to log out of the gradebook application.



The **Attendance** section

**Quick Attendance:** will take you to the attendance portion of your gradebook for entering or modifying student attendance data. **Attendance Grid:** displays a view of all attendance recorded. **Seating Chart:** Another way attendance can be recorded.



The **Gradebook** section

**Quick Grades:** enter grades or edit scores or letter grades one assignment at a time; comments about the score may be added. **Gradebook Grid:** will allow you to add and modify class assignments and student grades.



The **Reports** section

**My Reports:** This is where Reports are stored once they are run. **New Report:** will provide a list of available reports for your classes and allow you to print or preview these reports.



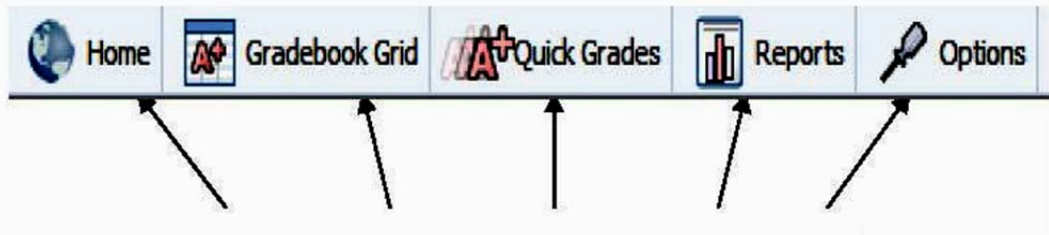
The **Options** section


**Class Options:** change General Class Information, Narrative, and create grading categories. **Edit Profile:** will allow you to view your profile and add e-mail.



Once you are in an area within the Pinnacle System (Attendance, Gradebook, Reports, Options) you may navigate to different parts of the gradebook by simply clicking on an icon on the navigation bar.

For example:



Instead of having to click on  to navigate to different parts of your Gradebook, you can simply choose where you want to go by clicking on one of these buttons.

## Set Up Options

Some of the options set for the gradebook application are set at the school or school district level and cannot be changed by a teacher in the gradebook, such as Terms and Scale Tabs. However, some options may be set by individual teachers which will apply solely to their own classes.



▼ From the Home Page, Click on **Class Options**.

Five tabs are available at the top of the screen, **General**, **Narrative**, **Categories**, **Scales**, and **Terms**. The default tab is **General**.

### General Tab – Change Class Title

<b>General</b>		Narrative	Categories	Scales	Terms
◀ 03-M/J Mathematics 2 ▶					
Title:	03-M/J Mathematics 2, Advanced				
Template:	Secondary 100-point				
Sections:	M/J Mathematics 2, Advanced (B12 / 01)				
Hide from tabs:	<input type="radio"/> Yes <input checked="" type="radio"/> No				
<input type="button" value="Save"/>					

- You may modify title of the class; the change is stored in the Pinnacle database. This class title will appear on school reports.
- Template: 100-Point by default for Secondary Science and Math classes; EGSMU scale for Kindergarten classes; all other subjects will use the 4-Point Average template. Teachers can choose to change templates during the first week of school.
- For classes which are no longer active, you may select **Yes** after **Hide from Tabs** and those classes will no longer appear as class tabs at the top of the screen.

If you have made any changes, be sure to click the **Save** button.



### Narrative Tab

Use this area to describe this class to students and parents. (Optional)

The screenshot shows the 'Narrative' tab selected in the Pinnacle Web Gradebook interface. The interface includes tabs for 'General', 'Narrative', 'Categories', 'Scales', and 'Terms'. A dropdown menu shows '01-Language Arts - El'. Below the tabs, there is a text area with a rich text editor toolbar (bold, italic, underline, bulleted list, numbered list, link, unlink, undo, redo) and a 'Save' button at the bottom left. A small text box above the editor reads: 'The narrative is optional and can be used to describe this class to students and parents. This description may appear on reports and in the Pinnacle Internet Viewer (PIV).'

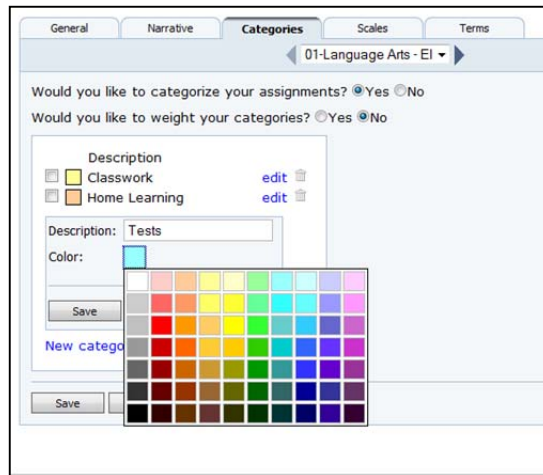
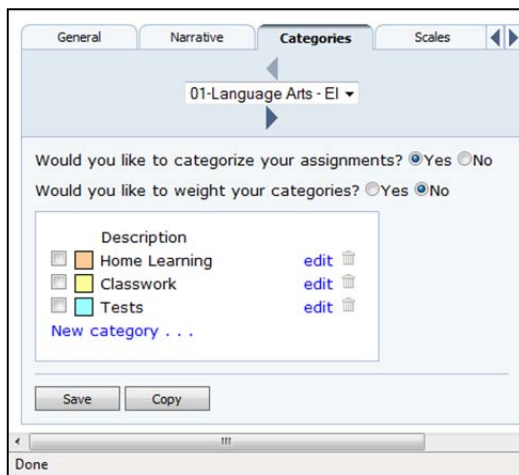
### Categories Tab – Change or Create

This is where you may identify and color-code groups for your assignments as well as weight the value of each category in the calculation of the marking period grade. First, answer **Yes** or **No** as to whether you want to categorize your assignments or not.

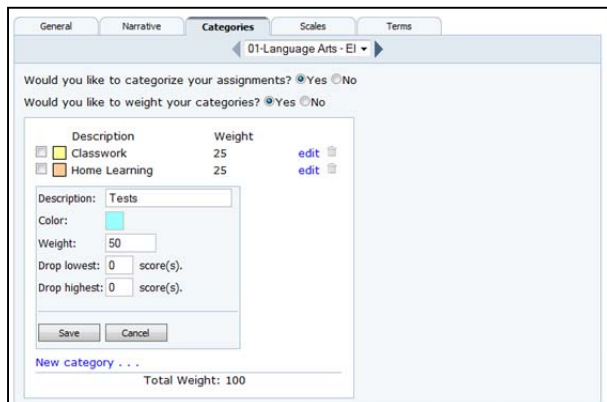
The screenshot shows the 'Categories' tab selected in the Pinnacle Web Gradebook interface. The interface includes tabs for 'General', 'Narrative', 'Categories', 'Scales', and 'Terms'. A dropdown menu shows '01-Language Arts - El'. Below the tabs, there are two questions: 'Would you like to categorize your assignments?' with radio buttons for 'Yes' (selected) and 'No', and 'Would you like to weight your categories?' with radio buttons for 'Yes' and 'No' (selected). Below these questions is a text box labeled 'Description' containing the text 'New category . . .'. At the bottom left, there are 'Save' and 'Copy' buttons. A 'Done' button is visible at the very bottom of the window.



If yes, answer **Yes** or **No** to whether you want to weight your categories or not. Enter a description of each category and select a color (optional) from the color palette which will then identify each assignment linked to that category. It is recommended that you choose lighter colors to easily view the text over it. If categories are not weighted, the grouping will not affect the calculation of the marking period grade, but grades for each category may be displayed in the Result Column of the gradebook. If categories are defined and weighted, every assignment must be linked to one of the categories to be included in the calculation of the marking period grade.



If you answered '**Yes**' to weighting your categories, enter the relative weight for each category in the column under **Weight**. The total weights will be displayed at the bottom of the column. If these weights total 100, you may regard the weights as representing a percentage of the marking period grade. However, keep in mind that until there are assignments linked to these categories, they do not calculate.



If you use weighted categories, the marking period grade will be an average of the weighted category grades.





You will need to define **categories** in each class individually, so use the drop-down list of classes or the left and right arrows to go to your other classes. Be sure to **Save** your category definitions. This will define the same categories for all marking periods of the school year in the current class. If you do not click **Save**, your category definitions will be lost.

If you want to delete a category, click **Delete** to the right of the category name. You will be able to un-delete it by clicking **Restore** before you **Save** your settings.

### Edit Profile

This applies to information about the teacher who has logged into the gradebook, some of which is set in the school student information system or Pinnacle Toolbox and some of which the teacher may enter or modify.

If you later decide not to group your assignments into categories or not to weight your categories, you may select **No** to the question, "Would you like to weight your categories?" and/or "Would you like to categorize your assignments?" to hide the category weights and/or definitions and the grades will be recalculated automatically. Changing your answer to **Yes** will restore those options so they will not have to be re-entered.

**Caution: Do not** delete any categories during the school year once they have been used. Doing so will recalculate previous 9-week grades.



The two tabs for Edit Profile are **General** and **Password** and the default tab is General.

The fields with a padlock icon cannot be modified through gradebook. If you change any information in the unlocked fields, click the **Save** button to save these changes into the database.

The Password tab does not apply to M-DCPS users. Use P-Synch to change your password.



# Taking Attendance

## Quick Attendance


The Quick Attendance page is where you may enter daily attendance for students. You may access **Quick Attendance** from the Home Page, the Attendance Grid, the Gradebook Grid, or Quick Grades screens.



**Attendance**  
Quick Attendance  
Attendance Grid  
Seating Chart



Quick Attendance



Attendance Grid

Molly Kuehl | [Sign out](#) | [Help](#)  
TLC Training School 02

Home Quick Attendance Attendance Grid Seating Chart Reports Options Gradebook

01-Language Arts 08-Reading-Elementary 13-Mathematics - Grade 6 17-Science 21-Social Studies 26-Art 28-Music 30-Physical Education

Mon 1/4/2010 All Present

Name	Day	Code										Comment
1 Beasley, Ferdinand S	U	U U2 A A2 T T2 TU TU2 ENT WD										
2 Boyer, Meda J		U U2 A A2 T T2 TU TU2 ENT WD										
3 Bradshaw, Gabriel Y		U U2 A A2 T T2 TU TU2 ENT WD										
4 Carrillo, Cyril N		U U2 A A2 T T2 TU TU2 ENT WD										
5 Christian, Delia M		U U2 A A2 T T2 TU TU2 ENT WD										
6 Ellison, Cleon J	T	U U2 A A2 T T2 TU TU2 ENT WD										
7 Hartman, Oma S	T	U U2 A A2 T T2 TU TU2 ENT WD										
8 Juarez, Luetta M		U U2 A A2 T T2 TU TU2 ENT WD										
9 Leach, Jason J		U U2 A A2 T T2 TU TU2 ENT WD										
10 Maynard, Reason J		U U2 A A2 T T2 TU TU2 ENT WD										
11 Mcknight, Gilbert B		U U2 A A2 T T2 TU TU2 ENT WD										
12 Mclean, Orio A		U U2 A A2 T T2 TU TU2 ENT WD										
13 Mosley, Althea L	U	U U2 A A2 T T2 TU TU2 ENT WD										
14 Norman, Ples D		U U2 A A2 T T2 TU TU2 ENT WD										
15 Prince, Jemima D		U U2 A A2 T T2 TU TU2 ENT WD										
16 Rivers, Hildur G		U U2 A A2 T T2 TU TU2 ENT WD										
17 Shields, Elenora S		U U2 A A2 T T2 TU TU2 ENT WD										

Select the class by using the class tabs at the top of the screen.

01-English for S... 01-Language Arts 01-Mathematics 01-Reading 01-Science 01-Social Studies **HR-Elementar...**



## TEACHER REFERENCE GUIDE - PINNACLE WEB GRADEBOOK v7.10

Select the appropriate attendance code to the right of the student's name by clicking on it one time. If you make a mistake, click the code again to clear it.

Mon 1/4/2010											All Present	
Name	Day	Code										Comment
1 Beasley, Ferdinand S	U	U	U2	A	A2	T	T2	TU	TU2	ENT	WD	
2 Boyer, Meda J		U	U2	A	A2	T	T2	TU	TU2	ENT	WD	
3 Bradshaw, Gabriel Y		U	U2	A	A2	T	T2	TU	TU2	ENT	WD	
4 Carrillo, Cyril N		U	U2	A	A2	T	T2	TU	TU2	ENT	WD	
5 Christian, Delia M		U	U2	A	A2	T	T2	TU	TU2	ENT	WD	
6 Ellison, Cleon J	T	U	U2	A	A2	T	T2	TU	TU2	ENT	WD	
7 Hartman, Oma S	T	U	U2	A	A2	T	T2	TU	TU2	ENT	WD	
8 Juarez, Luetta M		U	U2	A	A2	T	T2	TU	TU2	ENT	WD	
9 Leach, Jason J		U	U2	A	A2	T	T2	TU	TU2	ENT	WD	
10 Maynard, Reason J		U	U2	A	A2	T	T2	TU	TU2	ENT	WD	
11 Mcknight, Gilbert B		U	U2	A	A2	T	T2	TU	TU2	ENT	WD	
12 Mclean, Orlo A		U	U2	A	A2	T	T2	TU	TU2	ENT	WD	
13 Mosley, Althea L	U	U	U2	A	A2	T	T2	TU	TU2	ENT	WD	
14 Norman, Ples D		U	U2	A	A2	T	T2	TU	TU2	ENT	WD	

After entering an attendance code, you may enter a comment (up to 45 characters) about a student's attendance which will appear in the Attendance Manager application. If the Attendance Manager also makes a comment for this same student's attendance for this date, it will override your comment.

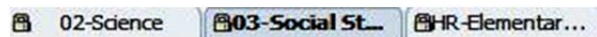
Name	Code										Comment
Ayala, Kendall T	U	U2	A	A2	T	T2	TU	TU2	ENT	WD	Transfer to NY
Castro, Quinn V	U	U2	A	A2	T	T2	TU	TU2	ENT	WD	
Ellison, Melody R	U	U2	A	A2	T	T2	TU	TU2	ENT	WD	Missed the bus
Espinoza, Jazmin	U	U2	A	A2	T	T2	TU	TU2	ENT	WD	Doctor's appointment - mother sent note

Once attendance has been entered for a class for a date, a check mark will be displayed on the class tab whenever that date is selected.



If this class is used to take school attendance, clicking the **All Present** button lets the Attendance Manager know attendance has been taken.

If there is a padlock icon displayed on the class tab, this means that the date has been locked for this class, and no attendance codes may be entered from the gradebook.



The attendance codes will also be grayed out so no attendance can be entered accidentally.

When the attendance manager at your school changes an attendance code or adds a comment through the Attendance Manager application, the code and comment will be displayed to the



**TEACHER REFERENCE GUIDE - PINNACLE WEB GRADEBOOK v7.10**

right of the teacher-entered attendance codes. These codes and comments cannot be changed in the gradebook by the teacher.

Name	Code										Comment
Ayala, Kendall T	U	U2	A	A2	T	T2	TU	TU2	ENT	WD	
Castro, Quinn V	U	U2	A	A2	T	T2	TU	TU2	ENT	WD	missed bus
Ellison, Melody R	U	U2	A	A2	T	T2	TU	TU2	ENT	WD	
Espinoza, Jazmin	U	U2	A	A2	T	T2	TU	TU2	ENT	WD	
Flynn, Reagan D	U	U2	A	A2	T	T2	TU	TU2	ENT	WD	O 1 day suspension - SCAM #222541
Frazier, Kaiden V	U	U2	A	A2	T	T2	TU	TU2	ENT	WD	
Gilmore, Karen W	U	U2	A	A2	T	T2	TU	TU2	ENT	WD	
Hampton, Sarah G	U	U2	A	A2	T	T2	TU	TU2	ENT	WD	
Lloyd, Molly	U	U2	A	A2	T	T2	TU	TU2	ENT	WD	
McCall, Camille M	U	U2	A	A2	T	T2	TU	TU2	ENT	WD	

**Attendance Grid**

The Attendance Grid screen displays all of the student attendance codes entered during the marking period for a class. You may access the **Attendance Grid** from the Home Page, Quick Attendance, the Gradebook Grid, or Quick Grades screens.

The attendance codes are color-coded and preset to the M-DCPS approved attendance codes. Attendance codes are in the Portal, **Electronic Gradebook Support** link, under Gradebook Resources; click on **Teachers**.

By default, the current date is the highlighted column within the current week, and the number of other date columns will depend on the display of your computer screen. Use the left and right arrows next to the date field to scroll the display one week at a time to the left or right. Jump to another date range using the calendar icon to select the date. You may enter the date into the field or enter a "Smart Date" description, such as yesterday, next Monday, last week Thursday, tomorrow, etc. You may also use Spanish.

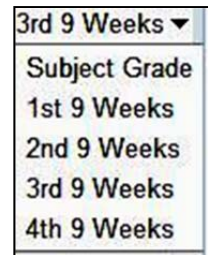
Attendance Grid									March 2008									
01-English for S...		01-Language Arts		02-Mathematics		02-Reading		02-Science		03-Social Stu		S	M	T	W	T	F	S
Name (Last, First)		3/24 Mon	3/25 Tue	3/26 Wed	3/27 Thu	3/28 Fri	3/31 Mon	4/1 Tue				24	25	26	27	28	29	1
1	Ayala, Kendall T	ENT																
2	Castro, Quinn V	T																
3	Ellison, Melody R		T															
4	Espinoza, Jazmin																	
5	Flynn, Reagan D	A	A															
6	Frazier, Kaiden V																	
7	Gilmore, Karen W	U																

If you select a class from the class tabs at the top of the screen, the date range will remain the same.

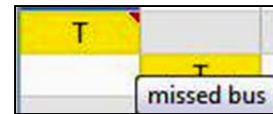


## TEACHER REFERENCE GUIDE - PINNACLE WEB GRADEBOOK v7.10

Total attendance by marking period, grouped by tardy codes and absence codes, is displayed in the column on the right. To change the marking period, click the drop-down list at the top of the column and select the marking period.



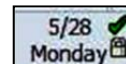
Attendance codes with a red triangle in the upper right corner of the cell have a comment associated with them. Hovering the mouse cursor over the cell will display a pop-up balloon with the comment.



If attendance has been entered for any date for a class, a checkmark will be displayed by the date at the top of the column.

3/24 ✓	3/25 ✓	3/26	3/27	3/28
Mon	Tue	Wed	Thu	Fri

If there is a padlock icon at the top of a column, attendance has been locked for that date, and no attendance codes may be entered.



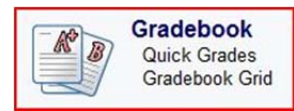
To edit or enter any attendance codes, click the date at the top of a column to go to **Quick Attendance** for that date.



Name (Last, First)	3/24 ✓ Mon	3/25 ✓ Tue	3/26 Wed
1 Ayala, Kendall T	ENT		
2 Castro, Quinn V	T		
3 Ellison, Melody R		T	
4 Espinoza, Jazmin			
5 Flynn, Reagan D	A	A	
6 Frazier, Kaiden V			
7 Gilmore, Karen W	U		
8 Hampton, Sarah G			



# Defining Assignments or Industry Certification Exams



## Adding/Deleting Assignments

From the Home Page or from a navigation bar, click on link Gradebook or Gradebook Grid.

At the top of each assignment column is the description, due date, and maximum value of the assignment. For long assignment descriptions, hover your mouse cursor over the description to display the entire description in a pop-up window. If the assignment is linked to a category which has been color-coded, that color will be reflected in the column header as well as the result column header if that category is displayed. The currently-selected assignment will always show as light blue when your mouse cursor is over it.



To create a New Assignment or Industry Certification Exam:

1. Click on **New...**
- 1a. Choose the New Assignment tab (click *Continue* then skip to Step 2) or District Assessment tab. High Schools and Adult Centers will use the District Assessment tab for Industry Certification Exams only.

Name (Last, First)	actions		adding		subtraction		integers		New...	test
	3/31	100	3/31	100	3/31	100	3/31	100		
1 Blank, Roberto	F	B	88	B	89	B	87	A	100	87 / 100 87% B
2 Brown, Leslie S	F	A	90	C	77	B	67	A	100	67 / 100 67% D
3 Brown, Matthew I	F	A	99	D	67	A	90	A	90	90 / 100 90% A
4 Cary, Aniya A	F	B	88	F	59	A	100	A	90	100 / 100 100% A
5 Cary, Dennis A	F	F	56	A	90	A	100	A	98	100 / 100 100% A
6 Chen, Angelica M	F	F	48	A	100	A	100	C	78	100 / 100 100% A
7 Hobbs, Georgia A	F	F	10	F	55	C	78	C	77	78 / 100 78% C
8 Hurst, Heidi P	F	F	0	Z	2	C	77	D	65	77 / 100 77% C
9 Hutchinson, David	F	B	89	A	100	A	90	D	67	90 / 100 90% A
10 Miranda, Hanna	F	A	90	A	90	A	99	B	55	99 / 100 99% A
11 Moran, Vanessa E	F	B	89	A	100	B	87	B	80	87 / 100 87% B
12 Olson, Ekse E	F	B	87	A	99	F	56	C	70	56 / 100 56% F
13 Or, Alison D	F	D	66	A	98	F	44	A	90	44 / 100 44% F
14 Pitman, Amelia	F	A	90	Z	2	C	79	B	77	79 / 100 79% C

To begin, select a way to create an assignment.

New Assignment... District Assessm...

Click continue to begin creating an assignment from scratch.

This is a new screen this year for the High Schools and Adult Centers only. Middle and Elementary schools will NOT see this screen.

Continue

- 1b. District Assessments – Choose an Industry Certification Exam and then click *Continue*. Skip to *Special Information for Industry Certification*.

To begin, select a way to create an assignment.

New Assignment District Assessm...

Select an assessment as a template then click continue.

Assessment Title

- Adobe Certified Associate (Dreamweaver)
- Adobe Certified Associate (Flash)
- Adobe Certified Associate (Photoshop)
- Adobe Certified Expert (Adobe Go Live)
- Adobe Certified Professionals: Macromedia Flash MX Developer
- Air Conditioning Service Technician
- ASE Automobile Technician: Automatic Transmission/Transaxle
- ASE Automobile Technician: Engine Performance
- ASE Automobile Technician: Manual Drive Train and Axles

Continue



## TEACHER REFERENCE GUIDE - PINNACLE WEB GRADEBOOK v7.10

- Fill in the name of the assignment (be as descriptive as possible).
- Verify the Assignment scale is selected in the Grading Scale drop-down.

- Choose the date assigned and the assignment due date. The date assigned and the due date can be typed in mm/dd/yyyy format, or you can click on the icon to select a date from a monthly calendar. You may also use a "smart date" such as yesterday, next Friday, etc.

Assignments are arranged by Date Due.

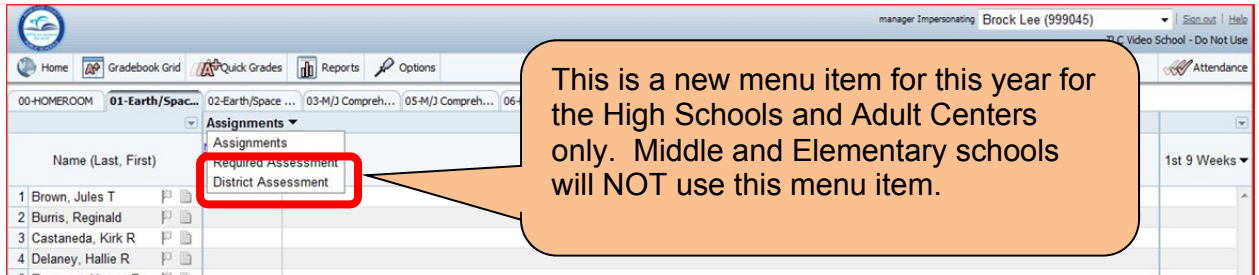
- If available, fill in the maximum value for the assignment (4 or 100 only depending on the template).
- The weight of the assignment should remain as 1 for the score to count once in the calculation of the Marking Period grade. Entering a number greater than 1 will multiply the points earned and the points possible for the assignment. Entering a 0 will make the assignment "not count" in the Marking Period grade.
- Select the appropriate category for this assignment from the drop-down list next to Category if you have defined them for this class.

Special Information for Industry Certifications: (High Schools and Adult Ed Centers Only)

- Choose the date assigned and the assignment due date. The date assigned and the due date can be typed in mm/dd/yyyy format, or you can click on the icon to select a date from a monthly calendar. You may also use a "smart date" such as yesterday, next Friday, etc. The rest of the information is pre-entered and cannot be changed.
- Click **Save**.
- Click **Close**.

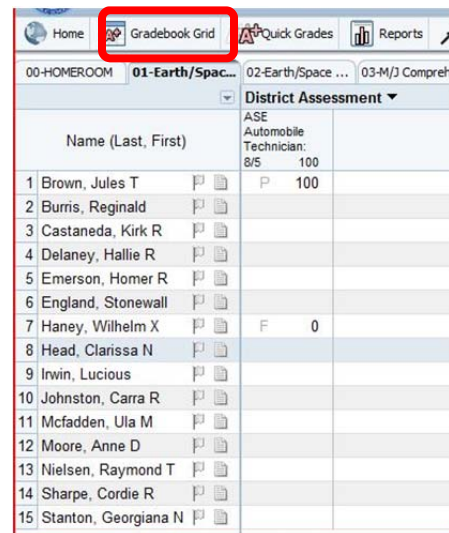


- To enter a score into the gradebook, from the Gradebook Grid select the *District Assessments* from the drop list.



Once an Industry Certification Exam has been defined and saved, you may enter a student's score into the assignment column as a letter grade of P (for Pass) or F (for Fail). A letter grade is entered (upper or lower case) and displayed in the cell when you press **Enter** or **Return**. The background of the grade cell will briefly turn yellow which will gradually fade away. This indicates that the score has been saved in the database.

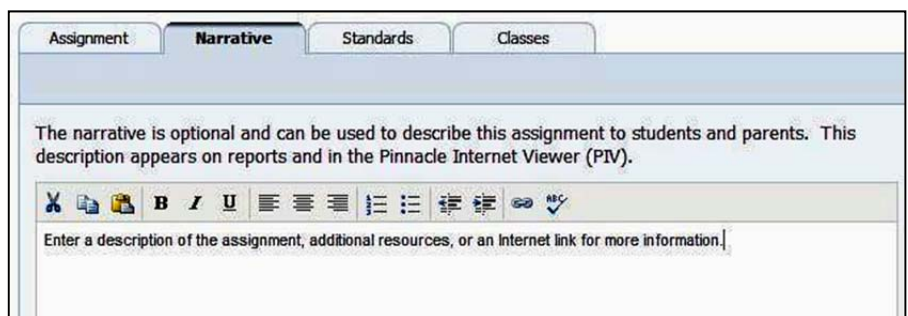
- If a student failed an exam and retakes it during the same marking period, the grade should be changed from fail (F) to pass (P).
- To switch back to the Assignments screen, click the **Gradebook Grid** button at the top of the gradebook.



### Narrative

If you would like to add a description to a particular assignment, click on the Narrative tab. You'll see a screen similar to this:

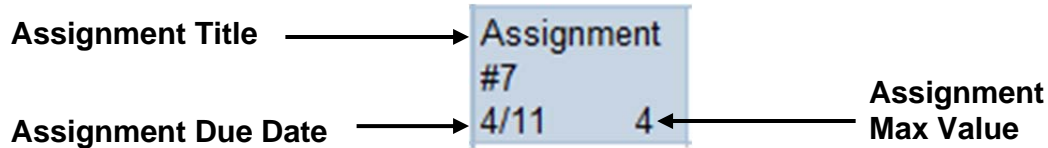
This information will be seen by parents and students via the Pinnacle Internet Viewer (PIV).







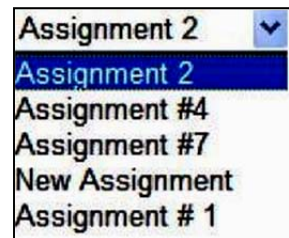
On the assignment grid, the assignment header will look similar to this:



To edit an assignment, single-click on the header of the assignment. Your cursor will turn to a hand and the background will turn a slightly darker blue color. This will allow you to add or edit any information previously entered for this particular assignment. To delete an assignment, click the delete button. You will see a message that will give you an option to undelete.

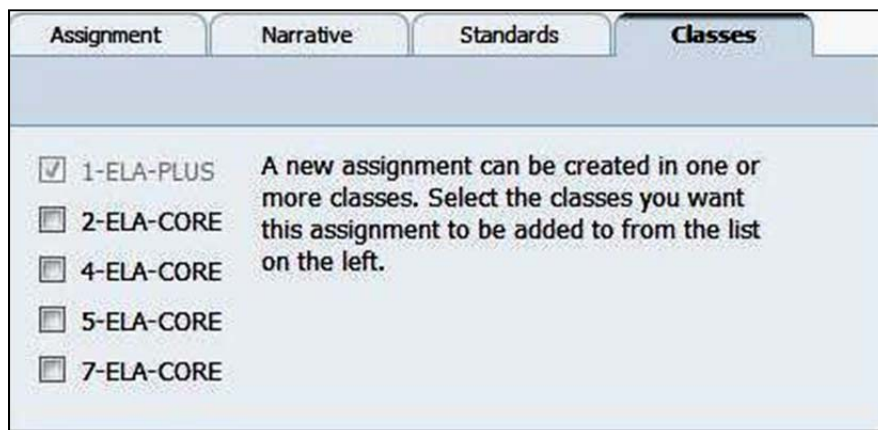
When you are done making the changes, click on **Save** at the top of the screen. Then click **Close** to go back to the Gradebook Grid.

To easily navigate to different assignments from within the editing window, click on the drop down box at the top of the window. You will see all the assignments you have added in order by due date. It will look similar to this:



### Copying Assignments to other classes

Once an assignment has been defined but **before it is saved**, you may create the same assignment in one or more of your other classes. The current class will be grayed out since it already will get the new assignment. Click on the **Classes** tab and check which class or classes should get this assignment and then click the **Save** button. **This option is only available for new assignments during the definition process.**





If you forgot to copy an assignment that you intended to create in multiple classes, you have two options:

1. You may delete the assignment and create it once again, this time using the Classes tab before you save it.
2. Or you may create the assignment in each of the other classes.

If you make changes to an assignment and click close without clicking **Save**, your changes will be lost.

### Extra Credit

Checking the **Extra Credit** box will indicate that the scores for this assignment are extra credit and will not be considered a missing assignment if no score is entered.

**100-Point (Percent) Scale:** If the Method of Grading for the marking period is **100-Point (Percent)**, check the Extra Credit box when defining an assignment and the points awarded to a student will be added to the points earned without increasing the points possible.

Best Practice: Mark the Max Value as 0 so the extra credit assignment will be displayed in the gradebook and on PIV as an "A". You can enter any number value you choose on the gradebook grid.

Assignment	Narrative	Standards	Classes
Save Save & New Close			
Class	01-M/J Comprehensive Science 1,		
Description	Extra Credit #1		
Grading Scale	100 Percent (total points)		
Date Assigned	Thu 4/10/2008		
Date Due	Fri 4/11/2008		
Max Value	0		
Weight	1		
Extra Credit	<input checked="" type="checkbox"/>		



Example: You had 10 previous assignments, and add an Extra Credit assignment.

**10 Assignments**

$$90+80+70+50+90+70+80+60+70+40=700 \text{ *points earned*}$$

$$\frac{700 \text{ points earned}}{1000 \text{ possible points}} = 70\%$$

**10 Assignments and an Extra Credit Assignment with 10 points**

$$90+80+70+50+90+70+80+60+70+40+10=710 \text{ *points earned*}$$

$$\frac{710 \text{ points earned}}{1000 \text{ possible points}} = 71\%$$



**4-Point Scale:** If the Method of Grading for the marking period is **4-Point**, check the Extra Credit box when defining an assignment and the points awarded to a student will be added to the points earned without increasing the number of assignments

Note: If desired, you may enter a weight less than 1. This will result in the Extra Credit assignment not being counted as heavily. E.g. If you type a weight of 0.5 and you give an “A” (“A” = 4) for the Extra Credit assignment, then the student will receive only 2 extra points added to the Result column ( $4 \times 0.5 = 2$ ).

Example: You had 10 previous assignments, and add an Extra Credit assignment (weight = 1).

### 10 Assignments

A + B + C + F + A + C + B + D + C + B  
 $4 + 3 + 2 + 0 + 4 + 2 + 3 + 1 + 2 + 3 = 24$  **points earned**

$$\frac{24 \text{ points earned}}{10 \text{ (Total Weights)}} = 2.40 \text{ (C)}$$

### 10 Assignments and an Extra Credit Assignment “A”

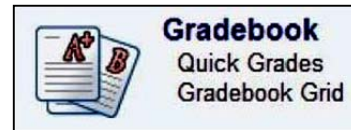
A + B + C + F + A + C + B + D + C + B + A  
 $4 + 3 + 2 + 0 + 4 + 2 + 3 + 1 + 2 + 3 + 4 = 28$  **points earned**

$$\frac{28 \text{ points earned}}{10 \text{ (Total Weights)}} = 2.80 \text{ (B)}$$

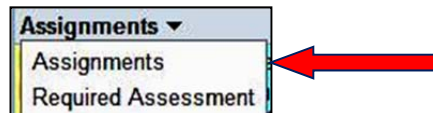
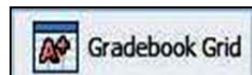
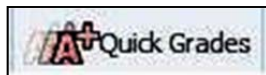


## Entering Grades

### Gradebook Grid



The Gradebook Grid screen displays all of the assignments and scores for a class in one marking period. You may access the **Gradebook Grid** from the Home Page, Quick Grades, Quick Attendance, or the Attendance Grid screens. To enter scores or letter grades in the Gradebook Grid, you must be in the **Assignments** view.



Use the horizontal scroll bar at the bottom to move left and right through the assignments and the vertical scroll bar on the right to move up and down the class list.

Once an assignment has been defined and saved, you may enter a student's score into the assignment column as either a letter grade or a numeric value. If a letter grade is entered (upper or lower case), the equivalent value of the letter grade will be calculated and displayed in the cell to the right when you press **Enter** or **Return**. The background of the grade cell will briefly turn yellow which will gradually fade away. This indicates that the score has been saved in the database.

01-M/J Explor...		01-M/J Explorat...		06-Spanish as a ...		07-Spanish for S...		07-Sp...	
Assignments									
Name (Last, First)		Reasearch Biography 5		Skills Excel Application I		Create Excel Spreadsheet			
		3/25 4		4/15 4		4/18 4			
1	Petersen, Karla	B	3	B	3				a

If a numeric value is entered, the equivalent letter grade will appear in the grade column on the left when you press Enter or Return.

To duplicate a score down the assignment column, enter the score and press Enter or Return. Then press the **asterisk (\*) key** to duplicate the score. Hold the asterisk (\*) key down to fill the column with the same score.

When a student is marked Absent (not Tardy) on the due date of an assignments, a color – coded **attendance flag** with the attendance code will be displayed in the student's grade cell. This is provided as information for the teacher only and does not affect any calculated grade.



### Quick Grades

The Quick Grades screen is the place to enter or edit scores or letter grades for one defined assignment at a time. It is also where a comment about a score may be added for student and parent reports. You may access **Quick Grades** from the Home Page, the Gradebook Grid, Quick Attendance, or the Attendance Grid screens.

The screenshot shows the Quick Grades interface. At the top, there are tabs for different subjects: 01-English for S..., 01-Language -- (selected), 02-Mathematics, 02-Reading, 02-Science, 03-Social Studies, and HR-Elementary ... Below the tabs is a dropdown menu currently set to 'Nouns'. The main area is a table with columns for Name, Grade, a numeric cell (containing '4'), and Comments. A red arrow points to the dropdown menu. A callout box contains the text: 'Select the assignment from the drop-down list at the top of the screen or use the left and right arrows to navigate the list of assignments.'

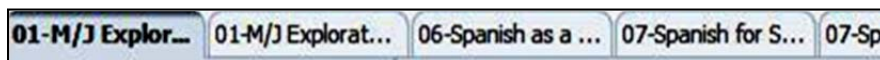
Name	Grade	4	Comments
Barker, Mathew A	A	4	
Chapman, Roman V	B	3	
Garcia, Tyler R	C	2	
Gardner, Manuel	B	3	
Hayes, Devin H	A	4	Great Job!
Hill, Zachary	C	2	
James, Jeremiah S	D	1	
Lee, Benjamin L	C	2	
Morgan, Aaron	F	0	
Nicholson, Sadie E	X	X	
Patterson, Carson R	Z	Z	Not turned in
Reynolds, Marcus M	C	2	
Richardson, Adrian A	B	3	
Shields, Amaya	A	4	
Torres, Alex N	A	4	
Watts, Braylan	A	4	
Williamson, Cayden M	A	4	

An assessment may be entered as a letter grade by entering it from the keyboard or by choosing one from the drop-down list under **Grade**. Depending on the template you chose at the beginning of the school year, the equivalent point or percentage value of the letter grade will be calculated in the cell to the right.

**If you are using the 100-Point (Percent) template, you must always enter a number value, not a letter grade.**

A score may also be entered as a numeric value into the numeric cell, and the equivalent letter grade will appear in the grade column on the left. Press **Enter** or **Return** to move down to the next student or press the **Tab** key to go to the right to the **Comments** field. If you wish, enter a comment about a student's score.

To change to another class, click on one of the class tabs at the top of the screen.





## TEACHER REFERENCE GUIDE - PINNACLE WEB GRADEBOOK v7.10

To change to another marking period for a class, select the marking period by clicking on one of the marking period tabs at the bottom of the screen.

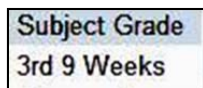


If a comment has been associated with a student's score in the Quick Grades screen, a small red triangle will appear in the upper right corner of the grade cell in the Gradebook Grid view. You may view the comment by hovering your mouse cursor over the grade cell.

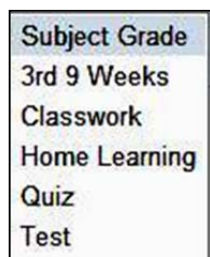
B	3	
C	2	Nice job!
A	4	

### Result Column

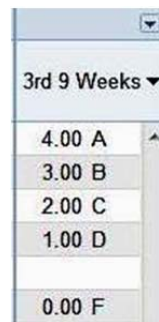
The Result Column on the right displays information about various calculated grades. To change the calculated grade being displayed, click the column heading and select the type of grade from the drop-down list. For example, if you had created categories, you may select to view only the Test category. When you leave this class and come back to it, this column will default back to displaying the marking period grades.



*The menu above the result column can display the marking period grade or the Subject (course) grade.*



*If Categories were created, you may view each category individually or you may select to view the marking period or Subject grade.*



*Result Column with 4-Point Scale*


test ▼	
87 / 100	87% B ▲
67 / 100	67% D
90 / 100	90% A
100 / 100	100% A
100 / 100	100% A
100 / 100	100% A

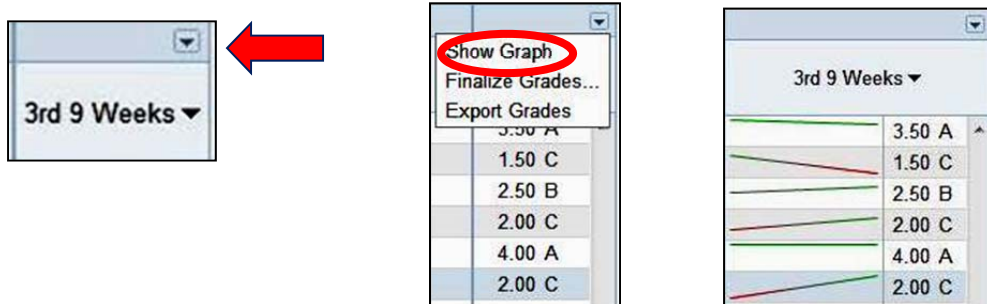
*Result Column with 100-Point-(Percent) Scale. Shows Test category results.*



### Result Column View Options

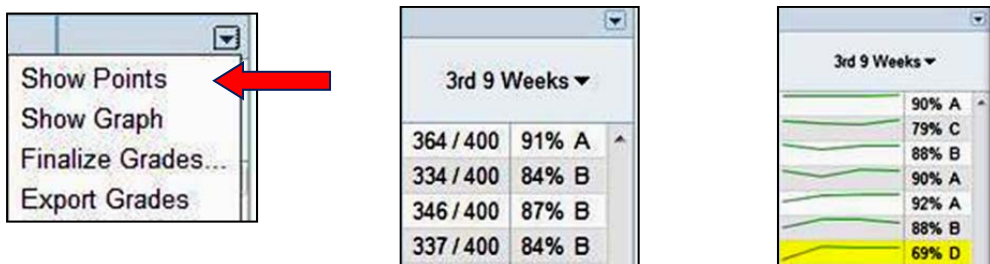
#### Sparkline Charts

Clicking on the drop down View menu  above the Result Column heading offers you a choice of displaying or hiding a **Sparkline** graph. **Show Graph** will display a Sparkline graph of the scores. The line will show red for failing grades and green for passing grades. To hide this option, click on the View button and select **Hide Graph**.



Total Points [available for 100-Point (Percent) without Categories only]

Another option in the View menu is **Show Points**. **Show Points** lists the points a student has earned out of the points possible for this calculated grade. Please note: if you have weighted your categories, these numbers will be multiplied by those weights.



Show Points

Show Graph

#### Finalize Grades

**Finalize Grades is not a required M-DCPS process.**

**Finalize Grades**

In which terms have you finished entering grades?

1st 9 Weeks

2nd 9 Weeks

3rd 9 Weeks

4th 9 Weeks

Save Cancel





## TEACHER REFERENCE GUIDE - PINNACLE WEB GRADEBOOK v7.10

Export Grades (Excel software is required.)

You can export the information from your class gradesheet to Excel as a .csv file. Click the View Menu button and select **Export Grades**.



	A1					
	A	B	C	D	E	F
1	Name	Student ID	Type desc	Literature	3rd 9 Weeks	
2	Ayala, Ker	8765513	4	3	3.5	
3	Castro, Qu	8765282	3	0	1.5	
4	Ellison, M	8765664	2	3	2.5	
5	Espinoza,	8765521	1	3	2	
6	Flynn, Rea	8765520		4	4	
7	Frazier, Ke	8765242	0	4	2	
8	Gilmore, M	8765538				


You can Open the file directly or Save it to open from within Excel.

## Student Information

Student Index

The column on the left lists the students in the class. Hovering your mouse cursor over a student name will display a “business card” of basic demographic information about the student.

1st-MATH	2nd-SCIENCE	3rd-SCIENCE
Name (Last, First)	ASSIGNMENTS	
	Cartoon enlargement 2/19 40	Investig 5 notes 2/22
Bedolla, Madison	C 30	A+
Brun, Sunday	A+ 40	A+
Covey, Alan		
Crandall, Elis		
Dry, Armand		
Farina, Clay		
Goudy, Bong		
Herren, Guill		
Higginbotham		
Levin, Shara		

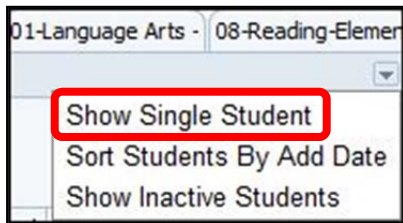


**Bedolla, Madison**  
 Student ID: 2000181  
 Grade: 07  
 Gender: F  
 Birthday: 10/28/1991  
 Guardian: Faulkner, Anthony  
 Phone: 888 857-4244



### Show Student Only

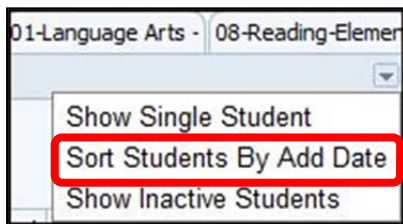
If you would like to show only one student's grades on the gradebook view, you may select from drop down **Show Single Student**. To show all students select **Show Multiple Students**.



To switch from one student to another select a grade cell for that student.

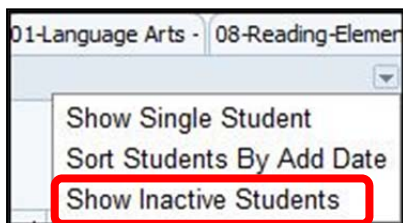
### Sort Students By Add Date

If you would like to sort your students by the date they entered your class on the Gradebook view, select the **Sort Students By Add Date** menu item from the drop down.



### Show Inactive Students

When students are withdrawn from your class, they become inactive. The student may no longer be visible on your screen. Have no fear; all of the data that was recorded is still available by having the Gradebook display the inactive students. They will appear at the bottom of the student list grayed out and with the tag of (inactive) to the right of their name. All of the data for inactive students is editable and printable within reports.





## Evaluating Performance

### Reports



There are a number of reports available from the Pinnacle Web gradebook application on class and student grades, attendance, notes, discipline, objectives, demographics, and schedules. All of these **Reports** may be accessed from the Home Page, the Gradebook Grid, the Attendance Grid, Quick Grades, and Quick Attendance screens.



The initial screen for **My Reports** is a list of recently requested Crystal Reports which may be repeatedly previewed or printed or updated with current information before previewing or printing. It may also be regarded as an In-Box for large requested Crystal Reports since you may log out or exit the application. When you return, your report will be waiting for you.



To request a report, click **New Report** on the Home Page or click the **New** button on the My Reports page. Reports which have been marked as **Favorites** will be displayed at the top of the screen.

Report defaults may include **Attendance, Demographics, Discipline, Grading, Notes, and Other**. To view the reports in each category, expand the list by clicking the plus sign (+) to the left of the category title or you may clicking **Expand All** to show all of the reports available. Any of these reports maybe designated as a Favorite by clicking the star icon  next to the report. Clicking the star again  will remove the designation.



## TEACHER REFERENCE GUIDE - PINNACLE WEB GRADEBOOK v7.10

**New Report**

**Favorites**

You do not have any reports in your favorites list. To mark a report as one of your favorites, click on the gray star next to the picture of the report. This will add the star from gray to gold. Removing a report from your favorites list is done by clicking on the gold star.

**Attendance**

[Attendance Code Summary](#)  
Totals for each attendance code by student.

[Attendance Type Summary](#)  
Totals for each attendance code type

[Class Attendance Summary](#)  
Attendance details and totals for each student.

[Student Attendance Summary](#)  
Attendance details and totals for a student.

**Demographics**

[Student Demographic Grid](#)  
This report displays a table of demographic information for each student in a class.

[Student Demographics](#)  
This report displays both imported and current students.

**Discipline**

[Student Discipline](#)  
A list of discipline incidents per student.

**Grading**

[Category Summary](#)  
Shows all category grades for all students in a grid with 12 categories per page.

[Empty Class Grade Sheet](#)  
This report gives you a blank grade sheet for a class' roster.

[Grade Sheet](#)  
Shows all grades for all students in a grid with 20 assignments per page.

[Semester Grade Summary](#)  
Marking period, exam and semester summary.

### Setting Standard Report Parameters

Hover your mouse cursor over the thumbnail icon of a report to preview a larger graphic of the report.

**Student Progress Report**  
Great Lakes Public Schools

Assignment	Due Date	Points / Max	Grade
Safety Street	Aug 28	4.5 / 5	90% A-
Dear Sargent	Aug 28	5 / 5	100% A+
Whales Lunch?	Sep 5	5 / 5	100% A+
UNCLAZ	Sep 15	5 / 5	100% A+
Phac 1.1.1	Sep 15	5 / 5	100% A+
Phac 1.1.2	Sep 18	5 / 5	100% A+
Phac 2E x 1.1.4	Sep 25	5 / 5	100% A+
W/S Link_Leap	Sep 26	4 / 5	80% B-
W/S Game	Oct 2	2 / 2	100% A+
Test 1.1	Oct 2	26 / 26	83.3% B-
Fun Test	Oct 2	2 / 2	100% A+
Phac 1.2.1	Oct 6	5 / 5	100% A+
Phac 1.2.2	Oct 10	5 / 5	100% A+
UNCLAZ	Oct 17	5 / 5	100% A+
Practice 1.2.4	Oct 18	5 / 5	100% A+
Phac 1.2.3 Name	Oct 24	5 / 5	83.3% A-
Test 1.2	Oct 23	14 / 18	77.8% C-
Good & Beautiful	Oct 25	4 / 5	A-
Acrobatic 1 EXCR	Oct 25	3 / 3	A+
<b>Final Grade:</b>		<b>Points / Max</b> 126.5 / 128	<b>Percent</b> 100% <b>Letter</b> A+

Copyright © Encoder Software, Inc. All rights reserved.

Click on the report title or the preview graphic to display the parameters for the report.



Select the **class** to be included in the report.

Select the **students** to be included in the report.

- **Active** will include only those students who are currently active in the class.
- **All** will include active students as well as students who have dropped or withdrawn from the class.
- **Passing** will display a criteria selection list from which to choose a letter grade for the minimum passing grade.

- **Failing** will also display a criteria selection list from which to choose the highest failing letter grade.

- **Select** will display a list of the class roster from which to check a student's name to select them to be included in the report.

Select the **Grading Term** to be included in the report.

Click **Preview** to display a preview of the report on your screen. To send the report to a printer, click **Print**.



### Email Reports

The three reports in the gradebook that may be emailed to parents from the gradebook are the Student Assignment Report, Missing Assignment Report, and Student Attendance Summary.

- ▼ Follow the steps on page 25 to select a report that can be emailed.
- ▼ At the bottom of page, click the **Email...** button.

**Parameters for Student Assignment Report**

17-Science  
 21-Social Studies  
 HR-Elementary Homeroom

**Students:**  
 Select the student / students.

Active  
 All  
 Passing  
 Failing  
 Select

**Terms:**  
 Select the Grading Term.

1st 9 Weeks  
 2nd 9 Weeks  
 3rd 9 Weeks  
 4th 9 Weeks

**Notepads:**  
 Display Teacher Notepads.

Include Notepads

**Assignments:**  
 Select the assignments to include in this report.

All Assignments  
 Last 5 Assignments  
 Due Date between

And

**Show Grade Comments:**  
 Display assignment grade comments.

Show Grade Comments

**Global Comment:**  
 Type a comment that you want to see on the last page for every student.

**Group by Category:**  
 Display Assignments grouped by Category.

Group by Category

**Show Signature Line:**  
 Display a parent/guardian signature line at the bottom of the report.

Show Signature Line

**Include Mailing Address:**  
 Include a student mailing address in the header of the report.

Include Mailing Addresses

**Emailing Student Assignment Report**

From: Barry Cade <bcade@dadeschools.net>

To:  All Students  All Parents [hide recipients](#)

Allen, Zona F no email address  
 Mrs. Zona <mrszona@bellsouth.net>  
 Carroll, Ruben T no email address  
 Cruz, Art no email address  
 Edwards, Susannah no email address  
 Gardner, Hoyt Q no email address  
 Hayden, Almira E no email address  
 Jordan, Elza M no email address  
 Neal, Garnet II no email address

Subject: Student Assignment Report

Mrs. Zona,  
 Attached is the student assignment report as per our conversation.  
 Have nice day,  
 Mr. Cade

- ▼ Click the **show recipients**.
  - ▼ Check  the parent(s) email address.
  - ▼ Optional:
    1. For a single parental email, type a personalized introductory message. (See example to the left.)
    2. For multiple recipients, type a generic introductory message. (i.e. Dear Parents.)
  - ▼ Click the **Send** button.
- The report will be sent as an html attachment.

**no email address** This error message reflects that parents have not provided an email address in the Parent Portal

A confirmation message will be displayed.

**Emailing Student Assignment Report**

The report was sent successfully!

[New Report](#)



## Interim Progress Reports/ End of Marking Period Procedures

### Required Assessment

To enter values for Required Assessments (which are non-calculated items on report cards, such as comment codes, or conduct), you must be in the **Required Assessments** view.

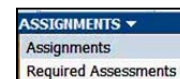


The first four columns displayed are for Interim Assessments, one for academic progress and three for comments. The Academic Progress (Interim) is used only to override Interim grades. If you do not need to override, the grade will be taken from the result column. The remaining columns are for the end of the marking period effort and conduct grades, and two comments. The Attendance and Tardies are used to override what is recorded on the Attendance screen. Click in a cell and press the **Space Bar** to display the values allowed to be entered in this column.

01-English for S...		01-Language ...	02-Mathematics	02-Reading	02-Science	03-Social Studies	HR-Elementary ...	Required Assessment			
Name (Last, First)	Academic Progress (Interim)	Comment 1 (Interim)	Comment 2 (Interim)	Comment 3 (Interim)	Effort Grade (Final)	Conduct Grade (Final)	Comment 1 (Final)	Comment 2 (Final)	Attendance (Final)	Tardies (Final)	
1 Barker, Mathew A											
2 Chapman, Roman V											
3 Garcia, Tyler R											
4 Gardner, Manuel											
5 Hayes, Devin H											
6 Hill, Zachary											
7 James, Jeremiah S											
8 Lee, Benjamin L											
9 Morgan, Aaron											
10 Nicholson, Sadie E											
11 Patterson, Carson R											
12 Reynolds, Marcus M											
13 Richardson, Adrian A											
14 Shields, Amaya											
15 Torres, Alex N											
16 Watts, Braylan											
17 Williamson, Cayde...											

Either select one of the values from the list or enter them from your keyboard. Press **Enter** or **Return** to go to the next student in the student list. Use the **asterisk key (\*)** to duplicate the value down the column.

To return to viewing assignment scores, change the view to **Assignments**.





## End of Nine Weeks Procedures – Teachers

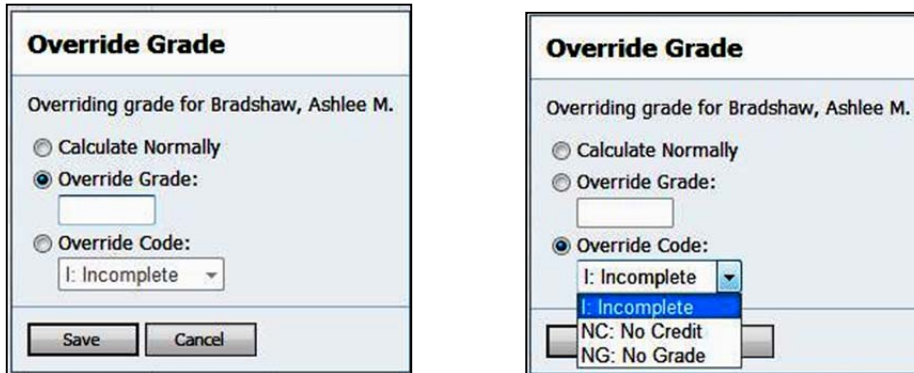
1. Enter in Required Assessments (Effort/ Conduct /Comments)
2. Verify attendance data by examining the Attendance Grid in a class.
  - Elementary - homeroom class only
  - Secondary – all classes
3. Enter Overwrite codes as necessary: **I, NG, NC**
  - Use **NG** for any student who had grades in the gradebook but for whom you want to submit a blank grade. **You may need a comment code to accompany.**
  - NC is to be used only for the **Subject Grade** and only in making periods 2 or 4 (secondary schools only)
4. Run the Grade Verification Report
  - **Reports Menu > Other > Grade Verification Report**
  - Compare grades, attendance totals and Required Assessments to the class tab
  - Submit to required school personnel (**school-based decision**)



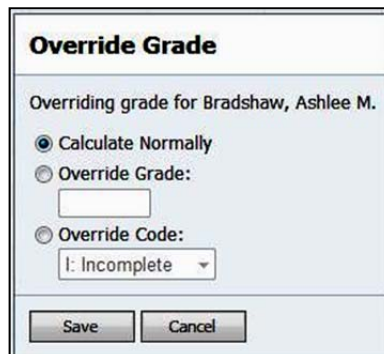


### Overriding a 9-Week grade

To **override** a student's calculated grade, click once on the calculated grade in the result column on the right. Select either to override the grade and enter a new letter or numeric grade, or select an override code from the drop-down list displayed.



To return the grade to the calculated grade, click on the grade in the result column and select **Calculate Normally**.



### Logging out

When you are finished working in your gradebook, be sure to click the [Sign out](#) link in the upper right corner of the screen. This will ensure that you've completely logged out of the gradebook. You will see a message similar to this:







## Other Data

### Notes

An unlimited number of free-form comments can be documented by a teacher for each student in each marking period. These comments may be displayed on reports for parents and students in PIV, or they may be kept private for teacher use only.

To enter a comment, you must be in the **Gradebook Grid** screen. Click on the sheet of paper icon  to the right of a student's name and click the **Notes** tab at the top of the window. Each marking period is listed with the student's marking period grade and total absences and tardies for the marking period. Click the plus sign (+) to the left of the marking period to display all of the notes for that marking period.

Marking Period	Grade	Absences	Tardies
1st 9 Weeks	3.44 B	0	0
2nd 9 Weeks	0	0	0
3rd 9 Weeks	0	0	0
4th 9 Weeks	0	0	0



To enter a new note, click the **New** button in the upper right corner of the window. Enter a title for the note which will help identify the note but will not be displayed on any reports. Enter a date for the note in the date field or select the date by clicking on the calendar icon .

By marking the **Private** checkbox, this note will not appear on reports or on PIV.

When the note is saved, it will be placed in the appropriate marking period based on its creation date. Enter the note in the large field as you would like it to appear on a report. Notice the formatting tools at the top for things like copy/paste, bold, underline.

To edit an existing note, click the pencil icon  in the lower right corner of the note. To print

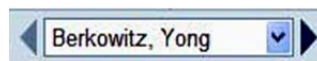


out just one note, click the printer icon  and select your printer setup. To delete a note, click the trash can icon.  The following message will be displayed:




This is your only chance to undelete the note. If you navigate to any other window or screen, the note will be permanently deleted.

Select another student from the drop-down list of students or use the left and right arrows to move up and down the list.



## Discipline

Teachers may keep a record of student discipline incidents in the gradebook and mark whether or not they should be referred to a school administrator through the Principal Viewer application.

To enter a discipline incident record, you must be in the **Gradebook Grid** screen. Click the gray flag icon  to the right of a student's name or, if you are already in the window after entering a note, you may just click the **Discipline** tab in that window, and then click New.

Required Notes	Notes	Discipline
<input type="checkbox"/> 1st 9 Weeks	0	0 Absences 0 Tardies
<input type="checkbox"/> 2nd 9 Weeks	0	0 Absences 0 Tardies
<input type="checkbox"/> Do Not Use	0	0 Absences 0 Tardies
<input type="checkbox"/> 3rd 9 Weeks	4 A	0 Absences 0 Tardies
<input type="checkbox"/> 4th 9 Weeks	0	0 Absences 0 Tardies

Title: Edward hit Michael  
Type: Hit another student | Action Taken: Detention | Location: Classroom | Date: 3/31/2008

Edward hit Michael while seating on his desk. A SCAM has been written with all details. The two students involved wrote their accounts of incident. Two witnesses did too.

Notify Administrator  
To create an incident, click "New".

Do Not Use | 0 | 0 Absences | 0 Tardies



Each marking period is listed with the student's marking period grade and total absences and tardies for the marking period. Click the **plus sign (+)** to the left of the marking period to display all of the discipline incidents for that marking period. Click the **minus sign (-)** to collapse the marking period and hide the discipline incidents for that marking period.

To enter a new discipline incident, click the **New** button. Enter a title for the incident which will help identify the incident but will not be displayed on any reports. Enter a date for the incident in the date field or select the date by clicking on the calendar icon or by entering the date or a "Smart Date" of yesterday, last Friday, etc. into the field. When the incident is saved, it will be placed in the appropriate marking period based on this date.

Select a category for the incident type, action taken, and location from the drop-down lists provided. These categories must have been defined in the Principal Viewer application prior to. Enter an explanatory note in the large field as you would like it to appear on a report. Notice the formatting tools at the top for things like copy/paste, bold, underline.

Check the box by **Notify Administrator** to make this incident available for viewing in the Principal Viewer application. Click **Save** to save the incident for this student.

To edit an existing record, click the pencil icon  in the lower right corner. To print out just one incident, click the printer icon  and select your printer setup. To delete an incident, click the trash can icon.  The following message will be displayed:

 This incident has been **deleted**. [Click here](#) to undelete it.

This is your only chance to undelete the incident. If you navigate to any other window or screen, the incident will be permanently deleted.

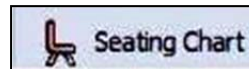
If you would like to use the same text to record an incident for another student, highlight the text and press **Ctrl-C** (Apple-C on Macintosh). Select another student from the drop-down list of students or use the left and right arrows.

To paste the copied text, press **Ctrl-V** (Apple-V on Macintosh). You will need to enter a title, select a date and categories for type, action taken, and location, and click the **Save** button to save the record for this student.



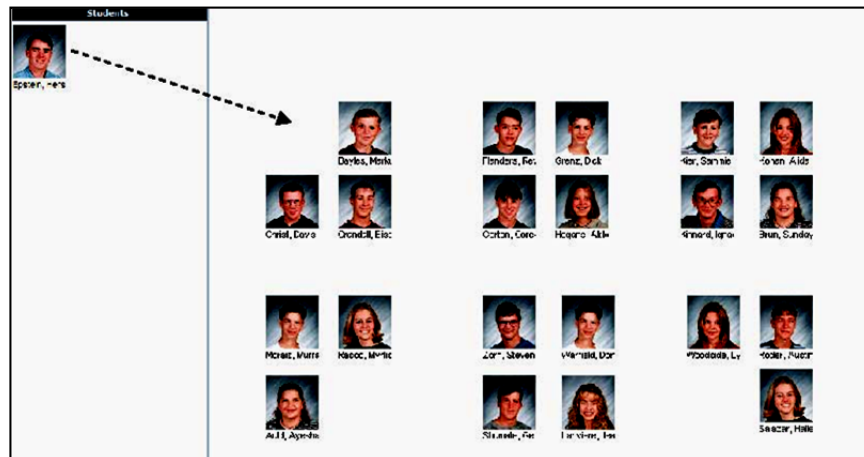
## Seating Chart

To create a seating chart and use it to enter daily attendance, access **Seating Chart** from the Home Page, Quick Attendance, or Attendance Grid screens.



For each class, students on the class roster will appear in the drawer on the left under **Students**. If no picture is available for a student, a place holder silhouette will be displayed. Hover your mouse cursor over a student picture to display a student's full name.

Drag each picture or place holder from the drawer to the selected position on the chart.



You may click **Save Chart** button at any time even if you haven't placed all of the students in the chart. This will take you to a screen from which to enter Attendance (see below).

To return to editing Seating Chart, click the **Edit** button.

If there are any students who have not been placed in the Seating Chart, the next time you access the Seating Chart, the **Edit** screen will be displayed. Once all students are on the chart, you will need to click the **Edit** button to modify your Seating Chart. To print a copy of the Seating Chart, click the **Print** button.

Once the Seating Chart has been defined and saved, it may be used to take daily attendance. The default attendance date is today's date, but another date may be selected by using the left and right arrows beside the date field for past or future dates. You may also click on the calendar icon to select another date from the calendar displayed, enter the date into the field, or



enter “Smart Date” description, such as yesterday, next Monday, tomorrow, etc.



Click on a student picture or place holder and select the attendance code from the list displayed. If you make a mistake, you may select **Clear** from the list to remove the code.

Any attendance codes which were entered using Quick Attendance or Attendance Manager will be displayed in the upper right corner of a student picture. If the code was modified in Attendance Manager, it cannot be edited in the gradebook. If there is a comment from Attendance Manager associated with an attendance code, it will be displayed by hovering your mouse cursor over the code.

Select another class from the class tabs at the top of the screen.

## Student Demographic

On the Gradebook Grid, Quick Grades, Attendance Grid, and Quick Attendance screens, a pop-up window with a business card of basic demographic information about the student will display by hovering your mouse cursor over a student name. On the **Gradebook Grid** screen, double-clicking on a student name displays a window with more demographic fields, custom fields, and the student’s schedule.



## TEACHER REFERENCE GUIDE - PINNACLE WEB GRADEBOOK v7.10

The screenshot displays the 'Demographics' window for a student named Redilla, Madison. The window is divided into two main sections: a list of assignments on the left and a detailed demographic form on the right.

1st-MATH	2nd-SCIENCE	3rd-SCIENCE
Name (Last, First)		
ASSIGNMENTS		
Cartoon enlargement	Investig	5 notes/
2/19 40	2/22	

**Redilla, Madison**  
Student ID: 2000181  
Grade: 07  
Gender: F  
Birthday: 10/28/1991  
Guardian: -aukner, Anthony  
Phone: 333 857-4244

**Demographics** Custom Schedule  
Redilla, Madison

Name (Last, First):  
Student ID #: 2000181  
Grade level: 07  
Birthdate: Oct 28, 1991  
Gender: F  
Address:  
City/State/Zip:  
Homephone:  
Student Email:  
Mother Name:  
Mother Address: 1234 Elm Street  
Mother City/State/Zip: Greeley, CO 80633  
Mother Phone1: 970 353 8311  
Mother Phone2: 970-353-8311  
Mother Email: support@excelsiorsoftware.com  
Father Name:  
Father Address: 1234 Elm Street  
Father City/State/Zip: Greeley, CO 80633  
Father Phone1: 970-353-8311  
Father Phone2: 970-353-8311  
Father Email: support@excelsiorsoftware.com  
First Name:  
Last Name:  
Homeroom:  
Locker No:  
Mod\_Alert\_No:

Click on the **Custom** tab to add another demographic item for all of the students in this class. Click on **Add Demographic Item...** Enter a description of the item after **Description**. You have two choices. The first choice is to leave the description blank to add information on each student individually. Second option, if you would like to pre-populate the field with information which applies to all or most of the students, enter the data into the **Default Value** field. Click the **Save** button to save this new demographic field for all students in this class.

The screenshot shows the 'Add Demographic Item' dialog box in the 'Custom' tab. The dialog box has a 'Description' field with the text 'Cell phone number' and a 'Default Value (optional)' field with the text '970-353-'. Below the dialog box, the 'Demographics' window is visible, showing the 'Cell phone number' field with the value '970-353-1234' and a red arrow pointing to the 'Add Demographic Item...' link.

**Demographics** Custom Schedule  
Redilla, Madison

Description: Cell phone number  
Default Value (optional): 970-353-  
Save Cancel

Cell phone number: 970-353-1234  
Add Demographic Item ...

Enter the data for the new demographic field for each student. Use the drop-down list of students or the left and right arrows to select another student's name.



## Appendix A

### 4-Point Scale - Average Score

Associated 4-Point scale	9-Weeks Grade	Associated 9-Weeks Grade Range Scale for Averaging	Used by ISIS for Course Grade Averaging
4.0	A	3.5 – 4.0	4
3.0	B	2.5 – 3.49	3
2.0	C	1.5 – 2.49	2
1.0	D	1.0 – 1.49	1
0	F	0 – 0.99	0
Z = Not turned in, no credit, is a missing assignment	F	0	N/A
X = Student is excused from activity, does not affect the grade	N/A	not averaged	N/A
Blank Grade = Does not affect grade, is a missing assignment	N/A	not averaged	N/A

### 100-Point (Percent) Scale - Total Points

Associated Assignment 100-Point scale	9-Weeks Grade	Used by ISIS for Course Grade Averaging
100 - 90	A	4
89 - 80	B	3
79 - 70	C	2
69 - 60	D	1
59 - 0	F	0
Z = Not turned in, no credit, is a missing assignment	F	N/A
X = Student is excused from activity, does not affect the grade	N/A	N/A
Blank Grade = Does not affect grade, is a missing assignment	N/A	N/A






## Appendix B

### Copying Grades for Transferred Students

Students' grades do not transfer automatically. To overcome this obstacle the following set of instructions will assist.

- ▼ Log on to the gradebook and click **on the class tab** that the student has left. Inactive student(s) will now appear at the bottom of your class list in lighter gray. They will have “(inactive)” next to their name.
- ▼ Print out a report for that student. The Grade Sheet Report is recommended. It is found in the **Reports** button. 
- ▼ Click **new**
- ▼ Under **Grading**, Click **Grade Sheet**.
- ▼ On the Parameters for Grade Sheet Report, select the class the student left.
- ▼ Under **Students**: select the option **Select**, and click to place a **check** on the inactive student(s). You can print out a report for 1 or more students.
- ▼ Under **Terms**: Select the appropriate grading period.
- ▼ Under **Assignments**: Select **All Assignments**.
- ▼ Under **Show Letter Grade**: click to place a check on **Show Letter Grade**.
- ▼ Click the **Print** button. You will get a printout for just that/those student(s). Send this report to the new teacher of that student.

The screenshot shows the 'Parameters for Grade Sheet' form. It includes sections for 'Students' (with a list of students and checkboxes), 'Terms' (with radio buttons for grading periods), 'Assignments' (with radio buttons for assignment selection), 'Show Averages', 'Public Posting', 'Grid Font Size', and 'Show Letter Grade'. Red arrows point to the 'Select' radio button, the student list, and the 'Show Letter Grade' checkbox. The 'Print' button is highlighted with a red box.

The receiving teacher must decide how to use the information. A suggestion is for the receiving teacher to create an assignment called “Transfer Grade.” The teacher could set the score weight appropriately. Put the average into that column. The rest of the students will be marked with an “X.”

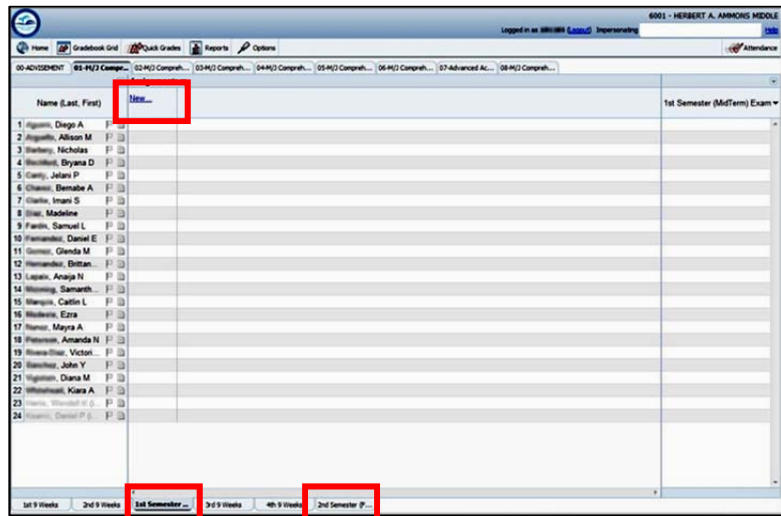


## Appendix C

### Midterm/Final Exam Grades (Secondary Schools Only)

The Gradebook is configured to allow secondary school teachers the ability to record their students' midterm and/or final exam grades separately from their marking period grades as required for grade reporting.

- ▼ Log on to the gradebook. Click on the **Gradebook Grid** link from the Home Page. On the top, select the **class tab** where exam grades will be recorded.
- ▼ At the bottom of the page, locate the marking period tabs and click to select the appropriate exam marking period. For example: 1<sup>st</sup> Semester (MidTerm) Exam or 2<sup>nd</sup> Semester (Final) Exam.



The exam marking period does not have any pre-defined assignment columns so they must be created.

- ▼ Click the **New...** link to create an Essay and/or Objective assignments as needed. Select the 4-Point Assignment or 100 Percent (total points) grading scale and weight each assignment appropriately.

**OPTIONAL:** Use the Classes tab to copy your exam assignments to your other classes before you click **Save**.

- ▼ Click **Save**. Then click **Close** to return to the Gradebook Grid.

**Special Note:** You may create as many assignments as needed for your exams; you are not required to create 2 assignment columns.

- ▼ Enter in grades into the appropriate assignment column.
- ▼ Use the marking period tabs to manually return to the 2<sup>nd</sup> 9-weeks, 4<sup>th</sup> 9-weeks, or exam marking periods as needed.



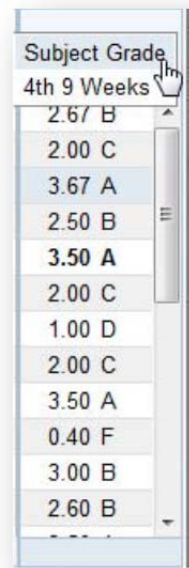
## Appendix D

### Overriding a Subject (a.k.a Final) Grade

The electronic gradebook is not configured to calculate a yearly grade, because ISIS calculates it automatically. For this reason, a blank Subject grade is normally uploaded from the Gradebook in the 2nd marking period (secondary schools) and 4th marking period (all grade levels). However, a teacher may override the blank Subject grade in the Gradebook if he or she wishes to supplant the final grade that ISIS calculates. By entering a Subject grade in the Gradebook, the teacher specifies a student's final grade for a semester class or an annual class.

- ▼ Log in to the District's Electronic Gradebook and select a class tab.
- ▼ Click on the drop arrow just above the results column and then choose Subject Grade.

**The Subject Grade Column will be blank.**



- ▼ Click once on the cell of the Subject (a.k.a. final/yearly/semester) grade of the student you wish to override.
- ▼ Select the Override Grade radio button, type the letter grade value you want.
- ▼ **OR** select optional codes NC for No Credit (used at the Subject Level during 2<sup>nd</sup> or 4<sup>th</sup> 9-week marking periods). Check with the registrar before using the 'I' for Incomplete.
- ▼ Click Save.

**Elementary schools DO NOT use the NC code.**

**Override Grade**  
Lopez, Ricardo E

Calculate Normally

Override Grade:

Override Code:  
I: Incomplete

Save Cancel