REFERENCE GUIDE

GUIDE

A+

GRADEBOOK

2

Teacher Manual

Miami-Dade County Public Schools

Information Technology Services

Contents

Basic Checklist for MDCPS Teachers

☐ 1. Start your Internet browser and go to the web address provided by your school.

☐ 2. Enter your School ID, your User ID, and your network password to log in to the Pinnacle Gradebook application.

☐ 3. Highlight the first class file in your list and click *Open*.

☐ 4. Change *Your Class* to reflect the subject being taught in this class by accessing the *Define* menu and selecting *Subjects*.

☐ 5. For departmentalized or special area teachers, change the class title by accessing the *File* menu and selecting *Set Class Title*. (E.g. to reflect the homeroom teacher's name.)

☐ 6. Repeat (*Define* menu, *Subjects*) for every class file using the *Classes* menu or the *Next Class* (down arrow) icon.

☐ 7. Access the *Options* menu and set the *Significant Digits* to "**2**" for each class.

☐ 8. Access the *Options* menu, select *Toolbar,* and set the Toolbar Icons to *Large*.

☐ 9. *Save* all changes (third icon on the toolbar).

☐ 10. Access the *Pinnacle* menu and select *Retrieve* / *School Days* to update the school days.

☐ 11. If desired, define Categories for each class file by accessing the *Define* menu and selecting *Categories*. **NOTE:** If you create categories, make sure their combined weights total 100 percent.

☐ 12. As they occur, define Assignments in each class file by accessing the *Define* menu and selecting *Assignments*. **NOTE:** If you created additional categories, make sure you link the Assignment to the proper category.

☐ 13. Enter student grades (A+ to F-, X, or Z) for the defined assignments. (See p.12)

☐ 14. Enter daily attendance using the *Quick Attendance* (QA) icon. (See p.15)

☐ 15. Enter Assignments, Grades, and Attendance as the School Year progresses.

☐ 16. Before Interim Progress Reports are due, enter up to three Comment codes by accessing the *View* menu and selecting *Required Assessments*. Press the Space Bar to see the approved codes in each column. **NOTE:** The Academic Progress (Interim) column is not to be used unless you need to supersede the 9-Weeks Grade average in your Gradebook. You should print out the *Progress Report Summary* from the Crystal Reports menu for your records.

☐ 17. Before Nine Weeks Report Cards are due, enter codes for Effort Grade (Final), Conduct Grade (Final), and up to two Comment codes by accessing the *View* menu and selecting *Required Assessments*. Click in the proper column and press the Space Bar to see the approved codes. Follow the *End of Nine Weeks Procedures for Teacher*s on the Gradebook Resource page.

Parts of the Gradebook 2 Screen

Title Bar: displays the current class title, subject, semester (or school year), and nine weeks for the open class file.

Menu Bar: provides access to all menu functions in the Gradebook2 application.

Tool Bar: icons which are shortcuts to frequently-used menu selections.

Status Line: displays information about the assessment column where the cursor is located.

Student Index: provides the current roster of students in the class file which may be displayed by any demographic information item available.

Assessment Column Description: displays identification information for items in the selected view.

Information Line: displays the title of the class file that is open.

Assessment Columns: displays the grades entered for each assignment defined.

Result Column: gives the calculated results for various views: attendance, category, nine weeks, semester, or subject.

Gradebook2 Menus

File Edit View Select Define Utilities Options Reports Pinnacle Classes Help
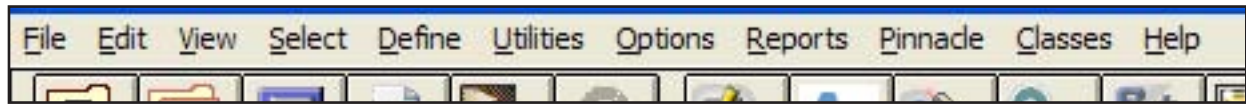
1. **File** – manipulate a file (open, close, save, set class file titles, print custom reports, exit)

2. **Edit** – modify data in a class file, student information, notepads, discipline, and attendance

3. **View** – display information (assignments, objectives, attendance, seating chart) within one particular semester and nine weeks

4. **Select** – determine the scope of the information displayed on the screen (change the subject, semester, or nine weeks; selectively show certain categories or assignments; change the student index or result column)

5. **Define** – set up class file structure, objectives, calculation methods, personal data items, lesson plans, seating charts, and class file passwords

6. **Utilities** – perform special operations on a class file (sort, statistics, import and export, quick attendance, blanks to zeros or Z-grades, quick grade entry, Report Editor application)

7. **Options** – set screen display options and settings

8. **Reports** – print standard reports or custom reports for this class file, Crystal reports from the Pinnacle database, define global comments, printer setup, and multiple report/class file selection

9. **Pinnacle** – communicate with the Pinnacle Gradebook Server; E.g. used to retrieve the school days **NOTE: Never click "Submit..." under this menu. The "Submit..." is not used in the internet version of Gradebook2.**

10. **Classes** – navigate from one class file to another

11. **Help** – access application assistance through hyperlinked manuals or Excelsior website as well as provide statistical information about Gradebook application

Gradebook2 Icons

	Open File	Open a class file (same as *File* menu / *Open*)
	Close File	Close a classs file (same a *File* menu / *Close*)
	Save File	Save a class file - to the location from which it was opened, not necessarily to a diskette (same as *File* menu / *Save.*)
	Print Report	Print custom reports for this class file and/or other class files (same as *File* menu / *Print*)
	Exit gradebook2	Exit the Graadebook2 application (same as *File* menu / *Exit*)
	Login/Logout	**Not used** in the Web version of Gradebook2.
	View Attendance or Assignments	Toggle between assignments and attendance grids (same as *View* menu / *Attendance* and *View* menu / *Assignments.*)
	View Required Assessments or Assignments	Toggle between the assignments grid and required assessments (same as *View* menu / *Required Assessments* and *View* menu / *Assessments.*)
	Edit Attendance	View, edit, or add comments to the attendance record of the student highlighted (same as *Edit* menu / *Attendance.*)
	Quick Attendance	Bring up a class roster to take today's or another day's attendance (same as *Utilities* menu / *Quick Attendance.*)
	Edit Regrades	Edit the regrades for the student highlighted or view the audit trail of a student's changed grades with comments (same as *Edit* menu / *Regrades.*)
	Assignment Wizard	Allows for quick definition of a root assignment with component assignments (same as *Define* menu / *Assignment Wizard.*)

Gradebook2 Icons (cont.)

Icon	Name	Description
	Find	Find a student in the class if you know part of the name (same as *Utilities* menu / *Find*.)
	Show Student Only	Toggle on and off to show one student's grades; useful for parent or student conferences or for entering grades for one student at a time (same as *Options* menu / *Show Student Only.*)
	Sort Students	Sort students with two levels of keys (same as *Utilities* menu / *Sort*.)
	Nine Weeks Chooser	Display an outline from which to choose a different grading period or to see how a class file is organized (same as *Select* menu / *Nine Weeks Chooser*.)
	Previous Nine Weeks	Change display to previous nine weeks for this class file (same as *Select* menu / *Nine Weeks*.)
	Next Nine Weeks	Change display to next nine weeks for this class file (same as *Select* menu / *Nine Weeks*.)
	Previous Class	Change display to previous class file in list (same as *Classes* menu/ *previous class file*.)
	Next Class	Change display to next class file in list (same as *Classes* menu / *next class file*.)
	Bar Graph	Produce a bar graph of an assignment's grades, category grades, nine weeks or semester grades, or an individual student's grades - use Utilities, Bar Graph to set default for this icon (same as *Utilities* menu / *Bar Graph*.)
	Statistics	Produce various statistics for an assignment, categories, nine weeks or semester grades, or an individual student - use Utilities, statistics, to set default for this icon (same as *Utilities* menu / *Statistics*.)
	Reset	Reset screen to default desktop showing grades for all assignments in grade cells and nine weeks grade in Result column (same as *Utilities* menu / *Reset Window*
	Help	Display all Gradebook2 menus which are hyperlinked to reference manuals (same as *Help* menu / *Gradebook2 Help*.)

Gradebook 2 "Hot Spots"

Key to "Hot Spots" shown above:

1. Heading of Student Index Column (Select / Student Index)

2. Heading of the Result Column (Select / Result Column)

3. Heading of the Assignment Column (Select / Assignments)

4. Student Name (Edit / Students / Edit Button)

5. To the right of the Student Name - Black Flag Cursor (Edit / Discipline)

6. To the right of the Black Flag - Notes Cursor (Edit / Notepads)

7. Double Vertical Bar - drag to adjust width of the Student Index Column

Categories

Definition: Categories are the "containers" that average all the grades. Miami Dade County Public Schools begins with templates that have only one category called "Grades" to average all your grades for the nine weeks.

Creating Categories: Teachers may elect to average their grades in separate categories and create additional ones, e.g. Homework, Tests, Classwork, Projects, etc. The Nine Weeks grade will be an average of all the categories.

1. Under the *Define* menu select *Categories....*

2. Choose the *Edit* button to modify the category or the *Add* button to define others.

3. In the dialog that comes up, give the category a name in the *Description* field.

4. Assign a *Category Weight.* This weight tells the gradebook what percentage of the Nine Weeks grade this category will be.
    NOTE: The weights of all the categories taken together must total 100%, e.g. 40% + 40% + 20% = 100%.

5. Click the *OK* button to confirm the creation of the category.
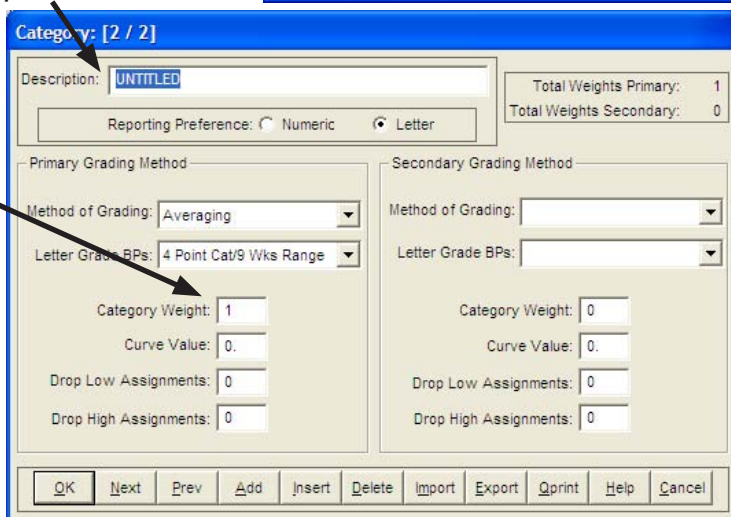
6. Edit the weights of all your categories to make sure they total 100%.

7. To see the average for a particular category, double click at the top of the *Results Column* and select *Category*.

8. Click in any Assignment column connected to a category and you will see the average for that category.

Specialty Categories: If you wish to track behavior or conduct or even homework without having it impact a student's average directly, you can create a category that has a **zero** weight. Under this condition, the category will average a conduct grade as a category, but the nine-weeks grade will not be affected.

• To see this behavior or conduct grade, double click at the top of the Results Column and select Category.

• Click in any Assignment connected to this special category and you will see the average for that category.

Assignments

Definition: Assignments are those items on which you are going to grade your students. They flow naturally from the question "What do I want them to do?" The Miami-Dade County school templates come with one generic pre-defined assignment entitled Assignment1.

Creating Assignments:

• Under the *Define* menu, select *Assignments...* and click on the *Edit* button to redefine the first generic Assignment or click the *Add* button to create additional Assignments.

• Enter a *Description* for the Assignment.

• If you have made multiple categories, make sure you link the assignment to the proper category.

DO NOT CHANGE!

NOTE: *This is extremely important! All the grades for an assignment that is not linked to a category will not calculate.*

• Enter a *Score Weight* to determine how many grades the assignment will be worth.

Easy Mode View of the Assignment Dialog

• Enter a *Due Date* by clicking on the drop-down menu and selecting the desired date.
NOTE: Due dates are not required, but can be extremely helpful, especially when working with parents and counselors.

• Click *OK* or click the *Add* button to define another assignment.

Organizing Assignments

The assignments will display left to right in the gradebook in the order that they appear in the assignments list.

• To change the order, select *Assignments...* under the *Define* menu.

• When the list appears, highlight an assignment and click the *Up* or *Down* button to group similar assignments together if desired, e.g. moving all spelling tests together or all writing assignments together, etc. In this way, assignments can be put in calendar order as well.

Assignments continued

Copying Assignments: If you are going to teach the same subject to different classes, you can copy the assignments you created for one class and paste them into the assignments list for the other class.

• Under the *Edit* menu, select *Copy Items* then *Assignments.*

• Highlight the assignments to be copied, using the Ctrl key to make multiple selections.

• Click the *Copy* button.

• In the new class or marking period, click on the *Edit* menu, select *Paste Items* and choose whether you wish to *Replace* the existing assignments or *Append* the new entries to the bottom of the list. (See right.)

Excelsior gradebook2

Importing method?

Append   Replace   Cancel
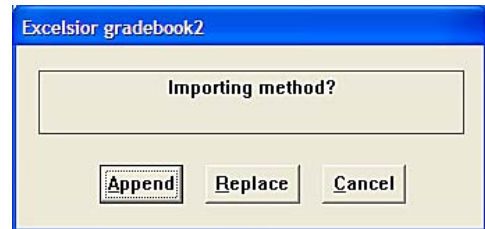
• As long as you have not copied anything else to the Clipboard, the copied items are available to be pasted multiple times.

For all practical purposes, teachers can create as many assignments as they wish.

Entering Grades: Shortcuts and Timesavers

Enter Key	Use to move down the column for grade entry
Tab Key	Use to move to the right for one student's grade entry
Show Student Only icon	Shows the grades for the selected student only
∗ Key	Copies the previously entered grade down the column
Delete Key	Erases the current grade and leaves the cell blank
Edit menu, Insert Grade	Moves all grades down one cell from highlighted cell, allowing a grade to be inserted.
Edit menu, Remove Grade	Deletes the current grade and moves the grades below up one cell
Edit menu, Clear	Erases the current grade or grade column from this grade down or current student's grades from this grade to the right.
Home and End keys	Moves the cursor to the first and last assignments for a student
Ctrl+Home, Ctrl+End	Moves the cursor to the top and bottom of an assignment column
X Grade	Exempt grade, does not show on a missing assignments report; not used in calculation
Z Grade	When a student does not do the work, counts as a zero in calculation and appears on a missing assignments report
Blank Grade	Does not count in calculation, but is a missing grade

Individual Assignment Grade Determination Chart

2006 – 2007
(Student Progression Plan Alignment)

| Individual Assignment Letter Grades Entered by Teacher into Gradebook	Associated Assignment 100-Point scale (**Use for Converting to a Letter Grade**)	Associated 4-Point scale (Use for 9-Week Grade Averaging)	9-Weeks Grade	Associated 9-Weeks Grade Range Scale for Averaging	Used by ISIS for Course Grade Averaging
A+	100	4.0			
A	95 - 99	4.0	A	3.5 – 4.0	4
A-	90 - 94	4.0			
B+	87 - 89	3.0			
B	83 - 86	3.0	B	2.5 – 3.49	3
B-	80 - 82	3.0			
C+	77 - 79	2.0			
C	73 - 76	2.0	C	1.5 – 2.49	2
C-	70 - 72	2.0			
D+	67 - 69	1.0			
D	63 - 66	1.0	D	1.0 – 1.49	1
D-	60 - 62	1.0			
F+	40 - 59	0			
F	20 - 39	0	F	0 – 0.99	0
F-	0 - 19	0			
Z	N/A	0 = Not turned in/ No Credit/ Missing Assignment	F	N/A	N/A
X	N/A	Student is excused from activity, does not affect the grade	N/A	N/A	N/A

Editing Grades:

Assignment Overwrite is used to delete a grade and enter a new grade with no record kept of the previous grade.

> • Select the grade, then delete it with the *Delete* key or by accessing *Edit / Clear* from the menus. Then enter the new grade.

> • Or double click on the grade and click *Yes* in the regrade dialog that comes up. Then enter a new grade.

Regrade is used to give a new grade, but keep a record of the old one and a reason for the change.

> • Double click on the grade and select *Regrade*, enter the reason for the change, click *OK*, and then enter the new grade from the list.

> • To see a history of all Regrades, highlight a student, click on the *Edit Regrades* icon or access the *Edit* menu and select *Regrades*, then click the *Edit* button at the bottom of the window to read a particular regrade message.
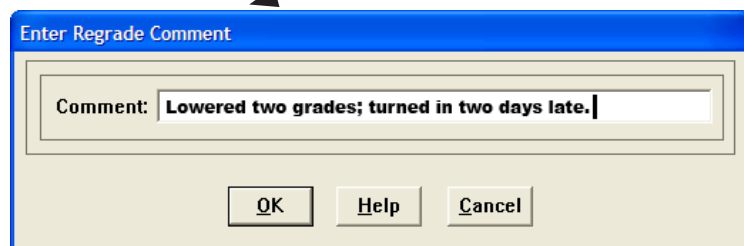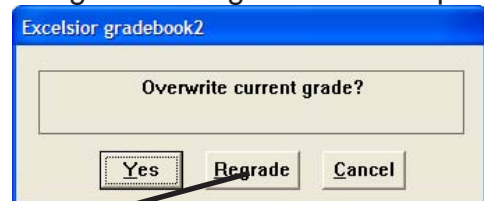
Edit Regrades icon

Calculated Grade Overwrite is used to overwrite a calculated category, nine weeks, semester, or subject grade with a new letter grade or an overwrite code, e.g. **I** for "Incomplete." Overwritten grades are flagged and will appear on an Overwritten Grades Report in the Principal Viewer.

> • Verify that the correct 9-week grade is showing in the Results column.

> • Double click on the *Result Column* entry and select *Yes* to overwrite the calculated grade.

> • Enter the new letter grade or select one of the available overwrite codes. An overwrite icon appears in the Results column.
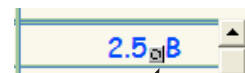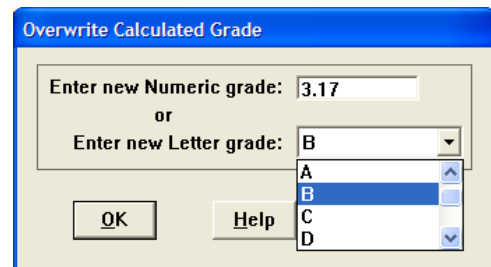
Removing a Calculated Grade Overwrite

> Once the work is made up, for example, a teacher may want to remove an overwritten grade or code and allow the gradebook to recalculate the grade.

> • With the overwritten grade in the result column, under the *View* menu select the level displayed at the top of the Result Column i.e. *Category*, *Nine Weeks*, *Semester*, or *Subject*.

Editing Grades: (cont.)

• Click on the grade. Under the *Edit* menu, select *Clear / Current entry* or use the *Delete* key.

• A dialog will appear asking you to confirm the recalculation. (See right.)

• Return to viewing grades by pressing the *F7* key, clicking the *Reset* icon (See right.), or selecting *Assignments* under the *View* menu.
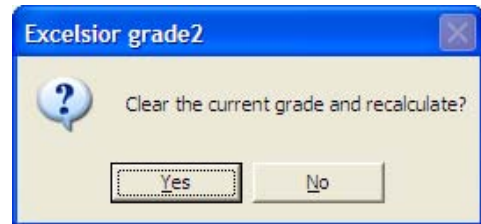
Reset icon

Attendance

As soon as teachers enter attendance data into the Gradebook2 application, that data can be managed (edited, compiled, reports generated, etc.) by the school attendance secretary using the Attendance Manager application. The attendance secretary can monitor who has taken daily attendance and who has not.
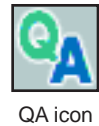
QA icon

• **To take daily attendance**: Use Quick Attendance (*Utilities* menu, *Quick Attendance* or the *QA* icon). Quick Attendance defaults to the current date.

  Highlight a student, click either *Absent* or *Tardy* until the proper attendance code appears, then click *OK*.

• **If everyone is present,** click *QA* and then *OK* to show daily attendance has been taken for this class.

• **Use the *Date* button to select a past or future attendance date** before entering attendance for that date.

• **To view a grid of all attendance data** for all students in a class, access the *View* menu and select *Attendance* (or use the *View Attendance* icon). Attendance data may be entered in this view. Either press

View Attencance Icon

  the letter key of a valid attendance code or double-click on a cell and select the appropriate code from the list. If no attendance data is entered, however, this will **not** mark the class as having daily attendance taken for today. Therefore, when finished, click *QA* and then *OK*.

• **To enter or view a comment** about the attendance of a single student, highlight the student in the Student Index Column, access the *Edit* menu and select *Attendance* (or use the *Edit Attendance* icon). Click the *Edit* button. Enter a comment in the Comment field. **NOTE:** If the Attendance Secretary also enters a comment, it will take precedence over a comment entered by a teacher.

Edit Attendance Icon

• **To enter a comment for a date,** double click on the date at the top of the column and a dialog appears for the comment. Then click OK. The comment will then appear at the top of the page if that date is selected.

Electronic Gradebook Attendance Codes (2006-2007)

Code	Description	Attendance Weight	Who can enter this code?
A	Excused Absence	1	All Teachers / Attendance Manager
A2	Excused Absence – Block Schedule	2	All Teachers / Attendance Manager
U	Unexcused Absence	1	All Teachers / Attendance Manager
U2	Unexcused Absence – Block Schedule	2	All Teachers / Attendance Manager
T	Excused Tardy	1	All Teachers / Attendance Manager
T2	Excused Tardy – Block Schedule (Split Lunch)	2	All Teachers / Attendance Manager
TU	Unexcused Tardy	1	All Teachers / Attendance Manager
TU2	Unexcused Tardy – Block Schedule (Split Lunch)	2	All Teachers / Attendance Manager
ENT	Entered Class	0	All Teachers / Attendance Manager
WD	Withdrawn from Class	0	All Teachers / Attendance Manager
E	Excused Early	0	Attendance Manager – HR class only
S	Special Note (i.e. field trip, assembly, etc.)	0	Attendance Manager – HR class only
I	Indoor Suspension	0	Attendance Manager – HR class only
O	Outdoor Suspension	1	Attendance Manager – HR class only
M	Tardy and Excused Early	0	Attendance Manager – HR class only
NS	No Show	0	Attendance Manager
X	Special Holiday	0	Attendance Manager – HR class only

• For students marked with an "E, S, I, O, M or X" for official (homeroom) attendance, teachers must use an excused absence (A or A2) for class attendance. Teachers can add a comment to denote a reason for excused absence.

Notepads

Purpose: Notepads are a convenient way of entering teacher comments for any progress reports which are printed from the class file or displayed through the Pinnacle Internet Viewer application. They are also useful for keeping anecdotal information for teacher reference or historical tracking.

How Many? Teachers may create as many notepads as they wish in each Nine Weeks.

Active Periods: Notepads are active for only one Nine-Weeks marking period.

Creating Notepads: To create a notepad record for a student...

• Highlight the student's name then select *Notepad* under the *Edit* menu. You can also double click the *Notepad* icon just to the left of the double vertical line to bring up the Notepad list.

Notepad Icon

• Click the *Add* button to bring up a notepad form.

• Enter a title or a label. This title will not appear on reports, but will be displayed in the list of notepads for the student.

• In the larger box below the title, enter the comment exactly as you would like it to appear on a report and click *OK*.

• You may highlight any note in the list and click the *Edit* button to change it or export it to a data file to be used for another student.

• To export a notepad, click the *Export* button and, in the dialog that comes up, name the file with the **.dat** extension. *The **.dat** files are stored on the local machine not the server*.

• To import the notepad for another student, open that student's notepad list, click the *Add* button, and then click the *Import* button. Select the proper file name and click *OK*.
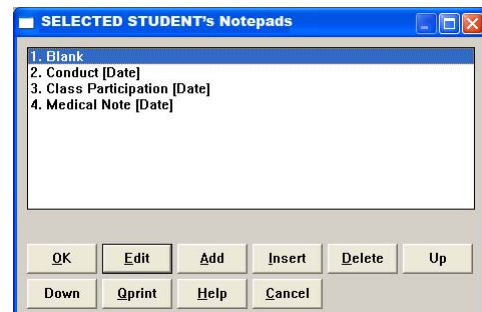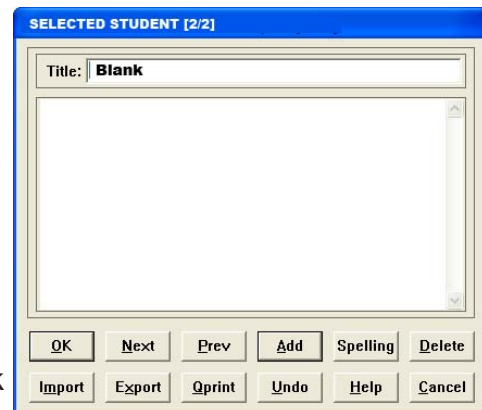
Printing Notepads: Only the first notepad in the list will be printed by default on some student reports. If you want to keep notes on a student that do not appear on student reports, then create a Blank notepad as the first notepad in the list.
   Notepads may be printed on paper by pressing the *Qprint* button.

Weekly Comments: To use notepads as a weekly comment for reports sent to parents or available on the Internet through *Pinnacle Internet Viewer*, type a date as part of the title and then use the *Up* or *Down* buttons to move the current comment to the top of the list so it will appear on certain reports and in the parent viewer.

Discipline Records

Purpose: Discipline incidents may be recorded in the gradebook for teacher reference, discipline reports, and to notify school administrators through the Principal Viewer application.

How Many? Teachers may create as many discipline incidents as are necessary.

Active Periods: Notepads are active for only one Nine-Weeks marking period.

Creating Discipline Incidents: Highlight the student, access the *Edit* menu, and select *Discipline* or click on the black flag symbol to the right of a student listing.

• Click the *Add* button at the bottom of the window.

• Enter the date of the Discipline incident. The default is the current date.

• Enter a description of the incident and the action taken as a result.

• If you wish this incident to be available in the Principal Viewer as well as the Parent Conference Report, which is accessible by all teachers, check the box "*Notify Principal.*" This action records the incident in the Pinnacle database.

• Click *OK* and then *OK* again.

• If the desk icons are turned on under the *Options* menu, a Black Flag icon will appear after that student's name.

Black Flag Icon

• **To export an Discipline record** for use with another student, highlight the item and click the *Export* button and save it as a data file (**.dat**) giving it a short appropriate name. The **.dat** files are stored on the local computer.

• **To import a Discipline record** for another student, open that student's Discipline list, click the *Import* button, select the correct data file, and click *OK*. In the dialog that comes up, indicate whether you wish to *Replace* an existing incident, *Append* this new one to the bottom of the list, or *Merge* it into the list.
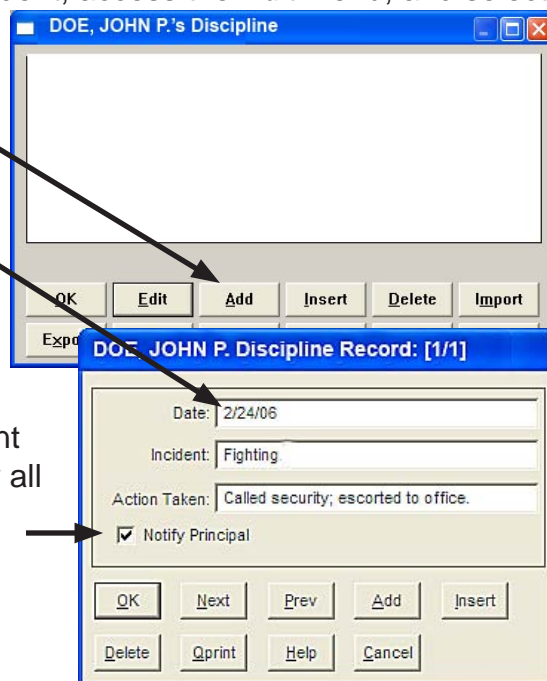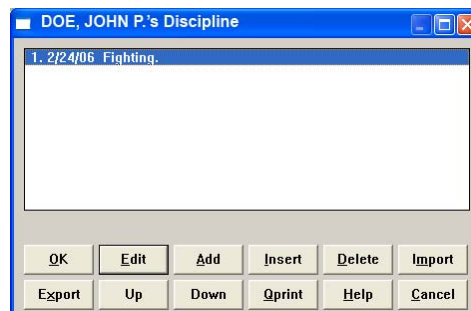
Seating Charts

Purpose: Seating charts are optional, but are very useful for entering attendance, notepad information, or discipline incidents.

Creating Seating Charts:

• Access the *Define* menu and select *Seating Chart* to create or change a chart.

• Click on the *Preferences* button and indicate whether the seats should be snapped to a grid; whether to show student pictures, names or both; whether to add the seats starting at the bottom of the window instead of top down; and whether to include a teacher's desk.

• Select the maximum number of seats across the room.

• Click on the *Command Menu* button to add students individually or as a group; add empty seats; assign students to empty seats; remove students and/or seats; change the demographic item to something other than the student name; randomly shuffle student seats; or copy / paste the seating layout from one class file to another.

• Click *OK* to accept the seating chart.

Using the Seating Chart:

• Access the *View* menu and select *Seating Chart*.

• Choose whether to use the seating chart for recording attendance, creating a notepad entry, or creating a discipline incident report.


• **Attendance**: Click on the Attendance Mode at the top of the window. Click on the student's picture or seat to display a list of available attendance codes. Select the proper code for that student.

Click *OK* when finished taking attendance.

The default is attendance for the current date. If another date within the marking period is desired, click on the *Date* button and select the desired date before taking attendance.

Note: *School policy may not allow teachers to record attendance for any date other that the current date.*

• **Notepad** or **Discipline** entries: Click on the *Notepad* or *Discipline* mode at the top of the window. Click on a student's picture or seat. That student's Notepad or Discipline window will appear. Enter the information and click *OK*.
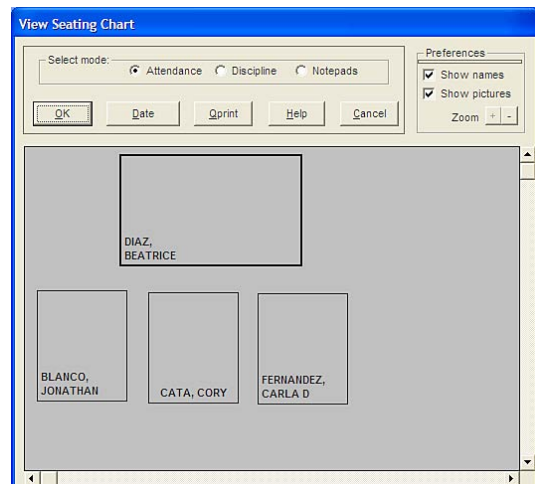
Viewing Personal Data Items

Viewing Personal Data Items

• Double clicking on the name of any student will bring up the Personal Data Items for that student.

• The Personal Data Items contain information from the ISIS mainframe computer, including FCAT scores, ESOL levels, and demographic information.

Displaying Personal Data Items

• Double clicking on Hot Spot #1 (see p.8) will bring up the list of existing Personal Data Items.

• Selecting one or more items in this window will cause them to be displayed in the Student Index Column.

• To select more than one item, hold down the *Ctrl* key when making your choices.

**NOTE:** You may have to move the double line to make more display room in the Student Index Column. (See Hot Spot #7 on page 8.)
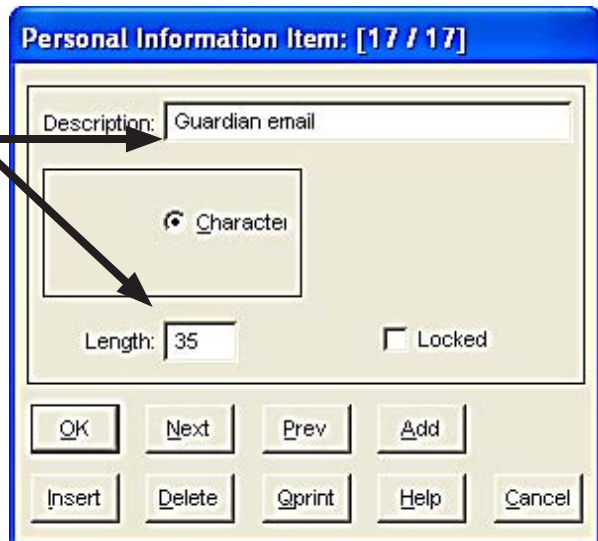
Creating Personal Data Items

Teachers can create personal data items for individual classes in order to collect information on their students. E.g. they may want to record an email address for a guardian, or assign a class number to each student, or note a student's medical problem or disability.

Step 1. Pull down the *Define* menu to *Personal Data Items*.

Step 2. In the dialog that pops up, click the *Add* button.
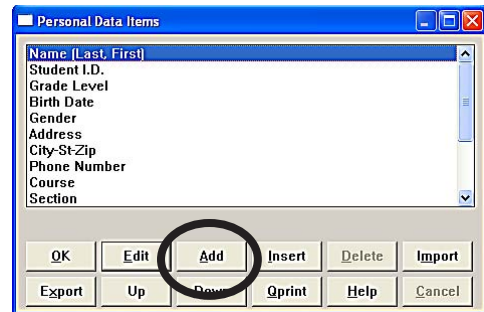
Step 3. Enter a description for the field (e.g. "Guardian Email" and the amount of space allocated for this field (in this case, 35 characters).

Step 4. Click *OK*.

This brings up the list of all Personal Data Items (see below). The new item enters at the bottom of the list. Teachers can move the item higher in the list by highlighting it and repeatedly clicking the *Up* button.

Step 5. Click *OK* on the Personal Date Items window to return to the Class List.

Note: The teachers must enter data in these new fields themselves. And these items must be created in each class list where they are needed.
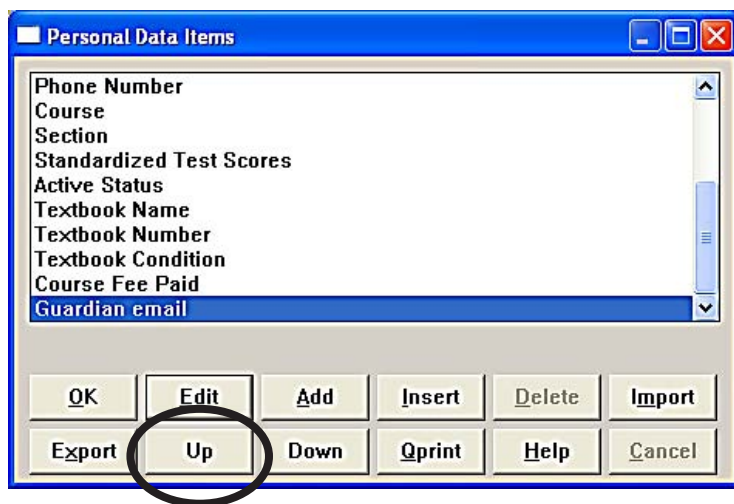
Gradebook2 Class File Reports

Types: Three types of reports can be viewed or printed from the Gradebook2 application. Access them under the *Reports* menu.

1. Standard Reports:

• These are written as part of the application code, so the format cannot be changed, but each has many options.

• These reports record the students as they are set up in the Gradebook under the Student Index Column. E.g. by name, number, or both.

• **Global Comments** may be printed on these reports. These comments are created by accessing the *Reports* menu and selecting *Comments Set-up Edit/Create/Delete.* **NOTE:** Only one Global Comment may be used at a time.
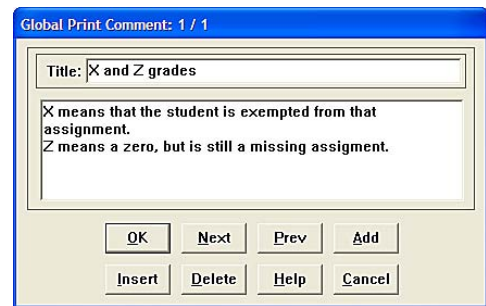
Creating a Global Comment

2. Custom Reports:

School

• Created/edited in the *Excelsior Report Editor* application.

• Most include HTML coding for display with the Web browser.

• The list of these reports may be organized into sub-lists (up to 5) for easy reference.

Local

• Specialized reports for individual teachers.

3. Crystal Reports

• Created/edited in the Crystal Reports application.

• Crystal Reports access data from the Pinnacle database so reports may be school-wide, not just for the current class file.

• Crystal Reports are displayed and printed using the *Adobe Acrobat Reader* application.

Note: Because crystal reports are displayed using the Acrobat Reader application, they will take longer to compile and print. The user will see a message indicating the estimated time it will take to create the Crystal Report, usually a minute or so.

Gradebook2 Class File Reports

Using the Reports:

- Select a report from the *Report* menu.

- Use the Print Dialog window that pops up to choose
  - –which students to include,
  - –whether a Print Preview is desired,
  - –which printer to use,
  - –and which options of the report are selected.

- If Global Comments have been created, one of them may be printed at the bottom of the report.
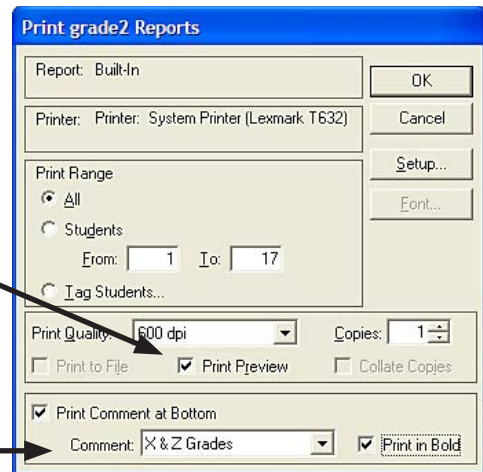
Setting Print Options

Tagging Students: This choice in the Print Range section of the dialog is used to print a report for only one student or a few of them.

- Click the radio button in front of *Tag Students...* in the Print Range. (See above.)

- In the list of students that appears (see sample at right), select the desired student. If several are desired, press and hold the *Ctrl* key and click on each one.

- Click *OK.* The report will be printed for only the selected students.
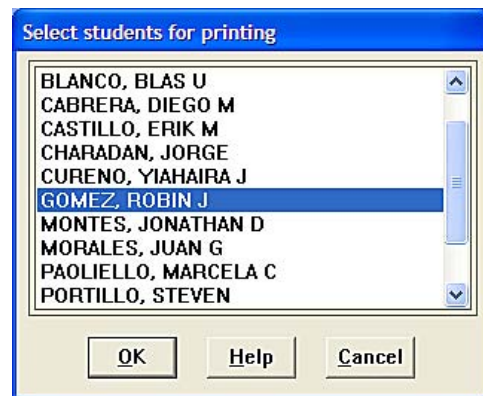
Commonly used reports

1. Standard

- *Class Assignments Vertical* used to report the grades.
- *Class Attendance*
- *Student Assignments*
- *Student Missing Assignments*

2. Custom/School/Class/

- *Substitute Teacher Report (HTML)*
- *Detailed Student Report (HTML)*

3. Custom/School/ *Discipline*

**4. Crystal Reports**

- 9 Weeks *Grade Verification Report*
- *Unsatisfactory Notice Log*
- *Progress Report Summary*
- *Student Check Out List*
- *Notice of Unsatisfactory Progress*
- *Parent Conference Report Quarter*
- *Student Labels (with bar codes)*

Entering Required Assessments (Effort, Conduct, and Comments)
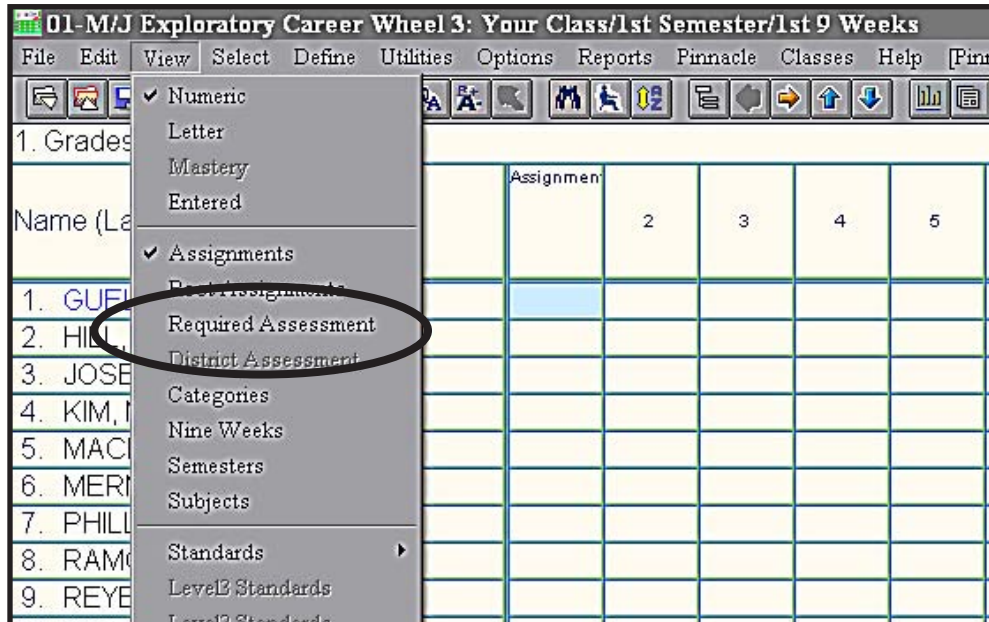
1. Sign in to the class for which you wish to enter a Required Assessment grade.
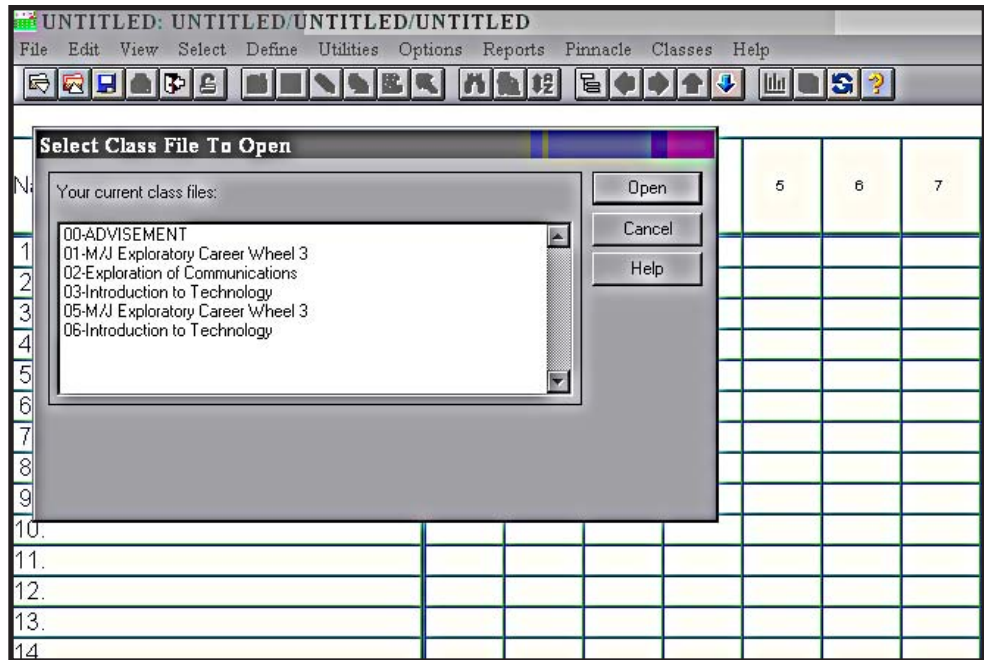
2. Once inside the class, find the View option from the menu bar up at the top and click on it.
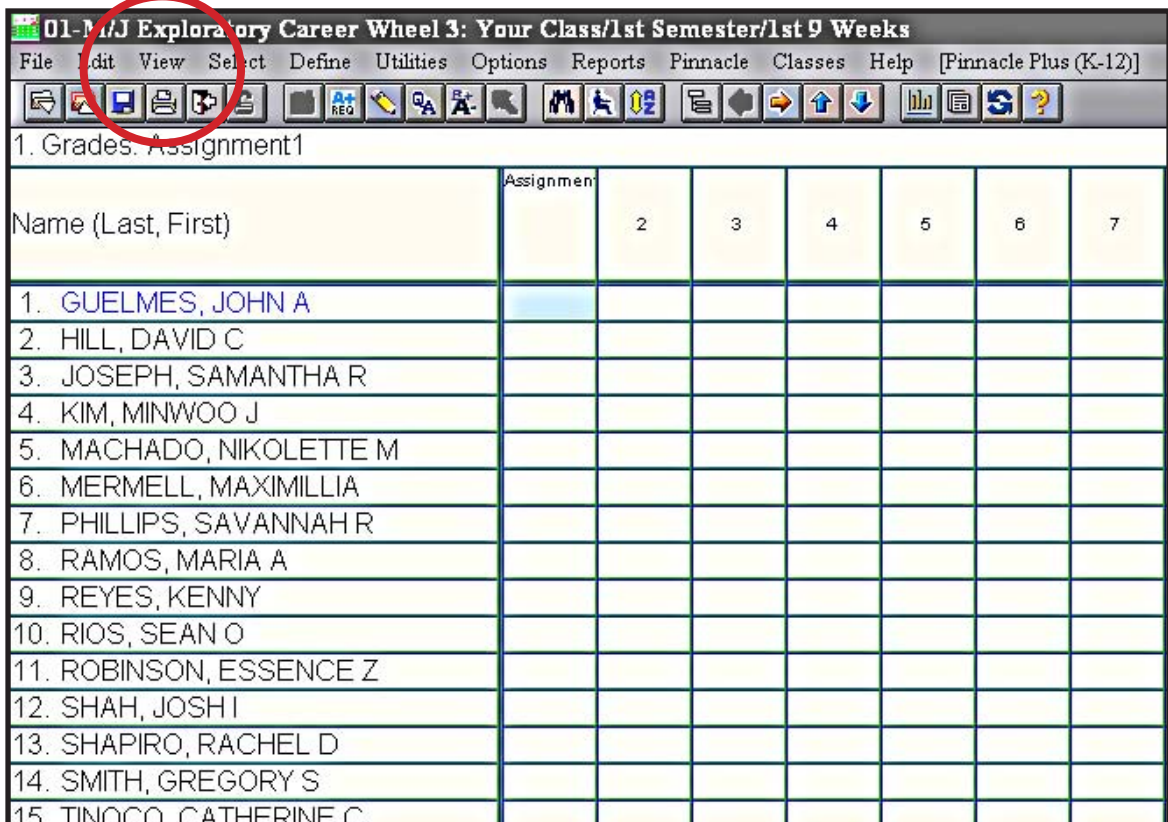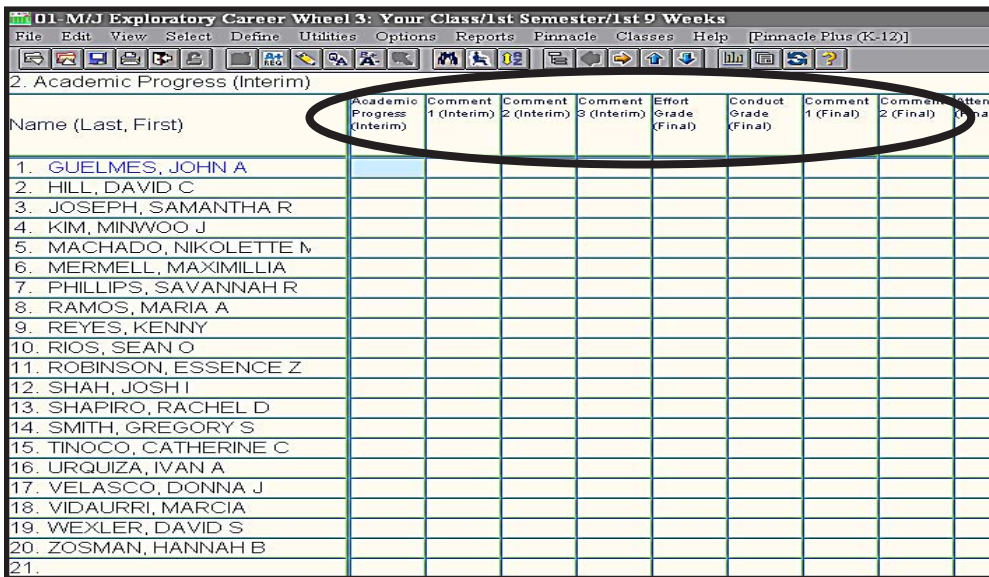
3. From the drop down menu, select Required Assessment.

4. If you wish to enter an Interim Grade different from the current calculated grade in the Results Column, place a Letter Grade under Academic (Interim) column.

You may insert up to three comments per student for the Interim Report. Press the space-bar to display a list of Dade County codes. Attendance will automatically be taken from the attendance recorded for the marking period. Any cell with (Final) under the description refers to information that will appear in the student's end-nine-weeks report card.

5. Repeat these steps for each period you wish to enter a Required Assessment Grade.

End of Nine Weeks Procedures

Step 1: Enter in the Required Assessments.
Pull down the *View* menu to *Required Assessments* or click on the tool-bar icon, (see right and then enter Effort Grades, Conduct grades, and Comments.

Step 2: Verify Attendance by examining the Attendance Grid (*View>Attendance)* in a class file.
- Elementary - Homeroom Class only.
- Secondary - All classes

Step 3: Enter Overwrite Codes as necessary.
- Use the code "I" for incomplete.
- Use the code "NG" for any student who had grades in the gradebook, but for whom you wish to submit a blank grade. You may need a comment code to accompany this code.
- Use the code "NC" only at the **Subject level** and only in marking periods 2 or 4 and only in Secondary Schools.

Step 4: Run the Grade Verification Report.
- Pull down the *Reports* menu to *Crystal Reports* to *Grade Verification Report*
- Compare grades, attendance totals and required assessments in the report to what is in your gradebook.
- Photocopy and submit to the required school personnel (if necessary).

Step 5: Print a detailed hard copy from the *Standard Reports* menu.
- *Class Assignments Vertical*
- *Class Attendance for Marking Period*

Support Information

Gradebook Support

- **Step 1:**
  The Gradebook Manager at your school is the first person to address teacher questions/issues relative to Gradebook

- **Step 2:**
  Gradebook Managers for your school will contact Support Services (SUS) at 305-995-3705 to resolve problems

- **Step 3:**
  SUS Support Staff will escalate problems/issues to Excelsior as necessary