Pinnacle Gradebook Users Guide

NEW LOGIN INSTRUCTIONS

Pinnacle is a web-based electronic program which allows attendance, grades, report cards and much more to be reported and generated throughout the school year.

NEW GRADEBOOK

WEB ADDRESS

https://efa-efe.micase.org/PinnacleSuite/Gradebook

BOOKMARK THE WEBSITE IN YOUR FAVORITES TO ACCESS REGULARY THROUGHOUT THE YEAR!

1. Type your username: First initial of your first name + first five letters of your last name
    Example: Jennifer Sieber = jsiebe

2. Type your password: Leave Blank for initial Log-in
    Password will be set at initial login and can be changed once you are logged in.

    PLEASE KEEP YOUR USERNAME AND PASSWORD CONFIDENTIAL

3. Select the SIGN IN button. This will take you into the Pinnacle system. A main page with notes (including upcoming birthdays, student adds/drops, etc.) will be displayed.

4. An information task bar noting **ATTENDANCE, GRADEBOOK, REPORTS** and **OPTIONS** will be visible on the left hand side of the page. These tabs will help you navigate through the Pinnacle system.
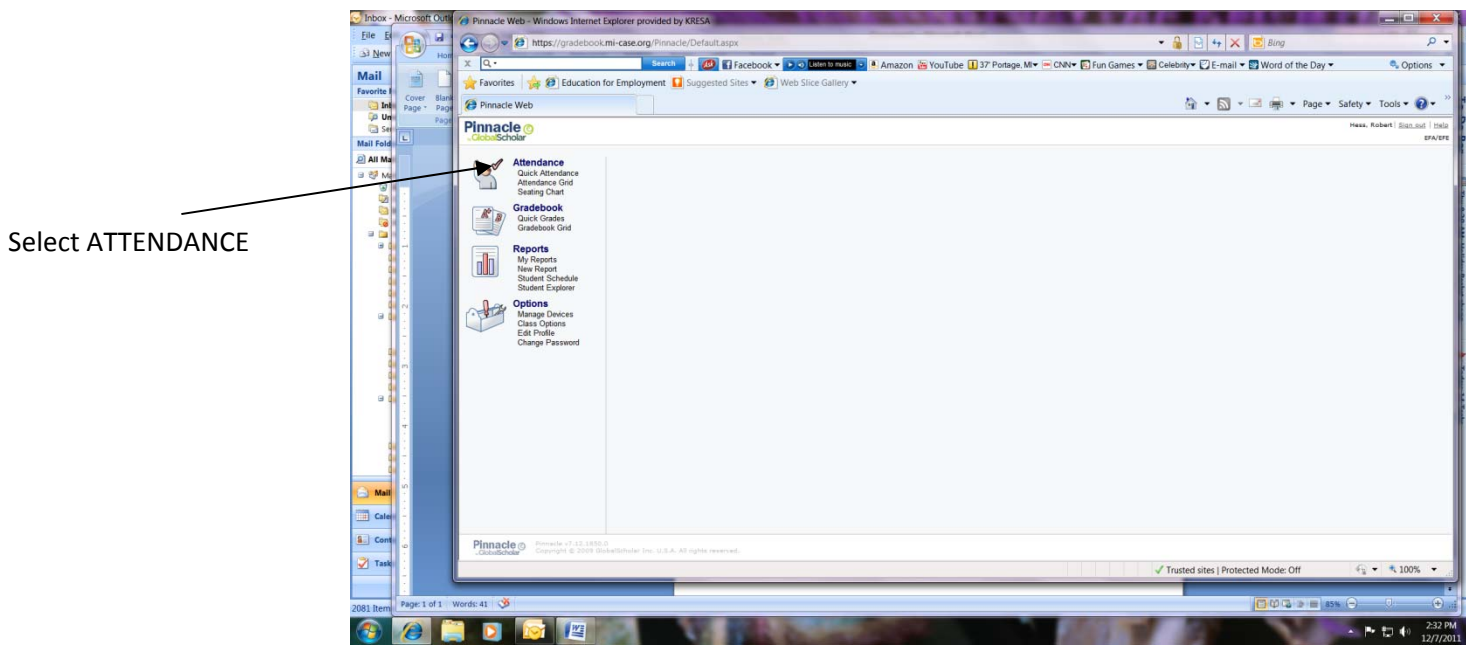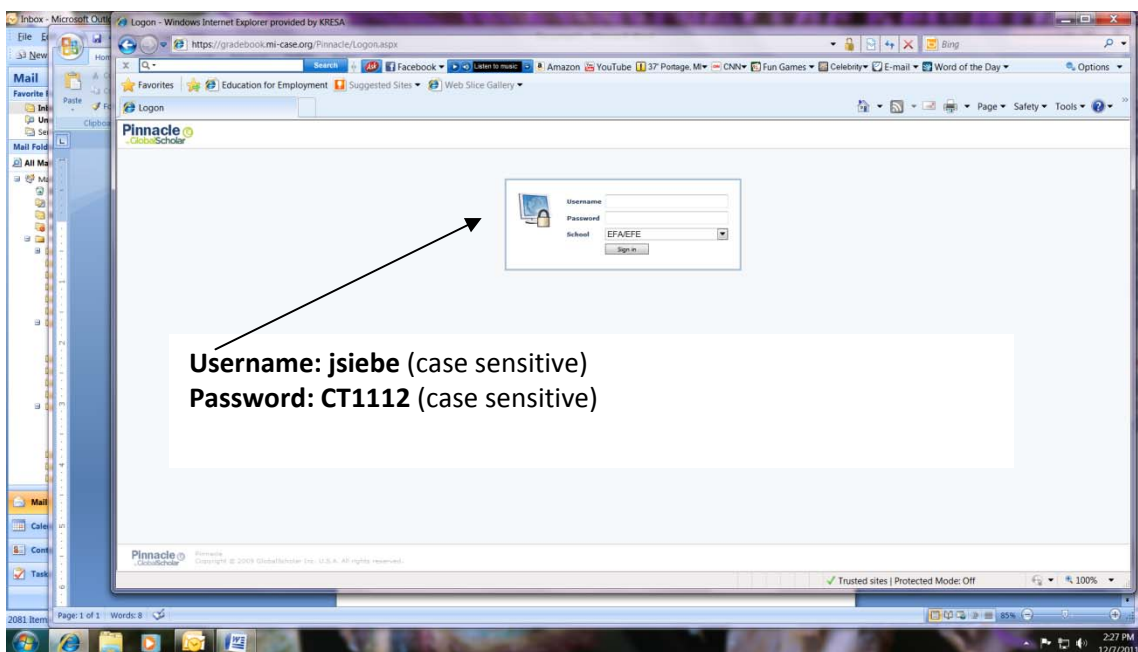
    Remember to click the SIGNOUT button in the upper right-hand corner of the screen when you are finished to ensure the security of information stored!

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ENTERING ATTENDACE IN PINNACLE

Attendance should be taken on a daily basis. A 3-day window allows you to update attendance after it has been entered into the system for up to three days.   District attendance officers will have access to view this information in real time.

Pupil accounting attendance reports must be run weekly during the Student Count day window. Additional instructions will be provided.

Open your internet browser and go to:
https://efa-efe.micase.org/pinnaclesuite/gradebook
This screen will appear.

Username: jsiebe (case sensitive)
Password: CT1112 (case sensitive)

Select ATTENDANCE

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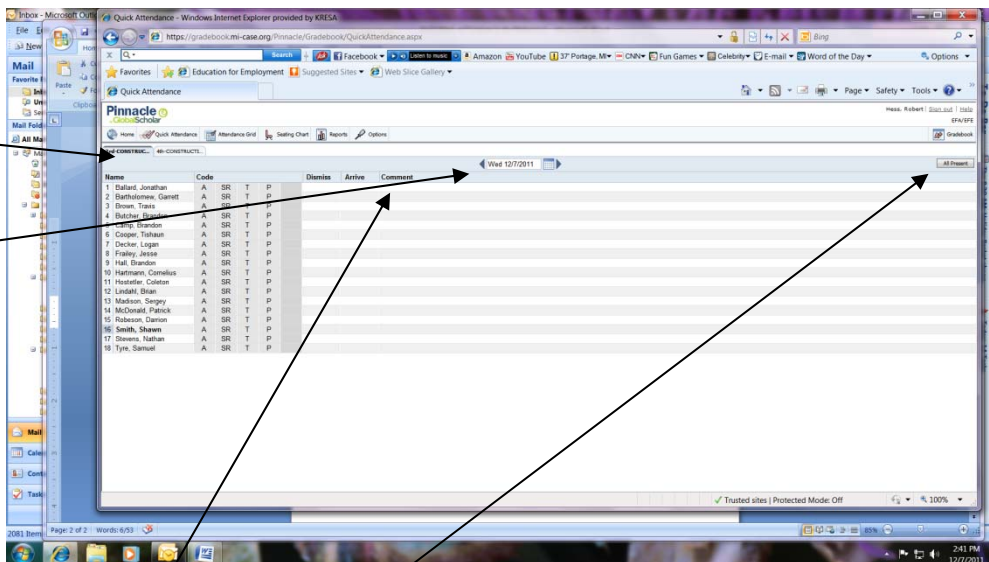You'll see a tab fpr each section of your class, i.e.:
3rd-CONSTRUCTION
4th-CONSTRUCTION

Use the drop down calendar to match the date that you are entering attendance.

CODES:
A – Absent
SR-School Related
T – Tardy
P-Present

Then just click on the right code for each

If all students are present on any given day, you can also select ALL PRESENT to make that easier for you. You can also select ALL PRESENT and then just change the code on the few that were absent, school related, or tardy.

If you select the COMMENT section, a text box will appear and you can type in a comment for the attendance officer, such as Snow Day, If you want to let the attendance officer know that the student arrived or left early, select the DISMISS and ARRIVE section and a text box will appear and you can type in the time.

New Assignments and Grading

To create an assignment:

1. From the Home Menu, select **GRADEBOOK, GRADEBOOK GRID**
2. In the first assignment column, select **NEW**. *(If you choose to weight assignments or assign categories, they should be set up before creating any new assignment, see below)*
3. Click **CONTINUE** (right side of screen).
4. Follow the prompts to select:
   - **Description** – give assignment a descriptive name
   - **Grading Scale** – pre-set; do not change
   - **Date Assigned**: use calendar to set
   - **Date Due**: use calendar to set
   - **Max Value**: What's the maximum value for the assignment; some teachers base this on % and therefore always select 100 for their max value and compute % grades when they grade. Others put in total points of an assignment and enter the number of points each student then earned for the assignment. Your choice – stay consistent.
   - **Weight**: You will generally set this at 1 (one) for all assignments, meaning one assignment has the same value as another assignment within this category. If you set the value at 2 (two) then this assignment has twice as much value as an assignment that is marked as 1 (one). If you set this value at 0 (zero) then the assignment will not have any weight and will not be computed into any students' overall grades. Some teachers will chose a 0 weight for an assignment if they are tracking the collection of forms, or are giving a district-required pre-test that should not be computed into student grades for the class.
   - Extra Credit – do you want to allow for extra credit?
   - Private – you would use this if you want to keep track of an assignment, but it's not necessary for students and parents to see it. Never use this if the grade will be computed into the overall grade for the student. Some teachers use this in conjunction with using the 0 weight as stated above.
5. Hit **SAVE, SAVE & NEW,** or **CLOSE.**

To enter a grade:

To enter a grade, simply click in the cell under the correct assignment for each student and enter the grade. The cell and the final grade will show in yellow until you move to the next cell.

Some other grading options you can use:

Z = student didn't attempt an assignment; no impact on the student overall grade.

X = the student is exempt from this assignment; no impact on the student overall grade.

0 = student did not complete assignment or student earned a O for the assignment and this will impact the student overall grade

To Override Marking Period or Semester Grade

If a student has extenuating circumstances that result in a marking period or final grade change that cannot be reflected in an assignment, Pinnacle will allow you to adjust a final grade, by overriding the final grade.

1. Navigate to the correct grading period tab at the bottom of the screen.
2. Navigate to the right-most column of the gradebook grid and choose the period to be overridden by clicking on the dropdown menu.
3. Click on the Grade you wish to change and a pop-up box will appear – Choose the Override Grade button and enter the grade in the box; or choose the Override Code to indicate Incomplete or Withdrawn, etc.

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Setting Grading Categories and Weights

Note: Pinnacle allows you to select grading categories and weights. If you decide for example, that homework should be one of your categories that factors into the final grade, and in your class homework is 25% of your students' grades, then no matter how much you assign, its contribution to the final grade will remain at 25%. It's important that you explain your categories and weights to your students. This information should be reflected on your course syllabus. **Categories and weights are not retroactive – set them up before creating new assignments.**

From the HOME menu, go to OPTIONS, CLASS OPTIONS. You will see 5 tabs.

1. The **GENERAL tab** lists the titles of your course, the grading template that is assigned to your course, the sections of your class, and an option to "Hide from tabs" (This should remain as NO)

2. The **NARRATIVE tab** allows you the option to describe your class to students and parents.

3. The **CATEGORIES tab** allows you to set the grading categories and weights for your class.
    a. Would you like to categorize your assignments? Choose YES.
    b. Would you like to weight your assignments? Choose YES.
    c. Select NEW CATEGORY.
    d. Type in a description of the Category (example: Homework)
    e. Choose a unique color for the Category.
    f. Type in a Weight value in the box. Give the weight in portions of 1 (example: If you want Homework to be worth 25% of your students' grades, then the weight for this category would be 25)
    g. Optional: Do you want to drop the lowest? Type in the number of lowest scores you want dropped.
    h. Optional: Do you want to drop the highest? Type in the number of highest scores you want dropped.
    i. Once you are happy with this category and weight, then hit SAVE.
    j. Select NEW CATEGORY and go through steps #4 - #9 for each category you choose.

4. The **SCALES tab** provides you with the grading scale for your class. You will use the default /EFA Grading Scale for your classes. Please discuss with your Program Administrator if you have want to consider using something other than the default scale.

5. The **TERMS tab** provides you information on your school terms (quarters, semesters, etc.) This information has been pre-selected for you. Please discuss with your Program Administrator if you want to consider other terms.

Some samples of categories and weights:

Assignments	.16	Exams	.30	Assignments	.25	Homework	.15
Employability	.16	Homework	.20	Daily notebook notes	.20	Math	.15
Exam	.20	Projects	.20	Professional Conduct	.20	Participation	.20
Lab Projects	.24	Quizzes	.10	Tests	.35	Projects	.25
Quizzes	.24	Workplace Knowhow	.20			Tests	.25
TOTAL	**1.00**	**TOTAL**	**1.00**	**TOTAL**	**1.00**	**TOTAL**	**1.00**

Identifying Courses

You have the ability to identify your courses with these easy steps:

1. Select "Class Options" under the OPTIONS section on the left hand menu bar
2. The default tab will be placed on "General," and your class name listed below in the middle of the page (example: <Electrical Technology>)
3. The "Title" may be updated to reflect what you want the name of that course to be (to view different courses available to you, use the < & > directional arrows)
4. The "Hide from Tabs" option should always be selected to "NO"
5. The "Narrative" tab allows for a course description
6. The "Categories" tab allows for categorization of assignments (i.e., homework, tests, quizzes)
7. The "Scales" and "Terms" tab allows for individualized grading scales

Obtaining Student Home Addresses/DOB's

You have the ability to access student information by course, including home address and DOB with these easy steps:
1. Select "New Report" under the REPORTS section on the left hand menu bar
2. Select "Demographics"
3. To view a grid of ALL students in your course, select the "Student Demographics – All Students" option
4. To opt for one student per page, select the "Student Demographics" option

Create Individual Student Grade Report

You have the ability to view select student's grades via a simple report:
1. Select "New Report" under the REPORTS section on the left hand menu bar
2. Select the "Grading" category
3. Select the "Grade Sheet" report
4. Select the appropriate class the student is enrolled in the Classes section
5. Choose "Select" under the Students section and check the appropriate student
6. Select the appropriate Marking Period or Semester in the Terms section
7. Select the assignment details in the Assignments section
8. Select any other criteria you want to view on the report (Averages, Posting, Font Size, Letter Grade, Assessments)
9. Select Print

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Viewing Dropped Student Information

You have the ability to view any grade information you've entered for students
who have dropped with these easy steps:

1. Select "Gradebook Grid" under the GRADEBOOK section on the left hand menu bar
2. Class Section tabs will be shown at the top, underneath the "Home" key
3. Select one of your courses
4. Directly above the "Name (Last, First)" heading is a drop down arrow (⏷)
5. Select the drop down arrow (⏷) to reveal the following:
6. Show Single Student
7. Sort Students by Add Date
8. Show Inactive Students
9. Export Student Roster
10. Select "Show Inactive Students"
11. Underneath your last active student, your inactive students (those students that were once listed on your class rosters but have been removed) will show up in a slightly lighter font color (almost grayed out)
12. Any grade information you entered for this student while they were enrolled in your program will show up