

Excerpts from MDCPS handbook: “Student Progression Plan”

A student's academic grade should reflect the teacher's most objective assessment of the student's academic achievement. Students have the right to receive a conduct and an effort grade consistent with their overall behavior and effort.

Specific guidelines for grading student performance and for reporting student progress are provided below:

Academic Grades. Academic grades are to reflect the student's academic progress based on the competencies/benchmarks for the grade level/course in which the student is enrolled. The grade must not be based upon the student's effort and/or conduct. The grade must provide for both students and parents a clear indication of each student's academic performance as compared with norms which would be appropriate for the grade or subject. The academic grades of "A," "B," "C," "D," "F," or "I" are not related to the student's effort, conduct, attendance or tardiness. The letter grade of "I" will be reserved for middle and senior high school use only. Grades in all subjects are to be based on the student's degree of mastery of the instructional objectives and competencies for the subject based on grade level competencies. The determination of the specific grade a student receives must be based on the teacher's best judgment after careful consideration of all aspects of each student's performance during a grading period.

In grades 1-12, a common report card grading system is to be used. Academic grades for students shall be “A,” “B,” “C,” “D,” “F,” or “I” (secondary only). A brief explanation of the grades used in grades 1-12 follows:

A -- A grade of "A" (90-100%) indicates that the student has demonstrated outstanding progress in the subject and/or the skills area. The student consistently performs academically at a level which is considerably higher than that of the typical student in the same program or course. The student has mastered skills well above those required for successful completion of the instructional program and has demonstrated an understanding of and an ability to utilize the content of the program effectively. An "A" student will have achieved and exceeded all of the instructional objectives and competencies established for the subject/course during the grading period.

B -- A grade of "B" (80-89%) indicates that the student has demonstrated above average but not outstanding progress in the academic area. The student consistently performs at a level above that which is expected of the typical student in the same program or subject. The student has mastered content skills beyond those required for successful completion of the instructional program. The "B" student will be progressing at a rate that will enable him/her to have achieved virtually all of the instructional objectives and competencies established for the subject being graded.

C -- A grade of "C" (70-79%) indicates average progress. The student performs at an average level in terms of mastery of skills/performance standards and/or content of the program. The student's rate of progress permits mastery of more than the minimal instructional objectives and competencies of the program.

D -- A grade of "D" (60-69%) indicates the lowest acceptable progress in the mastery of skills and other course content and indicates that improvement is needed to achieve a satisfactory level of academic performance. The student's rate of progress is such that the minimal instructional objectives and competencies for the program will be mastered.

F -- A grade of "F" (0-59%) indicates failure. Students functioning at this level are not mastering the minimal objectives and competencies required in the regular instructional program.

I -- A grade of "I" (0) indicates performance insufficient to permit an evaluation. Secondary school students performing at this level may have their grade adjusted upon presentation of the required assignments. An incomplete grade for an annual or semester course must be resolved no later than two grading periods following the issuance of the incomplete grade. Extenuating circumstances may be approved by the principal.

When a numerical equivalent to an assigned letter grade of "A," "B," "C," "D," "F," or "I" is used, the following apply and shall be communicated to students:

GRADE	NUMERICAL VALUE	VERBAL INTERPRETATION	GRADE POINT VALUE
A	90 – 100%	Outstanding progress	4
B	80 – 89%	Above average progress	3
C	70 – 79%	Average progress	2
D	60 – 69%	Lowest acceptable progress	1
F	0 – 59%	Failure	0
I	0	Incomplete (secondary only)	0

In grading students these numerical or letter grades are to be averaged to determine a student's grade for a nine-week grading period. To determine an elementary student's course grade, the letter grades for each of the nine-week grading periods are averaged for a given subject. To determine a secondary student's course grade, the letter grades for the nine-week grading periods and semester and/or final examinations are averaged for a semester or annual course.

In grades 1-12, when calculating the grade for a semester or annual course, the following grade point averages are to be used:

A=3.50 and above
B=2.50 - 3.49
C=1.50 - 2.49
D=1.00 - 1.49

In grades 6-12, teachers may override the final grade of a semester or an annual course on the electronic gradebook, thus overriding the computation of the grade point average. The override option applies to raising a grade to a higher grade or lowering it.

In grades 6-12, in authorized semester courses, the student's final grade shall be determined by the teacher as follows: 40 percent value for each of two nine-week grading periods and 20 percent value for the final examination, with a provision for teacher override.

In authorized annual courses, the student's final grade shall be determined by the teacher as follows: 20 percent value for each of four nine-week grading periods, 10 percent value for the mid-year exam, and 10 percent value for the final exam, with a provision for teacher override. This equates to ten points required to pass an annual course using a 4.0 scale. Students in grades 9-12, in order to pass an annual course must earn a minimum of 10 grade points, five of which must be earned in the second semester. Students in grades 6-8 must also earn a minimum of 10 grade points, but earning five points in the second semester does not apply. Teacher override (either up or down) can be used. A teacher exercising the override rule must have documentation for such a decision

Students in grades 6-12 who have 10 or more unexcused absences in an annual course or five or more unexcused absences in a semester course will be subject to the withholding of passing final grade(s) ("A" – "D"), pending a student/parent-requested administrative screening and/or review of all absences by the attendance review committee (See Appendix R). If all course objectives and competencies have been appropriately mastered by the student, he/she may receive a passing final grade.

Student Attendance

Schools shall not exempt students from academic performance requirements, such as final exams, based on practices or policies designed to encourage student attendance. A student's attendance record may not be used in whole or in part to provide an exemption from any academic performance requirement.

Grading Students with Disabilities - Grades K-12. All teachers, regardless of a student's exceptionality, must assign grades utilizing the same report card as general education students. Grading students with disabilities who are accessing the SSS and whose IEP indicates that the student does not meet exemption criteria from the FCAT and state and district tests:

- . Grades are to reflect the student's academic progress based on the competencies/benchmarks for the grade level/course in which the student is enrolled.
- . The grade must not be based upon the student's effort or conduct.
- . The grade must provide, for both students and parents, a clear indication of each student's academic performance as compared with norms which would be appropriate for the grade or subject.
- . No student with disabilities shall be denied the opportunity to earn above average grades because of the provision of accommodations that were deemed appropriate by an IEP team.
- . Receiving appropriate accommodations does not ensure average/above average grades.
- . Specific information regarding the student's progress toward mastery of the IEP goals is not integrated into the academic grade.

Grading students with significant cognitive disabilities who are accessing the SSS Access Points and whose IEP states that the student meets exemption criteria from the FCAT and state and district tests:

- . Grades are to reflect the student's academic progress on the SSS with Access Points.
- . The grade must not be based upon the student's effort or conduct.
- . Specific information regarding the student's progress toward mastery of the IEP goals is not integrated into the academic grade.
- . The grade must provide, for both students and parents, a clear indication of each student's academic performance.

Conduct Grades. Conduct grades are to be used to communicate clearly to both students and their parents the teacher's evaluation of a student's behavior and citizenship development. These grades are independent of academic and effort grades. The conduct grade must be consistent with the student's overall behavior in class and should not be based on a single criterion.

The conduct grading system follows:

Grades 1-12

A -- A conduct grade of "A" reflects excellent behavior on the part of the student. The student consistently demonstrates outstanding behavior consistent with classroom, school, and district standards.

B -- A conduct grade of "B" reflects consistently good behavior. The student meets established standards for student conduct.

C -- A conduct grade of "C" reflects satisfactory behavior. The student's overall behavior is generally acceptable according to established standards of conduct.

D -- A conduct grade of "D" shows that improvement is needed in the student's overall behavior. The student does not consistently demonstrate behavior which is acceptable.

F -- A conduct grade of "F" reflects unsatisfactory behavior overall. The student regularly violates established classroom, school, or district standards of behavior.

Effort Grades. Effort grades are utilized to convey both to students and their parents the teacher's evaluation of a student's effort as related to the instructional program. These grades are independent of academic and conduct grades. In assigning an effort grade, the teacher must consider the student's potential, study habits, and attitude. Three numerical grades are used to reflect effort in grades 1-12:

1 -- An effort grade of "1" indicates outstanding effort on the part of the student. The student will, when necessary, complete a task again in order to improve the results. The student consistently attends to assigned tasks until completed and generally exerts maximum effort on all tasks. The student consistently works to the best of his/her ability.

2 -- An effort grade of "2" indicates satisfactory effort on the part of the student. All work is approached with an appropriate degree of seriousness. The student usually finishes assignments on time and usually stays on task. The student usually works at a level commensurate with his/her ability.

3 -- An effort grade of "3" reflects insufficient effort on the part of the student. Little attention is paid to completing assignments well and/or on time or to completing them in a manner commensurate with the student's ability.

Teachers are to utilize the teacher comments section of the report card to enhance communication with the parent. (Comments may be added, deleted, or modified at the discretion of the Superintendent, and/or designee.)

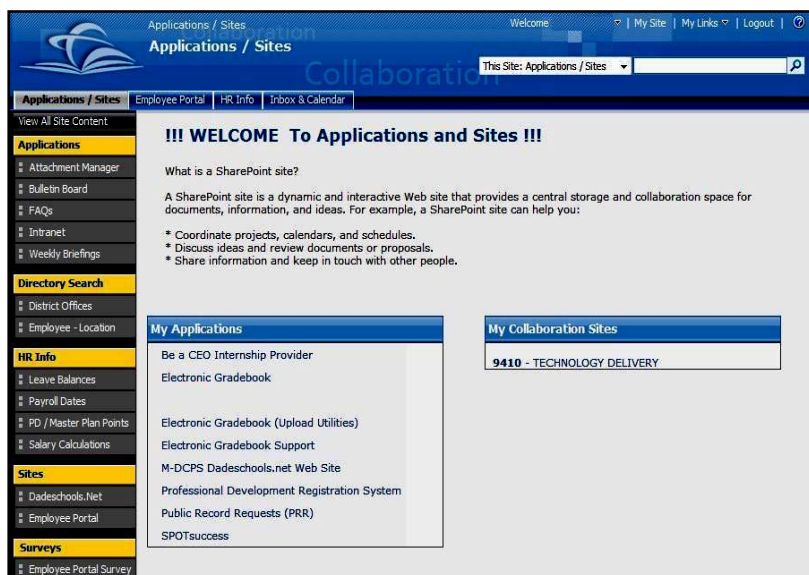
REPORT CARD COMMENT CODE:

01	Receiving bilingual instruction in this subject	Elementary, Secondary
02	Language Arts/Reading grade received within the ESOL grade	Elementary, Secondary
03	Please arrange for a parent/teacher conference	Elementary, Secondary
04	Understands and accepts responsibility	Elementary, Secondary
05	Receiving instruction in English using ESOL strategies	Elementary, Secondary
06	Demonstrates qualities of a model student	Elementary, Secondary
07	Puts forth maximum effort; very cooperative	Elementary, Secondary
08	Requires close supervision	Elementary, Secondary
09	Requires special help in following directions	Elementary, Secondary
10	Needs improvement in classroom behavior	Elementary, Secondary
11	Absences/tardies have seriously affected progress	Elementary, Secondary
12	Possesses leadership qualities	Elementary, Secondary
13	Is very self-directive; can work independently	Elementary, Secondary
14	Fails to complete required assignments	Elementary, Secondary
15	Shows excellent class attitude	Elementary, Secondary
16	Much improvement shown this grading period	Elementary, Secondary
17	Well prepared for class	Elementary, Secondary
18	Does not participate	Elementary, Secondary
19	Unprepared for class	Elementary, Secondary
21	Working below grade level	Elementary
22	Working above grade level	Elementary
24	Credit withheld due to excessive unexcused absences	Elementary, Secondary
25	Dual language instruction is provided in this subject	Secondary
26	No grade awarded due to student's alternate assignment	Elementary, Secondary
29	Grade withheld pending parent/teacher conference	Elementary, Secondary
31	Insufficient attendance for grade	Elementary, Secondary
36	Demonstrates exemplary community service	Elementary, Secondary
39	No grade received because of limitations in evaluating progress	Secondary
41	Receiving academic assistance in this subject	Elementary, Secondary
42	Needs to be supervised when completing homework	Elementary, Secondary
43	Has progressed beyond this level of instruction	Elementary
44	Has not progressed to this level of instruction	Elementary
45	Low academic performance could cause retention in this grade	Elementary, Secondary
46	No longer taking this subject	Elementary, Secondary
47	Requires assistance and/or prompting to complete tasks	Elementary, Secondary
48	Curriculum has been modified	Elementary, Secondary
49	No final grade assigned due to limited time of enrollment	Secondary
50	Grade earned at other location	Elementary, Secondary



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 Safari v2.0.4 or higher)



- ▼ 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

Logon



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.

Pinnacle WEB TLC Training School 1
Logged in as **Al Fresco** (Logout) Help

- Attendance**
 - Quick Attendance
 - Attendance Grid
 - Seating Chart
- Gradebook**
 - Quick Grades
 - Gradebook Grid
- Reports**
 - My Reports
 - New Report
- Options**
 - Class Options
 - Edit Profile
 - Change Password

Recently Added Students

Donald Duck	2nd Science	June 8
Mickey Mouse	3rd Science	June 7

Recently Dropped Students

Marvin Marbler	2nd Science	June 7
Buzz Lightyear	3rd Science	June 5

Upcoming Birthdays

Elmer Fudd	3rd Science	Today
Daffy Duck	4th Science	Thursday
Bugs Bunny	5th Science	Friday

Messages

Welcome to Pinnacle Web, the next generation assessment management solution from Excelsior Software!

Pinnacle Web v7.0.275-7
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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 **Logout** link to log out of the gradebook application.

Attendance
Quick Attendance
Attendance Grid
Seating Chart

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.

Gradebook
Quick Grades
Gradebook Grid

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.

Reports
My Reports
New Report

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.

Options
Class Options
Edit Profile
Change Password

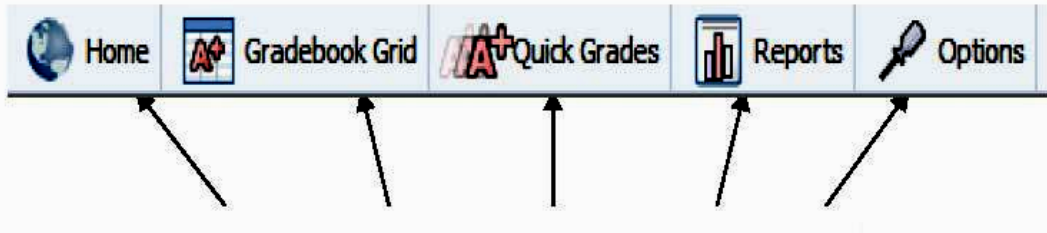
The **Options** section

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

General		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 interface. The interface includes tabs for 'General', 'Narrative', 'Categories', 'Scales', and 'Terms'. A dropdown menu shows '01-Algebra 1 Honors'. Below the tabs, there is a text area with a rich text editor toolbar containing icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, and unlink. A 'Save' button is located at the bottom left of the text area.

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 interface. The interface includes tabs for 'General', 'Narrative', 'Categories', 'Scales', and 'Terms'. A dropdown menu shows '01-Algebra 1 Honors'. Below the tabs, there are two questions with radio button options: 'Would you like to categorize your assignments?' (Yes selected) and 'Would you like to weight your categories?' (No selected). Below these questions is a table with two columns: 'Color' and 'Description'. A 'Save' button is located at the bottom left of the form.

Color	Description
<input type="text"/>	<input type="text"/>



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.

General Narrative **Categories** Scales

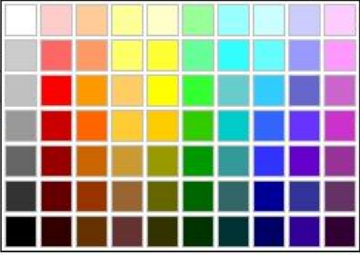
Would you like to categorize your assignments? Yes No

Would you like to weight your categories? Yes No

Color	Description	
	Home Learning	Delete
	Classwork	Delete
	Test	Delete

Save

Color	Description	Weight	
	Home Learning	25	Delete
	Classwork	25	Delete
	Test	50	Delete



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.

General Narrative **Categories** Scales

Would you like to categorize your assignments? Yes No

Would you like to weight your categories? Yes No

Color	Description	Weight	
	Home Learning	25	Delete
	Classwork	25	Delete
	Test	50	Delete
		100.00	

Save

If you use categories, the marking period grade will be a weighted average of the category grades for all templates.



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.

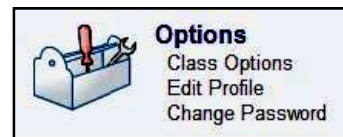
If you want to delete a category, click **Delete** to the right of the category name. You will be able to un-delete it by clicking **Restore** before you **Save** your settings.

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 MDCPS 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

Home Quick Attendance Attendance Grid Seating Chart Reports Options

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

Mon 3/24/2008

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	
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	
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	

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...**

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.

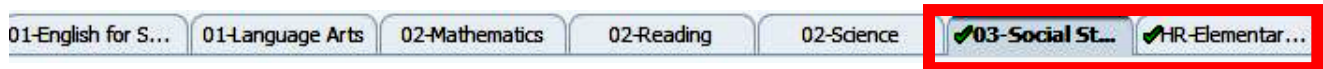
Name	Code										Comment
Ayala, Kendall T	U	U2	A	A2	T	T2	TU	TU2	ENT	WD	
Castro, Quinn V	U	U2	A	A2	T	T2	TU	TU2	ENT	WD	
Ellison, Melody R	U	U2	A	A2	T	T2	TU	TU2	ENT	WD	
Espinoza, Jazmin	U	U2	A	A2	T	T2	TU	TU2	ENT	WD	
Flynn, Reagan D	U	U2	A	A2	T	T2	TU	TU2	ENT	WD	
Frazier, Kaiden V	U	U2	A	A2	T	T2	TU	TU2	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 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.

Attendance Grid																																																												
01-English for S...		01-Language Arts		02-Mathematics		02-Reading		02-Science		03-Social St...																																																		
Name (Last, First)		3/24 ✓ Mon	3/25 ✓ Tue	3/26 Wed	3/27 Thu	3/28 Fri	3/31 Mon	4/1 Tue	 March 2008 <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </tbody> </table> Today is 3/24/2008			S	M	T	W	T	F	S	24	25	26	27	28	29	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5
S	M	T	W	T	F	S																																																						
24	25	26	27	28	29	1																																																						
2	3	4	5	6	7	8																																																						
9	10	11	12	13	14	15																																																						
16	17	18	19	20	21	22																																																						
23	24	25	26	27	28	29																																																						
30	31	1	2	3	4	5																																																						
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																																																											

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

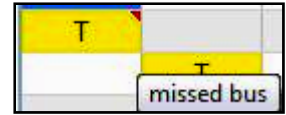
Total attendance by marking period, grouped by tardy codes and absence codes, is displayed in the column on the right. To change the marking period, click the drop-down list at the top of the column and select the marking period.

3rd 9 Weeks ▼
Subject Grade
1st 9 Weeks
2nd 9 Weeks
3rd 9 Weeks
4th 9 Weeks



TEACHER REFERENCE GUIDE - PINNACLE WEB v7.4 GRADEBOOK

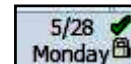
Attendance codes with a red triangle in the upper right corner of the cell have a comment associated with them. Hovering the mouse cursor over the cell will display a pop-up balloon with the comment.



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.

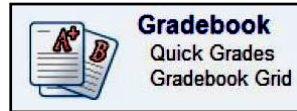


Name (Last, First)	3/24 ✓ Mon	3/25 ✓ Tue	3/26 Wed
1 Ayala, Kendall T	ENT		
2 Castro, Quinn V	T		
3 Ellison, Melody R		T	
4 Espinoza, Jazmin			
5 Flynn, Reagan D	A	A	
6 Frazier, Kaiden V			
7 Gilmore, Karen W	U		
8 Hampton, Sarah G			
9 Lloyd, Molly			
10 McCall, Camille M			



Defining Assignments

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:

1. Click on **New...**
2. Fill in the name of the assignment (be as descriptive as possible).
3. Verify the Assignment scale is selected in the Grading Scale drop-down.
4. 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.
5. Fill in the maximum value for the assignment (4 or 100 only depending on the template).
6. 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.



7. Select the appropriate category for this assignment from the drop-down list next to Category if you have defined them for this class.

Category	Test
Date Assigned	None
Date Due	Homework
	Classwork
	Test

Narrative

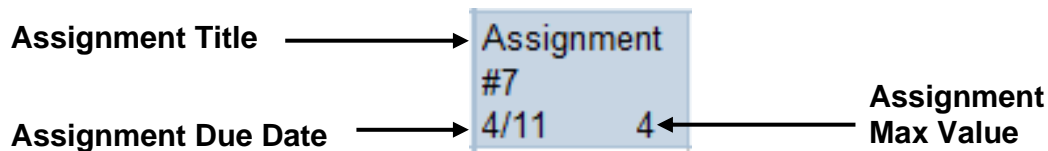
If you would like to add a description to a particular assignment, click on the Narrative tab. You'll see a screen similar to this:

The narrative is optional and can be used to describe this assignment to students and parents. This description appears on reports and in the Pinnacle Internet Viewer (PIV).

Enter a description of the assignment, additional resources, or an Internet link for more information.

IMPORTANT: 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:

Assignment 2
Assignment 2
Assignment #4
Assignment #7
New Assignment
Assignment # 1



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.***

Assignment	Narrative	Standards	Classes
<input checked="" type="checkbox"/>			1-ELA-PLUS
<input type="checkbox"/>			2-ELA-CORE
<input type="checkbox"/>			4-ELA-CORE
<input type="checkbox"/>			5-ELA-CORE
<input type="checkbox"/>			7-ELA-CORE

A new assignment can be created in one or more classes. Select the classes you want this assignment to be added to from the list on the left.

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.

IMPORTANT: 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

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

10 Assignments

$90+80+70+50+90+70+80+60+70+40=700$ **points earned**

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

10 Assignments and an Extra Credit Assignment with 10 points

$90+80+70+50+90+70+80+60+70+40+10=710$ **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 x 0.5 = 2).

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

10 Assignments

$$A + B + C + F + A + C + B + D + C + B$$

$$4 + 3 + 2 + 0 + 4 + 2 + 3 + 1 + 2 + 3 = 24 \text{ points earned}$$

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

10 Assignments and an Extra Credit Assignment "A"

$$A + B + C + F + A + C + B + D + C + B + A$$

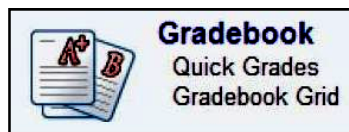
$$4 + 3 + 2 + 0 + 4 + 2 + 3 + 1 + 2 + 3 + 4 = 28 \text{ points earned}$$

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

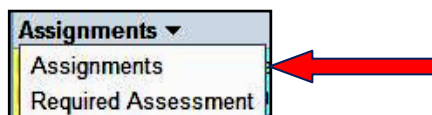
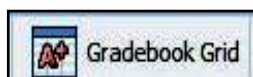
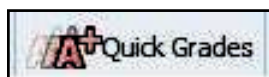


Entering Grades

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-Spa	
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				

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.

01-English for S...				01-Language ...				02-Mathematics				02-Reading				02-Science				03-Social Studies				HR-Elementary ...			
																				Nouns							
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																									

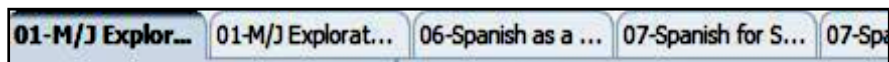
Select the assignment from the drop-down list at the top of the screen or use the left and right arrows to navigate the list of assignments.

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.

Note: 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.





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.

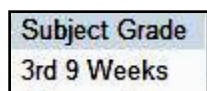


If a comment has been associated with a student's score in the Quick Grades screen, a small red triangle will appear in the upper right corner of the grade cell in the Gradebook Grid view. You may view the comment by hovering your mouse cursor over the grade cell.

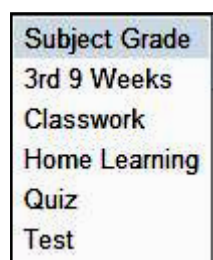
B	3	Nice job!
C	2	
A	4	

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.

3rd 9 Weeks ▾
4.00 A
3.00 B
2.00 C
1.00 D
0.00 F

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

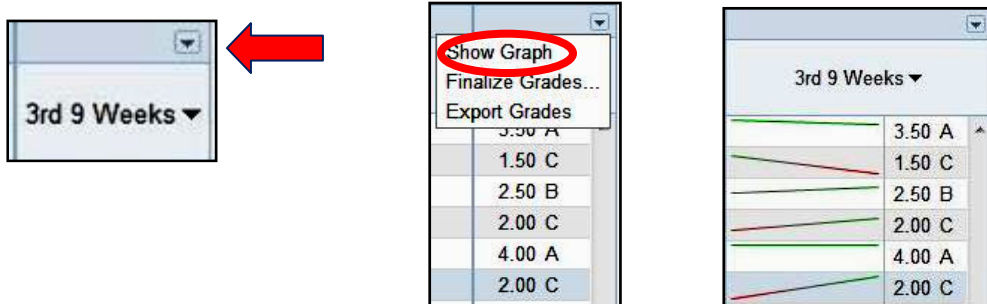
Result Column with 100-Point-(Percent) Scale. Shows Test category results.



Result Column View Options

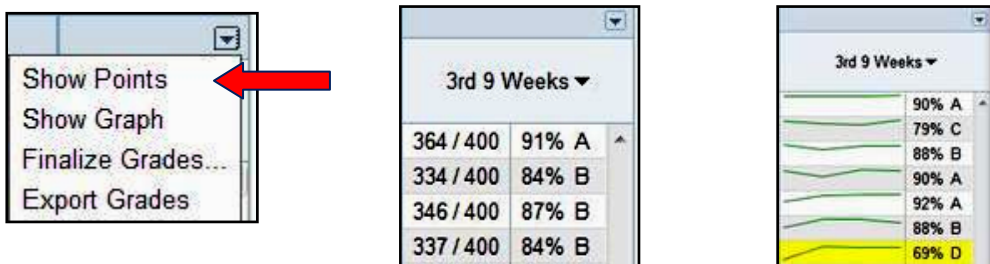
Sparkline Charts

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 mandatory MDCPS process.

Finalize Grades is not a mandatory M-DCPS process.

Finalize Grades

In which terms have you finished entering grades?

1st 9 Weeks

2nd 9 Weeks

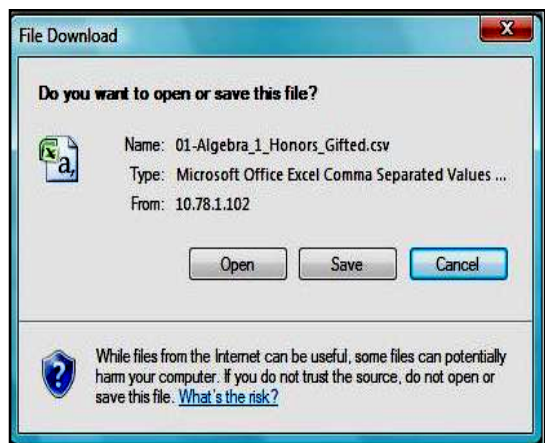
3rd 9 Weeks

4th 9 Weeks

Save Cancel



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

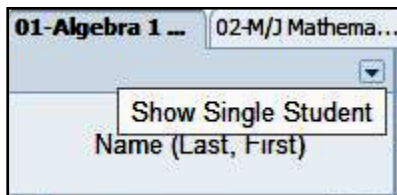
Student Index

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.



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.

Evaluating Performance

Reports

There are a number of reports available from the PinnWeb 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.



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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

<p>Attendance Code Summary Totals for each attendance code by student.</p>	<p>Attendance Type Summary Totals for each attendance code type</p>
<p>Class Attendance Summary Attendance details and totals for each student.</p>	<p>Student Attendance Summary Attendance details and totals for a student</p>

Demographics

<p>Student Demographic Grid This report displays a table of demographic information for each student in a class.</p>	<p>Student Demographics This report displays both imported and current students.</p>
--	--

Discipline

<p>Student Discipline A list of discipline incidents per student.</p>	
---	--

Grading

<p>Category Summary Shows all category grades for all students in a grid with 12 categories per page.</p>	<p>Empty Class Grade Sheet This report gives you a blank grade sheet for a class' roster.</p>
<p>Grade Sheet Shows all grades for all students in a grid with 20 assignments per page.</p>	<p>Semester Grade Summary Marking period, exam and semester totals</p>

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			
Name	Acenes, Datt	Teacher	Orlan, Fernando
ID	2000406	Class	1st-SCIENCE
Assignment	Due Date	Points / Max	Grade
Safety Sheet	Aug 28	4.5 / 5	90% A-
Dear Student	Aug 31	8 / 8	100% A+
White Lunch?	Sep 6	8 / 8	100% A+
UNCI A2	Sep 15	8 / 8	100% A+
Phac 1.1.1	Sep 15	5 / 5	100% A+
Phac 1.1.2	Sep 18	5 / 5	100% A+
Phac 2Ex 1.1.4	Sep 25	8 / 8	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	20 / 24	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+
UNCI A4	Oct 17	5 / 5	100% A+
Practice 1.2.4	Oct 18	5 / 5	100% A+
Phac 1.2.3 Home	Oct 18	5 / 8	62.5% A-
Test 1.2	Oct 23	14 / 18	77.8% C+
Good & Power EXCR	Oct 25	4 / 5	A+
Acrosic 1 EXCR	Oct 25	9 / 9	A+
Final Grade:	Points / Max	Percent	Letter
	126.5 / 128	100%	A+

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 22 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
 10/7/2008 And 10/7/2008

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

Preview Print **Email...**

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 <mrszона@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, Eliza 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

Send

- ▼ 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 reflects that parents have not provided an email address in the Parent Portal or in ISIS.

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.

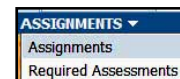


The first four columns displayed are for Interim Assessments, one for academic progress and three for comments. The Academic Progress (Interim) is used only to override Interim grades. If you do not need to override, the grade will be taken from the result column. The remaining columns are for the end 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, Brayan											
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.

Override Grade

Overriding grade for Bradshaw, Ashlee M.

Calculate Normally

Override Grade:

Override Code:

I: Incomplete

Save Cancel

Override Grade

Overriding grade for Bradshaw, Ashlee M.

Calculate Normally

Override Grade:

Override Code:

I: Incomplete

NC: No Credit

NG: No Grade

Save Cancel

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

Override Grade

Overriding grade for Bradshaw, Ashlee M.

Calculate Normally

Override Grade:

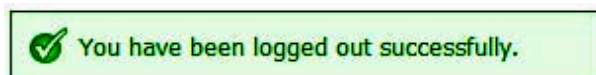
Override Code:

I: Incomplete

Save Cancel

Logging out

When you are finished working in your gradebook, be sure to click the **Logout** button 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:




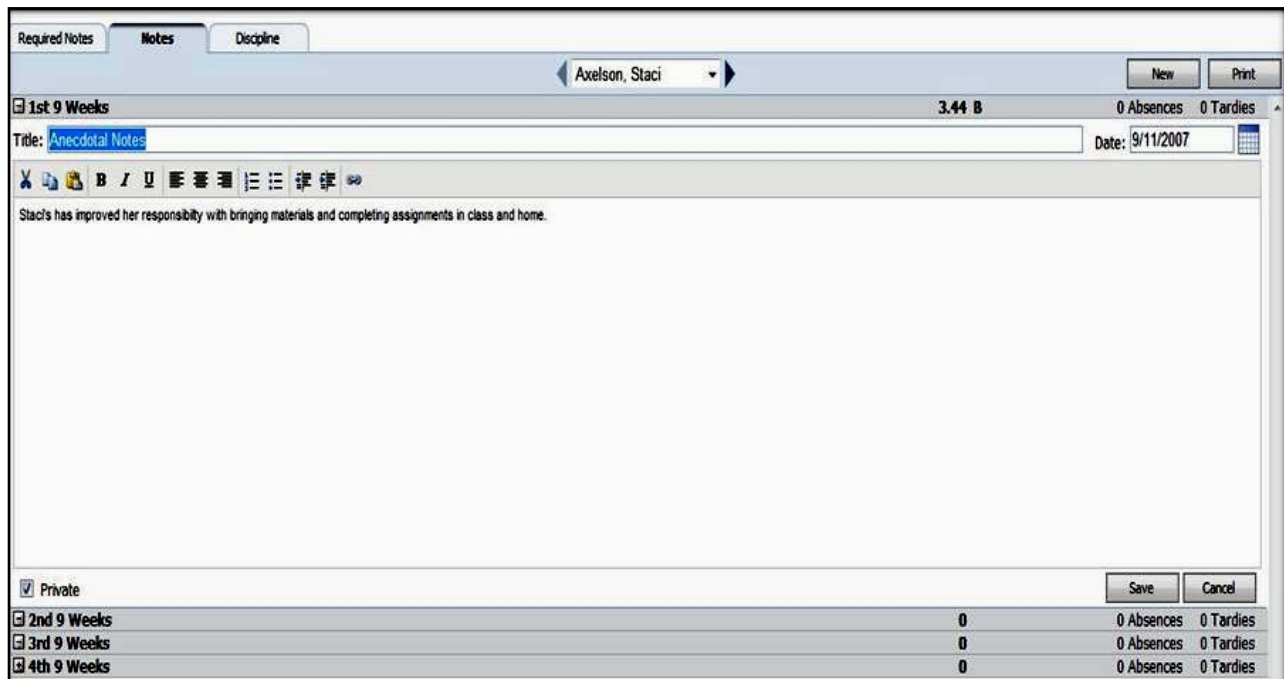


Other Data


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	Score	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.

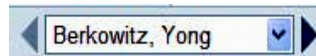


To edit an existing note, click the pencil icon  in the lower right corner of the note. To print out just one note, click the printer icon  and select your printer setup. To delete a note, click the trash can icon . The following message will be displayed:

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


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.

The screenshot shows a software interface for entering a discipline incident. At the top, there are tabs for 'Required Notes', 'Notes', and 'Discipline'. Below the tabs is a student selection dropdown menu showing 'Barker, Mathew A.' and 'New' and 'Print' buttons. A table displays student statistics for various weeks, with '3rd 9 Weeks' showing '4 A'. Below the table, the incident details are entered: Title: 'Edward hit Michael', Type: 'Hit another student', Action Taken: 'Detention', Location: 'Classroom', and Date: '3/31/2008'. A rich text editor contains the description: '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.' At the bottom, there is a 'Notify Administrator' checkbox (checked) and 'Save' and 'Cancel' buttons.




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 have been defined in the Principal Viewer application. 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.

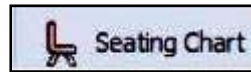
If you would like to use the same text to record an incident for another student, highlight the text and press **Ctrl-C** (Apple-C on Macintosh). Select another student from the drop-down list of students or use the left and right arrows.

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.



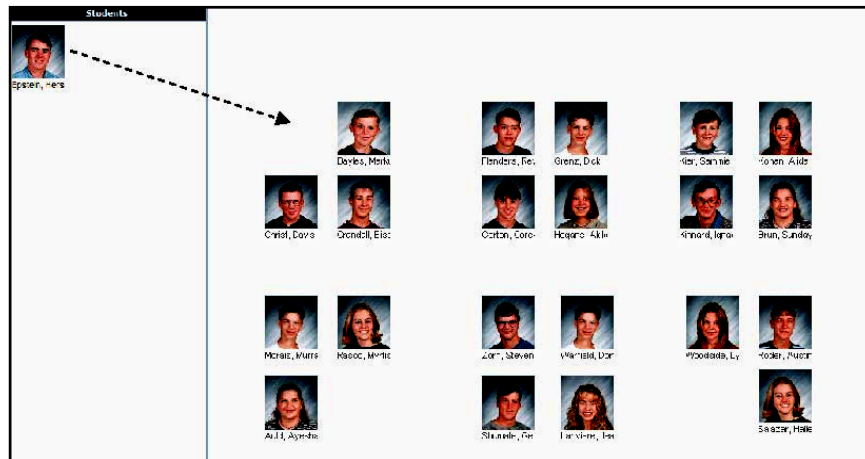
Seating Chart

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 v7.4 GRADEBOOK

The screenshot displays the Pinnacle Web v7.4 Gradebook interface. On the left, a list of students is shown, with 'Redilla, Madison' selected. A pop-up window shows her demographic information: Student ID: 2000181, Grade: 07, Gender: F, Birthday: 10/28/1991, Guardian: -aulner, Anthony, Phone: 385-857-1244. On the right, the 'Demographics' tab is active, showing a detailed view of the student's information, including contact details for her mother and father. A 'Custom' tab is also visible, indicating where a new demographic item can be added.

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. The 'Description' field contains 'Cell phone number' and the 'Default Value (optional)' field contains '970-353-'. The 'Save' button is highlighted. A red arrow points to the 'Add Demographic Item...' link in the 'Custom' tab of the 'Demographics' window, indicating the next step in the process.

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 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.”

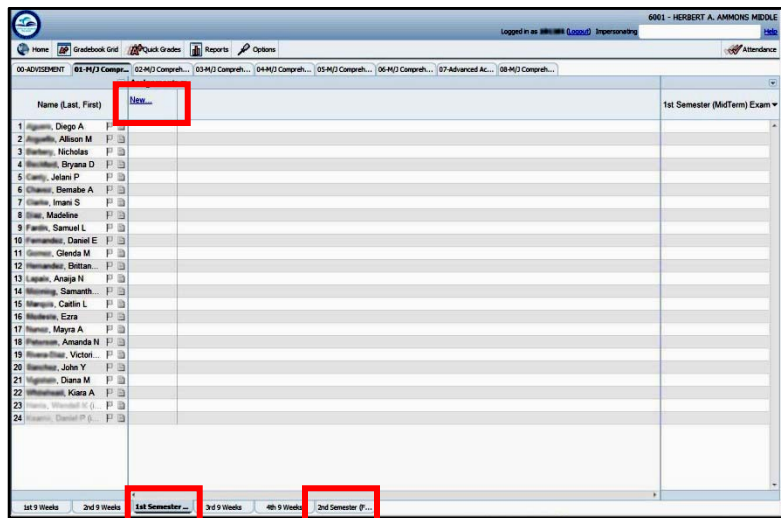


Appendix C

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: 1st Semester (MidTerm) Exam or 2nd 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 2nd 9-weeks, 4th 9-weeks, or exam marking periods as needed.