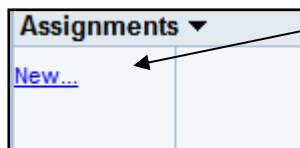


## Pinnacle Web – Entering District Assessments

With the exception of the high schools, district assessments will no longer show on one page for the whole year. They will display in the marking period in which they were retrieved. High school needs to enter them all in Semester 2 unless it is a semester only class.

**1. Retrieve an Assessment** - Pinnacle Web requires you to retrieve each assessment separately.

Go to the **Gradebook Grid**. Click on the tab for the class in which you want to enter assessments. Make sure you are in the **Assignments** view. Click **New**.



Click the **District Assessment** tab. You will see the list of assessments linked to the course. Click the radio button beside the assessment you would like to retrieve. (It only allows you to

choose one at a time.) Click . Click .

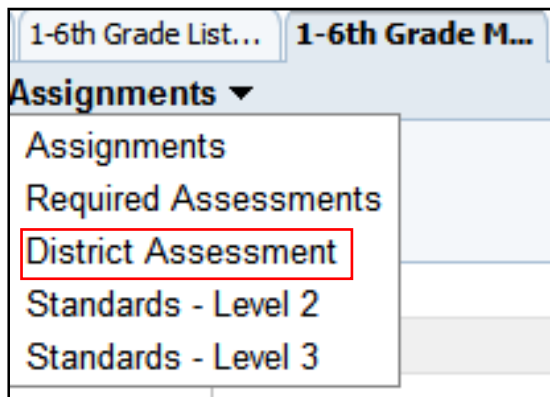
New Assignment	
District Assess...	
Select an assessment as a template then click continue.	
Assessment Title	
<input checked="" type="radio"/> Basic Facts Quarter 1	
<input type="radio"/> Basic Facts Quarter 2	
<input type="radio"/> Basic Facts Quarter 3	
<input type="radio"/> Basic Facts Quarter 4	
<input type="radio"/> CMP--How Likely Is It? Assmt.	
<input type="radio"/> Q3 Bits and Pieces I	
<input type="radio"/> Q4 Covering and Surrounding	

## 2. Enter Assessment Scores

Make sure you have retrieved the assessment as shown in Step 1.

Click the **Gradebook Grid** toolbar button. 

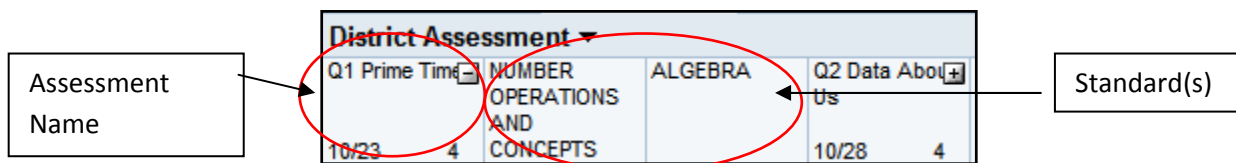
Click the drop-down arrow beside **Assignments**. Choose **District Assessment**. You should see the assessment you retrieved in Step 1. Enter scores.



Enter an X if the student is excused from that score. This does NOT include students who were absent that day. X=THE STUDENT IS NOT ENROLLED AT THE TIME OF GRADING. An X is equivalent to a blank.

It is NOT an option for the student to take a zero—i.e. refuse to take a test. If the student makes no attempt to do the test, enter a 1. There must be no blanks or zeros for district assessments.

If you click the + sign beside the assessment, it shows you the standard(s) to which it is linked.



**3. Check Final Standard Score/Print the District Report** (You only need to do this at the end of the year, or if it's a semester only class, at the end of the semester.)

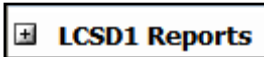
Check the final standard score by clicking the drop-down arrow beside **Assignments**. Choose **Standards – Level 3**. You will see two columns listed for each standard. *(If you see small A's after you enter the scores, ignore them. Our district doesn't use that function of the gradebook.)*

The unshaded column will not be populated unless you have linked assignments to the standard. The **unshaded column does NOT calculate toward the final standard score** that is stored in the database. It is okay if these scores are blank. Please do not feel obligated to enter a score in the unshaded column.

Standards - Level 3 ▼	
NUMBER OPERATIONS AND CONCEPTS	NUMBER OPERATIONS AND CONCEPTS

The **SHADED** column shows the average of all of the district assessments that are linked to that standard.

Click the **Reports** toolbar button.  Click **New**. 

Inside the **LCSD1 Reports** menu,  there's a report called **District Assessments per Standard**. Make sure you click on the appropriate class. Click **Run Report**. The report shows the standard across the top of the grid. Every district assessment linked to that standard is listed under that standard. **Please check the final standard score for each standard and make sure it is accurate.** Final standard scores shouldn't necessarily be a straight average.

If you need to overwrite, go back to the **Standards – Level 3** view in the gradebook, click on the score and change it. When you enter the new score, make sure you put a decimal point after it. You will see a small o in the top right corner to let you know it has been overwritten.