

Pinnacle Web Gradebook Application

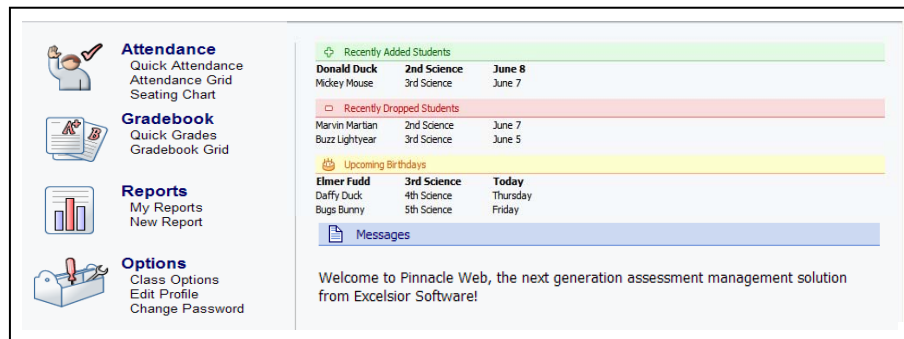
Quick Start Reference Guide

Log On to Pinnacle Web gradebook application.



User name: erdmanc
 Password: *****
 School: Great Lakes Public Schools
 Logon

Upon logging in, you will see a screen similar to this:



The dashboard is divided into several sections:

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

On the right side, there are three tables:

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

Recently Dropped Students		
Marvin Martian	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

Below the tables is a Messages section and a welcome message: "Welcome to Pinnacle Web, the next generation assessment management solution from Excelsior Software!"



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

The **Attendance** section will take you to the attendance portion of your gradebook for entering or modifying student attendance data.

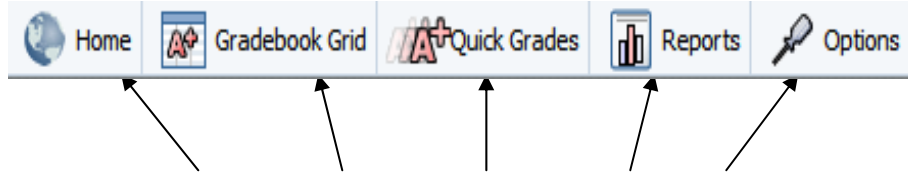
The **Gradebook** section will allow you to add and modify class assignments and student grades.


The **Reports** section will provide a list of available reports for your classes and allow you to print or preview these reports.

The **Options** section will allow you to view your profile, grading scales, and school year structure, change your password, and create grading categories.

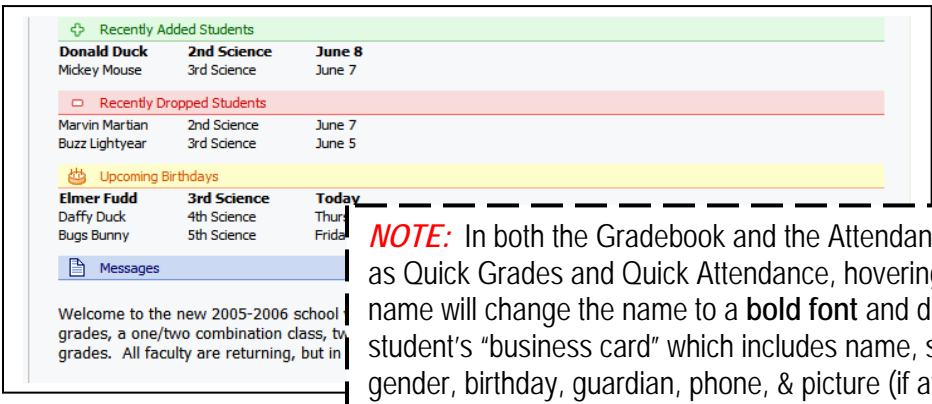
Once you are in an area within the Pinnacle System (Attendance, Gradebook, Reports, Options) you may navigate to different parts of the gradebook by simply clicking on an icon on the navigation bar.

For example:



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

THE SPLASH SCREEN



NOTE: In both the Gradebook and the Attendance Grids, as well as Quick Grades and Quick Attendance, hovering over a student name will change the name to a **bold font** and display the student's "business card" which includes name, student ID, grade, gender, birthday, guardian, phone, & picture (if available).

1. Recently Added Students:

- Lists students that have been added to any of your classes in the past 10 days, the class to which they were added, and the date they were added.

2. Recently Dropped Students:

- Lists students who have withdrawn from any of your classes in the past 10 days, the class from which they withdrew, and the date they withdrew.

3. Upcoming Birthdays:

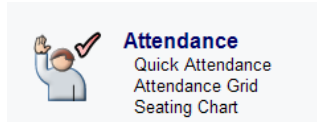
- Displays the birthdates of students with a birthday in the next ten days.

4. Messages:

- This information is customizable. The information that is shown here will be seen by all teachers and gradebook managers who log into the gradebook.

****The information on the Splash Screen is pulled from the school Student Information System****


TAKING ATTENDANCE



From the Home Page or from a navigation bar, click on **Quick Attendance**.



The class roster for the selected class is listed with the school attendance codes to the right of their names. The date will default to today's date. To take attendance for a class, simply click on the appropriate attendance code for the individual student. Hover your mouse over each code for a description of that code.

If no students are absent or tardy for this class, click the **All Present** button to mark that attendance was taken for today. If your school uses a Present code, click the All Present button to mark any student without an absent or tardy code as Present. If an attendance secretary has already entered an attendance code for a student, that code will appear in the gray column to the right of the attendance codes. Clicking the All Present button will not clear that attendance.

A green checkmark  on the class tab at the top of the screen indicates that attendance has been taken for this class for this date.

If you accidentally choose the wrong attendance code, simply click the correct attendance code and the wrong code will automatically be cleared. If you mark attendance for the wrong student, click the code that you've just selected once again and the attendance code will be cleared.

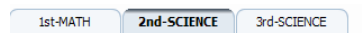
INVALID SCHOOL DAY: If the attendance codes are grayed out and look similar to this

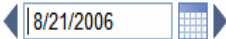

 you will not be able to take attendance for that date as it is an invalid school attendance day or a date which has passed and marked as locked for gradebook entry. A padlock icon  on the class tab indicates that date has been locked for this class.


If you wish to add a comment about a student's attendance, first select the attendance code, then click in the **Comments** field to the right, and enter the comment. If the office staff enters a comment about an absence or a tardy, it will overwrite your comment for that student.

IMPORTANT: The yellow background which fades indicates that the information entered has been saved in the Pinnacle database. No other action is necessary to save the data.



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




If you need to edit attendance for a previous or future date, you may enter the date you want in the date field in m/dd/yyyy format or click the left and right arrows to go up and down the list of dates  You may also click the calendar icon  to display a monthly calendar from which to select a date. A third way of selecting a date is to enter a "smart date", for example, yesterday, last Friday, next week Monday, etc. which will bring up that date. Edit the data by following the steps above and making the appropriate changes.


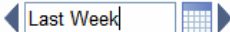
Attendance Grid: If you would like to view the attendance for a range of dates, click on  Attendance Grid from the Home Page or from a navigation bar. This will display a grid with the dates for several weeks. The default view will highlight the current date within the current week and previous and future weeks, depending on the display of your computer screen.

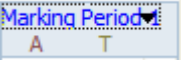
Entered attendance codes will be displayed in a column for each attendance day.

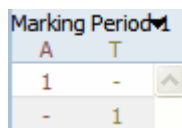
- Invalid school days, or days which have been locked for gradebook attendance entry, have a padlock icon  in the upper right corner of the date box.
- A green check mark next to the date  means attendance has been taken for that date in that class.

If you single click on a date at the top of a column, you will be taken to the Quick Attendance screen where you are able to make the appropriate attendance changes. You may not edit attendance in the Attendance Grid.

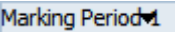
A red triangle next to a student's attendance  indicates that a comment has been entered about this attendance. Hovering your mouse over the attendance code will cause this comment to be displayed in a pop-up window.

If you would like to view another week's attendance, you may enter it in the date field in m/dd/yyyy format or click the left and right arrows to go to a previous or future week. You may also click on the calendar icon  from which to select a date or enter a "smart date" such as last week which would take you to the date one week ago. 

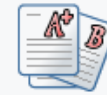
On the right side of the screen, you will see  Under the "A" are displayed the students' total Absences for the selected Marking Period. The "T" lists the total Tardies the students have in the selected Marking Period. If the student has no absences or tardies, you will see a "-". It will look similar to this:



Marking Period	
A	T
1	-
-	1

By clicking on  on the right side of the screen, you will get a drop down list of the different marking periods available. Choose one to display the total absences and tardies for that Marking Period.

ADDING / EDITING AN ASSIGNMENT




Gradebook
Quick Grades
Gradebook Grid

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

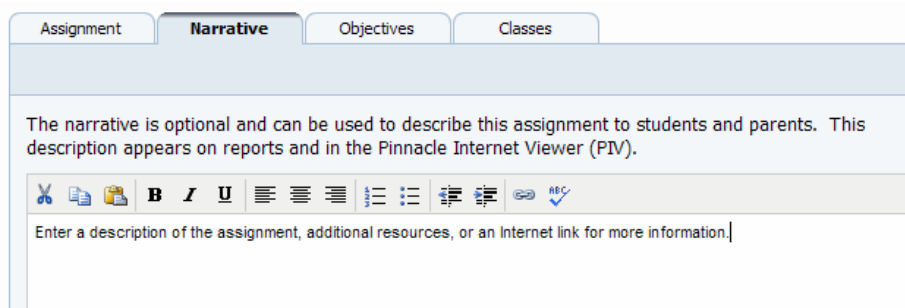
Click on the column header which says “**New...**” [New...](#) which will display a screen similar to this:

Assignment	Narrative	Objectives	Classes
Class	2nd-SOCIAL STUDIES		
Description	<input type="text" value="Type assignment description here"/>		
Grading Scale	Normal Breakpoints <input type="button" value="v"/>		
Date Assigned	<input type="text" value="Fri 7/6/2007"/>	<input type="button" value="Calendar"/>	
Date Due	<input type="text" value="Mon 7/9/2007"/>	<input type="button" value="Calendar"/>	
Max Value	<input type="text" value="100"/>		
Weight	<input type="text" value="1"/>		
Extra Credit	<input type="checkbox"/>		

All assignments **MUST** have a date assigned and a date due. The date assigned will default to today's date and the date due will default to the next valid school day.

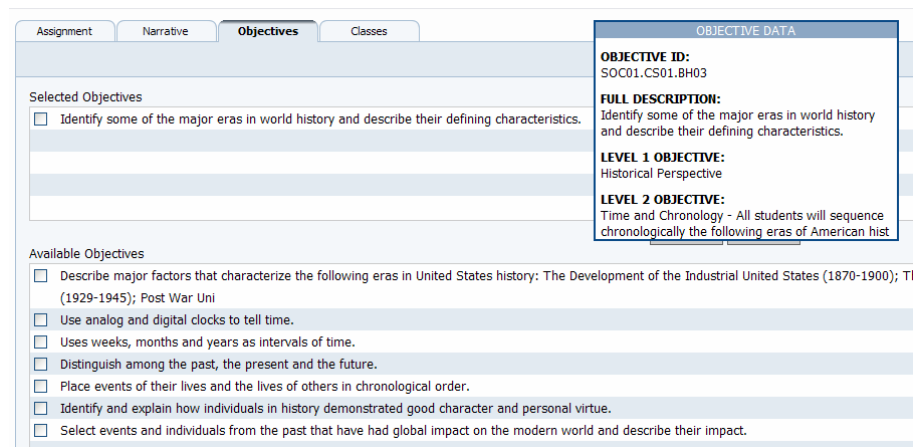
1. Fill in the name of the assignment (be as descriptive as possible)
2. Select a Grading Scale from the drop-down list provided.
3. Choose the date assigned and the assignment due date. The date assigned and the due date can be typed in m/dd/yyyy format, or you can click on the  icon to select a date from a monthly calendar. You may also use a “smart date” such as yesterday, next Friday, next week Monday, etc.
4. Fill in the maximum value for the assignment.
5. 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.

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:



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

To link this assignment to one or more objectives, click on the **Objectives** tab. Your screen will look similar to this:

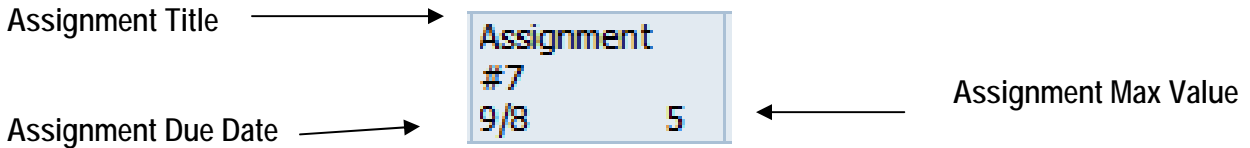


Select and drag one of the Available Objectives listed in the bottom window to the Selected Objectives window at the top. Hovering your mouse over the objective will display more information about that objective.

If you would like to create this same assignment for one or more of your other classes, click the **Classes** tab. Select one or more classes with a check mark.

When you've entered all of the assignment information, click on the **Save** button in the upper right corner of the screen. To save the assignment and create a new one using the current settings as the default, click **Save & New**. After the assignment is saved, click on the **Close** button to go back to the Gradebook Grid.

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.

When you're done making the changes, click on at the top of the screen. Then click 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've added in order by due date. It will look similar to this:

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

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

ENTERING AN ASSIGNMENT SCORE

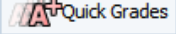
To enter an assignment score in the Gradebook Grid, click on the grade cell for a particular student.

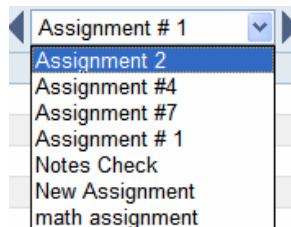
- Enter the numeric or letter grade the student received.

You will see two scores for each assignment; a letter grade and numerical grade. These numbers are predefined based on the grading scale associated with the assignment. It will look similar to this:

A	100
B	81.5
C	71.5
D	61.5
E	0
B-	80

QUICK GRADES

To quickly enter student grades for an assignment, click on  from the Home Page or from a navigation bar. Using the drop down box or the left and right arrows, choose the assignment:

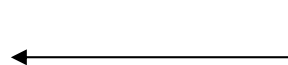


- Enter the numeric score the student received into the numeric column, or
- Select a letter grade from the drop-down list of letter grades displayed.

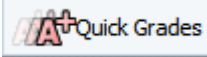
Entering a letter grade will give the student the lowest possible percentage score for that grade. For example, choosing an A- will always give the student a percentage grade of 90.

A+
A
A-
B+
B
B-
C+
C
C-
D+

Select the letter grade the student received.



COMMENTS

To add a comment about a student's score on an assignment, click on 

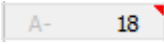
From here, under the Comments area, type the comment for the student. It will look similar to this:

Comments
Type comment here

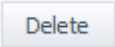
The comment can be as long as you'd like for the particular student. If you realize you've typed a comment for the wrong student, highlight the comment (it will turn blue) *see below for example*


Type comment here

- Right-click on the comment and choose 'cut.'
- Right-click on the appropriate student's comment area and choose 'paste.'
- The comment will now appear in the correct student's comment area.

In the Gradebook Grid, you will see the letter and numerical grade with a red triangle in the upper right corner of the grade box similar this:  The red triangle indicates that there is a comment attached to that grade. If you hover with your mouse over the red triangle, a pop-up window will display the comment.

DELETING AN ASSIGNMENT

If you realize you have an assignment that you don't need, you may easily delete it. Single-click the assignment description header to edit it. In the assignment definition window, in the upper right corner, click on the  button. After the assignment has been deleted, you will see a message similar to this:


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

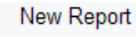

If you realize that you've deleted the wrong assignment, click on the "[click here](#)" link to undelete the assignment. Click **Save** or go to another window to permanently delete the assignment.

IMPORTANT: You will only have one chance to undelete an assignment. Be cautious when deleting and saving assignments.

REPORTS



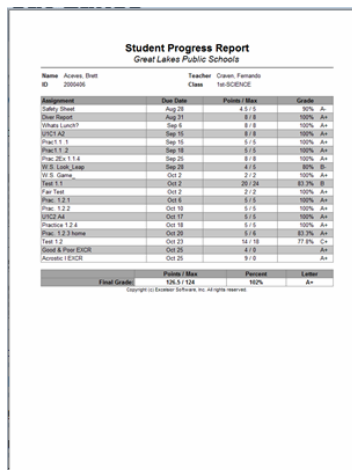
Access the **Reports** page by clicking  **Reports** at the top of the window or selecting **My Reports** from the Home Page.

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 by default.

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 click [Expand All](#) to show all of the reports available.

Any of these reports may be designated as a Favorite by clicking the star icon ★ next to the report. Clicking the star again will remove the designation.

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: Alexis, Beth ID: 200606 Teacher: Owen, Fernando Class: 1st SCIENCE

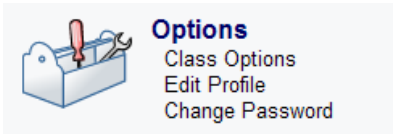
Assignment	Due Date	Points / Max	Grade
Capita Read	Aug 29	4 / 10	40%
Dist Report	Aug 31	0 / 0	0%
Cherry Leaf	Sep 5	0 / 0	0%
USG AN	Sep 15	0 / 0	0%
Graph 1.1	Sep 15	0 / 0	0%
Phat 1.3.2	Sep 18	0 / 0	0%
Phat 20.1.1.4	Sep 20	0 / 0	0%
W.S. Lash Line	Sep 28	4 / 5	80%
W.S. Capita	Oct 2	2 / 2	100%
Phat 1.1	Oct 2	20 / 20	100%
Phat Test	Oct 2	2 / 2	100%
Phat 1.2.1	Oct 5	0 / 0	0%
Phat 1.2.2	Oct 10	0 / 0	0%
USG AN	Oct 17	0 / 0	0%
Assignment 1.2.8	Oct 18	0 / 0	0%
Phat 1.2.3 Home	Oct 19	0 / 0	0%
Test 1.2	Oct 23	52 / 100	52%
Spill & How ENDR	Oct 25	0 / 0	0%
Assess 1 ENDR	Oct 25	0 / 0	0%

Final Grade: 58.1 / 100 Points: 58.1%

Select the classes and students to be included in the report as well as the marking period and any other parameters required by the report.

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

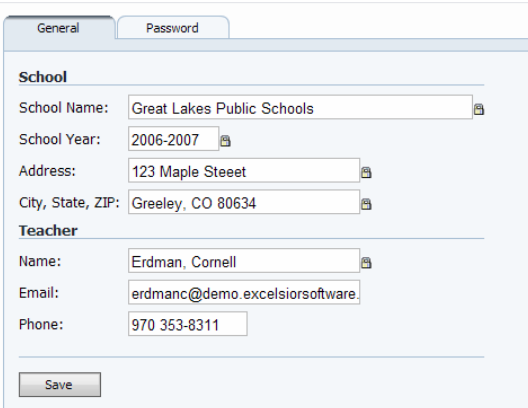
OPTIONS



To change your password for accessing the Pinnacle Web gradebook application, click on **Change Password** under Options on your Home Page. Enter your current password and then enter your new password twice to confirm.

Click **Edit Profile** to view teacher information and to enter your email address or phone number into the Pinnacle database.

It will look similar to this:



The basic information such as teacher name, school year, school name, address and city, state and zip are entered for you and not changeable. You have the ability to add an email address and phone number. This information will be shown on the Pinnacle Internet Viewer.

When you're 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:



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