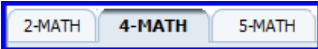
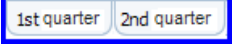
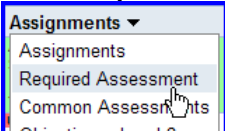


Enter a Required Assessment

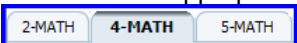
1. Click **Gradebook Grid** from the navigation pane.
2. Select a class tab from the top of the page.

3. Verify Term tab from bottom of page.

4. Click the **Assignments** drop-down arrow and select **Required Assessments** from the menu.





5. Select a student grade cell and press your keyboard **Space Bar**.
6. Select an entry from the menu.

Enter a Note

1. Click **Gradebook Grid** from the navigation pane and select the appropriate class tab



2. Locate a student and click the corresponding Note icon  from the student roster.
3. Click the **Notes** tab and click the **New** button.
4. Type a **Title** and accept the default current date.

Optional: Type a different date or select from .

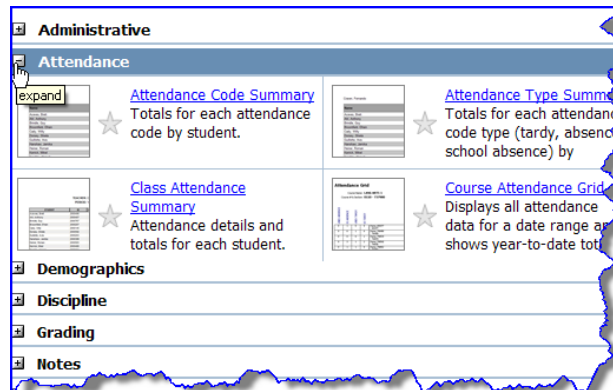
5. Type your note in the text field.

Optional: Check the **Private** check box to prevent your note from appearing on reports

6. Click **Save**.

View and Print Reports

1. Click **New Report** from the navigation pane.
2. Select a report category and click the + to expand it.

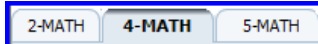


3. Click a report title.
4. Select appropriate parameters and create report:
 - a. For Crystal reports, click **Run**.
 - b. For HTML reports, click **Preview** or **Print**.

Result Column Views

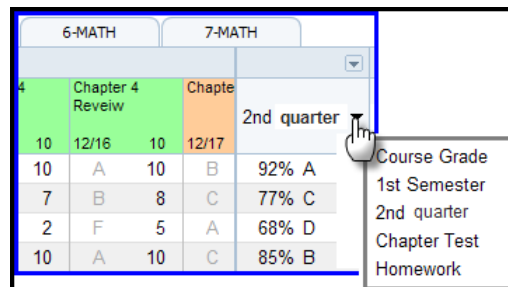
The gradebook results column displays the current calculated term grade. You can change this view.

1. Click **Gradebook Grid** from the navigation pane.
2. Select a class tab from the top of the page.



3. Click the drop-down arrow from Results column and select a different view.

Hint: Results column is the farthest right column labeled with your current marking period.



6-MATH		7-MATH		
4	Chapter 4 Review	Chapte		2nd quarter
10	12/16	10	12/17	
10	A	10	B	92% A
7	B	8	C	77% C
2	F	5	A	68% D
10	A	10	C	85% B



Pinnacle Gradebook[™] Instructor Daily Tasks Quick Reference

This card provides step-by-step instruction for instructor tasks performed on a regular basis in Pinnacle Gradebook.

If you require additional assistance, Gradebook Help offers many more topics and tips. Also, see the Gradebook Manager at your school.

*Note: information updated for version 7.8



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Log on

Type your **User name**. The first time you log on you must create a **Password** of 6-25 characters.

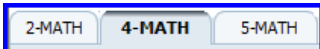
Change Password



1. From the navigation pane, locate the **Options** menu and click **Change Password**.
2. Type your **Old Password**.
3. Type your new password in **New Password** and in **Re-enter Password**.
4. Click **Change**.

Note: If your school using Active Directory, see your Pinnacle Administrator for password change assistance.

Record Daily Attendance

5. Click **Quick Attendance** from navigation pane.
6. Select a class tab from the top of the page.





7. Verify date; use directional arrows or  to select a date.
8. Locate a student name in the roster and click a corresponding **Code** listed to the right of the name to assign tardy or absence.
9. Click  for remaining students.

Seating Chart

To create: Click **Seating Chart** from the navigation pane, then click and drag photos to the seating grid and click **Save Chart**.

To take attendance:

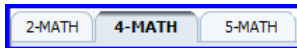
1. From the **Seating Chart**, right-click a student photo and select a code from the menu.
2. Repeat step one for all absent/tardy students, then click  for remaining students.

 appears in the class tab for the day when you take attendance.

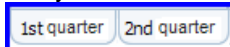
Click  to view weekly attendance.

Create an Assignment

1. Click **Gradebook Grid** from the navigation pane and select a class from the top of the page.



2. Verify Term tab from bottom of page.





3. Click **New** from Assignment heading column.

Optional: Select **New Assignment** and click **Continue**.

4. From the Assignment tab:

- a. Type a **Description** (or title).
- b. Select a **Grading Scale**.

Optional: Select a **Category**.

- c. Type **Date Assigned** or select from .
- d. Type **Date Due** or select from .
- e. Type a **Max Value** (points possible).
- f. Type a **Weight** .(A weighted assignment counts more toward a term grade. A weight of “1” is standard. A “0” means the assignment does not calculate in the term grade.)

Optional: Select **Extra Credit** for assignments that are ONLY extra credit. Select **Private** to prevent this assignment posting for parent/student viewing.

The screenshot shows the 'Assignment' form with the following fields and values:

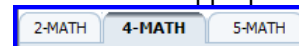
- Class: 2-SOCIAL STUDIES
- Description: Workbook page 12, 1-25
- Grading Scale: Common Grading Scale
- Category: Homework
- Date Assigned: Thu 6/18/2009
- Date Due: Fri 6/19/2009
- Max Value: 25
- Weight: 1
- Extra Credit:
- Private:

5. Click the **Narrative** tab and type comments, description, resource links, or suggestions.
6. Click the **Objectives** tab and select appropriate objectives, then click the **Add** button. (Max field used for Common Assessments only).
7. Click the **Classes** tab and select one or more classes to include this assignment.
8. Click **Save**.

Enter Scores or Letter Grades

There are two places to enter grades.

1. Click **Gradebook Grid** from the navigation pane and select the appropriate class tab




2. Locate the appropriate assignment column.

Assn. 3 7/16	Assn. 4 10	Assn. 1 7/25	100	7/25	10
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3. Type Grade or Score in corresponding student grade cell.

Hint: Press **Enter** to go to the next student grade cell or **Tab** to move to the next assignment.

To enter scores one assignment at a time:

1. Click **Quick Grade** from the navigation pane and select an assignment from the selection box .
2. Select a **Grade** from the drop-down cell, or type a score in the column to the right of the Grade.

2-MATH			
Name	Grade	100	Comments
Auld, Ayesha	A	97	Good Job
Chamblee, Linwood	B	87	
Crisman, Dewayne	D	60	

Hint: You may add **Comments** here. Comments display in reports available from PIV.

Note: An “X” grade is exempt; it is not included in term calculations. A “Z” grade is zero; it indicates the student did not try. “Z” grades calculate in term grades, but not in Learning Trend.