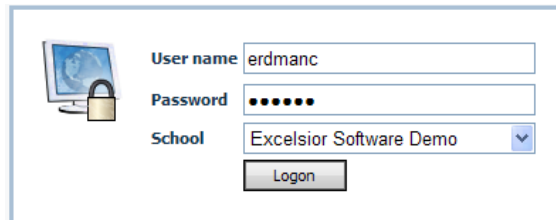


## Pinnacle Web Gradebook Application Quick Start Reference Guide

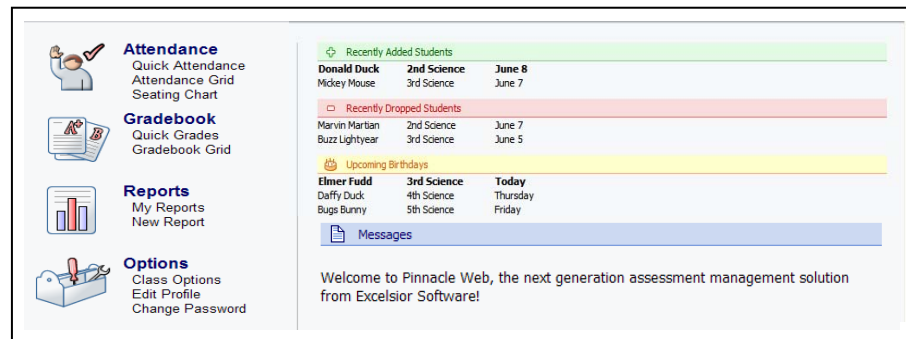
Log On to Pinnacle Web gradebook application.



The login form contains the following fields and buttons:

- User name:** erdmanc
- Password:** [masked with dots]
- School:** Excelsior Software Demo (dropdown menu)
- Logon:** button

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 summary tables:

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

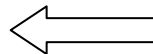
Recently Dropped Students		
Marvin Martian	2nd Science	June 7
Buzz Lightyear	3rd Science	June 5

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

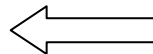
Below these tables is a **Messages** section and a welcome message: "Welcome to Pinnacle Web, the next generation assessment management solution from Excelsior Software!"



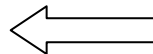
- Attendance**  
Quick Attendance  
Attendance Grid  
Seating Chart
- Gradebook**  
Quick Grades  
Gradebook Grid
- Reports**  
My Reports  
New Report
- Options**  
Class Options  
Edit Profile  
Change Password



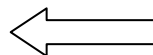
The **Attendance** section will take you to the attendance portion of your gradebook for entering or modifying student attendance data.



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



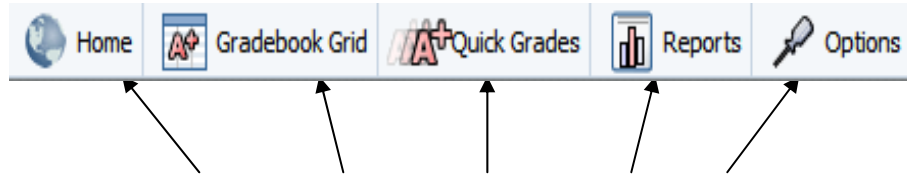
The **Reports** section will provide a list of available reports for your classes and allow you to print or preview these reports.




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

1 →	<table border="1"> <thead> <tr> <th colspan="3">Recently Added Students</th> </tr> </thead> <tbody> <tr> <td><b>Donald Duck</b></td> <td><b>2nd Science</b></td> <td><b>June 8</b></td> </tr> <tr> <td>Mickey Mouse</td> <td>3rd Science</td> <td>June 7</td> </tr> </tbody> </table>	Recently Added Students			<b>Donald Duck</b>	<b>2nd Science</b>	<b>June 8</b>	Mickey Mouse	3rd Science	June 7			
Recently Added Students													
<b>Donald Duck</b>	<b>2nd Science</b>	<b>June 8</b>											
Mickey Mouse	3rd Science	June 7											
2 →	<table border="1"> <thead> <tr> <th colspan="3">Recently Dropped Students</th> </tr> </thead> <tbody> <tr> <td>Marvin Martian</td> <td>2nd Science</td> <td>June 7</td> </tr> <tr> <td>Buzz Lightyear</td> <td>3rd Science</td> <td>June 5</td> </tr> </tbody> </table>	Recently Dropped Students			Marvin Martian	2nd Science	June 7	Buzz Lightyear	3rd Science	June 5			
Recently Dropped Students													
Marvin Martian	2nd Science	June 7											
Buzz Lightyear	3rd Science	June 5											
3 →	<table border="1"> <thead> <tr> <th colspan="3">Upcoming Birthdays</th> </tr> </thead> <tbody> <tr> <td><b>Elmer Fudd</b></td> <td><b>3rd Science</b></td> <td><b>Today</b></td> </tr> <tr> <td>Daffy Duck</td> <td>4th Science</td> <td>Thur</td> </tr> <tr> <td>Bugs Bunny</td> <td>5th Science</td> <td>Frida</td> </tr> </tbody> </table>	Upcoming Birthdays			<b>Elmer Fudd</b>	<b>3rd Science</b>	<b>Today</b>	Daffy Duck	4th Science	Thur	Bugs Bunny	5th Science	Frida
Upcoming Birthdays													
<b>Elmer Fudd</b>	<b>3rd Science</b>	<b>Today</b>											
Daffy Duck	4th Science	Thur											
Bugs Bunny	5th Science	Frida											
4 →	<table border="1"> <thead> <tr> <th colspan="3">Messages</th> </tr> </thead> <tbody> <tr> <td colspan="3">Welcome to the new 2005-2006 school grades, a one/two combination class, tv grades. All faculty are returning, but in</td> </tr> </tbody> </table>	Messages			Welcome to the new 2005-2006 school grades, a one/two combination class, tv grades. All faculty are returning, but in								
Messages													
Welcome to the new 2005-2006 school grades, a one/two combination class, tv grades. All faculty are returning, but in													

**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\*\***

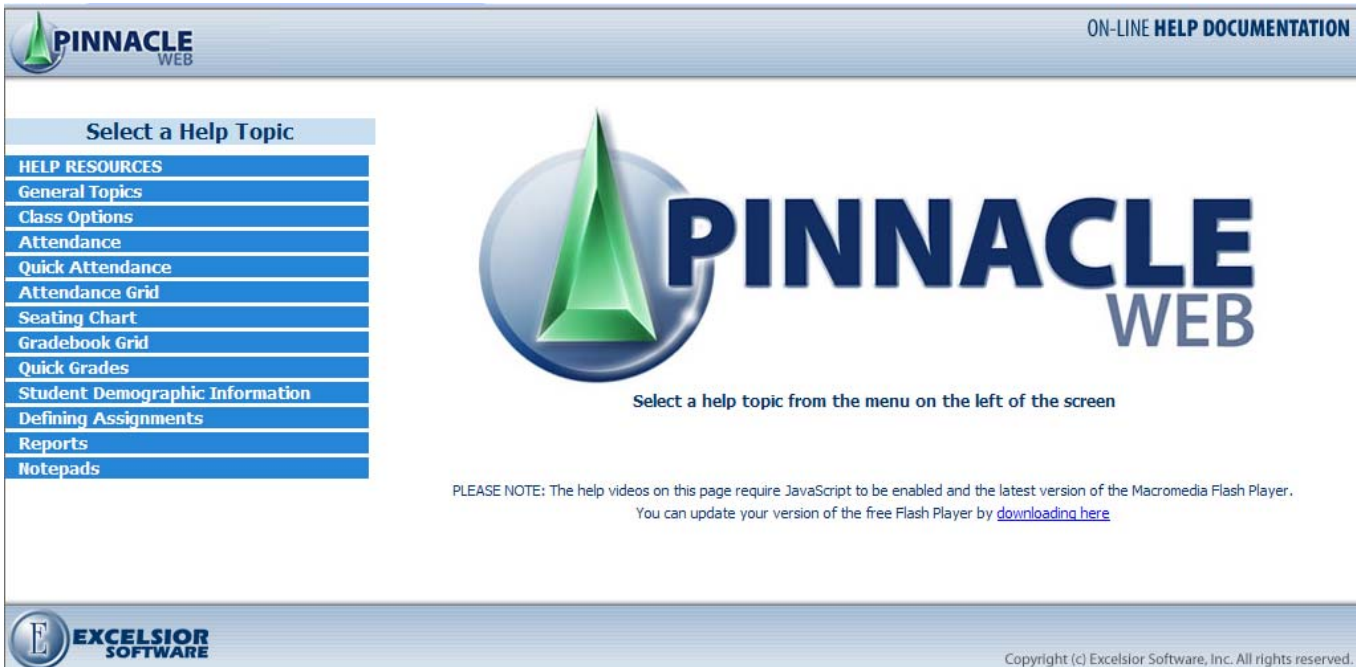
## HELP

In the upper right corner of each page is a link [Help](#) to the Excelsior Software Help web page which is updated as new versions of the software are released.

In order to make this application as user-friendly as possible, all of the features of the Gradebook are explained in short video tutorials. Click on one of the topics listed to display the various tutorials available concerning that topic. Be sure you have the sound turned up on your computer to listen to the narration of the video. These tutorials may be used in sequence as instruction on how to use the application or individually as reference or reminders for particular features.

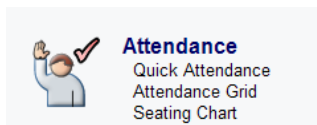
Also included on this page are the latest Teacher Reference Guide, Quick Reference Guide, and Reports Manual which may be downloaded for viewing or printing. In addition, a list of Frequently Asked Questions may provide insight into possibly confusing issues.

Since the Help link is accessing a web page on the Internet, the information on this page may change frequently as the product evolves, providing you with the latest information available.



The screenshot shows the Pinnacle Web Help documentation page. At the top left is the Pinnacle Web logo, and at the top right is the text "ON-LINE HELP DOCUMENTATION". Below the logo is a menu titled "Select a Help Topic" with the following items: HELP RESOURCES, General Topics, Class Options, Attendance, Quick Attendance, Attendance Grid, Seating Chart, Gradebook Grid, Quick Grades, Student Demographic Information, Defining Assignments, Reports, and Notepads. In the center is a large graphic of a green pyramid inside a blue circle, with the text "PINNACLE WEB" to its right. Below the graphic is the instruction "Select a help topic from the menu on the left of the screen". At the bottom left is the Excelsior Software logo, and at the bottom right is the copyright notice: "Copyright (c) Excelsior Software, Inc. All rights reserved." A "PLEASE NOTE" section is also present, stating that help videos require JavaScript and the latest version of the Macromedia Flash Player, with a link to "downloading here".


## 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.

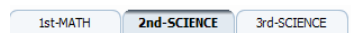
**INVALID SCHOOL DAY:** If the attendance codes are grayed out and look similar to this



 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.


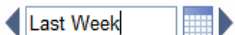
**Attendance Grid:** If you would like to view the attendance for a range of dates, click on  Attendance Grid from the Home Page or from a navigation bar. This will display a grid with the dates for several weeks. The default view will highlight the current date within the current week and previous and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

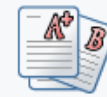
If you would like to view another week's attendance, you may enter it in the date field in m/dd/yyyy format or click the left and right arrows to go to a previous or future week. You may also click on the calendar icon  from which to select a date or enter a "smart date" such as last week which would 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 or Grading Interval (Semester or Trimester). The "T" lists the total Tardies the students have in the selected Marking Period or Grading Interval. 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 the heading at the top of the result column on the right side of the screen, you will get a drop down list of the different marking periods and grading intervals available. Choose one to display the total absences and tardies for that Marking Period or Grading Interval. If you change to a different class, the result column will return to the current marking period for total absences and tardies.

## ADDING / EDITING AN ASSIGNMENT




**Gradebook**  
Quick Grades  
Gradebook Grid

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

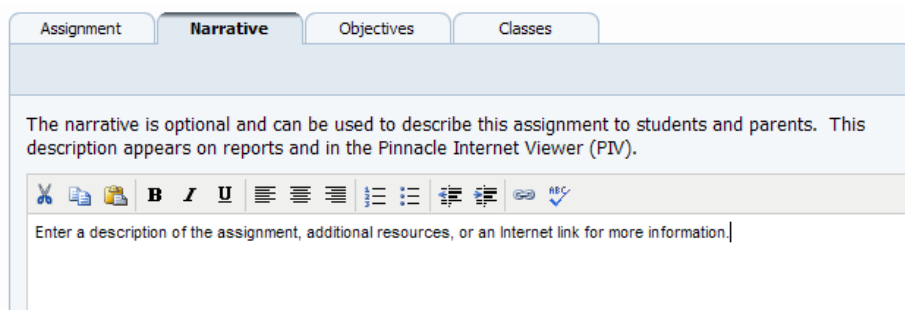
Click on the column header which says “**New...**” [New...](#) which will display a screen similar to this:

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.

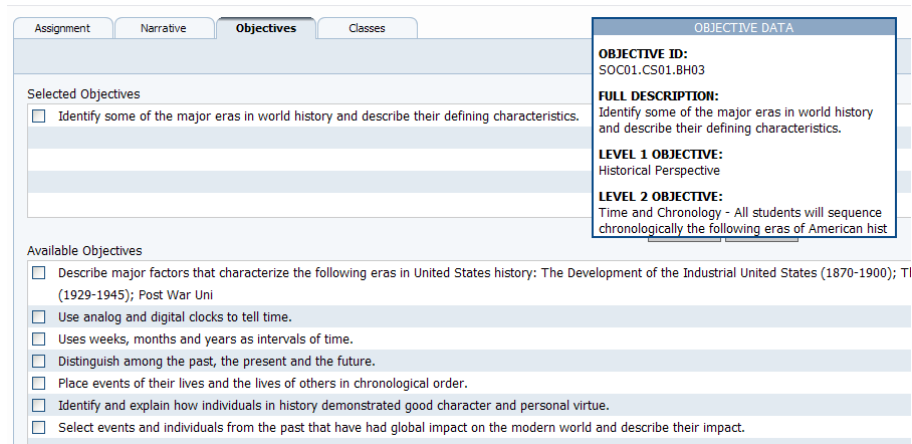
1. Fill in the name of the assignment (be as descriptive as possible)
2. Select a Grading Scale from the drop-down list provided.
3. Choose the date assigned and the assignment due date. The date assigned and the due date can be typed in m/dd/yyyy format, or you can click on the  icon to select a date 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:



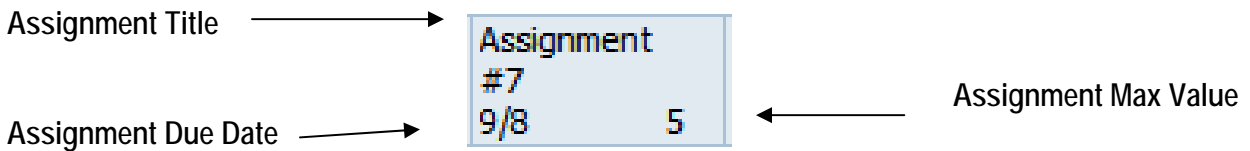
Select and drag one of the Available Objectives listed in the bottom window to the Selected Objectives window at the top. Hovering your mouse over the objective will display more information about that objective.

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.

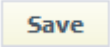
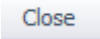
When you've entered all of the assignment information, click on the **Save** button in the upper right corner of the screen. To save the assignment and create a new one using the current settings as the default, click **Save & New**. After the assignment is saved, click on the **Close** button to go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

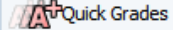
To enter an assignment score in the Gradebook Grid, click on the grade cell for a particular student.

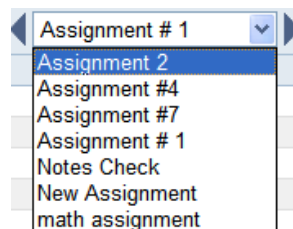
- Enter the numeric or letter grade the student received.

You will see two scores for each assignment; a letter grade and numeric 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:

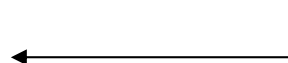


- Enter the numeric score the student received into the numeric column, or
- Select a letter grade from the drop-down list of letter grades displayed.


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, if that is the minimum score required for an A-..

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

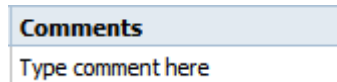
Select the letter grade the student received.



## 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:

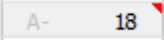


Comments  
Type comment here

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

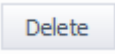
- Right-click on the comment and choose 'cut.'
- Right-click on the appropriate student's comment area and choose 'paste.'
- The comment will now appear in the correct student's comment area.

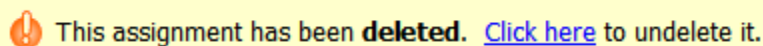
In the Gradebook Grid, you will see the letter and numeric grade with a red triangle in the upper right corner of the grade box similar this:  The red triangle indicates that there is a comment attached to that grade. If you hover with your mouse over the red triangle, a pop-up window will display the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



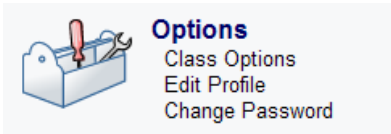
 This assignment has been **deleted**. [Click here](#) to undelete it.

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.



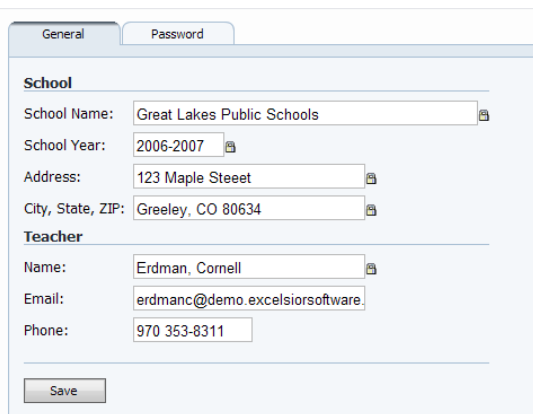
## OPTIONS



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:



*Copyright (c) 2008 Excelsior Software, Inc. All Rights Reserved.*

*Permission is hereby granted to customers of Excelsior Software, Inc. to reproduce this document, in its entirety and without modification, for the sole purpose of training school district personnel.*

*Information in this manual is subject to change without notice. For the latest version of this manual, visit our web site at [www.excelsiorsoftware.com](http://www.excelsiorsoftware.com)*

*Revised April 2008*