

PINNACLE GRADEBOOK - ATTENDANCE Information Technology Services

# **Attendance Manager**

PINNACLE GRADEBOOK

## Attendance Manager Reference Guide and Procedures

Information Technology Services 13135 SW 26<sup>th</sup> Street Miami, Florida 33175 Revision Date 04.04.12

### **Table of Contents**

STARTING PINNACLE APPLICATION & LOGGING IN	3
HOME PAGE - NAVIGATION	4
TAKING ATTENDANCE – SUBSTITUTE ATTENDANCE PROCEDURES	5
SUBSTITUTE TEACHER ATTENDANCE ROSTER	5
QUICK ATTENDANCE	6
Attendance Grid	8
UPDATING OFFICIAL DAILY SCHOOL ATTENDANCE (DAILY REASON CODE)	10
BATCH ATTENDANCE	
Attendance Editor	
FILTERING STUDENTS	
Attendance History	
STUDENT GROUPS	15
STATIC GROUPS	
DYNAMIC GROUPS	
REPORTS	22
Attendance Tracking Report	23
HIGHLY RECOMMENDED REPORTS	24
APPENDIX A	25
OFFICIAL DAILY SCHOOL ATTENDANCE (ODSA) PROCEDURES	
APPENDIX B	26
Approved Attendance Codes	
APPENDIX C	27
No Show Procedures	27
APPENDIX D	30
Attendance Export	
APPENDIX E	31
Pre-K Attendance Reports	

This document is intended to assist Attendance Managers (WGBA access rights) in using the Pinnacle Gradebook for attendance taking, creating groups, running reports and attendance tracking purposes. The first part of this guide goes through the functionality of the Attendance Manager role. **Appendix A** is a list of the step-by-step procedures that Attendance Managers should follow on a daily basis.

Attendance Managers must adhere to all policies set forth by the school district.

### Starting Pinnacle Application & Logging In

To launch the Pinnacle gradebook application, start your Internet Browser (Firefox v2.0 or higher, Internet Explorer 7 or higher, Safari v2.0.4 or higher, Opera, or Google Chrome)

- ▼ You need to access the *Employee Portal*
- ▼ Click on the Applications/Sites Tab
- ▼ Click on the link *Gradebook (Pinnacle)*

preparation and management.	Policy Manuals.		
Electronic Passport -	<b>Emergency Preparedness I</b> Recovery School Site Administrators ONLY,	ERP SYSTEMS ERP Development Systems	*
File Download Manager	Food Service Priority Food Service Priority	Food Service Site Food Service Site	습
Gradebook (Pinnacle)	Gradebook Support	HEAT Self Service A help desk software used to submit IT service request, and get status updates.	*
Information from the American Optometric	🗾 Instructional Planning System 🟠	Internet Service Request	습

- ▼ Log On to Pinnacle Gradebook Application
- ▼ Type your Username: *Employee number*
- ▼ Type your Password: *Network Password*



### Home Page - Navigation

When logged in, the Gradebook home page is displayed. A message board on the right-hand side notifies all District staff of any useful Gradebook information.

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, a drop-list box that allows you to impersonate a teacher, plus a **Sign out** link to log out of the Gradebook application.



The left-hand navigation frame displays 4 navigational icons and supported links.



### Taking Attendance - Substitute Attendance Procedures

#### Substitute Teacher Attendance Roster

When a teacher is unavailable to take Official Daily School Attendance (ODSA) or class attendance, a substitute teacher is required. The substitute is not given access to the Gradebook so a paper roster is necessary.



To print the Substitute Teacher Attendance Roster in Gradebook:

- ▼ From the Gradebook home page, click New Report.
- Click the + sign next to the Administrative report category to expand the list

U	
Home	n Reports
New Rep	rt
E Favori	es
You do no	t 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 e color of the star from gray to gold. Removing a report from your favorites list is done by clicking on the gold star.
and any a c	
I Admin	strative
<ul> <li>Admin</li> <li>Attend</li> </ul>	strative ance

- ▼ Scroll down and click on the S ubstitute Teacher Attendance Roster link.
- ▼ Enter the employee number of the absent teacher(s) in the box next to *Teacher*.
- ▼ Scroll down to the bottom of the page and click the *Run Report* button.
- ▼ The report can be printed when the report status says "Ready"
- ▼ The report title is a link to open and view the report. Click the title.

C	)	Manager, Attendance Impersonating	M-DCP	Sign out Help S Training System
() My R	Home I R Reports	eports	New Update	Delete
	Preview	Report Title & Description Substitute Teacher Attendance Roster Displays a roster of students for a teacher and the teacher's courses along with the Attendance Codes.	Updated	Status Ready
	And the P	Attendance History Report Displays all attendance records sorted by Teacher, Course, and Student along with a history of any attendance changes per student and attendance date.	10:23am	Ready
		Daily Reason Attendance List Displays the Attendance Types and total number of occurrences in a date range for each student.	10:12am	Ready

#### **Quick Attendance**

Quick Attendance is where the Attendance Manager enters Official Daily School Attendance (ODSA) for substitutes.

▼ First, start typing a teacher's name or employee number in the Impersonating box in the upper right corner. When the teacher's name appears below, click it to select it.



▼ Select the ODSA class by using the class tabs toward the top of the screen.

Horr	ne 🔣 Quick Atte	endance	<b>1</b>	Attenda	ance G	irid	⊾ Sea	ting Ch	iart 👔	Ma Batch Attenda	nager Att	endance Impersonating Attendance Editor 👔	g Gator, AI (104600) 🗴 🖁 Reports 🖋 Options	Sign out Help
01-Intern	ational Baccalaur	eate Che	emist 🔅	× 02	Intern	ational	Baccal	aureate	e Chemi	st 🗙 03-Inter	national Ba	accalaureate Chemist 🗙	04-International Baccalaureate Chemis	at ×
05-Intern	ational Baccalaurea	ate Chem	hist $\times$	06-In	ternati	onal Ba	accalau	reate C	hemist	× •••				
									Mon	8/19/2019				All Present
Name		Day	Code							Dismiss	Arrive	Comment		
1 Buitrag	o, Rosario C.		U	Α	Т	TU	ENT	WD	NS					
2 Casani	ueva, Michael D.		U	A	Т	TU	ENT	WD	NS					
3 Castillo	, Angelia G.		U	A	Т	TU	ENT	WD	NS					
Chebbi	, Khalil A.		U	A	Т	TU	ENT	WD	NS					
5 Chinea	, Alexander S.		U	Α	Т	TU	ENT	WD	NS					
B Diaz, E	mma K.		U	A	Т	TU	ENT	WD	NS					
7 Djurins	ky, Camila		U	A	Т	TU	ENT	WD	NS					
B George	, Clayton A.		U	A	Т	TU	ENT	WD	NS					
Herrera	a, Ana S.		U	A	Т	TU	ENT	WD	NS					
0 Hevia,	Jessica K.		U	A	Т	TU	ENT	WD	NS					
1 Leyva,	Melanie		U	Α	Т	TU	ENT	WD	NS					
2 Linares	s, Melany		U	A	Т	TU	ENT	WD	NS					
3 Oliveira	aulrich, Lina A.		U	Α	Т	TU	ENT	WD	NS					
4 Recio,	Randol J.		U	A	Т	TU	ENT	WD	NS					
5 Rodrig	uez, Melany		U	Α	Т	TU	ENT	WD	NS					
6 Sanjurj	o, Veronica M.		U	Α	Т	TU	ENT	WD	NS					
7 Yazdar	ni, Nathan		U	A	Т	TU	ENT	WD	NS					

▼ 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.

01-International Baccalaur	reate Che	mist	× 02-	Intern	ational	Baccal	aureate	e Chemist	× 03-Inter	national Bac	calaureate Chemist $\times$ 04-International Baccalaureate	e Chemist $ imes$
05-International Baccalaures	ate Chem	ist ×	06-Int	ternatio	onal Ba	accalau	reate C	hemist $ imes$	•••			
								Mon 8/	19/2019			All Present
Name	Day	Code							Dismiss	Arrive	Comment	
1 Buitrago, Rosario C.		U	A	Т	TU	ENT	WD	NS				
2 Casanueva, Michael D.		U	A	Т	TU	ENT	WD	NS				
3 Castillo, Angelia G.		U	A	Т	TU	ENT	WD	NS				
4 Chebbi, Khalil A.	U	U	A	Т	TU	ENT	WD	NS				
5 Chinea, Alexander S.		U	Α	Т	TU	ENT	WD	NS				
6 Diaz, Emma K.		U	A	Т	TU	ENT	WD	NS				
7 Djurinsky, Camila		U	A	Т	TU	ENT	WD	NS				
8 George, Clayton A.		U	Α	Т	TU	ENT	WD	NS				
9 Herrera, Ana S.	U	U	A	Т	TU	ENT	WD	NS				
10 Hevia, Jessica K.		U	A	Т	TU	ENT	WD	NS				
11 Leyva, Melanie		U	A	Т	TU	ENT	WD	NS				
2 Linares, Melany	Т	U	Α	Т	TU	ENT	WD	NS		9:02 AM	DR. APPT - w/note	
13 Oliveiraulrich, Lina A.		U	Α	Т	TU	ENT	WD	NS				
4 Recio, Randol J.		U	Α	Т	TU	ENT	WD	NS				
15 Rodriguez, Melany		U	A	Т	TU	ENT	WD	NS				
6 Sanjurjo, Veronica M.	U	U	Α	Т	TU	ENT	WD	NS				
17 Yazdani, Nathan		U	A	Т	TU	ENT	WD	NS				

▼ After entering an attendance code, you may enter a comment (up to 45 characters) about a student's attendance which will appear in the Parent/Student Grade Viewer in the Portal.

Name	Day	Code							Dismiss	Arrive	Comment
1 Bueno, Rosario C.		U	A	Т	TU	ENT	WD	NS			Transfer to NY
2 Carmona, Maria		U	A	Т	TU	ENT	WD	NS			
3 Castillo, Angel		U	Α	Т	TU	ENT	WD	NS			Missed the bus
4 Crumel, Damian		U	Α	Т	TU	ENT	WD	NS			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.



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.



#### 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 or Quick Attendance screens.

The attendance codes are color-coded and preset to the M-DCPS approved attendance codes. See Appendix B of this document.

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, and tomorrow, etc. You may also use Spanish.

Attendance Gri	id							•	_	_	_	1			
01-English for S	01-Lang	uage Arts	02-Mathemat	ics 0	2-Reading	02-Scie	ence	03-Social St.		N	larc	h 20	008		
Name (Last,	First)	3/24 Mon	3/25 <b>*</b> Tue	3/26 Wed	3/27 Thu	3/28 🛱 Fri	3/31 🛱 Mon	4/1 🛱 Tue	<b>S</b>	<b>M</b>	<b>T</b>	W 27	<b>T</b>	<b>F</b>	S 1
1 Ayala, Kend	all T	ENT							2	3	4	5	6	7	8
2 Castro, Quin	n V	Т	Sec.						9	10	11	12	13	14	15
3 Ellison, Melo	dy R		Т						16	17	18	19	20	21	22
4 Espinoza, Ja	zmin								23	24	25	26	27	28	29
5 Flynn, Reaga	an D	Α	Α						30	31	1	2	3	4	5
6 Frazier, Kaid	len V								Т	oda	y is	3/2	4/2	008	
7 Gilmore, Kar	en W	U													

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.

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 <b>M</b> on	3/25 <b>*</b> Tue	3/26 Wed
1	Ayala, Kendall T	ENT		
2	Castro, Quinn V	Т	and a second	
3	Ellison, Melody R		Т	
4	Espinoza, Jazmin			
5	Flynn, Reagan D	A	Α	
6	Frazier, Kaiden V			
7	Gilmore, Karen W	U		
8	Hampton, Sarah G			

### Updating Official Daily School Attendance (Daily Reason code)

#### **Batch Attendance**

The Batch Attendance feature can be used by attendance managers to mass update students' Official Daily School Attendance (a.k.a. the Daily Reason code) for past, current or future attendance.

Examples of when to use Batch Attendance:

- Field Trips for a few students or a group (for creating groups, see page 15)
- Late bus

To update the Daily Reason code for a large number of students or for a group without touching class attendance

- ▼ Log into the Pinnacle Gradebook without impersonating a teacher. (The box in the upper right-hand corner should be blank)
- ▼ From the Gradebook Home page, click the *Batch Attendance* link.

	Attendance Batch Attendance Attendance Editor	
	Reports My Reports New Report Student Schedule	
	Options Edit Profile Change Password	
28	Groups Student Groups	

- ▼ Set the Date Range
- Find Class Allows you to add attendance to all of the students in one or more classes.
- Find Student Allows you to add attendance to one or more students that you manually choose OR to take

attendance for all of the students in a	Home     Total Batch Attendance     Total Attendance Editor	Manager, Attendance Impersonating At Sign.com M-DCPS Training	t Help System
group.	Date Range Start: Thu 4/26/2012	Hours Hour: <u>All day</u>	
Select DAILY in the Hour box.	End: Thu 4/26/2012 Students School: TLC Training School  Find Class:	DAILY A HR(Y) 00(Y) 01(2) *	
	Find Student:	Attendance	
Choose the appropriate	Johnson, Lindsay X Slater, Josiah X TYCW A X	Code: S-Special Note  Comment: Take Your Child to Work Submit Clear	
attendance code. Comments are optional.	Im	portant Note:	
Click <i>Submit</i> .	In this example, I have a To remove a student or	selected individual students and a group. group from your list, click the blue "X".	

▼ Click *Clear*. Attendance Editor

The Attendance Editor feature is used to manage attendance one student at a time to update the Daily Reason code for past, current or future attendance.

Examples of when to use Attendance Editor:

- Student arrives to school late
- Student checks out early
- Indoor/Outdoor suspension

To update the Daily Reason code without touching the class attendance for one or more students:

- ▼ Log into the Pinnacle Gradebook without impersonating a teacher. (The box in the upper right-hand corner should be blank)
- ▼ From the Gradebook Home page, click the *Attendance Editor* link.
- ▼ In the *Find Student* text box (upper left-hand corner), start typing the last name or the complete ID number of the student. When the student's name appears below, click it to select it. Repeat this step if more students are required.



Home Batch Atten	dance 🗖 Att	endance Ed	ditor	n Reports	Manager, Attendance Ir	mpersonating			M-DCPS T	<u>Sign out</u>   <u>Help</u> raining System
School: TLC Training Sc	thool -	St Code	udent: Disn	Camp Campbell, Harrison Campbell, Ida Campos, Denny Campos, Winston	<ul> <li>✓ Wed 7/6/2011</li> </ul>	•	🗂 Day	🗂 Week	Export	Tilter
_	_									

▼ Click the cell for Daily Reason (**Daily**). In the provided list in the **Code** column and select the appropriate attendance code. Repeat this step for all listed students.

$\Theta$				Manager Attendance Impersonating Gator, Al (104600) 🛛 🛪 👫 Sign out Help
Home Muick Attendance	Atte	endance Grid	Ļ Sea	ting Chart 📑 Batch Attendance 🫒 Attendance Editor 🚡 Reports 🖌 Options 📝 Gradebook
School: TLC Training School	ol		•	Student: student name, id, or gn 🔹 Mon 8/19/2019 📰 Day 🛅 Week 🛱 Export 💎 Filter
⊡ Name ▲ X	Code	Dismiss	Arrive	Comment
Campbell, Harrison X				-
DAILY	Т	Clear		
HR(Y)-Elementary Homeroom	U	A	10:20 AM	Dr. appt with note from parent
01(Y)-Language Arts		TU		
02(Y)-Reading-Elementary		NS		
03(Y)-Mathematics - Grade 3		S		
04(Y)-Science - Grade 3		0		
05(Y)-Social Studies		X		
06(Y)-Art Elementary Grade 3				
07(Y)-Music				

#### **Important Notes:**

- At this time, only current day absences (U) and tardies (T) are electronically uploaded to ISIS. All other codes must be manually updated in ISIS and the Daily Reason in Gradebook.
- Entry of arrival or dismissal time and comments are completely optional.

#### **Filtering Students**

The filter function is used to find all students that match attendance code criteria coming from the teachers' gradebooks.

- ▼ From the Attendance Editor, click the *Filter* icon
- ▼ Select 1 or more attendance codes from the list to filter on, then click Apply Filter



▼ Update the Daily Reason (**Daily**) for any required student.

I Home Batch Attendance	kttenda	nce E	litor 💼 R	eports	
School: TLC Training School +		st	udent:		
∃ Name▲ >	0	de	Dismiss	Arrive	Comment
🗉 Acevedo, Deidre 💦 🔪					
DAILY		U			
HR(Y)-Elementary Homeroom		U			
02(Y)-Language Arts					
02(Y)-Reading-Elementary					
03(Y)-Mathematics - Grade Four G	r				
03(Y)-Science - Grade Four - Gifte	5				
03(Y)-Social Studies Gifted					
03(Y)-Spanish as a Second Langua	c				
07(Y)-Art Elementary Grade 4					
08(Y)-Music					
09(Y)-Physical Education - Grade 4					
Elay, James					
DAILY		г	Clear		
HR(Y)-Elementary Homeroom		Ü	U		
02(Y)-Language Arts			Ą		
02(Y)-Reading-Elementary			TH		
02(Y)-Mathematics - Grade Four			WD		
02(Y)-Science - Grade Four			NS		
02(Y)-Social Studies			E		
02(Y)-Spanish far Spanish Speaker	s		S		
07(Y)-Art Elementary Grade 4			0		
08(Y)-Music			M		
09(Y)-Physical Education - Grade 4			X		
Roy, Beth					
DAILY		r			
HR(Y)-Elementary Homeroom		U			
02(Y)-Language Arts					
02(Y)-Reading-Elementary					
02(Y)-Mathematics - Grade Four					

#### Attendance History

This feature in Gradebook gives the teacher and Attendance Manager the ability to view single student attendance history for a specific date, in a popup window.

On the Attendance Grid or Attendance Editor page, you can right-click a cell under a date in a student row to open a new window titled Attendance History for that date and student.

Θ						venus and oppower to boot any environment of the time of the second second second second second second second s			M-DCPS Tr	aining System
Home Batch Attendance	Attendance	Histor	у					]		
School: TLC Training School 🗸	Teacher Name	: Pic	kles, Dilbe	ert	Course/Section	on: 9001_5001		ek	📑 Export	<b>Filter</b>
Name 🔺	School Name: Room No.:	TL0 423	C Training 33	School	Class Title: Student Name	HR(Y)-Elementary Homeroom Hooper, Anita				
El Hooper, Anita						• •				
DAILY	Wed 7/6/20	11								
HR(Y)-Elementary Homeroom							-			
01(Y)-Language Arts	Date & Time	•	Timeslot 🔺	Attendance Code	Comment	Modified by				
01(Y)-Reading-Elementary	07/06/2011 1	3:18:01	1	т		Manager, Attendance	~			
01(Y)-Mathematics - Grade Fi	07/06/2011 1	3:17:56	1	A		Manager, Attendance				
01(Y)-Language Therapy: Pk-	07/06/2011 1	2-17-24				Dicklos Dilbod				
02(Y)-Occupational Therapy:	0///08/20111	3.17.24		U		Pickles, Dilbert				
05(Y)-Science - Grade Five							*			
06(Y)-Social Studies			_							
07(Y)-Art Elementary Grade 5	Save	Cancel								
08(Y)-Music								-		
09(Y)-Physical Education - Gra	de 5									

### **Student Groups**

Groups are used to by support staff to take attendance and monitor specific students' academic performance. They come in two types, Static and Dynamic.

#### **Static Groups**

Static groups are a list of students that you manually select. They may require periodic updating as students come and go. Some examples of static groups are:

- Various clubs/teams (i.e. Football team, chess club, cheerleaders)
- Academic teams (i.e. lowest 25%, a teacher's class(es), Magnet students)
- Field trip lists (i.e. take your child to work day)
- FCAT Math Level 1 and 2
- Log into the Pinnacle Gradebook without impersonating a teacher. (The box in the upper right-hand corner should be blank)
- ▼ From the Gradebook home page, click *Student Groups* from the left-hand navigation pane.

-					Organ	ization: 6221 - HA	MMOCKS MIDDLE	
Add New Group							© Q	T Filter
oup Name	Organization	Status	Туре	No Pass No Play?	Expiration Date	Created By	Locked	Actions
Jent group found								



<sup>▼</sup> Click the Add New Group link

ew Student Group:		1.Details	2.Students
ter Information to start I	New Student Group	4 Ne	kt > Finished
Group I	Details	* requ	ired
1	Group Name: *		
	Uescription:		
	Evolution Date:	***	
	Status: *  Active Inactive		
2	Locked? 🔄 If selected, only I can modify this group. NPNP? 🔄 Flag group for No Pass No Play.		
Group	Type *		
Select t	he type of group you want to create.		
	3 Static Dynamic The members in this group never The members	in this group may vary, depending	

- 1. Enter in a Group Name. Description is Optional
- 2. Expiration date controls when the group automatically becomes inactive and cannot be used.
  - Set Status: Active or Inactive
  - Set if you want the group to be modified by someone else.

▼

- NPNP? Does not work with our current configuration. Should not be used
- 3. Group Type: Static
- 4. Click Next

w Student Group: Glee C	lub
idents in your group: 0	
Add Students 👻	
Students	
Students by Class	
Students by Filters	

#### Click Add Students

- o Students: select from a list
- Students by Class: All the students from a teacher's class(es) NOT USED AT THIS TIME
- Students by Filters: All students for a demographic NOT USED AT THIS TIME

#### Adding by "Students":

Search By:	Last Name		StartsWith					(	3 9
	Last Name	First Name	Middle Name	Loca	ID	Grade Level	Status	State ID	Birth Date
	Guzman	Jean	s	0(	25	07	A		9/7/1998
	Wu	Jason	w	00	91	07	A		7/1/1999
	Munoz	Janelli		00	36	07	A		12/15/199
	Millanes	Gifford	к	00	16	08	A		12/18/199
	Cruz	Gabriela	A	00	47	07	A		11/6/1998
	Vallebona	Facundo		00	10	07	A		11/21/199
	Reyes	Ricardo	E	00	31	06	A		9/29/1999
	Quintero	Nicholas	N	00	54	06	A		11/19/199
	Loro	Dolly		00	08	06	A		5/2/2000
	Lopez	Yazleen		00	14	07	A		9/29/1998
Showing 1	to 10 of 119	4		SH	ow 1	0 per page	• Page:	1 of 120	
								_	

- Click the check-box to the left of the student's name.
- ▼ You can display more than 10 students per page.
- Column headers act as sort boxes. Click on one to sort records. I.E. click Local ID to sort students by their student ID #.
- ▼ Use the *"Search By"* boxes as needed.
- Click Add after all names have been selected.

- To remove a student, either click the trash can
   under the Actions column or place a check mark next to a student name then click the *Remove selected Students* button.
- ▼ When group roster is complete, click *Finished*.

dent	Group: Glee Club			1.Details	2.Students
lents	in your group: 10			-« Previo	Finisher
Add S	Students 👻 📋 🕆 Remove sele	cted Students   📋 Remov	e all students 📔 🔲 View Report		
<u>ات</u>	Student Name	Gender	Grade	Student ID	Actions
2	Alcuria, Angel A	м	07	0000829	Û
m	Carchi, Jean P	м	08	0001014	Û
1	Cerda, Alexander D	M	08	0000903	Û
2	Coronado, Kevin E	M	07	0000030	11
C)	Cruz, Gabriela A	F	07	0037347	8
8	Fuentes, Kassandra M	F	08	0009227	Ť
177	Gordon, Johnathan	M	07	0008607	首
<b>1</b>	Guzman, Jean S	м	07	0036925	Û
1	Lopez, Manuel M	м	08	0011248	宜
P!)	Urbina, Ashley F	F	08	0011295	Ť
	Guzman, Jean S Lopez, Manuel M Urbina, Ashley F	M M F	07 08 08	0036925 0011248 0011295	

#### **Dynamic Groups**

Dynamic groups are a list of students based on demographic fields. They are automatically updated as new students register and others are withdrawn. Some examples of dynamic groups are:

- All 7<sup>th</sup> graders
- All boys A M
- Pre K
- October birthdays
- ▼ Log into the Pinnacle Gradebook without impersonating a teacher. (The box in the upper right-hand corner should be blank)
- ▼ From the Gradebook home page, click *Student Groups* from the lefthand navigation pane.

-	Attendance Batch Attendance Attendance Editor
	Reports My Reports New Report Student Explorer
-	Options Edit Profile Change Password
28	Groups Student Groups

▼ Click the Add New Group link.

Student Grou	ne				Organ	ization: 6221 - HA	MMOCKS MIDDLE	-
Add New Group	ha						0 9	T Filter V
oup I	lame Organization	Status	Туре	No Pass No Play?	Expiration Date	Created By	Locked	Actions

Back to Student Groups aw Student Group:		1.Details 2.Students
ter Information to start New Stu	udent Group	4 Next » Inished
Gr	roup Details	* required
1	Group Name: 1	<b>)</b>
	Description	
2	Expiration Date: Enter a date Status: © Active © Inactive Locked? If selected, only I can modify this group. NPNP? If ag group for No Pass No Play.	
Gr	roup Type *	
	<ul> <li>Static         The members in this group never change.         </li> <li>B Qynamic         The members in this group may vary, dependir on the filters that were selected when the group was created.     </li> </ul>	ng 2

- 1. Enter in a Group Name. Description is Optional.
- 2. Expiration date controls when the group automatically becomes inactive and cannot be used.
  - Set Status: Active or Inactive.
  - Set if you want the group to be modified by someone else.

▼

- NPNP? Does not work with our current configuration. Should not be used.
- 3. Group Type: Dynamic
- 4. Click Next.

lew Student Group: 8th Grade Boys	
itudents in your group: 0	
🕽 Add Students 👻	
Students by Filters	

- Click Add Students
- Choose Students by Filters

   All students for a demographic

Filters Group:

Add Filter

Add Students by Filters

Field Name: Gender

Operator: equals

Value: \* M

Connector: And

- ▼ Click Add Filter.
- ▼ Choose a Field Name. (Example: Gender or Grade Level)
- Select an Operator (Example: equals, greater than, contains)
- ▼ Enter a Value (Example: for field name Gender use M or F for male or female; for Grade Level, use double-digits (i.e. PK for Pre K, 00 for Kindergarten or 08 for 8<sup>th</sup> grade)
- ▼ Choose a connector (And / Or)
- ▼ Click OK. (Do <u>NOT</u> click Add at this time)
- Important Notes:
   The following is a list of field names that have data in them: BirthDate, Ethnicity, FirstName, Gender, GradeLevel, LastName, LocalID
   All other fields are empty and will not return results.

Include Inactive Groups

.

•

.

- ▼ If you need to add another filter, click *Add Filter*.
- ▼ When you are done adding filters, click *Add*.

_	- None	Include Inactive Groups	
🔂 Add Filt	er :		
	1 Gender equals M And	2 🗇	
	2 GradeLevel equals 08 And	1 🗇 🛱	



▼ The list will be populated. Click *Finished*.

Your group has been created and is ready for use in attendance taking or reports.

Back to Student Groups Indent Group: 8th Grade Boys			1.Details 2.Studen
udents in your group: 223			« Previous Finis
Add Students 👻 📋 View Report	T Group Filters      ▼		
Student Name	Gender	Grade	Student ID
Abela, Alexander K	м	08	1107 ***
Alejo, Lester	м	08	0454
Almonte, Gabriel N	м	08	0131
Alvarez, Andre A	м	08	0031
Alvezdeolivera, Fernando N	м	08	0341
Arauz, Bryan G	м	08	0231
Artuso, Gian L	м	08	0751
Ay, Fethi R	м	08	0411
Ayala, Jorge A	м	08	1344
Azcuy, Anthony N	м	08	0221

#### **Taking Group Attendance**

After creating a student group, you may take attendance for the group, in the **Batch Attendance** screen. Enter the name of the group in the field titled **Find Student**. This will allow you to mark the same attendance code for everyone in that group.

		Manag	er, Attendance Impersonating	A Sign out   Help
Home	Match Attendance Mattendance Editor 📊 R	eports		M-DCPS Training System
ate Range		Hou	ĩs	
itart:	Wed 8/7/2013	Hour	All day	
nd:	Wed 8/7/2013		DAILY HR(Y)	<u>^</u>
tudents			01(Y)	~
chool:	9001 - TLC Training School 🗸		02(1)	
ind Class:				
nd		Atte	S - Special Note	
tudent:		Code		•
	Football	se X Com	ment:	
		S	ibmit Clear	

### Reports

There are a number of reports available from the Pinnacle Gradebook application on school, class and student attendance, as well as schedules and tracking the taking of attendance from the teachers. All of these **Reports** may be accessed from the Home Page.

▼ From the Gradebook home page, click *New Report* 



▼ Or...Click the *My Reports* link

The initial screen for **My Reports** is a list of previously 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.

My R	leports		New	Update	Delete	
	Preview	Report Title & Description		Updated	Status	
						1

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.

To run a report, click the title of the report. You will be presented with a parameters page. Each report will have a different set of parameters (or options) to fill in. Complete the required information and then click the Run Report button at the bottom of the page.

#### Attendance Tracking Report

This report is run on a daily basis to identify teachers that have or have not recorded attendance in their gradebooks.

Home Reports

inistrativ

New Report Favorites

Other

▼ From the Gradebook home page, click *New Report* 



You do not have any reports in your favorites list. To mark a report as one of your favorites, click on t change the color of the star from gray to gold. Removing a report from your favorites list is done by cl

> Attendance Tracking Gradebooks that have taken attendance

- ▼ Click the "+" next to the Attendance category
- ▼ Click the Attendance Tracking report link
- ▼ Verify that the date range is set for today's date
- Verify that you have a check mark next to the ODSA class and remove the check mark next to all of the others
  - o Elementary Schools use HR
  - o Middle Schools use 00
  - o High Schools use either 01 or 02
- ▼ Click the *Print* button

Schools: Select the School.	7011 - AMERICAN SENIOR	~
Calendars: Select the calendar.	<ul><li>2019-2020</li><li>2018-2019</li></ul>	
Date Range Start: Select the date to start tracking reported attendance.	8/23/2019	
Date Range End: Select the date to end tracking reported attendance.	8/23/2019	
Reported Attendance: Select to display gradebooks that have reported attendance	Reported Attendance	
Hours:	All Hours	
Select the hour(s) to report attendance for.	<b>☑</b> 01(1)	^
	01(2)	
	☑ 01(Y)	
	02(1)	
	02(2)	
		~

Secondary Schools use Period 00 if Block Schedule 01 or 02

The report should be requested with the combination of the terms (01 or 02) for the classes that are scheduled by terms and the "Y" for the Yearly Classes.

First Semester select (1) / Second Semester select (2).

For FTE purpose, Secondary Schools must select all class period for the day.

#### **Highly Recommended Reports**

- ▼ Attendance: Attendance Tracking
- ▼ Attendance: Attendance List
- ▼ Attendance: Skipped Classes
- ▼ Administrative: Daily Student Attendance Report by Period
- ▼ Administrative: Substitute Attendance Roster
- ▼ Administrative: Attendance History Report
- ▼ Administrative: Course Attendance Grid

#### Logging out

When you are finished working in your gradebook, be sure to click the sign out link 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:

You have been logged out successfully.

### Appendix A

#### Official Daily School Attendance (ODSA) Procedures

Purpose: When followed correctly, these procedures will allow schools to efficiently and effectively take, update, and track official daily school attendance using the Attendance Manager functions in the Pinnacle Gradebook program.

- 1) Print Substitute Roster Report
  - Required for absent teachers and teachers with no computer access
  - Can be printed from Administrative Reports category (page 5)
- 2) Teachers Take Attendance
  - Use the ODSA class
  - Absent students marked with "U"
  - Tardy students marked with "T"
  - Substitute teachers and full time teachers with no computer access will need a Substitute Roster Report (page 5)
- 3) Run Attendance Tracking Report (page 23)
  - Monitor which teachers have/have not taken attendance
  - May require Administration involvement
  - Used again at various times of the day to look for updates.
- 4) Update Daily Reason (VERY IMPORTANT!!)
  - Use Batch Attendance or the Attendance Editor function (pages 10 − 13)
  - Update incorrect codes like 'TU' and 'A' or block codes
  - Use the filter to quickly identify students with like attendance codes (page 13)
- 5) Take attendance for teachers with substitutes into Gradebook
  - Use Quick Attendance function (page 6)
- 6) Attendance Maintenance
  - Use the Attendance Editor to make changes to Daily Reason as students enter and leave school (pages 11 – 12)
- 7) Export Attendance
  - Use the Attendance Editor (Appendix D, page 29)

### **Appendix B**

#### **Approved Attendance Codes**

Code	Description	Attendance Weight	Who can enter this code?
А	Excused Absence	1	All Teachers / Attendance Manager
U	Unexcused Absence	1	All Teachers / Attendance Manager
т	Excused Tardy	1	All Teachers / Attendance Manager
ΤU	Unexcused Tardy	1	All Teachers / Attendance Manager
ENT	Entered Class	0	All Teachers / Attendance Manager
WD	Withdrawn from Class	0	All Teachers / Attendance Manager
NS	No Show	0	All Teachers / Attendance Manager
E	Excused Early	0	Attendance Manager – Daily Reason only
S	Special Note (i.e. field trip, assembly, etc.)	0	Attendance Manager – Daily Reason only
I	Indoor Suspension	0	Attendance Manager – Daily Reason only
0	Outdoor Suspension	1	Attendance Manager – Daily Reason only
М	Tardy and Excused Early	0	Attendance Manager – Daily Reason only
Х	Special Holiday	0	Attendance Manager

For students marked with an "E, S, I, O, M or X" for official (homeroom) attendance, teachers must use an excused absence (A) for class attendance. Teachers can add a comment to denote a reason for excused absence.

### **Appendix C**

#### **No Show Procedures**

Typically the No-Show period for the school year begins on the 1<sup>st</sup> day of the school year and ends on Friday of the 1<sup>st</sup> week. Please consult Opening of Schools Procedures Guide (Year-At-A-Glance Calendar of Events) for exact dates

- Students that are registered but do not appear in school on the first day must be entered as "No-Show" on the student calendar for the entire No-Show period.
- The Official Daily School Attendance (ODSA) will be taken in the Electronic Gradebook. To record students as a No-Show, the following actions must be taken:

#### **Teacher Action**

- Teachers must open the class designated for recording ODSA by clicking on the class tab.
- Click on *Quick Attendance* (located under Attendance)
- Click on the No-Show (NS) code for each No-Show student
- Important: If all students appear on the first day of school, the teacher must click on the ALL PRESENT button on the right hand side of the page to report 100% attendance.
- Students who continue to be No-Shows must be marked in the Gradebook as **NS** through the last day of No Show period for each day the student does not enter school for the first time.
- On the last day of No-Show period, the No-Show students will be removed from ISIS.
- Beginning the following school day, the **NS** code will no longer be available to teachers.

#### **Attendance Manager Action**

- The Official Daily School Attendance must be exported from the Gradebook to ISIS per the schedule below on the first day of school and each day thereafter.
  - o Elementary Schools 10:00 a.m.
  - o K 8 Centers 11:00 a.m.
  - o Middle Schools 11:00 a.m.
  - Senior High Schools 12:00 p.m.
- ISIS Approval/Editing of Gradebook Batches
  - Prior to 1:00 p.m. schools must edit and approve the batch file in ISIS using the Gradebook / Scant-Tron Transactions Selection 7 from the Daily Attendance Applications Menu.
  - Important: Read all instructions at the bottom of the Scan-Tron Batch Edit screen before proceeding.

<u>File Edit Session Setup Macro Capture Transfer Favorites Window ?</u>
- <u>26 - 18 - 18 - 18 - 18 - 18 - 18 - 18 - 1</u>
PA2 SysReq Clear Reset BackSpal Home NewLine Tab BackTab Enter InsertMoc
PF1 PF2 PF3 PF4 PF5 PF6 PF7 PF8 PF9 PF10 PF11
A319 - NO GRADEBOOK / SCAN-TRON RECORDS TO PROCESS
DA03-12-YEBI SUMMER SCHOOL 06/06/14 16.26.23
DAILY ATTENDANCE
APPLICATIONS MENU
SCHOOL NUMBER : 8012
PALE CENTER FOR GIRLS
1. CHTEGORICHL OPDHTE OF HITENDANCE DHTH
2. DISPLAY/OPDATE AN INDIVIDUAL STUDENT
TO OND COLLEGIAN ENTER DATE 1. 00 / 00 / 14
A DRINT ABENIEE LIST / ABENIEE LETTERS
5. HOME SCHOOL ATTENDANCE REPORT FOR SHARED STUDENTS
7. GRADEBOOK / SCAN-TRON TRANSACTIONS
8. PRINT NOTICES OF INPENDING WITHDRHWAL
9. ATTENDANCE HISTORY INFORMATION
B. FLORIDA DEPT. OF HIGHWAY SAFETY AND MOTOR VEHICLES (DHSMV)
C. SUSPENSION INFORMATION
D. TRUANCY INTERVENTION DISPLAY/UPDATE STUDENT
E. TRUANCY INTERVENTION PRINT SCHEDULE
ENTER SELECTION
4:18:18

 On the Scan-Tron Batch Edit screen you must press ENTER to view any student errors/conflicts on the Scan-Tron Batch Edit Error Report. Once the errors/conflicts are resolved, delete each student ID by pressing and holding the SPACE BAR. Press ENTER after the last ID on the page is deleted. You will repeat this process until all student errors/conflicts are cleared.

<u>File Edit Session Setup Macro Capture Transfer Favorites Window ?</u>
- <u>2 - 8 5 5 5 6 6 7 8 7 6 6 6 8 6 6 6 6 6 6 6 6 6 6 6</u>
PA2   SysReq   Clear   Reset  BackSpal Home   NewLine   Tab  BackTab   Enter  InsertMoc
PF1   PF2   PF3   PF4   PF5   PF6   PF7   PF8   PF9   PF10   PF11
STØ3-12-YEBI     D A I L Y A T T E N D A N C E     06/06/14 16.23.33       SCAN-TRON ERROR REPORT     PAGE 001
* INPUT * * BATCH * CARD DATE TIME DATE NO TYPE SEQ. ID NO. ERROR MESSAGE 06/06 15.41 06/06 01 A 0012 0576237 A030 - STUDENT NOT IN YOUR SCHOOL
** TO CORRECT ERRORS TYPE CORRECT ID. ** TO DELETE ID NO, TYPE SPACES OVER ID
4:15:27

- When all student errors/conflicts have been resolved, you will no longer be able to access Selection 7. If you are still able to access Selection 7, then there are still errors/conflicts to be corrected.
- WARNING: Deleting the batch on the Scan-Tron Batch Edit screen will prevent the attendance from posting to ISIS. You must process the Scan-Tron Batch Edit Error Report.
- Schools must print the Daily Attendance Bulletin from ISIS prior to 1:00 p.m.

<u>File Edit Session Setup Macro Capture Transfer Favorites Window ?</u>
PA2   SysReq   Clear   Reset  BackSpa  Home   NewLine   Tab   BackTab   Enter  InsertMoc
PF1   PF2   PF3   PF4   PF5   PF6   PF7   PF8   PF9   PF10   PF11
A319 - NO GRADEBOOK / SCAN-TRON RECORDS TO PROCESS DA03-12-VEBI SUMMER SCHOOL 06/06/14 16.26.23 D A IL V A T T E N D A N C E
APPLICATIONS MENU
PACE CENTER FOR GIRLS
1. CATEGORICAL UPDATE OF ATTENDANCE DATA
3. PRINT DAILY BULLETIN ENTER DATE 06 / 06 / 14 TO ADD CALL ROSTER, TYPE IN Y
<ol> <li>PRINT ABSENTEE LIST / ABSENTEE LETTERS</li> <li>HOME SCHOOL ATTENDANCE REPORT FOR SHARED STUDENTS</li> </ol>
7. GRADEBOOK / SCAN-TRON TRANSACTIONS 8. PRINT NOTICES OF IMPENDING WITHDRAWAL
9. HITENDANCE HISTORY INFORMATION
B. FLORIDA DEPT. OF HIGHWAY SAFETY AND MOTOR VEHICLES (DHSMV) C. SUSPENSION INFORMATION
D. TRUANCY INTERVENTION DISPLAY/UPDATE STUDENT
E. TRUANCY INTERVENTION PRINT SCHEDULE
42 24/26
4:18:18

#### Entry After No-Show

- **ISIS Action** When a No-Show student appears during the No-Show period, the school must enter the student using the "Entries After No-Show" screen on the Student Information Menu on the day the student appears. This action will automatically change the entry date on the student record and remove any No-Show designations on the calendar that appear after the entry date.
- **Gradebook Action** The Teacher will enter Attendance Code **ENT** on the first day the student attends class.

#### **No-Show Processing**

- On the last day of the No-Show period, ITS will automatically withdraw all No-Show students that have not appeared with withdrawal code "**DNE**" and the effective date of **the first day of school**.
- Until the No-Shows are removed the students will appear on all reports.

#### Printing a Gradebook No-Show Report

- Schools may print a list of all No-Show students as recorded in the Gradebook from the Attendance Manager module by following the steps below.
  - 1. Using the Daily Student Attendance Report by Period.

#### SECONDARY SCHOOLS ONLY

During each No-Show period, schools may order the Class List Summary Report, which shows seat counts minus the No-Show students as a separate report. This report can be ordered by selecting Class List in the Report Request System and indicating "Y" for Class List Summary Report.

### **Appendix D**

#### Attendance Export

- 1. Login to the Employee Portal
- 2. Click on the Applications/Sites tab
- 3. Click on the link Gradebook (Pinnacle)

Username Password			
[	Sign in	Forgot Password	

y Applications	
Be a CEO Internship Provider!	
Be a School Volunteer!	
Gradebook (Archives)	
GradeBook (Grade Upload Status Report)	
Gradebook (Pinnacle 8)	
and a state of the	
Gradebook Support	
Instructional Planning System	
ISS Time Reporting	

- 4. Type your Username: Employee number
- 5. Type your Password: Network Password
- 6. From the Gradebook home page, Click the Attendance Editor
- 7. In the Attendance Editor, click the *Export* button (see Important Notes below)



9			250.0		Manager, Atter	ndance Imperson	ating		M-DCPS T	Sign out Help
Home Batch Attendance	Attendan	e Editor	Stude	ent:	Mon 6/27/2011		🛅 Day	🛅 Week	Export	🍸 Filter
Name 🔺	x Cod	e Dismi	s Arrive	Comment						)
										-
										^
										^
										^

8. If you support more than 1 school, select another school from the **School** drop list and click the *Export* button again.



### Appendix E

#### **Pre-K Attendance Reports**

- 1. Attendance Manager logs into Gradebook (Pinnacle).
- 2. Click on **NEW REPORT** navigational link or the **NEW REPORT** button (This depends on what page you are viewing at the time)
- 3. Click "+" next to Administrative report menu to expand
- 4. Select the Course Attendance Grid MDCPS report
- 5. Use the following parameters:
  - SCHOOLS: Verify your school
  - ATTENDANCE CODES: Yes
  - TEACHER SIGNATURE LINE: Yes
  - TOTALS: Yes
  - STARTDATE/ENDDATE: Set appropriate dates
  - TEACHER: Use \* for all teachers
  - COURSE: ####\_0000 (use your location number for the ####). The 0000 is for the PK Homeroom class.
  - SECTION: Use \* for all sections
  - PERIOD: Use \* for any period
  - ONE PAGE PER STUDENT: Yes
- 6. Click Run Report button
- 7. From the **My Reports** page, wait for the report to display status "ready". Open and print the report.

Π	In	
	uu	

Reports My Reports New Report Student Schedule Student Explorer

#### Parameters for Course Attendance Grid - MDCPS

Schools: Select the School.	2541 - HOWARD DRIVE ELEMENTARY -
Attendance Codes:	Yes
Print Attendance Code Table	© No
Teacher Signature:	Yes
Print Teacher Signature Line	© No
Totals:	Yes
Display Totals	© No
StartDate: Enter desired start date for reporting.	Wed 2/1/2012
EndDate: Enter desired end date for reporting.	Wed 2/29/2012
Teacher:	© *
Please enter a specific TEACHER ID to report on or an * for all TEACHERS	© Other
Course:	© *
Please enter a specific Course Number or an * for all Courses	Other 2541_0000
Section:	© *
Please enter a specific Section or an * for all Sections	Other
Period:	© *
Please enter a specific Period/Hour or an * for all Periods/Hours	© Other
One Page per Student:	© No
Print one page per student?	Yes

#### Important Notes:

Based on the suggested parameters listed above, the report is produced in alphabetical order by student and not by teacher. If it is required to first sort by teacher, add one teacher's employee number into the TEACHER parameter box, then re-run the report as needed for each teacher.