



PINNACLE WEB – GRADEBOOK ARCHIVE

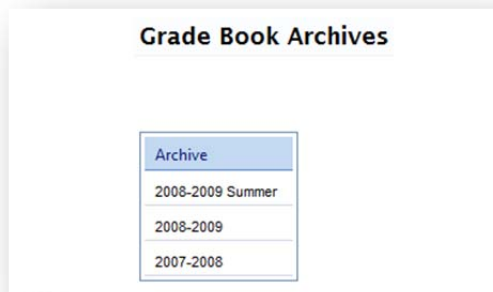
Information Technology Services

Gradebook Archive Reference Guide



Launching the Archive on the Portal

- The archive utility is designed to allow authorized school personnel with WGBP access rights in AAAA+ to read and analyze individual student grades and attendance previously recorded in a teacher’s Electronic Gradebook.
- Log on to the M-DCPS Employee Portal at <http://www.dadeschools.net/employees/employees.htm>
- Click the Applications/Site tab. In the **My Applications** box click the link: **Gradebook (Archives)**.
- Choose the desired archive year to view individual student grade and attendance records.





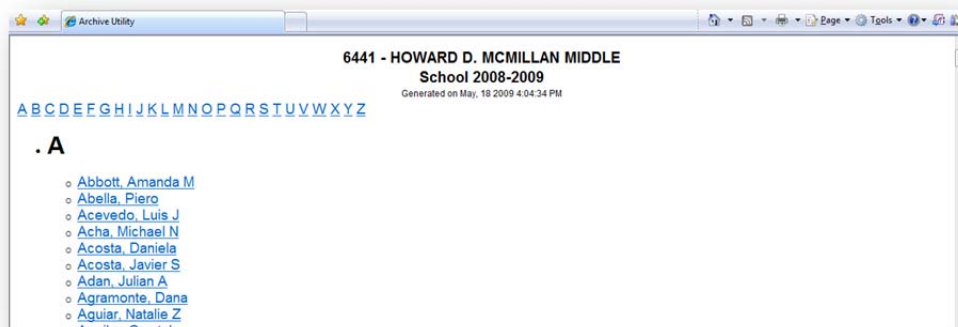
PINNACLE WEB – GRADEBOOK ARCHIVE REFERENCE GUIDE

- Click on the link for your school location under the box labeled **Locations**. You can also use this screen to switch to different archive years. Only the primary work location is available for users other than principals.



Special Note: *If your school was not open for summer school, you will not have an archive file to view, even though multiple school-years are displayed.*

- Your web browser will launch a new window and display the following information similar to the one below:



- Scroll through the list and click one time on a student's name to view his/her records or use the alphabet index at the top of the page to instantly scroll down to the first letter of the last name of the student you are searching for.



PINNACLE WEB – GRADEBOOK ARCHIVE REFERENCE GUIDE

6441 - HOWARD D. MCMILLAN MIDDLE
School 2008-2009
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- [Attendance Summary](#)
- [Period Attendance Detail](#)
- [Official School Attendance](#)
- [Discipline](#)
- [Demographics](#)
- [Grade Summary](#)
- [Grade Detail](#)
- [Notes](#)
- [Schedule](#)
- [Standards](#)

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 Archived Data for [\[Student Name\]](#)

- A list of available reports will be displayed as links. Below is a description of each report.

Report Name	Description
Attendance Summary	Displays a grid with a count of each attendance type organized by class.
Period Attendance Detail	Displays a complete list of recorded attendance and comments by date.
Official School Attendance	Displays a list of attendance recorded from the Official Daily School Attendance period and submitted to ISIS.
Discipline	Displays all recorded discipline incidents in the Gradebook only.
Demographics	Displays all demographic information imported from ISIS.
Grade Summary	Displays all calculated and recorded summary information such as 9-week grade, effort, conduct, and comments.
Grade Detail	Displays all individual assignments and grades per category (if used) as well as the calculated 9-week grade. The report is organized by class and marking period.
Notes	Displays all recorded notes organized by class and marking period.
Schedule	Displays all classes the student has been scheduled during the school year.
Standards	Not Used



Report Examples:

Attendance Summary

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School 2008-2009
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Attendance Summary for [Redacted]

Description	Course	Section	U	U2	A	A2	T	T2	TU	TU2	ENT	WD	E	S	I	O	M	NS	X	Absent Total	Tardy Total
HOMEROOM 6R1	Z61	02	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0
M/J Language Arts 1	A66	01	2	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	2
M/J Intensive Reading (MC)	R66	01	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0
M/J World Geography	D61	01	1	0	1	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	2
M/J Mathematics 1	B65	01	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0
M/J Comprehensive Science 1	C65	01	2	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
M/J Spanish for Spanish Speakers	L31	02	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Life Choices	H11	02	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Personal Development	H14	01	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Teen Challenges	H12	01	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals for all sections			11	0	15	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Unexcused Absence	Excused Absence	School Absence	Unexcused Tardy
11	15	1	0

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Period Attendance Detail for [Redacted]

Date	Code	Comment	Description	Course	Section	Period
2008-09-26	ENT		Life Choices	H11	02	06
2008-09-29	T		M/J World Geography	D61	01	03
2008-09-29	A		M/J Mathematics 1			
2008-09-29	A		M/J Comprehensive Science 1			
2008-09-29	A		Life Choices			
2008-11-14	A		M/J Comprehensive Science 1			
2008-11-14	A		Life Choices	H11	02	06
2008-11-21	T	honor roll	M/J Language Arts 1	A66	01	01
2008-11-21	A		Life Choices	H11	02	06
2008-11-25	A		M/J Comprehensive Science 1	C65	01	05
2008-11-25	A		Life Choices	H11	02	06
2009-01-21	U		HOMEROOM 6R1	Z61	02	00
2009-01-21	U		M/J Language Arts 1	A66	01	01
2009-01-21	U		M/J Intensive Reading (MC)	R66	01	02
2009-01-21	U		M/J World Geography	D61	01	03
2009-01-21	A		M/J Mathematics 1	B65	01	04
2009-01-21	U		M/J Comprehensive Science 1	C65	01	05
2009-01-21	U		Personal Development	H14	01	06
2009-01-29	T		M/J World Geography	D61	01	03
2009-01-30	A		Teen Challenges	H12	01	06
2009-02-02	A		M/J Comprehensive Science 1	C65	01	05

Period Attendance Detail

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Grade Detail for [Redacted]

Course Description	Course Number	Section Number
M/J Language Arts 1	A66	01

Assignment Description	Due Date	Category	Points	Po	Po
Kinds of Sentences: Declarative and Interrogative	2008-08-21	Classwork	4	4	A
Syllabus - Language Arts	2008-08-22	Homework	4	4	A
Kinds of sentences: Imperative and Exclamatory	2008-08-22	Classwork	4	4	A
Materials: Composition Notebooks	2008-08-25	Homework	4	4	A
Accelerated Reading Log	2008-09-02	Quizzes	4	4	A
Hispanic Heritage Project	2008-09-05	Homework	4	4	A
Hispanic Heritage - Three References	2008-09-08	Projects/Essays/Drafts	4	4	A
Masterpiece Sentences	2008-09-08	Projects/Essays/Drafts	4	1	D
Accelerated Reading Log 9@	2008-09-08	Quizzes	4	4	A
Elements of Literature pgs. 4, 5, 6, and 7	2008-09-11	Classwork	4	4	A
Hispanic Heritage 1st Draft	2008-09-15	Projects/Essays/Drafts	4	3	B
Accelerated Reading Log	2008-09-15	Quizzes	4	4	A
Elements of Literature pgs. 8, 9, 10, and 11	2008-09-16	Homework	4	4	A
Hispanic Heritage Final Draft	2008-09-22	Projects/Essays/Drafts	4	4	A
Accelerated Reading Log	2008-09-22	Quizzes	4	4	A
Accelerated Reading Log	2008-09-29	Quizzes	4	4	A
Index Cards - Hispanic Heritage	2008-10-02	Projects/Essays/Drafts	4	4	A
Masterpiece Sentences	2008-10-03	Projects/Essays/Drafts	4	4	A
Accelerated Reading Log	2008-10-06	Quizzes	4	4	A
Elements of Literature pgs. 2, 12, and 13	2008-10-06	Tests	4	3	B
Accelerated Reading Log	2008-10-13	Quizzes	4	4	A
Declarative and Interrogative Sentences	2008-10-14	Homework	4	4	A
Imperative and Exclamatory	2008-10-15	Homework	4	4	A
Accelerated Reading Log	2008-10-20	Tests	4	4	A

Category	Weight	Percent	Letter
Classwork	1	4.00	A
Homework	1	4.00	A
Projects/Essays/Drafts	4	3.33	B
Quizzes	2	4.00	A
Tests	2	3.33	B
Grade:		3.60	A

Grade Detail

Special Note: Use the back button in your browser to navigate to the previous list of reports or students.

If you need additional assistance, please submit a HEAT Self-Service incident at <http://selfservice.dadeschools.net>. Select "ASK ITS A QUESTION" from the drop-down list.