

PINNACLE WEB – GRADEBOOK ARCHIVE

Information Technology Services

Gradebook Archive Reference Guide

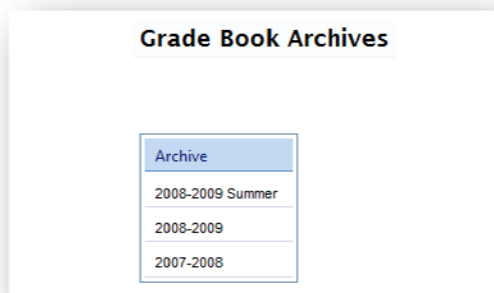
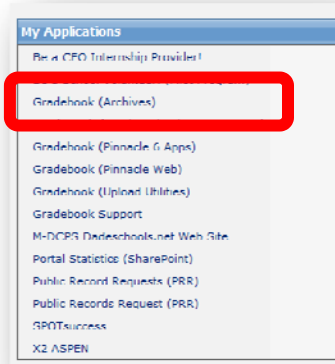


WARNING

The information contained thereon is the property of Miami-Dade County Public Schools. Certain information, when viewed or used inappropriately by persons not specifically authorized by competent authority, may constitute a violation of certain Federal, State, or Local laws and may result in disciplinary and/or civil and criminal actions.

Launching the Archive on the Portal

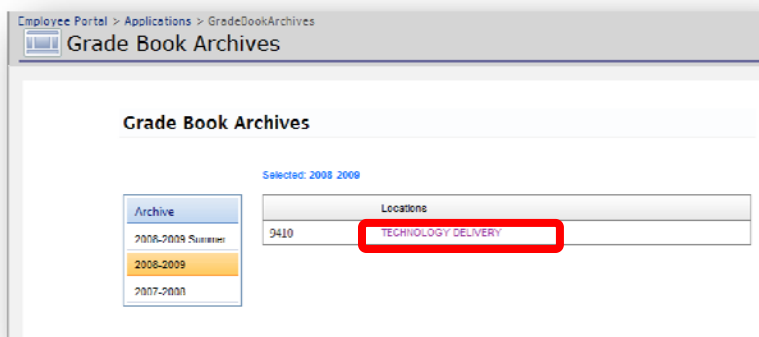
- The archive utility is designed to allow authorized school personnel with WGBP access rights in AAAA+ to read and analyze individual student grades and attendance previously recorded in a teacher's Electronic Gradebook.
- Log on to the M-DCPS Employee Portal at <http://www.dadeschools.net/employees/employees.htm>
- 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.





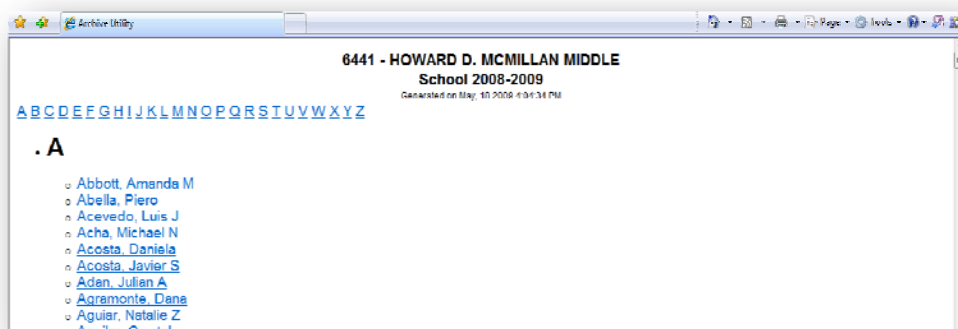
PINNACLE WEB – GRADEBOOK ARCHIVE REFERENCE GUIDE

- 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:





- 6441 - HOWARD D. MCMILLAN MIDDLE
School 2008-2009
Generated on May, 18 2009 4:35:05 PM

- [Attendance Summary](#)
 - [Period Attendance Detail](#)
 - [Official School Attendance](#)
 - [Discipline](#)
 - [Demographics](#)
 - [Grade Summary](#)
 - [Grade Detail](#)
 - [Notes](#)
 - [Schedule](#)
 - [Standards](#)

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Archived Data for [Excelsior, Tuesday, 5/18/2009](#)

- | 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 |



Attendance Summary

Date	Code	Comment	Description	Course	Section	Period
2008-09-26	CNT		Life Choices	H11	02	06
2008-09-29	T		MJ World Geography	D61	01	03
2008-09-29	A		MJ Mathematics 1			
2008-09-29	A		MJ Comprehensive Science			
2008-09-29	A		Life Choices			
2008-11-14	A		MJ Comprehensive Science			
2008-11-14	A		Life Choices	H11	02	06
2008-11-21	T	honor roll	MJ Language Arts 1	A66	01	01
2008-11-21	A		Life Choices	H11	02	06
2008-11-25	A		MJ 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		MJ Language Arts 1	A66	01	01
2009-01-21	U		MJ Intensive Reading (MC)	R66	01	02
2009-01-21	U		MJ World Geography	D61	01	03
2009-01-21	A		MJ Mathematics 1	D65	01	04
2009-01-21	U		MJ Comprehensive Science 1	C65	01	05
2009-01-21	U		Personal Development	H14	01	06
2009-01-29	T		MJ World Geography	D61	01	03
2009-01-30	A		Teen Challenges	H12	01	06
2009-02-02	A		MJ Comprehensive Science 1	C65	01	05

6441 - HOWARD D. McMILLAN N					
School 2008-2009					
(Generated on May 18 2008 4:30 PM)					
Grade Detail for Spanish I Grade:					
Course Description	Course Number	Section #	P	A	L
Mult Language Arts 1	N/A	01			
Assignment Description	Date Due	Category	P	A	L
Kinds of Sentences: Declarative and Interrogative Syllables - Languages Arts	2008-08-21 2008-08-22	Classwork Homework	- +		
Kinds of Sentences: Imperative and Exclamatory Materials: Composition Notebooks	2008-08-22 2008-08-25	Classwork Homework	+ -		
Accelerated Reading Log ng	2008-09-02	Quizzes	-		
Hispanic Heritage Project	2008-09-05	Homework	-		
Hispanic Heritage Three References	2008-09-08	Projects/Essays/Drafts	-		
Mainpiece Sentences	2008-09-08	Projects/Essays/Drafts	-		
Accelerated Reading Log B/B	2008-09-09	Quizzes	-		
Elements of Literature pgs. 4, 5, 6 and 7	2008-09-11	Classwork	-		
Hispanic Heritage 1st Draft	2008-09-15	Projects/Essays/Drafts	-		
Accelerated Reading Log	2008-09-15	Quizzes	-		
Elements of Literature pgs. 9, 10 and 11	2008-09-16	Homework	-		
Hispanic Heritage Final Draft	2008-09-22	Project/Essay/Drafts	-		
Accelerated Reading Log	2008-09-22	Quizzes	-		
Fiber Cards Hispanic Heritage	2008-10-02	Projects/Essays/Drafts	-		
Mainpiece Sentences	2008-10-03	Projects/Essays/Drafts	-		
Accelerated Reading Log	2008-10-06	Quizzes	-		
Elements of Literature pgs. 2, 12, and 13	2008-10-06	Tesis	-		
Accelerated Reading Log	2008-10-13	Quizzes	-		
Declarative and Interogative Sentences Imperative and Locumory	2008-10-14	Homework	-		
Accelerated Reading Log	2008-10-20	Tests	-		
Category	Weight	Percent	Letter		
Classwork	1	4.00	A		
Homework	1	4.00	A		
Projects/Essays/Drafts	4	3.33	B		
Quizes	2	4.00	A		
Tests	2	3.33	B		
Grade:		3.60	A		

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.