PINNACLE GRADEBOOK

Information Technology Services

Principal Viewer Role

Reference Guide

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Principal Viewer Role Reference Guide – Pinnacle

Information Technology Services
13135 SW 26th Street
Miami, Florida 33175
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Table of Contents

The Principal Viewer Role

The Principal Viewer (WGBP) role in the Pinnacle Gradebook was designed to allow support staff and school administrators the ability to monitor up-to-the minute student progress without classroom interruption. Schools are permitted to have an unlimited number of staff with the Principal Viewer role. Suggested users can include, but are not limited to, principals, assistant principals, counselors, dept. heads, team leaders, and grade level chairs.

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/Services/Sites Tab*

▼ Click on the link *Gradebook*

▼ 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 text box that allows you to impersonate a teacher (by name or employee number), an advanced search button, plus a **Sign out** link to log out of the Gradebook application.

When impersonating a teacher, you will now see a new widget indicating any grade changes made to the impersonated teacher's gradebook by an administrator, which includes a gradebook manager, or the actual teacher in the past 3 days.

Important Notes:

- The links to Manage Templates, Archive Reports and Manage Assessments are set to read only status for those with WGBP only access rights.
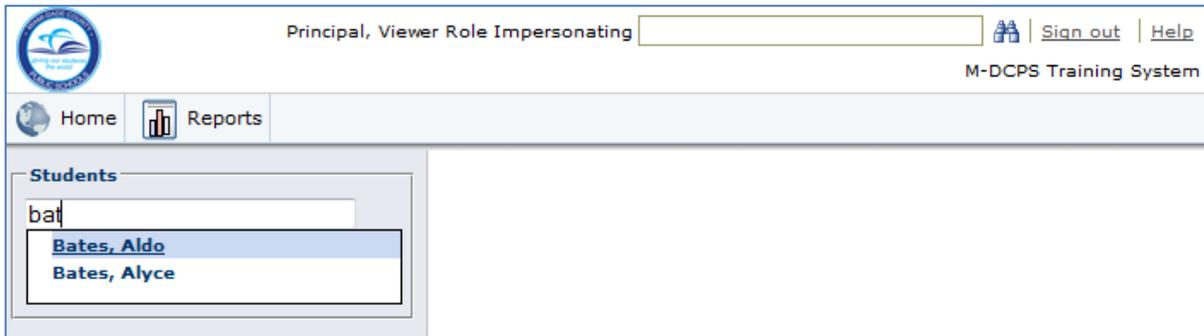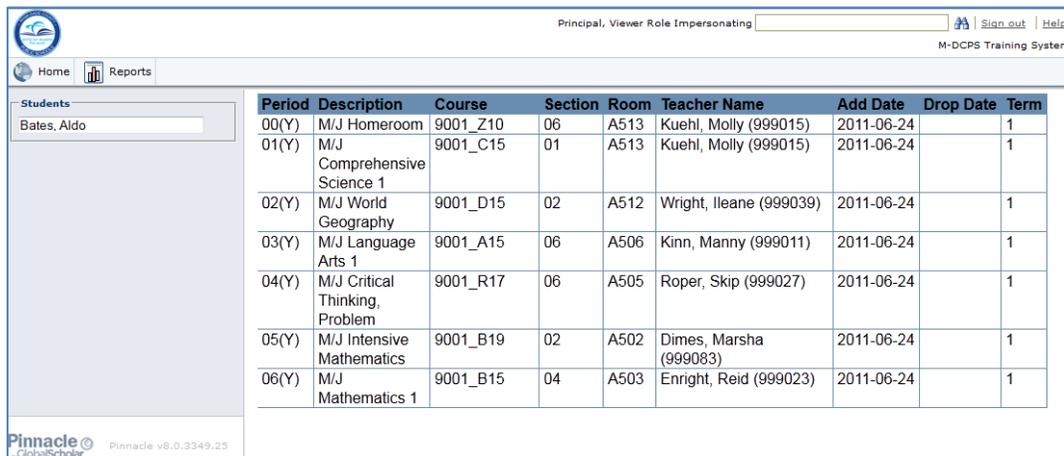
Individual Student Information

Student Schedule

	Reports
	My Reports
	New Report
	Student Schedule
	Student Explorer

▼   Select *Student Schedule* from the left navigation pane.

▼   Type either the student's last name or student id number in the text box.

Principal, Viewer Role Impersonating		🔍 | Sign out | Help
		M-DCPS Training System

Home   📊 Reports

Students

bat

Bates, Aldo
Bates, Alyce

▼   When the proper name appears, select the name and the current Gradebook schedule is displayed on the screen.

Principal, Viewer Role Impersonating   🔍 | Sign out | Help
M-DCPS Training System

Home   📊 Reports

Students

Bates, Aldo

Period	Description	Course	Section	Room	Teacher Name	Add Date	Drop Date	Term
00(Y)	M/J Homeroom	9001_Z10	06	A513	Kuehl, Molly (999015)	2011-06-24		1
01(Y)	M/J Comprehensive Science 1	9001_C15	01	A513	Kuehl, Molly (999015)	2011-06-24		1
02(Y)	M/J World Geography	9001_D15	02	A512	Wright, Ileane (999039)	2011-06-24		1
03(Y)	M/J Language Arts 1	9001_A15	06	A506	Kinn, Manny (999011)	2011-06-24		1
04(Y)	M/J Critical Thinking, Problem	9001_R17	06	A505	Roper, Skip (999027)	2011-06-24		1
05(Y)	M/J Intensive Mathematics	9001_B19	02	A502	Dimes, Marsha (999083)	2011-06-24		1
06(Y)	M/J Mathematics 1	9001_B15	04	A503	Enright, Reid (999023)	2011-06-24		1

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GlobalScholar

Student Explorer

The Student Explorer feature is designed to allow users to view a student's grades and attendance in a display that matches the Gradebook Internet Viewer. Users have the opportunity to drill down into a class to view individual assignment grades and associated comments/notes.

▼ Select *Student Explorer* from the left navigation pane.

▼ Type either the student's last name or student id number in the text box.
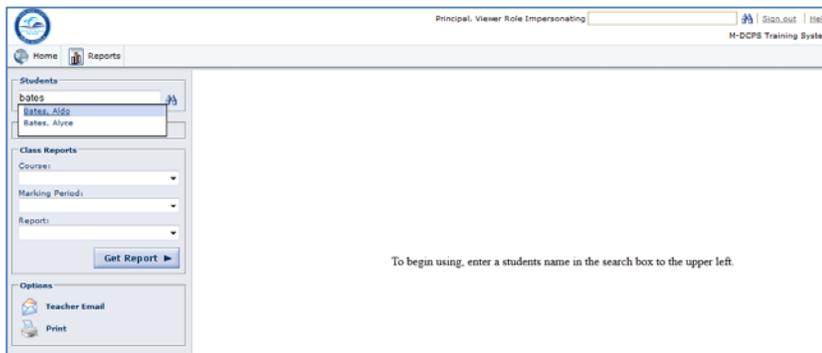
▼ When the proper name appears, select the name and the student's current Gradebook schedule with grade averages is displayed on the screen.

Class	Semester 1		Semester 2	
	1st 9 Weeks	2nd 9 Weeks	3rd 9 Weeks	4th 9 We...
00(Y) M/J Homeroom				
01(Y) M/J Comprehensive Science 1	3.89/A	3.00/B	3.15/B	3.45/B
02(Y) M/J World Geography	2.00/C	2.66/B	1.58/C	3.45/B
03(Y) M/J Language Arts 1	3.91/A	2.11/C	2.94/B	3.30/B
04(Y) M/J Critical Thinking, Problem	I	1.05/D	2.09/C	4.10/A
05(Y) M/J Intensive Mathematics	1.58/C	2.56/B	2.89/B	3.49/B
06(Y) M/J Mathematics 1	3.82/A	2.99/B	3.61/A	4.00/A

Bates, Aldo
Grade Level :06

Click a 9-week grade to get more information

To select a report for a specific class, use this area.

Student Groups

Groups are used 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 groups 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 (Example: Football team, chess club, cheerleaders)
- Academic teams (Example: lowest 25%, a teacher's class(es), Magnet students)
- Field trip lists (Example: take your child to work day)
- FCAT Math Level 1 and 2

▼ Log in to 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.
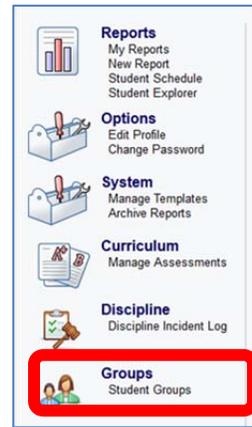
▼ Click the **Add New Group** link
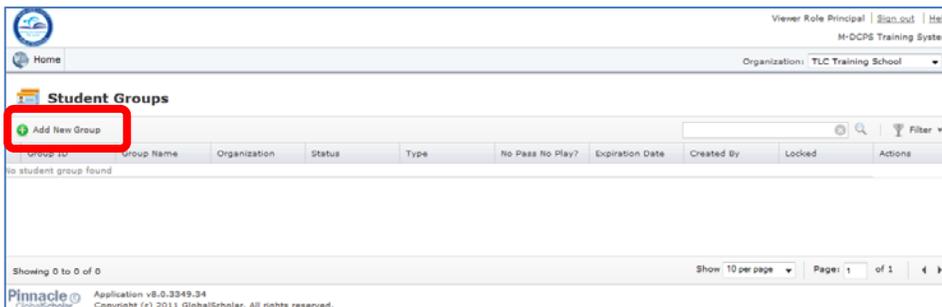
1. Enter a Group Name. Description is optional.

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*

▼   Click *Add Students*
   o Students: select from a list.

   o Students by Class: All the students from a teacher's class(es) NOT USED AT THIS TIME.

   o Students by Filters: All students for a demographic NOT USED AT THIS TIME.

Adding by "Students":
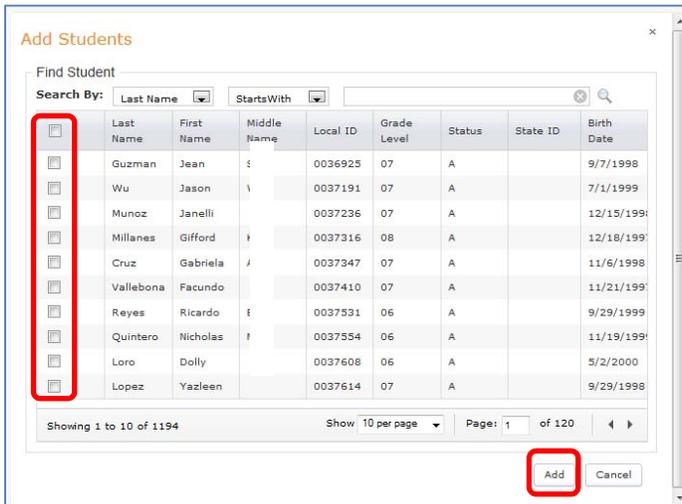
▼ Click the check-box to the left of the student's name.

▼ You can display more than 10 students per page.

▼ Column headers act as sort boxes. Click on one to sort records. Example: 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.

▼ When group roster is complete, click *Finished*.

▼ 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.
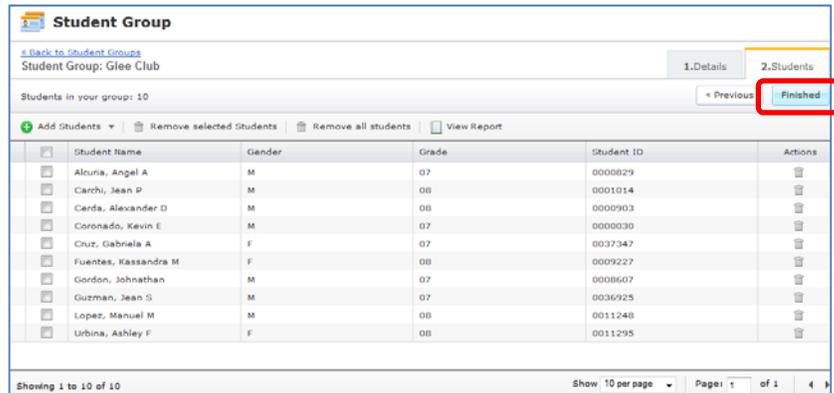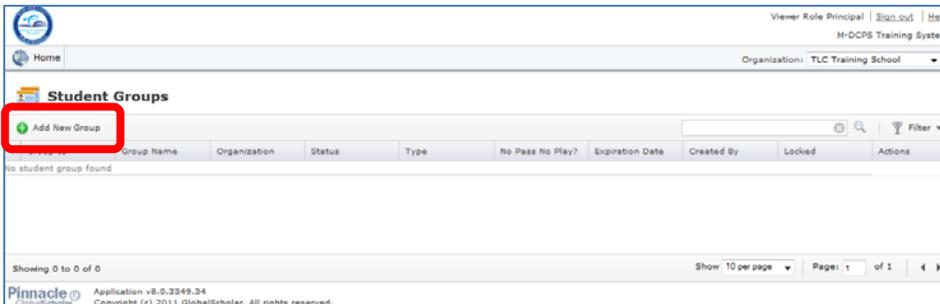
Dynamic Groups

Dynamic groups are groups 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 7th graders
- All boys A – M
- Pre K
- October birthdays

▼ Log in to the Pinnacle 8 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.

▼ Click the **Add New Group** link.

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**.

▼ Click **Add Students.**
▼ Choose *Students by Filters.*
   o All students for a demographic.

▼ Click **Add Filter**.

▼ Choose a Field Name. (Example: Gender or GradeLevel)

▼ 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 GradeLevel, use double-digits (Example: PK for Pre K, 00 for Kindergarten or 08 for 8th grade)

▼ Choose a connector (And / Or)

▼ Click **OK**. (Do <u>NOT</u> click **Add** at this time)
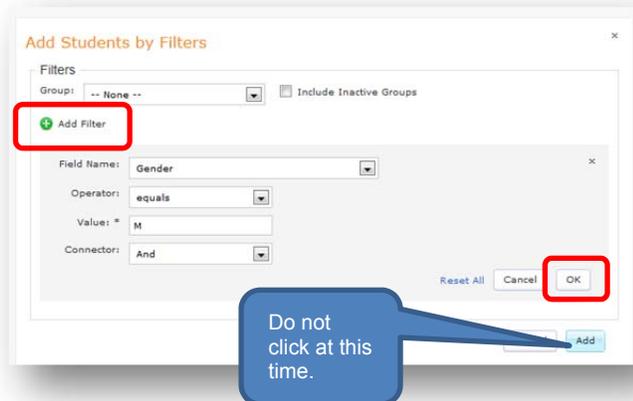
Important Notes:

- 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.

▼ If you need to add another filter, click **Add Filter**.

▼ When you are done adding filters, click **Add**.
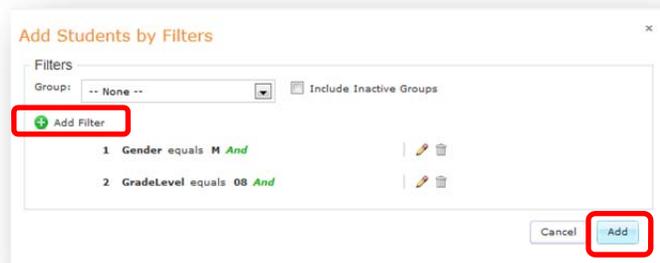
▼ The list will be populated. Click *Finished*.

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

Reports

A majority of the information you will need can be gleaned from the various reports the Pinnacle Gradebook has to offer. Some reports are run for one student and others can be run for a student or a group. Any time there is the option to select students you can use a group as well. The My Reports page keeps track of certain previously run reports.

Grade Threshold Report

This report is used to monitor grades for individuals or groups (See pages 7 & 10.)

▼ From the Gradebook home page, select **New Report**.

▼ Click the ⊞ sign to expand the **Grading** category.

▼ Click on the **Grade Threshold** report and set the parameters.

Reports
My Reports
New Report
Student Schedule
Student Explorer

Options
Edit Profile
Change Password

System
Manage Templates

Enter student names or group name.

Select letter grades to search for.

Select to preview on the screen or sent to printer.

Important Note:

- A large list of students will take more time to return a result.

Parameters for Grade Threshold

Schools:
Select the School.
◉ TLC Training School

Grading Term:
Select the Grading Term.
○ 1st 9 Weeks
○ 2nd 9 Weeks
○ 3rd 9 Weeks
◉ 4th 9 Weeks

Grade Grouping:
'Any Grades' includes results for students who receive a term grade that meets the criteria for any one course.

'All Grades' reports students' term grades in which all of their grades must meet the criteria.
◉ Any Grade
○ All Grades

Students:
Enter student(s) to evaluate grades for.
Type here to search for students or groups.

Selected students or groups.
Ms. Green's students X
(A-H)

☐ All students.

Grade Type:
Select the grade value type to use when determining if the Term Grade is to be reported.
◉ Letter
○ Numeric

Letter Grades:
Select one or more Letter Grade(s).
☑ A
☑ B
☑ C
☑ D
☐ E
☑ F
☐ G
☐ I
☐ M
☐ NG
☐ S
☐ U
☐ X
☐ Z

Numeric Operator:
Select operator used to evaluate the Numeric grade.
○ Greater than or equal to
○ Greater than
◉ Equal to
○ Less than
○ Less than or equal to

Numeric Threshold:
Enter the value to use with the Numeric Operator.
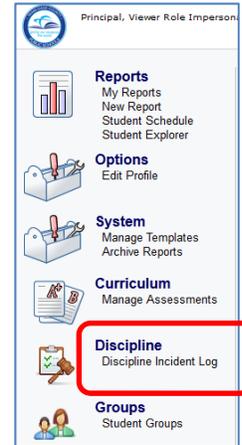
Preview   Print

Discipline

The Discipline Incident Log is used by those with the Principal Viewer Role to review incidences from teachers' Gradebooks or to create new ones to be shared. Discipline is a matter of record and cannot be deleted. Recording Discipline in the Gradebook does not replace the current referral system, it is only meant to enhance the information currently recorded in other sources.

To read or modify an existing incident:

▼ From the Gradebook homepage, click the ***Discipline Incident Log*** in the left-hand navigation pane.

1) Click the *Filter* button and adjust your settings accordingly

2) Click *Update*

3) to open the incident

Use these tabs to add more information to an existing incident. Remember that data is kept only in the Gradebook system.

Appendix A

4-Point Scale - Average Score

Associated 4-Point scale	9-Weeks Grade	Associated 9-Weeks Grade Range Scale for Averaging	Used by ISIS for Course Grade Averaging
4.0	A	3.5 – 4.0	4
3.0	B	2.5 – 3.49	3
2.0	C	1.5 – 2.49	2
1.0	D	1.0 – 1.49	1
0	F	0 – 0.99	0
Z = Not turned in, no credit, is a missing assignment	F	0	N/A
X = Student is excused from activity, does not affect the grade	N/A	not averaged	N/A
Blank Grade = Does not affect grade, is a missing assignment	N/A	not averaged	N/A

100-Point (Percent) Scale - Total Points

Associated Assignment 100-Point scale	9-Weeks Grade	Used by ISIS for Course Grade Averaging
100 - 90	A	4
89 - 80	B	3
79 - 70	C	2
69 - 60	D	1
59 - 0	F	0
Z = Not turned in, no credit, is a missing assignment	F	N/A
X = Student is excused from activity, does not affect the grade	N/A	N/A
Blank Grade = Does not affect grade, is a missing assignment	N/A	N/A