

PINNACLE GRADEBOOK Information Technology Services

Principal Viewer Role Reference Guide

PINNACLE GRADEBOOK

Principal Viewer Role Reference Guide -Pinnacle

Information Technology Services 13135 SW 26th Street Miami, Florida 33175 Revision Date 04.18.2012

Table of Contents

	THE PRINCIPAL VIEWER ROLE	3
	STARTING PINNACLE APPLICATION & LOGGING IN	3
EN	HOME PAGE - NAVIGATION	4
Sec.	INDIVIDUAL STUDENT INFORMATION	5
	STUDENT SCHEDULE	5
	Student Explorer	6
	STUDENT GROUPS	7
	STATIC GROUPS	7
	DYNAMIC GROUPS 1	10
	REPORTS	4
	Grade Threshold Report	4
	DISCIPLINE	15
	TO READ OR MODIFY AN EXISTING INCIDENT	15
	APPENDIX A	16
	4-POINT SCALE - AVERAGE SCORE	16
	100-Point (Percent) Scale - Total Points 1	16

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)

preparation and management.					
Electronic Passport - Principal Report		Emergency Preparedness / Recovery School Site Administrators ONLY.	合	ERP SYSTEMS ERP Development Systems	*
File Download Manager File Download Manager		Food Service Priority Food Service Priority	습	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		Z Instructional Planning System		Internet Service Request	슯

- ▼ 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*

Username Password		
S	ign in Forgot 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.

			Principal, Viewer Role Impersonating Rice, Herb (999108)	× 者 Sign out Help
				M-DCPS Training System
	Attendance Quick Attendance Attendance Grid Seating Chart Gradebook Quick Grades Gradebook Grid	Grading Changes in the last 3 da By Teacher By Admin 0 0	ays	
	Reports My Reports New Report Student Schedule Student Explorer			
	Options Class Options Edit Profile Manage Devices			
	System Manage Templates Archive Reports			
K B	Curriculum Manage Assessments			
i	Discipline Discipline Incident Log			
22	Groups Student Groups			

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

- ▼ Select *Student Schedule* 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 current Gradebook schedule is displayed on the screen.

					Principal	, Viewer R	ole Impersonating			out Help
A CONTRACTOR OF A CONTRACTOR O									M-DCPS Tra	ining System
lome	Reports									
Students		Period	Description	Course	Section	Room	Teacher Name	Add Date	Drop Date	Term
Bates, Aldo		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
Pinnacle @ "GlobalScholar	Pinnacle v8.0.3349.25									

Reports My Reports

Student Schedule

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.

	Principal, Viewer Role Impersonating	🐴 Sian.out Help
9	M	DCPS Training System
Home 👔 Reports		
Students		
bates Aldo		
Bates, Alyce		
Class Reports		
Course:		
•		
Marking Period:		
Report:		
-		
Get Report 🕨	To begin using, enter a students name in the search box to the upper left.	
Options		
🔗 Teacher Email		
Separate Print		
J		

▼ When the proper name appears, select the name and the student's current Gradebook schedule with grade averages is displayed on the screen.

es, Aldo	Bates, Aldo Grade Level :06				Click a grade more in
lent Reports		Subject Grade			
		Seme	ester 1	Seme	ester 2
ttendance Summary	Class	1st 9 Weeks	2nd 9 Weeks	3rd 9 Weeks	4th 9 We
rade Summary	00(Y) M/J Homeroom				
	01(Y) M/J Comprehensive Science 1	3.89/A	3.00/B	3.15/B	3.45/B
tudent Demographics	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
eports	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
M/J Comprehensive St -	06(Y) M/J Mathematics 1	3.82/A	2.99/B	3.61/A	4.00/A
Weeks ent Missing Assignment Get Report ns Teacher Email Print	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 lefthand navigation pane.

	Reports My Reports New Report Student Schedule Student Explorer
	Options Edit Profile Change Password
	System Manage Templates Archive Reports
K B	Curriculum Manage Assessments
5	Discipline Discipline Incident Log
28	Groups Student Groups

▼	Click the Add
	New Group link

							`	/iewer Role Principal	Sign out Hel
								M-DCPI	5 Training Syster
Home							Organiz	zation: TLC Training	School 🔹
💼 Student	Groups								
🚯 Add New Group								0 9	T Filter Y
Group to	Group Name	Organization	Status	Туре	No Pass No Play?	Expiration Date	Created By	Locked	Actions
No student group found	d .								
Showing 0 to 0 of 0							Show 10 per page	Page: 1	of 1 ()
Pinnacle @ Apr	lication v8.0.3349.34 syright (c) 2011 Globs	Scholar, All rights re-	served.						

PRINCIPAL VIEWER ROLE REFERENCE GUIDE - PINNACLE GRADEBOOK

w Student Groups			1.Details 2.Students
er Information to start	lew Student Group		4 Next > Finished
Group	Details		* required
1	Group Name: *		
	Description:		
		**	
(Expiration Date: Enter a date		
2	Locked? If selected, only I can modify this grou	p.	
	nrinr: E riag group for no rass no riay.		
Group	Type *		
Select	static	O Dynamic	
	3 The members in this group never	The members in this group may vary, depend	ing

- 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

Back to Stu	dent Groups	Club
iew Studer	it oroup. oree	Club
tudents in y	our group: 0	
Add Stude	ents 🔻	
Studen	ts	1
Studen	ts by Class	
Studen	ts 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 Nam	e 💌	StartsWith					0
	Last Name	First Name	Middle Name	Local ID	Grade Level	Status	State ID	Birth Date
(T)	Guzman	Jean	5	0036925	07	A		9/7/1998
	Wu	Jason	1	0037191	07	A		7/1/1999
	Munoz	Janelli		0037236	07	A		12/15/199
E	Millanes	Gifford	+	0037316	08	A		12/18/199
	Cruz	Gabriela	4	0037347	07	A		11/6/1998
	Vallebona	Facundo		0037410	07	A		11/21/199
	Reyes	Ricardo	E	0037531	06	A		9/29/1999
	Quintero	Nicholas	1	0037554	06	A		11/19/199
	Loro	Dolly		0037608	06	A		5/2/2000
	Lopez	Yazleen		0037614	07	A		9/29/1998
Showing 1	to 10 of 119	4		Show 1) per page	Page:	1 of 120	4.6

- 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 in under the Actions column or place a check mark next to a student name then click the *Remove selected Students* button.

ident	Group: Glee Club	1.Deta	ils 2.Students		
dents	in your group: 10			*1	Previous
Add S	itudents 🔻 📔 🕆 Remove sele	cted Students 👚 Remove	all students 📋 🔲 View Report		
	Student Name	Gender	Grade	Student ID	Action
	Alcuria, Angel A	м	07	0000829	1
	Carchi, Jean P	м	08	0001014	8
	Cerda, Alexander D	м	08	0000903	8
	Coronado, Kevin E	м	07	0000030	8
	Cruz, Gabriela A	F	07	0037347	1
	Fuentes, Kassandra M	F	08	0009227	8
	Gordon, Johnathan	м	07	0008607	1
	Guzman, Jean S	м	07	0036925	8
	Lopez, Manuel M	м	08	0011248	8
m	Urbina, Ashley F	E.	08	0011295	8

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.

9						v	liewer Role Principal M-DCP	Sign_out Help Training System
D Home						Organiz	ation: TLC Training	School 👻
🗾 Student Groups								
🚯 Add New Group							0	T Filter V
Group Name	Organization	Status	Туре	No Pass No Play?	Expiration Date	Created By	Locked	Actions
student group found								

▼ Click the Add

New Group link.

PRINCIPAL VIEWER ROLE REFERENCE GUIDE - PINNACLE GRADEBOOK

w Student Groups					1.Details	2.Students
er Information to start New Stud	ent Group				4	lext »
Gro	up Details				* required	
1	Group Name: *					
	Description:					
6				~~~~		
2	Expiration Date: Enter a date Status: * Active Inacti] 🗂				
-	Locked? If selected, only	r I can modify this group. Io Pass No Play.				
Gro	up Type *					
) Static The members in	n this group never	namic e members in this group may vary	, depending		
	change.	3 on wa:	the filters that were selected when s created.	the group		

- 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.

Back to Student Groups New Student Group: 8th Grade Boys	5
Students in your group: 0	
😏 Add Students 🔻	
Students by Filters	

Click Add Students.

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

Field Name: Gender

Operator: equals

ue: * M

And

Filters

Group: -- None -

- ▼ 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.

Include Inactive Groups

•

.

Do not

.

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

	none	Include Inactive Groups	
3 Add Filt	ar		
	1 Gender equals M And	1 🖉 🗊	
	2 GradeLevel equals 08 And	2 🗊	
			Cancel

PRINCIPAL VIEWER ROLE REFERENCE GUIDE - PINNACLE GRADEBOOK

- ▼ The list will be populated. Click *Finished*.
- Your group has been created and is ready for use in attendance taking or reports.

lack to Student Groups udent Group: 8th Grade Boys			1.Details 2.Students
idents in your group: 223			< Previous Finished
Add Students 👻 📗 View Report			
Student Name	Gender	Grade	Student ID
Abela, Alexander K	м	08	1101160
Alejo, Lester	м	08	0454
Almonte, Gabriel N	м	08	0131
Alvarez, Andre A	м	08	0033
Alvezdeolivera, Fernando N	м	08	0345
Arauz, Bryan G	м	08	0237
Artuso, Gian L	м	08	0753
Ay, Fethi R	м	08	0413
Ayala, Jorge A	м	08	1344
Azcuy, Anthony N	м	08	0221

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.





ITS/M-DCPS

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.



W Home				1)	Click the <i>Filter</i> button and adjust your settings accordingly	Viewer Role Principal <u>Sign out Help</u> M-DCPS Training System Organization: TLC Training School V			
Add New	ipline Incid	ent Log					C	Refresh 🖪 🔍 🔻 Filter :	
Pate Range Reported by Priority:	8/22/2011 - 4/11/201 Show All Show All	2		Incident Number		Infractions	Show All 2) Click U	pdate	
Incident (Inf	ractions)	Date Occurred	Incident Number	Offenders	Priority	School	Location	Reported By Actions	
 Using profan 	ity (1)	4/5/2012	1	Aldo Bates	4	TLC Training School	Classroom	Molly Kuehl	

fore					Viewer Role Princi M-I	ipal <u>Sign out</u> <u>Help</u> DCPS Training System
Edit Incident						
<u> </u>	1.Incident	2.Offenders	3.Infractions	4.Responses	5.Victims	6.Witnesses
Use these tabs to add more information to an existing incident. Re in the Gradebook system.	member that data is kept	only	S S	ave Progress	Cancel	iest > Finished
S/M-DCPS	08.0	4.20	14		Page	15

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	В	2.5 – 3.49	3
2.0	С	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	В	3
79 - 70	С	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