Electronic Gradebook

District Guidelines for School Gradebook Support Authorizations

Principal Viewer – Attendance Manager – Gradebook Managers – Upload Utility

Gradebook access for school administrative staff and the Gradebook Manager must be authorized and maintained by the school administrator/Principal in AAAA+ via the Principal's Portal as follows:

WGBP   This authorization provides access to the Principal Viewer. This application is for school staff members who will monitor and assist individual and/or specific groups of students' grades and attendance. Examples: Assistant Principals, Counselors, Department Heads, Activity Directors, etc. The school is not limited to the number of Principal Viewer users.

WGBA   This authorization provides access to the Attendance Manager program. This application is for school staff members that will monitor and maintain official daily school attendance. Users can also access the Grade Upload Utility, and the Administrative Reports Viewer. Examples: Attendance Clerk, Assistant Principal, select office staff, etc. It is highly recommended that schools limit users with WGBA to 2 or 3 members, not including the principal.

WGBM & WGBI

These authorizations provide the school's Gradebook Manager (GBM) with access to the Pinnacle Web Gradebook (with manager rights), Photo Upload Utility, Gradebook Upload Utility, and the Administrative Reports Viewer. **The Gradebook Manager has full access to all teachers' gradebooks to provide complete support, including changing grades, grading scale templates and merging classes**. Examples: Teacher with time available to assist teachers, Media Specialist, or AP. It is highly recommended that schools limit users with WGBM to 2 members, not including the principal.

WGBU   This authorization provides access to the Gradebook Upload Utility as a backup to the school's GBM. This application is used to upload official daily school attendance and end-of-the-marking period grades/effort/conduct and comments to ITS. Examples: School CST/MST. The school is not limited to the number of users with WGBU access.

Anyone needing access to multiple applications must be given authorization in each RACF group. (I.e. a gradebook manager needing access to Principal Viewer should be in the WGBP and WGBM groups)

Once these authorizations are set up for the school, **which takes 48 hours to completely process**, the designated administrative staff and Gradebook Manager will have access to these Gradebook support applications. Gradebook login authentication will use the M-DCPS employee number and passwords created and maintained through P-Synch. Any questions, problems, or requests for assistance should be submitted via [HEAT self-service](#).