PINNACLE 8 GRADEBOOK
Information Technology Services

Gradebook Manager

Reference Guide

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GBM Reference Guide – Pinnacle 8.0

Information Technology Services
13135 SW 26th Street
Miami, Florida 33175
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Gradebook Manager Responsibilities

A Gradebook Manager (GBM) is a user of the Pinnacle 8 Gradebook System with special rights within the Gradebook application who will serve as support for instructional staff and as a liaison between the instructional staff and ITS-Support Services. Access rights for a GBM are identified and authorized by the school's principal via RACF group WGBM.

 A GBM's responsibilities include but are not limited to:

1. Train teachers to use the basic functions in the Pinnacle 8 Gradebook application (i.e. log in, create assignments, enter grades and attendance) and implement M-DCPS reporting procedures.

2. Provide the first line of support for teachers in trouble shooting gradebook discrepancies.
   - All schools: Communicate with ITS-Support Services (through Heat Self Service) for any gradebook-related issues.

3. Offer tips and shortcuts to teachers for efficiently and effectively using the Gradebook application.

4. Print interim progress reports via Administrative Reports in the Gradebook application.

5. Export 9-weeks grades/attendance/comments and upload to ITS.

A GBM has additional abilities in the gradebook application that teachers cannot perform without GBM support:

1. Change teachers' class template grading scale as requested.

2. Merge classes as requested by teachers.

Lesson Plan for Training Pinnacle 8

Objective: Teachers will be able to navigate through their classes, configure their Gradebooks, take attendance, add information for interim reports, and use the reports.

Introduction:
1. Review Teacher's Reference Guide.
2. Present PowerPoint slideshow.

Basic Setup Checklist
1. Log in with ID and password.
2. Review Home Page.
3. Navigate through each class tab.
4. Navigate through each of nine week and/or semester tabs.
5. View the Attendance Grid.
6. Access the Class Options screen
   a. Change class title under the General tab. Hide from Tabs option should remain NO. The YES option hides the class from Gradebook Grid view.
   b. Describe Narrative tab.
7. Access the Edit Profile screen.
   a. Enter teacher's email and phone number.
8. View Demographic Information.

Taking Attendance
1. Quick Attendance. (All Present button and Comments)
2. Attendance Grid. (View attendance for all days)
3. Day Column-Official Daily School Attendance (aka. Daily Reason).

Defining Assignments
1. Create categories (Options>Categories tab) if necessary; usually secondary schools.
2. Create New assignments. (Gradebook Grid view>New>Assignment tab)
3. Verify that an Assignment grading scale is selected in the Grading Scale drop down.
4. Describe Date Assigned vs. Due Date.
5. Set Max Value to 4 or 100 (depending on grading system template).
6. Describe assignment weights.
7. Demonstrate Narrative Tab.
8. Demonstrate copying this Assignment to another class file. (Assignment>Classes tab).
9. Click Save and New to define another assignment.

Grading
1. Type in grades.
   a. 4 Point Scale: enter A-F, E-G-S-M-U, X, Z or a numerical value between 0 and 4.
   b. 100 Point (Percent) Scale: enter a numerical value between 100 and 0.
2. Demonstrate deleting a grade by selecting it and striking the delete key.
3. Demonstrate Quick Grade view to add a comment.
4. Fill all blanks before the end of the grading period.
5. Demonstrate Result grade column. (Subject grade, current grading period, and categories).
6. Demonstrate View button. (Total Points, Graph, Export Grades)

Reports
1. Printing hard copy of various reports; marking Favorite reports. (Reports icon)
2. Demonstrate Favorites, Gradebook.

Entering Interim Data
1. Gradebook Grid view (Click Assignments drop-down).
2. Enter up to 3 comments, if necessary override. (Academic Progress Interim column)

End of 9 week Procedures for Teachers

Future in-service activities with teachers: Notepads, Discipline Records, Seating Charts, grading period and Subject overrides.

Changing a Grading Template

Most M-DCPS courses are initially created with the 4-Point Grading scale. Kindergarten is created on EGSMU scale. Teachers (not Kindergarten) may change from one scale to another only when a class is completely empty.

Notes:

- The school is responsible for documenting requests and creating procedures for template changes.

- The teachers who share the teaching of a particular wheel class must all use the same grading template throughout the year.

- It is important that a change of template be performed before any grades are inputted in this or a previous marking period.

- Remind teachers that when using the 100-point grading scale, they may enter only numerical scores into Gradebook. Using letter grades for assignments will negatively affect grade averages.

1. Log into the Pinnacle 8 Gradebook with your M-DCPS credentials

2. From the Gradebook home page, click on *System → Generate Gradebooks*
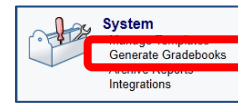
3. Identify class(es) to change template
   a. The column headings also act as sort buttons. Click on the Teacher heading to sort by teacher number.
   b. Place a check mark next to any class that will be changed
   c. Use the arrows at the bottom right of the screen to navigate to additional teachers/classes or … change the drop-list to display all classes

4. Click the *Delete* button
   a. Only classes that are **completely empty** can be deleted

GBMs that support multiple school locations must first select the correct school to work with from the **Choose School** drop-list

5. Change Items to display *Non-Generated*
    a. Leave the **Choose Term** set to All

6. Place a check mark next to all classes to be re-created

7. Change the **Template** box to the new grading system template

8. Click *Generate*

GBMs that support multiple school locations must first select the correct school to work with from the **Choose School** drop-list

Merging Classes

By default, all classes (unique sequences/sections) are created as separate classes (class tabs). A teacher may have 2 or more class lists during the same instructional time that he/she would like combined into one class file to make the entry of attendance and grades easier. Only a GBM has the ability to combine classes.

Merging of classes can be done at any time but should be done before attendance and assignments are entered.

> ### Classes with a co-teacher cannot be merged.

GBMs should advise teachers that:

1. Classes should be combined **before** grades are entered into the gradebook. Attendance is not an issue.

2. The teacher must exit the gradebook completely before this merging of class lists.

3. Schedule changes happen frequently, especially when leveling classes. At the beginning of a semester, registrars and data input specialists can and will move whole classes to a new sequence/section. If the class being moved is part of a combined class, a new class will be created and there will be no grades or attendance information in it.

4. GBMs should wait to merge until after the no-shows are removed from ISIS.

5. The school is responsible for documenting requests for merging classes.

The Registrar creates new classes by doing one of the following:

1. The registrar opens a new course in ISIS/Aspen and assigns a sequence number and creates at least one section.

   Or

2. The registrar adds a new section to an existing sequence.

In either case, the registrar then assigns the new sequence/section to a teacher in ISIS.

Classes are automatically created the next day in the gradebook for the assigned teacher. This new class is a separate class that can be merged to an existing class in the same time period.

Merging Process

1. Log into the Pinnacle 8 with your M-DCPS credentials

2. Type the teacher's name or employee number into the **Impersonating** box

3. Click the **Class Options** link
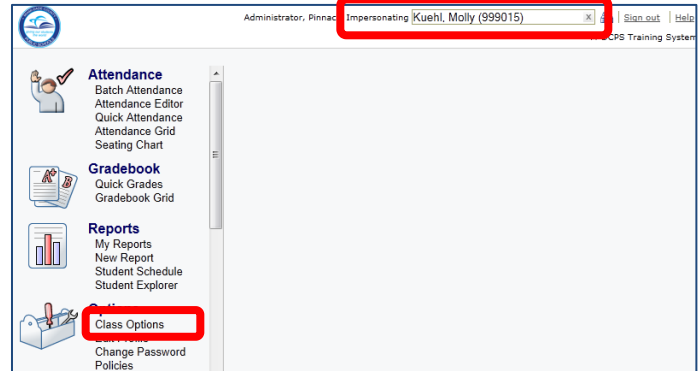
4. Using the **General** tab, verify that the teacher typed the **sequence and section** at the beginning of the class title for the classes to be merged

5. Select the base class from the class drop down list. The base class will determine the grading template and will retain any assignments and grades that have been entered
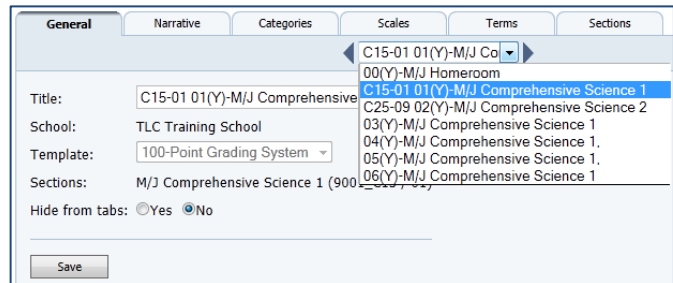
6. Click the **Sections** tab. The base class will be checked

7. Click the **check box(s)** next the class(es) you wish to append

8. Click the **Save** button
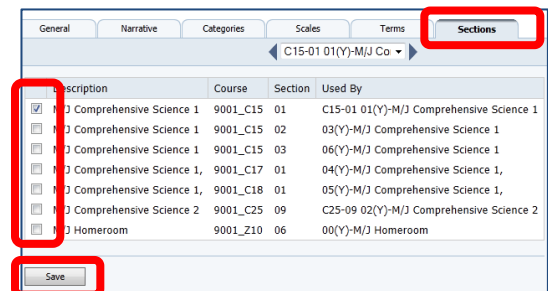
9. Click the **General** tab to verify the sections are merged

| General | Narrative | Categories | Scales | Terms | Sections |

◀ C15-01 01(Y)-M/J Co ▾ ▶

Title: C15-01 01(Y)-M/J Comprehensive Science

School: TLC Training School

Template: 100-Point Grading System ▾

Sections: M/J Comprehensive Science 1 (9001_C15 / 01)
M/J Comprehensive Science 2 (9001_C25 / 09)

Hide from tabs: ○ Yes ● No

Save

Note: The second class (and other classes merged to this base class) is now considered an "orphaned" class. These "orphaned" classes are, now, automatically removed and cannot be accessed.

Unmerging Process

1. Log into the Pinnacle 8 with your M-DCPS credentials.

2. Choose the teacher that has requested a class to be unmerged.

3. Click the **Class Options** link. The **General** tab should be visible.

4. Select the class that is to be unmerged.

5. Make note of the course titles and course sequences/sections that have been merged. The first section listed is the base class. The other sections are the merged sections.

6. Click the **Sections** tab

7. Uncheck the section(s) to be unmerged from the base class. **Do not uncheck the base class**.
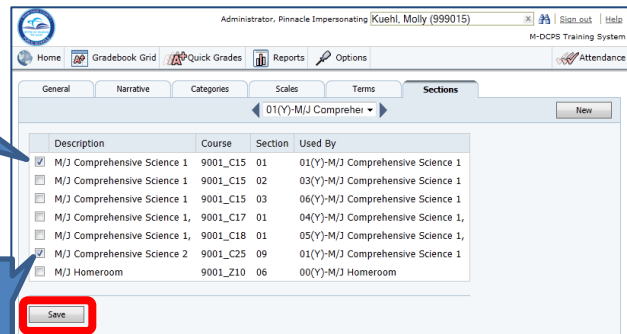
8. *Click* **Save**. *This is important.*

9. From the Gradebook home page, click on *System → Generate Gradebooks*
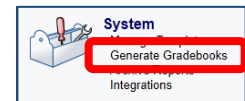
10. Change Items to display *Non-Generated*
    a. Leave the **Choose Term** set to All

11. Place a check mark next to all classes to be re-created

12. Select the correct grading system template

13. Click *Generate*

Interim Progress Reports

1. Log into the Pinnacle 8 Gradebook with your M-DCPS credentials

2. From the Gradebook homepage, click **New Report**

3. Click the **Administrative** group

4. Click the **Dade Interim Report** from the list of reports.

Attendance
Batch Attendance
Attendance Editor

Reports
My Reports
New Report
Student Schedule
Student Explorer

Options
Edit Profile
Change Password
Policies
Manage System

System
Manage Templates
Generate Gradebooks

Administrator, Pinnacle Impersonating   Sign out | Help

M-DCPS Training System

Home   Reports

New Report   Expand All Collapse All

☐ **Favorites**

You do not have any reports in your favorites list. To mark a report as one of your favorites, click on the gray star next to the picture of the report. This will add the report to your favorites list and change the color of the star from gray to gold. Removing a report from your favorites list is done by clicking on the gold star.
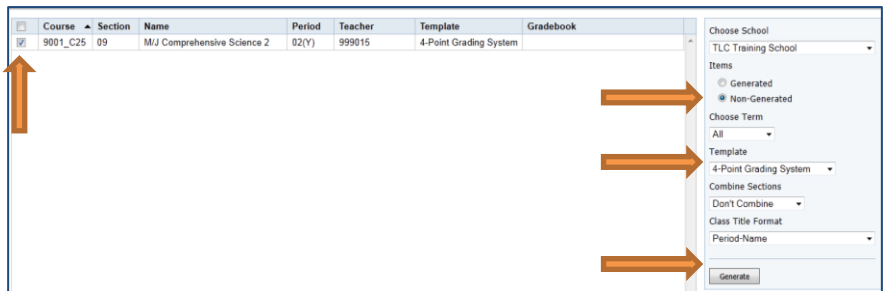
⊞ **Administrative**

⊞ **Attendance**

⊞ **Grading**

⊞ **Other**

New Report   Expand All Collapse All

Course Table Data
Displays a list of all Course Numbers along with their Descriptions

Dade Interim Report

Daily Reason Attendance List
Displays the Attendance Types and total number of occurrences in a date range for each student.

Daily Student Attendance for a Date Range
Displays all Attendance Infractions for a date range. Groups by Student and displays the course/section, teacher, period/hour, date, and code for all attendance infractions.

Daily Student Attendance Report by Period
Displays attendance infractions for each student by period of day for a specific date.

District Grade Conversion: Final Grade Verification Report
Displays the way the Gradebook and ISIS calculates the final grade allowing teachers to decide if there needs to be a final grade overwrite

5. Make your selections on the *Parameters* page:

   (1) Marking Period

   (2) Language Preference

   (3) Sort Order
   S - sort by student name
   P - sort by period of day
   G - sort by grade level

   (4) Student Selection
   Note: use only if you selected Sort Order option S or G.
   A - students A-C
   D - students D-G
   H - students H-M
   N - students N-R
   S - students S-Z

   (5) Period of Day
   Note: use only if you selected Sort Order option P.
   This should be the hour the teachers will be handing out the reports. The parameter is a 2 digit choice **with a leading zero (0)** on any single digit hour e.g. 01 for 1st period.
   Elementary schools should select hour HR to sort for Homeroom. HR must be in capitals.

Parameters for Dade Interim Report

Schools: Select the School.	⦿ TLC Training School
Students:	Type here to search for students or groups.
Select "All Students"	Selected students or groups.
	☐ All students.
Marking Period: Please Select a Marking Period Number (1,2,3,4)	⦿ 1 ◯ 2 ◯ 3 ◯ 4 ◯ Other
Language Preference: Please Select a Number for Language Preference: select a '1' for English and Spanish OR select a '2' for English, Spanish and Creole.	⦿ 1 ◯ 2 ◯ Other
Sort Order: Enter a 'S' to sort by STUDENT in alphabetical order, Enter a 'P' to sort by PERIOD of day OR enter a 'G' to sort by GRADE LEVEL	⦿ S ◯ P ◯ G
Period of Day: Only applies if you selected 'P' to sort by Period of day: Enter the Period of day you would like to sort by	
StartTeacherName: Only applies if you selected 'P' to sort by Period of day: Please enter the beginning letter in the alphabet for the starting teacher. Ex. A	
EndTeacherName: Only applies if you selected 'P' to sort by Period of day: Please enter the beginning letter in the alphabet for the ending teacher. Ex. L	
Set Print Date: Please enter a Print Date	8/8/2011
Duplex: Enter a 'Y' to use Duplex Printing:	⦿ Y ◯ N ◯ Other

Run Report

   (6) Start Teacher Name
   Note: use only if you selected Sort Order option P.
   This report can be very time-consuming for the servers, so to alleviate this, the report must be broken down into smaller batches.
   Select the start letter of the last name for the teacher range you wish to produce. (e.g. A for Anderson).

   (7) Ending Teacher's Name
   Note: use only if you have selected Sort Order option P.
   Select the start letter of the last name for the teacher range you wish to produce. (e.g. H for Harrison)

(8) Set Print Date
Choose the date to be printed on the report.

(9) Duplex Printing (this will add a blank page to the cover sheet)
Middle and senior high schools that have duplex printers will want to use this option. Normally, the cover sheet (sign-off sheet) is a single page with a few small exceptions. If a school chooses this option, a blank page is added to the cover sheet so a duplexing printer can print front to back. ***This option is not necessary for elementary schools.***

Note: Duplexing is a slower printing process. This option is recommended for use with networked photocopy machines.

(10) Click Run Report
The report will now be sent to the server to be created. This may take several moments.
A report that looks similar to the one below should appear on the screen. The amount of time for the report to appear varies depending on the size of the classes and the number of teachers for whom you chose to print.

6. To save these reports for administrative reference, click on the disk icon and save to a location you choose.

End of Nine Weeks Procedures

Teachers:

1. Enter in Required Assessments (Effort/ Conduct /Comments)

2. Verify attendance data by examining the Attendance Grid in a class.
   - Elementary - homeroom class only
   - Secondary – all classes

3. Enter Overwrite codes as necessary: **I, NG, NC**
   - Use **NG** for any student who had grades in the gradebook but for whom you want to submit a blank grade. You may need a comment code to accompany.
   - NC is to be used only for the ***Subject Grade*** and only in making periods 2 or 4 (secondary schools only)

4. Run the Grade Verification Report
   - ***Reports Menu → Other → Grade Verification Report***
   - Compare grades, attendance totals and Required Assessments to the class tab
   - Submit to required school personnel (**school-based decision**)

Gradebook Managers:

Special Note: Start this process at least 2 days before end of the marking period.

1. Run the Missing Data Verification Report
   - ***Reports Menu → Administrative → Missing Data Verification Report***
   - Shows missing grades / effort / conduct, etc.
   - Share information with teachers and have them enter missing data.
   - Run again to verify teacher updates.

2. Export Grades
   - Grades exports are done via the Gradebook.
   - Once the export is complete, no more grade changes will be reflected in ISIS.

Importing Pictures

All student photos must be saved as the student id number and then zipped into a file. Please be aware of the zip file name and its location

1. From the Application and Sites tab in the Employee portal, click the **Gradebook(Photo Upload)** link. Log in with you M-DCPS credentials.

2.   Select your School, and then click the **Jobs** button.

3. Expand the **Students** dropdown

4. Select **Upload Student Pictures**

5. Click **Select** to browse to the zip file.

6. Click **Upload** when ready.
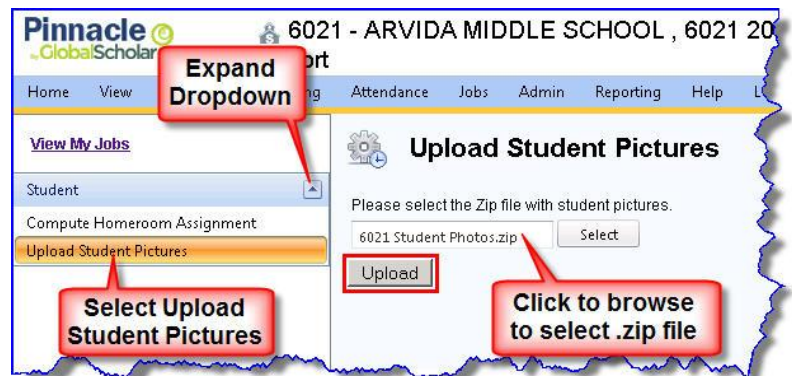
> **Note:** When complete you may get an error message that the upload failed. Open the Job Details to determine the errors. Most errors are due to students that you have pictures for but have withdrawn from your school.

Substitute Procedures

Scenario:
A teacher is out of the building and a substitute is required to cover the class(es) or a teacher does not have access to technology. Either way, the teacher does not have access to the Electronic Gradebook.

Procedure:
1. The Gradebook Manager (GBM) logs into the Gradebook(Pinnacle 8) link from the Employee Portal
   • This report can also be run by the Attendance Manager

2. Select **New Report** from the Home menu.

3. Select **Administrative** and then **Substitute Teacher Attendance Roster**.

4. On the Parameters page you must enter the absent teachers' employee numbers

5. Click the **Run Report** icon at the bottom of the window.

6. You will see the report running. Click your report once it is marked **Ready**.
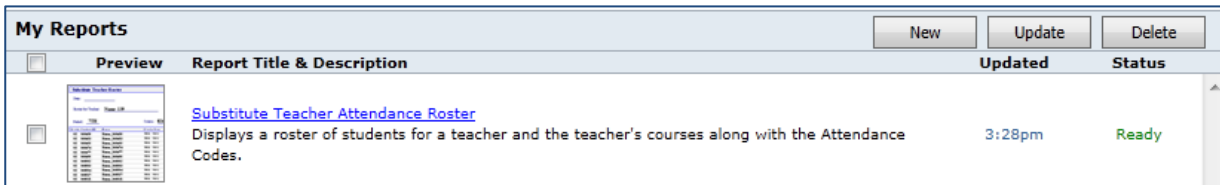
7. Give the report(s) to the proper substitute teacher. The teacher should be instructed in how to complete the school/class attendance using the roster given to them. They should use this form during the period designated for official daily school attendance. They should return it to the attendance office at the appropriate time and leave the other class attendance sheets for the teacher.

Preparations for Network Down

To prepare a school in the event that the school's network is down and access to Pinnacle Web Gradebook is not available, the following steps are to be performed:

1. Create substitute roster reports for the entire school. (See the steps for printing substitute rosters.)

2. When the report is on the screen ***do not print***; save a copy of the PDF report.

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

Appendix B

Copying Grades for Transferred Students

Students' grades do not transfer automatically. To overcome this obstacle the following set of instructions will assist.

▼ Log on to the gradebook and click **on the class tab** that the student has left. Inactive student(s) will now appear at the bottom of your class list in lighter gray. They will have "(inactive)" next to their name.

▼ Print out a report for that student. The Grade Sheet Report is recommended. It is found in the **Reports** button. [Reports]

▼ Click **new**

▼ Under **Grading**, Click **Grade Sheet**.

▼ On the Parameters for Grade Sheet Report, select the class the student left.

▼ Under **Students:** select the option **Select,** and click to place a **check** on the inactive student(s). You can print out a report for 1 or more students.

▼ Under **Terms:** Select the appropriate grading period.

▼ Under **Assignments**: Select **All Assignments.**

▼ Under **Show Letter Grade:** click to place a check on **Show Letter Grade.**

▼ Click the **Print** button. You will get a printout for just that/those student(s). Send this report to the new teacher of that student.

The receiving teacher must decide how to use the information. A suggestion is for the receiving teacher to create an assignment called "Transfer Grade." The teacher could set the score weight appropriately. Put the average into that column. The rest of the students will be marked with an "X."

Appendix C

Overriding a Subject (a.k.a. Final) Grade

The District's Electronic Gradebook is not configured to calculate a yearly grade, because ISIS calculates it automatically. For this reason, a blank Subject grade is normally exported from the Gradebook in the 2nd marking period (secondary schools) and 4th marking period (all grade levels). However, a teacher may override the blank Subject grade in the Gradebook if he or she wishes to supplant the final grade that ISIS calculates. By entering a Subject grade in the Gradebook, the teacher specifies a student's final grade for a semester class or an annual class.

▼ Log in to the District's Electronic Gradebook and select a class tab.

▼ Click on the drop arrow just above the results column and then choose Subject Grade.

The Subject Grade Column will be blank.
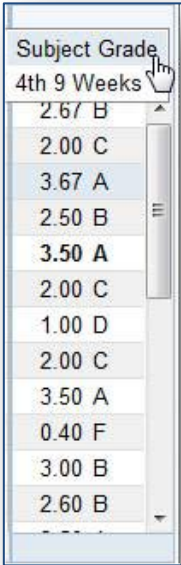
▼ Click once on the cell of the Subject (a.k.a. final/yearly/semester) grade of the student you wish to override.

▼ Select the Override Grade radio button, type the letter grade value you want.

▼ **OR** select optional codes NC for No Credit (used at the Subject Level during 2nd or 4th 9-week marking periods). Check with the registrar before using the 'I' for Incomplete.

▼ Click Save.

Elementary schools DO NOT use the NC code.
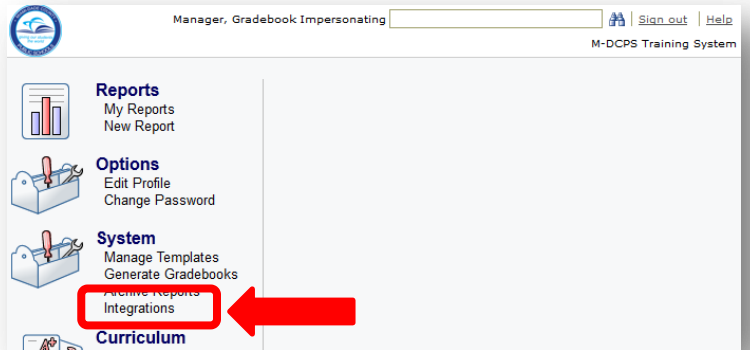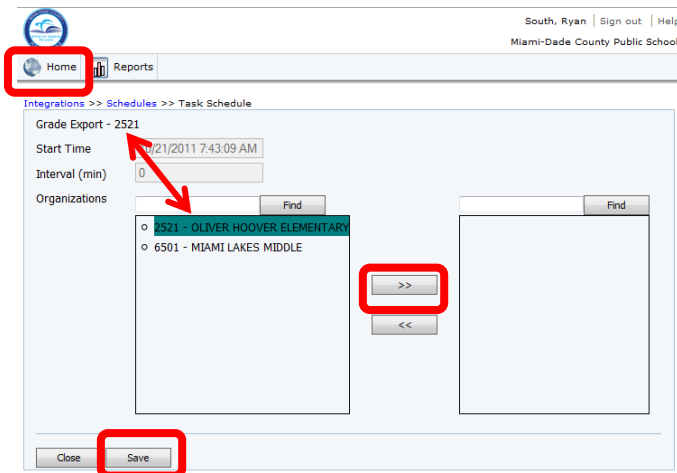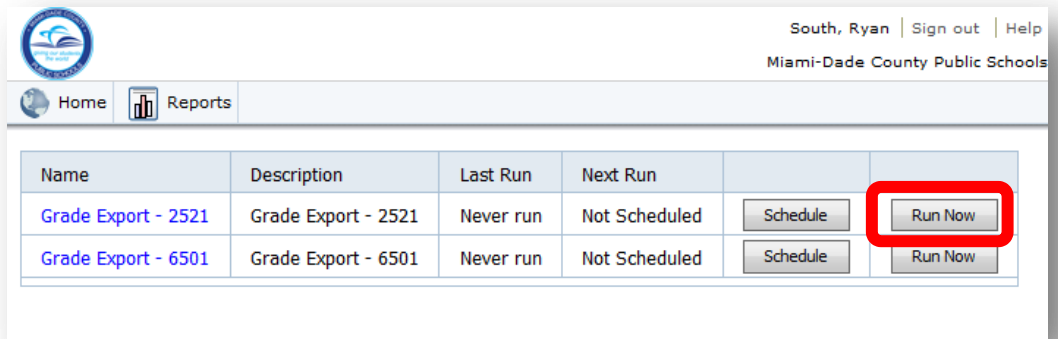
Appendix D

Grade Exports (WGBM or WGBU)

1. Log in to Gradebook (Pinnacle 8)
2. Click **Integrations** link under **System**

A Gradebook Manager with multiple schools
will see all schools listed. However, you will only export 1 school at a time.

3. Click the Run Now button for the school to be exported.

4. Select the school that you are exporting and click the >> button.

Note: Do not select all schools. Export each school separately.

5. Click **Save**.
6. Click **Home**.
7. Repeat steps 2 - 6 if you support multiple schools.