PINNACLE 8 GRADEBOOK

Information Technology Services

Teacher

Reference Guide

PINNACLE 8 GRADEBOOK

Teacher Reference Guide – Pinnacle 8.0

Table of Contents

Starting Pinnacle 8 Gradebook & Logging In

To launch the Pinnacle 8 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)
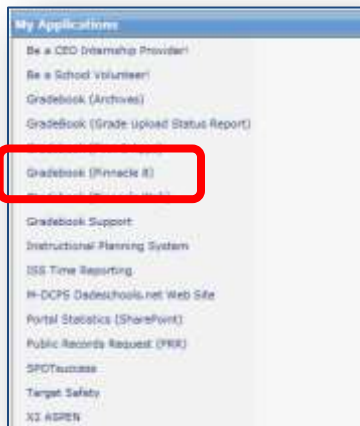
▼ You need to access the **Employee Portal**

▼ Click on the **Applications/Site Tab**

▼ Click on a link **Gradebook (Pinnacle 8)**

▼ Type your Username: **Employee number**

▼ Type your Password: **Network Password**

The Pinnacle 8 Gradebook will automatically display all of the classes a teacher is assigned in ISIS (general-ed or co-teacher), Therefore; there is no drop-list of schools.

Gradebook Home Page

When you log in, this screen displays a list of students who have been added to, or dropped from, any of your class rosters within the last ten days. Any student having a birthday in the next ten days will be on the list of Upcoming Birthdays.
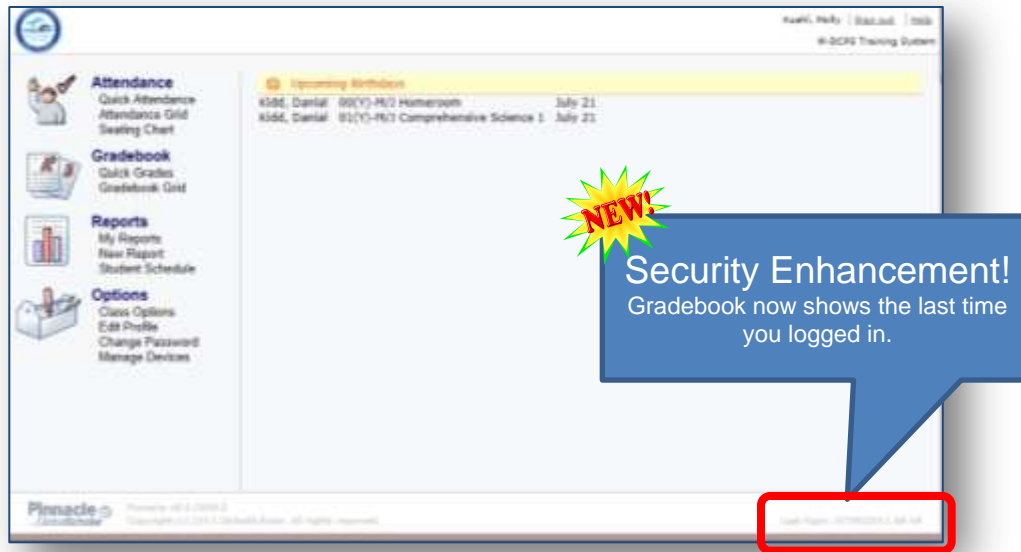
In the upper right corner of this page, as well as most other pages, is a notification of which user is currently logged in for this session plus a **Sign out** link to log out of the gradebook application.

The **Attendance** section
Quick Attendance: will take you to the attendance portion of your gradebook for entering or modifying student attendance data. *Attendance Grid:* displays a view of all attendance recorded. *Seating Chart:* Another way attendance can be recorded.

The **Gradebook** section
Quick Grades: enter grades or edit scores or letter grades one assignment at a time; comments about the score may be added. *Gradebook Grid:* will allow you to add and modify class assignments and student grades.

The **Reports** section
My Reports: This is where Reports are stored once they are run. *New Report*: will provide a list of available reports for your classes and allow you to print or preview these reports.
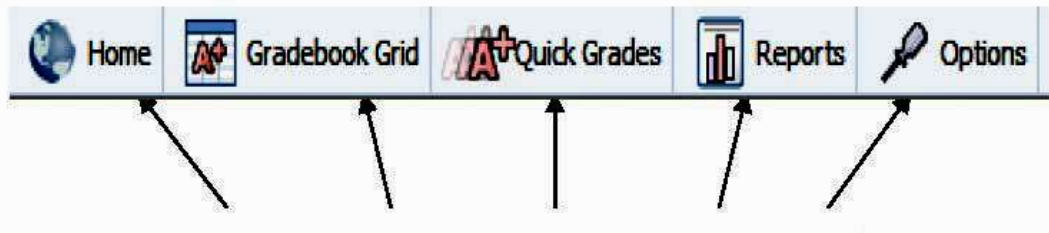

The **Options** section
Class Options: change General Class Information, Narrative, and create grading categories.
Edit Profile: will allow you to view your profile and add e-mail. *Manage Devices*: this section is a future enhancement.

Once you are in an area within the Pinnacle System (Attendance, Gradebook, Reports, Options) you may navigate to different parts of the gradebook by simply clicking on an icon on the navigation bar.

For example:

🌐 Home	A⁺ Gradebook Grid	A⁺ Quick Grades	📊 Reports	✒ Options

Instead of having to click on 🌐 Home to navigate to different parts of your Gradebook, you can simply choose where you want to go by clicking on one of these buttons.

Set Up Options

Some of the options set for the gradebook application are set at the school or school district level and cannot be changed by a teacher in the gradebook, such as Terms and Scale Tabs. However, some options may be set by individual teachers which will apply solely to their own classes.
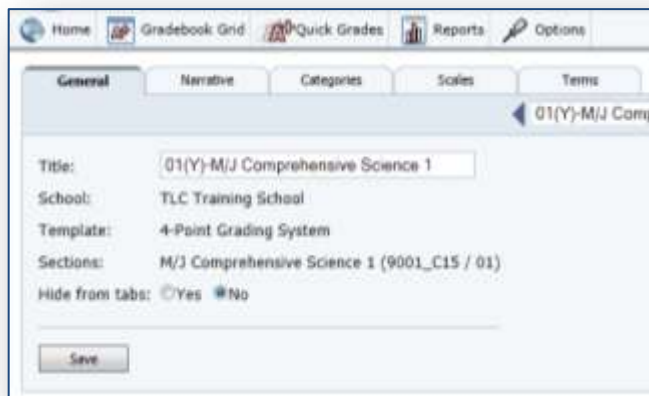
Options
Class Options
Edit Profile
Change Password

▼ From the Home Page, Click on **Class Options**.

Five tabs are available at the top of the screen, **General**, **Narrative, Categories, Scales**, and **Terms**. The default tab is **General**.

General Tab – Change Class Title

If you have made any changes, be sure to click the **Save** button.

🌐 Home	A⁺ Gradebook Grid	A⁺ Quick Grades	📊 Reports	✒ Options	

General	Narrative	Categories	Scales	Terms

◀ 01(Y)-M/J Comp

Title: 01(Y)-M/J Comprehensive Science 1

School: TLC Training School

Template: 4-Point Grading System

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

Hide from tabs: ○Yes ●No

Save

➢ You may modify title of the class. This class title will appear on school reports and in the PIV.

➢ Template: EGSMU scale for Kindergarten classes; all other subjects are created on the 4-Point Grading System template. Teachers (grades 1 and up) can choose to change templates during the first week of school. See your GBM.

➢ For classes which are no longer active, you may select **Yes** after **Hide from Tabs** and those classes will no longer appear as class tabs at the top of the screen.

Narrative Tab

Use this area to describe this class to students and parents. (Optional) This information will be displayed in the Parent Internet Viewer (PIV)


Categories Tab – Change, Create or Copy

This is where you may identify and color-code groups for your assignments as well as weight the value of each category in the calculation of the marking period grade. First, answer **Yes** or **No** as to whether you want to categorize your assignments or not.

If yes, answer **Yes** or **No** to whether you want to weight your categories or not. Enter a description of each category and select a color (optional) from the color palette which will then identify each assignment linked to that category. It is recommended that you choose lighter colors to easily view the text over it. If categories are not weighted, the grouping will not affect the calculation of the marking period grade, but grades for each category may be displayed in the Results Column of the gradebook. If categories are defined and weighted, every assignment must be linked to one of the categories to be included in the calculation of the marking period grade.
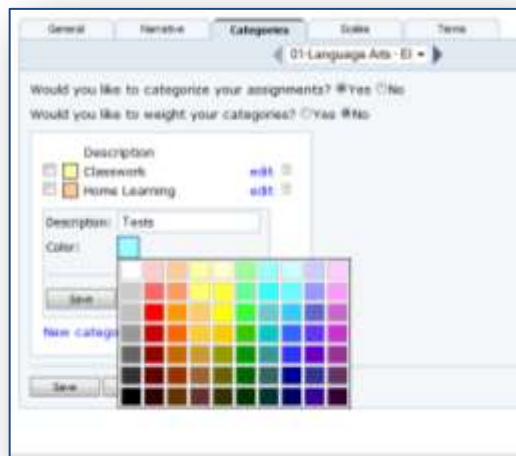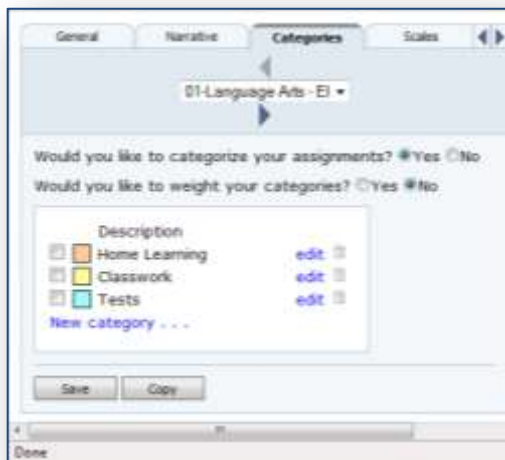
If you answered '**Yes'** to weighting your categories, enter the relative weight for each category in the column under **Weight**. The total weights will be displayed at the bottom of the column. If these weights total 100, you may regard the weights as representing a percentage of the marking period grade. However, keep in mind that until there are assignments linked to these categories, they do not calculate.
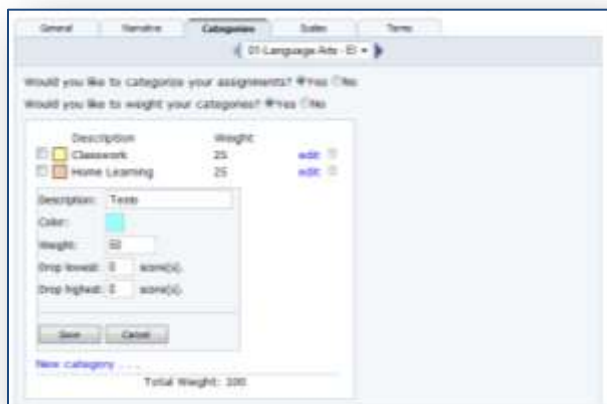
If you use weighted categories, the marking period grade will be an average of the weighted category grades.

You will need to define **c**ategories in each class individually, so use the drop-down list of classes or the left and right arrows to go to your other classes. Be sure to **Save** your category definitions. This will define the same categories for all marking periods of the school year in the current class. If you do not click **Save**, your category definitions will be lost.

You can also copy categories between classes. Place a check mark next to each category, then click the **Copy** button.

If you want to delete a category, click **Delete** to the right of the category name. You will be able to un-delete it by clicking **Restore** before you **Save** your settings.

If you later decide not to group your assignments into categories or not to weight your categories, you may select **No** to the question, "Would you like to weight your categories?" and/or "Would you like to categorize your assignments?" to hide the category weights and/or definitions and the grades will be recalculated automatically. Changing your answer to **Yes** will restore those options so they will not have to be re-entered.

Caution: *Do not* delete any categories during the school year once they have been used. Doing so will recalculate previous 9-week grades.

Edit Profile

This applies to information about the teacher who has logged into the gradebook, some of which is set in the school student information system and some of which the teacher may enter or modify.
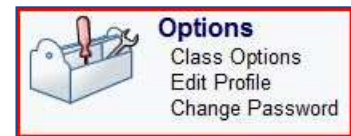
The fields with a padlock icon cannot be modified through gradebook. If you change any information in the unlocked fields, click the **Save** button to save these changes into the database.

A teacher must enter in their email address for the "Email Reports" feature to work.

Taking Attendance

Quick Attendance

The Quick Attendance page is where you may enter daily attendance for students. You may access **Quick Attendance** from the Home Page, the Attendance Grid, the Gradebook Grid, or Quick Grades screens.
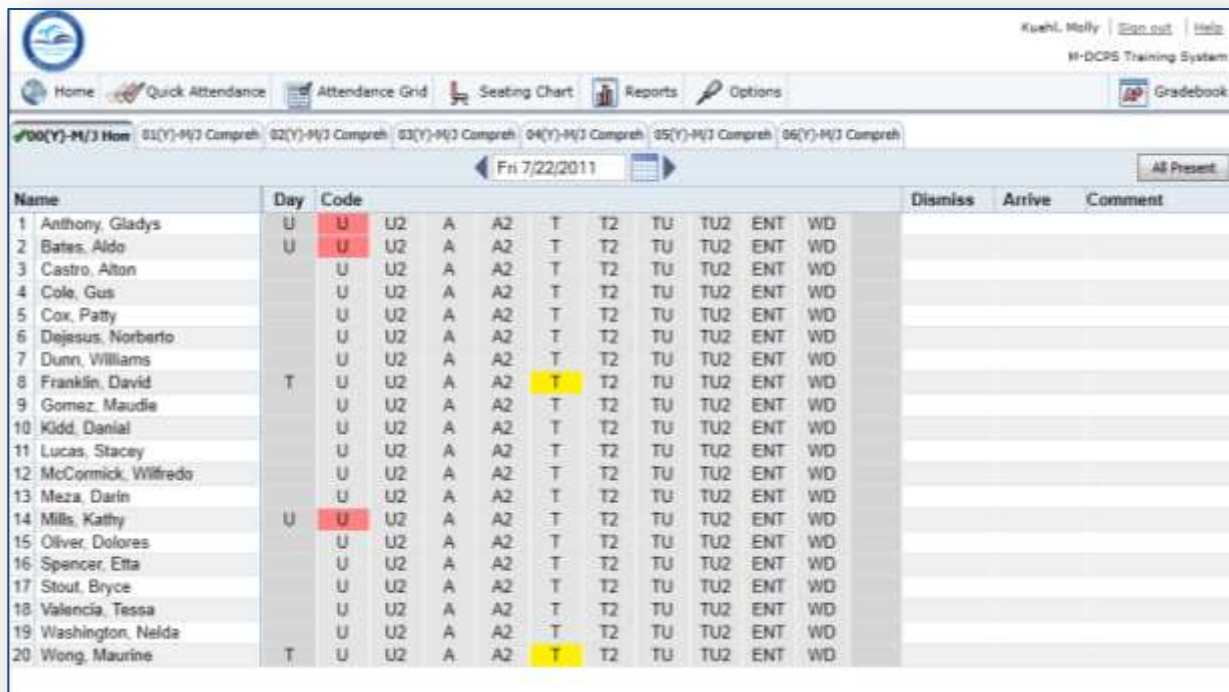

Select the class by using the class tabs at the top of the screen.

Select the appropriate attendance code to the right of the student's name by clicking on it one time. If you make a mistake, click the code again to clear it.

After entering an attendance code, you may enter a comment (up to 45 characters) about a student's attendance which will appear in the Attendance Manager application. If the Attendance Manager also makes a comment for this same student's attendance for this date, it will override your comment.

Once attendance has been entered for a class for a date, a check mark will be displayed on the class tab whenever that date is selected.
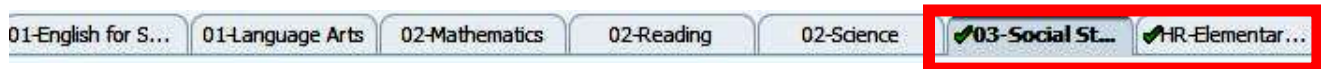
If this class is used to take school attendance, clicking the **All Present** button [All Present] lets the Attendance Manager know attendance has been taken if you have 100% attendance.

If there is a padlock icon displayed on the class tab, this means that the date has been locked for this class, and no attendance codes may be entered from the gradebook.

The attendance codes will also be grayed out so no attendance can be entered accidentally.

When the Attendance Manager at your school changes an attendance code or adds a comment through the Gradebook, the code and comment will be displayed to the right of the teacher-entered attendance codes. These codes and comments cannot be changed in the gradebook by the teacher.

Attendance Grid

The Attendance Grid screen displays all of the student attendance codes entered during the marking period for a class.

The attendance codes are color-coded and preset to the M-DCPS approved attendance codes. Attendance codes are in the Portal, **Electronic Gradebook Support** link, under Gradebook Resources; click on **Teachers.**

By default, the current date is the highlighted column within the current week, and the number of other date columns will depend on the display of your computer screen. Use the left and right arrows next to the date field to scroll the display one week at a time to the left or right. Jump to another date range using the calendar icon to select the date. You may enter the date into the field or enter a "Smart Date" description, such as yesterday, next Monday, last week Thursday, and tomorrow, etc. You may also use Spanish.

If you select a class from the class tabs at the top of the screen, the date range will remain the same.

Total attendance by marking period, grouped by tardy codes and absence codes, is displayed in the column on the right. To change the marking period, click the drop-down list at the top of the column and select the marking period.

Attendance codes with a red triangle in the upper right corner of the cell have a comment associated with them. Hovering the mouse cursor over the cell will display a pop-up balloon with the comment.
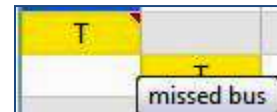
If attendance has been entered for any date for a class, a checkmark will be displayed by the date at the top of the column.

If there is a padlock icon at the top of a column, attendance has been locked for that date, and no attendance codes may be entered.
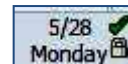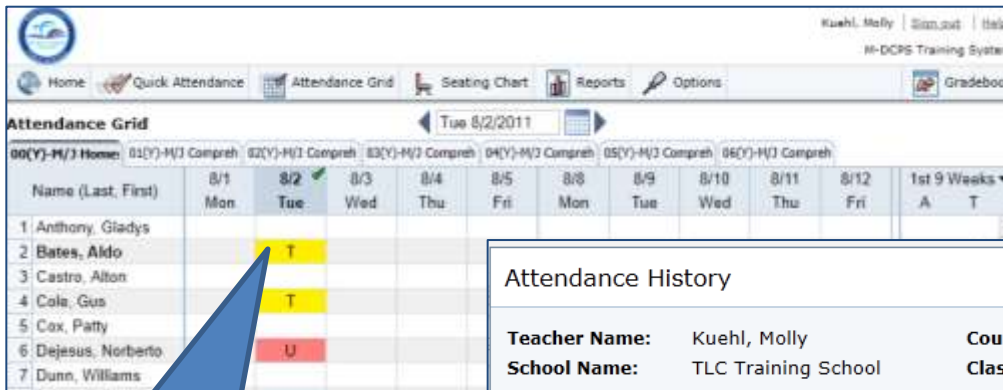
To edit or enter any attendance codes, click the date at the top of a column to go to **Quick Attendance** for that date.

NEW! **Attendance History**

Teachers can now see edits made to a student's attendance record. From the **Attendance Grid**, you can **right-click a cell under a date** in a student row to open a new window that displays on top of the current attendance page.

Right-click on attendance cell

Defining Assignments or Industry Certification Exams

Gradebook
Quick Grades
Gradebook Grid

Adding/Deleting Assignments

From the Home Page or from a navigation bar, click on link Gradebook or Gradebook Grid.

At the top of each assignment column is the description, due date, and maximum value of the assignment. For long assignment descriptions, hover your mouse cursor over the description to display the entire description in a pop-up window. If the assignment is linked to a category which has been color-coded, that color will be reflected in the column header as well as the result column header if that category is displayed. The currently-selected assignment will always show as light blue when your mouse cursor is over it.

7 questions	Check Up 1	Chapter
using class		Test
3/16 14	7 questions using class taste test	

To create a New Assignment or Industry Certification Exam:

1. Click on **New…**
1a. Choose the New Assignment tab (click *Continue* then skip to Step 2) or District Assessment tab. High Schools and Adult Centers will use the District Assessment tab for Industry Certification Exams only.

To begin, select a way to create an assignment.

New Assignme… | District Assessm…

Click continue to begin creating an assignment from scratch.

For the High Schools and Adult Centers, only. Middle and Elementary schools will NOT see this screen.

Continue

1b. District Assessments – Choose an Industry Certification Exam and then click *Continue.* Skip to *Special Information for Industry Certification*.

2. Fill in the name of the assignment (be as descriptive as possible).

3. Verify the Assignment scale is selected in the Grading Scale drop-down.

4. Choose the date assigned and the assignment due date. The date assigned and the due date can be typed in or you can click on the icon to select a date from a monthly calendar. You may also use a "smart date" such as yesterday, next Friday, etc.

Assignment	Narrative Import Scores Classes

Class	01(Y)-M/J Comprehensive Science 1
Description	Type description here
Grading Scale	4-Point Assignment
Date Assigned	Wed 7/27/2011
Date Due	Thu 7/28/2011
Max Value	4
Weight	1
Extra Credit	☐

All assignments MUST have a date assigned and a date due. The date assigned will default to today's date and the date due will default to the next valid school day.

Assignments are arranged by Date Due.

5. If available, fill in the maximum value for the assignment (4 or 100 only depending on the template).

6. The weight of the assignment should remain as 1 for the score to count once in the calculation of the Marking Period grade. Entering a number greater than 1 will multiply the points earned and the points possible for the assignment. Entering a 0 will make the assignment "not count" in the Marking Period grade.

7. Select the appropriate category for this assignment from the drop-down list next to Category if you have defined them for this class.

Category	Test
Date Assigned	None Homework
Date Due	Classwork **Test**

Special Information for Industry Certifications: (High Schools and Adult Ed Centers Only)

1. Choose the date assigned and the assignment due date. The date assigned and the due date can be typed in mm/dd/yyyy format, or you can click on the icon to select a date from a monthly calendar. You may also use a "smart date" such as yesterday, next Friday, etc. The rest of the information is pre-entered and cannot be changed.
2. Click *Save*.
3. Click *Close*.

4. To enter a score into the gradebook, from the Gradebook Grid select the *District Assessments* from the drop list.

This item is for the High Schools and Adult Centers only. Middle and Elementary schools will NOT use this menu item.
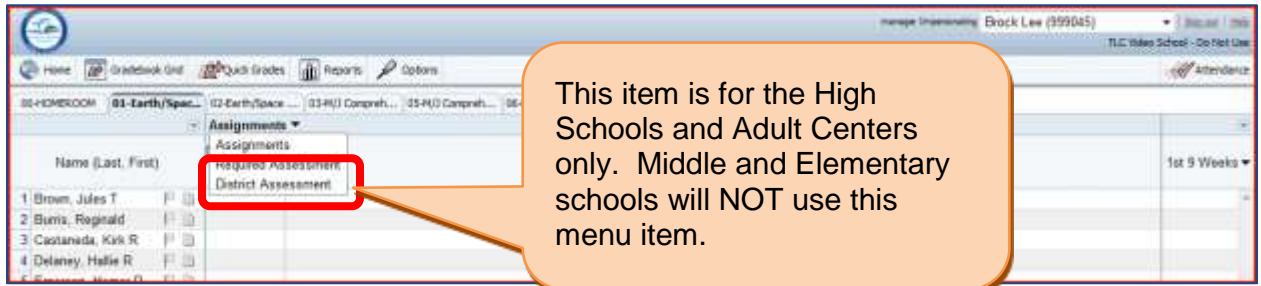
Once an Industry Certification Exam has been defined and saved, you may enter a student's score into the assignment column as a letter grade of P (for Pass) or F (for Fail). A letter grade is entered (upper or lower case) and displayed in the cell when you press **Enter** or **Return**. The background of the grade cell will briefly turn yellow which will gradually fade away. This indicates that the score has been saved in the database.

5. If a student failed an exam and retakes it during the same marking period, the grade should be changed from fail (F) to pass (P).

6. To switch back to the Assignments screen, click the *Gradebook Grid* button at the top of the gradebook.
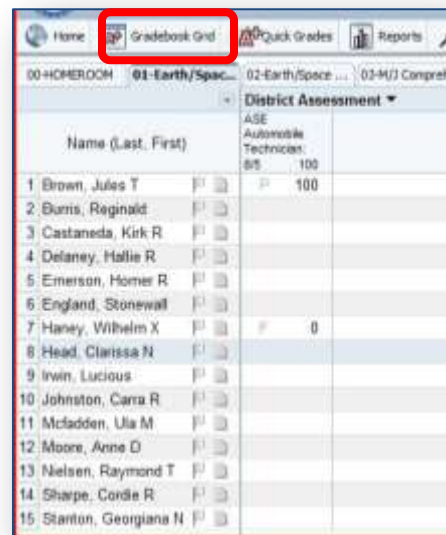
Narrative

If you would like to add a description to a particular assignment, click on the Narrative tab. You'll see a screen similar to this:

This information will be seen by parents and students via the Pinnacle Internet Viewer (PIV).
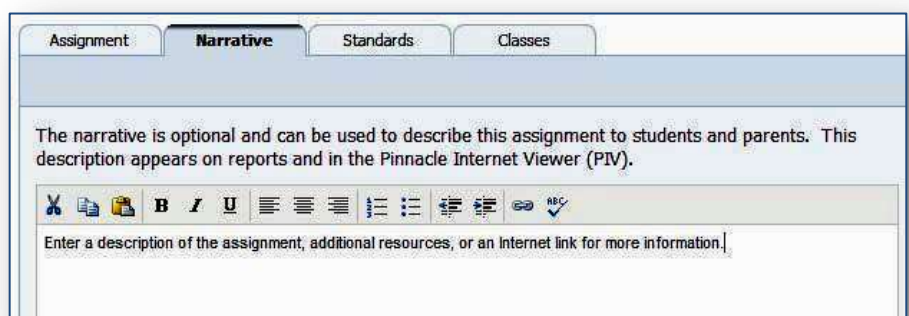
On the assignment grid, the assignment header will look similar to this:

Assignment Title ──────▶ Assignment #7

Assignment Due Date ──────▶ 4/11   4 ◀── **Assignment Max Value**
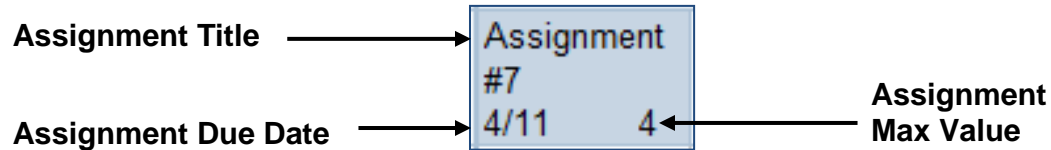
To edit an assignment, single-click on the header of the assignment. Your cursor will turn to a hand and the background will turn a slightly darker blue color. This will allow you to add or edit any information previously entered for this particular assignment. To delete an assignment, click the delete button. You will see a message that will give you an option to undelete.

When you are done making the changes, click on Save at the top of the screen. Then click **Close** to go back to the Gradebook Grid.

To easily navigate to different assignments from within the editing window, click on the drop down box at the top of the window. You will see all the assignments you have added in order by due date. It will look similar to this:

Assignment 2 ▾
Assignment 2
Assignment #4
Assignment #7
New Assignment
Assignment # 1
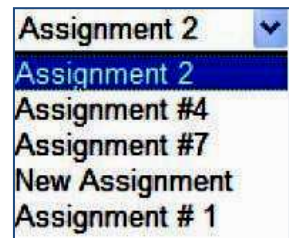
Copying Assignments to other classes

Once an assignment has been defined but <mark>before it is saved</mark>, you may create the same assignment in one or more of your other classes. The current class will be grayed out since it already will get the new assignment. Click on the **Classes** tab and check which class or classes should get this assignment and then click the **Save** button. *This option is only available for new assignments during the definition process.*

| Assignment | Narrative | Standards | **Classes** |

☑ 1-ELA-PLUS — A new assignment can be created in one or more classes. Select the classes you want this assignment to be added to from the list on the left.
☐ 2-ELA-CORE
☐ 4-ELA-CORE
☐ 5-ELA-CORE
☐ 7-ELA-CORE
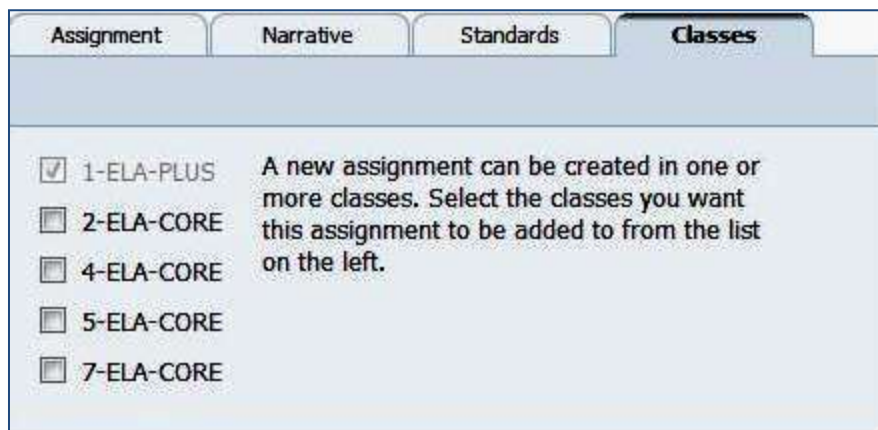
If you forgot to copy an assignment that you intended to create in multiple classes, you have two options:

1. You may delete the assignment and create it once again, this time using the Classes tab before you save it.

2. Or you may create the assignment in each of the other classes.

> If you make changes to an assignment and click close without clicking **Save**, your changes will be lost.

Extra Credit

Checking the **Extra Credit** box will indicate that the scores for this assignment are extra credit and will not be considered a missing assignment if no score is entered.

100-Point (Percent) Scale: If the Method of Grading for the marking period is **100-Point (Percent)**, check the Extra Credit box when defining an assignment and the points awarded to a student will be added to the points earned without increasing the points possible.

Best Practice: Mark the Max Value as 0 so the extra credit assignment will be displayed in the gradebook and on PIV as an "A". You can enter any number value you choose on the gradebook grid.

Example: You had 10 previous assignments, and add an Extra Credit assignment.

10 Assignments
90+80+70+50+90+70+80+60+70+40=700 *points earned*

$$\frac{700 \text{ points earned}}{1000 \text{ possible points}} = 70\%$$

10 Assignments and an Extra Credit Assignment with 10 points
90+80+70+50+90+70+80+60+70+40+*10*=710 *points earned*

$$\frac{710 \text{ points earned}}{1000 \text{ possible points}} = 71\%$$

4-Point Scale*:* If the Method of Grading for the marking period is **4-Point,** check the Extra Credit box when defining an assignment and the points awarded to a student will be added to the points earned without increasing the number of assignments

Note: If desired, you may enter a weight less than 1. This will result in the Extra Credit assignment not being counted as heavily. E.g. If you type a weight of 0.5 and you give an "A" ("A" = 4) for the Extra Credit assignment, then the student will receive only 2 extra points added to the Result column (4 x 0.5 = 2).

Assignment	Narrative	Standards				
	◀ Extra Credit #1 ▼ ▶		Save	Save & New	Delete	Close

Class   01-Language Arts
Description   Extra Credit #1
Grading Scale   4-Point Assignment ▼
Date Assigned   Thu 4/10/2008
Date Due   Fri 4/11/2008
Max Value   4
Weight   1
Extra Credit   ☑

Example: You had 10 previous assignments, and add an Extra Credit assignment (weight = 1).

10 Assignments
A +B+C+F+A+C+B+D+C+B
4+3+2+0+4+2+3+1+2+3= 24 *points earned*

$$\frac{24 \text{ points earned}}{10 \text{ (Total Weights)}} = 2.40 \text{ (C)}$$

10 Assignments and an Extra Credit Assignment "A"
A +B+C+F+A+C+B+D+C+B+**A**
4+3+2+0+4+2+3+1+2+3+**4**= 28 *points earned*

$$\frac{28 \text{ points earned}}{10 \text{ (Total Weights)}} = 2.80 \text{ (B)}$$

Entering Grades

Gradebook Grid
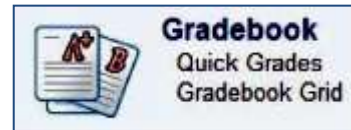
The Gradebook Grid screen displays all of the assignments and scores for a class in one marking period. You may access the **Gradebook Grid** from the Home Page, Quick Grades, Quick Attendance, or the Attendance Grid screens. To enter scores or letter grades in the Gradebook Grid, you must be in the **Assignments** view.
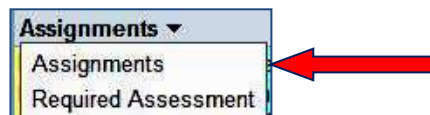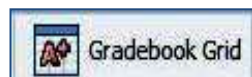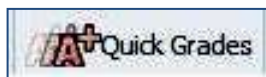
Use the horizontal scroll bar at the bottom to move left and right through the assignments and the vertical scroll bar on the right to move up and down the class list.

Once an assignment has been defined and saved, you may enter a student's score into the assignment column as either a letter grade or a numeric value. If a letter grade is entered (upper or lower case), the equivalent value of the letter grade will be calculated and displayed in the cell to the right when you press **Enter** or **Return**. The background of the grade cell will briefly turn yellow which will gradually fade away. This indicates that the score has been saved in the database.

If a numeric value is entered, the equivalent letter grade will appear in the grade column on the left when you press Enter or Return.

To duplicate a score down the assignment column, enter the score and press Enter or Return. Then press the **asterisk (*) key** to duplicate the score. Hold the asterisk (*) key down to fill the column with the same score.

When a student is marked Absent (not Tardy) on the due date of an assignments, a color – coded **attendance flag** with the attendance code will be displayed in the student's grade cell. This is provided as information for the teacher only and does not affect any calculated grade.

Quick Grades

The Quick Grades screen is the place to enter or edit scores or letter grades for one defined assignment at a time. It is also where a comment about a score may be added for student and parent reports. You may access **Quick Grades** from the Home Page, the Gradebook Grid, Quick Attendance, or the Attendance Grid screens.

Name	Grade		4	Comments
Barker, Mathew A	A	▼	4	
Chapman, Roman V	B	▼	3	
Garcia, Tyler R	C	▼	2	
Gardner, Manuel	B	▼	3	
Hayes, Devin H	A	▼	4	Great Job!
Hill, Zachary	C	▼	2	
James, Jeremiah S	D	▼	1	
Lee, Benjamin L	C	▼	2	
Morgan, Aaron	F	▼	0	
Nicholson, Sadie E	X	▼	X	
Patterson, Carson R	Z	▼	Z	Not turned in
Reynolds, Marcus M	C	▼	2	
Richardson, Adrian A	B	▼	3	
Shields, Amaya	A	▼	4	
Torres, Alex N	A	▼	4	
Watts, Brayan	A	▼	4	
Williamson, Cayden M	A	▼	4	

Tabs: 01-English for S... | **01-Language ...** | 02-Mathematics | 02-Reading | 02-Science | 03-Social Studies | HR-Elementary ...

Drop-down: Nouns

> Select the assignment from the drop-down list at the top of the screen or use the left and right arrows to navigate the list of assignments.

An assessment may be entered as a letter grade by entering it from the keyboard or by choosing one from the drop-down list under **Grade**. Depending on the template you chose at the beginning of the school year, the equivalent point or percentage value of the letter grade will be calculated in the cell to the right.

> **If you are using the 100-Point (Percent) template, you must always enter a number value, not a letter grade.**

A score may also be entered as a numeric value into the numeric cell, and the equivalent letter grade will appear in the grade column on the left. Press **Enter** or **Return** to move down to the next student or press the **Tab** key to go to the right to the **Comments** field. If you wish, enter a comment about a student's score.

To change to another class, click on one of the class tabs at the top of the screen.

Tabs: **01-M/J Explor...** | 01-M/J Explorat... | 06-Spanish as a ... | 07-Spanish for S... | 07-Spa
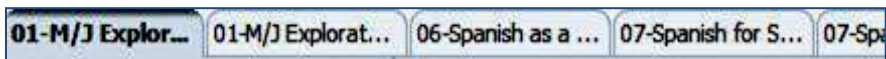
To change to another marking period for a class, select the marking period by clicking on one of the marking period tabs at the bottom of the screen.

1st 9 Weeks	2nd 9 Weeks	**3rd 9 Weeks**	4th 9 Weeks

If a comment has been associated with a student's score in the Quick Grades screen, a small red triangle will appear in the upper right corner of the grade cell in the Gradebook Grid view. You may view the comment by hovering your mouse cursor over the grade cell.

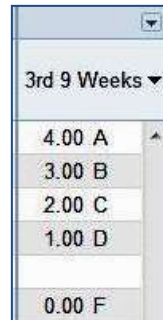| B	3	
C	2	Nice job!
A	4	

Result Column

The Result Column on the right displays information about various calculated grades. To change the calculated grade being displayed, click the column heading and select the type of grade from the drop-down list. For example, if you had created categories, you may select to view only the Test category. When you leave this class and come back to it, this column will default back to displaying the marking period grades.

Subject Grade
3rd 9 Weeks
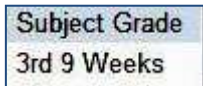
The menu above the result column can display the marking period grade or the Subject (course) grade.

Subject Grade
3rd 9 Weeks
Classwork
Home Learning
Quiz
Test
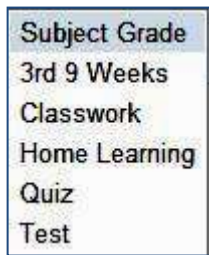
If Categories were created, you may view each category individually or you may select to view the marking period or Subject grade.

3rd 9 Weeks ▾
4.00 A
3.00 B
2.00 C
1.00 D
0.00 F

Result Column with 4-Point Scale

test ▾	
87 / 100	87% B
67 / 100	67% D
90 / 100	90% A
100 / 100	100% A
100 / 100	100% A
100 / 100	100% A
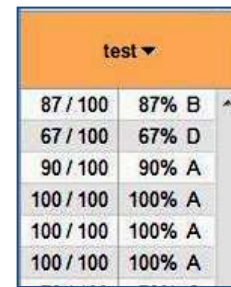
Result Column with 100-Point-(Percent) Scale. Shows Test category results.

NEW! Grade History Report

Right-click on the 9-week grade average.

1st 9 Weeks History

Dejesus, Norberto

3.5	A	08/02/2011 14:42:53
3.33	B	08/02/2011 14:42:46
3	B	08/02/2011 14:42:30
2	C	08/02/2011 14:42:04
0		08/02/2011 14:40:25

Cancel
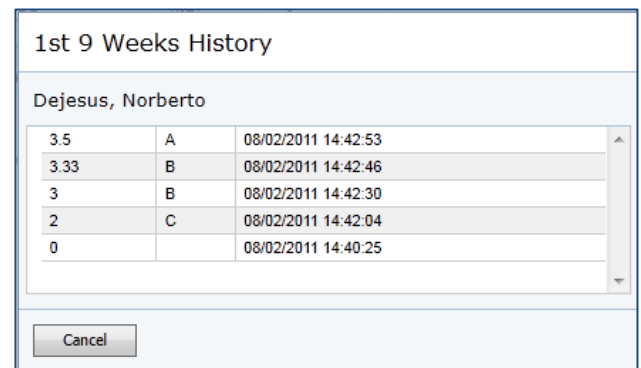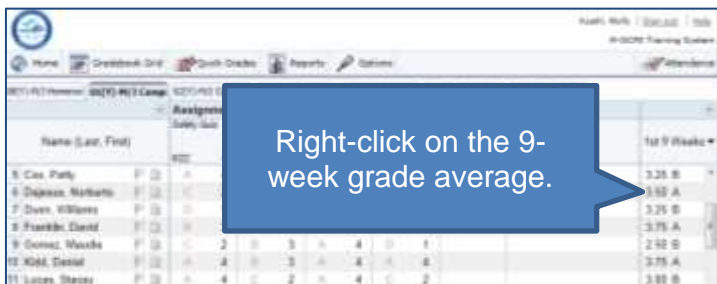
Result Column View Options

Sparkline Charts

Clicking on the drop down View menu [▼] above the Result Column heading offers you a choice of displaying or hiding a **Sparkline** graph. **Show Graph** will display a Sparkline graph of the scores. The line will show red for failing grades and green for passing grades. To hide this option, click on the View button and select **Hide Graph**.
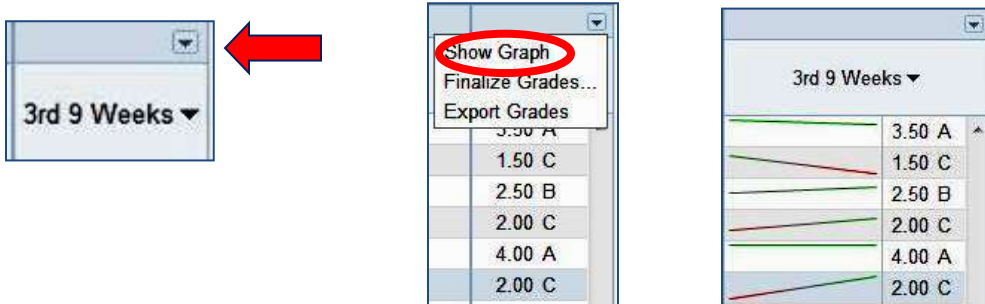
Show Points [available for 100-Point (Percent) without Categories only]

Another option in the View menu is **Show Points**. **Show Points** lists the points a student has earned out of the points possible for this calculated grade. Please note: if you have weighted your categories, these numbers will be multiplied by those weights.
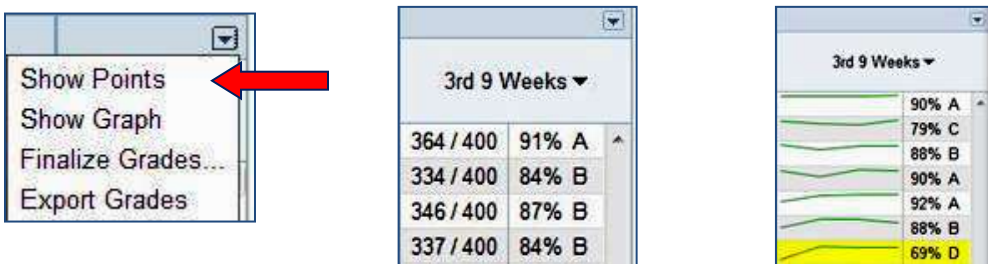
Show Points   *Show Graph*

Finalize Grades

Finalize Grades is not a required M-DCPS process.

Export Grades (Excel software is required.)

You can export the information from your class gradesheet to Excel as a .csv file. Click the View menu button and select **Export Grades**.

You can Open the file directly or Save it to open from within Excel.

Student Information

Student Index

The column on the left lists the students in the class. Hovering your mouse cursor over a student name will display a "business card" of basic demographic information about the student.
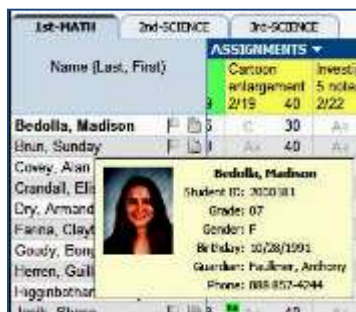
Show Student Only

If you would like to show only one student's grades on the gradebook view, you may select from drop down **Show Single Student.** To show all students select **Show Multiple Students**.
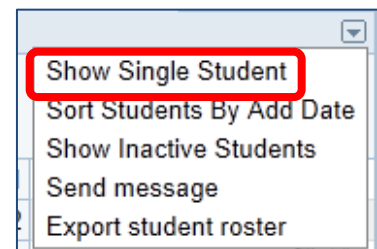
To switch from one student to another select a grade cell for that student.

Sort Students By Add Date

If you would like to sort your students by the date they entered your class on the Gradebook view, select the **Sort Students By Add Date** menu item from the drop down.
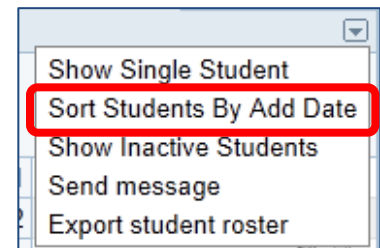
Show Inactive Students

When students are withdrawn from your class, they become inactive. The student may no longer be visible on your screen. Have no fear; all of the data that was recorded is still available by having the Gradebook display the inactive students. They will appear at the bottom of the student list grayed out and with the tag of (inactive) to the right of their name. All of the data for inactive students is editable and printable within reports.
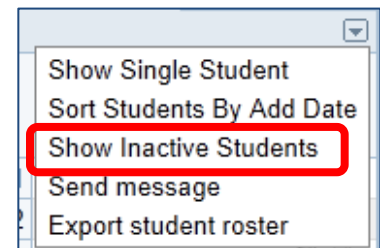
Send Message

Teachers can now send individual and/or group messages directly from their Gradebook Grid page. This is useful if you want to send an email to students regarding assignment updates or other general information about the class.
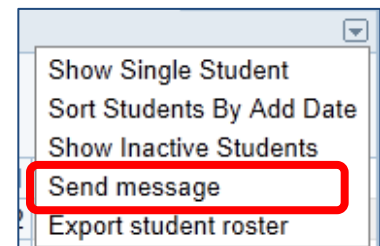
Evaluating Performance

Reports

There are a number of reports available from the Pinnacle Web gradebook application on class and student grades, attendance, notes, discipline, objectives, demographics, and schedules. All of these **Reports** may be accessed from the Home Page, the Gradebook Grid, the Attendance Grid, Quick Grades, and Quick Attendance screens.

The initial screen for **My Reports** is a list of recently requested Crystal Reports which may be repeatedly previewed or printed or updated with current information before previewing or printing. It may also be regarded as 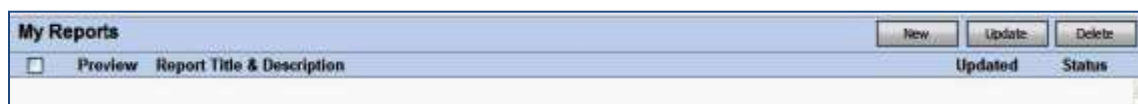an In-Box for large requested Crystal Reports since you may log out or exit the application. When you return, your report will be waiting for you.

To request a report, click **New Report** on the Home Page or click the *New* button on the My Reports page. Reports which have been marked as **Favorites** will be displayed at the top of the screen.

Report defaults may include **Attendance**, **Demographics**, **Discipline, Grading, Notes**, and **Other**. To view the reports in each category, expand the list by clicking the plus sign (**+**) to the left of the category title or you may clicking **Expand All** to show all of the reports available. Any of these reports maybe designated as a Favorite by clicking the star icon next to the report. Clicking the star again will remove the designation.

Setting Standard Report Parameters

Click on the report title or the preview graphic to display the parameters for the report.

Select the **students** to be included in the report.

- o **Active** will include only those students who are currently active in the class.
- o **All** will include active students as well as students who have dropped or withdrawn from the class.

o **Passing** will display a criteria selection list from which to choose a letter grade for the minimum passing grade.

o **Failing** will also display a criteria selection list from which to choose the highest failing letter grade.

o **Select** will display a list of the class roster from which to check a student's name to select them to be included in the report.

Select the **Grading Term** to be included in the report.

Click **Preview** to display a preview of the report on your screen. To send the report to a printer, click **Print.**

Email Reports

The three reports in the gradebook that may be emailed to parents from the gradebook are the Student Assignment Report, Missing Assignment Report, and Student Attendance Summary.

▼ Follow the steps on page 25 to select a report that can be emailed.
▼ At the bottom of page, click the **Email…** button.

▼ Click the **show recipients**.
▼ Check √ the parent(s) email address.
▼ Optional:

1. For a single parental email, type a personalized introductory message. (See example to the left.)
2. For multiple recipients, type a generic introductory message. (i.e. Dear Parents.)

▼ Click the **Send** button.

The report will be sent as an html attachment.

no email address This error message reflects that parents have not provided an email address in the Parent Portal

A confirmation message will be displayed.

Emailing Student Assignment Report

✓ The report was sent successfully!

New Report

Interim Progress Reports/End of Marking Period Procedures

Required Assessment

To enter values for Required Assessments (which are non-calculated items on report cards, such as comment codes, or conduct), you must be in the **Required Assessments** view.
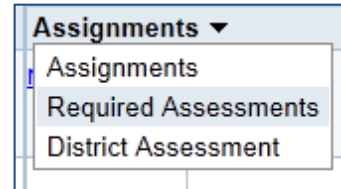
The first four columns displayed are for Interim Assessments, one for academic progress and three for comments. The Academic Progress (Interim) is used only to override Interim grades. If you do not need to override, the grade will be taken from the result column. The remaining columns are for the end of the marking period effort and conduct grades, and two comments. The Attendance and Tardies are used to override what is recorded on the Attendance screen. Click in a cell and press the **Space Bar** to display the values allowed to be entered in this column.

Either select one of the values from the list or enter them from your keyboard. Press **Enter** or **Return** to go to the next student in the student list. Use the **asterisk key (*)** to duplicate the value down the column.

To return to viewing assignment scores, change the view to **Assignments**.
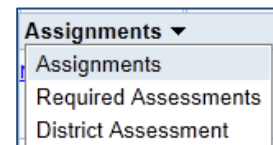
NOTE: Kindergarten teachers will not have the use of any of the columns where conduct and/or participation are entered by other grade levels. A separate assignment may be created to record conduct for your documentation of conduct and/or participation.

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**)

Overriding a 9-Week grade

To **override** a student's calculated grade, click once on the calculated grade in the result column on the right. Select either to override the grade and enter a new letter or numeric grade, or select an override code from the drop-down list displayed.

Override Grade

Overriding grade for Bradshaw, Ashlee M.

- ○ Calculate Normally
- ● Override Grade:
  [   ]
- ○ Override Code:
  [I: Incomplete   ▾]

[Save] [Cancel]

Override Grade

Overriding grade for Bradshaw, Ashlee M.

- ○ Calculate Normally
- ○ Override Grade:
  [   ]
- ● Override Code:
  [I: Incomplete   ▾]
  | I: Incomplete |
  | NC: No Credit |
  | NG: No Grade |

To return the grade to the calculated grade, click on the grade in the result column and select **Calculate Normally**.

Override Grade

Overriding grade for Bradshaw, Ashlee M.

- ● Calculate Normally
- ○ Override Grade:
  [   ]
- ○ Override Code:
  [I: Incomplete   ▾]

[Save] [Cancel]

Logging out

When you are finished working in your gradebook, be sure to click the [Sign out] link in the upper right corner of the screen. This will ensure that you've completely logged out of the gradebook. You will see a message similar to this:

✓ You have been logged out successfully.
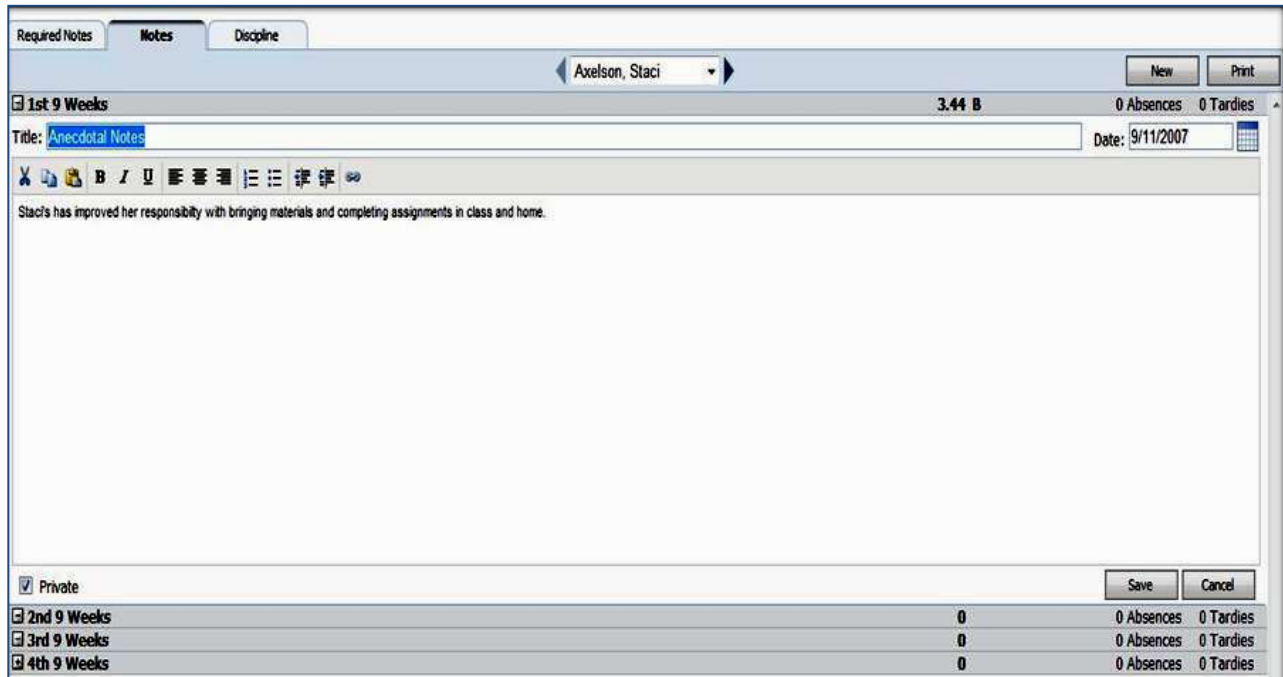
Other Data

Notes

An unlimited number of free-form comments can be documented by a teacher for each student in each marking period. These comments may be displayed on reports for parents and students in PIV, or they may be kept private for teacher use only.

To enter a comment, you must be in the **Gradebook Grid** screen. Click on the sheet of paper icon [ ] to the right of a student's name and click the **Notes** tab at the top of the window. Each marking period is listed with the student's marking period grade and total absences and tardies for the marking period. Click the plus sign (**+**) to the left of the marking period to display all of the notes for that marking period.

To enter a new note, click the **New** button in the upper right corner of the window. Enter a title for the note which will help identify the note but will not be displayed on any reports. Enter a date for the note in the date field or select the date by clicking on the calendar icon. [ ]

By marking the **Private** checkbox, this note will not appear on reports or on PIV.

When the note is saved, it will be placed in the appropriate marking period based on its creation date. Enter the note in the large field as you would like it to appear on a report. Notice the formatting tools at the top for things like copy/paste, bold, underline.

To edit an existing note, click the pencil icon [ ] in the lower right corner of the note. To print

out just one note, click the printer icon [printer icon] and select your printer setup. To delete a note, click the trash can icon. [trash can icon] The following message will be displayed:

> ⓘ This note has been **deleted.** Click here to undelete it.

This is your only chance to undelete the note. If you navigate to any other window or screen, the note will be permanently deleted.

Select another student from the drop-down list of students or use the left and right arrows to move up and down the list.

◄ Berkowitz, Yong ▼ ►
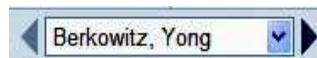
Discipline

Teachers may keep a record of student discipline incidents in the Gradebook and mark whether or not they should be referred to a school administrator.

To enter a discipline incident record, you must be in the **Gradebook Grid** screen. Click the gray flag icon [flag icon] to the right of a student's name or, if you are already in the window after entering a note, you may just click the **Discipline** tab in that window, and then click New.
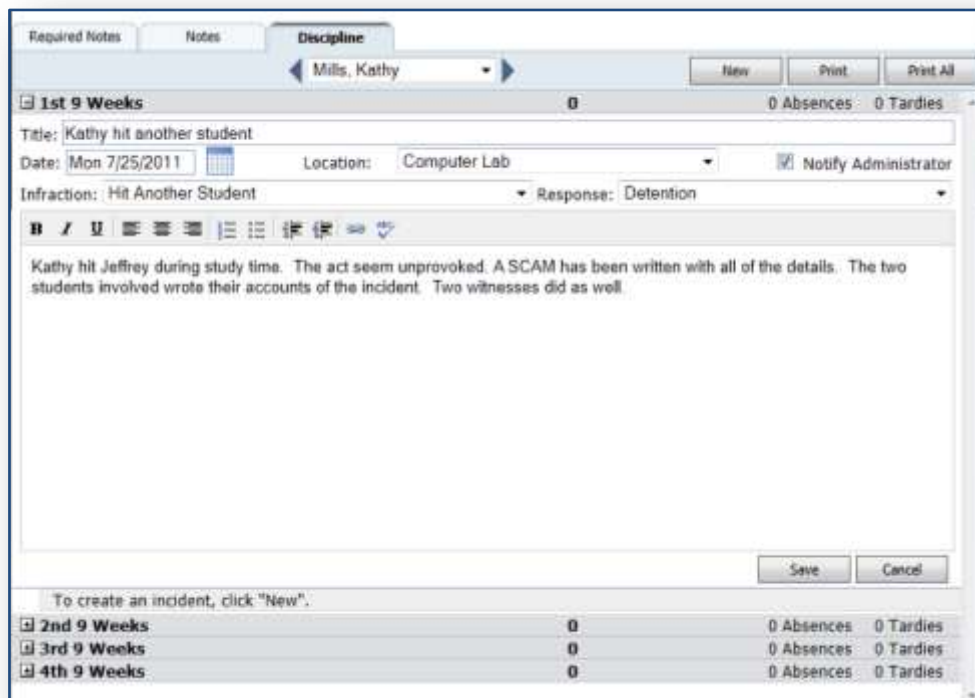
Each marking period is listed with the student's marking period grade and total absences and tardies for the marking period. Click the **plus sign (+)** to the left of the marking period to display all of the discipline incidents for that marking period. Click the **minus sign (-)** to collapse the marking period and hide the discipline incidents for that marking period.

To enter a new discipline incident, click the **New** button. Enter a title for the incident which will help identify the incident but will not be displayed on any reports. Enter a date for the incident in the date field or select the date by clicking on the calendar icon or by entering the date or a "Smart Date" of yesterday, last Friday, etc. into the field. When the incident is saved, it will be placed in the appropriate marking period based on this date.

Select a category for the incident type, action taken, and location from the drop-down lists provided. These categories have been pre-defined. Enter an explanatory note in the large field as you would like it to appear on a report. Notice the formatting tools at the top for things like copy/paste, bold, underline.

Check the box by **Notify Administrator** to make this incident available for viewing those users with Principal Viewer (WGBP) access rights. Click **Save** to save the incident for this student.

To edit an existing record, click the pencil icon 🖊 in the lower right corner. To print out just one incident, click the printer icon 🖨 and select your printer setup. To delete an incident, click the trash can icon. 🗑 The following message will be displayed:

⚠ This incident has been **deleted**. Click here to undelete it.

This is your only chance to undelete the incident. If you navigate to any other window or screen, the incident will be permanently deleted.

If you would like to use the same text to record an incident for another student, highlight the text and press **Ctrl-C** (Apple-C on Macintosh). Select another student from the drop-down list of students or use the left and right arrows.

To paste the copied text, press **Ctrl-V** (Apple-V on Macintosh). You will need to enter a title, select a date and categories for type, action taken, and location, and click the **Save** button to save the record for this student.

Seating Chart

To create a seating chart and use it to enter daily attendance, access **Seating Chart** from the Home Page, Quick Attendance, or Attendance Grid screens.
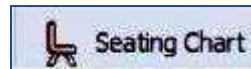
For each class, students on the class roster will appear in the drawer on the left under **Students**. If no picture is available for a student, a place holder silhouette will be displayed. Hover your mouse cursor over a student picture to display a student's full name.

Drag each picture or place holder from the drawer to the selected position on the chart.

You may click **Save Chart** button at any time even if you haven't placed all of the students in the chart. This will take you to a screen from which to enter Attendance (see below).

To return to editing Seating Chart, click the **Edit** button.

If there are any students who have not been placed in the Seating Chart, the next time you access the Seating Chart, the **Edit** screen will be displayed. Once all students are on the chart, you will need to click the **Edit** button to modify your Seating Chart. To print a copy of the Seating Chart, click the **Print** button.
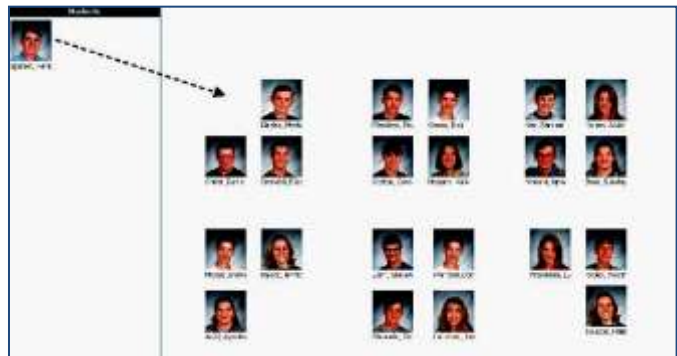
Once the Seating Chart has been defined and saved, it may be used to take daily attendance. The default attendance date is today's date, but another date may be selected by using the left and right arrows beside the date field for past or future dates. You may also click on the calendar icon to select another date from the calendar displayed, enter the date into the field, or enter "Smart Date" description, such as yesterday, next Monday, tomorrow, etc.
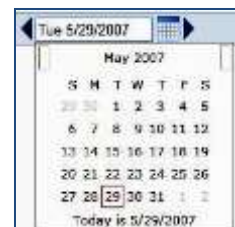
Click on a student picture or place holder and select the attendance code from the list displayed. If you make a mistake, you may select **Clear** from the list to remove the code.

Any attendance codes which were entered using Quick Attendance or Attendance Editor will be displayed in the upper right corner of a student picture. If the code was modified by the

Attendance Manager, it cannot be edited in the Gradebook. If there is a comment from the Attendance Manager associated with an attendance code, it will be displayed by hovering your mouse cursor over the code.

Select another class from the class tabs at the top of the screen.

Student Demographic

On the Gradebook Grid, Quick Grades, Attendance Grid, and Quick Attendance screens, a pop-up window with a business card of basic demographic information about the student will display by hovering your mouse cursor over a student name. On the **Gradebook Grid** screen, click on a student name displays a window with more demographic fields, custom fields, and the student's schedule.
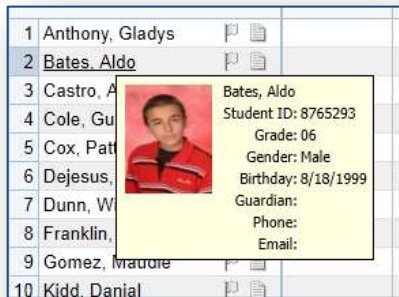
Custom Demographics

Teachers can create their own customized demographics. Examples include textbook name, textbook number, locker combination, lunch number, bus number, etc.

With the demographics window open, click on the **Custom** tab to add another demographic item for all of the students in this class. Click on **Add Demographic Item**… Enter a description of the item after **Description.**

You have two choices. The first choice is to leave the **Default Value** blank to add information on each student individually. Second option, if you would like to pre-populate the field with information which applies to all or most of the students, enter the data into the **Default Value** field. Click the **Save** button to save this new demographic field for all students in this class.
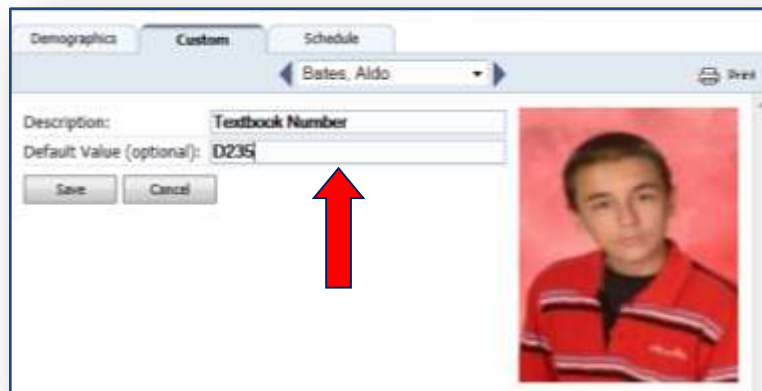
Enter the data for the new demographic field for each student. Use the drop-down list of students or the left and right arrows to select another student's name.

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.**
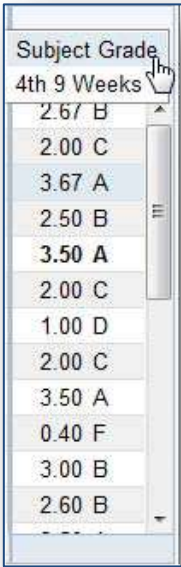
▼ Click once on the cell of the Subject (a.k.a. final/yearly/semester) grade of the student you wish to override.

▼ 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.**