How to sign in to the Electronic Gradebook

1. Turn on your computer and connect to the internet in your usual way.
2. Go to the Dadeschools.net home page: www.dadeschools.net
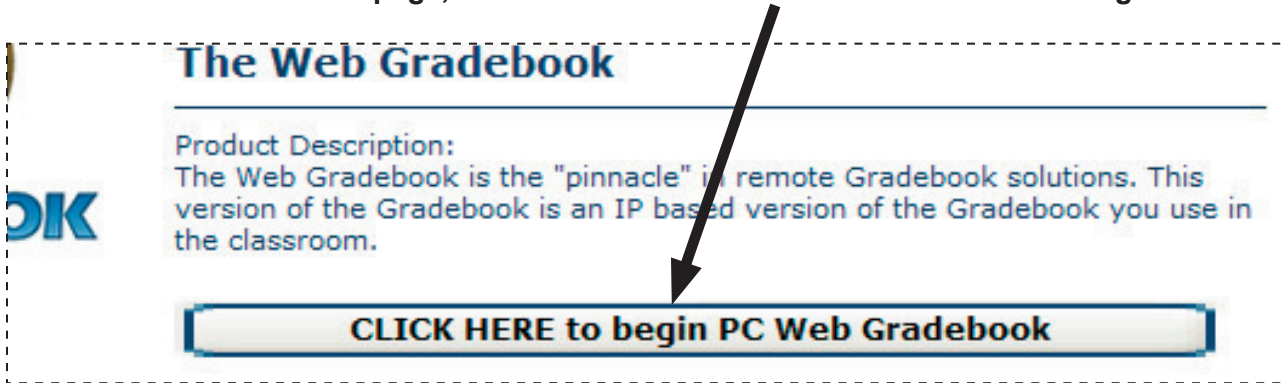**3. Click on the Employees tab.**

4. When the Employees page comes up, click on the Gradebook logo.(See Below.) This action brings up the Gradebook Resource Page.

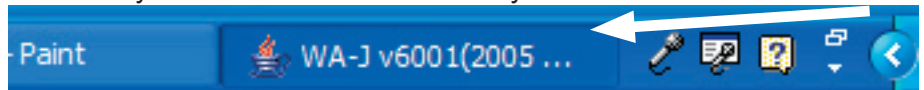**5. Click on the Sign in button on the left-hand side.**

6. On the Web Gradebook page, click the "CLICK HERE..." button to launch the gradebook.

The Web Gradebook

Product Description:
The Web Gradebook is the "pinnacle" in remote Gradebook solutions. This version of the Gradebook is an IP based version of the Gradebook you use in the classroom.

CLICK HERE to begin PC Web Gradebook

NOTE: PLEASE BE PATIENT! Files are being downloaded to your computer. If you get impatient, you might launch another session of JAVA and it will time out and be unsuccessful. The gradebook checks to see if you have JAVA on your computer. If you do not, you will be redirected to the JAVA web site where JAVA can be downloaded free. The installation only takes a few minutes and is necessary for the gradebook to operate.

7. After a moment, you will see the Java button on your toolbar at the bottom of your screen. It looks like this.

Paint   WA-J v6001(2005 ...

8. When the Login to a Pinnacle Client comes up, type in your Work Location Number, your network ID (your employee number), and your P-Sync password.
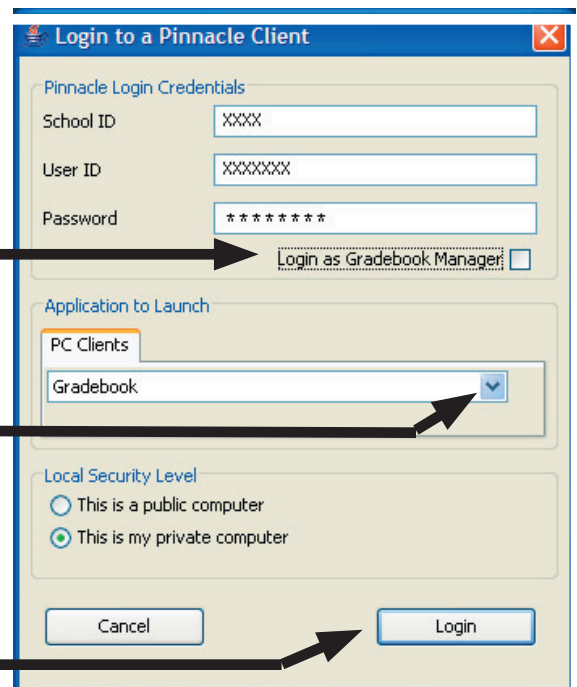
NOTE:
	When signing in **as a teacher**, make sure there in **no** checkmark in the "Login as Gradebook Manager" box.
	When signing in **as a Gradebook Manager**, make sure there **is** a checkmark in the "Login as Gradebook Manager" box.
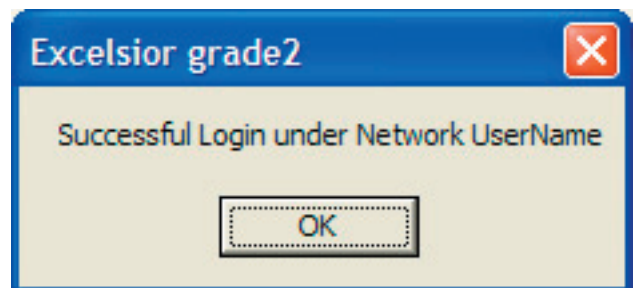
	When signing in to another part of the application, make that selection in the dropdown menu box.

NOTE: Your employee number determines what rights you have on the system.

9. When you have filled in the login screen, click the *Login* button at the bottom of the dialog.
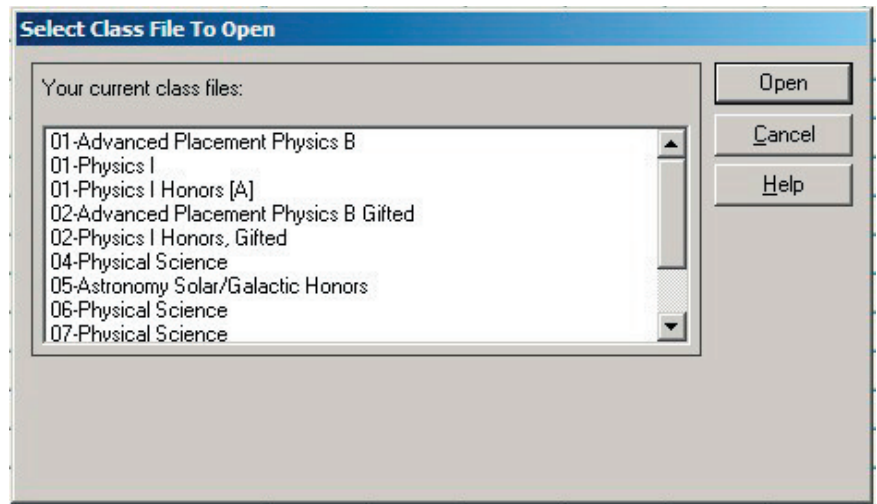
Login to a Pinnacle Client

Pinnacle Login Credentials
School ID   XXXX
User ID   XXXXXXX
Password   * * * * * * * *
		Login as Gradebook Manager ☐

Application to Launch
PC Clients
Gradebook ▾

Local Security Level
○ This is a public computer
◉ This is my private computer

Cancel   Login

10. After a moment, the message to the right will indicate that your log-in has been successful. Click OK.

Excelsior grade2

Successful Login under Network UserName

OK

11. Your list of classes will then appear. Click on the class you wish to open and click *Open*.
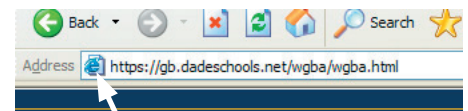
NOTE: You may have several school days or roster updates. Just click OK on each and continue.

Making a Shortcut on the Desktop

To avoid some steps in the sign-in process, some teachers are making a shortcut to the gradebook sign-in page out on their desktops. Here's how.

1. Sign in to the web and navigate to the gradebook sign-in page. (See right.)

2. Place the cursor over the blue **e** at the beginning of the page address, hold the right mouse button, and drag it to an empty spot on the desktop.

3. A message will appear asking if you wish to create a shortcut there on the desktop.

4. Click **Create Shortcut Here.**

NOTE: If you have Windows XP or 2003, you can go to the FILE menu and select SEND then select Send Shortcut to Desktop.

5. Now, whenever you wish to use the Gradebook, simply double click on this desktop icon and you will immediately be on the gradebook sign-in page.