



PINNACLE GRADEBOOK

Information Technology Services

Gradebook Manager Reference Guide

PINNACLE GRADE GRADEBOOK

GBM Reference Guide – Pinnacle

Information Technology Services
13135 SW 26th Street
Miami, Florida 33175
Revision Date 02.05.2013



Table of Contents



GRADEBOOK MANAGER RESPONSIBILITIES 3

LESSON PLAN FOR TRAINING PINNACLE 4

GBM HOME SCREEN VIEW 6

CHANGING A GRADING TEMPLATE 7

MERGING CLASSES10

 MERGING PROCESS 11

 UNMERGING PROCESS 13

INTERIM PROGRESS REPORTS.....14

END OF NINE WEEKS PROCEDURES18

 TEACHERS: 18

 GRADEBOOK MANAGERS: 18

IMPORTING PICTURES19

SUBSTITUTE PROCEDURES20

PREPARATIONS FOR NETWORK DOWN.....21

APPENDIX A22

 4-POINT SCALE - AVERAGE SCORE 22

 100-POINT (PERCENT) SCALE - TOTAL POINTS 22

APPENDIX B23

 COPYING GRADES FOR TRANSFERRED STUDENTS 23

APPENDIX C.....24

 OVERRIDING A SUBJECT (A.K.A. FINAL) GRADE 24

APPENDIX D25

 GRADE EXPORTS (WGBM OR WGBU) 25



Gradebook Manager Responsibilities

A Gradebook Manager (GBM) is a user of the Pinnacle 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 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.
3. Create Student Groups



Lesson Plan for Training Pinnacle

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.

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.



GBM Home Screen View

Gradebook Managers will now see a new widget when impersonating teachers. Any grade changes made to the impersonated teacher's gradebook by an administrator (includes GBMs) or the impersonated teacher in the past 3 days will be reflected here.

The Home Page also displays a list of students who have been added to, or dropped from, any of the impersonated teacher's 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.

Bray, Kirstie Impersonating SCIASCIA, JOSEPH (245315) | Sign out | Help

Miami-Dade County Public Schools

- Attendance**
 - Batch Attendance
 - Attendance Editor
 - Quick Attendance
 - Attendance Grid
 - Seating Chart
- Gradebook**
 - Quick Grades
 - Gradebook Grid
- Reports**
 - My Reports
 - New Report
 - Student Schedule
 - Student Explorer
- Options**
 - Class Options
 - Edit Profile
 - Policies
 - Manage System
 - Manage Devices
- System**
 - Manage Templates
 - Generate Gradebooks
 - Archive Reports
 - Integrations
 - Grade Export
- Curriculum**

Recently Dropped Students

LIMA, ASHLEY	33-U0G3/00-(M 18:30-20:00)	GED Lang	July 28
CARVAJAL, DAMIAN	33-U0G3/00-(M 18:30-20:00)	GED Lang	July 28
COBO, JEREMIAH	33-U0G3/00-(M 18:30-20:00)	GED Lang	July 28
LIMA, ASHLEY	33-UZR8/00-(M 20:00-21:30)	GED Lang	July 28
CARVAJAL, DAMIAN	33-UZR8/00-(M 20:00-21:30)	GED Lang	July 28
COBO, JEREMIAH	33-UZR8/00-(M 20:00-21:30)	GED Lang	July 28
GRAVERAN, ADRIAN	33-VI92/00-(M 18:30-21:30)	ABE/READD	July 28
FERNANDEZ, LUIS	33-VI92/00-(M 18:30-21:30)	ABE/READD	July 28
CRESPO, ANDY	33-VI92/00-(M 18:30-21:30)	ABE/READD	July 28
GUIDO, JOSHUA	33-VI92/00-(M 18:30-21:30)	ABE/READD	July 28
PITA, YOVAN	33-VI93/00-(M 18:30-21:30)	ABE/READC	July 28
GARCIA, ANDY	33-VI93/00-(M 18:30-21:30)	ABE/READC	July 28
CEPERO, CARLOS	33-VI93/00-(M 18:30-21:30)	ABE/READC	July 28
MARADIAGA, JEFFERSON	33-VI93/00-(M 18:30-21:30)	ABE/READC	July 28
LOPEZ, FREDDY	33-VI93/00-(M 18:30-21:30)	ABE/READC	July 28
IVULIC, ERICK	33-VI93/00-(M 18:30-21:30)	ABE/READC	July 28
DIAZ, KATRINA	33-VI94/00-(M 18:30-21:30)	ABE/READB	July 28

Grading Changes in the last 3 days

By Teacher	By Admin
0	0

NEW!

Messages

SCANTRON Pinnacle Gradebook 2013 Winter Break v15.3.1.10 Copyright (c) 2013 Scantron. All rights reserved. Last login: 05/23/2014 13:52



Changing a Grading Template

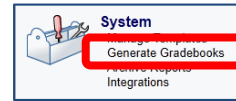
Most M-DCPS courses are initially created with the 4-Point Grading scale. Kindergarten is created on EGSMU scale. Teachers (not Kindergarten) may change from one scale to another only when a class is completely empty.

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 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

Course	Section	Name	Period	Teacher	Template	Gradebook	
<input type="checkbox"/>	9001_E72	01	Science - Grade Two - Gifted	05(Y)	999001	4-Point Grading System	05(Y)-Science - Grade Two - Gifted
<input type="checkbox"/>	9001_E78	01	Science - Grade Three - Gifted	02(Y)	999001	4-Point Grading System	02(Y)-Science - Grade Three - Gifted
<input type="checkbox"/>	9001_E78	02	Science - Grade Three - Gifted	05(Y)	999001	4-Point Grading System	05(Y)-Science - Grade Three - Gifted
<input type="checkbox"/>	9001_E84	01	Science - Grade Four - Gifted	03(Y)	999001	4-Point Grading System	03(Y)-Science - Grade Four - Gifted
<input type="checkbox"/>	9001_E90	01	Science - Grade Five - Gifted	04(Y)	999001	4-Point Grading System	04(Y)-Science - Grade Five - Gifted
<input type="checkbox"/>	9001_F65	01	Social Studies - Gifted	06(Y)	999001	4-Point Grading System	06(Y)-Social Studies - Gifted
<input type="checkbox"/>	9001_F71	01	Social Studies Gifted	02(Y)	999001	4-Point Grading System	02(Y)-Social Studies Gifted
<input type="checkbox"/>	9001_F71	02	Social Studies Gifted	06(Y)	999001	4-Point Grading System	06(Y)-Social Studies Gifted
<input type="checkbox"/>	9001_F77	01	Social Studies Gifted	03(Y)	999001	4-Point Grading System	03(Y)-Social Studies Gifted
<input type="checkbox"/>	9001_F83	01	Social Studies Gifted	04(Y)	999001	4-Point Grading System	04(Y)-Social Studies Gifted
<input type="checkbox"/>	9001_D65	01	Mathematics - Grade Two Gifted	04(Y)	999002	4-Point Grading System	04(Y)-Mathematics - Grade Two Gifte
<input type="checkbox"/>	9001_D71	01	Mathematics - Grade Three Gifted	02(Y)	999002	4-Point Grading System	02(Y)-Mathematics - Grade Three Gif
<input type="checkbox"/>	9001_D71	02	Mathematics - Grade Three Gifted	04(Y)	999002	4-Point Grading System	04(Y)-Mathematics - Grade Three Gif
<input type="checkbox"/>	9001_D77	01	Mathematics - Grade Four Gifted	03(Y)	999002	4-Point Grading System	03(Y)-Mathematics - Grade Four Gift
<input type="checkbox"/>	9001_D83	01	Mathematics - Grade Five Gifted	04(Y)	999002	4-Point Grading System	04(Y)-Mathematics - Grade Five Gifte
<input type="checkbox"/>	9001_0001	08	Elementary Homeroom	HR(Y)	999003	Kindergarten	HR(Y)-Elementary Homeroom
<input type="checkbox"/>	9001_A51	03	Language Arts Elementary	01(Y)	999003	Kindergarten	01(Y)-Language Arts Elementary
<input type="checkbox"/>	9001_A51	08	Language Arts Elementary	02(Y)	999003	Kindergarten	02(Y)-Language Arts Elementary
<input type="checkbox"/>	9001_A52	08	Language Arts - Elementary	02(Y)	999003	Kindergarten	02(Y)-Language Arts - Elementary
<input type="checkbox"/>	9001_B51	03	English for Speakers of Other	02(Y)	999003	Kindergarten	02(Y)-English for Speakers of Other
<input type="checkbox"/>	9001_B51	08	English for Speakers of Other	02(Y)	999003	Kindergarten	02(Y)-English for Speakers of Other
<input type="checkbox"/>	9001_C54	03	Reading Kindergarten	03(Y)	999003	Kindergarten	03(Y)-Reading Kindergarten
<input type="checkbox"/>	9001_C54	08	Reading Kindergarten	02(Y)	999003	Kindergarten	02(Y)-Reading Kindergarten

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**

Course	Section	Name	Period	Teacher	Template	Gradebook
<input checked="" type="checkbox"/>	9001_C15	01	M/J Comprehensive Science 1	01(Y)	999015	4-Point Grading System
<input checked="" type="checkbox"/>	9001_C25	09	M/J Comprehensive Science 2	02(Y)	999015	4-Point Grading System
<input checked="" type="checkbox"/>	9001_C15	02	M/J Comprehensive Science 1	03(Y)	999015	4-Point Grading System
<input checked="" type="checkbox"/>	9001_C17	01	M/J Comprehensive Science 1,	04(Y)	999015	4-Point Grading System
<input checked="" type="checkbox"/>	9001_C18	01	M/J Comprehensive Science 1,	05(Y)	999015	4-Point Grading System
<input checked="" type="checkbox"/>	9001_C15	03	M/J Comprehensive Science 1	06(Y)	999015	4-Point Grading System

Choose School: TLC Training School

Items: Generated Non-Generated

Choose Term: All

Template: 100-Point Grading System

Combine Sections: Don't Combine

Class Title Format: Period-Name

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.

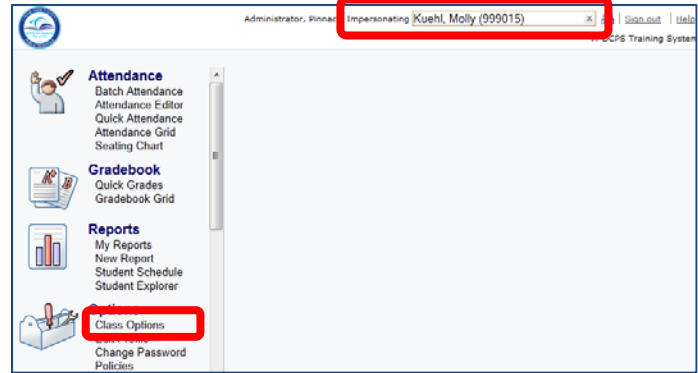
In either case, the registrar then assigns the new sequence/section to a teacher in ISIS.

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.

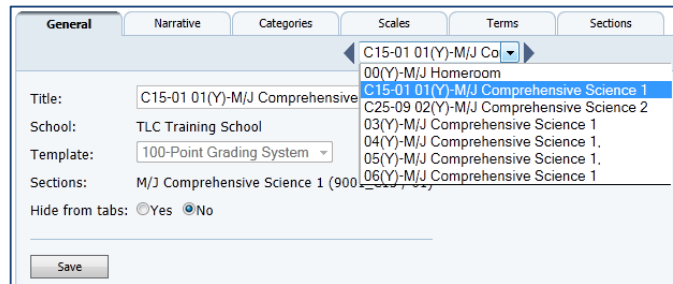


Merging Process

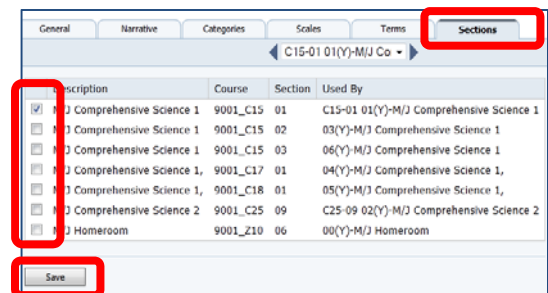
1. Log into the Pinnacle with your M-DCPS credentials
2. Type the teacher's name or employee number into the **Impersonating** box
3. Click the **Class Options** link



4. Using the **General** tab, 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



5. Click the **Sections** tab. The base class will be checked
6. Click the **check box(s)** next the class(es) you wish to append
7. Click the **Save** button



8. 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 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

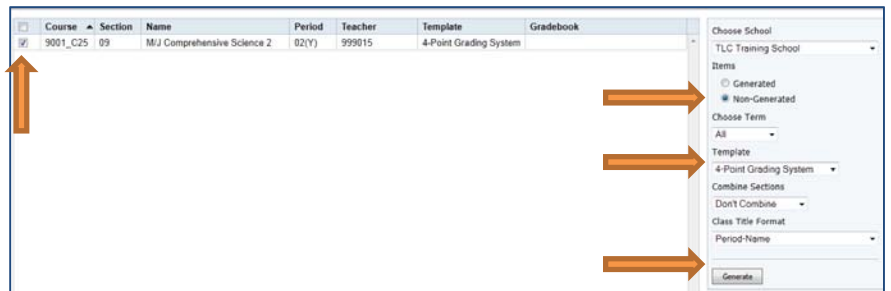
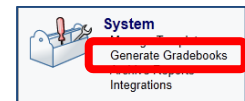
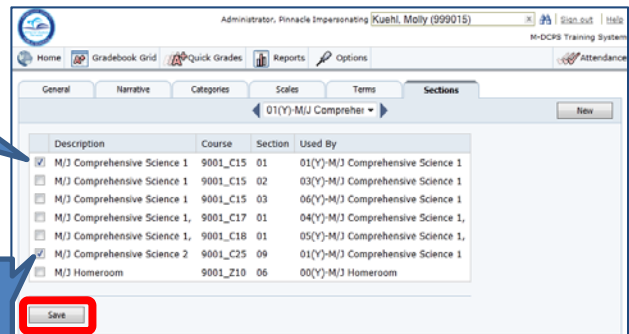
7. Uncheck the section(s) to be unmerged from the base class. **Do not uncheck the base class.**

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**

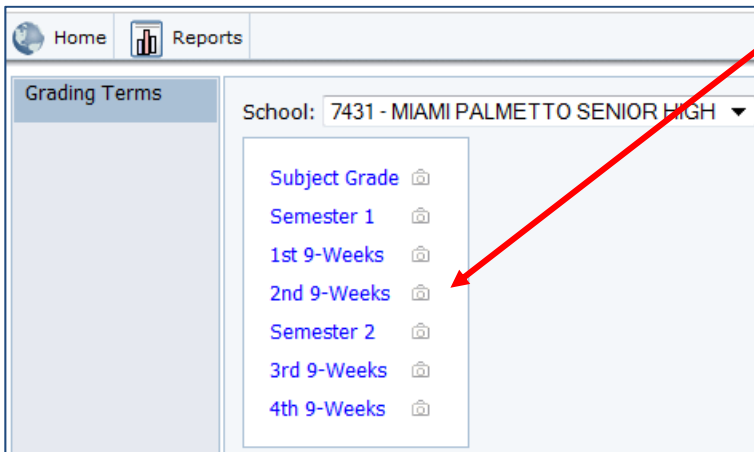




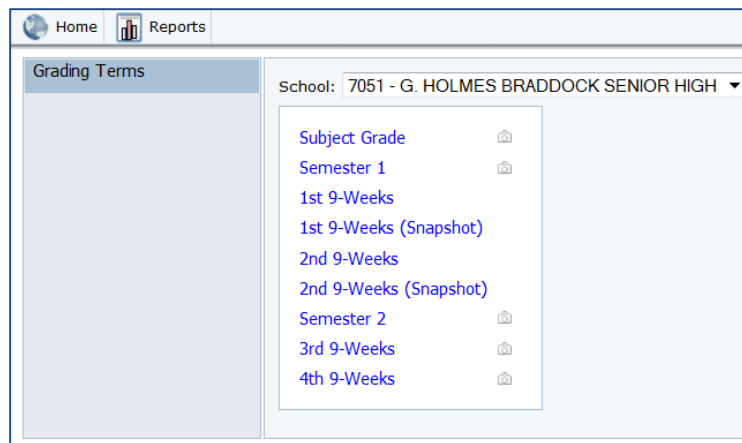
Interim Progress Reports (Paperless)

1. Log into the Pinnacle Gradebook with your M-DCPS credentials
2. From the Gradebook homepage, click **Grading Terms**
3. Make a snapshot of the current marking period. Click the camera icon to the right. (**Do not use Semester 1, 2 or Subject Grade**)

- Attendance**
 - Quick Attendance
 - Attendance Grid
 - Seating Chart
- Gradebook**
 - Quick Grades
 - Gradebook Grid
- Reports**
 - My Reports
 - New Report
 - Student Schedule
- Options**
 - Class Options
 - Grading Terms
 - Master Reports
- System**
 - Manage Templates
 - Generate Gradebooks
 - Archive Reports
 - Integrations
 - Grade Export



4. The snapshot should take from a few seconds to a few minutes depending on the size of the school and how busy the system is in use. It is recommended that the GBM creates the snapshot during non-peak times to maximize the performance of the system. (Non-peak times are before 9:00 am and after 3:00 pm).





5. From the Gradebook homepage, click **New Report**
6. Click the **Administrative** group
7. Click the **Dade Interim Report-OO** 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

The screenshot shows the 'New Report' menu in the Pinnacle Gradebook system. The 'Administrative' group is highlighted with a red box. Within this group, the 'Dade Interim Report - OO' option is also highlighted with a red box. The interface includes a navigation bar with 'Home' and 'Reports' tabs, and a 'Favorites' section with instructions on how to manage the favorites list.



8. 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

H – DO NOT USE

(4) Set Print Date

(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.

(6) 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 (grades K-5).**

(7) 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).

(8) 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)

Parameters for Dade Interim Report - OO

Schools: Select the School. 7051 - G. HOLMES BRADDOCK SENIOR HIGH

Students: Type here to search for students or groups.
Selected students or groups:
 All students.

Marking Period: Please Select a Marking Period Number (1,2,3,4) 1 2 3 4

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

Sort Order: Enter a 'S' to sort by STUDENT in alphabetical order, Enter a 'P' to sort by PERIOD of day, Enter a 'G' to sort by GRADE LEVEL, OR Enter a 'H' to sort by Homeroom S P G H

Set Print Date: Please enter a Print Date 2/4/2013

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

Duplex: Enter a 'Y' to use Duplex Printing: Y N Other

Start TeacherName: 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

End TeacherName: 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



(9) 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.

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

10. The Interim Progress Report can be viewed electronically at any time via the Student Explorer (Administration) or the Internet Viewer (Parents/Students) in Gradebook.

Note: Parents that have elected to Go Paperless via the Parent Portal **will not** receive a printed Interim Progress Report and are identified on the teacher’s sign off sheet with the phrase “Paperless”.

1041 - CORAL REEF ELEMENTARY
2012-2013
Marking Period: 2

The following 29 reports are to be distributed by Ms. I.M. Agoodteacher

Student Name	Student ID	Signature	Date
Alm.	0312	_____	_____
Berr	0296	_____	_____
Bou	0285	_____	_____
Cadi	0264	_____	_____
Carj	0281	_____	_____
Carv	0274	Paperless	_____
Cass	0266	_____	_____
Clav	0361	_____	_____
Copj	0280	_____	_____
Cosi	0275	_____	_____
Diaz	0265	_____	_____
Durr	0287	_____	_____
Fore	0280	_____	_____
Glidi	0265	Paperless	_____
Gorr	0271	Paperless	_____
Grej	0267	_____	_____
Grie	0440	_____	_____
Jam	0400	_____	_____



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.

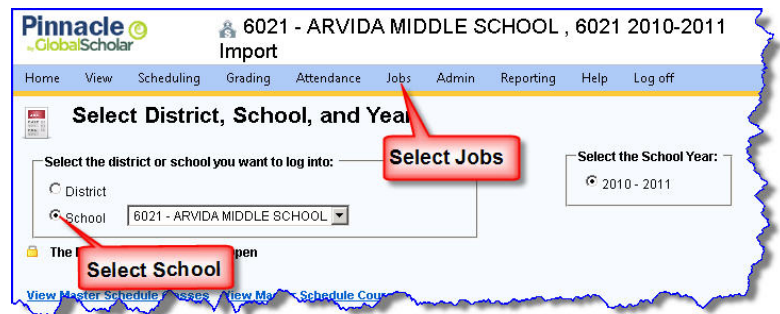
1. Run the Missing Data Verification Report
 - **Reports Menu → Administrative → Missing Data Verification Report**
 - Shows missing grades / effort / conduct, etc.
 - Share information with teachers and have them enter missing data.
 - Run again to verify teacher updates.
2. Export Grades
 - Grades exports are done via the Gradebook.
 - Once the export is complete, no more grade changes will be reflected in ISIS.



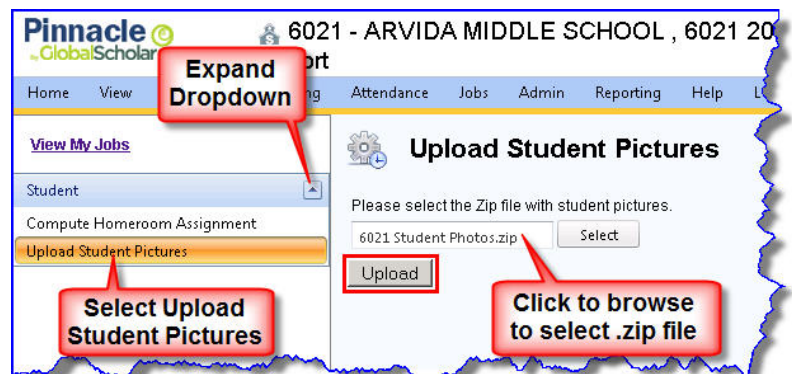
Importing Pictures

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.



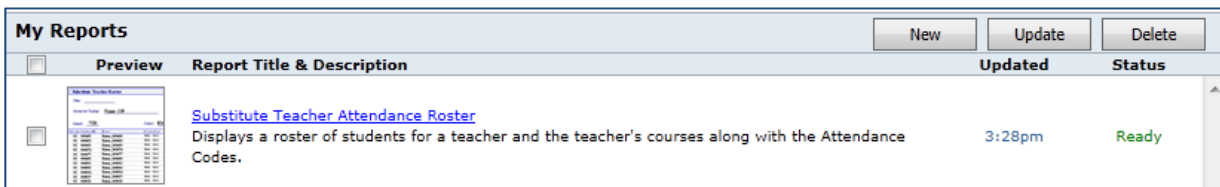
Substitute Procedures

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) 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.

Substitute Teacher Roster		TLC Training School	
Date:	<u>8/9/2011</u>	Substitute Teacher Name:	_____
Roster for Teacher:	<u>Kuehl, Molly</u>	Signature (if required):	_____
Period:	<u>00(X)</u>	Course:	<u>9001 Z10 - 06 M/J Homeroom</u>
Grade	StudentID	Name	Circle One (if applicable)
06	8766594	Anthony, Gladys	U U2 A A2 T T2 TU TU2 ENT WD
06	8765293	Bates, Aldo	U U2 A A2 T T2 TU TU2 ENT WD
06	8765194	Castro, Alton	U U2 A A2 T T2 TU TU2 ENT WD
06	8765116	Cole, Gus	U U2 A A2 T T2 TU TU2 ENT WD
06	8766086	Cox, Patty	U U2 A A2 T T2 TU TU2 ENT WD
06	8767016	Dejesus, Norberto	U U2 A A2 T T2 TU TU2 ENT WD
06	8765185	Dunn, Williams	U U2 A A2 T T2 TU TU2 ENT WD
06	8765236	Franklin, David	U U2 A A2 T T2 TU TU2 ENT WD
06	8765068	Gomez, Maudie	U U2 A A2 T T2 TU TU2 ENT WD
06	8765998	Kidd, Danial	U U2 A A2 T T2 TU TU2 ENT WD
06	8765275	Lucas, Stacey	U U2 A A2 T T2 TU TU2 ENT WD
06	8766489	McCormick, Wilfredo	U U2 A A2 T T2 TU TU2 ENT WD
06	8766816	Mesa, Dario	U U2 A A2 T T2 TU TU2 ENT WD



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. 
- ▼ 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 screenshot shows the 'Parameters for Grade Sheet' form. The 'Students' section has a list of students with checkboxes. The 'Terms' section has radio buttons for '1st 9 Weeks', '2nd 9 Weeks', '3rd 9 Weeks', and '4th 9 Weeks'. The 'Assignments' section has radio buttons for 'All Assignments' and 'Last 5 Assignments'. The 'Show Averages' section has a checkbox for 'Show Averages'. The 'Public Posting' section has a checkbox for 'Public Posting'. The 'Grid Font Size' section has radio buttons for 'Normal' and 'Small'. The 'Show Letter Grade' section has a checkbox for 'Show Letter Grade'. The 'Print' button is highlighted with a red box.

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.”



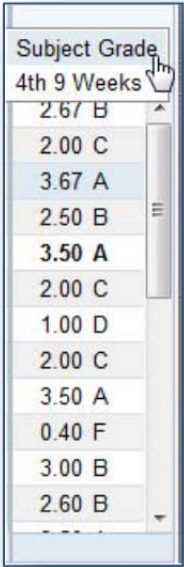
Appendix C

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.

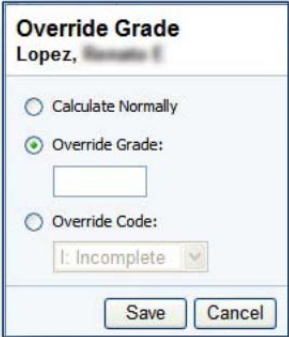
- ▼ Log in to the District’s Electronic Gradebook and select a class tab.
- ▼ Click on the drop arrow just above the results column and then choose Subject Grade.

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.

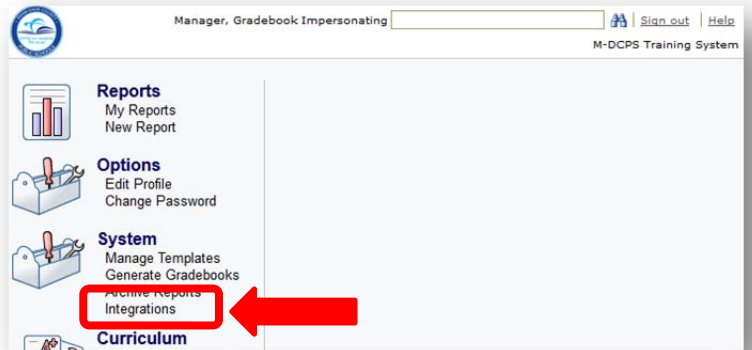




Appendix D

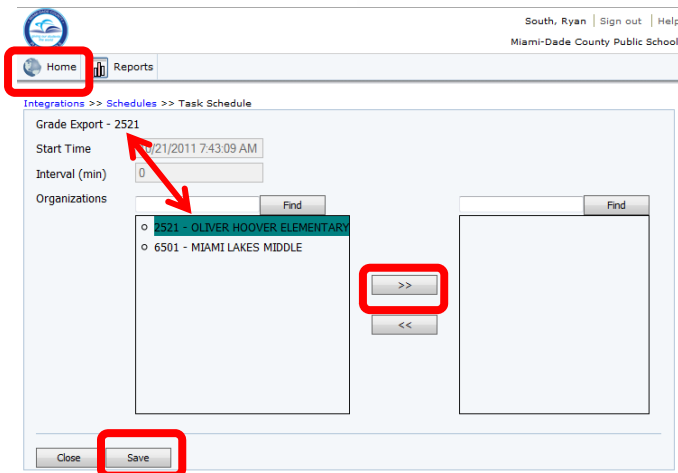
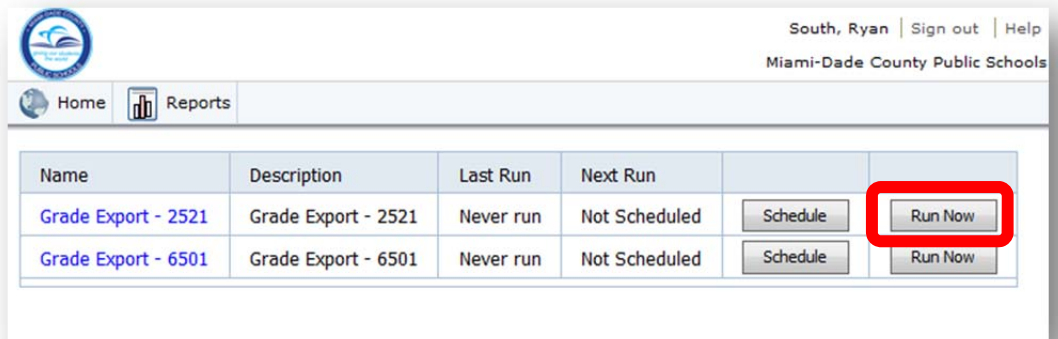
Grade Exports (WGBM or WGBU)

1. Log in to Gradebook (Pinnacle)
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.