

# NCCS Pinnacle Basic User Guide

## Grades 4 and 5 Version

Updated August 2007

This handbook contains information about the Pinnacle grading program that is specific to North Canton City Schools. For additional help please refer to:

- The Pinnacle Frequently Asked Questions (FAQ) web page at:  
<http://www.northcanton.sparcc.org/~technology/Tutorials/gradebooks.html>
- The “Reaching the Pinnacle” newsletters which are sent out periodically
- Eric Curts ([tech@northcanton.sparcc.org](mailto:tech@northcanton.sparcc.org)) and John Fano ([jrfInc@northcanton.sparcc.org](mailto:jrfInc@northcanton.sparcc.org))

### TABLE OF CONTENTS

STARTING PINNACLE .....	1
ASSIGNMENTS.....	2
ASSIGNMENT GRADES.....	3
EXTRA CREDIT.....	4
STANDARDS GRADES .....	6
WORK HABIT GRADES .....	6
ATTENDANCE.....	7
INTERIMS.....	8
END OF GRADING PERIOD .....	10
REPORTS.....	12
SORTING STUDENTS.....	13
PINNACLE INTERNET VIEWER.....	14

## STARTING PINNACLE

### Starting Pinnacle at School

- 1) Double-click the “Pinnacle” icon on your desktop (if the icon is not there, contact Eric or John)
- 2) When the program opens up you will need to log in with two pieces of information:
  - a) For “**Enter Teacher ID**” you will type in your numeric teacher code (provided to you by the tech folks)
  - b) For “**Enter Password**” you will enter your current password (also provided to you by the tech folks)
- 3) Now click the “**OK**” button.
- 4) When Pinnacle launches, you will be presented with a list of your classes.
- 5) Click on a class to select it, and then click “**Open**”.
- 6) When done with a class, be sure to save it by clicking the “**Save**” button (3<sup>rd</sup> button, looks like a floppy disk)
- 7) To close a class, click the “**Close**” button (2<sup>nd</sup> button, looks like a folder closing)
- 8) To open a new class, click the “**Open**” button (1<sup>st</sup> button, looks like a folder opening)
- 9) To exit the program, simply click the “**X**” in the top right-hand corner.

### Starting Pinnacle Outside of School

Pinnacle also runs entirely through the Internet. This means you can access it anywhere you have an Internet connection (school, home, etc.) To begin using Pinnacle outside of school you will go to our Pinnacle web page as follows:

- 1) Go to <http://hoover.sparcc.org/wgba>
- 2) Click on the “**Gradebook 2**” option.
- 3) When the program opens up you will need to log in with three pieces of information:
  - a) For “**School ID**” enter your school code which is: 100 for Clearmount, 200 for Greentown, 500 for Northwood, or 600 for Orchard Hill.
  - b) For “**User ID**” you will type in your numeric teacher code (provided to you by the tech folks)
  - c) For “**Password**” you will enter your current password (also provided to you by the tech folks)
- 4) Now click the “**Login**” button.
- 5) Once Pinnacle launches the program will operate as usual.
- 6) When you return to school, the next time you use Pinnacle it will ask you to accept the changes you made through the web gradebook. Click “**Yes**” to accept your changes.

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## Switching Modes

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Before you do anything in Pinnacle, there is one task that **MUST** be done. You need to do is turn off “**Easy Mode**”. This is necessary to be able to access the options needed for standards-based grading. To turn off “**Easy Mode**”, do the following:

- 1) Click “**Options**”
- 2) If “**Easy Mode**” has a check mark beside it, click “**Easy Mode**” to remove the check mark.

# ASSIGNMENTS

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## Creating Assignments

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There are several ways to create an assignment. One of the most common ways is explained below:

- 1) Click “**Define**” in the top toolbar
- 2) Click “**Assignments...**” in the drop-down menu
- 3) In the “**Assignments**” window, click the “**Add**” button
- 4) Now enter the information for your assignment beginning with a title in the “**Description**” box.
- 5) Next in the “**1st**” box under “**Standard**” choose the standard for this assignment from the drop-down menu. *(If the assignment relates to more than one standard, you may choose more in the boxes labeled “2nd” and “3rd” and such.)*
- 6) Next select a category in the “**First Category Link**” drop-down menu
  - a) Remember that you must choose either “**Academic Achievement**” or “**Academic Practice**” for the assignment to count toward their nine-weeks grade.
  - b) “**Academic Practice**” is for all formative work, that is, any work where the students are still learning the material.
  - c) “**Academic Achievement**” is for all summative work, that is, work that is fair to be judged because the students have had sufficient instruction and practice.
- 7) Next, be sure “**North Canton BreakPoints**” is in the “**Letter Grade BPs**” box.
- 8) If you weight individual assignments, you can enter the weighting value in the “**Score Weight**” box.

- 9) **IMPORTANT:** Next, be sure to enter a value of “1” for “**Mastery Level**”. This will allow the global mastery settings to work.
- 10) Next, pick a date for the assignment in the “**Due Date**” drop-down menu.
- 11) Next, enter the value of the assignment in the “**Max Value**” box.
- 12) Finally click “**OK**” to accept the assignment and “**OK**” again to exit the “**Assignments**” window.

### **Editing Assignments**

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After creating an assignment, you can go back and edit it to make changes if needed. If you need to change an assignment, do the following:

- 1) Click “**Define**” in the top toolbar
- 2) Click “**Assignments...**” in the drop-down menu
- 3) In the “**Assignments**” window, click the “**Edit**” button
- 4) Now use the “**Next**” and “**Prev**” buttons at the bottom to scroll through the assignments you have created.
- 5) Make any changes you need to any assignment.
- 6) When done, click “**OK**” to accept the changes and “**OK**” again to exit the “**Assignments**” window.

### **Copying Assignments**

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If you teach a subject several times during the day, you will probably have the same assignments for each class. Instead of recreating each assignment for each class, you can just copy the assignments as follows:

- 1) Create the assignment(s) once in one class.
- 2) Now click “**Define**” and then “**Assignments**” to see your current assignments.
- 3) Select as many assignments as you wish to copy. You can hold down the **CTRL** key while clicking on assignments to select multiple assignments at once.
- 4) Now copy them by clicking the “**Copy**” button.
- 5) Next, click “**OK**” to exit the assignment window.
- 6) Now open a different class.
- 7) Once you are in the new class, click “**Define**” and then “**Assignments**” to see your current assignments in that class.
- 8) This time click the “**Paste**” button to insert the copied assignments.
- 9) Click “**Append**” to add the new assignments to the end of your list. **Don’t click “Replace”** since that would erase the assignments all ready there.
- 10) Paste the copies assignments into other classes as needed.

## **ASSIGNMENT GRADES**

### **Entering Assignment Grades**

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Now that you have an assignment created you can enter grades for each student. In addition to regular numeric grades, there are four special grades you can use:

- 1) **Blank grades** – This does not affect the student’s average, but shows up as a missing assignment waiting to be completed.
- 2) **X grades** (exempt) – This does not affect the student’s average, and does not show up as missing.
- 3) **Z grades** – This is averaged in as a zero, but shows up as a missing assignment waiting to be completed.

- 4) **0 grades** – This is averaged in as a zero, and does not show up as missing.

## Duplicating Grades

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If most students received the same grade for an assignment, you can quickly duplicate that grade as follows:

- 1) Enter the grade for the first student and press “Enter”
- 2) Now you will be in the cell below.
- 3) Now type an asterisk in that cell (which will probably be done with Shift-8)
- 4) This will duplicate whatever grade is in the cell above.
- 5) Continue typing the asterisk key to quickly duplicate that grade down the column.

## The Results Column

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The last column on the right of your Gradebook2 screen is the “**Results Column**”. This column can show you the average for many different sets of data. Normally you will want this column to show you the current nine-weeks average. By default though it does not start out like this. To change what the column shows:

- 1) Double click on the title at the top of the “**Results Column**”
- 2) This will open a window called “**Select Result Column Display**”
- 3) Click to select what you want the column to show including:
  - a) Category
  - b) 9-week (you probably want this)
  - c) Semester
  - d) Course
- 4) Then click “**OK**”

## EXTRA CREDIT

Extra credit can be a bit complicated, depending upon how you use it. Below is an explanation of the three different ways to enter extra credit and when to use each method.

### Extra credit as a stand-alone assignment

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One way for you as a teacher to offer extra credit is as a stand-alone assignment. In such a case, students do extra credit assignments apart from regular graded work. If you use this type of extra credit, do the following to record it:

- 1) To add the extra credit assignment, begin by clicking “**Define**” in the top toolbar.
- 2) Next click “**Assignments...**” in the drop-down menu.
- 3) In the “**Assignments**” window, click “**Add**”.
- 4) Now **create the assignment as usual**, but with the following changes:
  - a) For the category, choose “**Academic Achievement**” since that will give the extra credit more weight (80%).
  - b) Enter the value 0 (zero) in the “**Max Value**” box.
  - c) DO NOT click the box labeled “**Extra Credit Assignment**”. That is for a different type of extra credit explained later.
- 5) Next click “**OK**” to accept the assignment, and “**OK**” again to close the assignments window.

- 6) Now you can simply enter grades for the students who did the extra credit assignment. Since it is worth zero points, anything you enter for their score will be extra points to be averaged into their Academic Achievement grade.
- 7) When Pinnacle tells you **“This grade exceeds the maximum possible. Keep showing this warning?”** Click **“Yes”** or **“No”** depending upon your preference.

### **Extra credit as bonus points on an assignment**

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Another way for students to earn extra points is by answering bonus questions on a test or quiz. To record this type of extra credit, do the following:

- 1) Create the assignment (test, quiz, etc.) as normal.
- 2) When you enter the grades for the individual students, enter the total of their score and the bonus points.
  - a) For example, on a 100-point test, they may have scored a 99, but also received 3 bonus points, so you would enter a 102.
- 3) If their score is higher than the max value of the assessment (like in the example above), Pinnacle will tell you **“This grade exceeds the maximum possible. Keep showing this warning?”** Click **“Yes”** or **“No”** depending upon your preference.

### **Extra credit as a percentage on the final grade**

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A final way to have extra credit is as a flat percentage added to the final grade. For example, you may track a student’s completion of extra credit opportunities over a grading period, combine them into one percentage, and then increase their nine-week grade by that percentage (up to 2% by the grading guidelines). Here’s how to do it:

- 1) To add the extra credit percentage, begin by clicking **“Define”** in the top toolbar.
- 2) Next click **“Assignments...”** in the drop-down menu.
- 3) In the **“Assignments”** window, click **“Add”**.
- 4) Now **create the assignment as usual**, but with the following changes:
  - a) For the category, choose **“Academic Achievement”** since that will give the extra credit more weight (80%).
  - b) Next, enter the value 0 (zero) in the **“Max Value”** box.
  - c) This time you **MUST** click the box labeled **“Extra Credit Assignment”**.
- 5) Next click **“OK”** to accept the assignment, and **“OK”** again to close the assignments window.
- 6) Now you can simply enter the extra credit percentage for each student. Whatever percentage you enter will be added on top of their **Academic Achievement** grade. Since **Academic Achievement** is only 80% of their final grade you will need to enter a higher percentage than you want to get added to their final grade. For example:

To get a final increase of:	You need to enter:
2%	2.35%
1.5%	1.76%
1%	1.18%
0.5%	0.59%

- 7) If Pinnacle tells you **“This grade exceeds the maximum possible. Keep showing this warning?”** Click **“Yes”** or **“No”** depending upon your preference.

# STANDARDS GRADES

## Viewing Standards Grades

Because you are attaching each assignment to a standard, Pinnacle is also tracking the students' mastery of the standards. To view these grades, do the following:

- 1) Click **“View”**
- 2) Click **“Level 3 Standards”**
- 3) You will now see each of the standards as columns, with the **“E-M-SN”** grade for each student.

*NOTE: The **first time** you view this, you may need to click **“Options”** and **“Recalculate”** to refresh the standards grades.*

When done viewing the standards grades, you can switch back to viewing your assignments by doing the following:

- 1) Click **“View”**
- 2) Click **“Assignments”**

## Editing Standards Grades

Even though Pinnacle calculates the Standards grades, you are able to change them if you wish. To alter a Standards grade do the following:

- 1) Switch to Standards view by clicking **“View”** and **“Level 3 Standards”**.
- 2) Now double-click any Standards grade and pick a new grade from the drop-down menu.
- 3) Your new grade will replace the one Pinnacle had calculated, and be colored green to indicate you did an overwrite.

Later on, if you wish to remove your altered grade, and let Pinnacle recalculate the Standards grade, you can do so as follows:

- 1) Switch to Standards view by clicking **“View”** and **“Level 3 Standards”**.
- 2) Now click the Standards grade you changed to select it, and click the **“Delete”** key on your keyboard.
- 3) Click **“Yes”** when pinnacle asks **“Clear the current objective?”**
- 4) Pinnacle will now recalculate the Standards grade for you.

# WORK HABIT GRADES

## Entering Work Habit Grades

Work habits grades are included on the report card for each student. These are entered into Pinnacle through the Homeroom class as follows:

- 1) Open your **Homeroom** class file.
- 2) Switch to **Standards view** by clicking **“View”** and then **“Level 3 Standards”**.

- 3) You will now see columns with all of the work habits.
- 4) To enter a grade, simply double-click on an appropriate cell and choose from the following:
  - a) **E – Indicates Above Average Performance** – prints as a “+” on the report card
  - b) **M – Indicates Skill is Progressing** – prints as a **blank** on the report card
  - c) **SN – Indicates Improvement Needed** – prints as a **checkmark** on the report card
- 5) To change a work habit grade, simply double-click on the grade and pick a new one.
- 6) To delete a work habit grade, simply click one time on the grade to select it and then press the “Delete” key on your keyboard.

*Note: Because “Indicates Improvement Needed” prints as a blank on the report card, you do not have to enter the “M” grade if you do not wish to. By leaving such cells blank, they will appear the same on the report card as if you had entered an “M”*

## ATTENDANCE

### Taking Attendance

Besides grades, you can also keep daily attendance for each student. For Grades 4 and 5, daily attendance only needs to be entered for the **Homeroom period**. If you wish to enter attendance in your subject classes, that is fine, but only attendance entered in the Homeroom class will be included on the report card.

There are several ways to enter attendance in Gradebook2. Here are a few:

#### 1) Attendance Grid Button Method

- a) Click on the “**Attendance Grid**” button in the toolbar.
- b) This will toggle you between grade mode and attendance mode.
- c) Once in attendance mode use the scroll bar on the bottom to see different days of the grading period.
- d) To enter an attendance code, double click on the appropriate cell for the student and day they were gone.



#### 2) Quick Attendance Method

- a) Click the “**QA**” button in the toolbar.
- b) Click on a student to select them.
- c) Click on the “**Absent**” or “**Tardy**” button to mark their attendance. Each time you click the button it rotates through to the next available attendance code.
- d) Click the “**Date**” button to choose a different date.
- e) Click “**OK**” when you are finished.



#### 3) Seating Chart Method

- a) If you have made a seating chart you can take attendance on it by clicking “**View**” in the top menu bar.
- b) Then click “**Seating Chart**” in the drop-down menu.
- c) To add an attendance code for a student, click on their seat and pick the code from the pop-up menu.
- d) Click the “**Date**” button to choose a different date.

### Your Attendance Codes

The codes you can choose for attendance are:

- 1) “**A**” – Absent
- 2) “**T**” – Tardy
- 3) “**H**” – Absent half day

# INTERIMS

Interims are printed from the main Pinnacle server in the district office and then distributed to the teachers. Each student will get an interim and it will list the following items for their academic classes (Reading, Writing, Spelling, Math, Social Studies, Science/Health):

- Academic practice grade
- Academic achievement grade
- Current grade for the class
- Up to two canned comments per teacher
- One free-form comment per teacher

## Entering Canned Interim Comments

You may enter up to two canned comments per student for their interim report. To enter the comments, do the following:

- 1) Click on the **“Required Assessment”** button in the top menu bar of the gradebook program. This will switch you from **“Grades View”** to **“Required Assessments View”**.
- 2) You will now see four columns for each student. The columns that will hold the two interim comments are labeled **“IntCom1”** and **“IntCom2”**.
- 3) Click in one of the comment boxes for a student and then press the space bar.
- 4) This will open a window with all of the comments listed.
- 5) Scroll through the comments to find what you want and click on that comments.
- 6) Click **“OK”** and the comment will be entered.



When the interims are printed the corresponding comments will be printed for the codes you choose.

For your reference, a full list of the available comments will be provided to you in a separate document.

## Entering Free-form Interim Comments

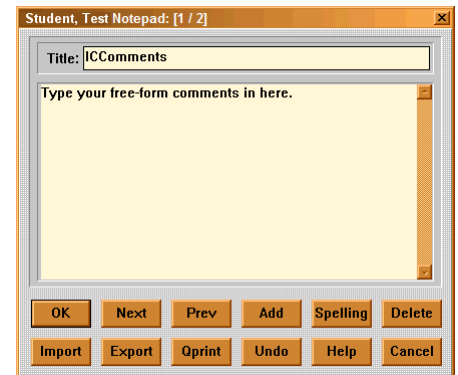
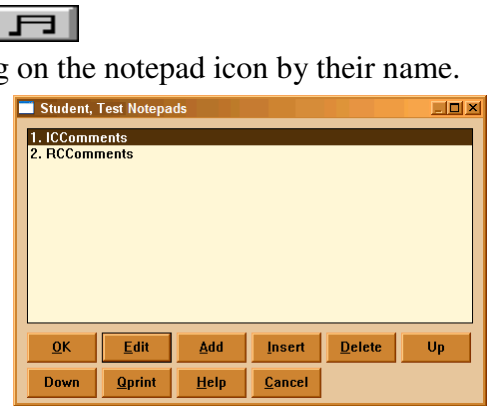
**Free-form comments** allow you to type in whatever you wish to say about your students, rather than just use the predefined comment codes. The free-form comments appear at the bottom of the interim report in a separate section.

You can still use the comment codes along with the free-form comments if you wish.

Entering free-form comments is very different from entering comment codes. You actually enter the free-form comments into a special entry in the notepad for each student. Below are the instructions for this:

- 1) Open a class as usual.
- 2) Click **“Pinnacle”** in the top menu bar.
- 3) Click **“Retrieve Notepads”** from the drop-down menu. This will add the needed entry for the free-form comments to your students’ notepads.
- 4) Make sure you can see the notepads by doing the following:
  - a) Click **“Options”** in the top tool bar.
  - b) Click **“Show Desk Icons”** from the drop-down menu.
  - c) Make sure there is a check mark next to **“Notepads”**. If there is not, then simply click **“Notepads”** to put a checkmark there.

- d) Now you will have a notepad icon next to every student's name.
- 5) To enter a free-form comment for a student, begin by double-clicking on the notepad icon by their name.
  - 6) This will open up the notepad window. In the window you will find an entry titled **"ICComments"**. This is the entry that will hold your free-form comment for this student's interim.
  - 7) Click once on the **"ICComments"** entry and then click the **"Edit"** button.
  - 8) This will open up a window for that particular entry. In the large blank area you can now type in your free-form comment.
  - 9) **DO NOT** change the title from **"ICComments"**. It must have this title or it will not show up on the interim report.
  - 10) When done typing your comment, click **"OK"**.
  - 11) Click **"OK"** again to exit the notepad window.
  - 12) Now you can repeat steps 5 through 11 to give any other student a free-form comment.
  - 13) When done with your current class, you can repeat the entire process for each of your other classes.



## Dealing with Blanks at Interim Time

As you prepare for interims, you may have several blanks in your gradebook for missing assignments. Recall that a blank is not figured into the final grade, so this may give the student a higher grade than they would have if they had done the missing work.

This can be a problem at interim time, since this could send an artificially high grade home to the parents.

If this is a problem, you may want to replace your blanks with **"Z-grades"**. A **"Z"** is like a blank grade in that it is treated as a missing assignment. However, the **"Z"** is actually averaged into the grade as a zero. This shows the student and their parents the impact of not turning in the missing work.

You can manually change a blank to a **"Z"** by simply typing in the **"Z"** for a student's specific assignment. However, if you wish to change ALL of your blanks to **"Z's"** you can do the following:

- 1) Click **"Utilities"** in the top menu bar
- 2) Click **"Blanks to Z-Grade"** in the drop down menu
- 3) Now click the appropriate option:
  - a) **"Current Column"** – Changes blanks to Z-Grades for just the assignment currently selected
  - b) **"All Grades"** – Changes blanks to Z-Grades for all assignments in the current gradebook
  - c) **"Student Only"** – Changes blanks to Z-Grades for just the student currently selected
- 4) The program will ask you **"Are you sure?"**
- 5) Click **"Yes"**
- 6) Now the blanks are replaced by **"Z's"** and the 9-weeks grades are updated to include those grades as zeros.

## END OF GRADING PERIOD

Here is a checklist of items to be done for each class at the end of a grading period:

- Complete entering all assignments and all grades for all students in the 9-weeks. Double-check each assignment for links to standards and categories.
- Complete entering all absences and tardies for students in the homeroom class.
- As needed, enter **“Work Habit Grades”** for students in the homeroom class.
- If needed, overwrite a student’s 9-weeks **“Final Grade”** with a new number, letter, or special grade code
- If needed, clear any old overwrites that are no longer necessary.
- If needed, overwrite student’s **“Standards Grades”**.
- Optionally add free-form comments for students.

Note: Feel free to preview the report cards at any time by running one of the two preview reports in Pinnacle. As a brief reminder, do the following:

- 1) Click **“Reports”** in the top menu bar
- 2) Then click **“Crystal Reports”**
- 3) Now choose the version of the report card you want:
  - a) **“4-5 Report Card – [building] all”** – This gives you access to all the students in the grade level
  - b) **“4-5 Report Card – [building] class”** – This only gives you access to the students in the class you have open
- 4) Follow instructions from there.

### How to Overwrite a 9-Week Final Grade

You may find that you need to change a student’s 9-week **“Final Grade”**, if you feel the grade should be different. Here’s how to do it:

- 1) Open your class and make sure you are in the correct nine-week grading period.
- 2) Next you need to make sure that the results column on the far right hand side of the screen is displaying the grades you wish to overwrite. You can tell by seeing what’s at the top of the column, such as **“1<sup>st</sup> 9 Weeks”**.
- 3) If it says something else, such as **“Academic Achievement”** or **“Academic Practice”**, then you need to change what is being displayed. To do this:
  - a) Double click on the title at the top of the **“Results Column”**
  - b) This will open a window called **“Select Result Column Display”**
  - c) Click **“Marking Period”**.
  - d) Then click **“OK”**
  - e) Now you will have the correct grades displayed in the results column.
- 4) Next, find the grade in the results column to be overwritten. Double-click on that grade.
- 5) You will be asked **“Are you sure you want to overwrite this value?”**
- 6) Click **“Yes”**
- 7) If you wish to give them a new numeric grade, then simply type in the new grade in the box labeled **“Enter new Numeric grade”**, and click **“OK”** and the grade will be changed.
- 8) If you wish to give them a letter grade or special grade, then click on the down arrow at the end of the box labeled **“Enter new Letter grade”**
- 9) This will give you a drop down menu with the following choices:

- a) Normal letter grades (A+ to U)
- b) I: Incomplete
- 10) Choose the grade you want
- 11) Click **“OK”**
- 12) Now their 9-week grade has been changed to the letter you chose.

### Clearing an Overwritten Final Grade

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Sometimes you may wish to clear the overwrite you did to a grade in the past. For example you may have given a student an “I” for an incomplete grading period, but now they have finished the work and you are ready to give them a grade.

In such a case you need to remove the overwrite, and let the gradebook recalculate the grade by doing the following:


- 1) Click on **“View”** in the top menu bar
- 2) Choose **“Marking Periods”** from the drop down menu
- 3) Now find the grade you changed in the column labeled **“1<sup>st</sup> 9 Weeks”** or such.
- 4) Click once on the grade to highlight it
- 5) Now press the **“Delete”** key on your keyboard
- 6) The program will ask if you want to **“Clear the current grade and recalculate”**
- 7) Click **“Yes”**
- 8) Now the overwrite is removed and the grade is calculated as normal.
- 9) Switch back to your normal view by clicking **“View”** in the top menu bar, and choosing **“Assignments”** from the drop down menu.

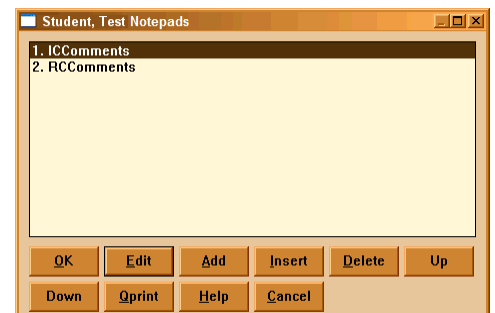
### Entering Free-form Report Card Comments

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**Free-form comments** allow you to type in whatever you wish to say about your students. The free-form comments appear at the back of the report card and will have your name in front of each comment you make.

Entering free-form comments is very different from entering comment codes. You actually enter the free-form comments into a special entry in the notepad for each student. Below are the instructions for this:

- 14) Open a class as usual.
- 15) Click **“Pinnacle”** in the top menu bar.
- 16) Click **“Retrieve Notepads”** from the drop-down menu. This will add the needed entry for the free-form comments to your students’ notepads. (*Note: If you already retrieved the notepads at Interim time, you do not need to do this step again.*)
- 17) Make sure you can see the notepads by doing the following:
  - a) Click **“Options”** in the top tool bar.
  - b) Click **“Show Desk Icons”** from the drop-down menu.
  - c) Make sure there is a check mark next to **“Notepads”**. If there is not, then simply click **“Notepads”** to put a checkmark there.
  - d) Now you will have a notepad icon next to every student’s name. 
- 18) To enter a free-form comment for a student, begin by double-clicking on the notepad icon by their name.
- 19) This will open up the notepad window. In the window you will find an entry titled **“RCComments”**. This is the entry that will hold your free-form comment for this student’s report card.



20) Click once on the “**RCComments**” entry and then click the “**Edit**” button.

21) This will open up a window for that particular entry. In the large blank area you can now type in your free-form comment.

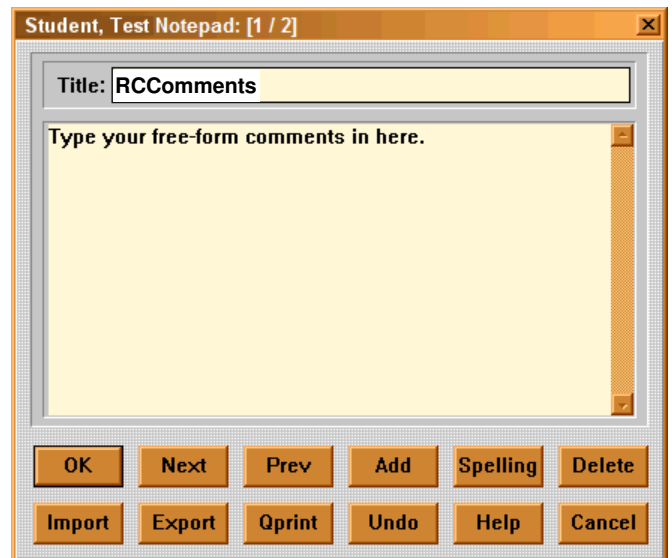
22) **DO NOT** change the title from “**RCComments**”. It must have this title or it will not show up on the report card.

23) When done typing your comment, click “**OK**”.

24) Click “**OK**” again to exit the notepad window.

25) Now you can repeat steps 5 through 11 to give any other student a free-form comment.

26) When done with your current class, you can repeat the entire process for each of your other classes.



## REPORTS

Pinnacle provides three types of reports for you to generate:

- **Standard Reports** – There are only a few of these reports and they cannot be edited by us, however there are some really good reports here. These reports open in Pinnacle’s own window.
- **Custom Reports** – There are about one hundred of these reports, grouped by category. We can edit these to suit your needs or even make entirely new custom reports. These reports open in Internet Explorer.
- **Crystal Reports** – These are the most sophisticated reports, and although there are not many of them, they are very powerful and can save you lots of time. These reports open with Adobe Acrobat Reader.

Below are directions for using some common reports:

### Student Password Report

Students get a password assigned to them that is used for the entire year. Their passwords do not change each grading period like staff members. You can generate the student password report by doing the following:

First you need to update your roster to pull in the new password info.

- 1) To do this, begin by opening a class as usual.
- 2) Now click "**Pinnacle**" in the top tool bar.
- 3) Now click "**Update Roster**" in the drop down menu.

Now the new passwords are loaded. To see them all at once you can print a report:

- 1) Open a class as usual.
- 2) Click "**Reports**" in the top menu bar.
- 3) Click "**Custom Reports**" in the drop down menu.
- 4) Click "**School**".

- 5) Click "**Class**".
- 6) Click "**Class Roster with Passwords**".
- 7) Click "**OK**" to generate the report.
- 8) Click "**File**" and "**Print...**" if you want a hard copy.

Or, if you only want to see student passwords one at a time, you can do the following:

- 1) Open a class as usual.
- 2) Double-click on a student name.
- 3) This will open up their demographic screen.
- 4) Scroll down to the box marked "**Password**" to see their current password.
- 5) Click "**OK**" when done.
- 6) Repeat for other students as needed.

### Simple Gradebook Report

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It is always a good idea to have a paper copy of your grades for easy reference and backup purposes. Gradebook 2 has hundreds of available reports to choose from which can print out your information in many different ways. To do a simple one-page printout of the gradebook for a class, do the following:

- 1) Click on "**Reports**" in the menu bar.
- 2) Click on "**Standard Reports**" in the drop-down menu
- 3) Choose "**Class Assignments Vertical...**"
- 4) Click "**OK**"
- 5) Click "**OK**" again

## SORTING STUDENTS

Depending upon what you wish to do, your students are not always listed in the order you want. For example, when a new student is added to your class, their name is added to the bottom of your roster, and you may want to alphabetize them. Or you may want to sort your students by their current grade in your class, so that you can make good mixed groups. Other times you may just want your students in a random order.

### Sorting Alphabetically

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You can sort your students alphabetically by doing the following:

- 1) Click the "**Sort**" button in the toolbar.
- 2) In the "**Key Type**" box choose "**Student Data Items**"
- 3) In the "**Selected Key**" box choose "**Name (Last, First)**"
- 4) For the "**Direction**" option choose "**Ascending**"
- 5) Finally click "**OK**" to do the sort.



### Sorting by Grade in Class

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You can sort your students by their current grade in class by doing the following:

- 1) First make sure that the results column on the far right is displaying the grades you wish to sort by.

- 2) If it is not, then double click on the title at the top of the **“Results Column”**
- 3) This will open a window called **“Select Result Column Display”**
- 4) Click to select what you want the column to show including:
  - a) Category
  - b) 9-week (you probably want this)
  - c) Semester
  - d) Course
- 5) Then click **“OK”**
- 6) Now you can do the sort as follows:
- 7) Click the **“Sort”** button in the toolbar.
- 8) In the **“Key Type”** box choose **“Numeric”**
- 9) In the **“Selected Key”** box choose **“Result Column”**
- 10) For the **“Direction”** option choose **“Ascending”** or **“Descending”** as you wish
- 11) Finally click **“OK”** to do the sort.

## Sorting Randomly

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You can sort your students randomly by doing the following:

- 1) Click the **“Sort”** button in the toolbar.
- 2) In the **“Key Type”** box choose **“Random Order”**
- 3) In the **“Selected Key”** box choose nothing
- 4) For the **“Direction”** option choose nothing
- 5) Finally click **“OK”** to do the sort.

## Re-Sorting to Original Order

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You can re-sort your students into the original order they were first entered into your grade book by doing the following:

- 1) Click the **“Sort”** button in the toolbar.
- 2) In the **“Key Type”** box choose **“Original Order Entered”**
- 3) In the **“Selected Key”** box choose nothing
- 4) For the **“Direction”** option choose nothing
- 5) Finally click **“OK”** to do the sort.

## Printing Sorted Reports

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One important feature of sorting is that the new student order is used when you print a **Custom Report**. This is helpful if you want to print a report that shows class rank and you need the students in order of by their grades. We also ask that you sort you students alphabetically before printing the **9-Weeks Verification Report**, which makes it easier for you to check your grades.

# PINNACLE INTERNET VIEWER

## Pinnacle Internet Viewer

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The Pinnacle Internet Viewer (PIV) allows parents and students to view the student’s grade and attendance

information online. Below are some helpful tips concerning the PIV.

## **Creating Assignments**

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When naming assignments it may be helpful to give more descriptive names. An abbreviation that makes perfect sense to you, may be confusing to a student or parent. Also, more detailed assignment titles will help students who need to make up missing work.

For example, “**Chapter Review – Pg 26: 1-10**” is more useful than “**CR#1**”.

## **Entering Grades**

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As much as possible try to enter grades soon after the assignment has been graded. We would like to have new information in the gradebook at least once a week. Of course assignments like essay tests and large papers will take longer to grade.

## **Entering Dates**

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Due dates now take on a new significance with the PIV. Here’s how they work:

If you do not enter a due date for an assignment, then the PIV will never consider the assignment as “missing”, since it does not know when it is due. That means it will not show up on the “**Missing Assignment Report**” that parents and students can access.

If you do enter a due date for the assignment then it is available for the “**Missing Assignment Report**”. As soon as the due date passes, any blank grades or “**Z-grades**” will now show up on that report.

## **Notepad #1**

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Don’t forget that anything you enter for the first notepad entry for a student can be visible as a comment in the PIV. Students and parents may be able to see this first notepad entry.

Therefore, if you use the notepad feature in your class, be sure to use entry #1 for information that you wish to share.

For example, you could title the first notepad entry as “Public” and then leave the content blank or enter something like “We expect your best!”