

NCCS Pinnacle Basic User Guide

High School 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) and John Fano (jrf1nc@northcanton.sparcc.org)

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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 (3rd button, looks like a floppy disk)
- 7) To close a class, click the “**Close**” button (2nd button, looks like a folder closing)
- 8) To open a new class, click the “**Open**” button (1st 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 **300** for the **high school**.
 - 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.

Extra classes

Sometimes you may notice that you have extra classes, such as two 3rd period classes. Other times you may have a class listed that no one is scheduled for. This can happen for several reasons.

- 1) One of the classes may have a student who is only taking your class for one semester, even though it is a year-long class.
- 2) One of the classes may no longer have any students because they have transferred to other sections or classes. Their name will show up but an asterisk (*) will be in front of their name, which means they are “Inactive”.

If you notice either of these cases, please let Eric or John know. We can combine split classes into one file and remove classes that no longer need to be there. Please do this early, before you have entered many (or any) grades into that class.

ASSIGNMENTS

Creating Assignments

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 “**Assignment Description**” box.
- 5) Next select a category in the “**First Category Link**” drop-down menu
 - a) Choose either “**Academic Achievement**” or “**Academic Practice**” for the assignment.
 - 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.
- 6) Next, pick a date for the assignment in the **“Due Date”** drop-down menu.
- 7) Next, enter the value of the assignment in the **“Max Value”** box.
- 8) If you weight individual assignments, you can enter the weighting value in the **“Score Weight”** box.
- 9) Finally click **“OK”** to accept the assignment.

Editing Assignments

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

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 Grades

Now that you have an assignment created you can enter grades for each student. Remember that 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

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

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

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

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 enter the information for your extra credit assignment beginning with an appropriate title in the “**Assignment Description**” box.
- 5) Next select a category in the “**First Category Link**” drop-down menu. You should probably choose “**Academic Achievement**” since that will give the extra credit more weight (80% at the MS or 85% at the HS).

- 6) Next, you may pick a date for the assignment in the **“Due Date”** drop-down menu.
- 7) Next, enter the value 0 (zero) in the **“Max Value”** box.
- 8) DO NOT click the box labeled **“Extra Credit Assignment”**. That is for a different type of extra credit explained later.
- 9) Next click **“OK”** to accept the assignment, and **“OK”** again to close the assignments window.
- 10) 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.
- 11) 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

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

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 enter the information for your extra credit percentage beginning with an appropriate title in the **“Assignment Description”** box.
- 5) Next select a category in the **“First Category Link”** drop-down menu. You should choose **“Academic Achievement”** since that will give the extra credit more weight (80% at the MS or 85% at the HS).
- 6) Next, you may pick a date for the assignment in the **“Due Date”** drop-down menu.
- 7) Next, enter the value 0 (zero) in the **“Max Value”** box.
- 8) This time you **MUST** click the box labeled **“Extra Credit Assignment”**.
- 9) Next click **“OK”** to accept the assignment, and **“OK”** again to close the assignments window.
- 10) 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 85% 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:	The HS needs to enter:
2%	2.35%
1.5%	1.76%
1%	1.18%
0.5%	0.59%

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

ATTENDANCE

Taking Attendance

Besides grades it is necessary for you to keep daily attendance for each student. There are several ways to enter attendance in Gradebook2. Below are the preferred methods for taking attendance:

1) 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.
- f) **Save you class file to make sure the data is submitted.**



2) 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.
- e) **Save you class file to make sure the data is submitted.**

Your Attendance Codes

The codes you can choose for attendance are:

- 1) **“A”** – Absent Excused
- 2) **“R”** – Tardy Unexcused
- 3) **“T”** – Tardy Excused
- 4) **“SR”** – School Related Absence, such as a field trip

Additional Office Attendance Codes

In addition to the codes you can choose for attendance, the office will also be entering codes, which may then show up in your gradebook. If you happen to see any of the following codes, here is what they mean:

- 1) **“U”** – Absent Unexcused
- 2) **“H”** – Half Day Excused Absence
- 3) **“Q”** – Half Day Unexcused Absence
- 4) **“X”** – Expelled

- 5) **“S”** – Suspended
- 6) **“B”** – Truant All Day
- 7) **“C”** – Truant Half Day
- 8) **“PE”** – Pre-Excused
- 9) **“MC”** – Present in Media Center
- 10) **“ISI”** – Present in the ISI Room
- 11) **“DD”** – Present in academic assist

What if everyone is present?

Even if all your students are present, you **still need to take attendance** and **then save your class** file to electronically submit the information. This lets the office know that you did not forget to take attendance, and all of your students are present. Pinnacle will tell the office which teachers have not submitted their attendance for each period.

What about substitute teachers?

Rather than have substitutes use the Pinnacle system, we need to have them fill out a paper attendance report for each period. They will then leave these reports for you. When you get back, you will need to check their reports against what is in Pinnacle and make any changes as needed. Chances are the office will already have filled in most of the absences on their end, so you may not have many changes to make other than tardies.

You will need to print out a blank sub report for each of your classes and leave them in your substitute folder for when they may be needed. Don't forget to print out new blank reports after you have had a sub.

To print the reports, do the following:

- 1) Open a class in Pinnacle as usual.
- 2) Click **“Reports”** in the top tool bar.
- 3) Then click **“Custom Reports”**
- 4) Then click **“School”**
- 5) Then click **“CLASS”**
- 6) Then choose the report called **“Substitute Teacher Report”**.
- 7) Next click **“OK”** to generate the report for all of your students in that class.
- 8) The generated report will now open up in Internet Explorer.

If you get a message at the top saying *“To help protect your security, Internet Explorer has restricted this file from showing active content that could access your computer. Click here for options...”* then do the following:

- a) Click where it says **“Click here for options...”**
 - b) Click **“Allow blocked content...”**
 - c) Click **“Yes”** when prompted with the Security Warning.
 - d) Now all the content of the report will be generated.
- 9) To print the report click the printer icon in the Internet Explorer toolbar, or click **“File”** and then **“Print...”**
 - 10) Repeat this process for each class.

Daily attendance report

The office will no longer be making attendance reports to show schoolwide daily attendance info. Instead you can generate this report any time you want to right through your Gradebook. This is better because the info will be accurate as of the time you make the report. Here's how to do it:

- 1) Open a class in Pinnacle as usual.
- 2) Click **“Reports”** in the top tool bar.
- 3) Then click **“Crystal Reports”**
- 4) Then click **“HS Attendance Report for Staff”** or **“MS Attendance Report for Staff”**
- 5) Then click **“OK”**
- 6) Then pick the date you want and click **“Accept”**.

What if attendance data is wrong?

Attendance codes can be entered by teachers and attendance secretaries. However, when the attendance secretaries enter a code, teachers cannot overwrite it. This is because the attendance office is more likely to have info on why students are absent.

However, on occasion there may information that the attendance secretary did not have, so that an incorrect code got entered. If that happens, please contact your attendance secretary to inform them of the incorrect data.

At the high school, please contact **Kathy Snyder**:

- By email – kas3nc@northcanton.sparcc.org
- By phone – Extension 375

What do I do when Pinnacle says today is not a valid school day and I can't take attendance?

What you need to do is re-import the school days from the server as follows:

1. Open the class in Pinnacle as usual.
2. Click **“Pinnacle”** in the top menu bar.
3. Click **“Retrieve”** from the drop-down menu.
4. Click **“School Days”** from the pop-up menu.
5. All the school days are now loaded and you may take attendance.

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 each class they have:

- Academic practice grade
- Academic achievement grade
- Current grade for the class
- Number of class absences and tardies
- 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 printer for the codes you choose.

Entering Free-form Interim Comments

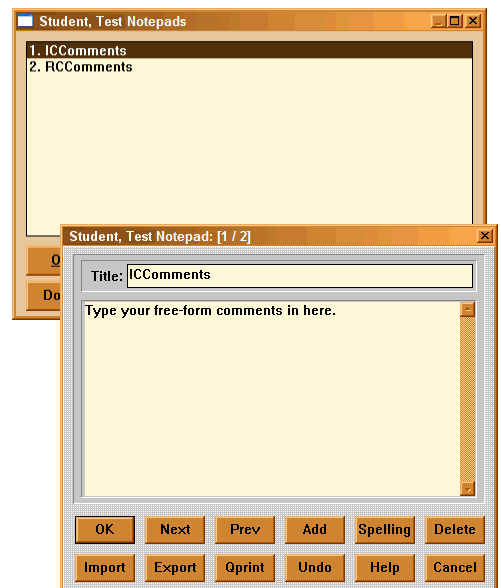
Free-form comments allow you to type in whatever you wish to say about your students, rather than just use the predefined comment codes. The free-form comments appear at the bottom of the interim report in a separate section.

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

Checklist for Submitting Grades at the End of a 9-weeks

Here is a checklist of items to be done for each class at the end of a 9-week grading period:

- Enter all assignments and all grades for all students in the 9-weeks.
- Enter the grades for the semester exam for all students if applicable.
- Double-check all absences and tardies for all students in the 9-weeks.
- Review grades from previous 9-weeks to make sure they are all updated if needed.
- If needed, clear any old overwrites that are no longer necessary, such as incompletes that now have a grade.
- If needed, overwrite a student’s 9-week grade, semester exam, or semester average with a new number, letter, or special grade code.
- Optionally add up to 2 comments per student.
- Print out the **“9-weeks Verification Report”** and check to make sure that all info is correct.
- Compare your verification report to the report you will be given the day after grades are submitted.
- Sign and turn in your verification reports to the main office with any needed corrections.

How Pinnacle Averages Semester Grades

It is up to you to decide if you wish to set a lowest grade for a nine-week average or semester exam.

In the past a failing 9-week grade or semester exam was averaged in as a “65”. By default Pinnacle **DOES NOT** make any such adjustment, but instead averages the grades just as they are.

If you wish to set a lowest limit (such as a “65”) on 9-week grades or semester exams you will need to overwrite the 9-week average or semester exam yourself. Overwriting is explained in the section below. If you want Pinnacle to average failing grades just as they are, then you do not need to do anything.

How to Overwrite a Final Grade

You may find that you need to change a student’s nine-week grade, semester exam, or semester average, either to a different number, or to a grade code such as “Incomplete”. Here’s how to do it:

- 1) Open your class and make sure you are in the correct nine-weeks 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 **“1st 9 Weeks”, “4th 9 Weeks”, “Final Exam”, or “Second Semester”**.
- 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”** (if you need to change a 9-week grade or semester exam grade) or **“Semester”** (if you need to change a semester average).
 - 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 grade?”**
- 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) A	f) N: No grade
b) B	g) S: Satisfactory
c) C	h) U: Unsatisfactory
d) D	i) WD: Withdrawn
e) F	j) I: Incomplete
- 10) Choose the grade you want
- 11) Click **“OK”**
- 12) Now their 9-week grade, semester exam grade, or semester average has been changed to the letter you chose.

Clearing an Overwritten Final Grade

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 **“1st 9 Weeks”** or **“4th 9 Weeks”** or **“Final Exam”** 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 Report Card Comments

Just like with the interim reports, you may enter up to two canned comments per student for their 9-weeks report card. 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 report card comments are labeled **“Com1”** and **“Com2”**.
- 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 report cards are printed the corresponding comments will be printed for the codes you choose.

Printing the Verification Report

To make it easier for you to check the data you are submitting at the end of a grading period, we have developed a verification report. The verification report places all your grades, attendance, and comments on one page that you can easily print out and check for accuracy.

The **“Verification Report”** will show you the following info:

- 1st Semester Average
- Student Name
- Student ID
- 1st 9-weeks Average
- 2nd 9-weeks Average
- 1st Semester Exam
- 2nd 9-weeks Absences
- 2nd 9-weeks Comments

Here is what we need you to do for each of your classes:

- 1) Open up a class as usual.
- 2) Alphabetize your students by clicking “**Utilities**”, then “**Sort**”, and then “**OK**”.
- 3) Now click “**Reports**”
- 4) Click “**Custom Reports**”
- 5) Click “**School**”
- 6) Click on the appropriate report for the current grading period, such as “**2nd 9-Weeks Verification Report**”
- 7) Click “**OK**”
- 8) This will now generate the report in Internet Explorer.

Special Note:

The report will now open up in Internet Explorer. Depending upon what version of Internet Explorer you have, the browser may not allow the report to generate fully by default.

If you get a message at the top saying “*To help protect your security, Internet Explorer has restricted this file from showing active content that could access your computer. Click here for options...*” then do the following:

- a) Click where it says “**Click here for options...**”
 - b) Click “**Allow blocked content...**”
 - c) Click “**Yes**” when prompted with the Security Warning.
 - d) Now all the content of the report will be generated.
- 9) Print the report by clicking “**File**” then “**Print...**” then “**Print**”
 - 10) Carefully check over the report to make sure that the grades, attendance totals, and comments look correct.
 - 11) If you find any problems, make the needed corrections in Pinnacle and print a new report.
 - 12) The next day compare your “**Verification Report**” to the “**Grade Verification Sheets**” (on green and white paper) that will be in your mailbox.
 - 13) Make any needed corrections, and turn in your verification reports and sheets to the main office.

<h2>EXAMS</h2>

This section will give you all the info you need if your class has an exam grade. If you do not give a semester exam in your class, then you do not need this information.

The Exam Screen

The semester exam has its own “grading period” so to speak. It is not entered in for the 9-weeks, but on its own screen. To get to the screen for the semester exam, do the following:

- 1) Open a class like normal in Pinnacle.
- 2) By default you should be in the current 9-weeks.
- 3) Click on the right arrow in the top tool bar to move past the current 9-weeks.
- 4) This will move you to the screen for the semester exam.
- 5) The top of your screen will now say the name of your class followed by something like “**Course /First Semester / Semester Exam.**”



Another way to get to the semester exam screen is to use the “**Marking Period Chooser**” button, located to the left of the arrows.

- 1) Click on the **“Marking Period Chooser”** button.
- 2) Locate and click on **“Semester Exam”** under the appropriate semester.
- 3) Now click **“OK”**.
- 4) You will now be on the screen for the semester exam.



Entering the Exam Grades

Now you need to create the exam and enter the student grades. You will create the exam just like you create any normal assignment. For example you could:

- 1) Click **“Define”** in the top tool bar.
- 2) Click **“Assignments...”** in the drop-down menu.
- 3) Click the **“Add”** button.

Now enter the information for the exam including:

- 1) **Description** – such as **“Semester Exam”**
- 2) **First Category Link** – **“Exam”**
- 3) **Max Value** – Whatever the maximum score is for your exam, such as **“100”**.
- 4) Now click **“OK”** to finish adding the exam info.
- 5) And click **“OK”** again to exit the **“Assignments”** window.

The exam will now be created as an assignment. Simply enter the students’ grades as you would for any normal assignment.

How the Exam Gets Averaged

Pinnacle averages the exam with the 9-weeks grades just like we have always done. That is:

- 1st 9-weeks is counted three times.
- 2nd 9-weeks is counted three times.
- The exam is counted once.

This averaging is done for you to create the semester grade. You do not need to do anything to make it happen.

END OF SEMESTER ADDITIONAL STEP

In Pinnacle you are able to give special grades including:

- N: No grade
- S: Satisfactory
- U: Unsatisfactory
- WD: Withdrawn
- I: Incomplete

Unfortunately Pinnacle does not know how to average these grades when calculating the semester average. So if you have given any of these grades for a 9-weeks grade or the semester exam, you will need to also enter a special grade for their semester average. Please do the following for each class to check for this situation:

- 1) Open the class as usual.
- 2) Click **“View”**
- 3) Click **“Marking Periods”**
- 4) Look at the grades for the 9-weeks and semester exams. See if any of them have any of the five special grades mentioned above.
- 5) If you have not given any special grades, then move on to your next class.
- 6) If you have assigned a special grade, then the semester average should also be a special grade. For example, if a student gets an **“T”** for the 2nd 9-weeks, then they should have an **“T”** for the semester average. However, Pinnacle may not calculate this correctly and you will need to overwrite the semester average.
- 7) If you need to put a special grade in at the semester average level, first double-click on the current semester average grade for that student in the far right hand column.
- 8) You will be asked **“Are you sure you want to overwrite this grade?”**
- 9) Click **“Yes”**
- 10) Next click on the down arrow at the end of the box labeled **“Enter new Letter grade”**
- 11) This will give you a drop down menu with the following choices:

a) A	f) N: No grade
b) B	g) S: Satisfactory
c) C	h) U: Unsatisfactory
d) D	i) WD: Withdrawn
e) F	j) I: Incomplete
- 12) Choose special grade you want
- 13) Click **“OK”**
- 14) Now their semester grade has been changed to the special grade you chose.
- 15) Repeat this for each of your 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

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

Credit Attendance Report


When a student misses 10 or more days of class, they may not get credit for that semester. The credit attendance report is used to notify all the necessary people about a student who is getting close to that amount.

To use the report properly you need to do three steps which will be explained below:

- Periodically check attendance totals
- Generate the report when needed
- Print the report in the correct format

Periodically check attendance totals

Every week or so you ought to check the attendance totals for your students to see if anyone is in danger of a credit attendance problem.

- 1) Open a class in Pinnacle as usual.
- 2) Switch to attendance view by either of these methods:
 - a) Click the **“Attendance Grid”** button on the tool bar.
 - b) Or click **“View”** and then click **“Attendance”**.
- 3) Now look over to the far right hand column where the attendance totals are. You need to see the totals for the entire semester, not just one grading period. To see this, start by double-clicking the top of the results column on the far right. 
- 4) From the pop-up window, choose **“Semester”** and click **“OK”**.
- 5) Now look down the results column to see if any student has too many absences and/or tardies.
- 6) *Remember: three tardies equal one absence.*
- 7) A credit attendance report needs to be sent out when a student reaches five absences.
- 8) When done, you may switch back to standard grade view by either method:
 - a) Click the **“Attendance Grid”** button on the tool bar again.
 - b) Or click **“View”** and then click **“Assignments”**.

Generate the report when needed

If you have students who need the report generated, you will do so as follows:

- 1) Click **“Reports”** in the top menu bar.
- 2) Click **“Custom Reports”** from the drop down menu.
- 3) Click **“School”**.
- 4) Click **“Attend”**.
- 5) Click **“Credit Attendance Report - 1st Semester”**.
- 6) You probably don't want to print the report for all of your students, so instead “tag” the ones you need:
 - a) Click **“Tag Students...”**
 - b) Now hold down the **“Ctrl”** key and click on all the students you need to highlight.
- 7) Click **“OK”** when done, and then click **“OK”** one more time to generate the reports.

Print the report in the correct form

The report will now open up in Internet Explorer. Depending upon what version of Internet Explorer you have, the browser may not allow the report to generate fully by default.

If you get a message at the top saying *“To help protect your security, Internet Explorer has restricted this file from showing active content that could access your computer. Click here for options...”* then do the following:

- 1) Click where it says **“Click here for options...”**
- 2) Click **“Allow blocked content...”**
- 3) Click **“Yes”** when prompted with the Security Warning.
- 4) Now all the content of the report will be generated.

Now it is time to print. First make sure the margins are correct and no header or footer info is printed:

- 1) Click **“File”**.
- 2) Click **“Page Setup”**.
- 3) Set all the margins at **“0.5”** inches.
- 4) Delete out anything in the **“Header”** and **“Footer”** boxes.
- 5) Click **“OK”**.

- 6) Note: You will only have to do this one time. From here on out all your custom reports will have these settings.

Finally print the report(s):

- 1) Click **“File”**.
- 2) Click **“Print...”**
- 3) Click **“Print”**.

You may now send the report to the appropriate section of the main office for the students concerned.

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

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

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

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

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

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

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

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

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

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

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!"

Informing Students

Parents are being given information on how to access the PIV. However, the PIV is as much for the students as it is for their parents. It is a great way for students to keep track of their grades and see what they are missing. Please take a minute to remind your classes that they can access the PIV for themselves. Here is the basic info they need:

- 1) Go to the high school web site.
- 2) Hover their mouse over the "**Students**" link in the top menu bar.
- 3) Click "**Pinnacle**" in the drop-down menu.
- 4) This will take them to the **PIV Info Center**.
- 5) The first time they use the PIV they really should click the "**PIV Instructions**" button to learn how to use the PIV.
- 6) After they have read the instructions they can click back to the **PIV Info Center**.
- 7) Now they can click the button labeled "**Access the PIV**" to begin.