

# Reports with Pinnacle Gradebook2

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## Types of Reports


Pinnacle Gradebook2 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.

## Sorting Before Printing

When you print “**Custom Reports**” the students are listed in the report in the order they currently appear in your gradebook. You may want to re-sort them alphabetically or by grade average to make the report more valuable or easier to compare with other data.

To sort your students, do the following:

- 1) Click the “**Sort**” button in the toolbar.
- 2) In the “**Key Type**” box choose the kind of data you want to sort by, such as: 
  - a) Student data items
  - b) Numeric items
  - c) Random
- 3) In the “**Selected Key**” box choose the actual item to sort by, such as name, student ID, birth date, and results column
- 4) For the “**Direction**” option choose “**Ascending**” or “**Decending**”
- 5) Finally click “**OK**” to do the sort.

If you need to put your kids back in the order you had them, just do the following:

- 1) Click the “**Sort**” button in the toolbar.
- 2) In the “**Key Type**” box choose “**Original Order Entered**”.
- 3) Finally click “**OK**” to do the sort.

## Printing Reports

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To print a “**Standard Report**” do the following:

- 1) Click “**Reports**” in the top menu bar.
- 2) Click “**Standard Reports**”.

- 3) Now pick the report you want out of the menu.
- 4) You will now get the “**Print gradebook2 Reports**” window.
- 5) Under the “**Print Range**” heading you can choose:
  - a) **All** – print report for all students
  - b) **Students From** – print report for students within a range
  - c) **Tag Students** – print report for the student(s) you choose
- 6) Check the box labeled “**Print Preview**” if you want to view the report, or uncheck that box if you simply want to print it.
- 7) Click “**OK**” when ready.

To print a “**Custom Report**” do the following:

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- 1) Click “**Reports**” in the top menu bar.
- 2) Click “**Custom Reports**”.
- 3) Now pick the report you want out of the menus and submenus.
- 4) You will now get the “**Print gradebook2 Reports**” window.
- 5) Under the “**Print Range**” heading you can choose:
  - a) **All** – print report for all students
  - b) **Students From** – print report for students within a range
  - c) **Tag Students** – print report for the student(s) you choose
- 6) Click “**OK**” when ready.
- 7) This will generate the reports and open them up in the Internet Explorer browser window.

**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.
- 8) To print them click “**File**” in the top menu bar, and then choose “**Print...**”

To print a “**Crystal Report**” do the following:

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- 1) Click “**Reports**” in the top menu bar.
- 2) Click “**Crystal Reports**”.
- 3) Now pick the report you want out of the menu.
- 4) Now follow the on-screen instructions as they are different for each “**Crystal Report**”.
- 5) When done the report will open up with Adobe Acrobat Reader. If you do not have the Adobe Acrobat Reader it can be downloaded for free from:  
<http://www.adobe.com>
- 6) To print the report click “**File**” in the top menu bar, and then choose “**Print...**”

## Good Examples of Reports

The following are examples of useful reports in Pinnacle. Although there are many more, I have found these to be particularly well done and helpful.

- 1) Custom Reports
  - a) Attend
    - i) Blank Attendance Roster
    - ii) Credit Attendance Report
    - iii) Period (and Semester) Attendance Summary
    - iv) Student Period Attendance Summary
  - b) Class
    - i) Class Discipline Summary
    - ii) Class Performance Summary with Letter
    - iii) Class Rank Roster
    - iv) Class Roster with Passwords
    - v) Eligibility Report
    - vi) Substitute Teacher Report
  - c) Grades
    - i) Blank Grade Sheet – Landscape
    - ii) Student Grades Report with Category Averages
  - d) Student
    - i) Missing Assignments Report – Class
    - ii) New Individualized Student Report
    - iii) Student Demographics Report
- 2) Standard Reports
  - a) Class Assignments Vertical
  - b) Class Attendance
  - c) Class Period Statistics
- 3) Crystal Reports
  - a) Student Demographics – All Students
  - b) Permission Slip

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