

Sorting Students with Pinnacle

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.

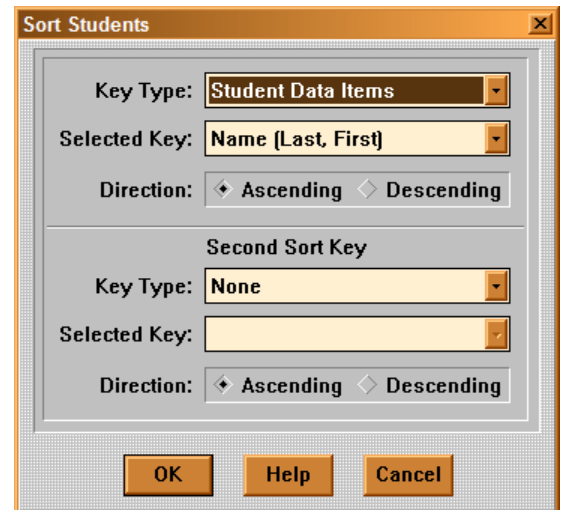
Pinnacle Gradebook2 allows you to sort and re-sort your students in many ways. This help guide will explain many of the most common examples.

Sorting Alphabetically

You can sort your students alphabetically by doing the following:



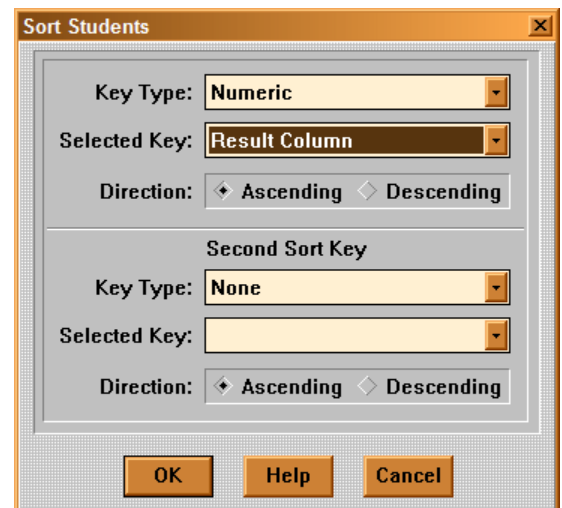
- 1) Click the **“Sort”** button in the toolbar.
- 2) In the **“Key Type”** box choose **“Student Data Items”**
- 3) In the **“Selected Key”** box choose **“Name (Last, First)”**
- 4) For the **“Direction”** option choose **“Ascending”**
- 5) Finally click **“OK”** to do the sort.



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.

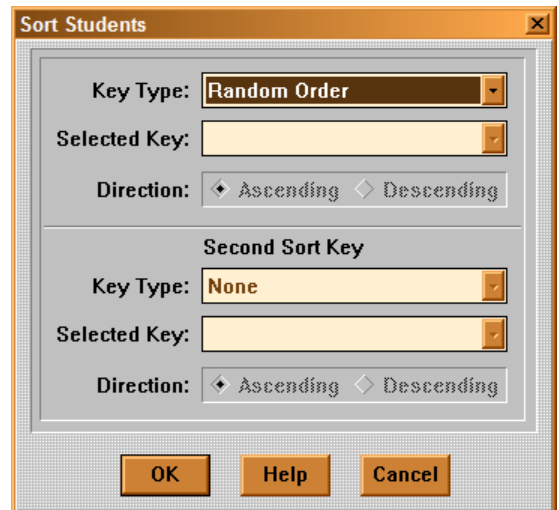


Sorting Randomly

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.

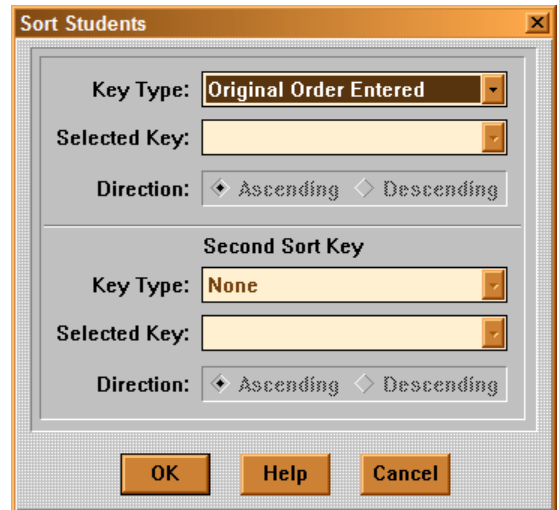


Re-Sorting to Original Order

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.

Questions, comments, concerns? E-Mail me at:

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