

Printing Report Cards and Progress Reports

Pinnacle Web Quick Guide

Plano ISD Instructional Technology



Printing Report Cards and Progress Reports

1. From the Home screen, click **Reports** or from the Gradebook Grid, click the **Reports** button.



Support Website

<https://www.pisd.edu/pinnacle>

Email Address

gradebook@pisd.edu

2. Click the **New** button to create a new report.
3. Click the plus sign next to the word **Grading** to view the grade reports.
4. Select the desired report: **Report Card** or **Progress Report**.
5. A parameters window will appear. Choose the following:

- Classes: Select **Homerom**
- Students:
 - *Active* - for all active students on your roster
 - *Select* - for selecting specific students
- Nine Weeks: Select the desired nine weeks
- Language:
 - *English and Spanish* - prints the report in English or Spanish according to the home language in TEAMS
 - *English Only* - prints only in English

6. Click the **Run Report** button.

7. You will be taken back to the My Reports window. When the status changes to Ready, click on the report title to open the report.

Parameters for Report Card	
Classes: Select the class.	<input type="radio"/> 01-MATH GR 4 <input checked="" type="radio"/> 02-HMROOM GR 4 <input type="radio"/> 04-READING GR 4 <input type="radio"/> 06-INT CUR GR 4 <input type="radio"/> 07-LA/ARTS GR 4
Students: Select the student / students.	<input checked="" type="radio"/> Active <input type="radio"/> All <input type="radio"/> Select
Language: Select the Language.	<input checked="" type="radio"/> English and Spanish <input type="radio"/> English Only
Nine Weeks: Select the Nine Weeks for the report.	<input type="radio"/> 1st Nine Weeks <input checked="" type="radio"/> 2nd Nine Weeks <input type="radio"/> 3rd Nine Weeks <input type="radio"/> 4th Nine Weeks
<input type="button" value="Run Report"/>	

Special Notes

- You must run these reports with the **Homerom** class selected in the report parameter list. Any other class will produce inaccurate results.
- Please make all appropriate schedule changes prior to the end of the nine weeks.
- If you received a student as the result of a schedule change, you are required to enter previous Nine Weeks grades in your gradebook.

1. Select the correct Nine Weeks using the tabs at the bottom of the gradebook grid.

2. Locate the student at the bottom of your student list. They will appear grey. If you do not see the student listed, click the down arrow at the top of the student list and select **Show Inactive Students**.

3. Click in the result column for the student. In the **Override Grade Window**, select **Override Grade** and enter the grade.

4. Click on **Save** to save the entry.

