

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.



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 **Homeroom**
 - Students:
 - *Active* - for all active students on your roster
 - *All* - for both active and withdrawn students on your roster
 - *Select* - for selecting specific students
 - Terms: 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.

Special Notes

- You must run these reports with the **Homeroom** 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.

Pinnacle Support

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Email Address

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Website

<http://pinnacle.pisd.edu>

At Home Access

<http://gradebook.pisd.edu>

Parameters for Report Card	
Classes: Select the class.	<input type="radio"/> 1-MATH GR 5 <input checked="" type="radio"/> 2-HMROOM GR 5 <input type="radio"/> 3-INT CUR GR 5 <input type="radio"/> 5-LA/ARTS GR 5 <input type="radio"/> 6-READING GR 5
Students: Select the student / students.	<input checked="" type="radio"/> Active <input type="radio"/> All <input type="radio"/> Passing <input type="radio"/> Failing <input type="radio"/> Select
Terms: Select the Grading Term.	<input checked="" type="radio"/> 1st Nine Weeks <input type="radio"/> 2nd Nine Weeks <input type="radio"/> 3rd Nine Weeks <input type="radio"/> 4th Nine Weeks
Language: Select the Language.	<input checked="" type="radio"/> English and Spanish <input type="radio"/> English Only
<input type="button" value="Run Report"/>	