

Changing Student Schedules

Pinnacle Web Quick Guide

Plano ISD Instructional Technology



General Information

Teachers are responsible for changing student schedules starting the 2nd week of school.

Required Classes by Grade Level

EC	K, 1st, 2nd	3rd, 4th, 5th
Homeroom*	Homeroom	Homeroom
Tardy	Math	Math
		Language Arts
		Reading
		Science / Health
		Social Studies
		Art, Music, PE

Email Address

gradebook@pisd.edu

Support Website

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

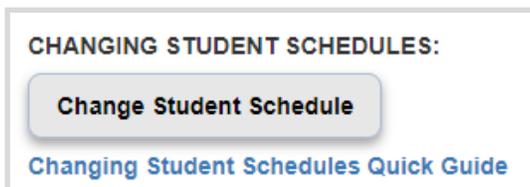
Gradebook Website

<https://gradebook.pisd.edu>

* For Early Childhood schools, the homerooms are listed as PPCD, Pre-K ESOL, Pre-K Tuition, etc. Choose the class that is appropriate for your teaching assignment.

Adding or Modifying a Student's Schedule

1. Click on the **Home** button to return to the gradebook home screen.
2. In the message board, click the button "**Change Student Schedule**". A new window open.



3. Login by entering your Network ID and selecting your campus from the drop-down menu.
4. Select the student's name from the drop-down list and follow the on-screen instructions to add or change a student's schedule.

NOTE: Class rosters are updated immediately after a schedule change occurs. The students will automatically be sorted on your class roster. The students will remain on the old teacher's roster until the following day.

Additional Note for Special Ed Teachers

If you do not have any class tabs in the gradebook, you will need to wait until the overnight processing of the schedule change for your class tab to be created. You may also email gradebook@pisd.edu if you need the class tab created sooner.