

Changing Student Schedules

Pinnacle Web Quick Guide

Plano ISD Instructional Technology



General Information

Teachers are responsible for scheduling students starting September 8th. You will be adding and modifying student schedules from your gradebook for the remainder of the school year.

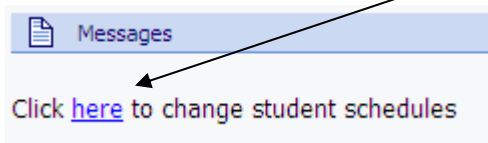
Required Classes by Grade Level

EC	K,1st, 2nd	3rd, 4th, 5th
Homeroom*	Homeroom	Homeroom
Tardy	Math	Math
		Language Arts
		Reading
		Integrated Curriculum
		Art, Music, PE

* 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 section, click the link to change a student schedule. A new window will be opened.



3. Login by entering your Employee 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.

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.

Pinnacle Support

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Support Website

<http://pinnacle.pisd.edu>

At Home Access

<http://gradebook.pisd.edu>