

Entering Word Study Assignments

Pinnacle Web Quick Guide

Plano ISD Instructional Technology



General Information

Word Study (spelling) assignments are entering in Language Arts. The assignment grades count as 3% of the Grades category average in 3rd grade. They count 3% of the Daily Work category average in 4th and 5th grade.

Support Website

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

Email Address

gradebook@pisd.edu

Entering Word Study Assignments

1. From the **Gradebook Grid**, select your **Language Arts** class.
2. In the assignment column, click the column header that says **New...**
3. Enter the appropriate information in each field listed in the window below.
 - a. In the **Description** box, enter the assignment title.
 - b. Leave **Grading Scale** set to Default.
 - c. In the **Category** box, select **Word Study**.
 - d. In the **Date Assigned** box, enter the date the assignment is assigned.
 - e. In the **Due Date** box, enter the date the assignment is due. This defaults to the next valid school day.
 - f. **Max Value** must be set to **100**.
 - g. In the **Weight** box, enter a score weight of **1** (Enter **2**, etc. if this assignment counts double or more).
4. If you would like to add a narrative description to the assignment, click on the **Narrative** tab.

A screenshot of a web-based assignment entry form. The form has three tabs: "Assignment" (selected), "Narrative", and "Classes". The "Assignment" tab contains the following fields:

- Class: 7-LA/ARTS GR 3
- Description: Spelling Test 1
- Grading Scale: Default (dropdown menu)
- Category: Word Study (dropdown menu)
- Date Assigned: Tue 9/1/2009 (calendar icon)
- Date Due: Wed 9/2/2009 (calendar icon)
- Max Value: 100
- Weight: 1

Viewing the Word Study Average

To view the Word Study grade average, you will need to change the result column to **Word Study**.

1. In the Result Column, click the arrow next the Nine Weeks column header.
2. Select **Word Study**.
3. The Word Study average will now appear in the result column.

