

# Entering Word Study Assignments

## Pinnacle Web Quick Guide

### Plano ISD Instructional Technology



## General Information

Word Study (spelling) assignments are entering in your Language Arts class. 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.

## 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.

### Pinnacle Support

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### Website

<http://pinnacle.pisd.edu>

### At Home Access

<http://gradebook.pisd.edu>

A screenshot of a web-based assignment entry form. The form has three tabs: "Assignment" (selected), "Narrative", and "Classes". The form fields are: "Class" (7-LA/ARTS GR 3), "Description" (Spelling Test 1), "Grading Scale" (Default), "Category" (Word Study), "Date Assigned" (Tue 9/1/2009), "Date Due" (Wed 9/2/2009), "Max Value" (100), and "Weight" (1). Each date field has a calendar icon to its right.

## 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.

