MEMORANDUM

TO: Elementary Staff

FROM: Instructional Technology

DATE: May 16, 2018

SUBJECT: End of Year Procedures for Pinnacle

As we approach the end of the 2017-2018 school year, we would like to provide you with a few reminders for grade reporting.

Please make sure that your class rosters are correct. Schedule Changes MUST be complete by the end of the day on Friday, May 25, 2018. If Schedule Changes are not complete by this time, grades will need to be entered into the class where the student shows active.

Homeroom teachers will need to print two final copies of the report card. One copy will be sent home with the student and the other copy will be placed in the student’s permanent file. When the Pinnacle report card is printed for the Fourth Nine Weeks, a promotion box will automatically appear. ALL STUDENTS WILL BE AUTOMATICALLY PROMOTED BY THE GRADEBOOK UNLESS YOU FOLLOW THE STEPS BELOW TO RETAIN A STUDENT OR REMOVE THE PROMOTION BOX FOR STUDENTS YOU ARE UNABLE TO DETERMINE PROMOTION STATUS AT THE TIME OF PRINTING.

After printing, teachers will need to sign each report card. PLEASE VERIFY ACCURACY OF THE GRADES PRINTED ON THE REPORT CARD. INACCURACIES CANNOT BE CHANGED AFTER THE SYSTEM HAS BEEN ARCHIVED FOR THE YEAR.

Instructional Technology will copy gradebook information to an archive web site for future reference.

If you have further questions, please contact Instructional Technology at gradebook@pisd.edu.

Instructions for entering a retention code for a student:

1. Open your homeroom class tab. Be sure the 4th Nine Weeks is selected at the bottom.
2. Click on the Assignments link and select Grade Reporting Items.
3. Click the cell in the Retention Code column for the student you will be retaining.
4. Enter an R to retain the student or a U to prevent the promotion box from appearing.
5. Repeat steps 3 and 4 to retain more students.

For students you have entered the Retention Code, the promotion box on the report card will automatically change to reflect that the student is being retained.