Elementary Gradebook

Pinnacle Web Manual

Instructional Technology Department

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GETTING STARTED

Instructional Technology Pinnacle Support

Mary Hewett – Executive Director, Instructional Technology		
Dana Adams	Don Dempsey	Rita Turner
28092	28059	28093

Email all questions and problems to gradebook@pisd.edu
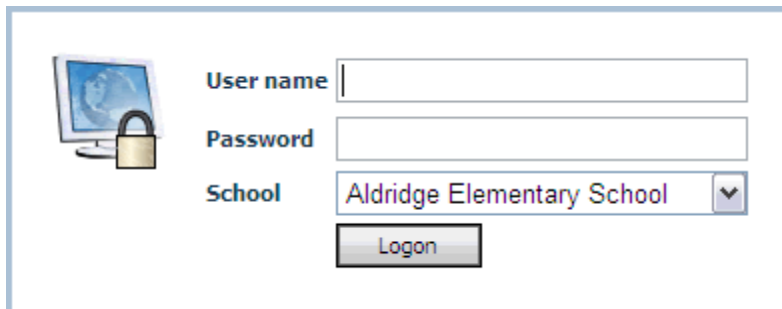
NOTE: The Help Desk and your campus CTA do not provide Pinnacle support.

Accessing Pinnacle Web Gradebook

1. Login to the network using your login name and password.
2. Double-click on the Pinnacle Web Gradebook icon in the Administrative Tools folder OR click the Pinnacle link on your myPISD home page. At home, browse to http://gradebook.pisd.edu
3. Select your campus from the drop-down list and login to Pinnacle using your Employee ID number.

   NOTE: If you do not know your Employee ID number, visit the Employee ID Quick Finder website (http://pisd.edu/employeeid).

At the beginning of the school year no password has been set. Leave the password field blank and click **Logon**. You will be prompted to set a password.

NOTE: If you forget your password during the school year, please call an Instructional Technology Specialist.

4. You will see a welcome window similar to the following. You will see students that have been added and dropped within the last ten days as well as upcoming birthdays. System informational messages we add throughout the year will also appear here.

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My Reports
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Change Password

⊕ Recently Added Students
Mickey Mouse   1-MATH GR 4   April 24

☐ Recently Dropped Students
Donald Duck   1-MATH GR 4   April 24

🎂 Upcoming Birthdays
Elmer Fudd   2-HMROOM GR 4   April 27
Daffy Duck   4-READING GR 4   April 27
Mickey Mouse   6-INT CUR GR 4   April 27
Bugs Bunny   7-LA/ARTS GR 4   April 27

📄 Messages

Please review the updated features list to see the exciting new features that have been added.

A list of your most frequently asked questions has been compiled with our answers. Click here to open them in another window.

Click here to change student schedules

Editing General Information

1. Under **Options**, click on **Edit Profile**. The General Information tab appears on the screen.

| General | Password |

School
School Name: Aldridge Elementary School
School Year: 2008-2009
Address: 720 Pleasant Valley Lane
City, State, ZIP: Richardson, TX 75080

Teacher
Name: Teacher, Test
Email: teacher.test@pisd.edu
Phone: 469-752-8100

Save
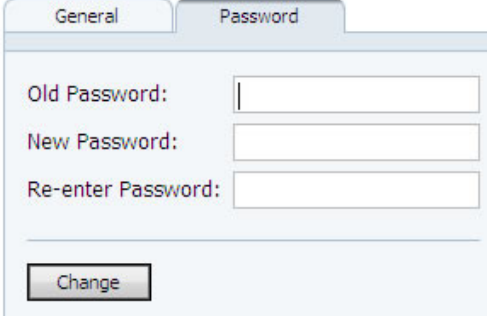
2. Enter your email address and phone number (both are optional).
3. Click on **Save**.
4. Click on **Home** on the navigation bar.

🌐 Home   A⁺ Gradebook Grid   A⁺ Quick Grades   📊 Reports   🔧 Options

Changing your Password

1. On the Home screen under **Options**, click on **Edit Profile**. The General Information tab appears on the screen.

2. Click on the **Password** tab.

3. Enter your old and new password.

4. Click on **Change**.

NOTE: Passwords are not case-sensitive.

ATTENDANCE

The State of Texas requires that you take attendance. District policy requires you report attendance at 9:00 AM. Early Childhood Schools need to check with their building principal for their official time.

Using Quick Attendance

1. Under **Attendance**, click on **Quick Attendance**.

2. Select the homeroom class by using the class tabs at the top of the screen.

| 1-MATH GR 4 | 2-HMROOM GR... | 4-READING GR 4 | 6-INT CUR GR 4 | 7-LA/ARTS GR 4 |

3. Select **[AUA]** to the right of the student's name by clicking on it one time. If you mark a student absent by mistake, click the code again to clear it.

> **NOTE:** If all students are present, click on the **All Present** button. This reports to the system that you have taken attendance for that class. Failure to do this will cause inaccurate attendance information to be reported.

4. After you correctly report your attendance, you will see a green check mark beside the class title.

5. Click on **Home** on the navigation bar.

| 1-MATH GR 4 | ✓2-HMROOM ... | 4-READING GR 4 | 6-INT CUR GR 4 | 7-LA/ARTS GR 4 |

Using the Seating Chart

If you have created a seating chart for your homeroom class, you will be able to take attendance from the seating chart. (See page 24 for instructions about how to create a seating chart)

1. Under **Attendance**, click on **Seating Chart**.
2. Select the **Homeroom** class by using the class tabs at the top of the screen.
3. To mark a student absent, click on the student's picture and select **AUA**. If you mark

> **NOTE:** If all students are present, click on the **All Present** button. This reports to the system that you have taken attendance for that class. Failure to do this will cause inaccurate attendance information to be reported.

a student absent by mistake, click the student's picture again and select **Clear**.

4. After you correctly report your attendance, you will see a green check mark beside the class title.

Making Changes

The front office secretary will make the appropriate changes to a student's attendance record by changing the absence to the correct absence reason code. Once these changes have been made, the system will automatically update the attendance information in your Attendance Grid.

Printing and Viewing Daily Attendance Information

Under **Attendance**, click **Attendance Grid**. The absence summary for all students is available in your Homeroom class. Tardies are available in your Math class. The Result Column will show the total number of absences for the Nine Weeks. You can change the result column to display the total for the current Subject by clicking on the drop-down arrow at the top of the Result Column and selecting Subject. Attendance reports are available in the reports section on page 25.

District Attendance Codes

Code	Description	Excused/ Unexcused
ACI	At government office to apply for citizenship or take oath	Excused
ACR	Required Court Appearance	Excused
ADN	Official Doctor Note	Excused
AEA	Excused Absence	Excused
AFT	Field Trip with PISD Staff	Excused
AHB	Student Records use ONLY	Excused
AIS	In-School Suspension	Excused
AMC	Medicaid-eligible (EPSDT Program)	Excused
ANR	Early Release	Excused
ARH	Religious Holiday Note Required	Excused
ASU	Out-of-School Suspension	Excused
AUA	Unexcused Absence	Unexcused
AXX	Data Entry Error – Absence	Excused
T	Tardy	Unexcused
TXX	Data Entry Error – Tardy	Excused

Student Schedules

As students move from teacher to teacher or are newly enrolled on your campus, you must insure that each of these students have a schedule for attendance purposes. See the following section for instructions about how to modify student schedules.

MODIFYING STUDENT SCHEDULES

You are responsible for scheduling students in your class after the 2nd week of school. From that point forward, 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 student schedules. A new window will be opened.
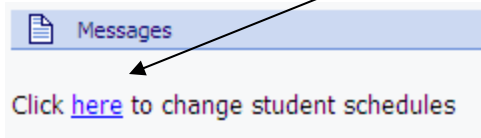
3. Login by entering your Teacher ID and selecting your campus from the drop-down menu.
4. Select the student's name from the drop-down list and follow the on-screen instructions to add or change a student's schedule.

NOTE: Class rosters are updated immediately after a schedule change occurs. The students will automatically be sorted on your class roster (by name order or by date added – see page 21 for more information about sorting).

ENTERING ASSIGNMENTS AND GRADES

Creating Assignments for Core Subjects

1. From the Home screen under **Gradebook**, click on **Gradebook Grid**.

2. Select the class by using the class tabs at the top of the screen.

3. Click on the column header which says **New…** to display the new assignment screen.

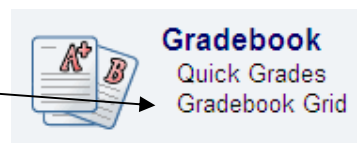4. Enter the appropriate information in each field listed in the window.
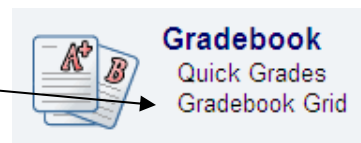
    a. In the **Description** box, enter the assignment title (this description will be seen by parents on Parent Portal).

    b. Leave **Grading Scale** set to Default.

    c. In the **Category** box, select the appropriate category. (See page 17 for more information about categories.)

    d. In the **Date Assigned** box, enter the date the assignment was assigned. This defaults to today's date. You can enter the date in the mm/dd/yyyy format or click on the calendar icon to select the date from a monthly calendar.

    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** or more if this assignment needs count multiple times).

5. If you would like to add a narrative description to the assignment, click on the **Narrative** tab.

    IMPORTANT: This information will be seen by parents on Parent Portal.

6. To save the assignment and create a new one using the current settings as the default, click on **Save & New**. If you are finished adding assignments, click on **Save** and **Close** to go back to the gradebook grid.

Creating Assignments for Music and Art and PE

1. From the Home screen under **Gradebook**, click on **Gradebook Grid**.

Gradebook
Quick Grades
Gradebook Grid

2. Select the class by using the class tabs at the top of the screen.

3. Click on the column header which says **New…** to display the new assignment screen.

4. Enter the appropriate information in each field listed in the window.

   a. In the **Description** box, enter the assignment title.

   b. Leave **Grading Scale** set to **E-S-N-U**.

   c. In the **Category** box, select the appropriate category.

   d. In the **Date Assigned** box, enter the date the assignment was assigned. This defaults to today's date. You can enter the date in the mm/dd/yyyy format or click on the calendar icon to select the date from a monthly calendar.

   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 3.

   g. In the **Weight** box, enter a score weight of **1** (Enter **2**, etc. if this assignment counts double or more).

5. If you would like to add a narrative description to the assignment, click on the **Narrative** tab.

   IMPORTANT: This information will be seen by parents on Parent Portal.

6. To create this assignment in more than one class, click on the **Classes** tab. Check the classes you would like the assignment created in. This option if only available for **NEW** assignments during the creation process.

7. To save the assignment and create a new one using the current settings as the default, click on **Save & New**. If you are finished adding assignments, click on **Save** and **Close** to go back to the gradebook grid.

Entering Grades
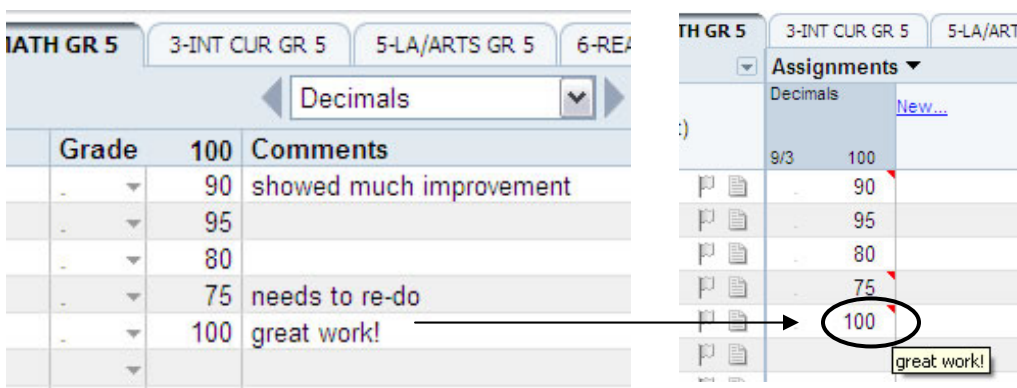
Using the Gradebook Grid

1. Enter grades directly in the gradebook grid where you see student names and grade columns.

2. Click in the grade cell for a student.

3. Enter numerical grades as a percentage of 100.

4. Entering special grades.

    a. Exempt (excused) grades can be entered with an **X**.
       NOTE: Exempt grades are not averaged.

    b. **Z** (unexcused) grades can be entered for an assignment to indicate the student did not turn in the assignment and is receiving a zero.

5. After entering a grade, the grade cell will turn yellow and fade out as the system saves your entry.

    NOTE: If the box turns red, you have entered an incorrect grade value.

Using Quick Grades

1. Click on the **Quick Grades** button on the menu bar.
2. Select the assignment from the drop-down menu.
3. Enter numerical grades as a percentage of 100 below the column titled "100".
4. Entering special grades.
   a. Exempt (excused) grades can be entered with an **X**.
      NOTE: Exempt grades are not averaged.
   b. **Z** (unexcused) grades can be entered for an assignment to indicate the student did not turn in the assignment and is receiving a zero.
5. (Optional) Enter grade comments in the column titled "Comments". Comments can be seen by parents that use Parent Portal. In the gradebook grid, a red triangle will appear in the top right corner of the grade cell indicating that a comment has been entered.

Repeating Grades in a Column

1. To enter the same grade for several consecutive students, type in the first grade.
2. Press the **ENTER** key on the keyboard.
3. Press the asterisk key (*) on the numeric keypad.

Special Notes for Homeroom

- Enter classroom Citizenship directly in the grade column titled **Citizenship**.

- Enter the Handwriting grade in the column titled **Handwriting**.

- Enter the Work Habits/Study Skills grade in the column titled **Work Habits/Study Skills**.

Special Notes for Music and Art

- If you do not give individual assignment grades to calculate the nine weeks average, you must click on the word "New" in the assignment column and create a new assignment for the Music or Art grade for the current nine weeks and title the assignment something similar to "Music Average", etc.

- Be sure to link the assignment to a category. See page 11 for instructions on creating assignments.

- Please do not override the nine weeks average. This will create inaccuracies on reports.

Special Notes for PE

- Enter the Citizenship grade in the column titled **Citizenship**.

- If you do not give individual assignment grades to calculate the nine weeks PE average, you must click on the word "New" in the assignment column and create an assignment for the nine weeks PE grade. The assignment title should be something similar to "PE Average".

- Be sure to link the assignment to a category. See page 11 for instructions on creating assignments.

- Please do not override the nine weeks average.

Entering Grades for Inactive Students

- When students have had schedule changes and are no longer in your class, you will see their names listed in light gray at the bottom of your class roster. You can enter grades and override grade averages for inactive students. To hide inactive students, see page 21.

MANAGING GRADES

Changing an Assignment

1. Click on the assignment header.
2. Make changes as needed and click on **Save**.
   IMPORTANT: If you make changes to an assignment and click on **Close** without clicking on **Save**, your changes will be lost.

Deleting an Assignment

1. Click on the assignment header.
2. Click on the **Delete** button. You will see a message indicating you can restore this assignment if it was erroneously deleted. If you navigate from this screen, the assignment and all grades will be permanently deleted.

Making Grade Corrections

1. Click in the grade cell for the grade to be changed.
2. Type in the correct grade.
3. Press **Enter**.

Assignment Score History

You can retrieve a previously entered assignment grade for a student if you accidentally type over a grade.

1. Right-click on the student's assignment grade. The Assignment Score History window will appear.
2. You will see all previous grades entered for that assignment along with the date you entered them.
3. Select the correct grade and click **Save**.

Over Max Value Warning

An over max value warning will appear next to the grade if you enter a grade over the maximum value of an assignment.
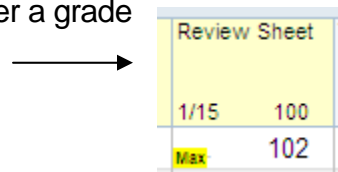
Overwriting Calculated Averages

1. Click on the grade in the **Result Column** to be overwritten.
2. To enter a different numeric value, click on **Override Grade** and enter the value in the cell.
3. To enter an **Incomplete (I)**, **No Grade (NG)**, **Don't Print (DP)**, **Recent Arrival for ESOL (P)**, or an **Exempt (E)** click on **Override Code** and select the appropriate value from the drop-down list. *DP is used to prevent final grades from printing on a student's report card.*
4. Click on **Save**.

> - Any Category or Nine Weeks grade can be overwritten.
> - Overwritten grades will appear **bold** in the Result Column.
> - Any overwritten grades should be documented in a notepad (page 22).
> - Use this process to enter the Nine Weeks Average for a student new to the campus or to your class.

Clearing Incompletes

1. Enter the makeup grades.
2. Click on the **I** (incomplete) grade in the **Result Column** to be changed.
3. Click on **Calculate Normally**.
4. Click on **Save**.

Selecting Another Nine Weeks

Select the desired **Nine Weeks** using the period tabs at the bottom of the screen.

1st Nine Weeks	2nd Nine Weeks	3rd Nine Weeks	**4th Nine Weeks**

Changing the Result Column

Click on the drop down arrow next to the title of the Result Column and select the desired average. You will be able to select from the following: the Current Reporting Period, Subject or Category. When you leave the gradebook grid, it will automatically default to the Current Reporting Period.
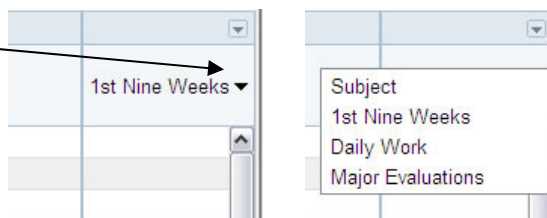
Understanding how the Gradebook Calculates Grades

Note: The information on this page is based on the calculation methods determined by the Curriculum department and enforced in the gradebook templates. If you have changed any of these settings from the template, your grades will be calculated differently from what is presented in this section.

Understanding Assignment Category Weights

The first step in understanding how the gradebook calculates is to recognize the significance of category weights. Assignments that are linked to a category represent a percentage of the category grade average. Assignments that are not linked to a category are not used in the calculation of any average. The category grade average and weight is used to calculate the nine weeks grade average. The category weights have been assigned to each class in your gradebook and should not be changed. The table below lists the courses by grade level and each category weight by percentage.

	Course	Assignment Categories				Nine Weeks Average
		Grades	Daily Work	Word Study	Major Evaluations	
3rd Grade	Integrated Curriculum	100%				100%
	Language Arts	97%		3%		100%
	Math	100%				100%
	Reading	100%				100%
	Specials	100%				100%
4th Grade	Integrated Curriculum		50%		50%	100%
	Language Arts		47%	3%	50%	100%
	Math		50%		50%	100%
	Reading		50%		50%	100%
	Specials		50%		50%	100%
5th Grade	Integrated Curriculum		40%		60%	100%
	Language Arts		37%	3%	60%	100%
	Math		40%		60%	100%
	Reading		40%		60%	100%
	Specials		40%		60%	100%

Calculating the Nine Weeks Average

When calculating the Nine Weeks average you must first calculate the category averages. The category averages are calculated using the following formula:

$$\frac{(\text{Assignment 1 Score} * \text{weight}) + (\text{Assignment 2 Score} * \text{weight}) + (\text{Assignment 3 Score} * \text{weight})\ldots}{(\text{Assignment 1 Max} * \text{weight}) + (\text{Assignment 2 Max} * \text{weight}) + (\text{Assignment 3 Max} * \text{weight})\ldots}$$

Example:

We'll first assume that the max score for all assignments is 100. This student received a score of 96 on assignment 1, a score of 85 on assignment 2, and a score of 76 on assignment 3 in the **Daily Work** category. Assignments 1 and 3 are both weighted 1 and assignment 2 is weighted 3.

$$\frac{(96 * 1) + (85 * 3) + (76 * 1)}{(100 * 1) + (100 * 3) + (100 * 1)} = \frac{96 + 255 + 76}{100 + 300 + 100} = \frac{427}{500} = 0.854 \text{ or } 85\%$$

To continue this example, we'll assume this same student received a score of 75 on exam 1 and a score of 71 on exam 2 in the **Major Evaluation** category.

$$\frac{(75 * 1) + (71 * 1)}{(100 * 1) + (100 * 1)} = \frac{75 + 71}{100 + 100} = \frac{146}{200} = 0.73 \text{ or } 73\%$$

To calculate the Nine Weeks average, we now have to apply the weighting to the categories using the following formula (this formula assumes this is a math class for a 4th grade teacher):

(Daily Work Average * .5) + (Major Evaluation Average * .5) = Nine Weeks Average

This student's Nine Weeks average would be calculated as:

(85 * .5) + (73 * .5) = 42.5 + 36.5 = 79%

Calculating the Subject Average

The Subject average is calculated using simple averaging. Each Nine Weeks average weights ¼ of the Subject average. To calculate the Subject average, we'll use the following formula:

$$\frac{(1^{st} \text{ Nine Weeks Avg.}) + (2^{nd} \text{ Nine Weeks Avg.}) + (3^{rd} \text{ Nine Weeks Avg.}) + (4^{th} \text{ Nine Weeks Avg.})}{4}$$

Let's assume our example student earned the 79% for the 1st Nine Weeks, a 76% for the 2nd Nine Weeks, and 86% for the 3rd Nine Weeks and a 91% for the 4th Nine Weeks. His Subject Average would be calculated as follows:

$$\frac{(79) + (76) + (86) + (91)}{4} = \frac{332}{4} = 83\%$$

Special Considerations for Grade Calculations

You should avoid putting a single assignment into a category. If you have a single assignment in a category, that assignment would weight against the Nine Weeks average as the category weight. For example: If you only have a single major evaluation for a Nine Weeks, that single grade then counts as 50% of the Nine Weeks average (again, assuming we are a 4th grade teacher).

Averaging Letter Grades

When calculating averages for letter grades, the gradebook uses the following scale of numeric equivalencies for each letter. E = 3, S = 2, N = 1 and U=0. The gradebook will convert the letter grades you enter to the appropriate numeric equivalent before calculating the final letter average.

Example 1:

We'll assume we have two letter grade assignments defined. This student received a score of E on assignment 1 and a score of S on assignment 2. Both assignments are weighted the same.

$$\frac{3 + 2}{1 + 1} = \frac{5}{2} = 2.5 \text{ or E}$$

Example 2:

We'll assume we have five letter grade assignments defined. This student received a score of E on assignments 1 and 2, a score of S on assignments 3 and 4 and a score of U on assignment 5. All assignments are weighted the same

$$\frac{3 + 3 + 2 + 2 + 0}{1 + 1 + 1 + 1 + 1} = \frac{10}{5} = 2 \text{ or S}$$

Entering ESOL and Modified Curriculum Identification Codes
(for Math, Reading, Language Arts and Integrated Curriculum)

1. Select the class in the **Gradebook Grid**.
2. Click on the drop-down arrow next to Assignments and select **Grade Reporting Items**.
3. In the Grade Modification Code column, click in the grade cell for the identified student.
4. Enter a number from 1-3 as appropriate for each student. To see a list of valid codes, press the **Space Bar**. Click on the desired code. A legend can be found below.
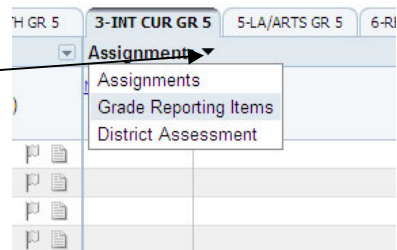
    Grade Modification Codes
    1: Modified Curriculum Only
    2: ESOL Only
    3: Modified Curriculum and ESOL
5. Repeat this process for other students that are graded using modified curriculum.

Indicating Grade Level Retention (at the end of the school year)

1. Select your **Homeroom** class in the Gradebook Grid.
2. Select the **4th Nine Weeks** tab.
3. Click on the drop-down arrow next to Assignments and select **Grade Reporting Items**.
4. In the column titled **Retention Code**, enter an **R** for student that will be retained for the following school year.
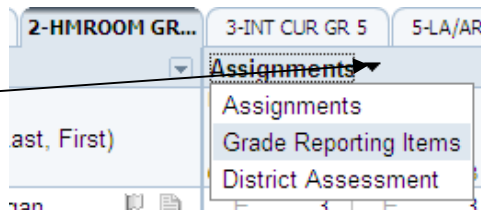
Retention Codes	
R:	Retain Student in Current Grade
U:	Unable to Determine (Missing TAKS)

NOTE: If you have a student that has not received TAKS scores and you cannot determine Retention or Promotion, enter a U to prevent the promotion box from printing.

PISD Policies

Please refer to the Policy On-Line Database for the most current version of the following grading policies (http://www.tasb.org/policy/pol/private/043910/)

| Policy Description	Legal	Local
Grading/Permanent Record: Examination		EIAA
Academic Achievement: Grading/Progress Reports to Parents	EIA	EIA
Academic Achievement	EI	EI

PROCEDURES

Show Single Student

1. In the Gradebook Grid, click the drop-down arrow above the student name column and select **Show Single Student** (see example).

2. All student names will be shaded in light gray and the grades will be hidden.

3. To show a single student's grades, click on one of the assignment grades. The grades for the selected student will appear.

4. To select a new student, either click on a different student's grades or use the up and down arrow keys on the keyboard to select a new student.

5. To reset and show all students, click on the drop-down arrow again and select **Show Multiple Students**.
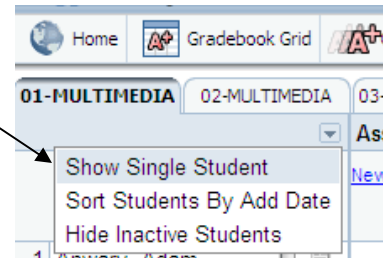
Show/Hide Inactive Students

1. To hide inactive students click on the drop-down arrow above the student name column and select **Hide Inactive Students** (see example).

2. All inactive students will be hidden.

3. To show inactive students, repeat step one except select **Show Inactive Students**.
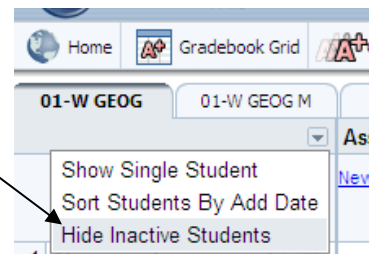
Sort Students by Add Date

You can sort your student roster by date added to your class.

1. Click on the drop-down arrow above the student name column and select **Sort Students by Add Date** (see example).

2. To resort by name, repeat step one except select **Sort Students by Name**.
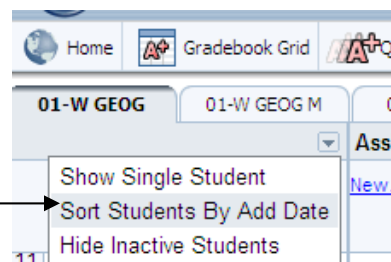
Exporting Nine Weeks Grades

You can export grades from any of your classes into Microsoft Excel (or the spreadsheet program of your choice).

1. In the gradebook grid, select the class and the nine weeks.
2. Click on the drop-down arrow that is above the result column and select **Export Grades**. (see example)
3. A file download window will appear. Click the **Open** button to open the exported grades in Excel.
4. Excel will open and display grades for all students in the class for the nine weeks that you selected. Category averages and the nine weeks average will appear.
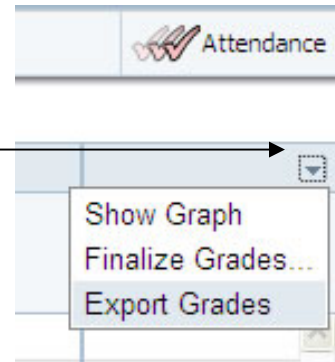
Viewing Student Demographics

Teachers can view student demographic information, set custom demographic data and view student schedules in the gradebook for students in their class.

Student Demographics

1. From the Gradebook Grid, click on any student name in your class roster.
2. The Student Demographic window will appear. You will see parent names and home contact information as well as the student's birthday and ID number.
3. To change students, click the drop-down arrow at the top of the page and select a new student from the list.

Creating Custom Demographic Items

1. To add a custom demographic field that you can use for your class, click on the **Custom** tab at the top of the window.
2. Click the **Add Demographic Item** link.
3. Enter a description and click **Save**. The new custom demographic item will be available for all students.

Viewing the Student Schedule

1. To view the student's current schedule, click on the **Schedule** tab at the top of the window. The student's schedule will appear.
2. To change students, click the drop-down arrow at the top of the page and select a new student from the list.

Creating Notepads

Student notepads provide you with a place to keep special information or notes about an individual student for reference or printing. Numbers of notepads for each student are not limited.

1. Open the gradebook grid and select the class at the top of the screen.

2. Click on the **Paper** icon to the right of the student's name. The notepad and discipline window will be opened.

3. Click on the **Notes** tab. A list of notes already created will be displayed.

4. To create a new note, click on the **New** button.

5. Enter the title and the text of the note. You can use the editing tools to change the format of how the note will appear on the screen and in print. The date of the note will determine the Nine Weeks the note appears under.

6. If the note is only for teacher use, click on the **Private** checkbox. Notes that are not marked private may be available to parents in future updates to Parent Portal. At this current time, we are automatically changing all notes to private.
MARK ALL NOTES PRIVATE AT THIS TIME.

7. When you have finished entering your note, click on the **Save** button.

8. To edit a note already entered, click on the **Pencil** icon in the lower right corner of the note.

9. To print a note already entered, click on the **Printer** icon in the lower right corner of the note.

10. To delete a note already entered, click on the **Trash Can** icon in the lower right corner of the note. If you click on the **Trash Can** to delete the note, a message indicating the note has been deleted will be displayed along with a link to restore the note. If you deleted the note in error, click on the link to restore the note.

Creating a Seating Chart

1. Under **Attendance**, click on **Seating Chart**.

2. Select the class by using the class tabs at the top of the screen.

3. A list of all students' name and photos (if they have been loaded) will appear in the column on the left. If a student does not have a picture, a placeholder silhouette will be displayed.

4. Below the student pictures, click on **Floorplan Items** to add a teacher desk to the screen.

5. Drag a teacher desk to the desired location on the seating chart.

6. Click back on **Students** to drag each student to the appropriate location on the seating chart.
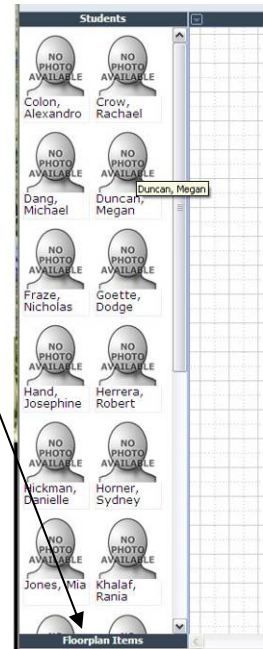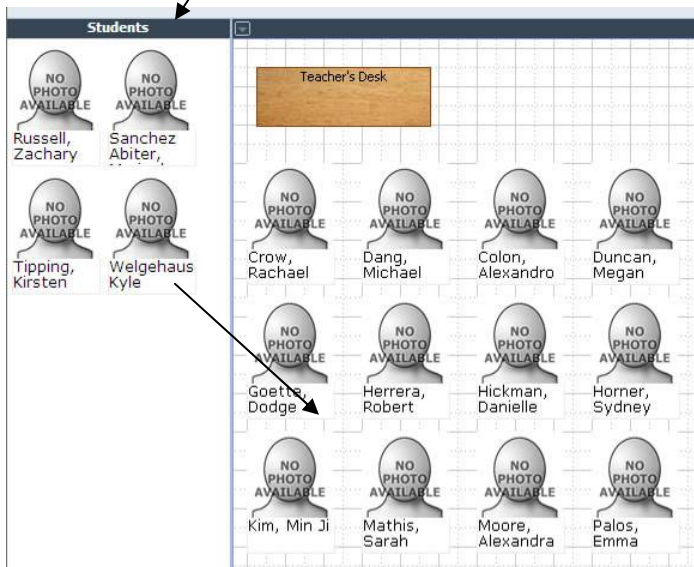
7. To shuffle the students on the page click on the drop down arrow above the seating chart and click **Shuffle Chart**.

8. Click on **Save Chart** when the seating chart is completed.

9. If you wish to print the seating chart, click on **Print**

PRINTING REPORTS

You will be able to print a wide variety of reports from the gradebook. You will see both PISD reports and standard (non-PISD) reports. The PISD reports start with PISD in the report description. These are the reports that are approved for use with parents. The remaining reports can be printed for your personal use.

Reporting Overview

My Reports

When you click on **Reports,** you will be taken to the **My Reports** page. The My Reports page displays PISD reports that you have already run.   You can quickly open, update or delete these reports from your list. To update or delete the report, click the checkbox next to the report name and click the **Update** or **Delete** button.   As a best practice, delete reports that you are not using. To print a new report, click the **New** button.

New Report

The **New Report** window will display all gradebook reports grouped by category. By default, your Favorites category will be displayed. To view the reports in a category, simply click the plus sign next to the category name.

Favorites

After you have printed several reports, you may want to designate some of the reports as "Favorites". Reports identified as a favorite will be displayed in the Favorites category of the New Report window.

To mark a report as a favorite, click the star icon next to the report name.

Printing a Report

1. Click **Reports**.
2. Click on **New**.
3. Open the folder categories to find the report you would like to print.
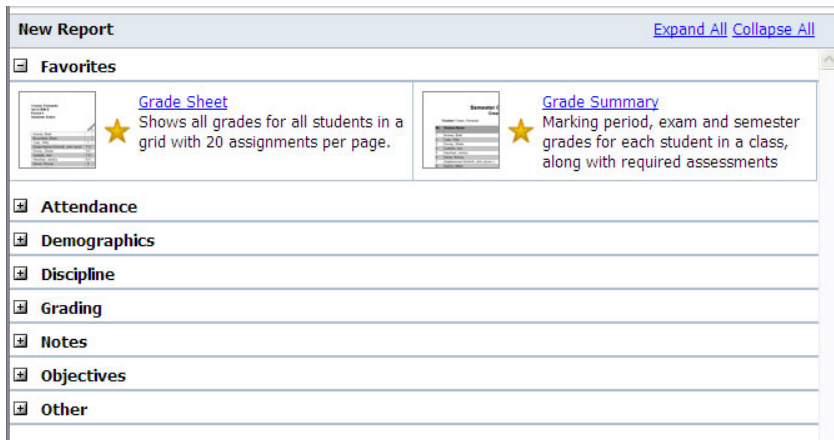
4. Click on your desired report. A window with report selections will appear.
5. Select the desired options for your report.
6. Click on **Run Report**.
7. You will be taken back to the My Reports window. When the status changes to **Ready**, click on the report title to open the report.
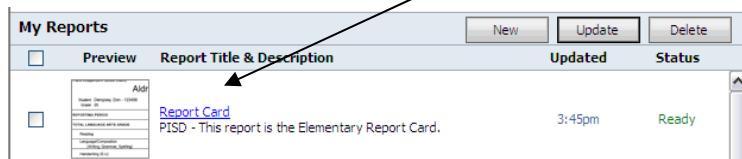
Special Notes about Printing Report Cards and Progress Reports

- Report cards and the Cumulative Progress Reports must be printed with the Homeroom class selected in the report parameter list. Any other class will produce inaccurate results.

- The language selection defaults to English and Spanish. This selection will automatically change the language to Spanish for your Spanish speaking students. You can select English Only to print a copy for record keeping purposes.
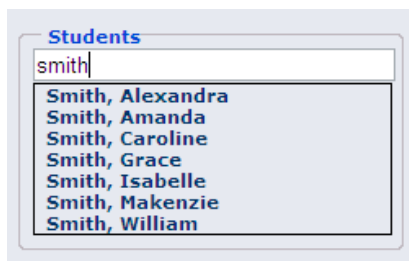
ADVANCED TOOLS

Student Schedule

The Student Schedule link will allow teachers to view the current class schedule for any student at their campus.

1. From the Home screen click the **Student Schedule** link in the Reports section.

Reports
My Reports
New Report
Student Schedule
Student Explorer

2. The Student Schedule window will appear along with a text box for entering student names or student ID numbers.

3. In the Students text box, begin typing the last name or ID number of a student. A list of students matching your entry will appear. Select a student from the list.

Students

smith

Smith, Alexandra
Smith, Amanda
Smith, Caroline
Smith, Grace
Smith, Isabelle
Smith, Makenzie
Smith, William

4. The student's current schedule will appear.

Period	Description	Course	Section	Room	Teacher Name	Add Date	Drop Date	Term
01	MATH GR 4	E44200	401		Pitts, Cheryl	2008-08-18		12
02	HMROOM GR 4	E44700	401		Pitts, Cheryl	2008-08-18		12
03	MUSIC GR 4	E44650	A401		Melton, Sue	2008-08-18		12
04	READING GR 4	E44150	401		Pitts, Cheryl	2008-08-18		12
05	PHYS ED GR 4	E44550	A401		Scivally, Lynda	2008-08-18		12
06	INT CUR GR 4	E44300	401		Pitts, Cheryl	2008-08-18		12
07	LA/ARTS GR 4	E44100	401		Pitts, Cheryl	2008-08-18		12
08	ART GR 4	E44600	A401		Vega, Abigail	2008-08-18		12

5. Click the **Home** button to return to your gradebook.

Student Explorer

Student Explorer allows teachers to see the attendance and grades for any student at their campus. Teachers will be able to view assignment grades, nine week averages and absences the same way that parents see grades and attendance at home. The reports in Student Explorer may be printed for use at school but should not be used for any official communication with parents. Please refer to the section about printing gradebook reports on page 25.

Grade Summary

1. From the Home screen, click on the **Student Explorer** link in the Reports section.

2. In the Students text box, begin typing the last name or ID number of a student. A list of students matching your entry will appear. Select a student from the list.
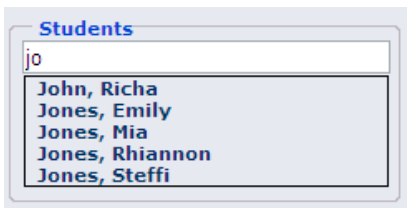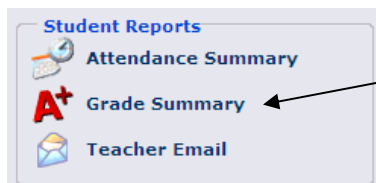

3. The student grade summary screen will appear. To view individual assignment grades for each course simply click on the nine week's average.

Grade Summary

	Subject				
Course	1st Nine Weeks	2nd Nine Weeks	3rd Nine Weeks	4th Nine Weeks	Final
1-MATH GR 5				99	99
3-INT CUR GR 5				85	85
6-READING GR 5				97	97

4. To return to the Grade Summary screen, click the **Grade Summary** link on the page.
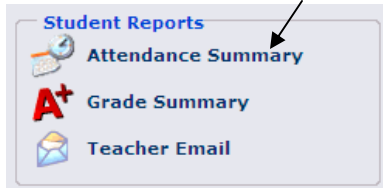

NOTE: To return to the gradebook at anytime, click the **Home** button in the upper left corner of the screen.

Attendance Summary

The attendance summary allows teachers to view student attendance by nine weeks.

1. Click the **Attendance Summary** link on the page.

2. The attendance summary report will be displayed for the current nine weeks.

   ### Show or Hide Attendance Detail Sections

   This report has many sections. To show or hide different sections of the report, click the Show/Hide link for each group. For instance, to hide the student's schedule, click the Hide Schedule link above the student's schedule.

   ### Changing the Nine Weeks

   To view absences for a different nine weeks, click the marking period drop-down menu in the Class Reports section and select the nine weeks you would like to view.

   To refresh the report for the selected nine weeks, click the **Attendance Summary** link (see step 1 above).

Class Reports

The Student Assignment and the Student Missing Assignments report are two class reports available for you to view for school use.

1. Select the Class from the drop-down list in the **Class Reports** section.
2. Select the Marking Period (nine weeks).
3. Select the Report.
4. Click the **Get Report** button.

NOTE: To return to the gradebook at anytime, click the **Home** button in the upper left corner of the screen.