

# Secondary Gradebook

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Pinnacle Web  
Manual



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Instructional Technology Department

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## GETTING STARTED

### Instructional Technology Pinnacle Support

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Email all questions and problems to [gradebook@pisd.edu](mailto:gradebook@pisd.edu)

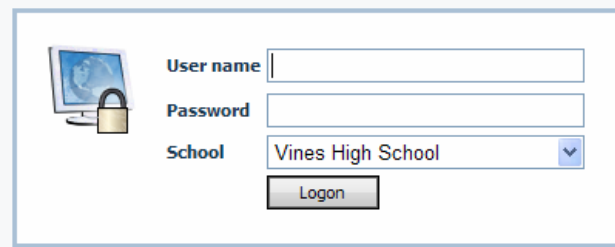
**NOTE:** The Help Desk and your campus CTA do not provide Pinnacle support.

### 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.
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.

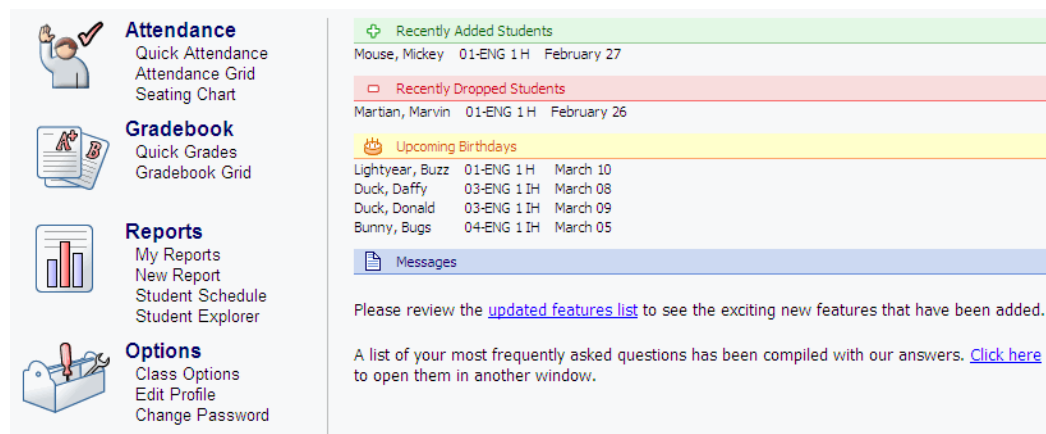


The screenshot shows a login interface with the following elements:

- A computer monitor icon with a padlock.
- A text input field labeled "User name".
- A text input field labeled "Password".
- A dropdown menu labeled "School" with "Vines High School" selected.
- A "Logon" button.

**NOTE:** If you forget your password, please call an Instructional Technology Specialist.

4. You will see a welcome window similar to the following. You will see students added and dropped in the last ten days as well as upcoming birthdays. Also, system informational messages we add throughout the year will appear here.

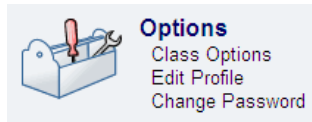


The screenshot displays the following content:

- Attendance:** Quick Attendance, Attendance Grid, Seating Chart.
- Gradebook:** Quick Grades, Gradebook Grid.
- Reports:** My Reports, New Report, Student Schedule, Student Explorer.
- Options:** Class Options, Edit Profile, Change Password.
- Recently Added Students:** Mouse, Mickey 01-ENG 1H February 27.
- Recently Dropped Students:** Martian, Marvin 01-ENG 1H February 26.
- Upcoming Birthdays:**
  - Lightyear, Buzz 01-ENG 1H March 10
  - Duck, Daffy 03-ENG 1IH March 08
  - Duck, Donald 03-ENG 1IH March 09
  - Bunny, Bugs 04-ENG 1IH March 05
- 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.

## Changing your Password

1. 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. Passwords must contain both numbers and letters.

 A screenshot of a web form with two tabs: "General" and "Password". The "Password" tab is active. It contains three input fields: "Old Password:" with 10 dots, "New Password:" with 6 dots, and "Re-enter Password:" with 6 dots. A "Change" button is located at the bottom left of the form.

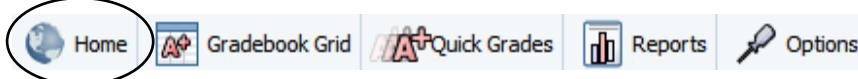
4. Click on **Change**.  
**NOTE:** Passwords are not case-sensitive.

## Editing General Information

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

 A screenshot of a web form with two tabs: "General" and "Password". The "General" tab is active. It is divided into two sections: "School" and "Teacher". The "School" section has fields for "School Name:" (Vines High School), "School Year:" (2007-2008), "Address:" (1401 Highedge Drive), and "City, State, ZIP:" (Plano, TX 75075). The "Teacher" section has fields for "Name:" (Teacher, Test), "Email:" (teacher.test@pisd.edu), and "Phone:" (469-752-8100). A "Save" button is at the bottom.

2. Enter your email address and phone number.
3. Click on **Save**.
4. Click on **Home** on the navigation bar.

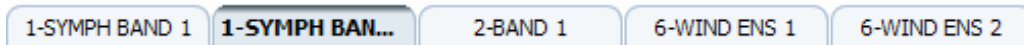
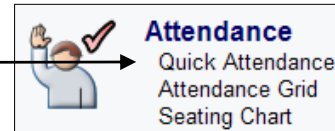


## ATTENDANCE

The State of Texas requires that you take attendance. District policy requires you to report attendance within the first 15 minutes of class.

### Using Quick Attendance

1. Under **Attendance**, click on **Quick Attendance**.
2. Select the class by using the class tabs at the top of the screen.

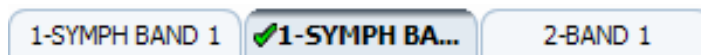


3. Select the **[A]** or **[T]** as appropriate to the right of the student's name by clicking on it one time. If you mark a student erroneously, click the code again to clear it.

A	T
A	T
A	T
A	T
A	T

**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.

### 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 19 for instructions about how to create 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. To mark a student absent or tardy, click on the student's picture and select **[A]** or **[T]**. If you mark a student absent by mistake, click the student's picture again and select **Clear**.

**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.

## **Making Changes**

The Attendance Clerk 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 on **Attendance Grid**. The absences and tardies for all students are displayed along with the totals for the current Six Weeks in the Result Column. You can change the result column to display the total for the current Semester by clicking on the drop-down arrow at the top of the Result Column and selecting 1st or 2nd Semester.

Attendance reports are available in the reports section. Please refer to page 23.

## **District Attendance Codes**

<b>Code</b>	<b>Description</b>	<b>Excused/ Unexcused</b>
A	Default Absence Reason	Unexcused
AAH	After Hours School	Excused
AAP	Indicates First/Last Day at Alternative Program (SP & HMBD)	Excused
ABL	Bus Late	Excused
ACC	Sent Home To Change Clothes	Unexcused
ACD	College Day/Note Required	Excused
ACO	In Counselor's Office	Excused
ACR	Required Court Appearance	Excused
ACT	Court Related/Note Required	Excused
ADN	Official Doctor Note/Student Present Same Day	Excused
ADP	Doctor Appointment/Note Received	Excused
ADS	In Dean of Student's Office	Excused
ADT	Taking Driver's Test/Note Required – J, Sh, W, E	Unexcused
AEE	Data Entry Error	Excused
AEO	Misc. Other Excused/Note Required	Excused
AFI	Family Related Illness/Note Required	Excused
AFN	Funeral/Note Required	Excused
AFT	School Related Activity	Excused
AHB	STUDENT RECORDS USE ONLY	Excused
AHO	Hospital Stay	Excused

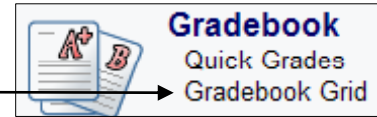
AID	7 Days+ Illness/Doctor Note Received	Excused
AIS	In-School Suspension	Excused
AJL	Jail – Short Term Incarceration	Excused
ALN	Note Turned in Late	Unexcused
AMC	Medicaid-eligible (EPSDT Program)	Excused
AMW	Unexcused But Allowed to Make-up Work	Unexcused
ANO	In Nurse’s Office	Excused
ANS	Did Not Sign Out, 1st Time	Unexcused
ANT	No Note/Forged Note	Unexcused
AOS	Overslept	Unexcused
AOT	Vacation/Advance Note Required	Excused
APC	Parent Called Regarding Ill Child	Unexcused
APH	Requesting Home-Based Instruction	Excused
APN	Illness per Parent Note	Excused
APO	In Principal’s Office	Excused
APP	Personal Problems / Note Required	Unexcused
ARH	Religious Holiday / Note Required	Excused
ASC	Schedule Change	Excused
ASK	Caught Skipping Class	Unexcused
ASP	Special Programs Student – First/Last Day Only	Excused
ASU	Out-of-School Suspension	Excused
ATF	Teacher Failed To Report Student Absent	Excused
ATR	Truant/Run-away	Unexcused
ATS	Play Taps at Texas veteran’s funeral	Excused
ATV	Teacher Verified Student In Attendance	Excused
AUO	Miscellaneous Other Unexcused	Unexcused
AVH	Car Trouble, 1st Time	Unexcused
AWR	Weather Related/Note Required	Excused
T	Default Tardy Reason	Unexcused
TEO	Miscellaneous Other Excused Tardy	Excused
TUO	Miscellaneous Other Unexcused Tardy	Unexcused



## ENTERING ASSIGNMENTS AND GRADES

### Creating Assignments

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.
- d. In the **Date Assigned** box, enter the date the assignment is 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 **Date Due** box, enter the date the assignment is due. This defaults to the next valid school day. 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.
- 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 to count multiple times).

The screenshot shows the 'Assignment' form with the following fields and values:

- Assignment** (tab): Narrative, Classes
- Class**: 03-ENG 1 IH
- Description**: Poetry Presentations
- Grading Scale**: Default
- Category**: Daily Work
- Date Assigned**: Tue 3/3/2009
- Date Due**: Wed 3/4/2009
- Max Value**: 100
- Weight**: 1

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 is only available for **NEW** assignments during the creation process.

The screenshot shows the 'Classes' tab selected. It contains a list of classes with checkboxes:

- 1-SYMPH BAND 1
- 1-SYMPH BAND 2
- 2-BAND 1
- 6-WIND ENS 1
- 6-WIND ENS 2

To the right of the list is a note: "A new assignment can be created in one or more classes. Select the classes you want this assignment to be added to from the list on the left."

- 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** then **Close** to go back to the gradebook grid.

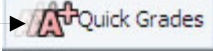

## Entering Grades

### *Using the Gradebook Grid*

- Enter grades directly in the gradebook grid where you see student names and grade columns.
- Click in the grade cell for a student.
- Enter numerical grades as a percentage of 100.
- Enter special grades.
  - Exempt (excused) grades can be entered with an **X**.  
**NOTE:** Exempt grades are not averaged.
  - Z** (unexcused) grades can be entered for an assignment to indicate the student did not turn in the assignment and is receiving a zero.
- 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*

- Click on the **Quick Grades** button on the menu bar.  A button with a red 'A+' icon and the text 'Quick Grades'.
- Select the assignment from the drop-down menu.
- Enter numerical grades as a percentage of 100 below the column title "100".
- Enter special grades
  - Exempt (excused) grade can be entered with an **X**.  
**NOTE:** Exempt grades are not averaged
  - Z** (unexcused) grades can be entered for an assignment to indicate the student did not turn in the assignment and is received a zero.
- (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.  A screenshot of a grade cell showing '100' with a red triangle in the top right corner and a text box containing 'great work!'.

## Repeating Grades in a Column

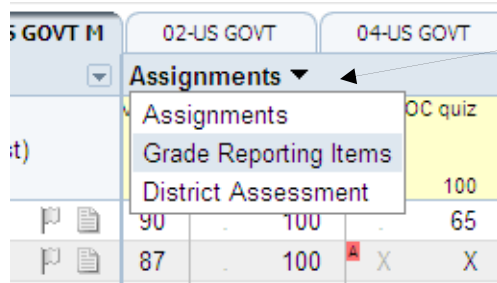
- To enter the same grade for several consecutive students, key in the first grade.
- Press the **ENTER** key on the keyboard.
- Press the asterisk key (\*) on the numeric keypad.

## 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 student, see page 18.

## Entering Conduct/Comment Grades

1. In the gradebook grid, click on **Assignments** and select **Grade Reporting Items**.



2. To enter comments, select the student and click in the grade cell in the Comment column.
3. Enter a number from **1 – 10** as appropriate for each student. To see a list of valid codes, press the Space Bar. Click on the desired selection and press **Enter**. A legend can be found below.
4. Repeat this process for all students' comment codes.
5. To enter conduct codes, select the student and click in the grade cell in the Conduct column.
6. Enter **E, S, N** or **U** as appropriate for each student. To see a list of valid codes, press the Space Bar. Click on the desired selection and press Enter. A legend can be found below as well.
7. Repeat this process for all students' conduct codes.
8. In the gradebook grid, click on **Grade Reporting** Items and select **Assignments**.

### **Conduct Code Legend**

E - Excellent  
 S - Satisfactory  
 N - Needs Improving  
 U - Unsatisfactory

### **Comment Code Legend**

1 - Makes a Positive Contribution to Class  
 2 - Puts Forth Excellent Effort  
 3 - Cooperates Well with Teachers/Peers  
 4 - Has a Good Attitude Toward This Class  
 5 - Absences/Tardies Affecting Class Work  
 6 - Not Working to Potential  
 7 - Fails to Turn in Assignments  
 8 - Study Habits/Test Scores Need to Improve  
 9 - Should Attend Tutorials  
 10 - Inappropriate Behavior Affects Learning

## 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**.

Assignment Score History

Review Sheet

Select a history record and click 'Save' to re-assign the grade.

<input checked="" type="radio"/>	75	.	02/24/2009 11:29:06
<input type="radio"/>	0	.	02/24/2009 11:29:02
<input type="radio"/>	100	.	01/16/2009 09:43:00

### Over Max Value Warning

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

Review Sheet

1/15	100
Max	102

## 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)**, **Exempt (E)**, or a **No Grade (NG)**, click on **Override Code** and select the appropriate value from the drop-down list.
4. Click on **Save**.

**NOTE:** Any numeric grade values over 100 will be rejected by the administrative system. Be sure to only enter numeric values from 0-100. Overwrites other than the specified values shown above will be rejected by the administrative system resulting in a blank on the student's report card.

- Overwritten grades will appear bold in the Result Column.
- Any changes by overwriting should be documented in the notepad (page 21).
- Use this process to enter the Six Weeks Average or the Semester Average for a student new to the campus or your class.

## Clearing Incompletes

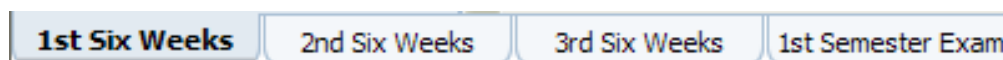
1. Enter the makeup grades.
2. Click on the **I** (Incomplete) in the **Result Column** to be changed.
3. Click on **Calculate Normally**.
4. Click on **Save**.

After entering makeup work and clearing Incompletes for a student for a previous marking period, you must submit the new grade to the registrar to update the student's permanent record.

**NOTE:** You must also clear the Incomplete from the Semester average as well.

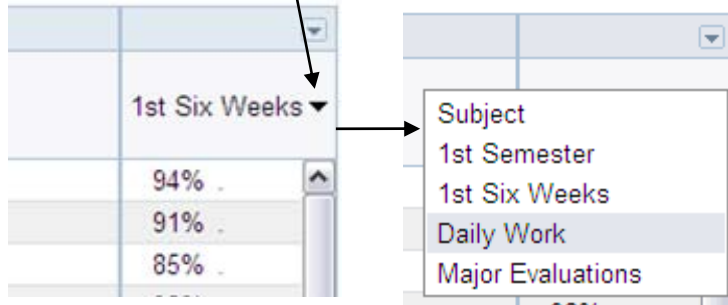
## Selecting Another Six Weeks or Semester

Select the desired **Six Weeks** or **Semester Exam** using the period tabs at the bottom of the screen.



## Changing the Result Column

Click on 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 Subject (middle school only), the Current Semester, the Current Reporting Period, or either category. When you leave the gradebook grid, it will automatically default to the Current Reporting Period.



## Semester Exam Setup

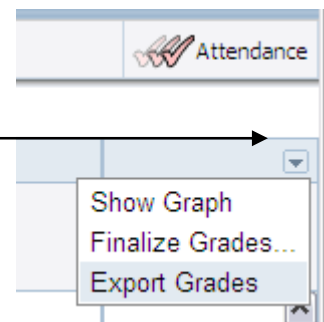
1. Select the **Semester Exam** tab.
2. Add assignments as needed to reflect the exam or parts of the exam. Refer to page 9 for steps to create assignments.

For multi-part exams, be sure to enter the assignment weight as appropriate for that part of the exam.

## Exporting Six Weeks Grades

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

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



## 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 the settings from the template, your grades will be calculated differently from what is presented in this section.

### ***Calculating the Six Weeks Average***

The first step in calculating the Six Weeks average is to calculate the category averages. The category averages are calculated using the following formula:

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

#### **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. 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, let's assume that this 85% was earned in the Daily Work category and this student earned a 73% in the Major Evaluations category. To calculate the Six Weeks average, we now have to apply the weighting to the categories using the following formula (this formula assumes we are using the 2 Category Template):

$$(\text{Daily Work} * .25) + (\text{Major Evaluations} * .75) = \text{Six Weeks Average}$$

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

$$(85 * .25) + (73 * .75) = 21.25 + 54.75 = 76\%$$

It is possible for a student to receive a grade in either category, which exceeds 100%. In those cases, if the Six Weeks average would end up exceeding 100%, the average is changed to 100% since students are not allowed to receive a final average exceeding 100%.

### ***Calculating the Semester Average for High School***

The Semester average is calculated using simple averaging. At the high school level, each Six Weeks average weight is  $\frac{1}{4}$  of the Semester average and the Semester Exam weights  $\frac{1}{4}$  of the Semester Average. To calculate the Semester average, we'll use the following formula:

$$\frac{(1^{\text{st}} \text{ Six Weeks Avg.} * 1) + (2^{\text{nd}} \text{ Six Weeks Avg.} * 1) + (3^{\text{rd}} \text{ Six Weeks Avg.} * 1) + (\text{Semester Exam} * 1)}{4}$$

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

$$\frac{(76 * 1) + (79 * 1) + (86 * 1) + (91 * 1)}{4} = \frac{76 + 79 + 86 + 91}{4} = \frac{332}{4} = 83\%$$

### ***Calculating the Semester Average for Middle School***

The Semester average is calculated using simple averaging. At the middle school level, each Six Weeks average weight is  $\frac{2}{7}$  of the Semester average and the Semester Exam weight is  $\frac{1}{7}$  of the Semester Average. To calculate the Semester average, we'll use the following formula:

$$\frac{(1^{\text{st}} \text{ Six Weeks Avg.} * 2) + (2^{\text{nd}} \text{ Six Weeks Avg.} * 2) + (3^{\text{rd}} \text{ Six Weeks Avg.} * 2) + (\text{Semester Exam} * 1)}{7}$$

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

$$\frac{(76 * 2) + (79 * 2) + (86 * 2) + (91 * 1)}{7} = \frac{152 + 158 + 172 + 91}{7} = \frac{573}{7} = 81.85 \text{ or } 82\%$$



### ***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 Six Weeks average as the category weight. For example: If you only have a single exam for a Six Weeks without any quizzes, that single exam then counts as 75% of the Six Weeks average.
- Changing Category definitions can adversely affect your Six Weeks averages. The gradebook templates are setup to conform to the methods of grading as set by board policy.
- If you have a student that has transferred into your class, please enter the six weeks and/or semester average into the gradebook. Contact the registrar if you need help knowing what grade to enter. The first semester average must be entered for full year courses so that the year grade will calculate correctly.

### ***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/>)

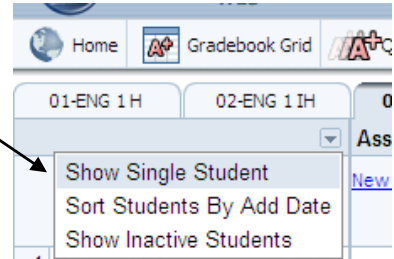
<b>Policy Description</b>	<b>Legal</b>	<b>Local</b>
Grading/Permanent Record: Examinations		EIAA
Academic Achievement: Grading/Progress Reports to Parents	EIA	EIA
Academic Achievement	EI	EI

## PROCEDURES

### Changing Student View Options

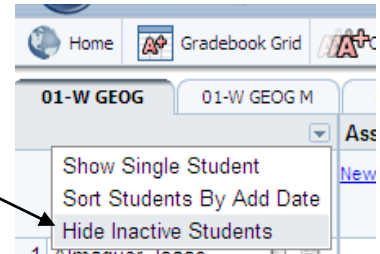
#### **Show Single Student**

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**.



#### **Hide/Show Inactive Students**

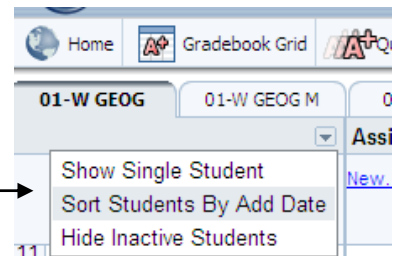
1. To hide inactive students in the Gradebook Grid, click on the drop-down arrow above the student name column and select **Hide Inactive Students** (see example).
2. All inactive students will be hidden.
3. To show inactive students, repeat step one except select **Show Inactive Students**.



#### **Sort Students by Add Date**

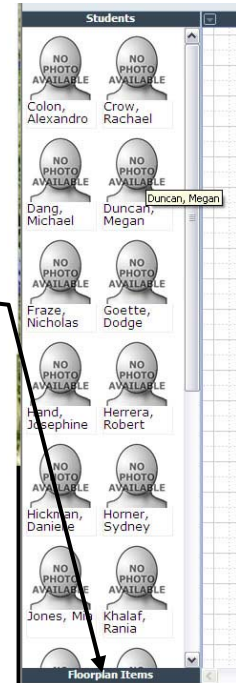
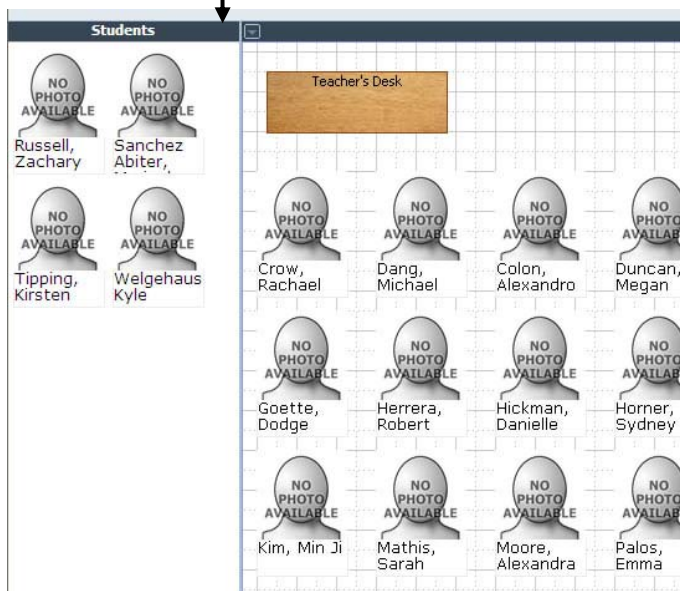
You are able to sort your roster by date added to your class.

1. In the Gradebook Grid, 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**.



## 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' names and photos (if they have been loaded) will appear in the column on the left. If a student does not have a picture loaded, 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 students on the page, click on the drop down arrow above 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**. Uncheck the box next to "Print Student Pictures" if you do not want to print the pictures.

**NOTE:** The seating chart may be used for taking attendance. If you have new students or students that have not been placed on your seating chart, the next time you open the seating chart, you will be placed in the edit screen.

## Using the Notepad

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.
2. Select the class by using the class tabs at the top of the screen.
3. Click on the **Paper** icon to the right of the student's name. The notepad and discipline window will be opened.
4. Click on the **Notes** tab. A list of notes already created will be displayed.

	B flat scale, 2 oc...	8/8	100
			91
			85
			97
			95
			79

Required Notes	Notes	Discipline
Berkowitz, Yong		
Marking Period 1	90.25 A-	2 Absences 0 Tardies
Marking Period 2	95.74 A	3 Absences 0 Tardies
Marking Period 3	81.48 B-	3 Absences 1 Tardies
Progress Report		5/29/2007
Yong is a fine student. He turns in his assignments on time and participates well in class.		
Marking Period 4	97.29 A+	0 Absences 0 Tardies

5. To edit a note already entered, click on the **Pencil** icon in the lower right corner of the note.
6. To print a note already entered, click on the **Printer** icon in the lower right corner of the note.
7. 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.
8. To create a new note, click on the **New Note** button.

Required Notes	Notes	Discipline
Berkowitz, Yong		
1st Six Weeks	93	1 Absences 0 Tardies
Title:	Grade Performance	Date: 8/9/2007
Yong is doing very well. It is obvious that Yong is practicing every night.		
<input type="checkbox"/> Private		
		Save Cancel

9. 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 which Six Weeks the note appears under.
10. If the note is only for teacher use, click on the **Private** checkbox. At this current time, we are automatically changing all notes to private.
11. When you are finished entering your note, click on the **Save** button.

## **Viewing Student Demographics**

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

## PRINTING REPORTS

You will be able to print a wide variety of report 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 by 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.

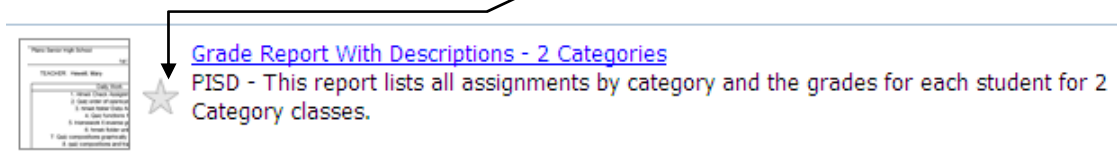
#### ***New Report***

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***

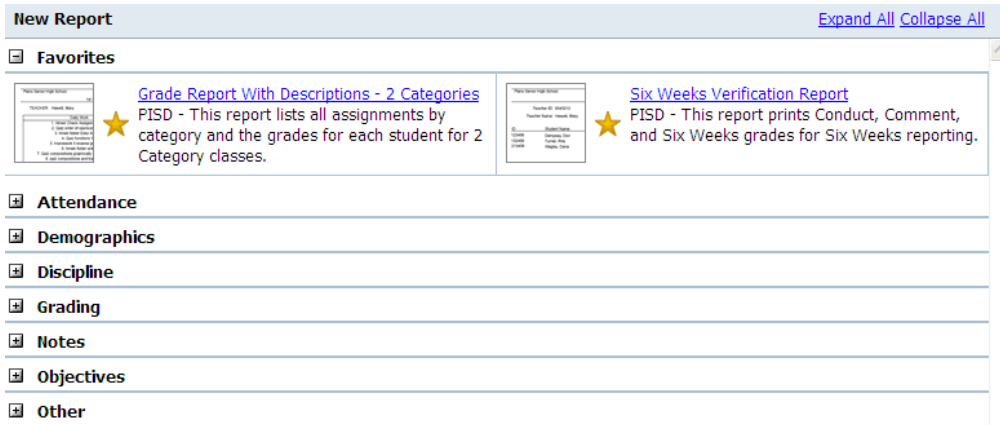
After you have printed several reports, you may want to designate some of the reports as “Favorites”. Reports identified as a favorite will be displayed in the Favorites category in the New Report window.

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

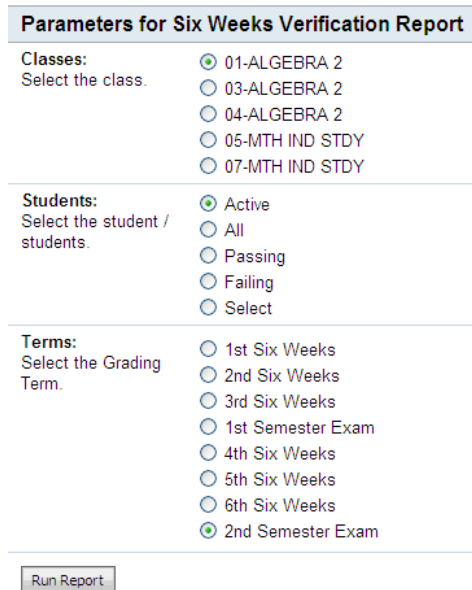


## Printing a Report

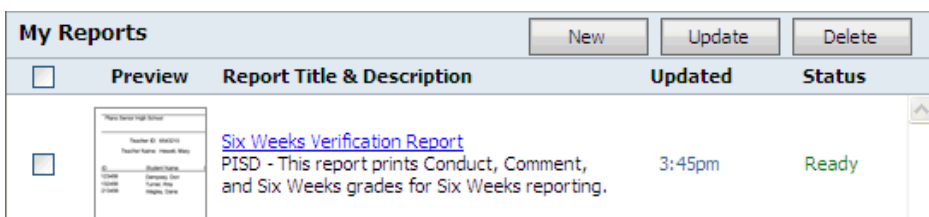
1. Click **Reports**.
2. Click on **New**.
3. Open the folder categories to find the report you would like to print.



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 to open the report.



# ADVANCED TOOLS

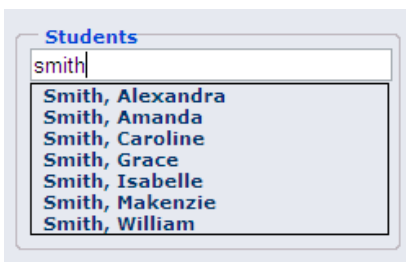
## Student Schedule

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.



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.



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

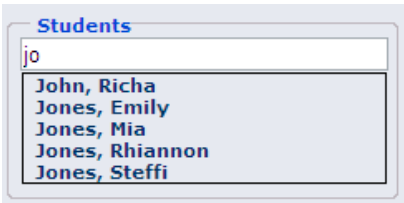
Student Explorer allows teachers to see the attendance and grades for any student at their campus. Teachers will be able to view assignment grades, six week averages and absences the same way that parents see grades and attendance at home. The reports in Student Explorer may be printed for use at school but should not be used for any official communication with parents. Please refer to the section about printing gradebook reports on page 22.

### **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.

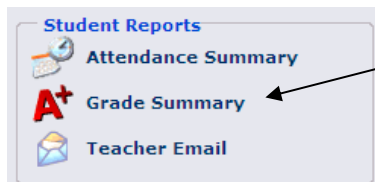


3. The student grade summary screen will appear. To view individual assignment grades for each course simply click on the six week's average.

### **Grade Summary**

Course	Subject				
	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.

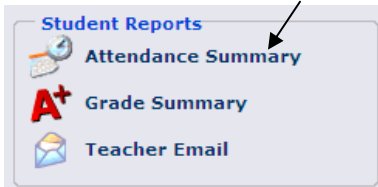


**NOTE:** To return to the gradebook at anytime, click the **Home** button in the upper left corner of the screen.

## Attendance Summary

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

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



2. The attendance summary report will be displayed for the current six 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 Six Weeks

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

To refresh the report for the selected six 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** (six 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.