

Gradebook Manager Guide

Pinnacle has been upgraded to a new version which added additional features that you as a Gradebook Manager will need to familiarize yourself with to assist your teachers in the coming school year. The URL to Pinnacle is: <https://gb.browardschools.com/Pinnacle/Gradebook/> for all schools. This guide will help familiarize yourself and your staff on how to properly use the new version of Pinnacle.

Pinnacle Authentication

Previously all user accounts would be created and managed through Pinnacle. Users will now use their Active Directory (**BrowardSchools.Local**) Domain account to authenticate into Pinnacle. Active Directory groups will be assigned to users to determine their access to Pinnacle. This allows the user accounts to be managed from one location and helps prevent confusion when entering credentials.

Schools will need to fill out the **Pinnacle New User Request Form** to assure users are assigned to the correct groups and are granted the necessary roles to utilize Pinnacle efficiently.

Managing Teacher Gradebooks

This Section describes Pinnacle Gradebook functionality available to Managers and teachers for customizing their gradebook pages, and managing the information they contain.

Impersonate a Teacher

Gradebook Managers will routinely need to view teachers gradebooks to assist with calculation anomalies, help configure gradebook options and offer general support. You will need to Impersonate a teacher before you can view their individual gradebooks.

How do I view teachers' gradebooks?

- Step 1: Sign into Pinnacle Gradebook with your Gradebook Manager account.
- Step 2: From the Impersonating menu in the Gradebook header, select a Teacher by either typing their name or entering an asterisk (*) to pull up the whole teacher list.
- Step 3: Click **Quick Grades** or **Gradebook Grid** to view the teacher's gradebooks OR
Click **Quick Attendance**, **Attendance Grid** or **Seating Chart** to view the teacher's attendance
- Step 4: Select the appropriate class tab.
- Step 5: From here you will be able to manage the teacher's gradebooks or run reports for the gradebooks.
- Step 6: From the Impersonating menu, delete the selected teacher's name to blank the entry out and you can then continue working with another teacher if need be.
- Step 7: Once finished, click Sign Out in the Gradebook header.

Change the Class Name in Your Gradebooks

Classes are imported from TERMS into Pinnacle. Class files are generated with the default title of Period(Term)-Course Description. Teachers can customize the gradebook tabs if they so choose and Gradebook managers can assist with this task using the Impersonating function.

- Step 1: On the navigation pane, click **Class Options**. Alternatively, you can open the Class Options page by clicking the **Options** icon available on most task pages.

Step 2: In the drop-down list, select the class you want to rename. The Right/Left arrows can be used to cycle through classes.

Step 3: In the **Title** field on the **General** Tab, type a new class name.

Step 4: Click **Save**. When you open the gradebook, the class name is changed on the tabs. .

Show/Hide Classes

A class tab is created for each class assigned to a teacher. The Gradebook will display all classes from all schools. Sometimes a teacher will not want to display a specific class. Whether it be an inactive class or an orphaned class after the course/section was combined with another class it can cause confusion if left in the gradebook view. We can manage the class tabs by Hiding Inactive Classes. By hiding class tabs instead of deleting them, it is possible to recover the course if needed. Teachers can perform this task and Gradebook Managers can assist teachers with this task, using the Impersonating function.

Hide a Class Tab

There are two ways to Hide a Class Tab: from the Gradebook Grid and from the Options Menu

Gradebook Grid

Step 1: From the navigation pane, click Gradebook Grid, or from the toolbar, click .

1. Step 2: Roll your cursor over the course tab you wish to hide from your Gradebook Grid page view. The **X** icon darkens to indicate your selection.

Step 3: Click the **X** icon on the course tab you wish to hide. The course tab no longer appears in your Gradebook Grid.

Hide a Class Tab (cont.)

Options Menu

Step 1: In the navigation pane, click **Class Options**. Alternatively, you can open the Class Options page by clicking the **Options** icon from the Gradebook.

Step 2: In the drop-down list, select the class you want to hide. The Right/Left arrows can be used to cycle through classes.

Step 3: On the **General** tab. Click **Yes** for **Hide from tabs**.

Step 4: Click **Save**. When you open a gradebook or attendance page, the tab for the class is removed.

Show a Class Tab

Alternatively, there are times when you will need to recover a hidden gradebook. A "+" icon displays at the end of the class tabs row on the Gradebook and Attendance pages. Clicking this icon displays a list of any hidden class tabs, including classes for teachers with multiple gradebooks.

Note: The steps below use the Gradebook Grid page as an example. You can follow the steps to perform the same function on the Quick Grades, Quick Attendance, Attendance Grid, and Seating Chart pages.

Step 1: On the navigation pane, click **Gradebook Grid**.

Step 2: At the end of the class tabs row, click the "+" icon to display a list of hidden class tabs.

Step 3: Select the class tab(s) to display from this list, by checking the box adjacent to the class title.

Step 4: At the bottom of the list, click **Add Gradebook(s) to tabs** to display the class(es) in the class tabs row. When you open the gradebook, you see a tab for the class.

You can also change the **Hide from tabs** option from **Yes** to **No** on the **General** tab of the

Options page to make the class tab visible.

Change Gradebook Grid View

The Gradebook Grid page shows cumulative grades and scores for all students assigned to the class, as well as all assignments and individual assignment grades and scores entered for the class. Teachers can change the Gradebook Grid view to see related information without leaving the gradebook. Views available for each school will vary. Your Pinnacle administrator sets the views available for the school.

Grid View

Step 1: From the navigation pane, click **Gradebook Grid**, or from the toolbar, click .

Step 2: Select the appropriate class tab.

Step 3: In the **Assignments** header row, click the drop-down arrow to display a list of available views. Common views that are available include **Assignments, Report**

Card Assessments, Interim Assessments and Standards/Grade Level Assessments.

Step 4: Select an available view from the list to display the related assignments, assessments, or activities.

Term View

By default, the gradebook opens to the current term. You can select a previous or future term from the term tabs.

Step 1: From the navigation pane, click **Gradebook Grid**, or from the toolbar, click .

Step 2: Select the appropriate **Course** tab.

Step 3: Select the appropriate **Term** tab at the bottom of the window

Change Gradebook Grid View (cont.)

Student Roster Drop-Down Menu

The Student Roster Drop-Down Menu grants teachers several options to choose from on how they would like student information to display on the Gradebook Grid. The options can be viewed by clicking the drop-down arrow directly above the student roster and to the left of the Assignments menu.

- **Show Single Student:** Teachers can hide scores in the Grid and show scores for just one student at a time. Once this option is selected teachers need to click a student's row to view their individual data. To disable this expand the Student Roster Drop-Down and select **Show Multiple Students**.
- **Sort Students By Add Date:** The Student Roster can be changed to sort students by their **Entry Date** rather than alphabetically.
- **Show Inactive Students:** Selecting this option allows teachers to view students that were previously **Withdrawn** from the class. Inactive student show at the end of the roster, grayed out and flagged as **Inactive**.
- **Show Class Average:** The class average information appears in a row at the bottom of the student roster list, below the last student name. The **Class Average** row displays a non-weighted, **Mean** numeric score, and the equivalent letter grade of the score. These values appear for **Assignments, Learning**

Standards and Marking Period Grades.

- **Send Message:** This feature grants teachers/GBMs the ability **send emails** directly from the Gradebook to **Students** and **Student Contacts**. When GBMs send messages while Impersonating a teacher the messages come from their email address, not the teacher's.
- **Export Student Clicker Map:** Will not be used at Broward.

Viewing Student Demographic Information

Users will routinely need to view individual student information. A Quick Glance view is achieved by hovering the mouse over the Student Name which will display **StudentID, Grade, Gender, Birthday** and **Student Contact Information**. If the user clicks on the Student Name it will pull up the Student Demographics window which displays detailed **Demographics** information, any **Custom** values that have been added by the Pinnacle Administration team and active **Schedule** information.

Change Gradebook Term Results View

The information is displayed in the **Gradebook Grid Results Column** can be modified to choose what grade records are displayed. The gradebook can be toggled to display the **current Marking Period Grade**, the **Course Grade** and **Individual Category Grades**.

Term Grade Options

Directly above the **Gradebook Grid Results Column** we will find the **Grade Term Options Menu**. This menu allows us to modify the results column view and offers a means of locking gradebooks from additional calculations and exporting the grades to a spreadsheet.

- **Show/Hide Points:** For Total Points calculations.
- **Show/Hide Graph:** For a line graph of scores.
- **Finalize Grades:** Notifies administration that you are ready to submit grades for final grading and locks grades from additional calculations.
- **Export Grades:** Opens grades or scores to a Microsoft Excel spreadsheet. The scores/grades that are exported reflect the current gradebook view. This allows you to export learning standard and district assessment scores/grades, as well as assignments.

Entering Scores

Now that you are familiarized with the Gradebook it is time to start tracking scores.

Create a Category

Utilizing categories gives users the ability to group and manage grade calculations. Categories can be **weighted** to offer customized grading calculations. When **Weighted Categories** are enabled the assignment grades are averaged together to determine a **Category Grade** and the Category Grades are averaged together based off the **Weights** to determine the overall **Marking Period Grade**.

To Enable Categories

Step 1: On the navigation pane, click **Class Options**. Alternatively, you can open the Class Options page by clicking the **Options** icon available on most task pages.

Step 2: In the drop-down list, select the class you want to enter Categories for. The Right/Left arrows can be used to cycle through classes.

Step 3: Select the **Categories Tab**.

Step 4: Change the **Would you like to categorize your assignments?** Option to **Yes**. If you will be weighting your categories set the **Would you like to weight your categories?** Option to

Yes as well.

Step 5: Click the **New category** link to build each of your categories. You will set the **Color Code**, **Weight** and if you would like to **Drop High and Low Scores** from each Category.

Step 6: **Save** each Category individually and finally **Save** the Category Settings.

Step 7: Completed Categories can be **Copied** to other classes. Click **Copy**, select which classes to copy the categories to and click **Save** to make the categories available in the other classes.

Create an Assignment

The New Assignment page allows teachers to create assignments from scratch. Some teachers have extended grading scale, objective, and category options available when creating assignments. Your Pinnacle administrator controls access to these fields. The following steps include all options for creating an assignment.

Create an Assignment(cont.)

New Assignment

Step1: In the navigation pane, click **Gradebook Grid**, or on the toolbar, click .

Step 2: At the top of the page, select the appropriate class tab.

Step 3: At the bottom of the page, verify that the correct **Term** tab is selected.

Step 4: In the **Assignments** heading row, click **New**.

Hint: If other assignments already exist, scroll to the last assignment to find the **New** link.

New Assignment Link

Step 5: The Assignment page opens and displays three to five tabs.

Step 6: On the **Assignment** tab:

- Type a **Description** (or title) for the assignment.
- In the drop-down menu, select a **Grading Scale**.
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- Note: Grading scales are created by your Pinnacle administrator as a part of your template. Some schools allow teachers to create their own grading scales. You create grading scales from the **Scales** tab of the Class Options page. Teacher-created scales are available only to the teacher who created them and only for assignments associated with the specific class.
- From the drop-down menu, select a **Category** (if Categories are enabled).
- Type **Date Assigned** or select from the date picker. (The default value is the current day.)
- Type **Date Due** or select from the date picker. (The default value is the next school day.)
- Type a **Max Value** for the assignment (this is the maximum score or number of points that can be earned for the assignment).
- Type a **Weight** for the assignment. (This field is required. The assignment points earned are multiplied by the weight before any other factors, such as category or term grade, are calculated.)
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Warning: If the weight is zero, the assignment will not be included in the term grade calculation. However, **Weight** is not the same thing as **Max Value**, and should not exceed 5. In general 1, 2, and occasionally 3 are used as weights. Some schools use decimals for weights with 0.5, 1.0, 1.5, and 2.0 as common values.

New Assignment (cont.)

Assignment Dialog Box

- **Select Extra Credit:** Select the **Extra Credit** check box *only* if the entire assignment is to be counted as extra credit.

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- Note: Extra credit assignments are calculated differently from assignments, so it is important that you use this box *only* for assignments that are entirely extra credit. If you wish to award bonus points to an assignment, *do not* select this box. Instead, just add points to your total score. For example, a 10 point Max Value assignment with 3 points extra credit can be recorded as 13 out of 10 points.
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- Select the **Private** check box to mark the assignment as private. This prevents the assignment from displaying in Assignment Reports.

Step 7: On the **Narrative** tab, type an assignment description.

Step 8: If your school's configuration includes **Standards**, you will see the **Standard/Grade Level Assessments** tab. Select the **Standard(s)** you want to tie to the assignment and click **Add**. Adding Standards to assignments is optional and Standard scores may be entered directly (see **Learning Standards** below).

Step 9: To share an assignment with other classes, click the Classes tab and select additional classes that may also use this assignment.

Note: You can make the decision to add an assignment to multiple classes only once. If you do not select an additional class for the assignment before you click **Save**, this tab will not be available after you save the assignment.

Step 10: Click **Save**. If you wish to create another assignment, click **Save & New**. The assignment is saved, and a new Assignment tab appears.

Entering Grades From Gradebook Grid

The Gradebook Grid page displays both the letter or rubric number grade and the actual score or assignment value for each grade entered. All assignments for the term are displayed.

Step 1: In the navigation pane, click **Gradebook Grid**, or on the toolbar, click .

Step 2: At the top of the page, select the appropriate class tab.

Step 3: At the bottom of the page, verify that the correct term tab is selected.

Step 4: In the row for the applicable student, locate the **Assignment** column. Type the appropriate assignment score.

Entering Grades from Gradebook Grid (cont.)

Optional: You can enter the letter grade, and Pinnacle Gradebook calculates the corresponding lowest breakpoint score as defined by your grading scale.

Gradebook Grid Page

Click outside the cell, or press **Enter**. The grade is recorded and the **Result** column recalculates to include the new assignment entry.

Special Grades

Pinnacle allows values that can be used for atypical grading situations, and an asterisk can be used as a shortcut. For example:

- **Z values:** Can be entered in the gradebook to represent a zero score. The zero score is usually reserved to indicate that the student did not make an effort to complete the assignment. A zero score is calculated in the term grade.
- **X values:** Can be entered in the gradebook to represent an excused assignment. Unlike the **Z** value, the **X** value is *not* calculated in the term grade.
- *** values:** Are not exceptions, but you can enter an asterisk as a shortcut to copy the score from the cell directly above.

Entering Grades from Quick Grades

The Quick Grades page displays both the letter or rubric number grade and the actual score or assignment value you enter for each grade. Unlike the Gradebook Grid page, the Quick Grades page displays only one assignment at a time.

Step 1: In the navigation pane, click **Quick Grades**, or on the toolbar, click .

Step 2: At the top of the page, select the appropriate class tab.

Step 3: At the bottom of the page, verify that the correct term tab is selected.

Step 4: Use directional arrows or the drop-down list to select the correct assignment.

Step 5: In the row for the appropriate student, click within the **Grade** cell and select the appropriate grade from the drop-down list. When you select a grade, two things happen:

- The assignment score **Max Value** column displays the highest Grading Scale breakpoint score for the selected grade.
- The **Date Observed** column displays the current date.

Optional: You can enter the assignment score in the **Max Value** column, and then click outside the cell or press your keyboard **Enter** key. The application will calculate the corresponding letter grade or rubric value. You can also click within the **Comments** field to add a comment. This field allows up to 255 characters.

Entering Grades from Quick Grades (cont.)

Quick Grades Page

Learning Standards

Learning Standards/Grade Level Assessments are used at Elementary Schools to track student progress and scores entered into the gradebook are displayed on the **Interim/Conference Reports** and **Report Cards**. Learning Standards are tracked via **Rubric** based scores.

Entering Learning Standard Scores Directly into the Gradebook Grid

Step 1: In the navigation pane, click **Gradebook Grid**, or on the toolbar, click .

Step 2: At the top of the page, select the appropriate class tab.

Step 3: At the bottom of the page, verify that the correct term tab is selected.

Step 4: Click the **Assignments** drop-down menu to choose the **Standard Level** you need to enter scores for.

This list can change from class to class.

Step 5: Review the columns to identify the list of available Standards. Enter the **Rubric Score** into the **Standard Column**.

Entering Learning Standard Scores Directly into the Gradebook Grid (cont.)

Add Standards to Assignments (Component Scoring)

Component scoring allows for more valuable student assessment by measuring competency at the component level. This provides results for more individually targeted instruction by allowing scores to average into a comprehensive grade. Component scoring is available for any assignment and is created from the **Standard/Grade Level Assessments** tab on the Assignment page. Multiple standards can be added to a single assignment and component scores can be tracked individually.

Step 1: On the Gradebook Grid page, open an existing assignment or assessment and verify that the **Assignment**, **Narrative**, and **Classes** tabs are completed appropriately.

Step 2: Click the **Standard/Grade Level Assessments** tab.

Step 4: In the **Available** menu, select one or more objectives to tie to the assignment and click **Add**.

Hint: Hover your cursor over listed objectives, and a pop-up box appears with the full description and level information to assure you select the correct Standard(s).

Step 5: Enter a **Max** value for each standard. These values should not exceed the **Rubric Max Value**.

Step 6: Click **Save**.

Add Standards to Assignments (Component Scoring) (cont.)

Step 7: Return to the **Gradebook Grid**. The assignment now has a Plus '+' sign in the heading. (shows as a Minus '-' sign when the components are expanded)

Step 8: Component Scores can be entered individually under each standard
OR scores can be entered into the Assignment and scores will propagate to the standards.

Step 9: Scores will automatically calculate and will display under the appropriate Standard Level. The calculated scores can be viewed by expanding the **Assignments** drop-down menu and selecting the appropriate **Standard/Grade Level Assessment Level**.

Scores entered into individual components and into Assignment

Standard/Grade Level Assessment Score Grid

Entering Assessment Scores

Common Assessments are assigned to courses to track Comments and flag items to appear on Report Cards and Interim Reports. The Report Card and Interim Assessments can be viewed by expanding the Assignment drop-down menu from the Gradebook Grid.

Viewing Common Assessments

Step 1: On the Gradebook Grid page and expand the **Assignments** drop-down menu and choose **Report Card Assessments** or **Interim Assessments**.

Step 2: Each **Assessment** has predetermined **Comment Codes** linked to them. The Assessments and Comment Codes are listed below.

Elementary Assessments – Report Card (Assessment and Available Comment)

- Conference Request : Y (Yes. Do not mark for No)
- ESOL Services : Y
- Math Progress Monitoring Plan : Y
- Not Meeting Promotion Criteria : Y
- Reading Progress Monitoring Plan : Y
- Teacher Comment Attached : Y

Viewing Common Assessments (cont.)

Elementary Assessments – Interim (Assessments and Available Comments)

K-5 Assessments

- Attends School Regularly: Y
- Arrives At School On Time: Y
- ESOL Services: Y
- Grade Placement: Y
- Health Concerns: Y
- Interim Report For Past # Weeks: 1-9 (Numeric value of to designate the number of weeks the report covers)
- Not Meeting Criteria For Promotion: Y
- PMP: Y

3-5 Only Assessments

- Lang Arts Instruction Level: A or B (At/Above or Below Grade Level)
- Literacy Folder: Y
- Math Instruction Level: A or B
- Math Progress Monitoring Plan: Y
- Reading Instruction Level: A or B
- Reading Progress Monitoring Plan: Y
- Science Progress Monitoring Plan: Y
- Writing Progress Monitoring Plan: Y

K-5 Free Form Interim Comments

The Interim Reports display comments/messages entered by teachers so that detailed

information regarding a student's progress can be delivered to the guardians.

Step 1: From **Homeroom Gradebook Grid** click the **Page** Icon directly to the Right of the student name.

Step 2: From the **Interim Comments** tab expand the Quarter to enter comments (defaults to current Quarter)

Step 3: Select the **Pencil** Icon and enter the desired comments. There is a character limitation on the reports and comments should not exceed **1500 characters** and comments exceeding this limitation will be cut off

Step 4: Click **Save** and the comments will be stored for future review and will display on the **Interim Reports**.

Running Report Cards

Gradebook Managers will have the ability to run **Report Cards** and **Interim Reports** for individual teachers and at an Administrative Level for distribution. Additional Reports will be available under the Administrative and additional reports menus. Please let Pinnacle Support know if you have questions regarding the reports.

Run Reports for a Single Teacher

Step 1: Impersonate the teacher and select the **New Report** link under the **Reports** menu.

Step 2: Reports will be found under the **Interim** or **Report Cards** report menus. The reports for your school's grade levels should be available.

Step 3: Define the Report Parameters.

- Step 4: Click the **Run Report** button.
- Step 5: The **My Reports** page will open and display the report's processing status. When report states **Ready** click the link to view the report.

Run Reports for a Group

Step 1: When logged in as the Gradebook Manager select the **New Report** link under the **Reports** menu.

Step 2: Expand the **Administrative** Report Menu. Select the appropriate **Broward County Report Card** or **Interim Report**.

Step 3: Define the Report Parameters. You can select individual students, **All Students** and **Student Groups**.

- Step 4: Click the **Run Report** button.
- Step 5: The **My Reports** page will open and display the report's processing status. When report states **Ready** click the link to view the report.

Viewing Detailed Student Demographics

Managers will need the ability to view student information to verify student schedules have been imported correctly into and to check grades. The Gradebook allows us to pull up individual **Student Schedule**, **Grade** and **Demographic** information in an easy to read layout.

Student Schedules

Step 1: Sign into Pinnacle Gradebook with your **Gradebook Manager** account.

Step 2: Select **Student Schedule** from the Reports Menu in the navigation pane.

Step 3: To pull up the schedule start typing the **Student Name**
OR enter the full **StudentID** to pull the student up.

Step 4: The entire active **Student Schedule** will be visible at this point.

Student Explorer

Step 1: Sign into Pinnacle Gradebook with your **Gradebook Manager** account.

Step 2: Select **Student Explorer** from the Reports Menu in the navigation pane.

Step 3: To pull up Student Grade Information start typing the **Student Name**
OR enter the full **StudentID** to select the student.

Step 4: You can view **Grade, Attendance, Demographic Summaries** and **Student Assignment Reports** by selecting the appropriate link.

Student Groups

Gradebook Managers can utilize **Student Groups** as a means of filtering report results to a specific set of students.

How to Manage Student Groups

Step 1: Sign into Pinnacle Gradebook with **your** Gradebook Manager account.

Step 2: Select **Student Groups** from the Groups Menu in the navigation pane.

Step 3: Click on **Add New Group** to build a new group from scratch
OR select the **Pencil Icon** to adjust an existing group.

Student Groups (cont.)

Step 4: Enter the **Group Details**:

- **Group Name**
- **Description (optional)**
- **Expiration Date (optional)**
- **Locked:** Prevent other users from modifying the Group
- **NPNP:** No Pass No Play Flag (optional)
- **Static or Dynamic** (Static Groups never change, Dynamic Groups change based on the defined filters)

Step 5: Click **Next** or **Students** to add students.

Step 6: Using the **Add Students** link students can be added to the group (**See Figure 8**)

- **Students:** Add Students Manually
- **Students by Class:** Pull Students using Section, CourseTitle, Teacher, Room or Period as the search criteria
- **Students by Filters:** Add Students using a variety of filters.

Step 7: Click **Finished** to save the **Student Group**.

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Step 8: Once the **Student Groups** are created they can be used with **Administrative Reports** a to pull up only the students assigned to the group.

System Configuration

Gradebooks Managers have access to several other menus from the Home Page that delve into the Gradebook Structure and Configuration. Pinnacle Administrators have configured the gradebook to meet district standards and items such as **Templates, Policies, Integrations** and **Curriculum/Assessments** can be viewed but should not be adjusted without Pinnacle Administrator supervision.

Student Pictures

Please forward your Student Pictures in a .zip file to Vendor.Excelsior@browardschools.com.

Assure that all student pictures are formatted in .jpeg format where each student picture is labeled as the full Student ID (including leading zeros '0'). If the picture names do not identically match the Student ID they WILL NOT UPLOAD.