

# Principal User Guide

Pinnacle has been upgraded to a new version and the Legacy Principal Viewer found on the ETSPinnTS site will no longer be available. Information will have to be obtained from the Pinnacle web portal for all users. 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.

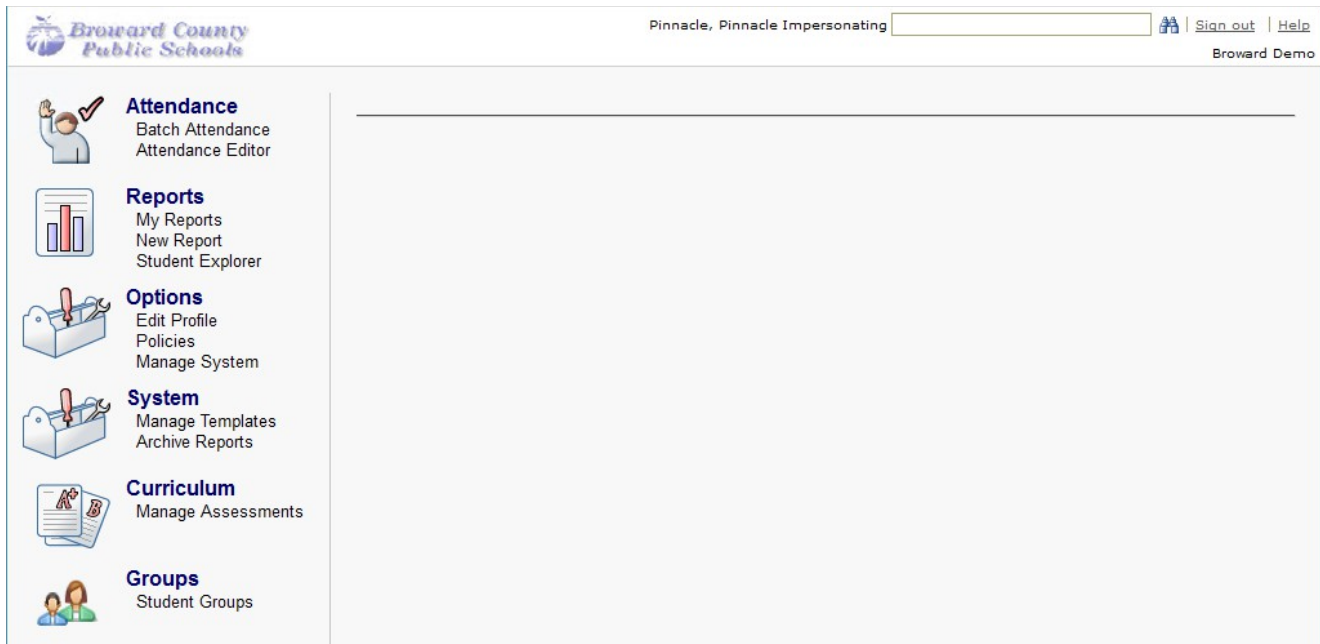
## Pinnacle Authentication

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.

## Home Page

Users with Principal Viewer rights will have **READ** Access to all Attendance and Grade Records. From the Home Page you will be able to navigate throughout Pinnacle to view school specific information. We will go through each section in detail below.



The screenshot shows the Pinnacle web portal interface. At the top left is the Broward County Public Schools logo. At the top right, it says "Pinnacle, Pinnacle Impersonating" followed by a search box and links for "Sign out" and "Help". Below the header is a navigation menu on the left side with the following categories and sub-items:

- Attendance**
  - Batch Attendance
  - Attendance Editor
- Reports**
  - My Reports
  - New Report
  - Student Explorer
- Options**
  - Edit Profile
  - Policies
  - Manage System
- System**
  - Manage Templates
  - Archive Reports
- Curriculum**
  - Manage Assessments
- Groups**
  - Student Groups

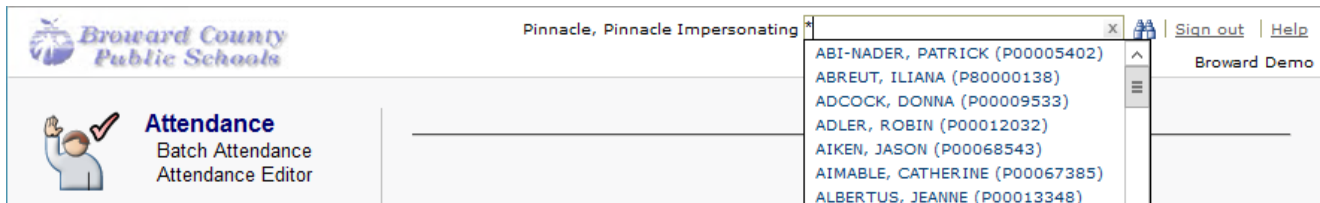
The main content area is currently blank, with a horizontal line indicating the start of the content area. The text "Broward Demo" is visible in the bottom right corner of the page.

## Impersonating

Principals have the ability to view individual teacher Gradebooks to view Attendance and Grade information. They must Impersonate teachers before they can review the data.

### How do I view teachers' gradebooks?

- Step 1: Sign into Pinnacle Gradebook with your Principal 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 view 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.

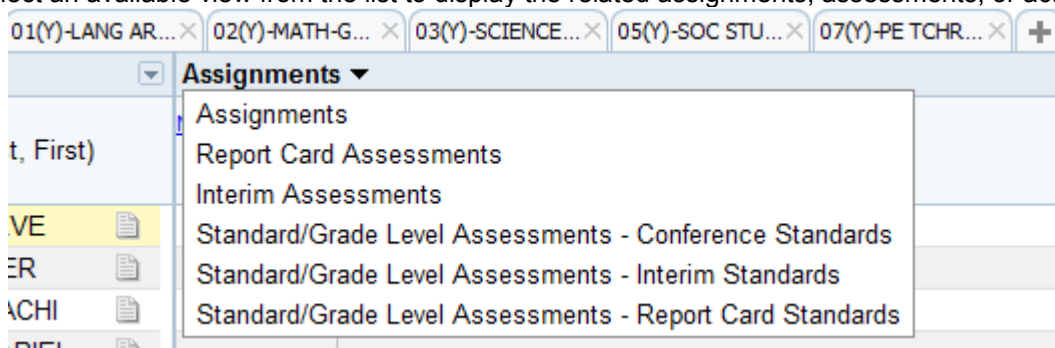


## Change Gradebook Grid View

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. Once a Principal has impersonated a teacher they 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 Gradebook Grid.
- 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** (for Elementary Schools)
- Step 4: Select an available view from the list to display the related assignments, assessments, or activities.



## Change Gradebook Grid View (cont.)

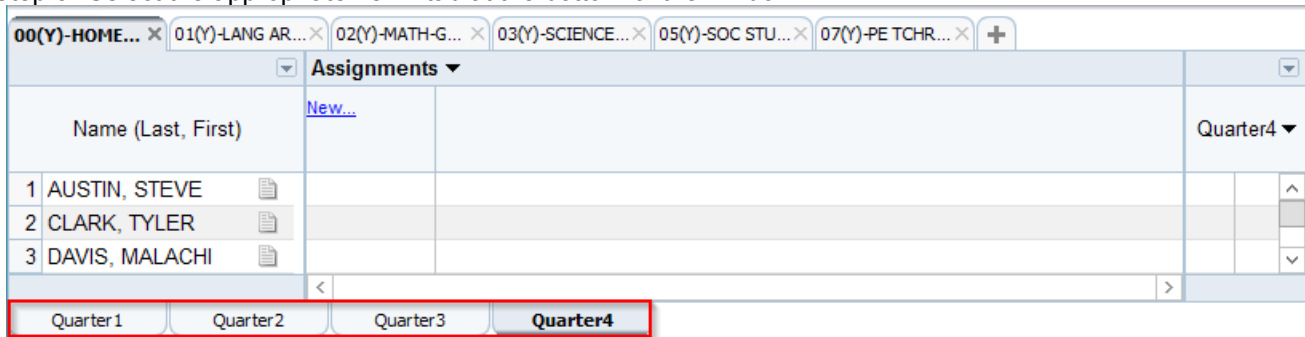
### Term View

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 .

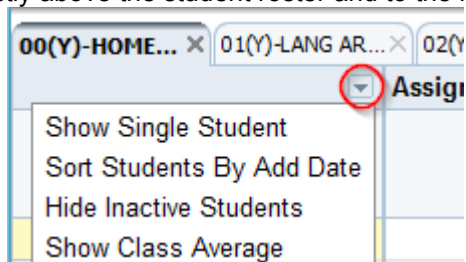
Step 2: Select the appropriate **Course** tab.

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



### Student Roster Drop-Down Menu

The Student Roster Drop-Down Menu grants users 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:** The Grid can be modified to show scores for just one student at a time. Once this option is selected users 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.

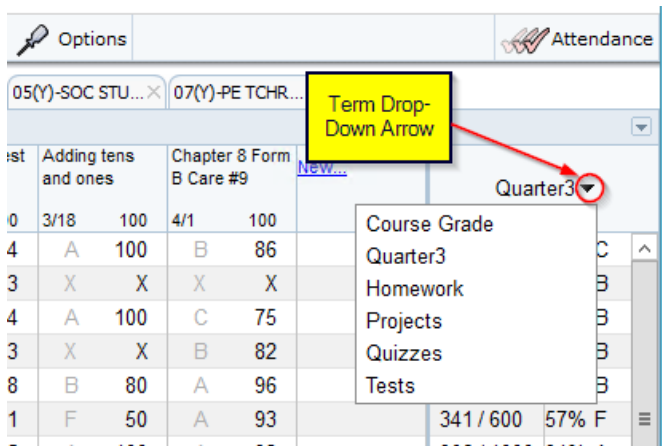
**Note:** The **Show Class Average** view replaces the Class Average Report that was available in the Legacy Principal Viewer. Principals will need to familiarize themselves with this feature to accurately track and view Class Averages.

### 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 Column View

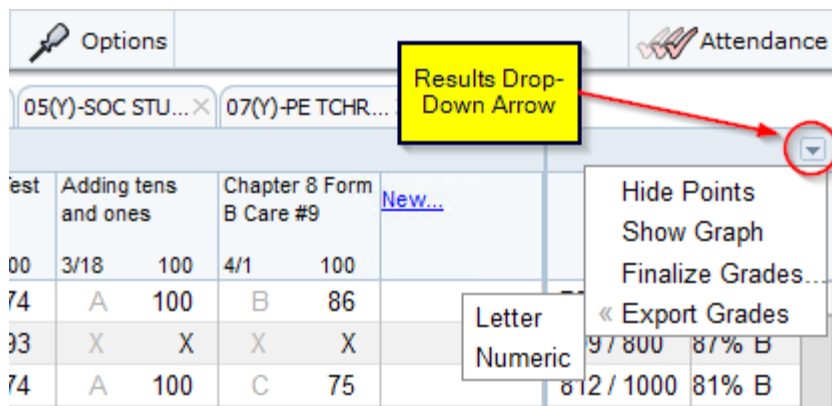
The information is displayed in the **Gradebook Grid Results Column** can be modified to choose what grade records are displayed. The gradebook can be toggled to display the **current Marking Period Grade**, the **Course Grade** and **Individual Category Grades**.



### Grade Term 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.

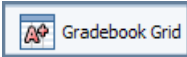
- **Show/Hide Points:** For Total Points calculations.
- **Show/Hide Graph:** For a line graph of scores.
- **Export Grades:** Opens grades or scores to a Microsoft Excel spreadsheet. The scores/grades that are exported reflect the current gradebook view. This allows you to export learning standard and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

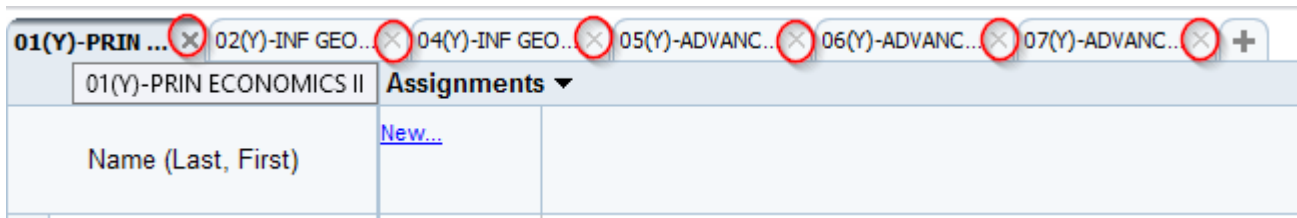


## Show/Hide Classes

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 and Principals can accomplish this task.

### Hide a Class Tab

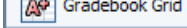
- Step 1: From the navigation pane, click Gradebook Grid, or from the toolbar, click  while you are impersonating a teacher.
- Step 2: Roll your cursor over the course tab you wish to hide from your Gradebook Grid page view. The **X** icon darkens to indicate your selection.
- Step 3: Click the **X** icon on the course tab you wish to hide. The course tab no longer appears in your Gradebook Grid.

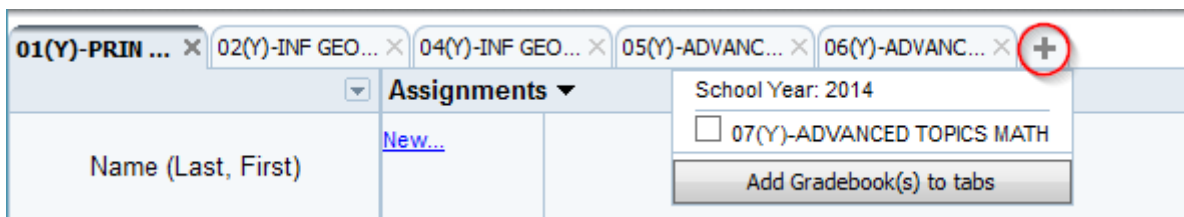


### Show a Class Tab

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: From the navigation pane, click **Gradebook Grid**, or from the toolbar, click  while you are impersonating a teacher.
- 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. The tab for the class will now be visible.



## Viewing Attendance

Principals will have the ability to view all attendance that has been entered into Pinnacle. There are several options for viewing Pinnacle Attendance. As previously discussed, you can select to **Impersonate** a teacher and view Attendance directly from the teacher’s Gradebook via the **Attendance Grid**, **Quick Attendance** or **Seating Chart**. Principals can also view **School-Wide** attendance through the **Attendance Editor**.

### Attendance Editor

The Attendance Editor allows you to see the entire schedule for each student. You can utilize a filter to pull up all students with the selected Attendance Codes, select multiple student and streamline dates to simplify the attendance view.

- Step 1: Sign into Pinnacle Gradebook with your Principal account.
- Step 2: Click **Attendance Editor** from the **Attendance** menu in the navigation pane.
- Step 3: Type in a date or select a date from the **Date Picker** or click the right or left **arrows** to advance a day or move back a day. You can click **Day** or **Week** to display a single day or a week’s worth of dates.
- Step 4: Click **Filter**, select the attendance categories/codes to be displayed scroll to the bottom and click **Apply Filter** to pull up a list of all students with the selected codes.
- Step 5: To access a student not in the list, begin typing the student’s name in the Find **Student** box or type out the full StudentID.
- Step 6: If you hover over a class it will show you the Course Name and Teacher.
- Step 7: After all changes are made to the selected students, click the X next to the student name to remove from the list.

NOTE: See Steps 3, 4, 5, 6, 7 and 8 displayed in Figure 2

### Viewing Detailed Information for a Specific Student

Principals will need the ability to view direct student information to verify student schedules and to check grades/attendance. Pinnacle 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.



## Viewing Detailed Information for a Specific Student(cont.)

### 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 links.

### Running Report Cards

Each Term **Report Cards** and **Interim Reports** will need to be run for distribution. These can be run for individual teachers or at an Administrative Level for school-wide 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 a Principal 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.

### Student Groups

Principals 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** Principal 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.
- 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

### Student Groups (cont.)

- **Students by Filters:** Add Students using a variety of filters.

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

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

Principals 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.