

Secondary Teacher Guide

Pinnacle has been upgraded to a new version which added additional features that as a teacher you need to familiarize yourself in the coming school year. This guide will help you familiarize yourself on how to properly use the new version of Pinnacle to manage your gradebooks.

Pinnacle Authentication

Pinnacle Gradebook is now available at : <https://gb.browardschools.com/Pinnacle/Gradebook/> for all schools. Previously all user accounts would be created and managed through Pinnacle. Users will now use their Active Directory account to authenticate into Pinnacle. The user names will be in the following format: Pnumber@browardschools.com. Each teachers' Personnel Number needs to be set both in Active Directory and TERMS before the teacher will be able to log in. Passwords will be managed at the Active Directory level and teachers will need to contact ETS (754-321-0411 or ITServiceDesk@browardschools.com) or speak with their local tech person for assistance in resetting their passwords.



Students
If you are a student your login name should be in the **username@my.browardschools.com** format. If you have forgotten your password, please contact your teacher.

Staff
If you are staff your login name should be in the **username@browardschools.com** format. If you have forgotten your password, please contact your tech.

Broward County Single Sign on Page for Pinnacle

Managing Gradebooks

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

How do I view gradebooks?

Step 1: Sign into Pinnacle Gradebook with your Active Directory account.

Step 2: Click **Quick Grades** or **Gradebook Grid** to view the gradebooks OR

Click **Quick Attendance**, **Attendance Grid** or **Seating Chart** to view/enter the attendance

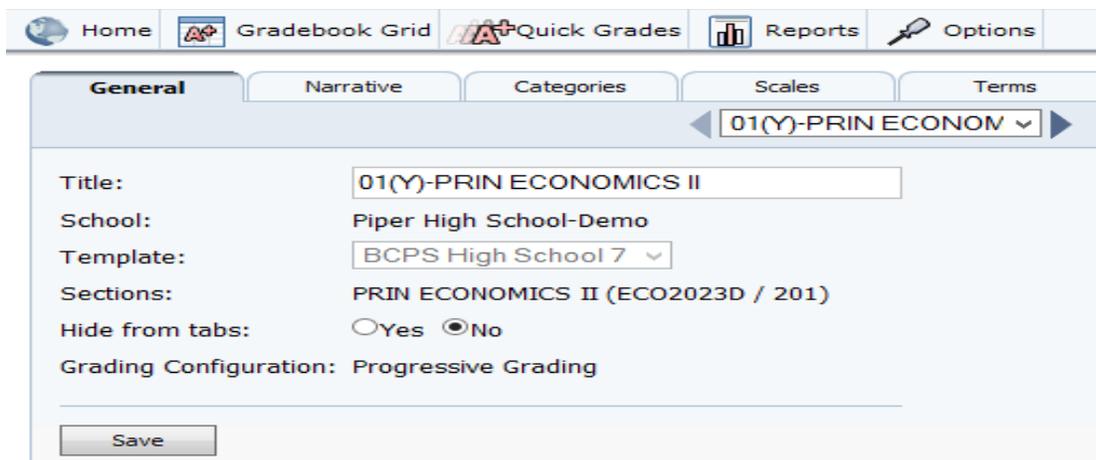
Step 3: Select the appropriate class tab.

Step 4: From here you will be able to manage the gradebooks or run reports for the gradebooks.

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 to sort tabs or make them easier to identify. If a teacher has classes at more than one school all Gradebooks assigned to the teacher will be displayed regardless of how many schools they are assigned to.

- 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. This is where you will see which school the class is linked to.
- Step 4: Click **Save**. When you open the gradebook, the class name is changed on the tabs. The new class name also appear in Pinnacle Internet Viewer (PIV) and on student reports.



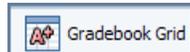
Show/Hide Classes

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. We have had many issues reported this year with teachers reporting Gradebooks have disappeared when in all actuality, they are just hidden. These steps will help you determine if a Gradebook is hidden and how to recover it.

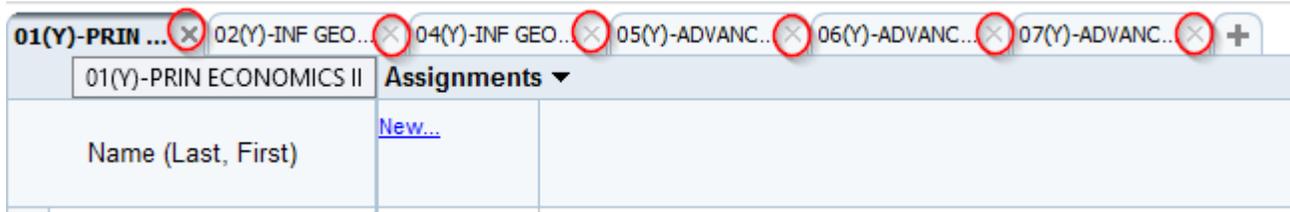
Hide a Class Tab

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

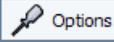
Gradebook Grid

- Step 1: From the navigation pane, click **Gradebook Grid**, or from the toolbar, click .
- 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/Hide Classes (Cont.)



Options Menu

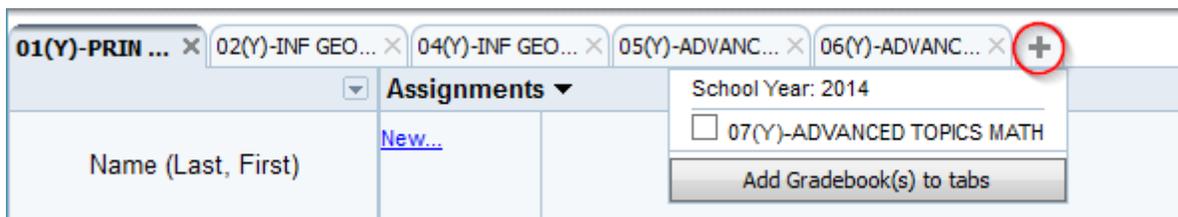
- Step 1: In the navigation pane, click **Class Options**. Alternatively, you can open the Class Options page by clicking the **Options** icon  from the Gradebook.
- Step 2: In the drop-down list, select the class you want to hide. The Right/Left arrows can be used to cycle through classes.
- Step 3: 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.

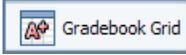


You can also change the **Hide from tabs** option from **Yes** to **No** on the **General** tab of the **Options** page to make the class tab visible.

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

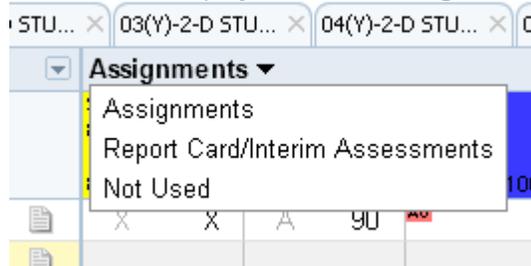
Step 1: From the navigation pane, click **Gradebook Grid**, or from the toolbar, click .

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.

Views that are available include **Assignments**, **Report Card/Interim Assessments**.

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



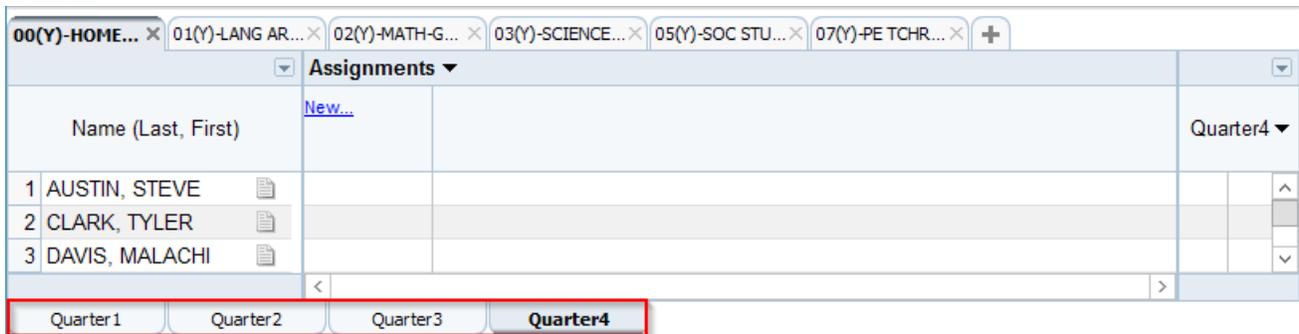
Term View

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 .

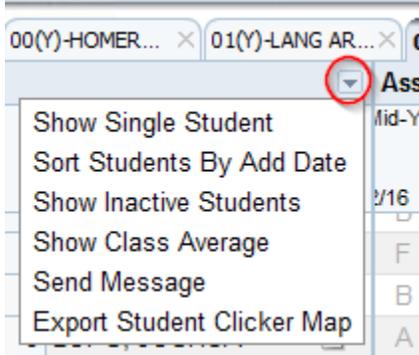
Step 2: Select the appropriate **Course** tab.

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



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.



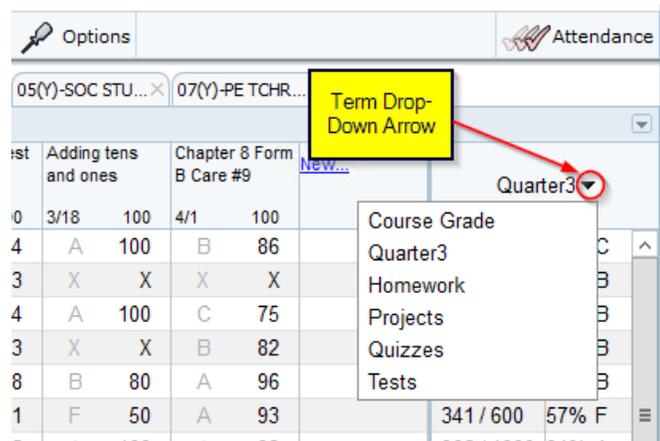
- **Show Single Student:** Teachers can hide scores in the Grid and show scores for just one student at a time. Once this option is selected teachers need to click a student's row to view their individual data. To disable this expand the Student Roster Drop-Down and select **Show Multiple Students**.
- **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 the ability **send emails** directly from the Gradebook to **Students** and **Student Contacts**. Teachers will need to enter their **Email Address** into their **Profile** before they can send messages to students. The system will automatically prompt them to add the address to the Profile if it does not find it.
- **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

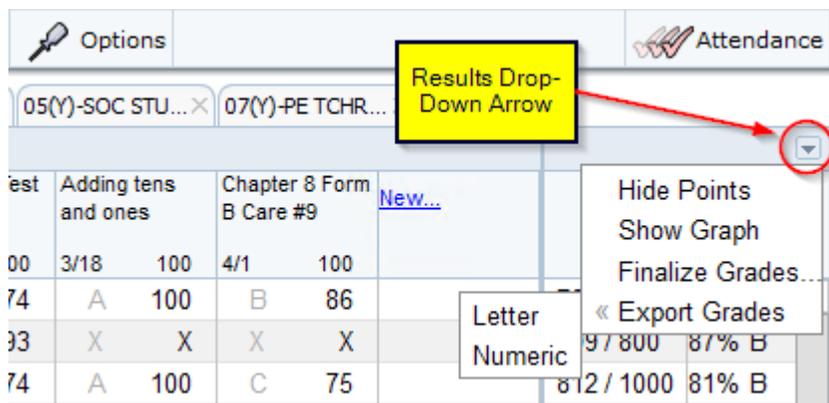
The information is displayed in the **Gradebook Grid Results Column** can be modified to choose what grade records are displayed. The gradebook can be toggled to display the **current Marking Period Grade**, the **Course Grade** and **Individual Category Grades**.



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 assignments scores/grades to a .csv



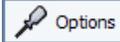
Entering Scores

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

Create a Category

Utilizing categories gives teachers 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**. Assignments must be linked to a Category to calculate if Weighted Categories are enabled.

To Enable Categories

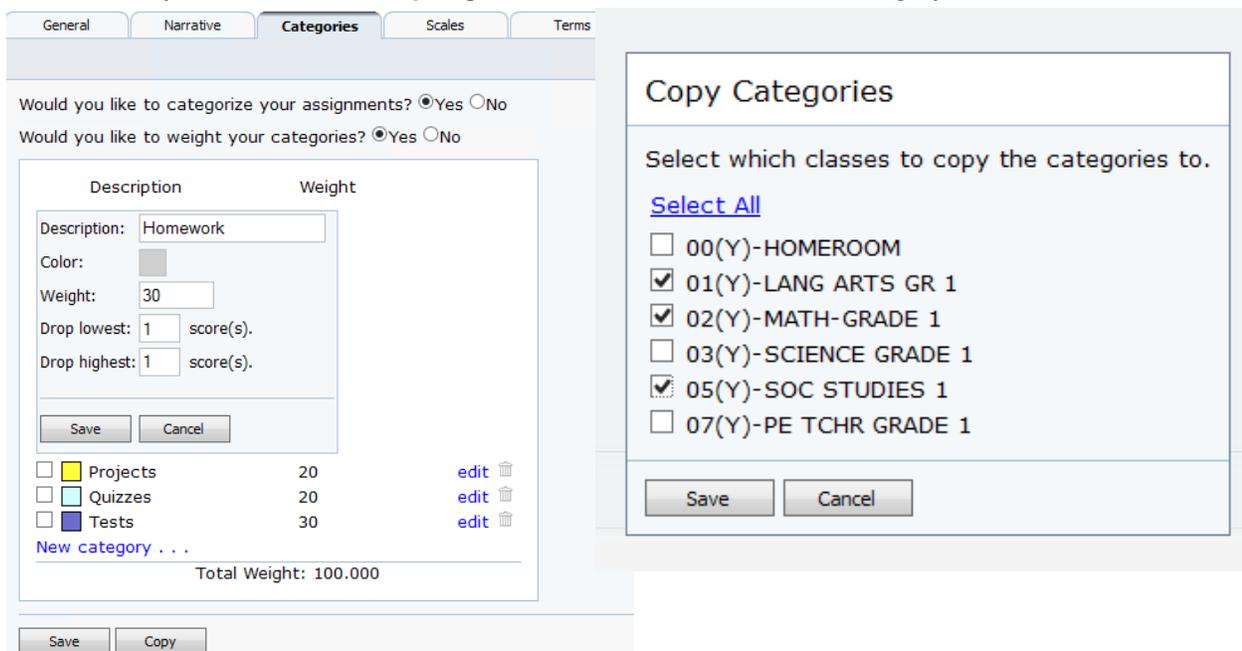
Step 1: On the navigation pane, click **Class Options**. Alternatively, you can open the Class Options page by clicking the **Options** icon  available on most task pages.

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.



General Narrative **Categories** Scales Terms

Would you like to categorize your assignments? Yes No
 Would you like to weight your categories? Yes No

Description	Weight
Description: Homework Color:  Weight: 30 Drop lowest: 1 score(s). Drop highest: 1 score(s).	
<input type="checkbox"/> Projects 20 edit 	
<input type="checkbox"/> Quizzes 20 edit 	
<input type="checkbox"/> Tests 30 edit 	
New category . . .	

Total Weight: 100.000

Save Copy

Copy Categories

Select which classes to copy the categories to.

[Select All](#)

- 00(Y)-HOMEROOM
- 01(Y)-LANG ARTS GR 1
- 02(Y)-MATH-GRADE 1
- 03(Y)-SCIENCE GRADE 1
- 05(Y)-SOC STUDIES 1
- 07(Y)-PE TCHR GRADE 1

Save Cancel

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

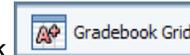
Step 7: Completed Categories can be **Copied** to other classes. Click **Copy**, select which classes to copy the categories to and click **Save** to make the categories available in the other classes. We are unable to copy across schools so keep this in mind if you are assigned to multiple schools.

Create an Assignment

The New Assignment page allows teachers to create assignments from scratch. Some teachers have extended grading scale 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.

New Assignment

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

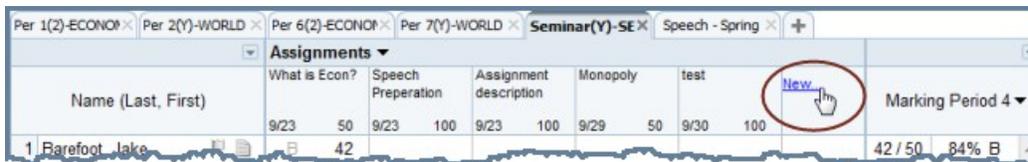


Step 2: At the top of the page, select the appropriate class tab.

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

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

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



Assignments												
Name (Last, First)	What is Econ?	Speech Preparation	Assignment description	Monopoly	test	New						Marking Period 4
1 Barefoot Lake	9/23 50	9/23 100	9/23 100	9/29 50	9/30 100							42 / 50 84% B

New Assignment Link

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

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

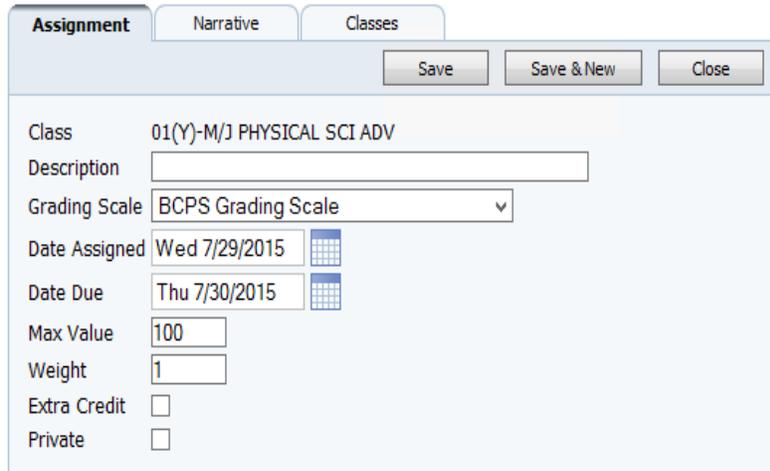
- Type a **Description** (or title) for the assignment.
- In the drop-down menu, select a **Grading Scale**.

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.

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.

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.

- Select the **Private** check box to mark the assignment as private. This prevents the assignment from displaying in Pinnacle Internet Viewer (PIV) and in Assignment Reports.

Step 7: On the **Narrative** tab, type an assignment description. This can be included in custom reports and displayed in the Pinnacle Internet Viewer.

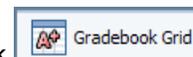
Step 8: To share an assignment with other classes, click the Classes tab and select additional classes that may also use this assignment.

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 9: 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.

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

Entering Grades From Gradebook Grid (cont.)

The screenshot shows a software interface for entering grades. At the top, there are several tabs labeled 'Per 1(2)-ECONOM', 'Per 2(Y)-WORLD', 'Per 3(Y)-WORLD', 'Per 5(Y)-WORLD', 'Per 6(1)-ECONOM', and 'Speech - Sprin'. Below these is a table with columns for 'Name (Last, First)', 'What is Econ?', 'Monopoly', and 'New...'. The table lists four students: Blomquist, Estella; Borgman, Sebastian; Bramblett, Bobbie; and Brim, Illuminada. Each student has two rows of data with columns for dates (6/16, 6/21) and scores (18, 25). A green box highlights the cell containing '22' in the 'Monopoly' column for Sebastian Borgman, with an arrow pointing to it from the text 'Enter Assignment grade or score'. At the bottom of the interface, there are tabs for 'Marking Period 1', 'Marking Period 2', 'Semester 1 Exam', 'Marking Period 3', and 'Marking Period 4'. A red box highlights these tabs with the text 'Term Tabs'. An orange box at the top highlights the class tabs with the text 'Class Tabs'.

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

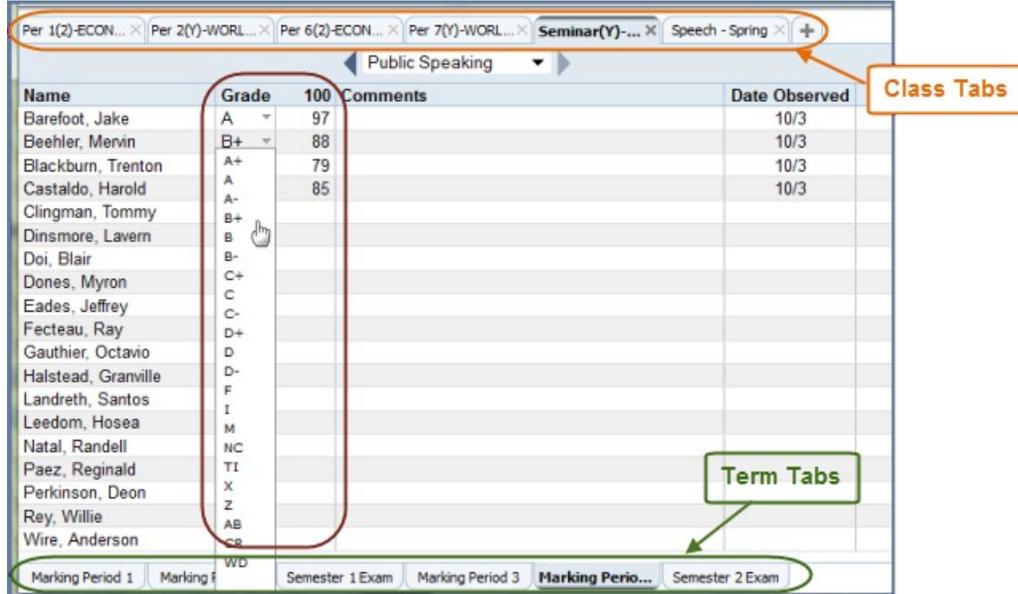
The Quick Grades page displays both the letter or rubric number grade and the actual score or assignment value you enter for each grade. Unlike the Gradebook Grid page, the Quick Grades page displays only one assignment at a time.



- 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

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/Interim Assessments**.
- Step 2: Each **Assessment** has predetermined **Comment Codes** linked to them. The Assessments and Comment Codes are listed below. Hitting the **Space Bar** when an Assessment is selected will bring up a list of every available Comment Code.

Middle School Assessments – Report Card

- Comment I
 - *: Outstanding
 - S: Satisfactory
 - N: N
 - U: Needs Improvement
- Comment II: S, N or U
- Comment III: S, N or U
- Comment IV: S, N or U
- Conference: Y
- Course Level
 - 01: Working on standards below assigned grade level
 - 02: Working on standards at assigned grade level
 - 03: Working on standards above assigned grade level
 - 04: Working on a modified curriculum

Entering Assessment Scores(cont.)

Middle School Assessments – Interim

- Interim Comment I
 - 1: Commendable academic work
 - 2: Satisfactory academic work
 - 3: Not working to potential
 - 4: Needs to complete homework/classwork and/or make up work
 - 5: Does not dress out for physical education
 - 6: Low test scores
 - 7: Does not use class time wisely
 - 8: Excessive absences
 - 9: Does not make up tests/assignments in allotted time
 - 10: Conference requested by teacher (call the school's phone # listed at the top for an appointment)
- Interim Comment II: 1-10
- Interim Comment III: 1-10
- Interim Behavior: *, S, N or U

High School Assessments – Report Card

- Comment 1: *, S, N or U
- Conference: Y
- Computer Competency: Y

High School Assessments – Interim

- Interim Comment I
 - 1: Commendable-worthy of recognition (behavior and/or academic)
 - 2: Satisfactory behavior
 - 3: Danger of academic failure/conference suggested/satisfactory behavior
 - 4: Academic work to be completed before next report card/satisfactory behavior
 - 5: Unsatisfactory behavior/conference suggested
 - 6: Danger of academic failure and unsatisfactory behavior/conference suggested
 - 7: Academic work to be completed before next report card and unsatisfactory behavior/conference suggested
 - 8: Conference requested by teacher
 - 9: Does not make up tests/assignments in allotted time
 - 10: Conference requested by teacher (call the school's phone # listed at the top for an appointment)
- Interim Comment II: 1-10
- Interim Comment III: 1-10
- Interim Behavior: *, S, N or U

Run Reports

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

Step 2: Individual Gradebook Reports will be found under the all menus **except Administrative**. **Attendance**, **Demographics**, **Grading**, **Notes** and **Other** all have individual gradebook level reports.

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.

Note: Administrators will not be able to view the reports you have run any longer. Reports are tied to individual users and only show up under your log in. If you need to share reports with your administrative staff you will download a . PDF copy of the report to send to them.

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

Step 2: To pull up the schedule start typing the **Student Name**

OR enter the full **StudentID** to pull the student up.

Step 3: The entire active **Student Schedule** will be visible at this point.

Student Explorer

Step 1: Select **Student Explorer** from the Reports Menu in the navigation pane.

Step 2: To pull up Student Grade Information start typing the **Student Name**

OR enter the full **StudentID** to select the student.

Step 3: You can view **Grade**, **Attendance**, **Demographic Summaries** and **Student Assignment Reports** by selecting the appropriate link.

PIV Password Management

Students and Parents will use the same Web URL to access **Pinnacle Internet Viewer**. Much like the Administrative and Teaching Staff, **Students** will use their Broward Schools **Active Directory account** to access the PIV and view their Grades. Parents/Guardians/Student Contacts will use their Student's account to view grades. Should a Student forget their password the school will need to put in a request to ETS or their local tech person for a reset or Teachers can reset their students' passwords.

Resetting Student Password

Step 1: Navigate to the following website: <https://pass.browardschools.com/forgotpass>

Step 2: Log in using your Active Directory account in the following format: browardschools\PNNumber

Note: Do Not Allow the Browser to Store your Password: A message may appear asking if you want the browser to remember the password, click "Never for This Site". Do not check the box 'Remember my credentials' nor 'Remember my password'

Step 3: In the **Username** field, enter the student's 10-digit ID. Click the **Look up user** button.

Step 4: Verify student name and then enter desired password in the **New Password** field and click the **Change Password** button. Passwords must be at least 8 digits and contain 3 of the following character types: Uppercase/Lowercase/Number/Special(!@#\$\$%^&*).

Step 5: Click **Continue** to change another student's password or **Exit** the browser.