

Pinnacle Plus Gradebook Quick Reference Column 1

Getting Started Basics

Accessing the Pinnacle Plus Web Gradebook

1. Go to the URL designated by VBCPS
2. Click “Gradebook” (single click)
3. Enter School ID number
4. Enter VBCPS User Name
5. Enter VBCPS Password
6. Select Local Security Level
7. Click Login

Opening Class Files Following Successful Login

1. Select the desired Class File
2. Click “Open”

Closing the Currently Open Class File

1. File/Close OR click the closed File Folder Icon

Switching Classes When the Gradebook is Open

1. Go to the “Classes” Menu
2. Select the desired Class File
3. If prompted, Save Changes to Current Class File

Saving a Class File

1. File/Save or click the blue Diskette icon

Exit the Gradebook

1. File/Exit (Do Not use “X”)
2. Wait for “E” in Task Bar to go away
3. Close Browser

Set the Class Title

1. File/Set Class Title
(The Class Title is how you wish to see the Class Displayed in your list of Classes to open) Classes Menu will not refresh until a File/Exit and File/Open

Define the Course Title

1. Define/Courses/Edit
2. Change Description to the way you wish the Course Title to appear on Reports.

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Defining Grading Categories

Setting Up Categories at the Start of the Year

1. Define/Category Wizard
2. Enter Total Number of Desired Categories
3. Click “Replace...”
4. Enter First Category Description
5. Select appropriate Method of Grading
6. Select appropriate Letter Grade Breakpoints
7. Enter Category Weight
8. Click Next
9. Repeat Steps 4-8 for each Category
10. Click “Finish” when done
11. Confirm Selections – If OK, Click “Yes”

Defining the First Assignment

1. Double Click – “Edit 1st Assignment Here”
2. Change Description
3. Select one or more Objective Links if appropriate
4. Select desired First Category Link
5. Select desired Edit Mode
6. Select a “Due Date” is desired
7. Enter Max Value
8. Select desired Letter Breakpoints (BPs)
9. Enter desired Score Weight
10. Click “OK”

Defining Subsequent Assignments

1. Define/Assignments/Add
2. Enter Description
3. Select one or more Objective Links if appropriate
4. Select desired First Category Link
5. Select desired Edit Mode
6. Enter Max Value
7. Select desired Letter Breakpoints (BPs)
8. Enter desired Score Weight
9. Click “Add” to enter more assignments and repeat Steps 2-8
10. Click “OK” when finished adding assignments

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Attendance

If All Students are Present

1. Click the “QA” icon
2. Click “OK”

If one or more Students are Absent

1. Click the “QA” icon
2. Double Click the student’s name (may need to Double Click more than once) until you see the code you need
3. Repeat # 2 for each student who is absent
4. Click “OK”

If one or more Students are Tardy (Use if appropriate for your school)

1. Click the “QA” icon
2. Click the Student’s Name
3. Click “Tardy” (may need to Click “Tardy” more than once until you see the code you need)

To Correct an Error in Entry

1. Click the “QA” icon
2. Click the entry with an error
3. Click “Present”

Viewing Attendance Totals

1. Go to View/Attendance
2. Scroll horizontally if necessary to see desired dates

“Invalid School Day Message”

1. Go to Pinnacle/Retrieve/School Days
2. Take attendance with Quick Attendance

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Entering Scores for Assignments

All Students – One Assignment (going down)

1. Confirm that you are in View/Assignments
2. Select the first grade cell
3. Key in the student score – Press “Enter”
4. Repeat Step 3 until finished

One Student – All Assignments (going across)

1. Confirm that you are in View/Assignments
2. Go to Options/Show Student Only (F6)
3. Key in the student score – Press “Enter”
4. Repeat Step 3 until finished

Copy Grades Down a Column for Multiple Students

1. Select the cell below the grade to be copied
2. Press the “*” key repeatedly (or hold down)
3. The grade will be copied down the column

Exempt Grades

1. Confirm that you are in View/Assignments
2. Select the grade cell
3. Key in “X” – Press “Enter”
4. “X” does not count for or against the student

Missing Assignments

1. Confirm that you are in View/Assignments
2. Select the grade cell
3. Key in “Z” – Press “Enter”
4. The numeric value of a “Z” grade is zero until the “Z” grade is changed by the teacher

Delete an Assignment grade and enter a new grade

1. Confirm that you are in View/Assignments
2. Select the grade to Delete
3. Press “Delete” on the keyboard
4. Are you sure? Yes or No – If Yes, then
5. Key in new score/grade and Press “Enter”

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Overwrite an Assignment grade - enter a new grade

1. Confirm that you are in View/Assignments
2. Double Click the grade to be overwritten
3. Click “Yes” – Enter the new grade, Press “Enter”
4. Effect on an overwritten assignment grade is the same as “Delete an Assignment grade”

Regrade an Assignment grade - enter a new grade

1. Confirm that you are in View/Assignments
2. Double Click the grade to be regraded
3. Click “Regrade”
4. Enter a Comment such as “2nd try on Math Test”
5. Enter the new score and Press “Enter”
6. The new score appears in green

Viewing a Student’s Regrades

1. Confirm that you are in View/Assignments
2. Select one of the student’s regrades
3. Go to Edit/Regrades (F12)
4. Select the desired regrade in the List box
5. Click “Edit” to see the Regrade details

Viewing Grades at Different Levels

Viewing Assignment Grades

1. Go to View/Assignments

Viewing Category Grades

1. Go to View/Categories

Viewing Quarter Grades

1. Go to View/Quarters

Viewing Semester Grades

1. Go to View/Semesters

View Course Grades

1. Go to View/Courses

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Working with Student Information

Changing Student Index – Single Item

1. Double Click on Name (Last, First) – “Hot Spot”
2. Select desired Personal Data Item and Click “OK”

Changing Student Index – Multiple Items

1. Double Click on Name (Last, First) – “Hot Spot”
2. Select the 1st Personal Data Item and Click “OK”
3. Hold down the CTRL Key and choose the 2nd item
4. Click “OK”

Changing Data Sort

1. Click the “AZ” icon on the Toolbar
2. Select the “Key Type” to sort
3. Select “Selected Key” to sort
4. Click “OK”

Creating Student Specific Private

1. Mouse over to the right of a student’s name
2. Double click on the musical note icon
3. Click on “Add” Button – Enter a Title for the Note
4. Type the text of the Note
5. Click “OK” – *reminder that the note in the 1st position will automatically print on some student reports*

Viewing Student Demographic Items

1. Double Click on a Student’s name

Viewing One Student’s Grades or Attendance

1. Go to Options/Show Student Only
2. The student’s data displayed will depend on the position of your cursor

Resetting Assignment View to Display the Qtr Grade

1. Double Click on the Heading in the Result Column
 2. Select Quarter
- OR
1. Single click the “Reset” icon to the left of the “?” icon on the Toolbar