

Log In / Change Password

Enter the **User Name** that links you to your course schedule in your school's student information system.

The first time you log in, you will be prompted to enter a **Password** of 6-25 characters, a combination of letters and numbers.

To change your password, click [Change Password](#), enter your old password and enter the new password twice.


Record Daily Attendance

Click [Quick Attendance](#) which will display the class roster for the class selected at the top of the screen [1st-MATH](#) [2nd-SCIENCE](#) [3rd-SCIENCE](#) and the attendance codes available for teacher entry.

The attendance **Date** will default to the current date.

Select the appropriate **Attendance Code** to the right of each student's name.

For any student without an absence or tardy code, click [All Present](#) to mark all other students as present.

Once attendance has been recorded for a class for the current date, a  will be displayed on the class tab.

You may also create a **Seating Chart** for each class by clicking [Seating Chart](#) dragging student pictures to their place on the chart, and clicking [Save Chart](#)

To mark attendance, click on a student picture and select the appropriate attendance code.

To view students' overall attendance and total absences and tardies, click [Attendance Grid](#).

Define an Assignment

Click [Gradebook Grid](#) and select the class for the assignment. [1st-MATH](#) [2nd-SCIENCE](#) [3rd-SCIENCE](#)

Click [New](#) at the top of an assignment column.

Enter a **Description** for the assignment as you would like it to appear on a report.

Select a **Grading Scale** from the drop-down list of available scales.

Enter the **Date Assigned** and the **Date Due** or select the date from the calendar.

Enter the **Maximum Score** possible for this assignment.

The **Weight** of the assignment is the number of times this score will count in the calculation of the marking period grade.

Assignment	Narrative	Standards	Classes
Class	1st-SUPP. READING		
Description	Workbook page 12, 1 - 25		
Grading Scale	ESI Grading Scale		
Date Assigned	Thu 9/6/2007		
Date Due	Wed 9/12/2007		
Max Value	100		
Weight	1		

Select [Narrative](#) to enter the comment about an assignment, such as a detailed description, additional resources, an Internet web site, etc.

If standards are linked to this course, click [Standards](#) to link this assignment to one or more standard(s).

The [Classes](#) tab allows you to define the identical assignment for one or more other classes.

Click [Save](#) to save your assignment or click [Save & New](#) to define another assignment.

Enter Scores or Letter Grades

There are two places to enter student grades. In the [Gradebook Grid](#), select the grade cell to the right of the student name and enter the **Score** or **Letter Grade** that the student earned.

Press **Enter** to go to the next student in the list or **Tab** to go to the next assignment for the same student.

Name (Last, First)	Assignments			Chapter Test
	Workbook page 12, 1 - 25	Class Discussion 9/17	10	
Arcuri, Forest	A 24	B 8	A 100	
Basso, Reyes	B 22	C 7	89	
Brode, Hayden	C 19	F 0		
Hibbert, Katherine	A 25	X X		

To enter scores for one assignment at a time, click [Quick Grades](#).

Select the assignment from the drop-down list at the top [Chapter Test](#).

Choose the letter grade from the drop-down list under **Grade** or enter the numeric grade in the column to the right.


Name	Grade	Comments
Arcuri, Forest	A	97 Great work!
Basso, Reyes	B	89
Brode, Hayden	C	70
Hibbert, Katherine	Z	Z

You may add comments about a student's grade in the **Comments** column on the right. These comments will be included in reports on the Pinnacle Internet Viewer.

A grade of **X** means the student is exempt from completing the assignment and no score is expected.

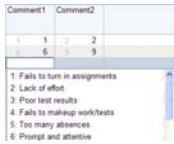
A grade of **Z** indicates the student has not completed the assignment and will be given a zero until another score is entered.

Enter a Required Assessment


In the  Gradebook Grid, choose **Required Assessments** from the drop-down list under Assignments.



Select a grade cell for a student and press the **Space Bar**. Choose an entry from the list provided or enter the code from the keyboard.



Enter a Discipline Incident Record

Click  to the right of a student's name in the class list to display the Discipline window.

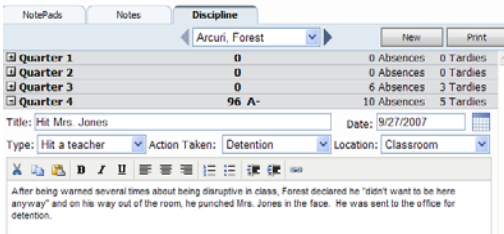
Click  to enter a new incident.

Enter a **Title** for the incident.


The **Date** defaults to the current date. Enter another date or choose one from the calendar.

Select from the drop-down lists of **Type**, **Action Taken**, and **Location**.


Enter more details of the **Incident** in the text box.




To make the incident available to users of the Principal Viewer application, check **Notify Administrator**

Click  to save the incident in the Pinnacle database.

Enter a Note about a Student

Click  to the right of a student's name in the class list to display the Notes window.

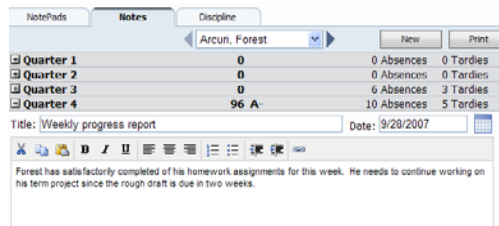
Select the  **Notes** tab.

Click  to enter a new note.


Enter a **Title** for the note.

The **Date** defaults to the current date. Enter another date or choose one from the calendar.

Enter the **Comments** in the text box.



To prevent the comments from being displayed on student reports, check **Private**.


Click  to save the incident in the Pinnacle database.

View and Print Reports

Select  **Reports** and click .

Click [Expand All](#) to display all available reports.

Select a Report Title and select the Parameters of the report.

For reports written in Crystal Reports, click  **Run Report**. When the report has processed and indicates Ready, you may view the report and/or send it to a printer.

For HTML reports, click  **Preview** to view the report and  **Print** to send it to a printer.



Pinnacle Web Gradebook Quick Reference Card

This reference card was designed to provide the steps to be followed for the basic operation of the Excelsior Pinnacle Web Gradebook application.

More detailed documentation is available through the Help menu of the application.

If you require additional assistance with any of these procedures or with any of the many more features of this powerful application, please contact the Gradebook Manager at your school.



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