Teacher Reference Guide
# Table of Contents

STARTING PINNACLE WEB APPLICATION & LOGGING IN.......................................................... 1
HOME PAGE ......................................................................................................................... 2
SET UP OPTIONS.................................................................................................................. 3
  GENERAL TAB – CHANGE CLASS TITLE ......................................................................... 3
  NARRATIVE TAB ............................................................................................................... 4
  CATEGORIES TAB – CHANGE OR CREATE ........................................................................ 4
  EDIT PROFILE ............................................................................................................... 6
TAKING ATTENDANCE.......................................................................................................... 7
  QUICK ATTENDANCE .................................................................................................... 7
  ATTENDANCE GRID ..................................................................................................... 9
DEFINING ASSIGNMENTS................................................................................................... 11
  ADDING/DELETING ASSIGNMENTS ............................................................................ 11
  NARRATIVE ................................................................................................................ 12
  COPYING ASSIGNMENTS TO OTHER CLASSES ...................................................... 13
  EXTRA CREDIT ............................................................................................................. 14
ENTERING GRADES ........................................................................................................... 16
  GRADEBOOK GRID .................................................................................................... 16
  QUICK GRADES ........................................................................................................ 17
  RESULT COLUMN ....................................................................................................... 18
  RESULT COLUMN VIEW OPTIONS ............................................................................. 19
  SPARKLINE CHARTS .................................................................................................. 19
  TOTAL POINTS [AVAILABLE FOR 100-POINT (PERCENT) WITHOUT CATEGORIES ONLY] 19
  FINALIZE GRADES .................................................................................................... 19
  EXPORT GRADES (EXCEL SOFTWARE IS REQUIRED.) ................................................ 20
STUDENT INFORMATION.................................................................................................... 20
  STUDENT INDEX ....................................................................................................... 20
  SHOW STUDENT ONLY ............................................................................................. 21
EVALUATING PERFORMANCE............................................................................................. 21
  REPORTS...................................................................................................................... 21
  SETTING STANDARD REPORT PARAMETERS ......................................................... 22
INTERIM PROGRESS REPORTS/ END OF MARKING PERIOD PROCEDURES ...................... 24
  REQUIRED ASSESSMENT.......................................................................................... 24
  OVERRIDE A 9-WEEK GRADE ................................................................................ 25
  LOGGING OUT .......................................................................................................... 25
OTHER DATA ..................................................................................................................... 26
  NOTES ......................................................................................................................... 26
  DISCIPLINE .............................................................................................................. 27
SEATING CHART.................................................................................................................. 29
STUDENT DEMOGRAPHIC................................................................................................. 30
APPENDIX A ..................................................................................................................... 33
  4-POINT SCALE – AVERAGE SCORE ....................................................................... 33
  100-POINT (PERCENT) SCALE- TOTAL POINTS ..................................................... 33
Starting Pinnacle Web Application & Logging In

To launch the Pinnacle Web gradebook application, start your Internet Browser (Firefox 2.0, Internet Explorer 6 or 7, or Safari 2.0.4)

▼ You need to access the Employee Portal

▼ Click on the Applications/Site Tab

▼ Click on a link Electronic Gradebook

▼ Log On to Pinnacle Web Gradebook Application.

▼ Type Username: Your Employee number

▼ Type Password: Your P-Synch Password

▼ Select School from Drop down List.
Home Page

When you log in, this screen displays a list of students who have been added to, or dropped from, any of your class rosters within the last ten days. Any student having a birthday in the next ten days will be on the list of Upcoming Birthdays.

Please be aware that, when you log out of the application, you will not be prompted to save any changes you have made in the gradebook. Many changes are saved to the database as they are entered and are indicated by a yellow background which gradually fades as the data is saved. If a Save button is available, changes are saved when it is pressed.

In the upper right corner of this page, as well as most other pages, is a notification of which user is currently logged in for this session plus a Logout link to log out of the gradebook application.

The Attendance section
Quick Attendance: will take you to the attendance portion of your gradebook for entering or modifying student attendance data. Attendance Grid: displays a view of all attendance recorded. Seating Chart: Another way attendance can be recorded.

The Gradebook section
Quick Grades: enter grades or edit scores or letter grades one assignment at a time; comments about the score may be added. Gradebook Grid: will allow you to add and modify class assignments and student grades.

The Reports section
My Reports: This is where Reports are stored once they are run. New Report: will provide a list of available reports for your classes and allow you to print or preview these reports.

The Options section
Class Options: change General Class Information, Narrative, and create grading categories. Edit Profile: will allow you to view your profile and add e-mail.
Once you are in an area within the Pinnacle System (Attendance, Gradebook, Reports, Options) you may navigate to different parts of the gradebook by simply clicking on an icon on the navigation bar.

For example:

Instead of having to click on to navigate to different parts of your Gradebook, you can simply choose where you want to go by clicking on one of these buttons.

**Set Up Options**

Some of the options set for the gradebook application are set at the school or school district level and cannot be changed by a teacher in the gradebook, such as Terms and Scale Tabs. However, some options may be set by individual teachers which will apply solely to their own classes.

![Options](image)

From the Home Page, Click on **Class Options**.

Five tabs are available at the top of the screen, **General**, **Narrative**, **Categories**, **Scales**, and **Terms**. The default tab is **General**.

**General Tab – Change Class Title**

<table>
<thead>
<tr>
<th>General</th>
<th>Narrative</th>
<th>Categories</th>
<th>Scales</th>
<th>Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>03-M/J Mathematics 2, Advanced</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Template:</td>
<td>Secondary 100-point</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sections:</td>
<td>M/J Mathematics 2, Advanced (B12 / 01)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hide from tabs:</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- You may modify title of the class; the change is stored in the Pinnacle database. This class title will appear on school reports.
- Template: 100-Point by default for Secondary Science and Math classes; EGSMU scale for Kindergarten classes; all other subjects will use the 4-Point Average template. Teachers can choose to change templates during the first week of school.
- For classes which are no longer active, you may select **Yes** after **Hide from Tabs** and those classes will no longer appear as class tabs at the top of the screen.

If you have made any changes, be sure to click the **Save** button.
Narrative Tab

Use this area to describe this class to students and parents. (Optional)

Categories Tab – Change or Create

This is where you may identify and color-code groups for your assignments as well as weight the value of each category in the calculation of the marking period grade. First, answer Yes or No as to whether you want to categorize your assignments or not.
If yes, answer **Yes** or **No** to whether you want to weight your categories or not. Enter a description of each category and select a color (optional) from the color palette which will then identify each assignment linked to that category. It is recommended that you choose lighter colors to easily view the text over it. If categories are not weighted, the grouping will not affect the calculation of the marking period grade, but grades for each category may be displayed in the Result Column of the gradebook. If categories are defined and weighted, every assignment must be linked to one of the categories to be included in the calculation of the marking period grade.

If you answered **Yes** to weighting your categories, enter the relative weight for each category in the column under **Weight**. The total weights will be displayed at the bottom of the column. If these weights total 100, you may regard the weights as representing a percentage of the marking period grade. However, keep in mind that until there are assignments linked to these categories, they do not calculate.

If you use categories, the marking period grade will be a weighted average of the category grades for all templates.
You will need to define categories in each class individually, so use the drop-down list of classes or the left and right arrows to go to your other classes. Be sure to Save your category definitions. This will define the same categories for all marking periods of the school year in the current class. If you do not click Save, your category definitions will be lost.

If you want to delete a category, click Delete to the right of the category name. You will be able to un-delete it by clicking Restore before you Save your settings.

**Edit Profile**

This applies to information about the teacher who has logged into the gradebook, some of which is set in the school student information system or Toolbox and some of which the teacher may enter or modify. If you later decide not to group your assignments into categories or not to weight your categories, you may select No to the question, “Would you like to weight your categories?” and/or “Would you like to categorize your assignments?” to hide the category weights and/or definitions and the grades will be recalculated automatically. Changing your answer to Yes will restore those options so they will not have to be re-entered.

**Caution: Do not** delete any categories during the school year once they have been used. Doing so will recalculate previous 9-week grades.

The two tabs for Edit Profile are General and Password and the default tab is General.

The fields with a padlock icon cannot be modified through gradebook. If you change any information in the unlocked fields, click the Save button to save these changes into the database.

The Password tab does not apply to MDCPS users. Use P-Synch to change your password.
Taking Attendance

Quick Attendance

The Quick Attendance page is where you may enter daily attendance for students. You may access Quick Attendance from the Home Page, the Attendance Grid, the Gradebook Grid, or Quick Grades screens.

Select the class by using the class tabs at the top of the screen.

Select the appropriate attendance code to the right of the student’s name by clicking on it one time. If you make a mistake, click the code again to clear it.
After entering an attendance code, you may enter a comment (up to 45 characters) about a student’s attendance which will appear in the Attendance Manager application. If the Attendance Manager also makes a comment for this same student’s attendance for this date, it will override your comment.

<table>
<thead>
<tr>
<th>Name</th>
<th>Code</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ayala, Kendall T</td>
<td>U U2</td>
<td>A A2 T T2 TU TU2 ENT WD</td>
</tr>
<tr>
<td>Castro, Quinn V</td>
<td>U U2</td>
<td>A A2 T T2 TU TU2 ENT WD</td>
</tr>
<tr>
<td>Ellison, Melody R</td>
<td>U U2</td>
<td>A A2 T T2 TU TU2 ENT WD</td>
</tr>
<tr>
<td>Espinoza, Jazmin</td>
<td>U U2</td>
<td>A A2 T T2 TU TU2 ENT WD</td>
</tr>
</tbody>
</table>

Once attendance has been entered for a class for a date, a check mark will be displayed on the class tab whenever that date is selected.

If this class is used to take school attendance, clicking the All Present button lets the Attendance Manager know attendance has been taken.

If there is a padlock icon displayed on the class tab, this means that the date has been locked for this class, and no attendance codes may be entered from the gradebook.

The attendance codes will also be grayed out so no attendance can be entered accidentally.

When the attendance manager at your school changes an attendance code or adds a comment through the Attendance Manager application, the code and comment will be displayed to the right of the teacher-entered attendance codes. These codes and comments cannot be changed in the gradebook by the teacher.
Attendance Grid

The Attendance Grid screen displays all of the student attendance codes entered during the marking period for a class. You may access the Attendance Grid from the Home Page, Quick Attendance, the Gradebook Grid, or Quick Grades screens.

The attendance codes are color-coded and preset to the M-DCPS approved attendance codes. Attendance codes are in the Portal, Electronic Gradebook Support link, under Gradebook Resources; click on Teachers.

By default, the current date is the highlighted column within the current week, and the number of other date columns will depend on the display of your computer screen. Use the left and right arrows next to the date field to scroll the display one week at a time to the left or right. Jump to another date range using the calendar icon to select the date. You may enter the date into the field or enter a “Smart Date” description, such as yesterday, next Monday, last week Thursday, tomorrow, etc.

If you select a class from the class tabs at the top of the screen, the date range will remain the same.

Total attendance by marking period, grouped by tardy codes and absence codes, is displayed in the column on the right. To change the marking period, click the drop-down list at the top of the column and select the marking period.
Attendance codes with a red triangle in the upper right corner of the cell have a comment associated with them. Hovering the mouse cursor over the cell will display a pop-up balloon with the comment.

If attendance has been entered for any date for a class, a checkmark will be displayed by the date at the top of the column.

If there is a padlock icon at the top of a column, attendance has been locked for that date, and no attendance codes may be entered.

To edit or enter any attendance codes, click the date at the top of a column to go to Quick Attendance for that date.
Defining Assignments

Adding/Deleting Assignments

From the Home Page or from a navigation bar, click on link Gradebook or Gradebook Grid.

At the top of each assignment column is the description, due date, and maximum value of the assignment. For long assignment descriptions, hover your mouse cursor over the description to display the entire description in a pop-up window. If the assignment is linked to a category which has been color-coded, that color will be reflected in the column header as well as the result column header if that category is displayed. The currently-selected assignment will always show as light blue when your mouse cursor is over it.

To create a New Assignment:

1. Click on New.
2. Fill in the name of the assignment (be as descriptive as possible).
3. Verify the Assignment scale is selected in the Grading Scale drop-down.
4. Choose the date assigned and the assignment due date. The date assigned and the due date can be typed in mm/dd/yyyy format, or you can click on the icon to select a date from a monthly calendar. You may also use a “smart date” such as yesterday, next Friday, etc.
5. Fill in the maximum value for the assignment (4 or 100 depending on template).
6. The weight of the assignment should remain as 1 for the score to count once in the calculation of the Marking Period grade. Entering a number greater than 1 will multiply the points earned and the points possible for the assignment. Entering a 0 will make the assignment “not count” in the Marking Period grade.
7. Select the appropriate category for this assignment from the drop-down list next to Category if you have defined them for this class.

**Narrative**

If you would like to add a description to a particular assignment, click on the Narrative tab. You’ll see a screen similar to this:

**IMPORTANT:** This information will be seen by parents and students via the Pinnacle Internet Viewer (PIV).

On the assignment grid, the assignment header will look similar to this:

- **Assignment Title**
- **Assignment Due Date**
- **Assignment Max Value**

To edit an assignment, single-click on the header of the assignment. Your cursor will turn to a hand and the background will turn a slightly darker blue color. This will allow you to add or edit any information previously entered for this particular assignment. To delete an assignment, click the delete button. You will see a message that will give you an option to undelete.

When you are done making the changes, click on [Save] at the top of the screen. Then click **Close** to go back to the Gradebook Grid.

To easily navigate to different assignments from within the editing window, click on the drop down box at the top of the window. You will see all the assignments you have added in order by due date. It will look similar to this:
Copying Assignments to other classes

Once an assignment has been defined but before it is saved, you may create the same assignment in one or more of your other classes. The current class will be grayed out since it already will get the new assignment. Click on the Classes tab and check which class or classes should get this assignment and then click the Save button. This option is only available for New assignments during the definition process.

If you save an assignment that you intended to create in multiple classes, you have two options:

1. You may delete the assignment and create it once again, this time using the Classes tab before you save it.

2. Or you may create the assignment in each of the other classes.

IMPORTANT: If you make changes to an assignment and click close without clicking Save, your changes will be lost.
Extra Credit

Checking the Extra Credit box will indicate that the scores for this assignment are extra credit and will not be considered a missing assignment if no score is entered.

100-Point (Percent) Scale: If the Method of Grading for the marking period is 100-Point (Percent), check the Extra Credit box when defining an assignment and the points awarded to a student will be added to the points earned without increasing the points possible.

Best Practice: Mark the Max Value as 0 so the extra credit assignment will be displayed in the gradebook and on PIV as an “A”. You can enter any number value you choose on the gradebook grid.

Example: You had 10 previous assignments, and add an Extra Credit assignment.

10 Assignments
90+80+70+50+90+70+80+60+70+40 = 700 points earned

\[
\frac{700 \text{ points earned}}{1000 \text{ possible points}} = 70\%
\]

10 Assignments and an Extra Credit Assignment with 10 points
90+80+70+50+90+70+80+60+70+40+10 = 710 points earned

\[
\frac{710 \text{ points earned}}{1000 \text{ possible points}} = 71\%
\]
4-Point Scale: If the Method of Grading for the marking period is 4-Point, check the Extra Credit box when defining an assignment and the points awarded to a student will be added to the points earned without increasing the number of assignments.

Note: If desired, you may enter a weight less than 1. This will result in the Extra Credit assignment not being counted as heavily. E.g. If you type a weight of 0.5 and you give an “A” (“A” = 4) for the Extra Credit assignment, then the student will receive only 2 extra points added to the Result column (4 x 0.5 = 2).

Example: You had 10 previous assignments, and add an Extra Credit assignment (weight = 1).

10 Assignments
A +B+C+F+A+C+B+D+C+B
4+3+2+0+4+2+3+1+2+3= 24 points earned

24 points earned       = 2.40 (C)
10 (Total Weights)

10 Assignments and an Extra Credit Assignment “A”
A +B+C+F+A+C+B+D+C+B+A
4+3+2+0+4+2+3+1+2+3+4= 28 points earned

28 points earned       =2.80 (B)
10 (Total Weights)
Entering Grades

Gradebook Grid

The Gradebook Grid screen displays all of the assignments and scores for a class in one marking period. You may access the Gradebook Grid from the Home Page, Quick Grades, Quick Attendance, or the Attendance Grid screens. To enter scores or letter grades in the Gradebook Grid, you must be in the Assignments view.

Use the horizontal scroll bar at the bottom to move left and right through the assignments and the vertical scroll bar on the right to move up and down the class list.

Once an assignment has been defined and saved, you may enter a student’s score into the assignment column as either a letter grade or a numeric value. If a letter grade is entered (upper or lower case), the equivalent value of the letter grade will be calculated and displayed in the cell to the right when you press Enter or Return. The background of the grade cell will briefly turn yellow which will gradually fade away. This indicates that the score has been saved in the database.

If a numeric value is entered, the equivalent letter grade will appear in the grade column on the left when you press Enter or Return.

To duplicate a score down the assignment column, enter the score and press Enter or Return. Then press the asterisk (*) key to duplicate the score. Hold the asterisk (*) key down to fill the column with the same score.

When a student is marked Absent (not Tardy) on the due date of an assignments, a color – coded attendance flag with the attendance code will be displayed in the student’s grade cell. This is provided as information for the teacher only and does not affect any calculated grade.
Quick Grades

The Quick Grades screen is the place to enter or edit scores or letter grades for one defined assignment at a time. It is also where a comment about a score may be added for student and parent reports. You may access Quick Grades from the Home Page, the Gradebook Grid, Quick Attendance, or the Attendance Grid screens.

An assessment may be entered as a letter grade by entering it from the keyboard or by choosing one from the drop-down list under Grade. Depending on the template you chose at the beginning of the school year, the equivalent point or percentage value of the letter grade will be calculated in the cell to the right.

**Note:** If you are using the 100-Point (Percent) template, you must always enter a number value, not a letter grade.

A score may also be entered as a numeric value into the numeric cell, and the equivalent letter grade will appear in the grade column on the left. Press Enter or Return to move down to the next student or press the Tab key to go to the right to the Comments field. If you wish, enter a comment about a student’s score.

To change to another class, click on one of the class tabs at the top of the screen.
To change to another marking period for a class, select the marking period by clicking on one of the marking period tabs at the bottom of the screen.

If a comment has been associated with a student's score in the Quick Grades screen, a small red triangle will appear in the upper right corner of the grade cell in the Gradebook Grid view. You may view the comment by hovering your mouse cursor over the grade cell.

**Result Column**

The Result Column on the right displays information about various calculated grades. To change the calculated grade being displayed, click the column heading and select the type of grade from the drop-down list. For example, if you had created categories, you may select to view only the Test category. When you leave this class and come back to it, this column will default back to displaying the marking period grades.
Result Column View Options

Sparkline Charts

Clicking on the drop down View menu above the Result Column heading offers you a choice of displaying or hiding a Sparkline graph. **Show Graph** will display a Sparkline graph of the scores. The line will show red for failing grades and green for passing grades. To hide this option, click on the View button and select **Hide Graph**.

![Sparkline Chart Example]

**Total Points [available for 100-Point (Percent) without Categories only]**

Another option in the View menu is **Show Points**. **Show Points** lists the points a student has earned out of the points possible for this calculated grade. Please note: if you have weighted your categories, these numbers will be multiplied by those weights.

![Points Example]

**Finalize Grades**

**Finalize Grades** is not a mandatory MDCPS process.

![Finalize Grades Example]
Export Grades (Excel software is required.)
You can export the information from your class gradesheet to Excel as a .csv file. Click the View Menu button and select Export Grades.

You can Open the file directly or Save it to open from within Excel.

Student Information
Student Index

The column on the left lists the students in the class, and hovering your mouse cursor over a student name will display a “business card” of basic demographic information about the student.
Show Student Only

If you would like to show only one student’s grades on the gradebook view, you may select from drop down **Show Single Student**. To show all students select **Show Multiple Students**.

Evaluating Performance

Reports

There are a number of reports available from the PinnWeb gradebook application on class and student grades, attendance, notes, discipline, objectives, demographics, and schedules. All of these **Reports** may be accessed from the Home Page, the Gradebook Grid, the Attendance Grid, Quick Grades, and Quick Attendance screens.

The initial screen for **My Reports** is a list of recently requested Crystal Reports which may be repeatedly previewed or printed or updated with current information before previewing or printing. It may also be regarded as an In-Box for large requested Crystal Reports since you may log out or exit the application. When you return, your report will be waiting for you.

To request a report, click **New Report** on the Home Page or click the **New** button on the My Reports page. Reports which have been marked as **Favorites** will be displayed at the top of the screen.

Report defaults may include **Attendance**, **Demographics**, **Discipline**, **Grading**, **Notes**, and **Other**. To view the reports in each category, expand the list by clicking the plus sign (+) to the left of the category title or you may clicking **Expand All** to show all of the reports available.

Any of these reports maybe designated as a Favorite by clicking the star icon ⭐ next to the report. Clicking the star again will remove the designation.
Setting Standard Report Parameters

Hover your mouse cursor over the thumbnail icon of a report to preview a larger graphic of the report.

Click on the report title or the preview graphic to display the parameters for the report.
Select the class to be included in the report.

Select the students to be included in the report.

- **Active** will include only those students who are currently active in the class.
- **All** will include active students as well as students who have dropped or withdrawn from the class.
- **Passing** will display a criteria selection list from which to choose a letter grade for the minimum passing grade.

- **Failing** will also display a criteria selection list from which to choose the highest failing letter grade.

- **Select** will display a list of the class roster from which to check a student’s name to select them to be included in the report.

Select the **Grading Term** to be included in the report.

Click **Preview** to display a preview of the report on your screen. To send the report to a printer, click **Print**.
Interim Progress Reports/ End of Marking Period Procedures

Required Assessment

To enter values for Required Assessments (which are non-calculated items on report cards, such as comment codes, or conduct), you must be in the Required Assessments view.

The first four columns displayed are for Interim Assessments, one for academic progress and three for comments. The Academic Progress (Interim) is used only to override Interim grades. If you do not need to override, the grade will be taken from the result column. The remaining columns are for the end of the marking period effort and conduct grades, and two comments. The Attendance and Tardies are used to override what is recorded on the Attendance screen. Click in a cell and press the Space Bar to display the values allowed to be entered in this column.

Either select one of the values from the list or enter them from your keyboard. Press Enter or Return to go to the next student in the student list. Use the asterisk key (*) to duplicate the value down the column.

To return to viewing assignment scores, change the view to Assignments.
Overriding a 9-Week grade

To override a student’s calculated grade, click once on the calculated grade in the result column on the right. Select either to override the grade and enter a new letter or numeric grade, or select an override code from the drop-down list displayed.

To return the grade to the calculated grade, click on the grade in the result column and select Calculate Normally.

Logging out

When you are finished working in your gradebook, be sure to click the Logout button in the upper right corner of the screen. This will ensure that you’ve completely logged out of the gradebook. You will see a message similar to this:
Other Data

Notes

An unlimited number of free-form comments can be documented by a teacher for each student in each marking period. These comments may be displayed on reports for parents and students in PIV, or they may be kept private for teacher use only.

To enter a comment, you must be in the Gradebook Grid screen. Click on the sheet of paper icon to the right of a student’s name and click the Notes tab at the top of the window. Each marking period is listed with the student’s marking period grade and total absences and tardies for the marking period. Click the plus sign (+) to the left of the marking period to display all of the notes for that marking period.

To enter a new note, click the New button in the upper right corner of the window. Enter a title for the note which will help identify the note but will not be displayed on any reports. Enter a date for the note in the date field or select the date by clicking on the calendar icon.

By marking the Private checkbox, this note will not appear on reports or on PIV.

When the note is saved, it will be placed in the appropriate marking period based on its creation date. Enter the note in the large field as you would like it to appear on a report. Notice the formatting tools at the top for things like copy/paste, bold, underline, and spell check.
To edit an existing note, click the pencil icon in the lower right corner of the note. To print out just one note, click the printer icon and select your printer setup. To delete a note, click the trash can icon. The following message will be displayed:

This note has been deleted. Click here to undelete it.

This is your only chance to undelete the note. If you navigate to any other window or screen, the note will be permanently deleted.

Select another student from the drop-down list of students or use the left and right arrows to move up and down the list.

**Discipline**

Teachers may keep a record of student discipline incidents in the gradebook and mark whether or not they should be referred to a school administrator through the Principal Viewer application.

To enter a discipline incident record, you must be in the **Gradebook Grid** screen. Click the gray flag icon to the right of a student’s name or, if you are already in the window after entering a note, you may just click the **Discipline** tab in that window, and then click New.
Each marking period is listed with the student’s marking period grade and total absences and tardies for the marking period. Click the **plus sign (+)** to the left of the marking period to display all of the discipline incidents for that marking period. Click the **minus sign (-)** to collapse the marking period and hide the discipline incidents for that marking period.

To enter a new discipline incident, click the **New** button. Enter a title for the incident which will help identify the incident but will not be displayed on any reports. Enter a date for the incident in the date field or select the date by clicking on the calendar icon or by entering the date or a “Smart Date” of yesterday, last Friday, etc. into the field. When the incident is saved, it will be placed in the appropriate marking period based on this date.

Select a category for the incident type, action taken, and location from the drop-down lists provided. These categories have been defined in the Principal Viewer application. Enter an explanatory note in the large field as you would like it to appear on a report. Notice the formatting tools at the top for things like copy/paste, bold, underline, and spell check.

Check the box by **Notify Administrator** to make this incident available for viewing in the Principal Viewer application. Click **Save** to save the incident for this student.

To edit an existing record, click the pencil icon 🏭 in the lower right corner. To print out just one incident, click the printer icon 🗃 and select your printer setup. To delete an incident, click the trash can icon. 🗑️ The following message will be displayed:

![Warning: This incident has been deleted.](image)

This is your only chance to undelete the incident. If you navigate to any other window or screen, the incident will be permanently deleted.

If you would like to use the same text to record an incident for another student, highlight the text and press **Ctrl-C** (Apple-C on Macintosh). Select another student from the drop-down list of students or use the left and right arrows.

To paste the copied text, press **Ctrl-V** (Apple-V on Macintosh). You will need to enter a title, select a date and categories for type, action taken, and location, and click the **Save** button to save the record for this student.
Seating Chart

To create a seating chart and use it to enter daily attendance, access Seating Chart from the Home Page, Quick Attendance, or Attendance Grid screens.

For each class, students on the class roster will appear in the drawer on the left under Students. If no picture is available for a student, a placeholder silhouette will be displayed. Hover your mouse cursor over a student picture to display a student’s full name.

Drag each picture or placeholder from the drawer to the selected position on the chart.

You may click Save Chart button at any time even if you haven’t placed all of the students in the chart. This will take you to a screen from which to enter Attendance (see below).

To return to editing Seating Chart, click the Edit button.

If there are any students who have not been placed in the Seating Chart, the next time you access the Seating Chart, the Edit screen will be displayed. Once all students are on the chart, you will need to click the Edit button to modify your Seating Chart. To print a copy of the Seating Chart, click the Print button.

Once the Seating Chart has been defined and saved, it may be used to take daily attendance. The default attendance date is today’s date, but another date may be selected by using the left and right arrows beside the date field for past or future dates. You may also click on the calendar icon to select another date from the calendar displayed, enter the date into the field, or
enter “Smart Date” description, such as yesterday, next Monday, tomorrow, etc.

Click on a student picture or place holder and select the attendance code from the list displayed. If you make a mistake, you may select Clear from the list to remove the code.

Any attendance codes which were entered using Quick Attendance or Attendance Manager will be displayed in the upper right corner of a student picture. If the code was modified in Attendance Manager, it cannot be edited in the gradebook. If there is a comment from Attendance Manager associated with an attendance code, it will be displayed by hovering your mouse cursor over the code.

Select another class from the class tabs at the top of the screen.

**Student Demographic**

On the Gradebook Grid, Quick Grades, Attendance Grid, and Quick Attendance screens, hovering your mouse cursor over a student name will display a pop-up window with a business card of basic demographic information about the student. On the Gradebook Grid screen, double-clicking on a student name displays a window with more demographic fields, custom fields, and the student’s schedule.
Click on the **Custom** tab to add another demographic item for all of the students in this class. Click on **Add Demographic Item**… Enter a description of the item after **Description**. You have two choices. The first choice is to leave the description blank to add information on each student individually. Second option, if you would like to pre-populate the field with information which applies to all or most of the students, enter the data into the **Default Value** field. Click the **Save** button to save this new demographic field for all students in this class.

Enter the data for the new demographic field for each student. Use the drop-down list of students or the left and right arrows to select another student’s name.
Appendix A

4-Point Scale – Average Score

<table>
<thead>
<tr>
<th>Associated 4-Point scale</th>
<th>9-Weeks Grade</th>
<th>Associated 9-Weeks Grade Range Scale for Averaging</th>
<th>Used by ISIS for Course Grade Averaging</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>A</td>
<td>3.5 – 4.0</td>
<td>4</td>
</tr>
<tr>
<td>3.0</td>
<td>B</td>
<td>2.5 – 3.49</td>
<td>3</td>
</tr>
<tr>
<td>2.0</td>
<td>C</td>
<td>1.5 – 2.49</td>
<td>2</td>
</tr>
<tr>
<td>1.0</td>
<td>D</td>
<td>1.0 – 1.49</td>
<td>1</td>
</tr>
<tr>
<td>0</td>
<td>F</td>
<td>0 – 0.99</td>
<td>0</td>
</tr>
</tbody>
</table>

Z = Not turned in/ No Credit/ Missing Assignment

<table>
<thead>
<tr>
<th>100-Point (Percent) Scale - Total Points</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Associated Assignment 100-Point scale</th>
<th>9-Weeks Grade</th>
<th>Used by ISIS for Course Grade Averaging</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - 90</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>89 - 80</td>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>79 - 70</td>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>69 - 60</td>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>59 - 0</td>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

Z = Not turned in/ No Credit/ Missing Assignment

<table>
<thead>
<tr>
<th>X = Student is excused from activity, does not affect the grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
</tr>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>

F

N/A

N/A