

Log on

On the Pinpoint login screen, Type your **User name**. Your initial password will be the last 5 of your SSN#. After initial login, you should create a new **Password** of 6-25 characters.

Change Password

1. From the navigation pane on the left, locate the **Options** menu and click **Change Password**.
2. Type your **Old Password**.
3. Type your new password in **New Password** and in **Re-enter Password**.
4. Click **Change**.

Note: For password change assistance, email GradebookTech@leonschools.net or call 487-7524

Record Daily Attendance

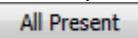
1. Click **Quick Attendance** from navigation pane.
2. Verify date; use directional arrows or  to select a date.

Note: Date will always default to the current date.

3. Locate a student name in the roster and click a corresponding **Code** listed to the right of the name to assign tardy or absence. If desired, a comment can be added for the student to the right of the code

Day	Timeslot 7		
	A	R	T
	A	R	T
	A	Absent (UnExcused)	
	A	R	T
	A	R	T

Note: Attendance is automatically indicated as recorded for the day when any student is marked absent or tardy.

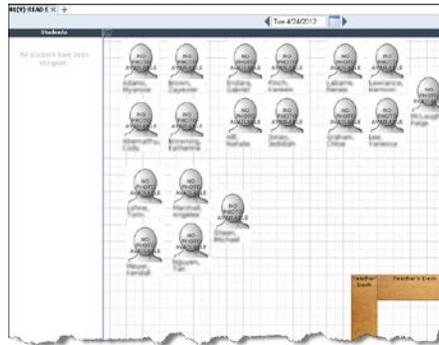
4. If all students are "Present", press  button on top right.

Note: The  indicates attendance has been taken for the day. The  indicates that the date has been locked. Teachers can only edit attendance codes for 10 school days. If the school attendance manager edits the student's code the code cells will lock.

Seating Chart

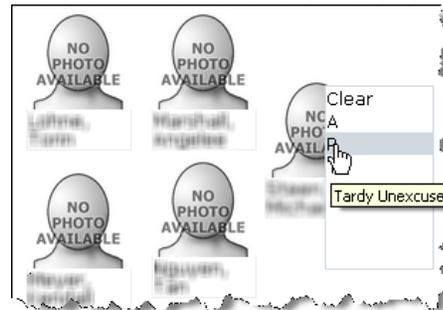


To create: Click **Seating Chart** from the navigation pane. Then click and drag all photos to the seating grid and click **Save Chart**.



To take attendance:

1. From the **Seating Chart**, left-click a student photo and select a code from the menu.



2. Repeat step one for all absent/tardy students,  appears in the class tab for the day when you take attendance.

Attendance Grid



To view attendance:

1. Click **Attendance Grid** to view weekly attendance.



Note: Attendance cannot be recorded from the attendance grid screen only viewed.

2. Verify date; use directional arrows or  to select a date.

Note: Date will always default to the current date.

3. Clicking on the **date** in the grid above any of the student cells will open the Quick Attendance screen for that date in the browser window.

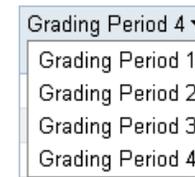
Note: The red mark on the top right corner indicates an attendance comment was entered for that code. On mouse over the comment should display in a pop up text box. Attendance comments are considered private and cannot be viewed in the Parent Portal.

Attendance Results Column Views

The attendance totals column displays the current terms absent and tardy sums. You can change this view to other grading periods if desired.

1. Click **Attendance Grid** from the navigation pane.
2. Select a class tab from the top of the page. 
3. Click the drop-down arrow from the Totals column to select a different grading period.

Hint: Attendance Totals column is the farthest right column labeled with your current Grading Period.



Attendance History

Attendance History

Teacher Name: Adair, Abigail Course/Section: 12040007/1
 School Name: Fairview Middle Class Title: 01(Y)-M/J INTENS MATH (MC)
 Room No.: 0049

Thu 5/24/2012 Hopkins, Tyler

Date & Time	Timesid	Attendance Code	Comment	Modified by
07/12/2012 18:41:11	1	E	Parent emailed doctor's note	Sanders, Diana
07/12/2012 18:40:39	1	E		Sanders, Diana
07/12/2012 18:39:07	1	A		Adair, Abigail(0451001)

Cancel

To view attendance history:

1. Right click any student cell containing a code on the Attendance Grid.
2. Select date from the or use directional arrows on the left to view different date. To view other students use the drop down list or use directional arrows.

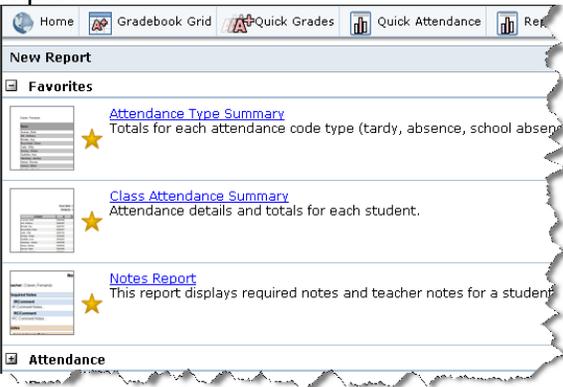
Note: Students are normally listed alphabetically in all attendance screens.

3. To Exit click **Cancel**.

View and Print Reports



1. Click Reports from the navigation pane then .
2. Select a report category and click the + to expand it.



3. Click a report title.
4. Select appropriate parameters and create report by clicking **Preview** or **Print**.
5. For the most detailed attendance report, select the **Class Attendance Summary** report.
6. For a quick view of total codes by type select **Attendance Code Summary** report.



LCS Gradebook

Elementary Instructor Quick Reference

(Attendance only)

This card provides step-by-step instruction for instructor attendance only tasks performed on a regular basis in Pinpoint Gradebook.

If you require additional assistance, Gradebook Help offers many more topics and tips. Also, see the Pinpoint Gradebook support site or

Help Desk Contact Information

- (850) 487-7524
- Hours of Operation are 7 a.m. to 5 p.m.
- E-mail: GradebookTech@leonschools.net

