



PINPOINT 15 GRADEBOOK

Technology Information Services

Teacher Reference Guide v15.1



PIES

Pinpoint Instructional Education System

Leon County Schools | Pinpoint v15.1.0.12 | Doc v1.0



PINPOINT 15 GRADEBOOK

Teacher Reference Guide – Pinpoint 15.1

Technology Information Services
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Tallahassee, Florida 32304
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PIES

Pinpoint Instructional Education System

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Starting Pinpoint Gradebook & Logging In

To launch the Pinpoint Gradebook application, double click the Pinpoint Gradebook Icon from your desktop. The Pinpoint Gradebook should then load in your default Internet Browser. (Firefox v10 or higher, IE v8.0 or higher, Safari v5.x or higher, or Google Chrome)



- ❖ Double Click the Pinpoint Icon on your Desktop
(Contact your site Techcon if you do not have the Pinpoint Icon on your desktop)

- ❖ Type in your Username: **LCS Network Username**

- ❖ Type in your Password: **Last 5 numbers of your Social Security number then ! (Example: 12345!)**
(Contact UserSupport@leonschools.net or call 487-7524 for password assistance)



- ❖ You will not have to reset your password when you login. But it is highly recommended that you change your password to something that is memorable and complex.

There will also be a link to the Pinpoint Gradebook from the LCS homepage.

- ❖ Go to the LCS homepage (<http://www.leon.k12.fl.us/>),
- ❖ Then click on the Employees tab,
- ❖ Then click on the Pinpoint Gradebook link in the District Employee Resources list.

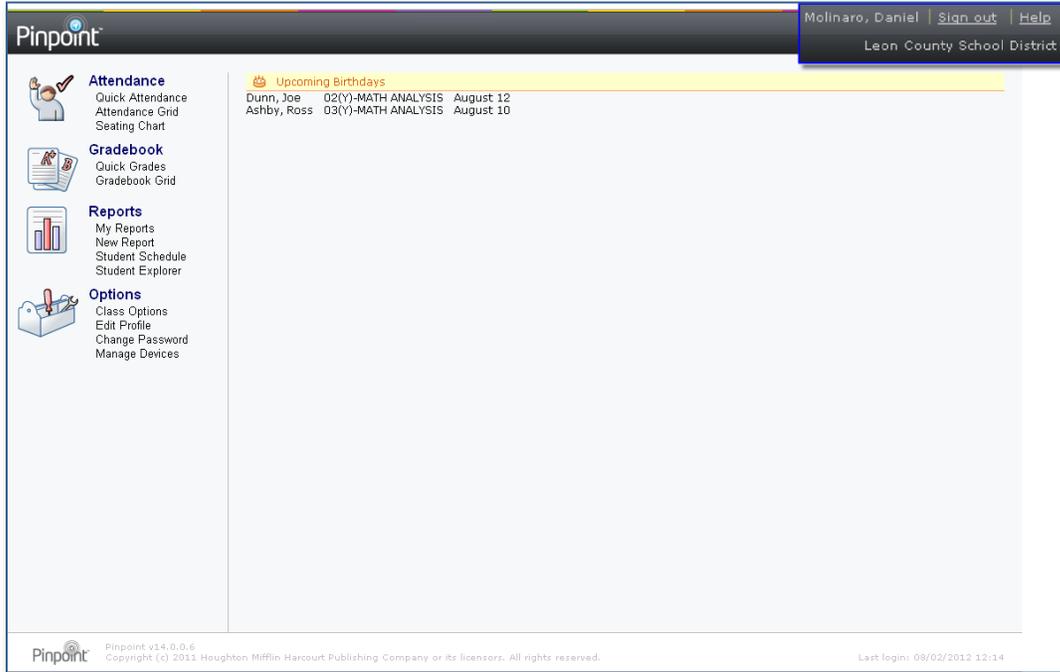
*Abbreviations and their meanings used in this document:

RSH=Genesis Red School House
PIV= Parent Internet Viewer or also referred to as Parent Portal



Gradebook Home Page

When you first 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.



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 **Sign Out** link to log out of the gradebook application.

Attendance
 Quick Attendance
 Attendance Grid
 Seating Chart

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 (for viewing only). **Seating Chart:** Another way attendance can be recorded.

Gradebook
 Quick Grades
 Gradebook Grid

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.

Reports
 My Reports
 New Report
 Student Schedule
 Student Explorer

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. **Student Explorer:** This is where you can view all grades and attendance of your students, also preview where your comments will appear on Parent Portal.

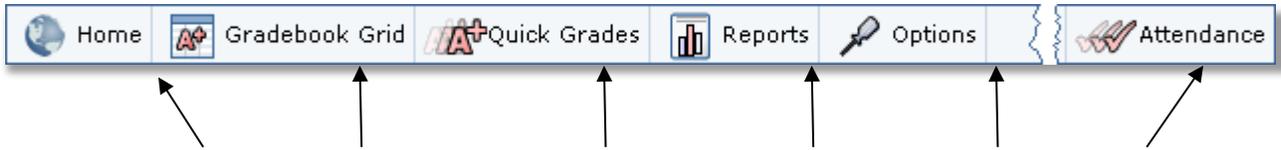
Options
 Class Options
 Edit Profile
 Change Password
 Manage Devices

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 your e-mail address. **Change Password:** this is where you change your password. **Manage Devices:** this is where you add and manage your clicker IDs.

Once you are in an area within the Pinpoint Gradebook 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 **Home** 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.

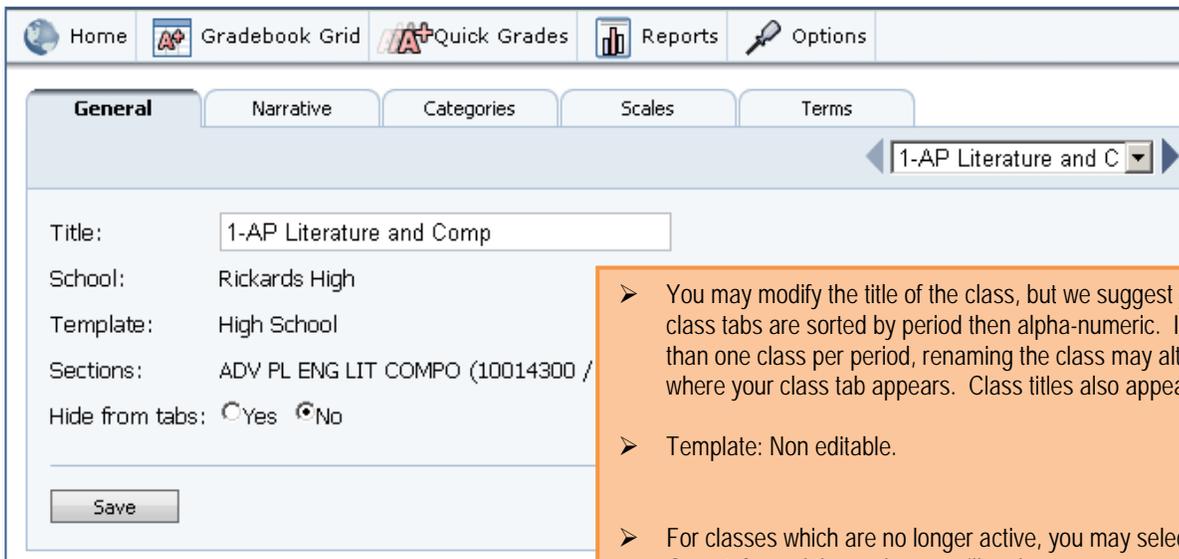


❖ From the Home Page, Click on **Class Options**.

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

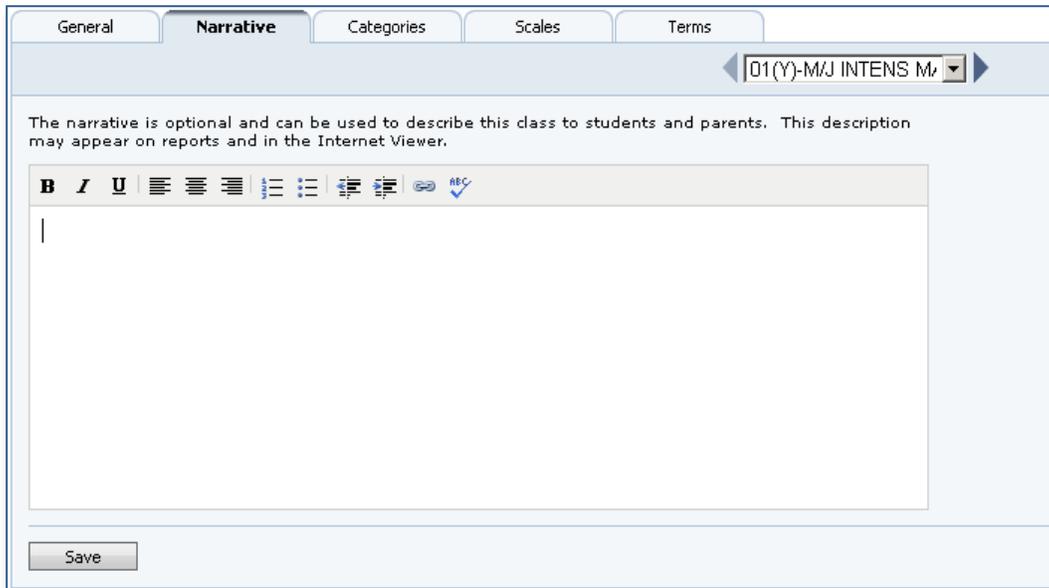
If you have made any changes, be sure to click the **Save** button.



- You may modify the title of the class, but we suggest you do not. Your class tabs are sorted by period then alpha-numeric. If you have more than one class per period, renaming the class may alter the order of where your class tab appears. Class titles also appear on reports.
- Template: Non editable.
- 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.

Narrative Tab

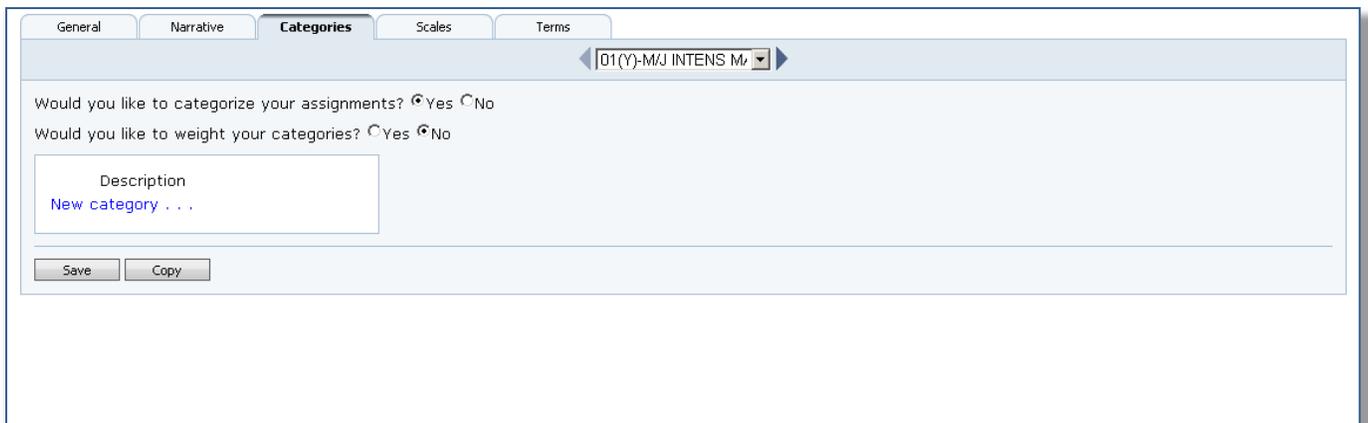
Use this area to describe this class to students and parents. (Optional) This information will be displayed in the Parent Portal (PIV) and Student Explorer.



The screenshot shows a software interface with tabs for General, Narrative, Categories, Scales, and Terms. The Narrative tab is selected. At the top right, there is a dropdown menu showing '01(Y)-M/J INTENS M'. Below this, a text box contains the instruction: 'The narrative is optional and can be used to describe this class to students and parents. This description may appear on reports and in the Internet Viewer.' Underneath is a rich text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent, Outdent, Link, and Undo. The text area is currently empty with a vertical cursor. At the bottom left, there is a 'Save' button.

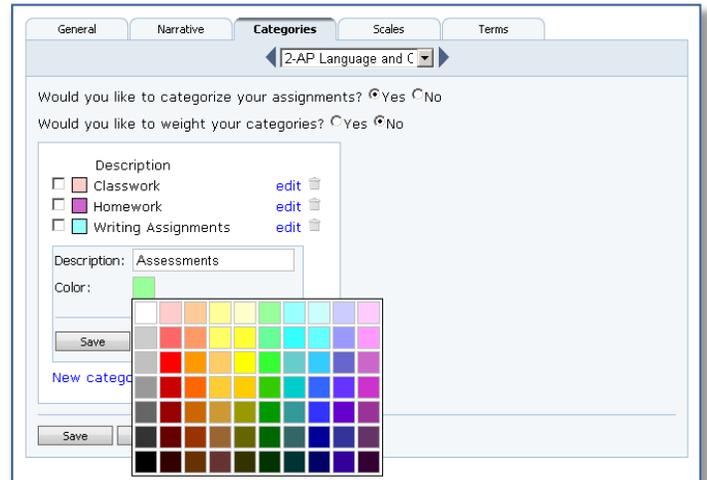
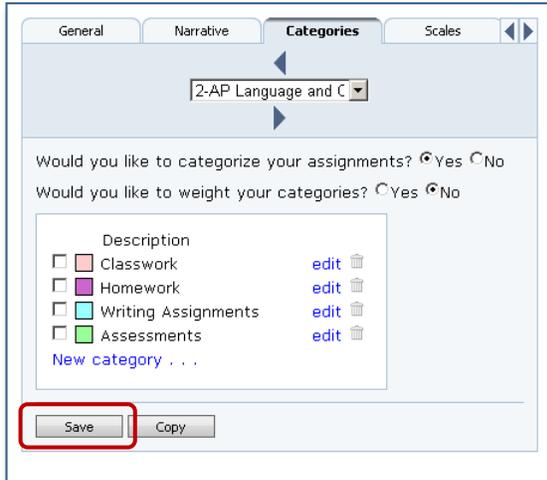
Categories Tab – Change, Create or Copy

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 grading period grade. First, answer **Yes** or **No** as to whether you want to categorize your assignments or not.

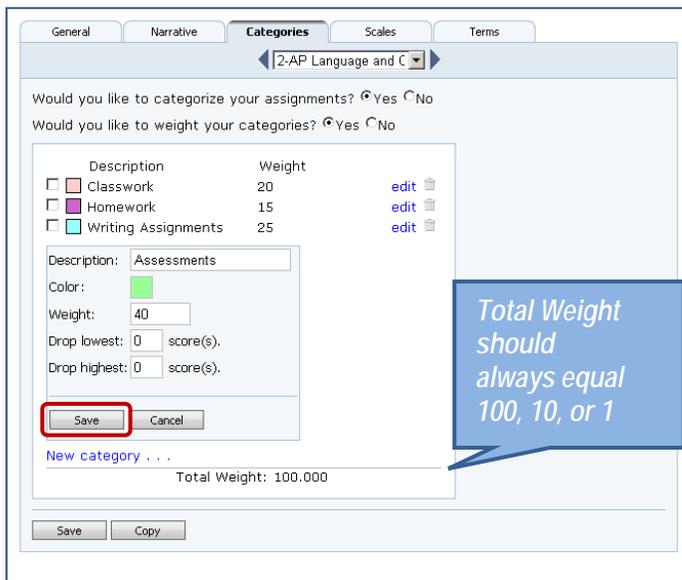


The screenshot shows the Categories tab selected in the software interface. At the top right, the dropdown menu shows '01(Y)-M/J INTENS M'. Below this, there are two questions with radio button options: 'Would you like to categorize your assignments?' with 'Yes' selected and 'No' unselected; and 'Would you like to weight your categories?' with 'Yes' unselected and 'No' selected. Below these questions is a text box labeled 'Description' containing the text 'New category . . .'. At the bottom left, there are 'Save' and 'Copy' buttons.

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 so that the text is easily viewable. If categories are not weighted, the grouping will not affect the calculation of the grading period grade, but grades for each category may be displayed in the Results 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 grading period grade. Remember to click **Save** after adding your new categories.



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 grading period grade (always have your weights total equal 100, 10 or 1). **However, keep in mind that until there are assignments linked to these categories, they do not calculate.**



If you use weighted categories, the grading period grade will be determined by calculating the average within each category based on its **TOTAL POINTS** possible and then multiplied by that categories weight. Each categories points will be added up to determine the cumulative points earned. Also do not create an extra credit category if you use weighted categories (see Appendix D)!

Remember to click **Save** after entering the category's weight!

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 grading periods of the school year in the current class. If you do not click **Save**, your category definitions will be lost.

You can also copy categories between classes. Place a check mark next to each category, then click the **Copy** button.

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.

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.

Edit Profile

This applies to information about the teacher who has logged into the gradebook, some of which is set in the student information system (RSH) and some of which the teacher may enter or modify.



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.

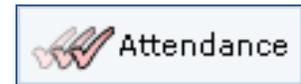
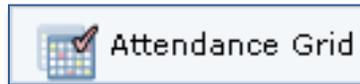
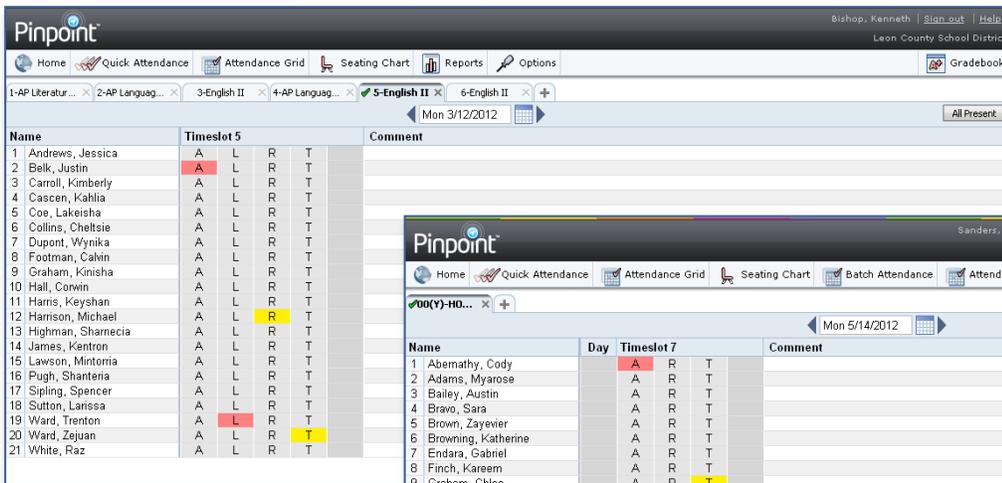
Your LCS email address will be entered for you, if your email address is not entered please enter it. A teacher must have an email address entered, designated as primary and verified for the "Email Reports" feature to work.

Taking Attendance

Most secondary schools will take period attendance, while most elementary schools will take daily attendance. The Attendance process is similar for all schools, but there are a few exceptions. Please check with your Administration for your school's attendance procedures.

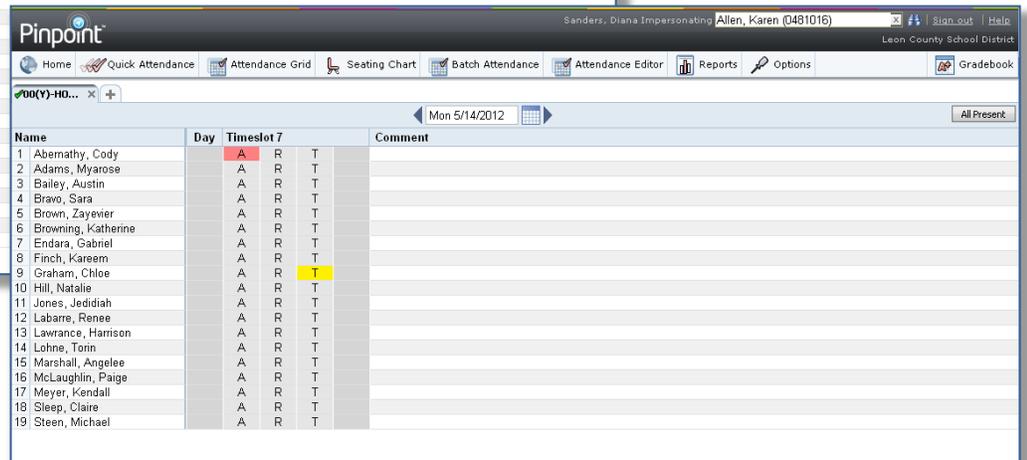
Quick Attendance

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

Secondary Example

Name	Timeslot 5	Comment
1 Andrews, Jessica	A L R T	
2 Belk, Justin	A L R T	
3 Carroll, Kimberly	A L R T	
4 Cascen, Kahila	A L R T	
5 Coe, Lakeisha	A L R T	
6 Collins, Cheltzie	A L R T	
7 Dupont, Wynika	A L R T	
8 Footman, Calvin	A L R T	
9 Graham, Kinisha	A L R T	
10 Hall, Corwin	A L R T	
11 Harris, Keyshan	A L R T	
12 Harrison, Michael	A L R T	
13 Highman, Sharnecia	A L R T	
14 James, Kentron	A L R T	
15 Lawson, Mintornia	A L R T	
16 Pugh, Shantenia	A L R T	
17 Sipling, Spencer	A L R T	
18 Sutton, Lanissa	A L R T	
19 Ward, Trenton	A L R T	
20 Ward, Zejuan	A L R T	
21 White, Raz	A L R T	

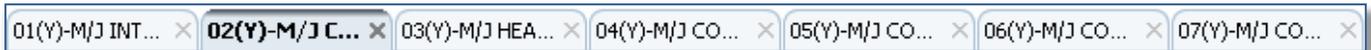


Elementary Example

Name	Day	Timeslot 7	Comment
1 Abemathy, Cody		A R T	
2 Adams, Myarose		A R T	
3 Bailey, Austin		A R T	
4 Bravo, Sara		A R T	
5 Brown, Zayevier		A R T	
6 Browning, Katherine		A R T	
7 Endara, Gabriel		A R T	
8 Finch, Kaseem		A R T	
9 Graham, Chloe		A R T	
10 Hill, Natalie		A R T	
11 Jones, Jedidiah		A R T	
12 Labarre, Renee		A R T	
13 Lawrence, Harrison		A R T	
14 Lohne, Torin		A R T	
15 Marshall, Angelee		A R T	
16 McLaughlin, Paige		A R T	
17 Meyer, Kendall		A R T	
18 Sleep, Claire		A R T	
19 Steen, Michael		A R T	

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

Secondary Example



Most daily attendance schools will only enter attendance in the Homeroom class tab.



Elementary Example

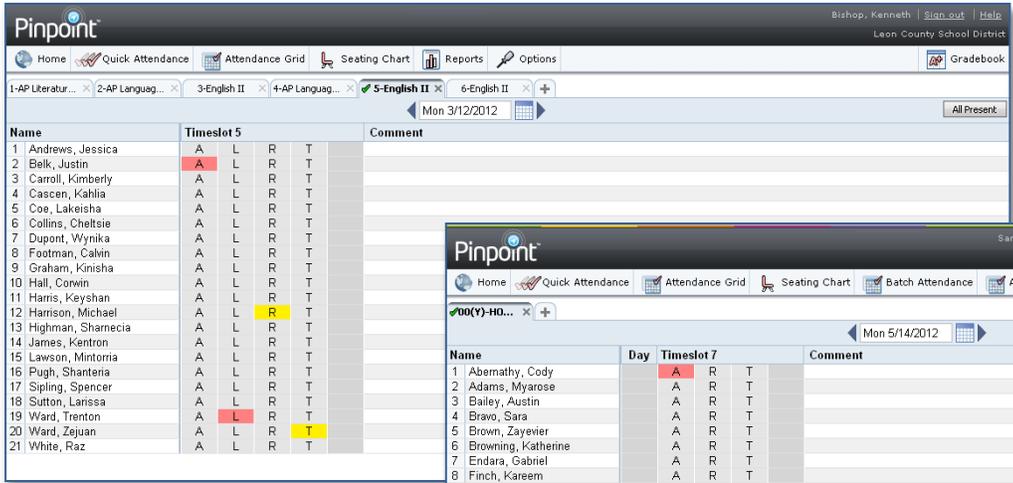
Verify the date selected. **Note:** Pinpoint will always default to the current date.

Clicking the arrows will move the date forward or back by one day.

Tue 3/13/2012

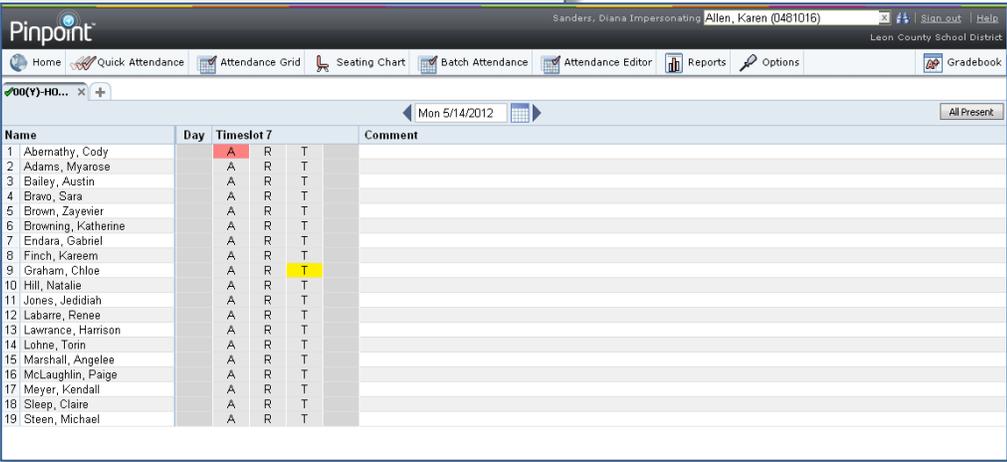
Clicking here will open a date picker. Select the date you want from the calendar.

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.



Secondary Example

Name	Timeslot 5	Comment
1 Andrews, Jessica	A L R T	
2 Belk, Justin	A L R T	
3 Carroll, Kimberly	A L R T	
4 Cascen, Kahliia	A L R T	
5 Coe, Lakeisha	A L R T	
6 Collins, Cheltzie	A L R T	
7 Dupont, Wynika	A L R T	
8 Footman, Calvin	A L R T	
9 Graham, Kinisha	A L R T	
10 Hall, Corwin	A L R T	
11 Harris, Keyshian	A L R T	
12 Harrison, Michael	A L R T	
13 Highman, Sharnecia	A L R T	
14 James, Kentron	A L R T	
15 Lawson, Mintomia	A L R T	
16 Pugh, Shantara	A L R T	
17 Spiling, Spencer	A L R T	
18 Sutton, Larissa	A L R T	
19 Ward, Trenton	A L R T	
20 Ward, Zejuan	A L R T	
21 White, Raz	A L R T	



Elementary Example

Name	Day	Timeslot 7	Comment
1 Abomathy, Cody	A	R T	
2 Adams, Myarose	A	R T	
3 Bailey, Austin	A	R T	
4 Bravo, Sara	A	R T	
5 Brown, Zayevier	A	R T	
6 Browning, Katherine	A	R T	
7 Endara, Gabriel	A	R T	
8 Finch, Kareem	A	R T	
9 Graham, Chloe	A	R T	
10 Hill, Natalie	A	R T	
11 Jones, Jedidiah	A	R T	
12 Labarre, Renee	A	R T	
13 Lawrence, Harrison	A	R T	
14 Lohme, Tonn	A	R T	
15 Marshall, Angelse	A	R T	
16 McLaughlin, Paige	A	R T	
17 Meyer, Kendall	A	R T	
18 Sleep, Claire	A	R T	
19 Steen, Michael	A	R T	

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 (RSH). If the Attendance Manager also makes a comment for this same student's attendance for this date, it will override your comment.

18 Sutton, Larissa	A	L	R	T	
19 Ward, Trenton	A	L	R	T	Only present for last 10mins
20 Ward, Zejuan	A	L	R	T	Note from Media Room
21 White, Raz	A	L	R	T	

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.

✓ 00(Y)-HO... x

Elementary Example

1-AP Literatur... x

2-AP Languag... x

3-English II x

4-AP Languag... x

✓ 5-English II x

✓ 6-English II x

Secondary Example

Clicking the **All Present** button  lets the Attendance Manager know attendance has been taken if you have 100% attendance. School Administrators will be checking to see if teachers have taken attendance for the day. Verify that the check mark displays on the class tab after you have taken attendance.

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. (See Note below)



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

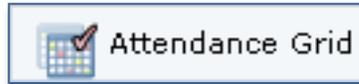
When the Attendance Manager at your school changes an attendance code or adds a comment through the Gradebook or RSH, the code and comment will be displayed to the right of the teacher- entered attendance codes. These codes and comments cannot be changed in the gradebook by the teacher.

Name		Timeslot 6					Comment
1	Braido, Ashley	A	L	R	T		
2	Burton, Darren	A	L	R	T		
3	Butler, Jhana	A	L	R	T		
4	Cobbs, Shaunteria	A	L	R	T		
5	Denmark, Stephen	A	L	R	T		
6	Franklin, Laquaysha	A	L	R	T	M	Note from Doctor
7	Geter, Christopher	A	L	R	T		
8	Green, Ladre	A	L	R	T		
9	Herring, Damon	A	L	R	T		

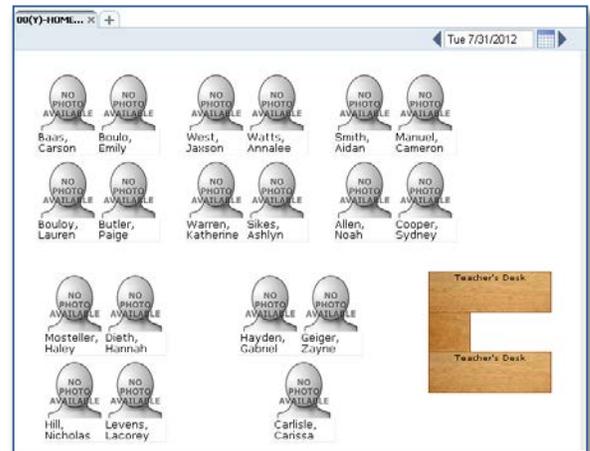
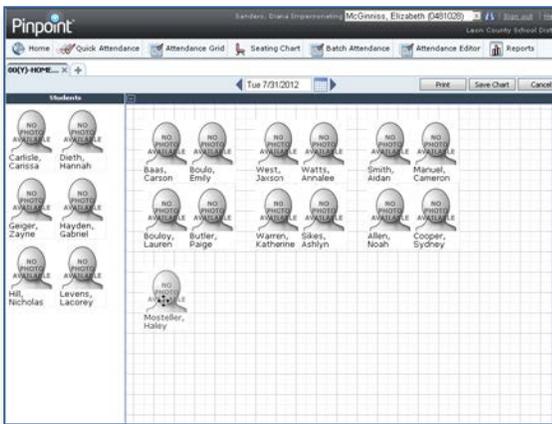
Note: Teachers will only be able to edit the attendance code for the current date plus 9 school days prior to the current date (10 days total). If the Attendance Manager enters a comment, the Attendance Manager comment will override the teacher's comment and lock the cells.

Seating Chart

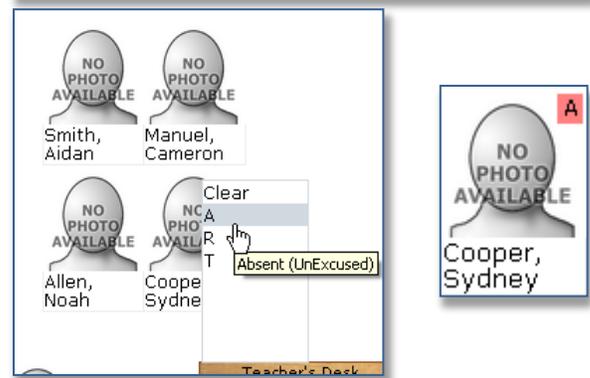
The Seating Chart page is another place where you may enter attendance for students. You can only enter attendance here if you have already set up and saved your seating chart. You may access the Seating Chart from the Home Page, the Attendance Grid, or Quick Attendance screens.



- To set up your seating chart left click and drag each student photo to the grid.
Note: All photos or placeholders must be included on the grid before the seating chart can be saved and used.
- When finished click **Save Chart** 



- To enter attendance (verify the date and class tab) then left click on the student's photo.
- Then click the appropriate code.
- To clear the code simply left click on the student's photo again and select **Clear**.



Attendance Grid

The Attendance Grid screen displays all of the student attendance codes entered during the grading period for a class. **Note:** *Attendance Grid is only for viewing attendance; attendance cannot be recorded on this screen.*

The attendance codes are preset to the LCS approved attendance codes. View Appendix B for code definitions.

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, and tomorrow, etc. You may also use Spanish.

Attendance Grid Tue 5/1/2012

1-AP Literat... x 2-AP Languag... x 3-English II x 4-AP Languag... x 5-English II x

Name (Last, First)	4/30 Mon	5/1 Tue	5/2 Wed	5/3 Thu	5/4 Fri	5/7 Mon
1 Briggs, Joseph		M	M	M	M	M
2 Carrasco, Mario						
3 Chico, Andrew						
4 Cunningham, Samant						
5 Dessalines, Mary						
6 Durkins, Brandi						
7 Flowers, Nyla		T				
8 Hakim, Maya						
9 Hernandez, Diego						
10 Johnson, Chacondria						

May 2012

S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12

5/11
Fri
M

Secondary Example

Attendance Grid Tue 7/31/2012

00(Y)-HOME... x +

Name (Last, First)	7/30 Mon	7/31 Tue	8/1 Wed	8/2 Thu	8/3 Fri	8/6 Mon
1 Abernathy, Cody						
2 Adams, Myarose						
3 Bailey, Austin						
4 Bravo, Sara	T					
5 Brown, Zayevier						
6 Browning, Katherine		A				
7 Endara, Gabriel						
8 Finch, Kareem		R				
9 Graham, Chloe						
10 Hill, Natalie						

July 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

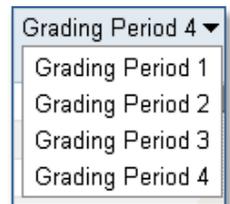
Today is 7/31/2012

8/10
Fri

Elementary Example

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 grading period, grouped by tardy codes and absence codes, is displayed in the column on the right. To change the grading period, click the drop-down list at the top of the right column and select the grading period.



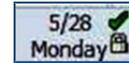
Attendance codes with a red triangle in the upper right corner of the cell have a comment associated with them. When you hover the mouse cursor over the cell, it will display a pop-up balloon with the comment.



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.

3/24 Mon	3/25 Tue	3/26 Wed	3/27 Thu	3/28 Fri
✓	✓			

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.

Attendance Grid

1-AP Literat... x 2-AP Languag... x 3-5... x 4-AP Languag... x 5-Engli

Name (Last, First)	4/30 Mon	5/1 Tue	5/2 Wed	5/3 Thu	5/4 Fri
1 Briggs, Joseph		Tuesday, May 01, 2012			
2 Carrasco, Mario					
3 Chico, Andrew					
4 Cunningham, Samant					
5 Dessalines, Mary					
6 Durkins, Brandi					
7 Flowers, Nyla		T			

Attendance History

Teachers can see edits made to a student's attendance record. From the **Attendance Grid**, you can **right-click a cell under a date** in a student row to open a new window that displays on top of the current attendance page.

Attendance Grid

01(Y)-M/J... x 02(Y)-M/J CO... x 03(Y)-M/J HEA... x 04(Y)-M/J CO... x 05(Y)-M/J CO... x 06(Y)-M/J CO... x 07(Y)-M/J

Name (Last, First)	5/21 Mon	5/22 Tue	5/23 Wed	5/24 Thu	5/25 Fri	5/28 Mon	5/29 Tue	5/30 Wed	5/31 Thu
1 Bristol, Danesha				E					
2 Brooks, Baron				A					
3 Bryant-Jackson, Khar									
4 Bumbalough, Jacob									
5 Campbell, Natalie									
6 Collins, Devin									
7 Ellis, Tahwion									
8 Hopkins, Tyler				E					
9 Jarrett, Zhanayvia									
10 Jones, Shelby				R					
11 Jones, Terrell									

Right Click on attendance cell

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	Timeslot	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

Defining Assignments

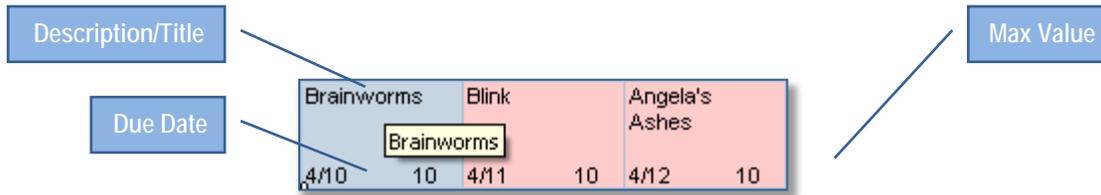
Before you add any assignments, it is encouraged that you setup your class options and define your categories (if you wish to use categories) before adding any assignments. Please review Categories tab on page 6.

Adding\Deleting Assignments

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

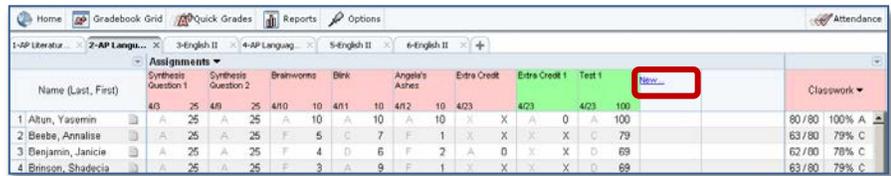


At the top of each assignment column is the description, due date, and maximum value of the assignment. For long assignment descriptions, hover your mouse cursor over the description to display the entire description in a pop-up window. If the assignment is linked to a category which has been color-coded, 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. Assignments are arranged by Date Due.



To create a New Assignment:

1. Click on **New...**
2. Choose the New Assignment tab then click **Continue**.



To begin, select a way to create an assignment.

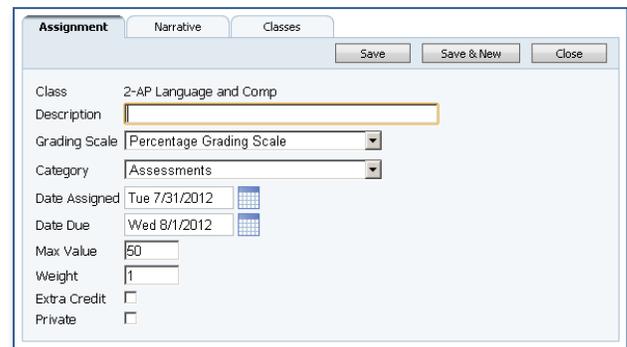
New Assignm... Archived Assign...

You will not have this tab if you do not have any previously saved assignments.

Click continue to begin creating an assignment from scratch.

Continue

3. Fill in the name of the assignment (be as descriptive as possible).
4. Verify the correct grading scale is selected in the Grading Scale drop-down.



Assignment Narrative Classes

Save Save & New Close

Class: 2-AP Language and Comp

Description: [Text Field]

Grading Scale: Percentage Grading Scale

Category: Assessments

Date Assigned: Tue 7/31/2012

Date Due: Wed 8/1/2012

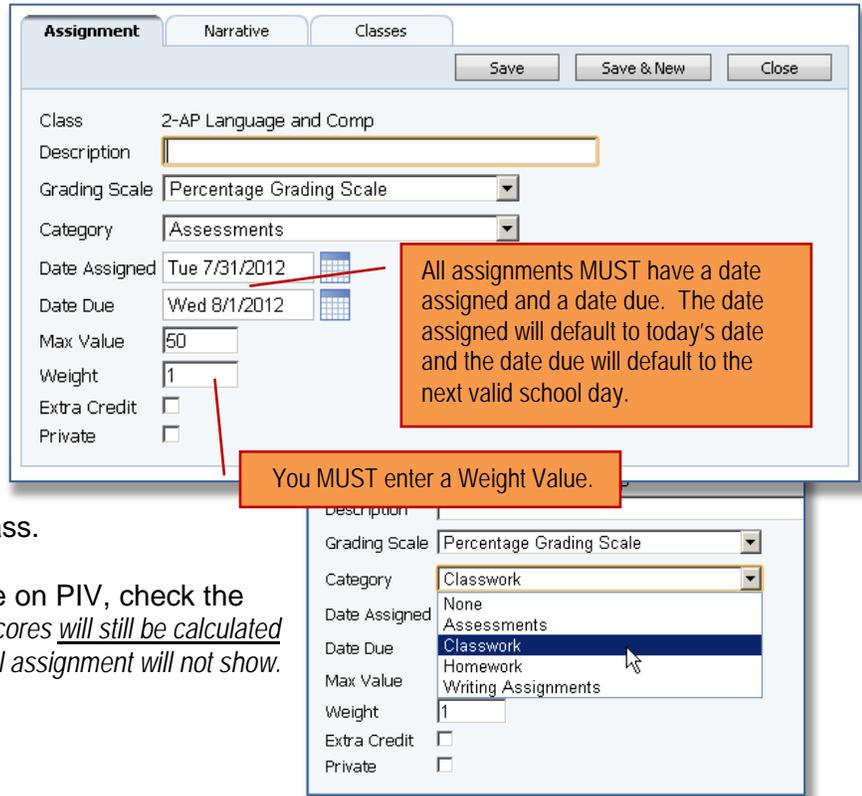
Max Value: 50

Weight: 1

Extra Credit:

Private:

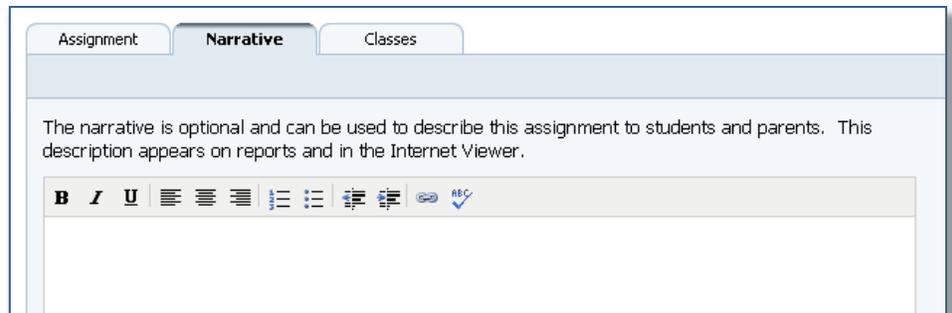
5. Choose the date assigned and the assignment due date. The date assigned and the due date can be typed in or you can click on the icon to select a date from a monthly calendar. You may also use a “smart date” such as yesterday, next Friday, etc.
6. Fill in the maximum value for the assignment.
7. The weight of the assignment should remain as 1 for the score to count once in the calculation of the Grading 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 Grading Period grade. (see Appendix D for more details)
8. Select the appropriate category for this assignment from the drop-down list next to Category if you have defined them for this class.
9. If you want the assignment to not be viewable on PIV, check the box beside **Private**. **Note:** *Private assignment scores will still be calculated on the grade summary column in PIV, but the individual assignment will not show.*



To add an Assignment Narrative:

10. 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:

This information will be seen by parents and students via Parent Portal (PIV).



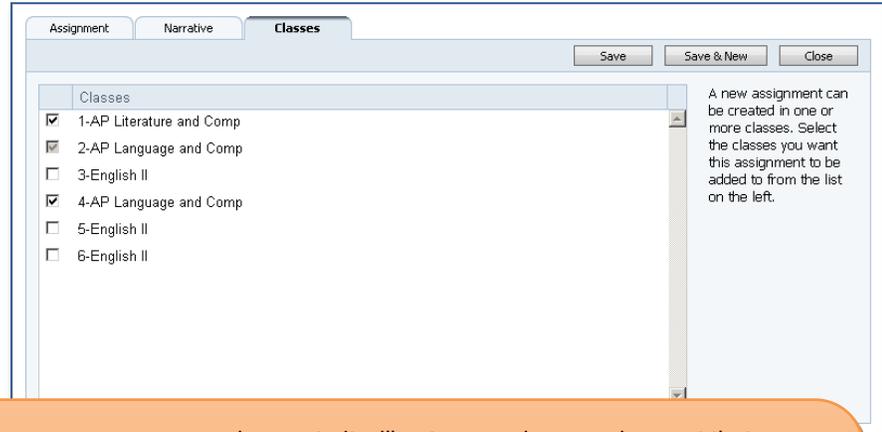
Extra Credit will be covered in Appendix D. Please review it before adding Extra Credit Assignments!

To Copy a New Assignment to other Classes:

11. If you want to copy the new assignment to other classes click on the **Classes** tab.

12. Then check the boxes next to the classes you wish to copy the new assignment to.

13. Finally click **Save** or **Save & New** (if you want to enter another new assignment, using **Save & New** will maintain the last selected parameters of the last saved assignment except Narrative and Description).



The **Classes** tab is only available before you save your new assignment. It will not appear in an assignment that you are editing. If you saved your new assignment before working your way to the **Classes** tab, you can copy the assignment from the **Archived Assignments** tab. But we suggest that you do not use the **Archive Assignments** tab. First the **Archived Assignments** list will become extremely long and you may find it difficult for you to find the assignment you wish to copy in the list. Also you can only copy assignments in the **Archived Assignments** tab to the class you clicked **New** in. You may find it less work to simply delete the assignment and to add it again remembering to use the **Classes** tab.

To Edit an Assignment:

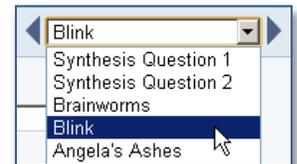
On the assignment grid, the assignment header will look similar to this:

Brainworms	Blink	Angela's Ashes
4/10	10	4/12 10

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 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 assignments you have added in order by due date.



If you make changes to an assignment and click close without clicking **Save**, your changes will be lost.

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 highest value of the letter grade will be calculated and displayed in the cell to the right when you **Enter** or select a different cell. 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 select a different cell.

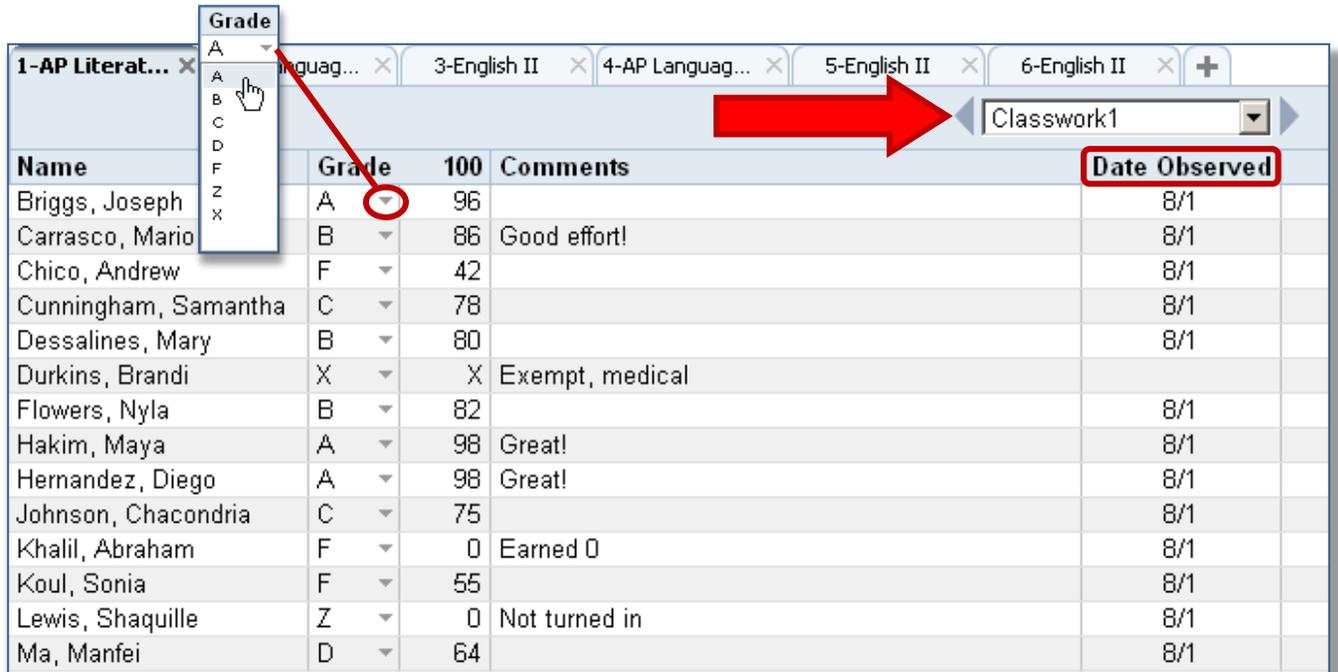
Name (Last, First)		Classwork1		Classwork2		Assessment 1	
1	Briggs, Joseph	7/26	100	7/26	50	7/26	100
2	Carrasco, Mario						

To duplicate a score down the assignment column, enter the score and press Enter. Then press the **asterisk (*) key** to duplicate (autofill) 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 assignment, a color-coded **attendance flag** with the attendance code will displayed in the student's grade cell. This is provided as information for the teacher only and does not affect any calculated grade.

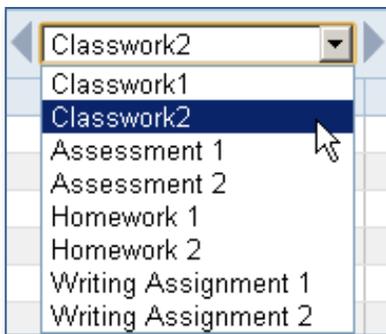
Quick Grades

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.



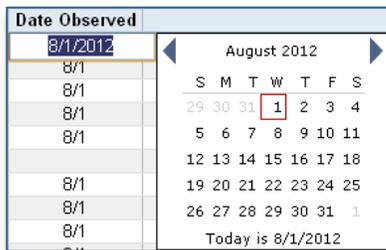
Name	Grade	100	Comments	Date Observed
Briggs, Joseph	A	96		8/1
Carrasco, Mario	B	86	Good effort!	8/1
Chico, Andrew	F	42		8/1
Cunningham, Samantha	C	78		8/1
Dessalines, Mary	B	80		8/1
Durkins, Brandi	X	X	Exempt, medical	
Flowers, Nyla	B	82		8/1
Hakim, Maya	A	98	Great!	8/1
Hernandez, Diego	A	98	Great!	8/1
Johnson, Chaondria	C	75		8/1
Khalil, Abraham	F	0	Earned 0	8/1
Koul, Sonia	F	55		8/1
Lewis, Shaquille	Z	0	Not turned in	8/1
Ma, Manfei	D	64		8/1

Select the assignment from the drop-down list at the top of the screen or use the left and right arrows to navigate the list of assignments.



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**. The highest percentage value of the letter grade will be calculated in the cell to the right.

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** 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 the student's score.



Date Observed will automatically default to the current date of entry. To change the Date Observed, click on the cell. You can type in the date or select a date from the monthly calendar. You may also use a "smart date" such as yesterday, next Friday, etc. Do not leave Date Observed blank unless the assignment has an Exempt score (X).

Note: You can also use the asterisk (*) key to auto fill on the Quick Grades screen.

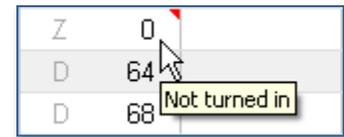
To change to another class, click on one of the class tabs at the top of the screen.



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

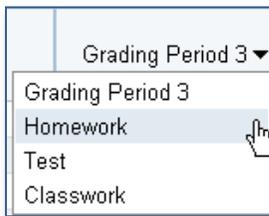


If a comment has been associated with a student's score in Quick Grades screen, a small red triangle will appear in the upper right corner of the grade cell in the Gradebook Grid view. You may view the comment by hovering your mouse cursor over the grade cell.



Result Column

The Result Column on the right of the Gradebook Grid 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 grading period grades.



Result Column Menu

Test	
196 / 200	98% A
188 / 200	94% A
205 / 200	102% A
187 / 200	94% A
168 / 200	84% B

Result Column when a Category is selected.

Grading Period 3	
342 / 350	98% A
319 / 350	91% A
328 / 350	94% A
301 / 350	86% B

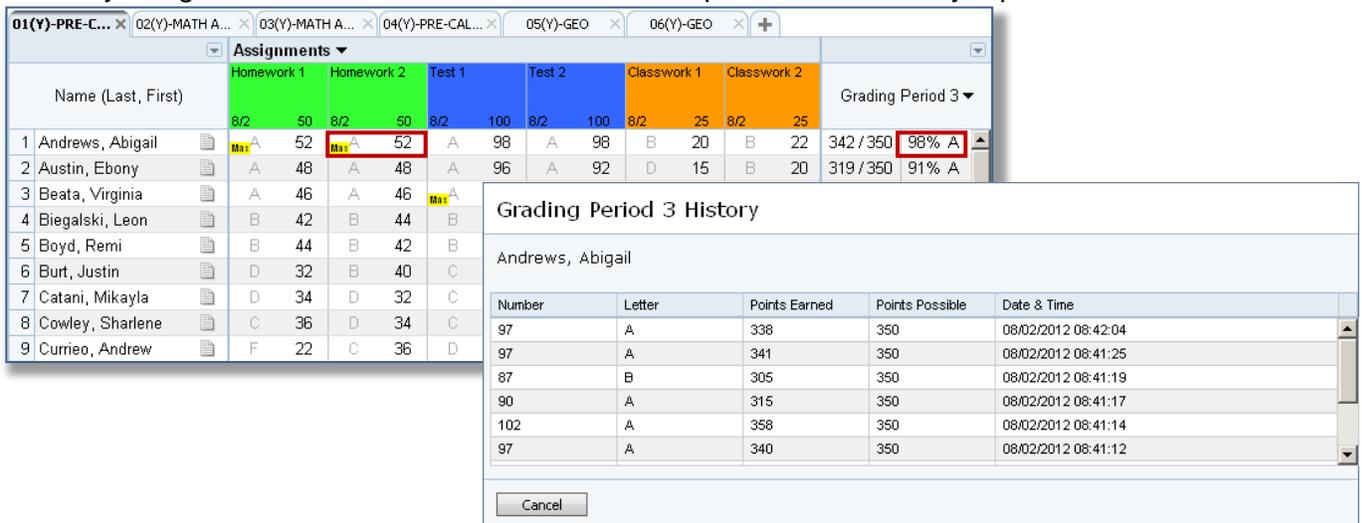
Result Column when using un-weighted or no categories.

Grading Period 3	
80% B	
86% B	
91% A	
70% C	

Result Column when using weighted categories.

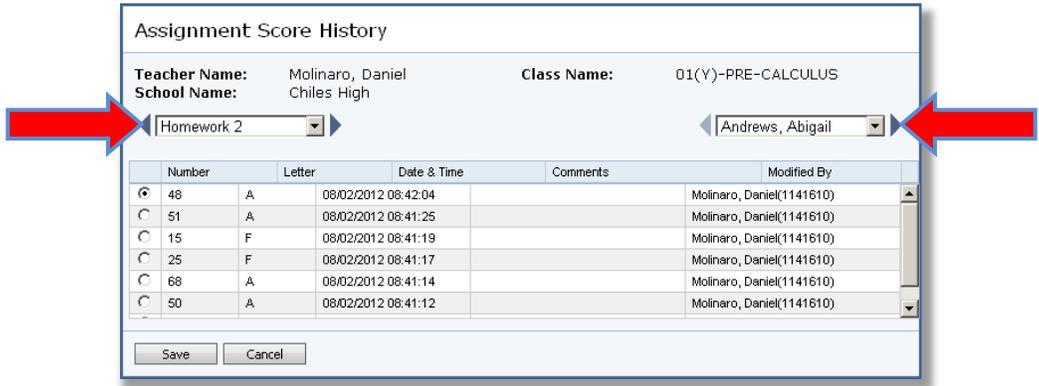
Grade History

Right click on any assignment cell or on the results column to open a Grade History report.



Number	Letter	Points Earned	Points Possible	Date & Time
97	A	338	350	08/02/2012 08:42:04
97	A	341	350	08/02/2012 08:41:25
87	B	305	350	08/02/2012 08:41:19
90	A	315	350	08/02/2012 08:41:17
102	A	358	350	08/02/2012 08:41:14
97	A	340	350	08/02/2012 08:41:12

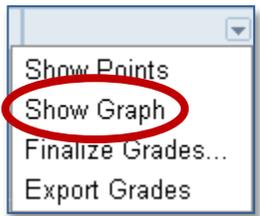
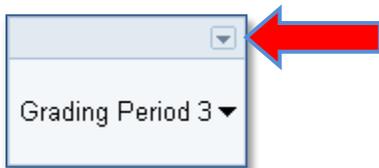
The Assignment Score History screen will allow you to change the grade back to a previously entered grade. You can also change the assignment being displayed by using the drop down box on the left or change the student displayed by using the drop down box to the left.

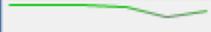


Result Column View Options

Sparkline Charts

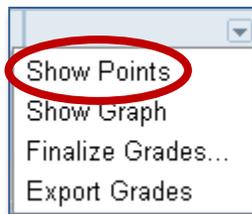
Clicking on the drop down View Menu  above the Result Column heading offers you a choice of displaying or hiding a **Sparkline** graph. **Show Graph** will display a Sparkline graph of the scores. The line will show red for failing grades and green for passing grades. To hide this option, click on the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

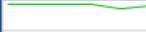
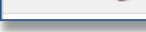
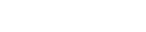


Grading Period 3 ▾	
	97% A
	91% A
	94% A
	86% B

Show Points (classes without weighted 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.



Grading Period 3 ▾		
	341 / 350	97% A
	319 / 350	91% A
	328 / 350	94% A
	301 / 350	86% B
	288 / 350	82% B
	252 / 350	72% C

Result Column with graph and points showing.

Finalize Grades

Finalize Grades is not a required LCS process, though recommended. You **MUST** use this option is if you change the way you calculate the final score between grading periods. This includes going from weighted categories to un-weighted categories, changing the weight value of any category that has been used, or making adjustments to drop the lowest/highest score option. It is best practice to plan a thorough grading method for the entire year before setting up your Class Options so that this scenario can be avoided. But if it is unavoidable, before you make changes to your Categories you will need to finalize your prior grading periods first then make the adjustments needed.

Finalize Grades is not a required LCS process, but it is **HIGHLY** recommended process at the end of every 9 week term for each class tab

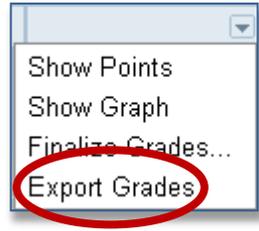
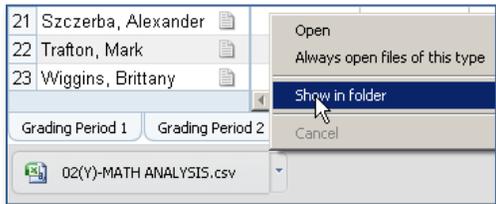
Finalize Grades

In which terms have you finished entering grades?

Grading Period 1
 Grading Period 2
 Grading Period 3
 Grading Period 4

Export Grades (Excel software is required.)

You can export the information from your class grade sheet to Excel or another spreadsheet software as a .csv file. Click the View button and select **Export Grades**.



	1	2	3	4	5	6
1	Name	Student ID	Homewor	Homewor	Test 1	Test 2
2	Andrews, Eb	1.01E+08	52	51	98	98
3	Austin, Eb	1.61E+08	48	48	96	92
4	Beata, Vir	9.85E+08	46	46	105	100
5	Biegalski, 9.95E+08	9.95E+08	42	44	86	101
6	Boyd, Ren	1.35E+08	44	42	82	86
7	Burt, Justi	1.71E+08	32	40	72	82

Student Index

The column on the left lists the students in the class. Hovering your mouse cursor over a student name will display a "business card" of basic demographic information about the student.

1	Bronson, Patricia	F	25	B	40
2	Coombs, Rhaya	C	35	A	48
3	Criss, Melissa				
4	Dunn, Joe				
5	Frehn, Monica				
6	Giaritelli, Danielle				
7	Girdler, Kathryn				
8	Grayson, Ciara				

Bronson, Gail, Patricia
 Student ID: [REDACTED]
 Grade: UN
 Gender: Female
 Birthday: 9/27/1993
 Guardian:
 Guardian Phone:
 Guardian Email:

Show Student Only

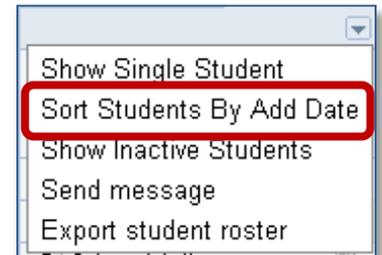
If you would like to show only one student's grades on the gradebook view, you may select from the drop down **Show Single Student**. To show all students select **Show Multiple Students**.

To switch from one student to another select a grade cell for that student.



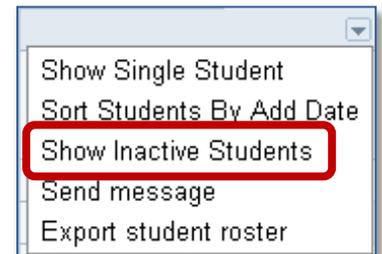
Sort Students by Add Date

If you would like to sort your students by the date they entered your class on the Gradebook view, select the **Sort Students By Add Date** menu item from the drop down.



Show Inactive Students

When students are withdrawn from your class, they become inactive. The student may no longer be visible on your screen. Have no fear; all of the data that was recorded is still available by having the Gradebook display the inactive students. They will appear at the bottom of the student list grayed out and with the tag of (inactive) to the right of their name. All of the data for inactive students is editable and printable within reports.



Send Message

You can send individual and/or group messages directly from your Gradebook Grid page. This is useful if you want to send an email to parents regarding assignments updates or other general information about the class.

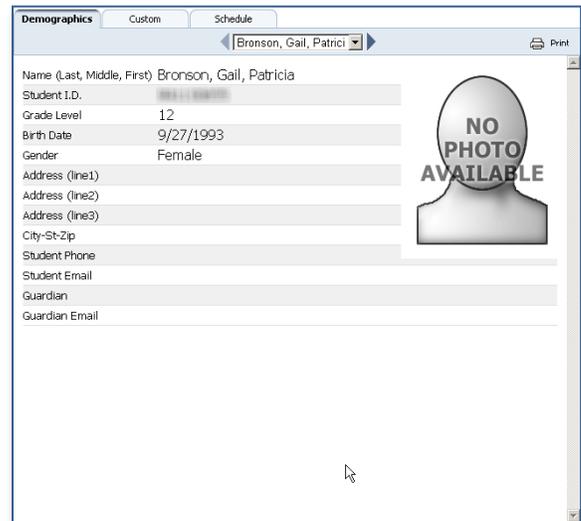


To use this option you have to have your primary email address entered and verified. Also your students and their parents will need to have a primary email address entered and verified on Parent Portal. Early in the year it is doubtful that most parents will have done this. Also Elementary students currently do not participate in Parent Portal, so this option will not be available to Elementary teachers.

Student Demographic

On the Gradebook Grid, Quick Grades, Attendance Grid, and Quick Attendance screens, a pop-up window with a business card of basic demographic information about the student will display by hovering your mouse cursor over a student name. On the **Gradebook Grid** screen, click on a student name displays a window with more demographic fields, custom fields, and the student's schedule.

1	Bronson, Patricia	F	25	B	40
2	Coombs, Rhaya	C	35	A	48
3	Criss, Melissa				
4	Dunn, Joe				
5	Frehn, Monica				
6	Giaritelli, Danielle				
7	Girdler, Kathryn				
8	Grayson, Ciara				

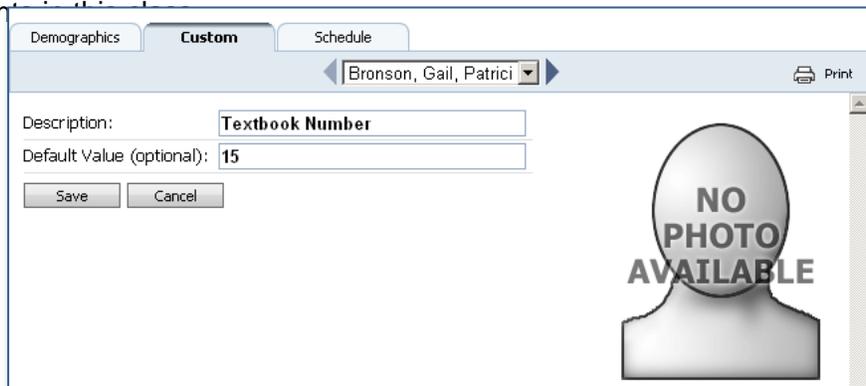


Custom Demographics

Teachers can create their own customized demographics. Examples include textbook name, textbook number, locker combination, lunch number, bus number, etc.

With the demographics window open, 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 **Default Value** 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.

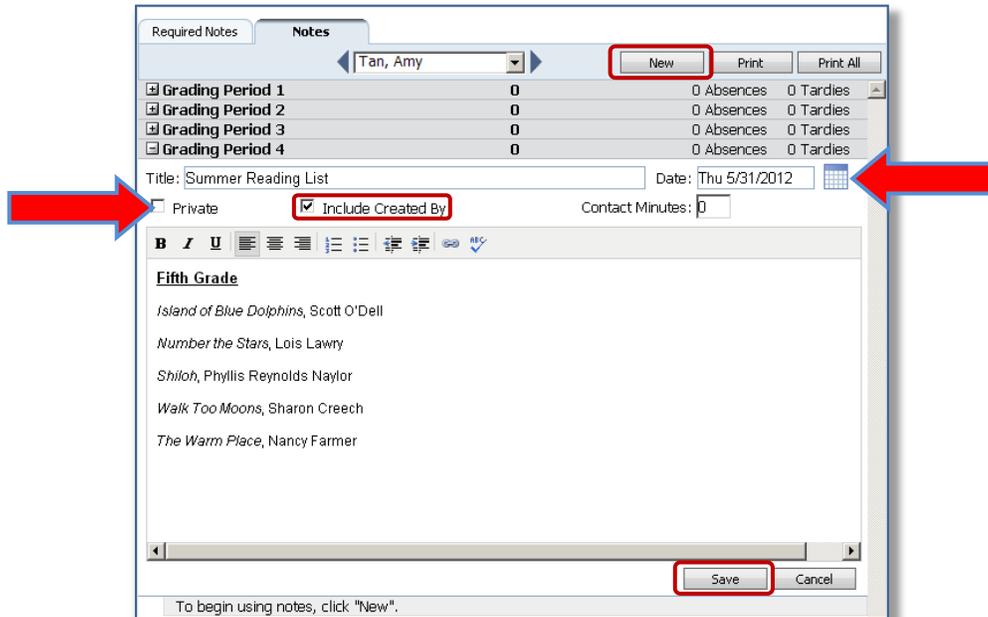


Enter the data for the new demographic field for each student. Use the drop-down list of students or the left and right arrows to select another student's name.

Notes

An unlimited number of free-form comments can be documented by a teacher for each student in each grading 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 the student's name and click the **Notes** tab at the top of the window. Each grading period is listed with the student's grading 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** check box, this note will not appear on reports or on PIV. Check the **Include Created By** check box to have your name display as the note creator in the PIV Comments section and in all reports that display Notepad comments.

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.

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 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.



Evaluating Performance

Reports

There are a number of reports available from the Pinpoint Web 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.



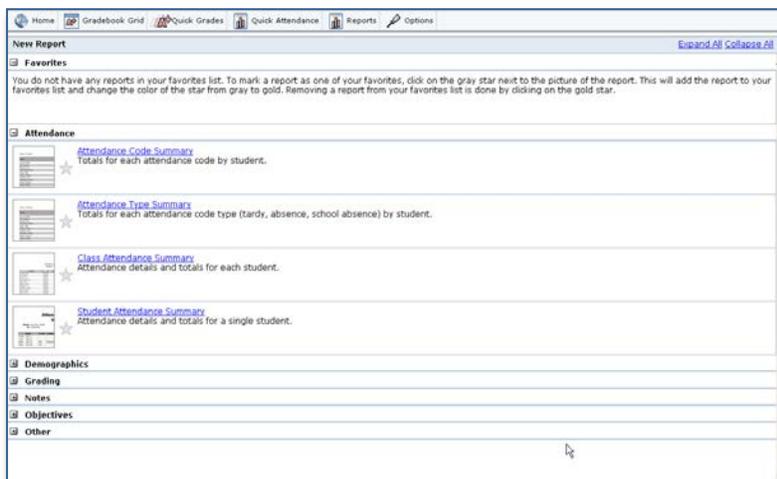
The initial screen for **My Reports** is a list of recently requested Crystal Reports which may be repeatedly previewed or printed or updated with current information before previewing or printing. It may also be regarded as an In-Box for large requested Crystal Reports since you may log out or exit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



At the start of the 2012-2013 school year there will be no reports available that will appear on your **My Reports** screen. When reports that will display at that location become available we will notify you and also include user instructions on how to use the reports.

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, 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 click **Expand All** to show all of the reports available. Any of these reports maybe designated as Favorite by clicking the star **★** icon next to the report. Clicking the star again **★** will remove the designation.



Setting Standard Report Parameters

Click on the report title or the preview graphic to display the parameters for the report.

All Reports are by class by grading period, you will need to select the class and grading period in every report.

Classes:
Select the class.

01(Y)-PRE-CALCULUS
 02(Y)-MATH ANALYSIS
 03(Y)-MATH ANALYSIS
 04(Y)-PRE-CALCULUS
 05(Y)-GEO
 06(Y)-GEO

Terms:
Select the Grading Term.

Grading Period 1
 Grading Period 2
 Grading Period 3
 Grading Period 4

You will need to select which students you want to include in the report.

- **Active** will include all currently active students in the class selected for the grading period selected
- **All** will include all currently active and inactive students in the class and grading period selected.
- **Passing** will allow you to include all students that have grades at or above the selected grade.
- **Failing** will allow you to include all students that have grades at or below the selected grade.
- **Select** will allow you to check off the students you want to include in the report for the class and grading period selected. You can check All Students to include all.

Students:
Select the student / students.

Active
 All
 Passing
 Failing
 Select

Passing
Students with grades at or above A

Failing
 Select

Grading Period 1
 Grading Period 2
 Grading Period 3
 Grading Period 4

A
B
C
D
F
Z
X

Failing
Students with grades at or below D

Select

Grading Period 1
 Grading Period 2
 Grading Period 3
 Grading Period 4

A
B
C
D
F
Z
X

Select

All Students

Schmiot, Samantha

Sirmans, Berkeley

Szczerba, Alexander

Trafton, Mark

Wiggins, Brittany

Witt Braswell, Joshua

Flaminio, Rachel (inactive) Flaminio, Rachel (inactive)>

Stanford, Logan (inactive) Stanford, Logan (inactive)>

Click **Preview** to display a preview of the report on your screen. To send the report to a printer, click **Print**.

Note: If you wish to create a .pdf file of your reports we suggest you use a PDF Creator program, if you do not have a PDF Creator program available see your site Techcon or contact UserSupport.

Email Reports

The three reports in the gradebook that may be emailed to parents from the gradebook are the Student Assignment Report, Missing Assignment Report, and Student Attendance Summary.

To use this option you have to have your primary email address entered and verified. Also your students and their parents will need to have a primary email address entered and verified on Parent Portal. Currently LCS does not require students to have/report email addresses. Email Reports functionality maybe limited due to these factors. If you have any questions or concerns please contact User Support by email or call 487-7524.

- ❖ Follow the steps on page 26 to select a report that can be emailed.
- ❖ At the bottom of page, click the **Email...** button.

Parameters for Student Assignment Report

- 17-Science
- 21-Social Studies
- HR-Elementary Homeroom

Students: Select the student / students.

- Active
- All
- Passing
- Failing
- Select

Terms: Select the Grading Term.

- 1st 9 Weeks
- 2nd 9 Weeks
- 3rd 9 Weeks
- 4th 9 Weeks

Notepads: Display Teacher Notepads.

- Include Notepads

Assignments: Select the assignments to include in this report.

- All Assignments
- Last 5 Assignments
- Due Date between
- 10/7/2008 And 10/7/2008

Show Grade Comments: Display assignment grade comments.

- Show Grade Comments

Global Comment: Type a comment that you want to see on the last page for every student.

Group by Category: Display Assignments grouped by Category.

- Group by Category

Show Signature Line: Display a parent/guardian signature line at the bottom of the report.

- Show Signature Line

Include Mailing Addresses: Include a student mailing address in the header of the report.

- Include Mailing Addresses

Buttons: (highlighted with a red box and arrow)

Emailing Student Assignment Report

From: Barry Cade <bcade@dadeschools.net>

To: All Students All Parents (highlighted with a red arrow)

- Allen, Zona F no email address
- Mrs. Zona <mrszona@bellsouth.net> (highlighted with a red arrow)
- Carroll, Ruben T no email address
- Cruz, Art no email address
- Edwards, Susannah no email address
- Gardner, Hoyt Q no email address
- Hayden, Almira E no email address
- Jordan, Eliza M no email address
- Neal, Garnet N no email address

Subject: Student Assignment Report

Mrs. Zona,
Attached is the student assignment report as per our conversation.
Have nice day,
Mr. Cade

(highlighted with a red box and arrow)

- ❖ Click **show recipients**
- ❖ Check the parent email address
- ❖ Click the **Send** button.

The report will be sent as an html attachment.

A confirmation message will be displayed.

Emailing Student Assignment Report

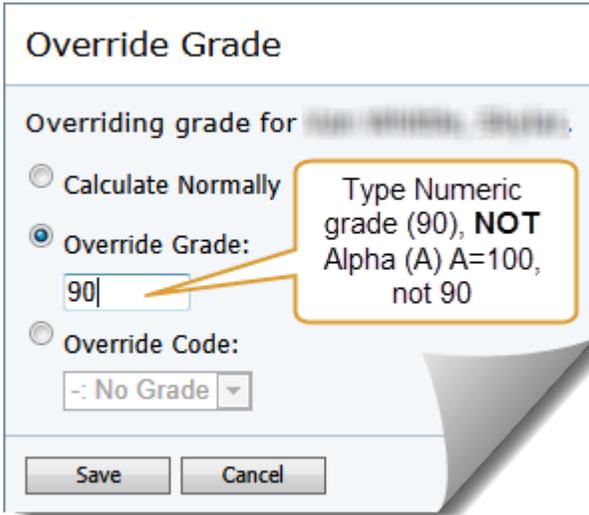
The report was sent successfully!

[New Report](#)

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

Override Grade



Override Grade

Overriding grade for *[blurred]*

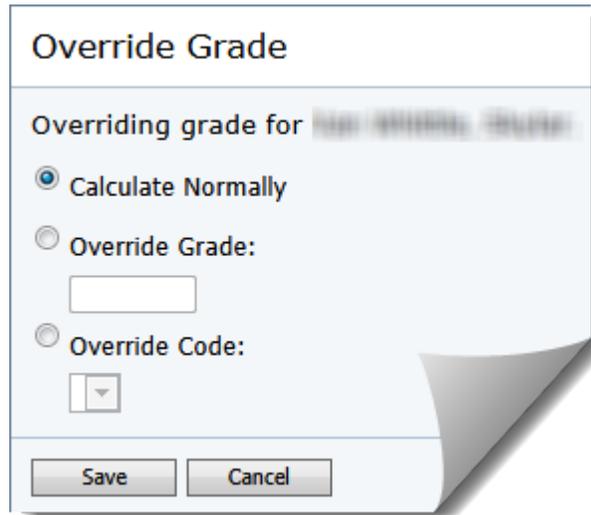
Calculate Normally
 Override Grade:

 Override Code:

Type Numeric grade (90), **NOT** Alpha (A) A=100, not 90

Save Cancel

Calculate Normally



Override Grade

Overriding grade for *[blurred]*

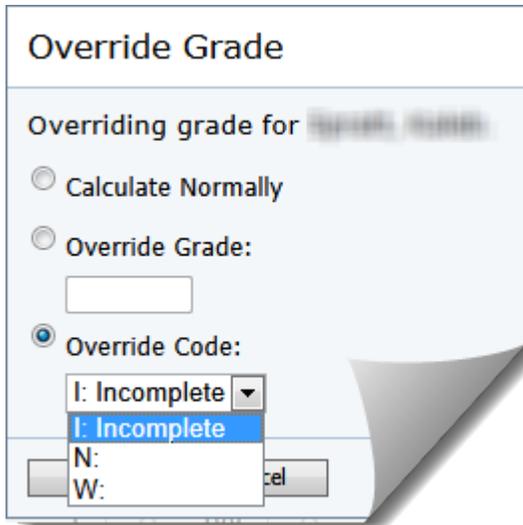
Calculate Normally
 Override Grade:

 Override Code:

Save Cancel

To use an override code, click the dropdown menu and select the appropriate code.

Secondary Example



Override Grade

Overriding grade for *[blurred]*

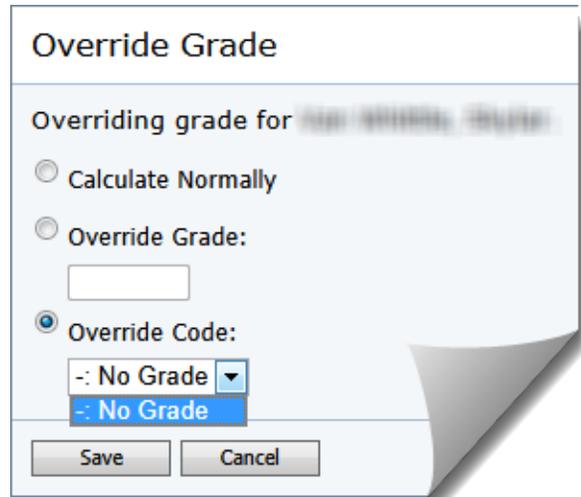
Calculate Normally
 Override Grade:

 Override Code:

I: Incomplete
N:
W:

Save Cancel

Elementary Example



Override Grade

Overriding grade for *[blurred]*

Calculate Normally
 Override Grade:

 Override Code:

Save Cancel

Note: Elementary teachers need to fill out the *Override Grade Request Form* prior to using an override code or grade and submit to your administrator.

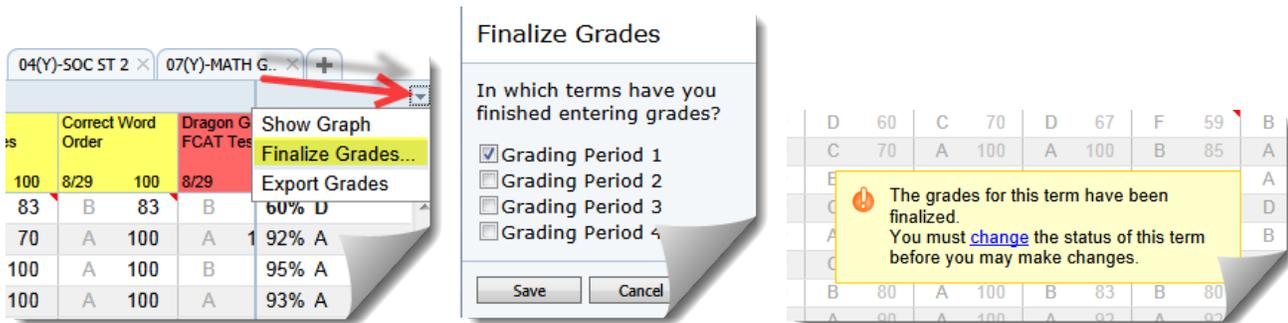
End of Nine Weeks Procedures – Teachers

1. Enter in Required Assessments
 - Secondary:** (Citizenship/Comments/Semester Exam).
 - Elementary:** (Comments/Behavior/Work& Study Skills/Narratives/Conference dates, etc.)
2. Enter all Required Notes and Narratives
3. Enter Overwrite codes as necessary: **“I, N, W,”**
 - **Secondary:** Only use Overwrite code **I** for Incompletes
 - **Elementary:** Only use **“-“** for No Grade* (*with administrative approval)
4. Verify all active students have a final grade in the results column.

Optional: Run the following reports to verify accuracy

- **Reports Menu** → **Grading** → **Grade Summary**
- **Reports Menu** → **Grading** → **Category Grade Sheet** (watch for category weighting and scores over 100%)

5. Teacher will **Finalize** grade book for that term



The screenshot illustrates the 'Finalize Grades' process. On the left, a grade book table is shown with columns for 'Correct Word Order' and 'Dragon G FCAT Test'. A red arrow points to the 'Finalize Grades...' option in the context menu. In the center, the 'Finalize Grades' dialog box asks 'In which terms have you finished entering grades?' and lists 'Grading Period 1' through '4' with checkboxes. On the right, a warning message states: 'The grades for this term have been finalized. You must [change](#) the status of this term before you may make changes.'

is	Correct Word Order	Dragon G FCAT Test	Results
100	8/29	100	8/29
83	B	83	B
70	A	100	A
100	A	100	B
100	A	100	A

D	60	C	70	D	67	F	59	B
C	70	A	100	A	100	B	85	A
E								A
C								D
A								B
C								
B	80	A	100	B	83	B	80	
A	90	A	100	A	92	A	92	

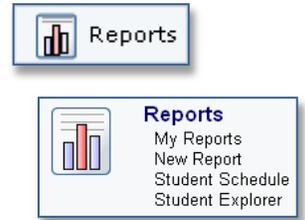
Interim and Final Grade Reports

Interim Progress Report Procedures

Depending on how your site will handle distribution of the Progress Reports. There are two methods to generate the reports : **Teacher** driven and **Administrative** driven.

Teacher Driven Procedures:

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. To view the progress report in the **Grading** category, expand the list by clicking the plus sign  to the left of the **Grading** category title or you may click **Expand All** to show all of the reports available. Any report maybe designated as Favorite by clicking the star  icon next to the report. Clicking the star again  will remove the designation.



Progress Report

Teachers can print their own student progress reports now. It is important that there is a decision made school wide in which period the progress reports will be distributed. Administration may select HR, 1st or even the last pd. of the day as they see fit. As long as that is communicated to the teachers, they can select the appropriate option when they print. Homeroom is probably the easiest option, depending on your sites method of scheduling. For this example, we are going to use HR as our distribution point.

Step #1 – Select the **Progress** report from the **grading** category

Step #2 – Pick the appropriate class pd. for distribution (HR for our ex.)

Step #3 – Select the appropriate Term (1,2,3,4) {1st 9 weeks = 1}
NOTE: do not use ordinals when selecting the term (1st, 2nd, 3rd, 4th)

Step #4 – Select students to include in the reports (**Active**)

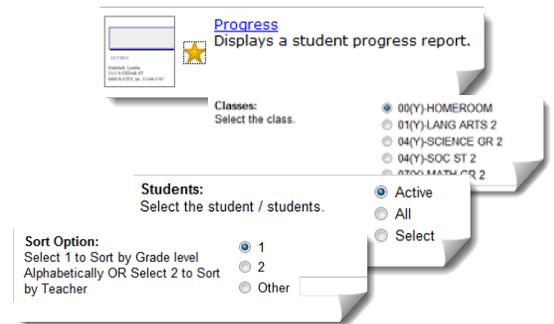
Step #5 – Select whether to include Parent Address (**NO**)

Step #6 – Select the **SORT** option (leave as default 1 - Alpha)

Step #7 – Period of day (**Leave Blank** – only applies for administrative level printing)

Step #8 – Select whether to include a Global Comment (**will print same comment on each report**)

Step #9 – Run the report. When status changes to **“READY”** open the report and review for errors and correct as needed. Once all errors are corrected, print reports.



Period	Course	Teacher	Progress Grade	Comments
00(Y)	HOMEROOM	John Thomas		
01(Y)	LANG ARTS 2	John Thomas	A 90.20	
04(Y)	SCIENCE GR 2	John Thomas	A 100.00	
04(Y)	SOC ST 2	John Thomas	A 100.00	
05(Y)	ART - GR 2	John Thomas	A 93.00	
05(Y)	MUSEC - GR 2	John Thomas	A 100.00	
05(Y)	PHY ED 2	John Thomas	A 91.10	
07(Y)	MATH GR 2	John Thomas	A 100.00	

Comments
Great work everyone!! Keep up the hard work in AR!

Administrative Driven Procedures:

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. To view the progress report in the **Administrative** category, expand the list by clicking the plus sign **+** to the left of the category title or you may click **Expand All** to show all of the reports available. Any report maybe designated as Favorite by clicking the star **★** icon next to the report. Clicking the star again **★** will remove the designation.



Progress Report

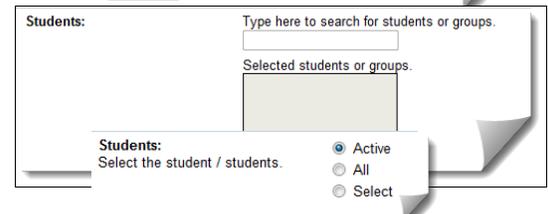
Though teachers can print their own student progress reports now, depending on circumstances, it may be better to print them at an administrative level for distribution to the teachers. It is important that you determine which period you wish the progress reports to be distributed. Administration may select HR, 1st or even the last pd. of the day as they see fit. Homeroom is probably the easiest option, depending on your sites method of scheduling. For this example, we are going to use HR as our distribution point.

Step #1 – Select the **Progress** report from the **Administrative** category



Step #2 – Select students to include in the reports (**ALL**)

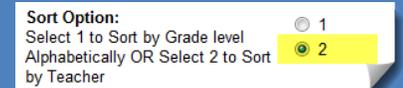
Step #3 – Select the appropriate Term (1,2,3,4) {1st 9 weeks = 1}
NOTE: do not use ordinals when selecting the term (1st, 2nd, 3rd, 4th)



Step #4 – Select students to include in the reports (**Active**)

Step #4 – Select whether to include Parent Address (**NO**)

Step #5 – Select the **SORT** option (2 = Sort by Teacher) *recommended
 (1 = School wide Alpha) / (2 = Sort by Teachers /Pd#)



Step #6 – Period of day (Sort#2 requires this parameter) – This determines which period each teachers reports will be sorted by)

This parameter MUST be filled in PRECISELY as shown in bold below or the report will fail !

Options are as follows: Sort by Pd. parameter = (HR = **00(Y)**, 1st = **01(Y)**, 2nd = **02(Y)**,7th = **07(Y)**)

Period of Day:
 Enter a Period of day to sort by:(This only applies if you select 2 for the Sort Option)

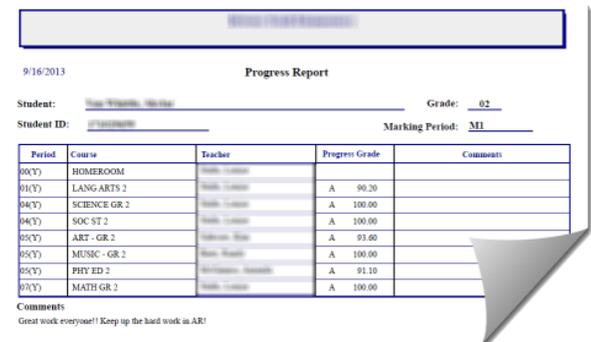
00(Y)

This is the parameter for a HR sort

Step #7 – Select whether to include a Global Comment (**will print same comment on every report**)

Step #8 – **Run the report.** When status changes to from “**Pending**” to “**Ready**”, open the report and review for errors and determine corrections as needed. Once all errors are corrected, print reports.

Note: Administrative reports are school wide and may take ~30 minutes to fully run depending on your school size



Period	Course	Teacher	Progress Grade	Comments
00(Y)	HOMEROOM	John G. ...		
01(Y)	LANG ARTS 2	John G. ...	A 90.20	
04(Y)	SCIENCE GR 2	John G. ...	A 100.00	
04(Y)	SOC ST 2	John G. ...	A 100.00	
05(Y)	ART - GR 2	John G. ...	A 93.00	
05(Y)	MUSIC - GR 2	John G. ...	A 100.00	
05(Y)	PHY ED 2	John G. ...	A 91.10	
07(Y)	MATH GR 2	John G. ...	A 100.00	

Comments
 Great work everyone!! Keep up the hard work as AR!

Elementary Report Card Printing Procedures

It is a school based decision of who will be responsible for printing the take home report card for the student. When Processing and Previewing “New” LCS Elementary Report Card in Pinpoint Grade book, please follow your administration’s rules for Report Card printing procedures.

Teacher Driven Procedures: (HR classroom report)

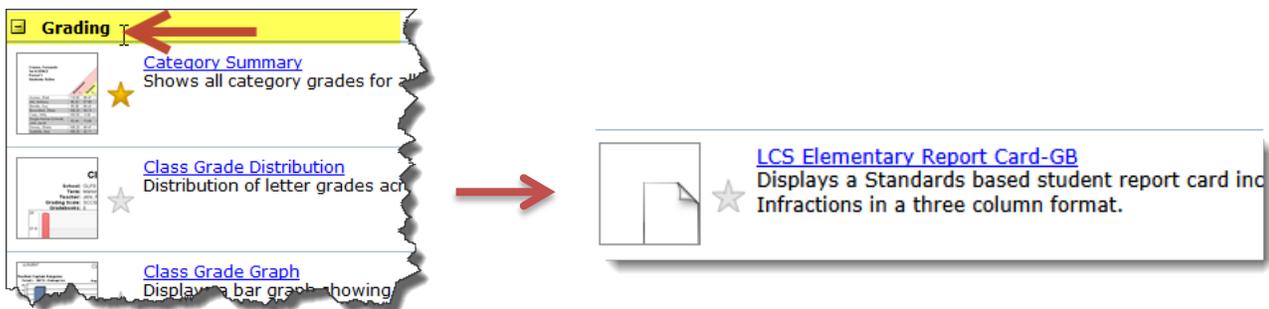
LCS Elementary Report Card – GB Report

All teachers can run and preview the LCS Elementary Report Card for any student that the teacher is assigned in any of their Pinpoint Gradebook class tabs.

Click on the **Reports** button, then **My Report** or **New Report** from any of the menus, and then click the “**New**” button.

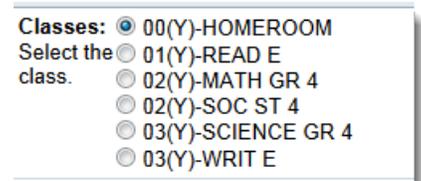


The teacher will find the LCS Elementary Report Card in the **Grading Section**, and then click the **LCS Elementary Report Card-GB** link to enter the Parameters to run the report card.



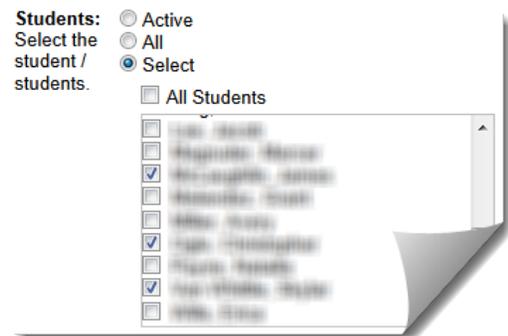
Classes Parameter:

Select the class to run the report card. Most of the time the teacher will select the Homeroom class.



Students Parameter:

Select the student/students to include in the report. If the teacher clicks on **Active**, only the currently active students in the class that was previously selected will be included. Select **All** to run the report for both active and inactive students. The teacher may also run the Report Card for selected active or inactive students. To do this, click the **Select** option. A box containing the students from the class will appear. Check the boxes beside the students that are to be included in the report.





Term Parameter:

Enter the Term value that is to be reported on,
Ex: enter 4 to report on the last nine weeks.

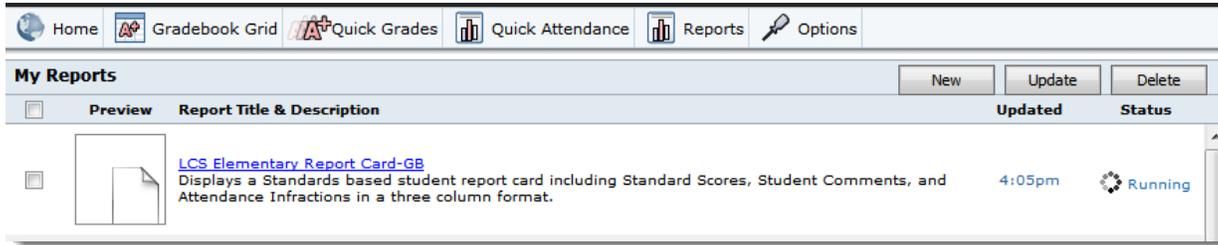
Term:

Enter the Term you wish to report on (example: 1,2,3 or 4)

Note: do not use ordinals when selecting terms (1st, 2nd, 3rd, 4th) Only use 1,2,3, or 4

Once all parameters are filled, click the **Run Report** button to run the report.

After clicking **Run Report**, the My Reports page should load. The Report Card should be displayed with a status of **"Pending"**.



It may take a number of minutes for the Report card to process, but it typically does not take longer than a few minutes for the Report Card to completely process for a single class. Click on the report name when the status has changed to **"Ready"**. The Report Card will display in a new browser window/tab in a PDF format. Please review the Report Card for any errors prior to printing. The teacher should return to the Homeroom class tab to make corrections if any errors are found.



Administrative Driven Procedures: (school wide report)

LCS Elementary Report Card Report

Administrators can print the report cards for the entire school at once

Step #1 – Select the **LCS Elementary Report Card** report from the **Administrative** category

Step #2 – Determine if you are running them for **All Students**, or just need one student

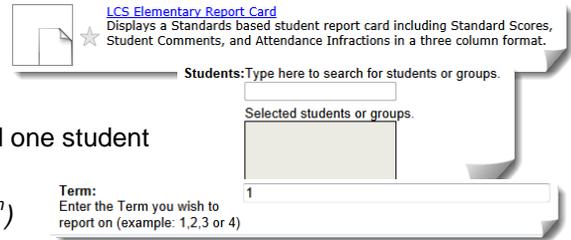
Step #3 – Select the appropriate Term (1,2,3,4) {1st 9 weeks = 1}
NOTE: do not use ordinals when selecting the term (1st, 2nd, 3rd, 4th)

Step #4 – Run the report.

Step #5 – When status changes to **"READY"** open the report and review for errors and correct as needed. Once all errors are corrected, print reports.

NOTE: The report will be sorted by Homeroom teacher last name and then Student Alpha within the Homeroom.

It may take a several minutes for the Report card to process for the entire school. Depending on the school size, current load on the server and other factors, it could take 20 minutes to fully process, but should not take longer than that normally. Click on the report name when the status has changed to **"Ready"**. The Report Card will display in a new browser window/tab in a PDF format. Please review the Report Card for any errors prior to printing. If errors are found, the teacher would need to make the edits in the Homeroom class tab to make corrections if any errors are found.

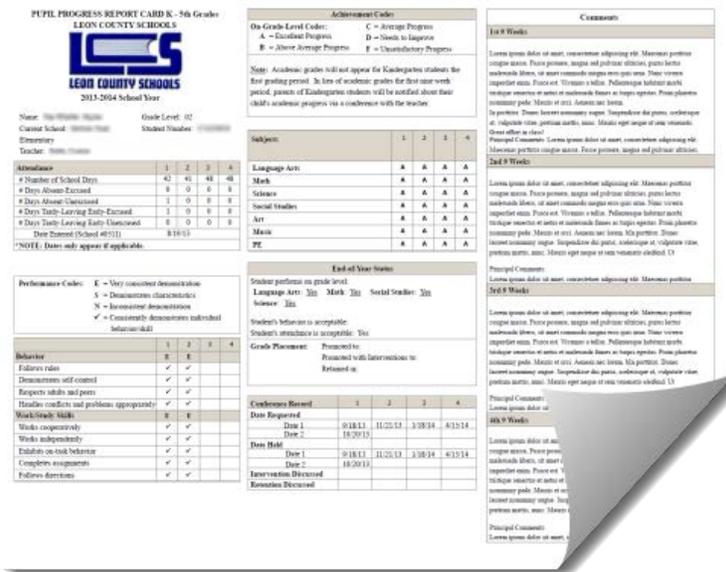


LCS Elementary Report Card
 Displays a Standards based student report card including Standard Scores, Student Comments, and Attendance Infractions in a three column format.

Students: Type here to search for students or groups.

Selected students or groups.

Term:
 Enter the Term you wish to report on (example: 1,2,3 or 4)



PUPIL PROGRESS REPORT CARD K-5th Grade
 LEON COUNTY SCHOOLS

Name: [Student Name] Grade Level: K2
 Current School: [School Name] Student Teacher: [Teacher Name]
 Elementary: [Elementary School] Teacher: [Teacher Name]

Achievement Codes
 On Grade-Level Codes: A = Excellent Progress, B = Needs to Improve, C = Average Progress, D = Unsatisfactory Progress
 Note: Academic grades will not appear for Kindergarten students for the first grading period. In lieu of academic grades for that time work product, parents of Kindergarten students will be notified about their child's academic progress via a conference with the teacher.

Subject	1	2	3	4
Language Arts	A	A	A	A
Math	A	A	A	A
Science	A	A	A	A
Social Studies	A	A	A	A
Art	A	A	A	A
Music	A	A	A	A
PE	A	A	A	A

End of Year Status
 Student performance on grade level:
 Language Arts: [Pass] Math: [Pass] Social Studies: [Pass] Science: [Pass]
 Student's behavior is acceptable.
 Student's attendance is acceptable: [Pass]
 Growth Promotions: Promoted to: [Next Grade] Retained in: [Current Grade]

Conference Record	1	2	3	4
Date Reported				
Date 1	9/18/11	11/22/11	3/08/12	4/23/12
Date 2	10/20/11			
Date Held	Date 1: 9/18/11, 11/22/11, 3/08/12, 4/23/12			
Date 2: 10/20/11				
Intervention Discussed				
Retention Discussed				

Comments
 End of Year Comments:
 [Detailed text comments for each subject and overall student performance]

Logging out

When you are finished working in your gradebook, be sure to click the **Sign out** link 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:



Appendix A

LCS Grading Scale:

Letter Grade	Percent Value	Point Value	Definition
A	90 - 100%	4	Outstanding
B	80 - 89%	3	Above Average
C	70 - 79%	2	Average
D	60 - 69%	1	Below Average
F	0 - 59%	0	Failure

Pinpoint 14 Gradebook specific codes:

- Z = Not turned in, no credit, Counts as a “0” and is a missing assignment
- X = Exempt, does not affect grade
- Blank = Does not affect grade, is a missing assignment

Receiving Teacher grade transfer procedures

Option #1: (Beginning of 9 wks. – 1st week or so)

Keep or Ignore grades sent

- Locate the new student that just entered your class and look at the **Student Assignment Report – All Classes** for that student sent by their originating teacher or school
- Find their Grading Period (#) Grade on the bottom right of the report for each of the specific classes.
- Determine if there are enough grades present to warrant allowing the Term avg to be counted
 - If **No** → Ignore the grades, mark any empty blanks for assignments in the grade book the student will not be responsible for with an “X”
 - If **Yes** → Use Option #2 to blend grades

	Percent	Letter
Grading Period 1 Grade:	94%	A

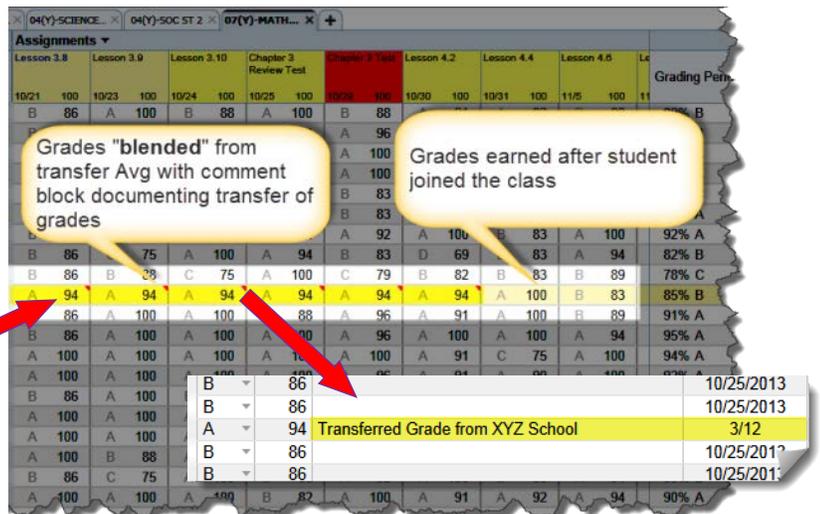
Option #2: (Middle of 9 wks. – Most common)

Hybrid or “Blended” grade transfer

- Locate the new student that just entered your class and look at the Assignment report for that student sent by their originating school
- Find their Grading Period Grade on the bottom right of the report for each of the specific classes

	Percent	Letter
Grading Period 1 Grade:	94%	A

- Enter the Grading Period Grade score into each blank cell for that student for assignments they missed prior to joining your class.



Grades “blended” from transfer Avg with comment block documenting transfer of grades

Grades earned after student joined the class

Transferred Grade from XYZ School

- Make sure to mark each score entered in this manner with a note under the Quick Grade comment section as “Transferred grade from “XYZ” school” for documentation purposes

Note: The average is based on a 100 point Max Value. When entering a score, you must keep in mind the **Max Value** of the individual assignments. If the assignment’s max value is less than 100, multiply the max value by the Grading Period Avg % (to determine what score to enter for that specific assignment → [Ex: 25 max value * 94% = 23.5 points which would be the equivalent of a 94 on a 100 Max Value scale])

Option #3: (End of 9 wks - <5 days left in term)

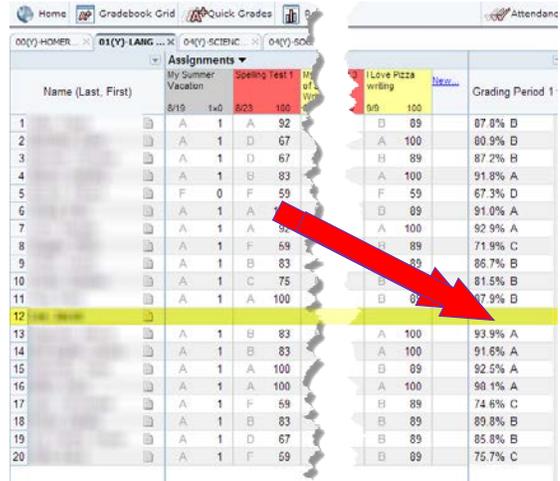
Overriding Average Grade

- Fill out any grade override requests with your administration as required prior to doing an override. (If required for your site)
- **Once approved** by your administrator, find their Grading Period Grade on the bottom right of the Student Assignment Report

	Percent	Letter
Grading Period 1 Grade:	94%	A

- Locate the new student that just entered your class and **override** their grade using the grade from the transferred school.

Note: Teachers should make a note of the override grade on the students notepad to record that the grade was entered based on the transferred grade from their prior school



Name (Last, First)	My Summer Vacation	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	Grading Period 1
1	A	1	A	92										87.8% B
2	A	1	D	67										80.9% B
3	A	1	D	67										87.2% B
4	A	1	B	83										91.8% A
5	F	0	F	59										67.3% D
6	A	1	A	92										91.0% A
7	A	1	A	92										92.9% A
8	A	1	F	59										71.9% C
9	A	1	B	83										86.7% B
10	A	1	C	75										81.5% B
11	A	1	A	100										87.9% B
12	A	1	A	100										93.9% A
13	A	1	B	83										91.6% A
14	A	1	A	100										92.5% A
15	A	1	A	100										98.1% A
16	A	1	A	100										74.6% C
17	A	1	F	59										89.8% B
18	A	1	D	67										85.8% B
19	A	1	D	67										75.7% C
20	A	1	F	59										

- To **override** a student's calculated grade, left click once on the calculated grade in the result column on the right. Select either to override the grade and enter a numeric grade, or to return the grade to the calculated grade, click on the grade in the result column and select **Calculate Normally**.

Override Grade Example

Override Grade

Overriding grade for **12th GRADE, SCIENCE**

Calculate Normally
 Override Grade:

 Override Code:

Type Numeric grade (90), **NOT** Alpha (A) A=100, not 90

Calculate Normally

Override Grade

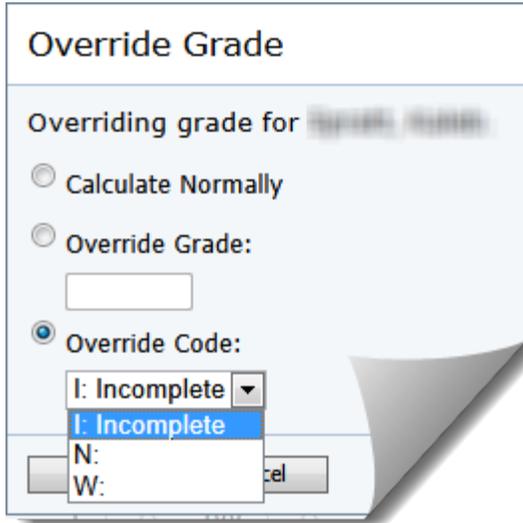
Overriding grade for **12th GRADE, SCIENCE**

Calculate Normally
 Override Grade:

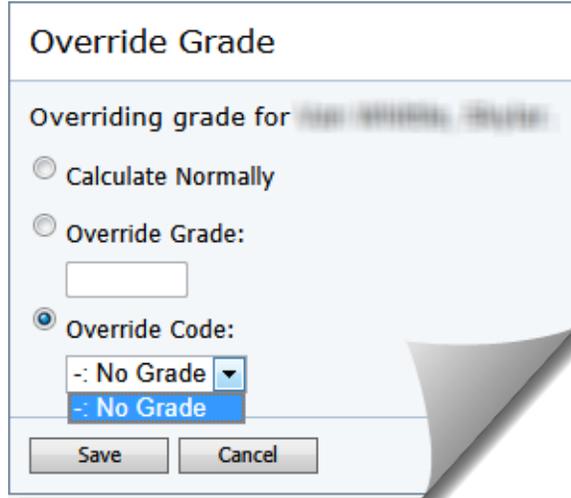
 Override Code:

To use an override code, click the dropdown menu and select the appropriate code.

Secondary Example



Elementary Example



Note: Elementary teachers need to fill out the *Override Grade Request Form* prior to using an override code or grade and submit to your administrator. In some cases, the administrator will handle the overrides themselves, but this is on a site by site basis.

Option #2

Category based Average Grade replacement

- Locate the new student that just entered your class and look at the Assignment report for that student sent by their originating teacher
- Find their individual Category Grades on the report
- Enter that Category Avg score into each blank cell for each assignment that correlates to that same category (Assessment, Quiz, .Classwork, Homework, etc.)

Assignment Report
DeSoto Trail Elementary

Name: XXXXXXXX Teacher: XXXXXXXX
 ID: XXXXXXXX Class: 01(Y)-LANG ARTS 2
 Grade 2 Term: Grading Period 1

Assignment	Due Date	Pts / Max	Grade	Comments
Assessments / 80				
Spelling Test 1	Aug 23	100 / 100	100% A	
Dragon Gets By FCAT Test	Aug 29	92 / 100	92% A	
Spelling te			93% A	
Julius Fca			92% A	
Mrs. Brov			83% B	
Spelling Test 9/13	Sep 13	100 / 100	100% A	
Assignments / 20				
My First Weck of School writing	Aug 26	89 / 100	89% B	
Types of Sentences	Aug 28	90 / 100	90% A	
Correct Word Or	Assignments	Sep 18	100 / 100	100% A
Dragon Gets By				
Julius Vocabulary				
Polis Compreh				

Report Grouped by Category.

Regular Report (Un-Grouped)		ht	Percent	Letter
Participation-not for grade				
Assessments	80		93%	A
Assignments	20		97%	A
Grading Period 1 Grade: 94% / A				

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Ex: Based on the Student Assignment Report excerpts to the right, the Assessment avg is 93% so all tests cells will be filled with a 93% score. The Classwork avg is 97% so all classwork cells would be filled with a 97% score

Note: The average is based on a 100 point Max Value. When entering a score, you must keep in mind the **Max Value** of the individual assignments. If the assignment's max value is less than 100, multiply the max value by the Grading Period Avg % (to determine what score to enter for that specific assignment → [Ex: 25 max value * 94% = 23.5 points])

Appendix C

Approved Attendance Codes

Code	Description	Who can enter this code?
A	Absent (unexcused)	All Teachers / Attendance Managers
R	Tardy (unexcused)	All Teachers / Attendance Managers
T	Tardy (excused)	All Teachers / Attendance Managers
L	Late (unexcused -sec only)	High School Teachers only / Attendance Managers
B	Skip (unexcused)	Attendance Managers
C	Clinic (present)	Attendance Managers
D	Detention (present)	Attendance Managers
E	Absent (excused)	Attendance Managers
F	Field Trip (present)	Attendance Managers
G	Religious Holiday (excused)	Attendance Managers
H	Hospital Homebound (Present)	Attendance Managers
I	Illness (excused)	Attendance Managers
K	Late (excused - elem only)	Attendance Managers
M	Medical (excused)	Attendance Managers
O	Other (present)	Attendance Managers
S	Suspension (excused)	Attendance Managers
U	Unsuccessful appeal (unexcused)	Attendance Managers
V	Early Dismissal (excused)	Attendance Managers
W	Admin (unexcused)	Attendance Managers
X	Present (Scan Sheet error)	Attendance Managers
Y	Early Dismissal (unexcused)	Attendance Managers
Z	Successful appeal (excused)	Attendance Managers



= Excused Absent



= Present



=Unexcused Absent



PIES

Appendix D

Extra Credit

Below are three approved methods of recording Extra Credit. Choose the appropriate method to use for your gradebook setup. If you wish to limit the percentage of points that Extra Credit will contribute to your final grade, keep in mind your total points per category or grading period.

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

Method 1: Over Max Score (Extra Credit as bonus points on an assignment)

One way to include Extra Credit is by allowing students to earn extra points on an assignment. To record this type of extra credit you will add an assignment as normal, but when you enter the grades for the individual students you will enter the total of their score plus the bonus points.

When a student earns a total score plus bonus points, we suggest that you add a comment to the score on the **Quick Grades** screen, like this example below:

Kathryn scored a 98 on the assignment plus earned another 5 points on the bonus question. The total score entered is 103.

Name	Grade	100	Comments
Bronson, Patricia	A	100	
Coombs, Rhaya	B	83	
Criss, Melissa	C	79	
Dunn, Joe	F	55	
Frehn, Monica	D	69	
Giaritelli, Danielle	B	85	
Girdler, Kathryn	A	103	Earned a 98 + 5 on bonus question
Grayson, Ciara			

The grade will appear like this on the **Gradebook Grid**:

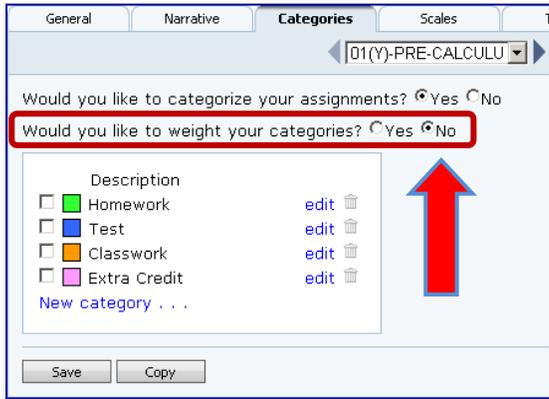
Name (Last, First)	Homework 1		Homework 2		Test 1		Total
	8/2	200	8/2	175	8/2	100	
1 Bronson, Patricia	C	150	B	150	A	100	
2 Coombs, Rhaya	F	35	F	48	B	83	
3 Criss, Melissa	F	48	F	50	C	79	
4 Dunn, Joe	F	55	F	38	F	55	
5 Frehn, Monica	X	X	F	29	D	69	
6 Giaritelli, Danielle	Z	0	F	30	B	85	
7 Girdler, Kathryn					Ma	A	103
8 Grayson, Ciara							

Note that Max Value of the assignment is 100.

These points are calculated the same as the following examples based on if your categories are weighted or not weighted. But please keep in mind your total points (for category or for grading period) if you wish to limit the overall percentage that Extra Credit applies to the final grade.

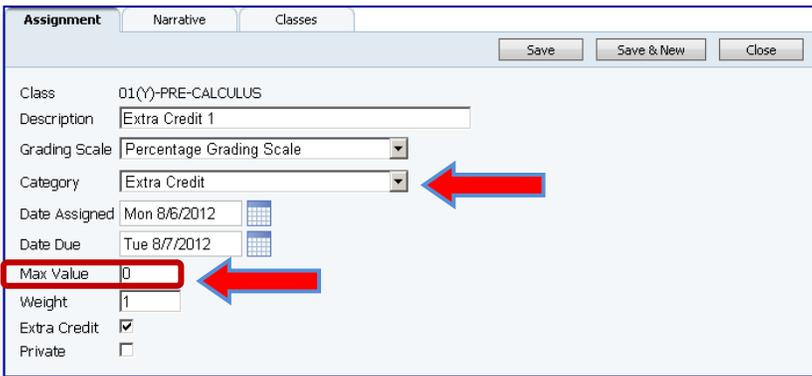
Method 2: All Points Equal (no weighted categories)

If you are using an **All Points Equal (no weighted categories)** method of grading, you may create an Extra Credit category if you desire, but you do not have to. Just use a descriptive title so that it is easily seen by parents that the assignment is extra credit.



This example will work if you selected "Yes" or "No" to "Would you like to categorize your assignments?"

Only use Extra Credit as a category if you answered "No" to "Would you like to weight your categories?"



- Use a Title that describes the assignment as Extra Credit.
- Select the correct Category if you defined your categories.
- Set **Max Value** to "0".
- Set **Weight** to "1".
- Check the **Extra Credit** box.

Best Practice: Mark the Max Value as 0 so that 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.

Note: To determine the amount of Extra Credit points it takes to increase the grade by a desired percentage multiply the total possible points against the desired percentage increase to receive the amount of Extra Credit points to effectively increase the grade by the desired percentage. Use this only for when you are using unweighted categories or no categories.

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*

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

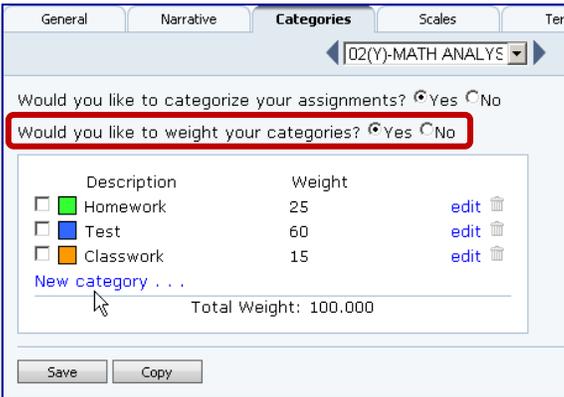
10 Assignments and an Extra Credit Assignment with 10 points earned
 $90+80+70+50+90+70+80+60+70+40+10=710$ *points earned*

$$\frac{710 \text{ points earned}}{1000 \text{ possible points}} = 71\%$$

Method 3: Weighted Categories

If you are using Weighted Categories as a method of grading do **not** use Extra Credit as a category, the Extra Credit category will not calculate correctly.

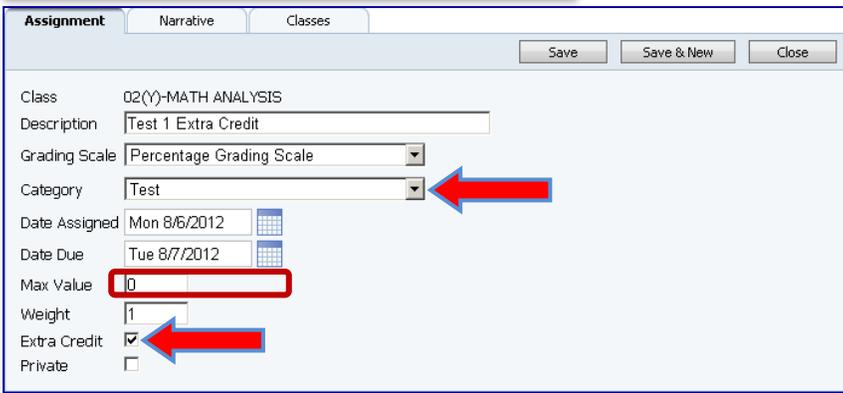
Best Practice: Define the extra credit assignment to an appropriate weighted category. **Note:** Extra Credit will only be calculated within the defined category and will be influenced by the weight of that category.



Description	Weight	
<input type="checkbox"/> Homework	25	edit
<input type="checkbox"/> Test	60	edit
<input type="checkbox"/> Classwork	15	edit

Total Weight: 100.000

If you answered "Yes" to "Would you like to weight your categories?" do not define an Extra Credit Category!



- Use a Title that describes the assignment as Extra Credit.
- Select the Category you want the extra credit assignment to apply to.
- Set **Max Value** to "0".
- Set **Weight** to "1".
- **Check the Extra Credit box.**

This Extra Credit assignment will calculate like the following example.

Example: You have 4 previous Test assignments and add an Extra Credit Test assignment:

4 Test Assignments
 $90+80+75+55=300$ **points earned**

$$\frac{300 \text{ points earned}}{400 \text{ possible points}} = 75\% \text{ Test Category Score}$$

4 Test Assignments and an Extra Credit Assignment with 13 points earned
 $90+80+75+55+13=313$ **points earned**

$$\frac{313 \text{ points earned}}{400 \text{ possible points}} = 78\% \text{ Test Category Score}$$

Now let's see how the extra credit points affect the final grade.

Example without Extra Credit:

Homework Category Score		
<u>300 points earned</u>	=80% X 25% Homework Category Weight	
375 possible points		
Test Category Score	+	
<u>300 points earned</u>	=75% X 60% Test Category Weight	= 78%
400 possible points		Grading Period Grade
Classwork Category Score	+	
<u>85 points earned</u>	=85% X 15% Classwork Category Weight	
100 possible points		

Example with Extra Credit:

Homework Category Score		
<u>300 points earned</u>	=80% X 25% Homework Category Weight	
375 possible points		
Test Category Score with Extra Credit	+	
<u>313 points earned</u>	=78% X 60% Test Category Weight	= 80%
400 possible points		Grading Period Grade
Classwork Category Score	+	
<u>85 points earned</u>	=85% X 15% Classwork Category Weight	
100 possible points		

As shown in the examples above only 60% of the Extra Credit points are applied to the final grade for a final increase of 2% to the Grading Period grade. Note that it is important to plan your grading scheme so that you achieve the correct percentage of earnable Extra Credit points.

If you are using category weights and want to add extra credit as a flat percentage to the final grade you will need to determine the amount of Extra Credit points to be added to the category to achieve the desired percentage increase. Use the following formula to determine the number of Extra Credit points needed:

$$\text{Extra Credit Points} = \left(\left(\frac{\text{Desired \% of Increase} + \text{Category Weight}}{\text{Category Weight}} \right) - 1 \right) * \text{Total Category Points}$$

Formula with the points from the example on previous page inserted:

$$13.33 = \left(\left(\frac{2 + 60}{60} \right) - 1 \right) 400$$

The formula above will be included in an Excel spreadsheet so that you can easily enter in the required variables (Total Category Points, Desired Percentage of Increase, and the Category Weight) and quickly determine the number of Extra Credit points needed to achieve the desired percentage increase to the final grade. You will find this Excel spreadsheet on the Pinpoint Training site with the other Pinpoint Documents.

Note: A quick way to find the total points of the category selected on the Extra Credit Assignment is to use the Results Column menu and select the category. Due to exempt or dropped scores the total points of the category may be different for each student. Also be aware that if a student was exempt of all points in a different category, using this method may not have the desired result.