

# PINPOINT 15 GRADEBOOK Technology Information Services

# Teacher Reference Guide v15.1





# Teacher Reference Guide – Pinpoint 15.1

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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 <u>UserSupport@leonschools.net</u> or call 487-7524 for password assistance)

Username Password	
Sign in Forgot Password	

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 (<u>http://www.leon.k12.fl.us/</u>),
- 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.

		Molinaro, Daniel   <u>Sign out</u>   <u>Help</u>
Pinpoint		Leon County School District
Attendance         Quick Attendance Grid         Attendance Grid         Seating Charl         Gradebook Grid         Quick Grades         Gradebook Grid         Wer Reports         New Report         Studern Schedule         Studern Schedule         Charge Password         Manage Devices	Uproming Birthdays Durn, Joe 02(Y)-MATH ANALYSIS August 12 Ashby, Ross 03(Y)-MATH ANALYSIS August 10	
Pinpont Pinpoint v14.0.0.6 Copyright (c) 2011 Hou	r ghton Mifflin Harcourt Publishing Company or its licensors. All rights reserved.	Last login: 08/02/2012 12:14

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.



#### 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.



#### The Gradebook section

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



#### The Reports section

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



## 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:



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.

🕘 Home 😿	Gradebook Grid	do R	Reports 🖌 Options
General	Narrative Categories	Sca	tales Terms
			▲ 1-AP Literature and C ▼
Title:	1-AP Literature and Comp		
School: Template:	Rickards High High School	۶	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
Sections:	ADV PL ENG LIT COMPO (10014300 /		than one class per period, renaming the class may alter the order of where your class tab appears. Class titles also appear on reports.
Hide from tabs	: Cyes ⊙No	≻	Template: Non editable.
Save		۶	For classes which are no longer active, you may select <b>Yes</b> after <b>Hide from tabs</b> 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.

General Narrative	Categories	Scales	Terms		
			<ul> <li>O'</li> </ul>	1 (Y)-M/J INTENS M	
The narrative is optional and can I may appear on reports and in the	oe used to describe Internet Viewer.	this class to stud	dents and parents.	. This description	
	🚛 🚛   📾 🚏				
1					
Save					

# 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.

General Narrative Categories Scales Terms
01(Y)-M/J INTENS M/
Would you like to categorize your assignments? ©Yes CNo
Would you like to weight your categories? Cyes ©No
Description
New category
Save Copy





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.

General Narrative Categories Scales	General Narrative Categories Scales Terms
2-AP Language and C	Would you like to categorize your assignments? ©Yes CNo Would you like to weight your categories? CYes ©No
Would you like to categorize your assignments? <sup>©</sup> Yes <sup>C</sup> No Would you like to weight your categories? <sup>C</sup> Yes <sup>©</sup> No Description Classwork edit Homework edit Writing Assignments edit Assessments edit New category	Description Classwork edit Homework edit Description: Assessments Color: Save New Catege Save

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.

General Narrative	Categories	Scales	Terms
Would you like to categorize Would you like to weight you	your assignments	es ONo	
Description Classwork Homework Homework Useription: Assessments Color: Weight: 40 Drop lowest: 0 score(s). Drop highest: 0 score(s). Save Cancel New category	Weight 20 15 25	edit 🗇 edit 🗇 edit 🕤	Total Weight should always equal 100, 10, or 1
Total W	eight: 100.000		
Save Copy			

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 <u>will be lost</u>.

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 reentered.

**Caution:** *DO NOT* delete any categories during the school year once they have been used. Doing so will recalculate previous 9week 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.



General	
Personal Informa	ation
Name:	Adair, Abigail
Time Zone:	
Preferred Culture:	English 💌
Phone:	x     Home *       x     Cell *       x     Work *       x     Other *
Email:	Adaira@leonschools.net Other  C C C C C C C C C C C C C C C C C C C
Save	

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.



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



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

OO(Y)-HOME... × Elen

Elementary Example





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



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.

	endance 🔐	🖌 Atter	ndance	Grid 🔔	Seating Chart	Reports 🖋 Options	-			-		Bishop, Kenneth   <u>Sian out</u>   <u>Help</u> Leon County School District	Cocondony Evomple	
1-AP Literatur X 2-AP Langua	a × 3-Er	nalish II	× 4-	AP Languag	X 🖌 5-English I	6-English II × +							Secondary Example	
					4	/lon 3/12/2012						All Present		
Name	Time	slot 5			Comment									
1 Andrews Jessica	A	1	R	Т										
2 Belk, Justin	A	L.	R	Ť										
3 Carroll, Kimberly	A	L	R	T										
4 Cascen, Kahlia	A	L	R	T										
5 Coe. Lakeisha	A	L	R	Т										
6 Collins, Cheltsie	A	L	R	Т						10101				
7 Dupont, Wynika	A	L	R	Т		(2)							ders, Diana Impersonating Allen, Karen (0481016)	🗙 👫   Sign out   Help
8 Footman, Calvin	A	L	R	Т		Pinnoint								Leen County School Distric
9 Graham, Kinisha	A	L	R	Т		1 in pointe								Leon county action bisate
10 Hall, Corwin	A	L	R	Т		🚺 Home 🛷 Quick Att	endance	🛒 Atte	ndance (	Grid 上 :	Seatin	g Chart 🛛 🛒 Batch Attendance 🗖 🚮 A	ttendance Editor 🔚 Reports 🖌 Options	Gradebook
11 Harris, Keyshan	A	L	R	T		000		4000		10				
12 Harrison, Michael	A	L	R	Т		✓00(Y)-H0 × +								
13 Highman, Sharnecia	A	L	R	Т								A Mon 5/14/0010		All Precent
14 James, Kentron	A	L	R	Т								1001 30 14020 12		HITTOSON
15 Lawson, Mintorria	A	L	R	Т		Name	Da	ay Time	eslot 7		(	Comment		
16 Pugh, Shanteria	A	L	R	Т		1 Abernathy, Cody		A	R	Т				
17 Sipling, Spencer	A	L	R	Т		2 Adams, Myarose		A	R	Т				
18 Sutton, Larissa	A	L	R	Т		3 Bailey, Austin		A	R	Т				
19 Ward, Trenton	A	L	R	Т		4 Bravo, Sara		A	R	Т				
20 Ward, Zejuan	A	L	R	T		5 Brown, Zayevier		A	R	Т				
21 White, Raz	A	L	R	Т		6 Browning, Katherine		A	R	Т				
						7 Endara, Gabriel		A	R	Т				
						8 Finch, Kareem		A	R	Т				
						9 Graham, Chloe		A	R	Т				
						10 Hill, Natalie		A	R	Т				
						11 Jones, Jedidiah		A	R	Т				
						12 Labarre, Renee		A	R	Т				
						13 Lawrance, Harrison		A	R	Т				
						14 Lohne, Torin		A	R	Т				
						15 Marshall, Angelee		A	R	Т				
						16 McLaughlin, Paige		A	R	Т				
	_	-,		_		17 Meyer, Kendall		A	R	Т				
	F	lem	nent.	arv Ex	ample	18 Sleep, Claire		A	R	Т				
	-			, _,		19 Steen, Michael		A	R	Т				

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	А	L	R	Т	
19 Ward, Trenton	A	L	R	Т	Only present for last 10mins
20 Ward, Zejuan	Α	L	R	Т	Note from Media Room
21 White, Raz	A	L	R	Т	

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.



Secondary Example





Clicking the **All Present** button All Present 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)

🖹 5-English II 🛛 🖰 6-English II 🗙



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	Т		
2 Burton, Darren	A	L	R	Т		
3 Butler, Jhana	A	L	R	Т		
4 Cobbs, Shaunteria	A	L	R	Т		
5 Denmark, Stephen	A	L	R	Т	•	
6 Franklin, Laquaysha	A	L	R	Т	M	Note from Doctor
7 Geter, Christopher	A	L	R	Т		
8 Green, Ladre	A	L	R	Т		
9 Herring, Damon	А	L	R	Т		

**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. <u>Note</u>: All photos or placeholders must be included on the grid before the seating chart can be saved and used.





- 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. <u>Note:</u> 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.



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.



Т	
	3
	Missed bus

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	3/25 🗸	3/26	3/27	3/28
Mon	Tue	Wed	Thu	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.

Att	endance Grid								
1-A	IP Literat × 2-AP Lang	juag ×	3 <b>-5 -</b> 5 II	× 4-AP	Languag 🔅	× 5-Engli			
	Name (Last, First)	4/30 Mon	571 🗸 মৃদ্যি	5/2 🗹 Wed	5/3 🗹 Thu	5/4 🗹 Fri			
1	Briggs, Joseph		Tuesd	Tuesday, May 01, 2012					
2	Carrasco, Mario				_				
3	Chico, Andrew								
4	Cunningham, Samant								
5	Dessalines, Mary								
6	Durkins, Brandi								
7	Flowers, Nyla		Т						

# Attendance History

Teachers can see edits made to a student's attendance record. From the **Attendance Grid**, you can **rightclick 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						•	Thu 5/24	/2012				
01(Y)-M/J I × 02(Y)-M/J	co × c	I3(Y)-M/J HEA	× 04(Y)	нм/з со    >	05(Y)-M/.	1 CO X	06(Y)-M/J (	:o × 0:	7(Y)-M/3			
Name (Last, First)	5/21 Mon	5/22 Tue	5/23 Wed	5/24 🗹 Thu	5/25 Eri	5/28 Mon	5/29 Tue	5/30 Wed	5/ T			
1 Bristol, Danesha				E								
2 Brooks, Baron				A								
3 Bryant-Jackson, Khar					Atten	dance F	listory					
4 Bumbalough, Jacob												
5 Campbell, Natalie					Teache	r Name:	Ada	ir, Abigail		Course/Section	: 12040007/1	
6 Collins, Devin					School	Name:	Fair	view Mido -	lle	Class Title:	01(Y)-M/J INTENS MATH	(MC)
7 Ellis, Tahvion					Room	NO.:	004	9				
8 Hopkins, Tyler				E	🖣 Thu S	5/24/2012					Hopkins, Tyler	
9 Jarrett, Zhanayvia												
10 Jones, Shelby				R	Date & T	ime 🔻	Т	imeslot 🔺	Attendance Cod	e Comment	Modified by	
11 Jones, Terrell					07/12/20	12 18:41:11	1		E	Parent emailed doctor's note	e Sanders, Diana	
					07/12/20	12 18:40:39	1		E		Sanders, Diana	
Ria	ht Clio	ck on			07/12/20	12 18:39:07	1		A		Adair, Abigail(0451001)	
atter	ndanc	e cell										V
					Cance	ł						





# **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. <u>Please review Categories tab on page 6.</u>

# 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*.

🔄 Home 🎯 Grade	book	Grid	APQ.	uick Gra	des	t Rep	orts	P Op	tions										୍ୟ	Attendan
AP Literatur	angu.	. ×	3-Engle	ьп ×	4-AP1	enguag.	×	S-English	n II -	6-84	gish II	× +								
		Assign	men	ts 🕶																
Name (Last, First)		Synthes Guestio	n t	Synthes Guestio	n 2	Brainw	orms	Blink		Angele' Ashes	•	Edro Or	odt	Extra C	redit 1	Test 1		New	Cla	sswork <del>v</del>
		4/3	25	4/9	25	4/10	10	4/11	10	4/12	10	4/23		4/23		4/23	100			
1 Altun, Yasemin	- Eh	A.	25	A	25	A	10	A	10	A	10	×.	Х	A	0	A	100		80/80	100% A
2 Beebe, Annalise	10	A	25	A	25	I.F.	5		7	E.	1		Х		Х		79		63/80	79% C
3 Benjamin, Janicie	- 10	- A:	25	A	25	F	4	D	6	F.	2	A.	0	X:	х	D.	69		62/80	78% C
4 Brinson, Shadecia	10	A.	25	A	25	F	3	A	9	IF.	1		X		X		69		63/80	79% C

To begin, select a way to create an assignment.		
New Assignm	You will not have this tab if you do not have any previously saved assignments	Continue
Click continue to begin creating an assignment from scratch.	have any provides joured assignments.	

- 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				
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.

Assignment

Description

Category

Date Due

Max Value

Extra Credit

Weight

Private

Class

Narrative

Grading Scale Percentage Grading Scale

Date Assigned Tue 7/31/2012

50

1

Assessments

Wed 8/1/2012

2-AP Language and Comp

Classes

Save

-

-

next valid school day.

You MUST enter a Weight Value.

Grading Scale Percentage Grading Scale

Save & New

All assignments MUST have a date

assigned and a date due. The date

assigned will default to today's date

and the date due will default to the

Close

Ŧ

- 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 a box beside Priva on the grade summa

## To add an Assignme

10. If you would like click on the Narra

vant the assignment to not be viewable on PIV, check the side <b>Private</b> . <u>Note</u> : Private assignment scores <u>will still be calculated</u> rade summary column in PIV, but the individual assignment will not show.	Category Classwork  Date Assigned Assessments Date Due Classwork Max Value Writing Assignments Weight 1 Extra Credit Private
vould like to add a description to a particular assignment, the Narrative tab. You'll see a screen similar to this:	
Assignment       Narrative       Classer         by parents and students via       The narrative is optional and can be used to description appears on reports and in the Int         B       I </td <td>; describe this assignment to students and parents. This ernet Viewer.</td>	; describe this assignment to students and parents. This ernet Viewer.
Extra Credit will be covered in A Please review it before adding E	ppendix D. xtra 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:

Brainwo	orms	Blink		Angela's Ashes	
	Brainw	orms		ASHES	
,4/10	10	4/11	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. Blink
Synthesis Question 1
Synthesis Question 2
Brainworms
Blink
Angela's Ashes

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





# **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.



APQuick Grades

AP	Gradebook
----	-----------



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.

1-AP Literat × 2-AP Languag	×	3-Englist	۱II ×	4-AP L	anguag.	× :		
	Assi	Assignments 🔻						
	Class	work1	Classw	ork2	Asses	sment 1		
Name (Last, First)								
	7/26	100	7/26	50	7726	100		
1 Briggs, Joseph 🛛 🗎	A	100	A	50	Ы			
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.

Grade					
1-AP Literat × A	guag.	X	3-Engl	ish II 🗙 4-AP Languag 🗙 5-English II 🗙 6-Eng	lish II 🛛 🕂 🕂
B 4 (***)	$\backslash$			Classw	ork1
Name	Gr	ade	100	Comments	Date Observed
Briggs, Joseph 🙎	A	$\odot$	96		8/1
Carrasco, Mario	В	-	86	Good effort!	8/1
Chico, Andrew	F	-	42		8/1
Cunningham, Samantha	C	-	78		8/1
Dessalines, Mary	В	-	80		8/1
Durkins, Brandi	X	-	Х	Exempt, medical	
Flowers, Nyla	В	-	82		8/1
Hakim, Maya	A	-	98	Great!	8/1
Hernandez, Diego	A	-	98	Great!	8/1
Johnson, Chacondria	С	-	75		8/1
Khalil, Abraham	F	-	0	Earned O	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.



Date Observed									
8/1/2012	August 2012								
8/1	1	~		-		-	_	~	' I
8/1		5	M		W		F	S	
8/1		29		31	1	2	3	4	
8/1		5	6	7	8	9	10	11	
		12	13	14	15	16	17	18	
8/1		19	20	21	22	23	24	25	
8/1		26	27	28	29	30	31	1	
8/1		-	Tod	ay i	s 8,	/1/2	012	2	

An assessment may be entered as a letter grade by entering it from the keyboard or by choosing one form 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. <u>Do not leave Date</u> <u>Observed blank unless the assignment has an Exempt score (X).</u>

**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.

I-AP Literatur 🗙 <b>2-AP Langu 🗙</b>	3-English II	× 4-AP Languag ×	5-English II 🔷	6-English II	×
--------------------------------------	--------------	------------------	----------------	--------------	---

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.

Z	0
D	64
D	68 Not turned in

# **Result Column**

**Grade History** 

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.

	Grading Perio	d3-	
Gra	ading Period 3		
Но	mework	(he)	
Tes	st	4	
Cla	eework		
016	ISSWOIK		

Result Column Menu

Te	est 🔻
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 ▼										
98% A 🔺										
91% A										
94% A										
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.

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

		Assign	iment	s 🔻											-		
		Homewo	ork 1	Homew	ork 2	Test 1		Test 2		Classw	ork 1	Classw	ork 2				
Name (Last, First)														Gradir	ig Period 3 ▼		
4 0 1 01 1		8/2	50	8/2	50	8/2	100	8/2	100	8/2	25	8/2	25	040.405			
1 Andrews, Abigail		Max	52	Max	52	A	98	A	98	В	20	В	22	342735	0 98% A		
2 Austin, Ebony		A	48	A	48	A	96	A	92		15	B	20	319735	U 91% A		
3 Beata, Virginia		A	46	A	46	Max <sup>A</sup>	Gr	adina	Dor	ind 2	Hie	orv					
4 Biegalski, Leon		В	42	В	44	В	G	auniy	Per	lou 3	i nis	.ory					
5 Boyd, Remi		В	44	В	42	В	40	drowe	Abias	a							
6 Burt, Justin		D	32	В	40	С	AU	urews,	Abiya								
7 Catani, Mikayla		D	34	D	32	С	Nun	nber		Letter		Poir	nts Earn	ed P	oints Possible	Date & Time	
8 Cowley, Sharlene	Đ	С	36	D	34	C	97			A		338	3	3	50	08/02/2012 08:42:04	
9 Currieo, Andrew		F	22	С	36	D	97			А		341		3	50	08/02/2012 08:41:25	
							87			B		305	5	3	50	08/02/2012 08:41:19	
							90			A		315	5	3	50	08/02/2012 08:41:17	
							102	!		A		358	3	3	50	08/02/2012 08:41:14	
							97			A		340	)	3	50	08/02/2012 08:41:12	
							102 97	Cancel	1	A A		358	, 3 )	3	50	08/02/2012 08:41:14 08/02/2012 08:41:12	



IES



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.

Teacher Name: School Name:			Molinaro, Da Chiles High	aniel	Class Name:	01(Y)-PRE-	CALCULUS	
	Homewo	ork 2				Andre	ws, Abigail	
	Number		Letter	Date & Time	Comments		Modified By	
۲	48	А	08/02/201	2 08:42:04		Molinaro, Da	niel(1141610)	-
С	51	А	08/02/201	2 08:41:25		Molinaro, Da	niel(1141610)	
0	15	F	08/02/201	2 08:41:19		Molinaro, Da	niel(1141610)	
О	25	F	08/02/201	2 08:41:17		Molinaro, Da	niel(1141610)	
0	68	А	08/02/201	2 08:41:14		Molinaro, Da	niel(1141610)	
0	50	А	08/02/201	2 08:41:12		Molinaro, Da	niel(1141610)	

# **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**.



## 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 <del>▼</del>										
	341/350	97% A								
	319/350	91% A								
	328/350	94% A								
	301/350	86% B								
$\sim$	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

## 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**.

21 Szczerba, Alexander 🗎 🛛 22 Trafton, Mark 🗎	Open Always open files of this type
23 Wiggins, Brittany	Show in folder
Grading Period 1 Grading Period 2	Cancel
(Y)-MATH ANALYSIS.csv	•



	1	2	3	4	5	6
1	Name	Student II	Homewor	Homewor	Test 1	Test 2
2	Andrews,	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	42	44	86	101
6	Boyd, Ren	1.35E+08	44	42	82	86
7	Burt, Justi	1.71E+08	32	40	72	82
-						

Finalize Grades

# **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	<u>Bronson, Patriqia</u>		F	25	В	40	
2	Coombs, Rhay		С	35	A	48	
3	Criss, Melissa	$\bigcirc$	Bro	inson, Ga	il, Patric	ia	
4	Dunn, Joe	PHOTO		Studen Gr	t ID: ade: UN		
5	Frehn, Monica	AVAILABLE		Gen	ider: Fen	nale	
6	Giaritelli, Danielle			Birth	day: 9/2 Jianu	7/1993	
7	Girdler, Kathryn		Gu	Guardian: Guardian Phone:			
8	Grayson, Ciara		G	uardian E	mail:		





#### 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. Show Single Student Sort Students By Add Date Show Inactive Students Send message Export student roster





Export student roster

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, Patrigia	Ē	F	25	В	40
2	Coombs, Rhay	Ē	С	35	A	48
3	Criss, Melissa	$\bigcirc$	Bro	onson, Ga	il, Patrici	a
4	Dunn, Joe	PHOTO		Studen Gri	t ID: ade: UN	
5	Frehn, Monica	AVAILABL	E	Gen	ider: Fen	nale
6	Giaritelli, Danielle			Birth	day: 9/2 tionu	7/1993
7	Girdler, Kathryn	Guardian: Guardian Phone:				
8	Grayson, Ciara		G	uardian E	mail:	

# **Custom Demographics**

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

Demographics	Custom	Schedule		
		Bronson, Gai	I, Patrici 💌 🕨	🖨 Print
Name (Last, Midd	lle. First) Brons	on, Gail, Patricia		~
Student I.D.	38313	and the second se		
Grade Level	12			
Birth Date	9/27/	1993		NO
Gender	Ferna	le		<b>PHOTO</b>
Address (line1)				AVAILABLE
Address (line2)				
Address (line3)				
City-St-Zip				
Student Phone				
Student Email				
Guardian				
Guardian Email				
			6	

- 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 studen

n Demog	raphics Cus	tom Schedule			
		Bro	inson, Gail, Patrici 💌		🖨 Print
Descriț	otion:	Textbook Number		$\frown$	<u> </u>
Default	t Value (optional):	15			
Sa	ve Cancel			NO	
				PHOTO	
				AVAILAB	LE

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.

Required Notes Notes		
Tan, Amy	-	New Print Print All
🗄 Grading Period 1	0	0 Absences 0 Tardies 🛌
🗄 Grading Period 2	0	0 Absences 0 Tardies
🗄 Grading Period 3	0	0 Absences 0 Tardies
🖻 Grading Period 4	0	0 Absences 0 Tardies
Title: Summer Reading List		Date: Thu 5/31/2012
Private 🔽 Include Created By		Contact Minutes: 0
B Z U ■ ≡ ≡ ≡ ∷ ∷ ጬ ጬ ∞ ♥	BÇ	
Fifth Grade		
Island of Blue Dolphins, Scott O'Dell		
Number the Stars, Lois Lawry		
Shiloh, Phyllis Reynolds Naylor		
Walk Too Moons, Sharon Creech		
The Warm Place, Nancy Farmer		
		Save Cancel
To begin using notes, click "New".		

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  $\swarrow$  in the lower right corner of the note. To print out just one note, click the printer icon  $\clubsuit$  and select your printer setup. To delete a note, click the trash can icon  $\overline{m}$ . 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.

My Reports		New	Update	Delete
Preview	Report Title & Description	<b></b> ,	pdated	Status
	Please press the "New" button to run a report.			
	At the start of the 2012-2013 school year there will be no reports on your <b>My Reports</b> screen. When reports that will display a available we will notify you and also include user instructions of	s available th at that location n how to use	nat will ap on becom e the repo	pear le prts.

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  $\blacksquare$  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  $\bigstar$  icon next to the report. Clicking the star again  $\bigstar$  will remove the designation.

Favorites	
u do not have any reports in your favorites list. To mark a report as one of your favorites, click on the gray star next to the gio iontes list and change the color of the star from gray to gold. Removing a report from your favorites list is done by clicking on t	ture of the report. This will add the report to your the gold star.
Attendance	
ettendance Code Summary	
Creation of the Summary Totals for each attendance code type (tardy, absence, school absence) by student.	
Class difference Gummary Attendance details and totals for each student.	
Student Attendance Summary Attendance details and totals for a single student.	
Demographics	
Grading	
Notes	
Objectives	
Other	
	De l





# **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.



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.	<ul> <li>O Active</li> <li>○ All</li> <li>○ Passing</li> <li>○ Failing</li> <li>○ Select</li> </ul>
<ul> <li>Passing</li> <li>Students with grades at or above</li> <li>Failing</li> <li>Select</li> <li>Grading Period 1</li> <li>Grading Period 2</li> <li>Grading Period 3</li> <li>Grading Period 4</li> </ul>	<ul> <li>♥ Failing</li> <li>Students with grades at or below</li> <li>♥ Select</li> <li>♥ Grading Period 1</li> <li>♥ Grading Period 2</li> <li>♥ Grading Period 3</li> <li>♥ Grading Period 4</li> <li>▼ X</li> </ul>
<ul> <li>Select</li> <li>All Students</li> <li>Schmidt, Samanth</li> <li>Sirmans, Berkeley</li> <li>Szczerba, Alexand</li> <li>Trafton, Mark</li> <li>Wiggins, Brittany</li> <li>Witt Braswell, Josh</li> <li>Flaminio, Rachel (inactive)'&gt;</li> <li>I cogan (inactive)'&gt;</li> </ul>	a ler hua nactive) Flaminio, active) Stanford,

Click **Preview** to display a preview of the report on your screen. To send the report to a printer, click **Print**. <u>Note:</u> 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 Repo	π
	17-Science
	21-Social Studies
	HR-Elementary Homeroom
Students:	Active
Select the student / students.	O AI
	Passing
	C Failing
	C Select
Terms:	1st 9 Weeks
Select the Grading Term.	2nd 9 Weeks
	C 3rd 9 Weeks
	4th 9 Weeks
Notepads: Display Teacher Notepads.	Include Notepads
Assignments:	All Assignments
Select the assignments to include in this report.	Clast 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	Include Mailing Addresses

	Allen, Zona F Mrs. Zona - Carroll, Rube Cruz, Art no Edwards, Sur	F no email addr <mrszona@be en T no email a email address</mrszona@be 	ess lisouth.net ddress	Î				
	Carroll, Rube	<pre><mrszona@be a="" address<="" email="" en="" no="" pre="" t=""></mrszona@be></pre>	ddress					
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	Hayden, Almira E no email address							
	Jordan, Eliza M no email address							
	Neal. Garnet N no email address							
ubject:	Student Assignme	ent Report						
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Attached Have nic Mr. Cad	d is the student as ce day, le	ssignment repo	t as per our conversation.					

- 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.

	The report was cant successfulled
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# **End of Grading Period Procedures**

# **Required Assessment**

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

	Assignments 🔻
h	Assignments
Π	Required Assessments
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The columns are for end of grading period citizenship, comment codes and semester exam scores\* (\*secondary grades grading period 2 and 4 only). Click in a cell and press the Space Bar to display the values allowed to be entered in this column.

Secondary Example

Required As	ssessments •	,	Requi	red As	sessm	ents -
Semester 1 Exam	Citizenship - GP2	Comment - GP2	Element Commer GP1	ary nt -	Follow n GP1	ules
			42	42	+	+
	1: Unsatisfa	ctory	10	10	+	+
	2: Needs Im	provement	42	42	+	+
	3: Satistacto	ry na	10	10	+	+
	4. Outstand				+	+
			10	10	+	+
			10	10	+	+
					+	+
			42	42	+	+
			42	42	+	+

Elementary Example

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S. GP



Either select one of the values from the list or enter them from your keyboard. When manually entering comment codes, please remember that single digit codes need a leading "0" or the will be invalid Press Enter or Return to go to the next student in the student list. Use the asterisk key (\*) to duplicate the value down the column.

To return to viewing assignment scores, change the view to **Assignments**.



07

Invalid code

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Note: If no Citizenship code is entered a Citizenship of 3 is assumed. The 3 will show on the report card, but will not be seen in Pinpoint.





# **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**.



Elementary Example

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

Override Grade	Override Grade
Overriding grade for Calculate Normally Override Grade: Override Code: I: Incomplete N: W: Iel	Overriding grade for Calculate Normally Override Grade: Override Code: -: No Grade Save Cancel

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



Secondary Example



# End of Nine Weeks Procedures - Teachers

- 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  $\rightarrow$  Grading  $\rightarrow$  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

	500 G				Finalize Grades									
04(Y)	-500 51	12 ×   0	)7(Y)-MATH	G × +	In which terms have you									
	Correct	t Word	Dragon G	Show Graph	finished entering grades?		60	С	70	D	67	F	59	В
s	Order		FCAT Tes	Finalize Grades	Grading Period 1	C	70	Α	100	Α	100	В		Α
100	8/29	100	8/29	Export Grades	Grading Period 2	E								Α
83	В	83	В	60% D	Grading Period 3	C		ie grad alized	es for tr	his terr	n nave	been		D
70	Α	100	A 1	92% A	Grading Period 4	A	Ye	ou mus	t <u>chang</u>	e the s	status of	f this te	rm	В
100	Α	100	В	95% A		C	be	fore yo	ou may i	make	changes	S.		
100	Α	100	Α	93% A	Save Cancel	B	80	A	100	В	83	В	80	
-		_					<u></u>	Λ	100	Λ	02	Λ	02/	r





# **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  $\textcircled$  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  $\bigstar$  icon next to the report. Clicking the star again  $\bigstar$  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, 1<sup>st</sup> 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) {1<sup>st</sup> 9 weeks = 1} NOTE: do not use ordinals when selecting the term (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>)
- 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.

9/16/201	3	Progress F	Report	
tudent:	Tax Wilson, No the			Grade: 02
tudent II	D: Interaction		Marki	ing Period: <u>M1</u>
Period	Course	Teacher	Progress Grade	Comments
0(Y)	HOMEROOM	Health, 15,00000		
1(Y)	LANG ARTS 2	Tests, 1, 6804	A 90.20	
4(Y)	SCIENCE GR 2	Table 1, success	A 100.00	
4(Y)	SOC ST 2	fields 1. march	A 100.00	
5(Y)	ART - GR 2	Tableson, Water	A 93.60	
5(Y)	MUSIC - GR 2	Bas, Bask	A 100.00	
S(Y)	PHY ED 2	distance through	A 91.10	



<b>P</b> inpoint	Instructional	Education	System
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Classes:       00(Y) HOMEROOM         Select the class.       01(Y) LANG ARTS 2         04(Y) SOLENCE GR 2       04(Y) SOLENCE GR 2         05(H) Grade level 0       1         0 Select       2         0 Other       0 Other		<u>Progress</u> Displays a studen	t progress report.
Students:     Select the student / students.       ort Option:     0       lect 1 to Sort by Grade level     1       ohabetically OR Select 2 to Sort     2       Other     0	and diff in time int	Classes: Select the class.	00(Y)-HOMEROOM     01(Y)-LANG ARTS 2     04(Y)-SOLENCE GR 2     04(Y)-SOLEST 2     04(Y)-SOLEST 2
ort Option: lect 1 to Sort by Grade level phabetically OR Select 2 to Sort Teacher	Students: Select the s	tudent / students.	Active     All
	ort Option: lect 1 to Sort by Grade level phabetically OR Select 2 to Sor Teacher	● 1 ● 2 ● Other	Select



#### 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  $\blacksquare$  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  $\bigstar$  icon next to the report. Clicking the star again  $\bigstar$  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 tol be distributed. Administration may select HR, 1<sup>st</sup> 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 #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.

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

9/16/2013	3	Progress F	Report	
tudent:	Time Without Street			Grade: 02
tudent II	D: inflasionate	_	Mari	ting Period: M1
Period	Course	Teacher	Progress Grade	Comments
00(Y)	HOMEROOM	TRANS TO ADDRESS		
01(Y)	LANG ARTS 2	Weath, 1, opposite	A 90.20	
04(Y)	SCIENCE GR 2	Weath, 1, opport	A 100.00	
04(Y)	SOC ST 2	them, in our	A 100.00	
05( <b>Y</b> )	ART - GR 2	Taken Tak	A 93.60	
05(Y)	MUSIC - GR 2	theo, finally	A 100.00	
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# **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 <u>All</u> 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.

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

Term: 4 Enter the Term you wish to report on (example: 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*".

🗶 но	ome 🔗 G	radebook Grid 🕂 Quick Grades 🚡 Quick Attendance 🚡 Reports 🖌 Options		
My Re	ports	New	Update	Delete
	Preview	Report Title & Description	Updated	Status
		LCS Elementary Report Card-GB Displays a Standards based student report card including Standard Scores, Student Comments, and Attendance Infractions in a three column format.	4:05pm	Running

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.

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PIES Pinpoint Instructional Education System



## 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) {1<sup>st</sup> 9 weeks = 1}
 NOTE: do not use ordinals when selecting the term (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>)



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.

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# Logging out

When you are finished working in your gradebook, be sure to click the <u>Star out</u> 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
А	90 - 100%	4	Outstanding
В	80 - 89%	3	Above Average
С	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





# **Appendix B**

# Handling Grades for Transferred Students

## Originating Teacher grade transfer procedures

Students' grades do not transfer to other grade books, classes or schools automatically. To overcome this obstacle the following set of instructions will assist.

- Log on to the grade book. If a student has already withdrawn, they will be inactive and will now appear at the bottom of your class list in lighter gray. They will have "(inactive)" next to their name (may have to show inactive students to see them).
- To print out a report for that student, the Student Assignment Report – All Classes is recommended.
- Click on the **Reports** button
- Click New
- Under Grading, Click Student Assignment Report – All Classes.
- It does not matter what class is selected as this report will print the assignments for every class, for all teachers at the same time.
- Under Terms: Select the appropriate grading period.
- Under Students: select the option Select, and click to place a check on the inactive student(s). You can print out a report for 1 or more students.
- Click the **Print** button. You will get a printout for just that/those student(s). Send this report to the registrar for transfer with that student where it will be provided to the receiving teacher.

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Show Single Student

Show Inactive Students Show Class Average

Send message

03(Y)-ANAT PH... × 04(Y)-ANAT PH... × 05(Y)-ANAT

Parameters for Student Assignment Report - All Classes

Export student roster

Sort Students By Add Date

02(Y)-ANAT PH ... X 03(Y)-ANAT PH

Assignments

The receiving teacher must decide how to use the information. There are three (3)basic options:

- 1.) **Option #1** Beginning of 9 wks (*Keep or Ignore*)
- 2.) Option #2 Middle of 9 wks (Hybrid or Blended")
- 3.) Option #3 End of 9 Wks (Final Grade Override)

The following pages break down how these three should be used when transferring the grades into the grade book for a new student.





## **Receiving Teacher grade transfer procedures**

## **Option #1**: (Beginning of 9 wks. – 1<sup>st</sup> 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.

	Percent	Letter
Grading Period 1 Grade:	94%	A

- 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

#### 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



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



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

<u>Note:</u> 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  $\rightarrow$  [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

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.

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Overriding grade for Calculate Normally Type Numeric	Overriding grade for Calculate Normally
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Save Cancel	Save Cancel





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

Secondary Example	Elementary Example
Override Grade	Override Grade
Overriding grade for	Overriding grade for
Calculate Normally	Calculate Normally
Override Grade:	Override Grade:
Override Code:	Override Code:
I: Incomplete  I: Incomplete	-: No Grade
N: W:	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. 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.)

		As: Def	signm Soto Tra	ent Re ail Eleme	port <sub>ntary</sub>				
Name XXXXX	XX			Teacher	XXXXXXX	XX			
ID XXXXX	XX			Class	01(Y)-LAN	IG ARTS	2		
Grade 2				Term	Grading Pe	riod 1			
Assignment			<b>Due Date</b>	Pts / Max	Grade	Comme	nts		
					and the second				
Asses	sments / 80				93% A				
Spelling Test 1			Aug 23	100 / 100	100% A				
Dragon Gets By F	CAT Test		Aug 29	92 / 100	92% A	-			
Spelling te					93% A				
<sup>ulius Fea</sup> Re	port Gro	uped	by Cat	egory.	92% A				
Mrs. Brov	p 0. t 0. t		~ ) •	ege.j.	83% B				
Spelling Test 9/13			Sep 13	100 / 100	100% A				
Assig	nments / 20				97% A				<b>7</b>
My First Week of	School writing		Aug 26	89 / 100	80% P				
Types of Sentence	8		Aug 28	90 / 100	90% A				
Correct Word Ord	o Assigni	ments	Sep 18	100 / 10	100%	6 A			
Dragon Gets By C	ion								
ulius Vocabulary	_	Red	nular R	enort (	In-Gr	hanu		_	-
ulius Comprehen		I NO	guiui it	cport (		Jupcu	) nt	Percent	Letter
	Partic	ipation-i	not for gra	ae				(	
tc)		Assess	ments				80	93%	A
		Assign	ments				20	97%	A
					Grading	Period	1 Grade:	94% /	A
, i i i i i i i i i i i i i i i i i i i	ight (c) 2011 Ho	ughton Mif	flin Harcourt	Publishing Com	pany or its I	icensors. A	All rights rese	rved.	

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

<u>Note:</u> 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  $\rightarrow$  [Ex: 25 max value \* 94% = 23.5 points)



# Appendix C

# Approved Attendance Codes

Code	Description	Who can enter this code?
А	Absent (unexcused)	All Teachers / Attendance Managers
R	Tardy (unexcused)	All Teachers / Attendance Managers
т	Tardy (excused)	All Teachers / Attendance Managers
L	Late (unexcused -sec only)	High School Teachers only / Attendance Managers
В	Skip (unexcused)	Attendance Managers
С	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
н	Hospital Homebound (Present)	Attendance Managers
I	Illness (excused)	Attendance Managers
К	Late (excused - elem only)	Attendance Managers
М	Medical (excused)	Attendance Managers
0	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
х	Present (Scan Sheet error)	Attendance Managers
Y	Early Dismissal (unexcused)	Attendance Managers
Z	Successful appeal (excused)	Attendance Managers

= Present

= Excused Absent

=Unexcused Absent



# 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.

<u>Note:</u> 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	Grae	le	100	Comments
Bronson, Patricia	А	Ŧ	100	
Coombs, Rhaya	В	Ŧ	83	
Criss, Melissa	С	Ŧ	79	
Dunn, Joe	F	Ŧ	55	
Frehn, Monica	D	Ŧ	69	
Giaritelli, Danielle	В	Ŧ	85	
Girdler, Kathryn	А	Ŧ	103	Earned a 98 + 5 on bonus question
Grayson, Ciara		Ŧ		

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

Name (Last First)		Homew	vork 1	Homew	/ork 2	Test 1		7	<ul> <li>Note that Max Value of the assignment is 100</li> </ul>
		8/2	200	8/2	175	8/2	100	8/	
1 Bronson, Patricia	Đ	С	150	В	150	A	100		
2 Coombs, Rhaya		F	35	F	48	В	83		
3 Criss, Melissa	Đ	F	48	F	50	С	79		
4 Dunn, Joe	Ð	F	55	F	38	F	55		
5 Frehn, Monica	Đ	Х	Х	F	29	D	69		
6 Giaritelli, Danielle	Đ	Z	0	F	30	В	85	ч.	
7 Girdler, Kathryn	Đ				M	A	103	1	
0.0								_	

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.



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 90	<b>Assignments</b> )+80+70+50+90+70+80+60+70+40=700 <i>points earned</i>
	700 points earned
	= 70% 1000 possible points
<b>10</b> 90	Assignments and an Extra Credit Assignment with 10 points earned )+80+70+50+90+70+80+60+70+40+10=710 points earned
	710 points earned
	1000 possible points
PIES	



#### Method 3: Weighted Categories

If you are using Weighted Categories as a method of grading do <u>not</u> 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. <u>Note:</u> Extra Credit will only be calculated within the defined category and will be influenced by the weight of that category.



This Extra Credit assignment will calculate like the following example.

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





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

Example without Extra Credit:

075	=80% X 25% Homework Category Wei	ght
375 possible points		
st Category Score	+	
300 points earned		
	=75% X 60% Test Category Weight	= 78%
400 possible points		Grading Period Grade
asswork Category Sco	ore +	
85 points earned		
	=85% X 15% Classwork Category Weig	ght
100 possible points		

Example with Extra Credit:

	=80% X 25% Homework Category Weig	ght
375 possible points		
st Category Score wit	h Extra Credit +	
313 points earned	700/ V CO0/ Test Category Weight	000/
400 possible points	=78% X 60% Test Category Weight	= 80% Grading Period Grade
asswork Category Sco	ore +	
85 points earned	-85% X 15% Classwork Category Weig	lht
100 peopible points		jint

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:

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

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.

