

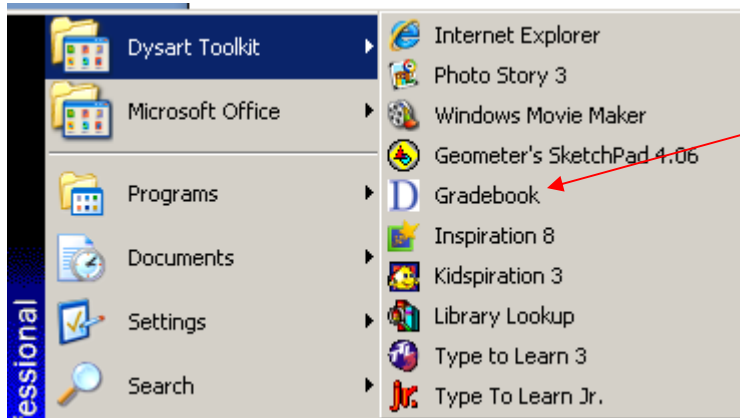
# On-line Gradebook for New Teachers

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2009-2010

## Log in:

1. Log in to the On-line Gradebook through the Dysart Toolkit in the Start Menu.



2. Use your teacher number as your Username. If you do not know your teacher number, contact the DRT in your front office.
3. The first time you log in, you will leave your password blank.
4. Next, select your school and click Logon.
5. The next screen will allow you to create a password of your choice. Your password should be at least 6 characters long and be alphanumeric. This should be something you will remember, but will not be easy for a student to figure out. An example would be "4instance".

 Your password has not been set. Please take a moment to create a password to protect your data.

**New Password**

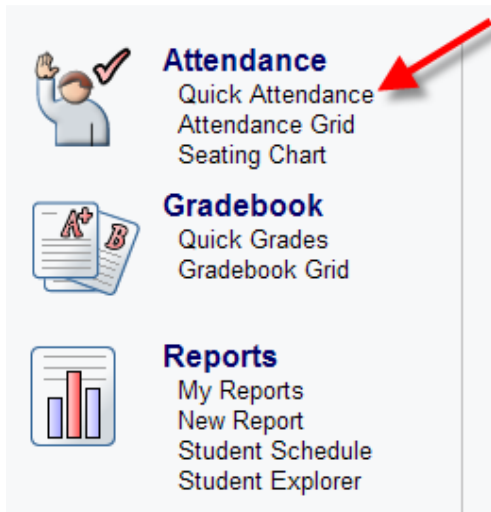
**Re-enter Password**

Set Password

## Taking Attendance:

Attendance must be taken within the first 10 minutes of class in the high schools and the first 10 minutes of school at the elementary level.

Go to **Quick Attendance**



### REMEMBER:

- Make sure your tab is on your 01 Class

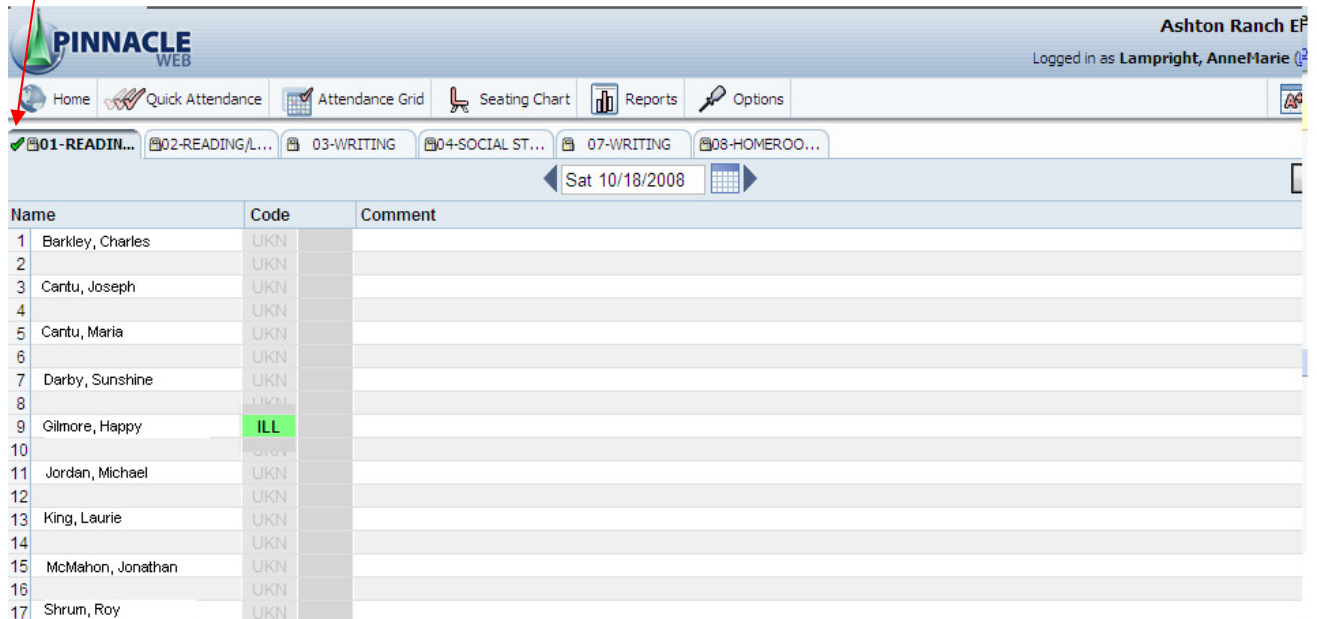
The screenshot shows the Pinnacle Web interface with the 'Attendance Grid' tab selected. The interface includes a navigation bar with 'Home', 'Quick Attendance', 'Attendance Grid', 'Seating Chart', 'Reports', and 'Options'. Below the navigation bar, there are tabs for different classes: '01-READING...', '02-READING/L...', '03-WRITING', '04-SOCIAL ST...', '07-WRITING', and '08-HOMEROO...'. The date 'Sat 10/18/2008' is displayed. The main area shows a table with columns for 'Name', 'Code', and 'Comment'. The table contains 17 rows of student data, all with 'UKN' in the 'Code' column and empty 'Comment' cells. A red arrow points to the 'Code' column for the first student, and another red arrow points to the 'Comment' column for the same student.

Name	Code	Comment
1 Barkley, Charles	UKN	
2	UKN	
3 Cantu, Joseph	UKN	
4	UKN	
5 Cantu, Maria	UKN	
6	UKN	
7 Darby, Sunshine	UKN	
8	UKN	
9 Gilmore, Happy	UKN	
10	UKN	
11 Jordan, Michael	UKN	
12	UKN	
13 King, Laurie	UKN	
14	UKN	
15 McMahon, Jonathan	UKN	
16	UKN	
17 Shrum, Roy	UKN	

Simply click **“code”** next to an absent student. You can also add **comments** in the **“comment”** section. Please note that **any comments made will be visible to parents.**

Note: You may see Attendance Codes and Comments already present for a student. This information comes from the attendance clerk at your school site. Please do not change what the attendance clerk has entered.

A **green checkmark** will appear once your attendance is complete.

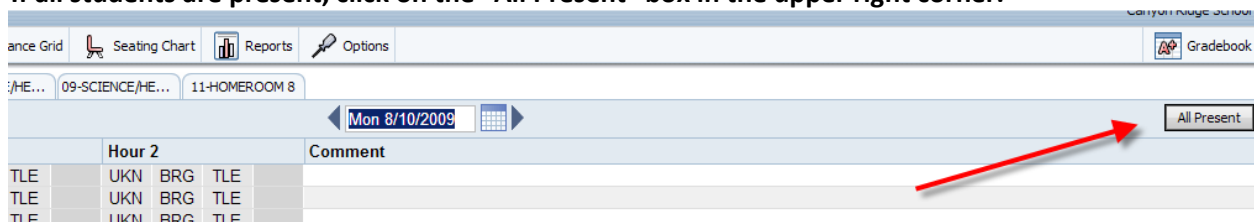


The screenshot shows the Pinnacle Web interface for Ashton Ranch EP. The user is logged in as Lampright, AnneMarie. The navigation menu includes Home, Quick Attendance, Attendance Grid, Seating Chart, Reports, and Options. The current view is the Attendance Grid for course 01-READING on Saturday, 10/18/2008. A table lists 17 students with their names, codes, and comments. The student Gilmore, Happy has a green checkmark in the code column and 'ILL' in the comment column.

Name	Code	Comment
1 Barkley, Charles	UKN	
2	UKN	
3 Cantu, Joseph	UKN	
4	UKN	
5 Cantu, Maria	UKN	
6	UKN	
7 Darby, Sunshine	UKN	
8	UKN	
9 Gilmore, Happy	ILL	
10	UKN	
11 Jordan, Michael	UKN	
12	UKN	
13 King, Laurie	UKN	
14	UKN	
15 McMahon, Jonathan	UKN	
16	UKN	
17 Shrum, Roy	UKN	

Once the **green checkmark** appears, just close out and your attendance has been taken.

**If all students are present, click on the “All Present” box in the upper right corner.**



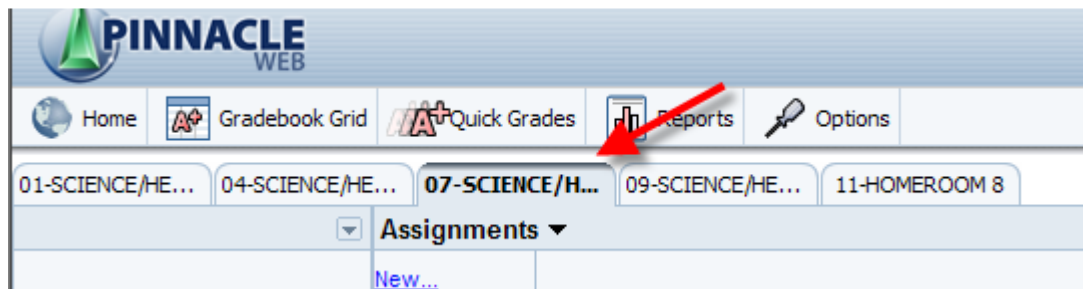
The screenshot shows the Pinnacle Web interface for Canyon Ridge School. The user is logged in as Lampright, AnneMarie. The navigation menu includes Attendance Grid, Seating Chart, Reports, and Options. The current view is the Attendance Grid for course 09-SCIENCE/HE... on Monday, 8/10/2009. A table lists students with their names, codes, and comments. The 'All Present' button is highlighted in the upper right corner.

Hour 2	Comment
TLE UKN BRG TLE	
TLE UKN BRG TLE	
TLE UKN BRG TLE	

Remember if a student is marked out Ill by the attendance clerk, but all other student's are there, you must still mark the “All Present” button.

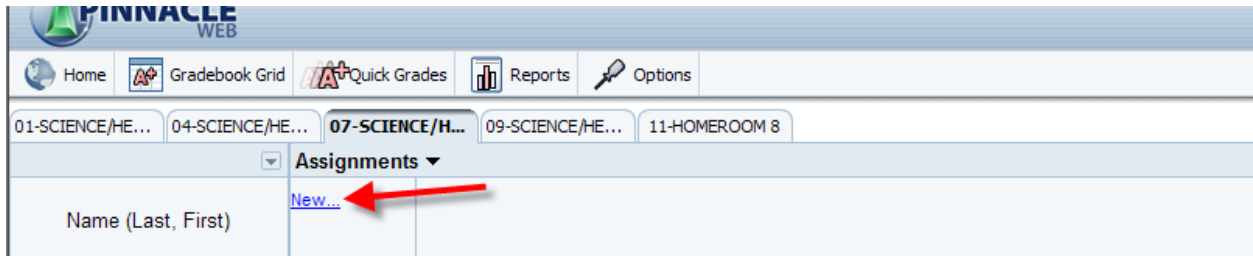
## Creating an Assignment:

Select the appropriate course that you are creating the assignment for.



The screenshot shows the Pinnacle Web interface for creating an assignment. The user is logged in as Lampright, AnneMarie. The navigation menu includes Home, Gradebook Grid, Quick Grades, Reports, and Options. The current view is the Assignments page for course 07-SCIENCE/H... The 'New...' button is highlighted.

Click on New under assignments.



Complete all the appropriate fields on the Assignment tab.

A screenshot of the 'Assignment' tab in the software. The form contains the following fields:

- Class: 07-SCIENCE/HEALTH
- Description: Parts of the Leaf
- Grading Scale: Grading Scale (dropdown menu)
- Date Assigned: Mon 8/3/2009 (calendar icon)
- Date Due: Mon 8/10/2009 (calendar icon)
- Max Value: 20
- Weight: 1 (text input field)
- Extra Credit:
- Private:

A red arrow points from the 'Weight' field to a callout box on the right. The callout box contains the text: 'The weight value will multiply the value of the assignment by the number in this box. Do not exceed the number 3.'

*\*\*Tip: If you post assignments prior to the due date, parents can view the assignment information and assist their child.*

**On the Narrative tab, enter information regarding the assignment. This information can be used by students and parents when working on assignments at home.**

**The objective tab is where you will attach the objectives for this assignment.**

Select the objectives by clicking in the box next to the appropriate objective. Then click “Add”

District requires minimally one objective per assignment.

Assignment Narrative **Objectives** Classes

Selected:

Description
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Available:

Description
<input type="checkbox"/> 1.1.1.8.S-Formulate questions based on observations that lead to the development of a hypothesis.
<input checked="" type="checkbox"/> 1.1.2.8.S-Use appropriate research information, not limited to a single source, to use in the development of a testable hypothesis.
<input checked="" type="checkbox"/> 1.1.3.8.S-Generate a hypothesis that can be tested.
<input type="checkbox"/> 1.2.1.8.S-Demonstrate safe behavior and appropriate procedures (e.g., use and care of technology, materials, organisms)
<input checked="" type="checkbox"/> 1.2.2.8.S-Design a controlled investigation to support or reject a hypothesis.
<input type="checkbox"/> 1.2.3.8.S-Conduct a controlled investigation to support or reject a hypothesis.
<input type="checkbox"/> 1.2.4.8.S-Perform measurements using appropriate scientific tools (e.g., balances, microscopes, probes, micrometers).

Add Remove

Add the total number of points each objective has for this assignment. The total points in this column should match the total number of points for the assignment (Assignment tab).

Assignment Narrative **Objectives** Classes

Save Save & New Close

Selected:

Description	Max
<input type="checkbox"/> 1.1.2.8.S-Use appropriate research information, not limited to a single source, to use in the development of a testable hypothesis.	10
<input type="checkbox"/> 1.1.3.8.S-Generate a hypothesis that can be tested.	5
<input type="checkbox"/> 1.2.2.8.S-Design a controlled investigation to support or reject a hypothesis.	5

Add Remove

*\*\*Tip: Attach the objectives to your assignments when you create the assignment. If you add objectives after grading an assignment, you will have to re-enter the scores for the assignment.*

The Classes tab allows you to copy this assignment to other classes in your gradebook.

Assignment Narrative Objectives **Classes**

Classes
<input type="checkbox"/> 01-SCIENCE/HEALTH
<input type="checkbox"/> 04-SCIENCE/HEALTH
<input checked="" type="checkbox"/> 07-SCIENCE/HEALTH
<input type="checkbox"/> 09-SCIENCE/HEALTH
<input type="checkbox"/> 11-HOMEROOM 8

Select Save.

## Grading an Assignment

Find the appropriate assignment and click on the plus sign. This opens the assignment to show the objectives listed.

The screenshot shows a gradebook interface with a navigation bar at the top containing 'Gradebook Grid', 'Quick Grades', 'Reports', and a search icon. Below the navigation bar, there are tabs for 'SCIENCE/HE...', '07-SCIENCE/H...', and '09-SCIENCE/HE...'. A dropdown menu labeled 'Assignments' is open, showing a list of assignments. The first assignment is 'Parts of the Leaf', which has a plus sign icon next to it. A red arrow points to this plus sign. Below the assignment name, the text '8/10' and '20' is visible. To the right of the assignment name, there is a link that says 'New...'. Below the assignment list, there are several rows of empty assignment slots, each with a document icon on the left.

Enter the appropriate grade for each objective. As you do this, the gradebook will calculate the final grade for the assignment.

The screenshot shows a detailed view of the 'Parts of the Leaf' assignment in the gradebook. The navigation bar at the top includes 'Home', 'Gradebook Grid', 'Quick Grades', 'Reports', and 'Options'. Below the navigation bar, there are tabs for '01-SCIENCE/HE...', '04-SCIENCE/HE...', '07-SCIENCE/H...', '09-SCIENCE/HE...', and '11-HOMEROOM 8'. A dropdown menu labeled 'Assignments' is open, showing the assignment 'Parts of the Leaf' with a plus sign icon. Below the assignment name, the text '8/10' and '20' is visible. To the right of the assignment name, there are three columns for objectives: '1.1.2.8.S-Use appropriate research', '1.1.3.8.S-Generate a hypothesis that', and '1.2.2.8.S-Design a controlled'. Below the objectives, there are three rows of student names: 'Jasper, Carolyn', 'Ramirez, Antonia', and 'Johnson, Burt'. The table shows the student's grade for the assignment and the objectives. The first row shows 'C' for the assignment, '15' for the total score, 'B' for the first objective (8 points), 'F' for the second objective (3 points), and 'B' for the third objective (4 points). The second and third rows are empty.

Name (Last, First)		Parts of the Leaf	1.1.2.8.S-Use appropriate research	1.1.3.8.S-Generate a hypothesis that	1.2.2.8.S-Design a controlled	Net
		8/10	20	10	5	5
1	Jasper, Carolyn	C	15	B 8	F 3	B 4
2	Ramirez, Antonia					
3	Johnson, Burt					

Gradebooks must be updated by 5 pm every Wednesday.