

# Using Pinnacle to Generate Rtl Graphs

1. Log into Pinnacle and click on Reports from the menu on the left.

The screenshot shows the Pinnacle interface. On the left is a navigation menu with icons and labels for Attendance, Gradebook, Reports, and Options. The main content area is titled 'Upcoming Birthdays' and contains a table of birth dates for various classes. Below this is a 'Messages' section with a paragraph of text and several links.

Upcoming Birthdays		
00-HOMEROOM	December	4
01-LA/READ GR 3	December	4
04-LANG ARTS GR 3	December	4
05-MATH-GRADE 3	December	4
07-SCIENCE GRADE 3	December	4
09-SOC STUDIES 3	December	4
11-PE TCHR GRADE 3	December	4

**Messages**

Below you will find links to **Pinnacle Training Guides** to assist you in answering everyday Pinnacle Questions. The guides were updated on August 9, 2016. **Please review the updated guides** as there are several new features available.

**Teachers:** should you have any additional questions please contact your local **Gradebook Manager** or **Approved Pinnacle Contact** for assistance. In the event that the Pinnacle Contact cannot assist you they will contact Pinnacle Support on your behalf.

For assistance with Active Directory accounts please contact your school's TLC or in their absence contact the I&T Service Desk.

[Elementary Teacher Guide](#)  
[Secondary Teacher Guide](#)  
[Elementary Gradebook Manager Guide](#)  
[Secondary Gradebook Manager Guide](#)

2. Click New.

The screenshot shows the 'My Reports' section of the Pinnacle interface. At the top, there are navigation links: Home, Gradebook Grid, Quick Grades, Quick Attendance, Reports, and Options. Below these are three buttons: 'New', 'Update', and 'Delete'. The 'New' button is circled in red. Below the buttons is a table with columns for 'Preview', 'Report Title & Description', 'Updated', and 'Status'.

Preview	Report Title & Description	Updated	Status
	<a href="#">Student Detail</a> Displays a student report card including Grades, Comments, Attendance Infractions and Discipline Incidents.	November 1	Ready
	<a href="#">Broward County ES 3-5 Progress Report (GB)</a> Broward County custom Elementary School, grade 3 to 5 progress report.	October 31	Ready

3. Click on Grading to open up the options and select Grade Sheet.

The screenshot shows the 'Grading' options menu. The 'Grading' header is highlighted with a red arrow. Below it are three options, each with a star icon and a description:

- [Grade Sheet](#)  
Shows all grades for all students in a grid with 20 assignments per page.
- [Grade Summary](#)  
Marking period, exam and semester grades for each student in a class, along with required assessments and the ability to display class attendance.
- [Missing Assignment Report](#)  
A list of un-graded assignments for each student in a class.

4. Select the class you'd like grade average for.

### Parameters for Category Summary

**Classes:**

Select the class.

School Year: 2016 ▾

- 00-HOMEROOM
- 01-LA/READ GR 3
- 04-LANG ARTS GR 3
- 05-MATH-GRADE 3
- 07-SCIENCE GRADE 3
- 09-SOC STUDIES 3
- 11-PE TCHR GRADE 3

5. Select the quarter you'd like grade averages for.

**Terms:**

Select the Grading Term.

- Quarter1
- Quarter2
- Quarter3
- Quarter4

6. Either select Active if you'd like the entire classes grade averages, or choose Select to choose which children you'd like displayed for the average.

**Students:**

Select the student / students.

- Active
- All
- Passing
- Failing
- Select

All Students

- Sammy
- Tim
- Jessica
- Tiara
- Malcolm
- Kendra
-

- Select all assignments and Show Averages. Then click print to print the grade average report. You may preview the report before printing if you wish as well.

**Assignments:**

Select the assignments to include in this report.

All Assignments  
 Last  Assignments  
 Due Date between  
   
 And

**Show Averages:**

Select whether or not to display the class average for each assignment and result column.

Show Averages

**Public Posting:**

Display students in random order and show student IDs instead of names.

Public Posting

**Grid Font Size:**

Select 'Small' if you want to use a smaller font in order to fit more students on each page.

Normal  
 Small

**Show Letter Grade:**

Select whether or not to display the letter grade for each assignment.

Show Letter Grade

**Display District Assessments:**

Filter to only display District Assessments.

Display District Assessments

- Use the grade averages to complete the appropriate RtI graph for the students being monitored.

01-LA/READ GR 3  
Quarter1  
Students: Select

	A Fine, Fine School Comp 10,000 9/01	A Fine, Fine School Vocab 10,000 9/01	FTP: Story Structure, FS: Goin'... 10,000 9/02	RR: Count In a Line Plot 5,000 9/07	Deerley's Gift Comp 10,000 9/08	CR: Our Moon 11,000 9/09	Skills in Context: FTP's Underst... 10,000 9/09	Pop's Bridge Comp 10,000 9/13	CR: Tough Times: FTP&Comp... 10,000 9/16	CR: Guess All Around: FTP&Se... 10,000 9/22	Drawing Conclusions Task Car... 32,000 9/25	The Trail of Cardigan Jones Vo... 10,000 9/25	CR: The Tiger and the Fox: FTP... 10,000 10/04	Bar Loves the Night Vocab 10,000 10/20				
	7	9	6	1	5	10	5	4	3	10	8	8	64	7	18	7	5	3
	10	8	3	3	10	5	6	6	8	10	4	10	73	7	26	6	7	8
	9	10	9	4	9	10	8	9	8	8	5	8	100	10	27	9	9	10
	8	9	9	3	9	10	6	7	7	10	6	10	100	9	30	10	7	8
	10	9	9	2	10	10	5	10	9	10	7	10	91	10	28	10	10	10
	10	10	8.5	3	10	10	9	9	8	9	9	10	91	10	31	9	9	7
	9	10	8	3	9	10	11	7	7	9	8	10	91	9	28	8	8	8
	8	9	6	3	6	8		9	7	10	5	9	55	10	19	7	7	7
Averages	9	8	7	3	9	9	7	8	7	9	6	9	79	9	25	8	7	8

Assignment Is Not Assigned To Student