

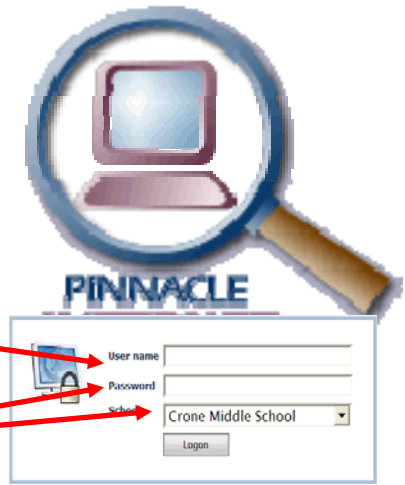


On-line Grade Book Parent/Student Viewer

The Pinnacle On-line Grade Book System allows students and parents to check grades from any computer with Internet access.

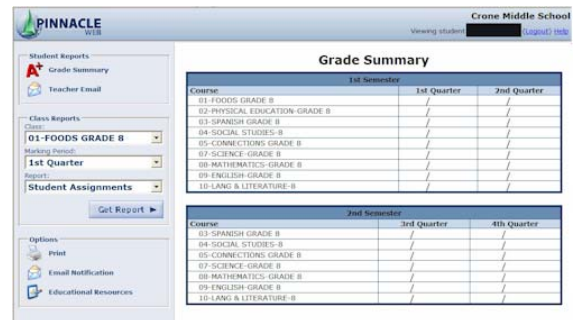
How do I access the Parent/Student Grade Book Viewer?

1. Go to <http://gradebook.ipisd.org>
2. Click the Pinnacle Internet Viewer link.
3. Use the 12 digit student ID number to login. (000000012345)
(note: if your ID is less than 12 digits long, add leading zeros)
4. Use the student's computer password in all lower case. (abcdef)
5. Choose the school in the school area.
6. Click the "Login" button.



What Will I see?

- After logging in, the "Grade Summary" will display.
- The grade shown is the "current grade."
- The Attendance Report and the Discipline Report are not used.
- Two reports are available. See next page.



How often are the grades updated online?

Grades are updated at a frequency that is appropriate for student learning and teaching. Some assignments may be graded, returned to students, and posted to the grade book quickly, in the matter of a few days. Other assignments may require longer grading cycles. Teachers will explain their individual reporting cycles to students.

Can I be notified when a grade changes significantly?

Yes. Periodic reports are sent through email, without logging in to the system. The system will send an email alert when a grade changes significantly or it can send regular grade reports. Click the "Email Notification" link on the left menu to enter an email address for alerts. Enter your email address and then click the "Continue" button. See the next page for email report configurations.

Report Selection

<input type="text" value="Enter your name (as used in salutation)"/>	
<input type="checkbox"/> Grade Summary	Before 5:00 A.M. every Weekday
<input type="checkbox"/> Student Assignments	Before 5:00 A.M. every Weekday
<input type="checkbox"/> Automatic Grade Notification	When any grade goes below 50
Submit Notification Request	

- Enter Your Name.
- For a grade summary, check the box; enter the frequency and time to deliver the report.
- For assignments, check the box; enter the frequency and time to deliver the report.
- For Grade Notification, enter the grade that triggers the report.

A note about report settings

These reports display current course progress and they can change widely, depending on the value of the assignment and when it is entered. Indian Prairie suggests that parents configure the reports section to email the grade summary reports and student assignment reports no more than twice a week. For the automatic grade notification, set the triggering grade at a realistic level.

What GB Viewer reports are being used?

The GB View shows two reports. To view a report, select the class from the pull down menu on the left side of the screen. Using the second pull down menu, select the course; then select the marking period to view.

Student Assignments
Student Missing Assignments

Reports

- **Class Information** – Is displayed at the top of each report; this includes the course name, teacher’s name, and student’s name.
- **Student Assignments Report** – Lists student’s assignments, date due, category, student’s score, possible score, letter grade, and teacher’s comments.
- **Student Missing Assignments Report** – Lists student’s missing assignments, date due, category and possible score.

What is the meaning of the special grading codes?

The Grade Book Viewer displays several special grading codes listed below.

Numeric Score = Actual points awarded for the assignment.

Blank = Assignment has not been recorded yet / Does Not affect final grade

X = Student has been excused from this assignment / Does Not affect final grade

Z = Assignment is missing and zero points have been awarded / **Affects final grade**

0 = Assignment has been turned in and zero points have been awarded / **Affects final grade**

Special Note: Official report cards are available on-line (<http://gradebook.ipisd.org>) at the end of each marking period. No additional reports are provided for progress reports. For parents without Internet connections, please contact your school office to request that progress reports and report cards be mailed home.