

Elementary School Grade Reporting Directions for Kansas City Kansas Public Schools

Purpose

This document is to provide basic instructions for entering the appropriate information for Report Cards and instructions on printing report cards for elementary schools using the Pinnacle Gradebook.

Assumptions

- We are assuming that teachers are able to login to the Pinnacle Gradebook and that the appropriate classes are available.
- We are assuming that the correct students are showing in the classes for teachers and that any issues are resolved in the Silk before the last day of the appropriate marking period.
- We are assuming that teachers know how to create assignments that are linked to standards and how to enter scores for students.

Basic Steps for Grade Reporting

The basic steps for grade reporting are the following:

- Check scores for domains and/or overwrite them if necessary
- Enter scores for Effort in every class as appropriate
- Enter scores for Behavior in Homeroom classes only
- Enter narrative comments for students as appropriate in any class
- Print report cards

The remainder of this document is to provide information about how to accomplish the basic steps for grade reporting. If there are issues with any of these steps or the assumptions above are not true, please contact your principal/TL/co-worker for support.

Check Scores for Standards

You can check the scores that are going to appear on the report cards by choosing the Learning Standards – Domain view in the Assignment drop down as shown following.

KANSAS CITY KANSAS PUBLIC SCHOOLS

Home Gradebook Grid Quick Grades Reports Options

1(Y)-Homeroo... 2(Y)-Languag... 3(Y)-Homeroo... 4(Y)-Math K 5(Y)-Science K 6(Y)-Social St... +

Assignments

- Assignments
- Required Assessments
- District Assessment
- Learning Standards - Course
- Learning Standards - Domain
- Learning Standards - Clusters
- Learning Standards - Standards

Name (Last, First)	1	1		
1 Allen, Nakiya Tau...				
2 Berkley, Leland Ja...				
3 Bilbao Quinonez, ...				
4 Boyd, Jayda Marie				
5 Corona-Mendez, J...	1	1		
6 Franklin, Alonzo Al...	3	3		
7 Gomez, Litzy	2	2		

You will see columns in this view that contain the scores on the standards that have been evaluated in the class as shown following. You can overwrite the scores that the Gradebook calculates by typing in a valid rubric score (i.e. 0, 0.5, 1, 1.5, 2, 2.5, 3) You can enter an X for any domain in which you have not taken a measure. In the example below, you would enter an X for *Geometry, Numbers and Operations in Base Ten* and *Operations and Algebraic Thinking*.

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Home Gradebook Grid Quick Grades Reports Options

1(Y)-Homeroo... 2(Y)-Languag... 3(Y)-Homeroo... 4(Y)-Math K 5(Y)-Science K 6(Y)-Social St... +

Learning Standards - Domain

Name (Last, First)	Counting and Cardinality	Geometry	Measurement and Data	Math Practices	Numbers and Operations in Base Ten	Operations and Algebraic Thinking	Effort	
1 Allen, Nakiya Tau...	2 2		2 2	2 2				
2 Berkley, Leland Ja...	2 2		2 2	2 2				
3 Bilbao Quinonez, ...	3 3		3 3	3 3				
4 Boyd, Jayda Marie	2 2		2 2	2 2				
5 Corona-Mendez, J...	1 1		1 1	1 1				
6 Franklin, Alonzo Al...	3 3		3 3	3 3				
7 Gomez, Litzy	2 2		2 2	2 2				
8 Harris, Javaughn ...	3 3		3 3	3 3				
9 Jones, Davion Ma...	2 2		2 2	2 2				
10 ...	2 2		2 2	2 2				

Enter Scores for Effort

You can enter scores for Effort for report cards in all classes in the Pinnacle Gradebook. To enter Effort scores, you need to choose “Learning Standards – Domain” for the Assignment drop down as shown following.

Name (Last, First)	Assignments	Effort	District Assessment	Learning Standards - Course	Learning Standards - Domain	Learning Standards - Clusters	Learning Standards - Standards
1 Addink, Bennett M...	3	3	3	3			
2 Avila, Alexandria ...	3	3	3	3	2	2	
3 Beard, Skyler Ren...	0	0	0	0	0	0	
4 Betts, Keyron Syn...	2	2			2	2	
5 Carroll, Roby LaRee	1	1			2	2	
6 Crockett, Kasey J...	2	2	2	2	3	3	
7 Frazier, Carringo...	2	2	2	2	3	3	
8 Galloway, Christia...	3	3	2	2	3	3	
9 Hernandez, Ania ...	1	1	3	3			
10 McGhee, Jasmine...	3	3			2	2	
11 Ortiz, Antonio	3	3	1	1	2	2	
12 Par, Judy Sui			3	3			
13 Powell, Jonas Da...	1	1	3	3	3	3	
14 Randolph, Danay...	1	1	3	3	2	2	
15 Thang, Biak Run	1	1	1	1	2	2	
16 Vanbawilian, Cun...							

In the Learning Standards – Domain, you will find a column for Effort. You can enter the score directly into the column entitled “Effort”. The appropriate scores for Effort are +, = or -. You can also enter a numeric value of 2 for +, 1 for =, or 0 for – as shown following.

Name (Last, First)		Foundations of Reading	Language	Reading-Informational Text	Reading-Literature	Speaking and Listening	Writing	Effort
1	Allen, Nakiya Tau...	0.5	0.5	2	2	2	2	+ 2°
2	Berkley, Leland J...	3	3	3	3	3	3	+ 2°
3	Bilbao Quinonez, ...	2.5	2.3	2	2	2	2	= 1°
4	Boyd, Jayda Marie	1.5	1.5	1	1	3	3	- 0°
5	Corona-Mendez, J...	2	2	1	1	1	1	
6	Franklin, Alonzo Al...	3	3	3	3	3	3	

Once you have completed this process for one class, you can proceed to follow the same process for all other classes as needed.

Enter Scores for Behavior

You can enter scores for Behavior for report cards in the first Homeroom class in the Pinnacle Gradebook. To enter the Behavior scores, you need to choose “Learning Standards – Domain” for the Assignment drop down as shown following.

Name (Last, First)	Assignments
1 Addink, Bennett M...	Assignments
2 Avila, Alexandria ...	Effort
3 Beard, Skyler Ren...	District Assessment
4 Betts, Keyron Syn...	Learning Standards - Course
5 Carroll, Roby LaRee	Learning Standards - Domain
6 Crockett, Kasey J...	
7 Cung, Bawi	
8 Frazier, Carringto...	
9 Galloway, Christia...	
10 Hernandez, Ania ...	
11 Jones, NyAsia La...	
12 Martin, Acene Dale	
13 Mawi, Christina Sui	
14 McGhee, Jasmine...	
15 Ortiz, Antonio	
16 Par, Judy Sui	
17 Powell, Jonas Da...	
18 Randolph, Danay...	
19 Thang, Biak Run	
20 Vanbawillian, Cun...	

In the Learning Standards – Domain, you will find the six columns for Behaviors. You can enter the score directly into the columns. The appropriate scores for Behavior are +, = or -. You can also enter a numeric value of 2 for +, 1 for =, or 0 for – as shown following.

Name (Last, First)	Empathy: is understanding of others	Emotion Management and	Respectful Behavior and Communicatio	Decision Making and Problem	Perseverance: sticks to it	Responsibility: is accountable
1 Allen, Nakiya Tau...	+ 2 ^o					
2 Berkley, Leland Ja...	= 1 ^o					
3 Bilbao Quinonez, ...	- 0 ^o					
4 Boyd, Jayda Marie						
5 Corona-Mendez, J...						
6 Dockery, Bri'zae Al...						
7 Franklin, Alonzo Al...						
8 Gomez, Litzy						

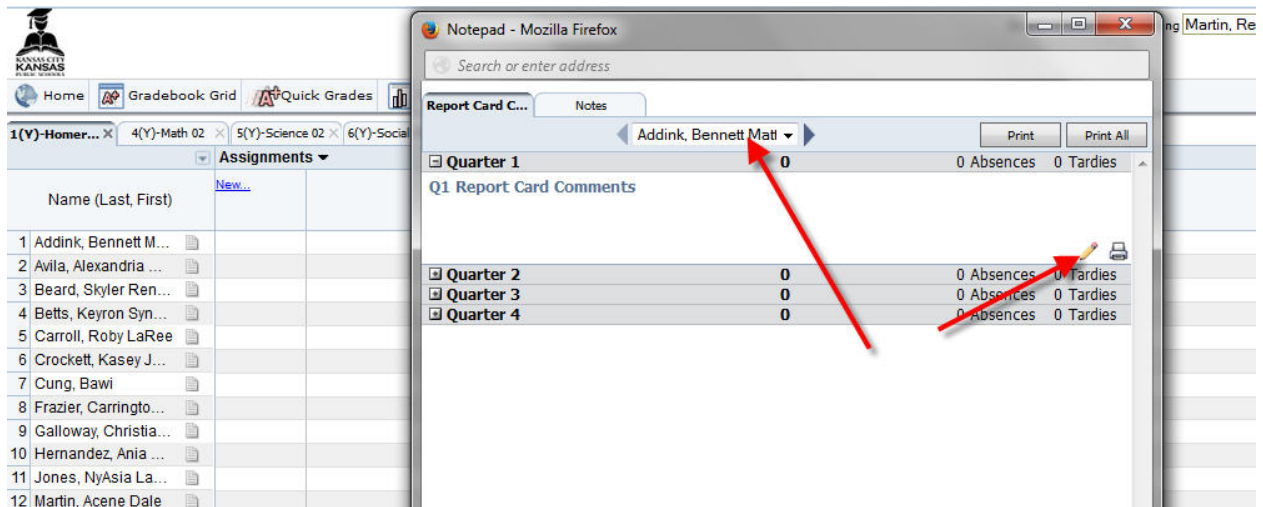
Once the scores are entered in Homeroom for all the columns, then you are finished.

Enter Narrative Comments

You can enter Narrative Comments for students for report cards in any class by using the Required Notepads that have been setup in the Gradebook. To access the notepads, click on the Text icon to the right of a student's name in the Student Index Column as shown following.

Name (Last, First)	New...
1 Allen, Nakiya Tau...	
2 Berkley, Leland Ja...	
3 Bilbao Quinonez, ...	
4 Boyd, Jayda Marie	
5 Corona-Mendez, J...	
6 Dockery, Bri'zae Al...	
7 Franklin, Alonzo Al...	

When the notepad window opens up, then you can click on the edit (pencil) for the Notepad for the appropriate marking period Report Card Comments as shown following.



Type in the text as you want it to appear in the notes and click the Save button when you are finished editing.

You can switch to other students using the arrows on either side of the current student's name as shown in the last screenshot. Or you can use the drop-down to choose another student to enter notes for.

You can close the Notepad window when you are finished editing notes for report cards by clicking on the X in the upper right corner of the window.

There is spelling checking available in the notepad for your convenience. You can also write your notes in MS Word or other text editor and paste them into the notepads if you wish.

Letting your building know your grade reports are ready to go

Contact your Counselor or Building Designee, let them know your grade reports are ready and have them check your grades.