

District Common Assessments & Gradebook - Secondary

Common Assessments will now be placed in teacher Gradebook files by The Curriculum Department.

To Add Common Assessment Scores:

1. Open **Gradebook Grid** view.
2. Drag from **Assignments** to **Common Assessments**.
3. Enter scores.
4. Saves as you work.

Common Assessment scores have no weight or max value and their scores will not be seen on the PIV for student/parent viewing. It is the teacher's decision whether to include the assessment scores for viewing and/or calculating into the students' grades. To do so, perform the following steps.

Create a New Assignment for the Assessment Scores (Optional):

1. In the **Assignments** view, click **New**.
2. Setup as you would any other assignment.
3. Add score weight & max value, if desired, to calculate in final grades. See TIP below. *May leave weight at 0 if wanting to display scores without calculating into final student grades.*
4. Use the **Classes** tab before hitting **Save** to apply to multiple classes.

The screenshot shows the PINNACLE WEB interface for creating a new assignment. The user is logged in as Abdul Rahman, R. The interface includes a navigation bar with links for Home, Gradebook Grid, Quick Grades, Reports, Options, and Attendance. The main form is titled 'Assignment' and has tabs for 'Narrative' and 'Classes'. The form fields are: Class (4-COMPUTER ESSEN), Description (empty), Grading Scale (Multilevel Break Points), Date Assigned (Tue 5/27/2008), Date Due (Wed 5/28/2008), Max Value (4), Weight (0.5), and Extra Credit (checkbox). Buttons for 'Save', 'Save & New', and 'Close' are visible.

5. Enter student scores as usual. (As a web-based application, the strategy of copying and pasting a column of scores is not available. Scores must be entered manually).

TIP: For ease of score entry, either print a report with the column of scores or open a second window in Internet Explorer. Resize the windows side-by-side so you can view one and enter scores into the other.