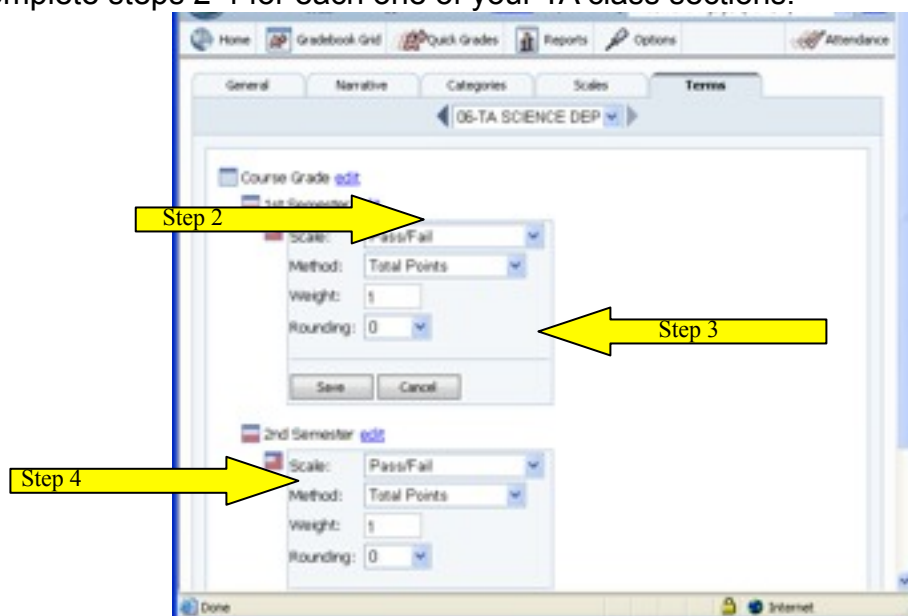


Entering Grades for Academic Tutors.

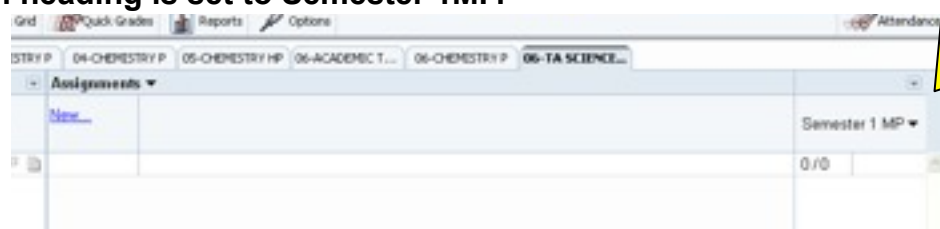
Please follow steps 6-8 to enter grades for Academic Tutors

Entering TA Grades on Pinnacle Web

1. After you log on to Pinnacle Web select **CLASS OPTIONS**.
2. Select the correct TA Period.
3. Click on edit Semester 1MP and Change the Scale to Pass/Fail
4. Then click the Save Button.
5. Complete steps 2-4 for each one of your TA class sections.



6. Go to Gradebook Grid and select your TA Class File.
7. Double click on the box in which you would like to input a grade. **Make sure the column heading is set to Semester 1MP.**

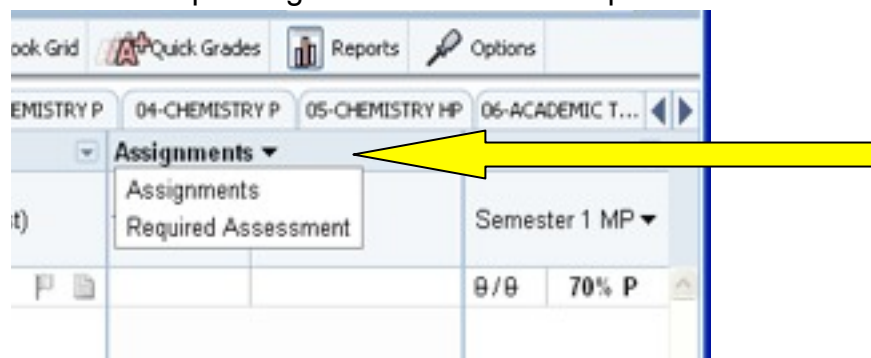


8. Override Grade Box will appear. Select the Override Grade Option and type in a P or an F for the desired grade, then select **Save**. You must now repeat steps 7-8 for each student.



Comments on Report Cards: The following steps outline the steps required to enter comments that will be printed on the student report cards.

1. Log on to Pinnacle Web and select the Gradebook Grid for the class period you would like to add comments.
2. Click on the black downward pointing arrow and select Required Assessment.



3. Click on the Comment 1 box and press the space bar. This will give you a series of comment options that you may select. You may select up to 4 comments per student by placing them in the corresponding box.
4. Comments are automatically Saved. Please make sure you check your comments at the end of every grading period.

