

## Gradebook2 Quick Reference Card

### File Options:

#### Creating Class Files –

1. Click on Menu Option – “**File**”
2. Choose Option – “**New or File Wizard**”
3. Highlight Course and Section – “**Next**”
4. Edit Course Description – “**Next**”
5. Select Template – “**Finish**”
6. To Confirm Definition, Click “**Yes**”

#### Saving Class Files –

1. Click on Menu Option – “**File**”
2. Choose Option – “**Save**”

#### Backup Class Files –

1. Click on Menu Option – “**File**”
2. Choose Option – “**Make Backup**”
3. Select “**Diskette or Local Drive**”

#### Using Backup Class Files –

1. Click on Menu Option – “**File**”
2. Choose Option – “**Open**”
3. Select “**Backups**” Button
4. Select Class File
5. Click “**Open**”

#### Taking Class Files Home –

1. Click on Menu Option – “**Pinnacle**”
2. Choose Option – “**Check Out All**”

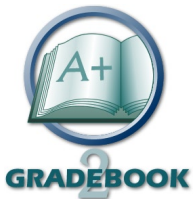
#### Bringing Class Files From Home –

1. Click on Menu Option – “**Pinnacle**”
2. Choose Option – “**Check In All**”

#### Updating Class File Roster –

1. Click on Menu Option – “**Pinnacle**”
2. Choose Option – “**Update Roster**”


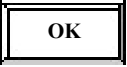
Gradebook2 • Excelsior Software, Inc.




## Gradebook2 Quick Reference Card

### Assignment Definition Options:




#### Using Define Menu Options –

1. Click on Menu Option – “**Define**”
2. Choose Option – “**Assignments**”
3. Choose Assignment Option Button => 
4. Enter Assignment **Description**
5. Select **First Category Link**
6. Select **Letter Grade Breakpoints**
7. Enter Score **Weight**
8. Enter **Maximum Value**
9. When Finished, Click => 

#### Using Grade Sheet Entry –

1. Move Cursor to First Empty Column
2. Click “**Yes**” to “**Do You Wish to Add.. Prompt**”
3. Enter Assignment **Description**
4. Select **Category Link**
5. Select **Letter Grade Breakpoints**
6. Enter Score **Weight**
7. Enter **Maximum Value**
8. When Finished, Click => 

#### Using Assignment Wizard –

1. Click on Menu Option – “**Define**”
2. Choose Option – “**Assignment Wizard**”
3. Enter Assignment **Description**
4. Enter **Due Date** if Needed
5. Enter **Edit Mode**
6. Click 
7. Select **Category Link**
8. Select **Letter Grade Breakpoints**
9. Click 
10. Enter **Maximum Value**
11. Enter Score **Weight**
12. Click 
13. To Confirm Definition, Click “**Yes**”

## Gradebook2 Quick Reference Card

### Required Assessments Entry:

#### Using View Menu Options –

1. Click on Option – “**Required Assessments**”
2. Place Cursor in Student’s Assessment Record
3. Press the space bar or key in the known code

### Grade Entry Options:

#### Using Defined Assignments Options –

##### Grade Entry - All Students – One Assignment

1. Assignment Column of First Student
2. Key in Grade – “**Press Enter**”
3. Repeat Steps 1 & 2 Until Finished

##### Grade Entry - One Student/ Multiple Assign.

1. Click on “**Seated Student**” Icon
2. Place Cursor on Selected Student
3. Key in Grade – “**Press Enter**”
4. Repeat Step 3 Until Finished

##### Copy Grades for Multiple Students

1. Place Cursor Below Grade to be Copied
2. Press the “**✳**” Key for Each Student

##### Exempt Grades – One Assignment

1. Place Cursor in Students’ Grade Cell
2. Key in “**X**” – “**Press Enter**”

##### Non Working Zero – One Assignment

1. Place Cursor in Students’ Grade Cell
2. Key in “**Z**” – “**Press Enter**”

##### Edit Grade – One Assignment

1. Place Cursor in Students’ Grade to Edit
2. Double Click
3. Select “**Overwrite**”
4. Key in New Grade – “**Press Enter**”

or

1. Press “**Delete**” – Confirm “**Yes**”
2. Key in New Grade – “**Press Enter**”

## Gradebook2 Quick Reference Card

### Regrade – One Assignment


1. Place Cursor in Students' Grade to Regrade
2. Double Click
3. Select **"Regrade"**
4. Key in Comment for Regrade  
Key in New Grade – **"Press Enter"**

### Attendance Recording Options:

#### Using Quick Attendance Entry –

1. Click on Menu Option – **"Utilities"**
2. Choose Option – **"Quick Attendance"**
3. Click on Absent Student's Name
4. Select Appropriate Absent Code
5. When Finished, Click **"OK"**

or

1. Press the  Key
2. Click on Absent Student's Name
3. Select Appropriate Absent Code
4. When Finished, Click **"OK"**

or

1. Click on the **QA** Icon
2. Click on Absent Student's Name
3. Select Appropriate Absent Code
4. When Finished, Click **"OK"**

#### Using the Seating Chart Entry –

1. Click on Menu Option – **"View"**
2. Choose Option – **"Seating Chart"**
3. Click on Absent Student's Seat Location
4. Select Appropriate Absent Code
5. When Finished, Click **"OK"**

#### Using the Gradesheet Entry –

1. Click on Menu Option – **"View"**
2. Choose Option – **"Attendance"**
3. Click on Absent Student for Correct Date
4. Select Appropriate Absent Code
4. When Finished, Click **"OK"**

## Gradebook2 Quick Reference Card

### Viewing Attendance Options –

1. Click on Menu Option – **"View"**
2. Choose View Option – **"Attendance"**  
or

1. Click on the **Yellow Check/Seated Student** Icon

### Advanced Features Options:

#### Changing Student Index – Single Item

1. Double Click on Name (Last, First) – **"Hot Spot"**
2. Choose Desired Item
3. When Finished, Click **"OK"**

#### Changing Student Index – Multiple Items

1. Double Click on Name (Last, First) – **"Hot Spot"**
2. Choose 1st Desired Item
3. Hold CTRL Key Down - Choose 2nd Desired Item
4. When Finished, Click **"OK"**


#### Changing Data Sort:

1. Press the F4 Key
2. Select **"Key Type"** to Sort
3. Select **"Selected Key"** to Sort
4. When Finished, Click **"OK"**


#### Changing Result Column View:

1. Double Click on Result Column – **"Hot Spot"**
2. Choose Desired View
3. When Finished, Click **"OK"**

#### Creating Student Specific - Notes:

1. Click on Menu Option – **"Show Desk Icon"**
2. Select Option – **"Notes"**
3. Click on Notes – **"Hot Spot"** - 
4. Click on **"Add"** Button
5. When Finished, Click **"OK"**

#### Creating Student Specific - Discipline:

1. Click on Menu Option – **"Show Desk Icon"**
2. Select Option – **"Discipline"**
3. Click on Discipline – **"Hot Spot"** - 
4. Click on **"Add"** Button
5. Click on **"Notify Principal"** if Desired
6. When Finished, Click **"OK"**












## Gradebook2 Quick Reference Card

### Advanced Features Options: (continued)







#### Creating Companion Disk:

1. Click on Menu Option – **"Pinnacle"**
2. Choose Option - **"Companion Disk"**
3. Select **"Version Choice"**
4. Select **"Destination Drive"**
5. When Finished, Click **"OK"**

#### Quick Key Options – (Windows):

-  F2 - Notepad on current student
-  F3 - Quick Attendance on for current date
-  F4 - Sort Student Data
-  F5 - Find Student
-  F6 - Toggle between Single & All student display
-  F7 - Moves cursor to "Home" position
-  F8 - Edit Categories
-  F9 - Edit Assignments
-  F10 - Print Report Screen
-  F11 - Discipline record for current student
-  F12 - Edit regrades for current student

#### Quick Key Navigation

-  CTRL  Home Moves cursor to top of current column
-  CTRL  End Moves cursor to bottom of current column
-  Home Moves cursor to far left column
-  End Moves cursor to far right column