

# Getting Around the Gradebook

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- 1.) The home page is your central access point for all of the features of the gradebook. From here, you can access all of the Grade, Attendance, and Reporting functions of the program. Depending on your assigned roles, you may have more and/or different features.
- 2.) In addition, the Gradebook will list in the middle any dropped or added students as well as any students with any upcoming birthdays.
- 3.) The Gradebook sets aside a section below for announcements from your administrators and/ or from your IT staff.
- 4.) If you are not on the home page, you can always get to the home page by clicking the HOME button in the upper left corner of your screen.
- 5.) When you are in of the other views such as the Gradebook grid, you can click the buttons that appear at the top of your screen. These buttons may change depending *where* you are in the Gradebook. For Ex: when you are in the Attendance screen, which is really the Quick Attendance, A button for the Attendance Grid appears on the button bar.
- 6.) The Gradebook has a button on the right side that allows you to toggle between the Gradebook and the Attendance view. Be aware, due to the number of buttons available on your bar changing sometimes, some may hide from your view unless you widen your window enough for them to be seen properly as you can see here. This only happens if you run Pinpoint in a windowed mode.
- 7.) When you are in the Gradebook grid, you have tabs across the bottom of the screen that allows you to switch to a previous 9 week grading period, or to look ahead to a future grading period.
- 8.) When you are in the Attendance Grid, a drop down menu at the top of the totals columns at the right side of the screen allows you to switch you to viewing another 9 weeks grading period, and the gradebook grid provides an easy way to select dates when you need to select dates. At the top, center of the Attendance grid is a function called a date navigator.
- 9.) When you click on the calendar icon, an expanded calendar appears showing the current month. You can move forwards or backwards to the other months by clicking the navigation arrows. You then select the date you want by simply clicking on it.
- 10.) When you are creating a new assignment, the assignment setup screen also has date navigators. Again, you can set the assignment date and the also the due date by simply clicking on the calendar icons and then selecting the date you want by clicking on it in the expanded calendar.