

Bulletin 2025 009

July 17, 2024

To Secondary Schools Hosting Summer School

The IT Division would like to remind you that the deadline for submitting Summer school grades is July 18, 2024, by 4:00 p.m. We kindly request all hosting schools post their grades to the A12 panel before this date and time. Please note that any submissions made after July 18, 2024, will require schools to post their data to the A13 panel.

Please pay special attention when requesting exports for schools hosting middle & high-grade levels. You should request middle school grade levels, process, then go back and request high school or vice versa. DO NOT request grade export files back-to-back without completely processing the first export request.

If you are not familiar with posting grades, please see the instructions below

1. After your grades have been finalized, please contact Pinnacle (vendor.excelsior@browardschools.com) and have them do an export (if you are a combination school for summer, please request your middle school first, process and update TERMS, then go back and request your high school, process, and update).

2. Once the export is complete, please sign on to TERMS

a. Select Option 4 – Reports Menu

b. Option 1 – Grade Update/ Report Menu

c. Option 1 – Update Grade Using Pinnacle

3. Once you get to the screen to post, please do the following

a. School Year – 24

b. Grading Period - SS – Summer School

c. Your Location Number – 4-digit school number

d. Edit or Update - We strongly suggest you run the program in Edit mode and review the output in OptiSpool. If satisfied, please go back, and run the job again in Update Mode. This will post your grades to the A12 panel.

Note: If you receive an error message stating “Bad Period On File”, please notify Thom Hale via email at thom.hale@browardschools.com.

Now that your grades have been posted to TERMS, please go back in, and run your school’s Missing Grades report

1. F3 to start page

2. Option 4 – Reports Menu

3. Option 1 – Grade Update/Report Menu

4. Option 2 – Missing Grades Report

a. School Year – 24

b. Marking Period – SS

c. Team Sort – N

d. Grade Levels - List each grade level you are hosting, then press enter to generate the report.

e. Review output in OptiSpool and fill in any missing grades directly on the B10 panel in TERMS. When using the B10 panel, you must be signed into school year 24.

B10 update

1. Enter Course Number

2. Section Number

3. P

a. 10 – TERM S

b. 11 – TERM 4

c. 12 – TERM 5

4. Press Enter, and it will give you the list of students in the Course

Please note: For grades to post successfully, the courses offered must be set to a Y for Grade Eligibility on the A10 detail, and C17 panel in TERMS.

Note to Elementary schools hosting Summer school, you do not have to contact Pinnacle for an Export. You will only need to do so if you are hosting middle, and high school students.

Any questions concerning TERMS, please contact Jessica Bonaparte via email at jessica.bonaparte@browardschools.com

Any questions concerning Pinnacle, please contact vendor.excelsior@browardschools.com or thom.hale@browardschools.com