

Pinnacle Internet Viewer

A guide for parents and students

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Getting Started

Introduction

Not so long ago, students spent all night cramming for a final exam, then spent several agonizing weeks waiting for a report to arrive in the mail, before they knew their final grades. This is not the case in today's world. Today's technology allows faster, more personalized communication for everyone. We can subscribe to podcasts to get the latest news about world politics, the stock market, or our favorite entertainer. We use cellular phones to call friends from anywhere in the world, and if noise is an issue, we send text messages instead. Education should be just as accessible, and it is. If you want to follow the progress of your favorite football team, subscribe to one of the many internet sports newsletters; if you want to follow your progress at school, use Pinnacle Internet Viewer (PIV).

PIV provides access to the most current student information posted. This means no more waiting by the mail box. As soon as an instructor posts a result, you as a student or parent can see it. And not just grades, you can check attendance records, view upcoming assignments, or run reports to check overall progress.


This document outlines options available from within PIV, and includes instructions for general use. Please note that not all schools use all PIV options. If you do not see an option mentioned in this document, check with your school to determine the option availability. This document introduces the following concepts:

- 🕒 Signing in and navigating within PIV
- 🕒 Student Assignments
- 🕒 Student Grades
- 🕒 Student Attendance
- 🕒 School/Home Communications

Sign In

Welcome to Gradebook Pinnacle Internet Viewer (PIV), your tool for staying informed as a student or parent. This tool is available to anyone with an Internet connection, whether from your home computer, a mobile device, or a local library or school kiosk. Once you enter your user name and password, you have access to attendance and grade reports, teacher email addresses, upcoming assignments, educational resources, and other reports selected by your school.

The Gradebook PIV address is defined by your school and each student is provided with a unique user name and password to access his or her account. User names are associated with one specific student account, and only those persons with the correct combination of user name and password are able to view the selected account.

 **Note:** It is important that you do not share your User Name and Password information with anyone you do not want to have access to your PIV account. Students and Student Contacts (Parents, Guardians, etc.) each have their own unique user name and password credentials. Please contact your child's school for more information regarding account access.

Sign In Steps

You must open an internet browser before you can sign in to Pinnacle Internet Viewer. Common browsers include Internet Explorer, Chrome, Firefox, and Safari.

Step 1. Open a browser.

Tip: You probably have one of the following icons on your desktop.

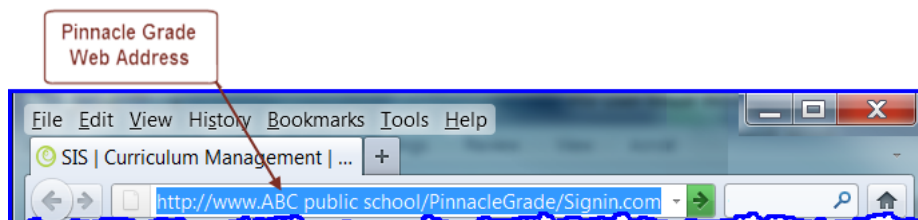


Click the icon to open the browser.

If not, Windows users can click the **Start** button, select **All Programs**, and click **Internet Explorer** from the list.

Macintosh users can click **Finder**, select **Applications**, and click **Safari** from the list.

Step 2. Enter the **Pinnacle Grade Web address** (provided by your school) in the address bar.



Step 3. Enter your **User name**.

Step 4. Enter your **Password**.

Step 5. Click **Sign in**.



The screenshot shows the Pinnacle login interface. At the top left is the Pinnacle by GlobalScholar logo. Below it is a login form containing a computer icon with a padlock. To the right of the icon are two input fields: 'Username' with the placeholder text 'User name' and 'Password' with a masked password '••••••'. Below these fields is a 'Sign in' button and a blue link for 'Forgot Password'. Red circles with numbers 3, 4, and 5 are placed over the Username field, Password field, and Sign in button, respectively, to indicate the steps.

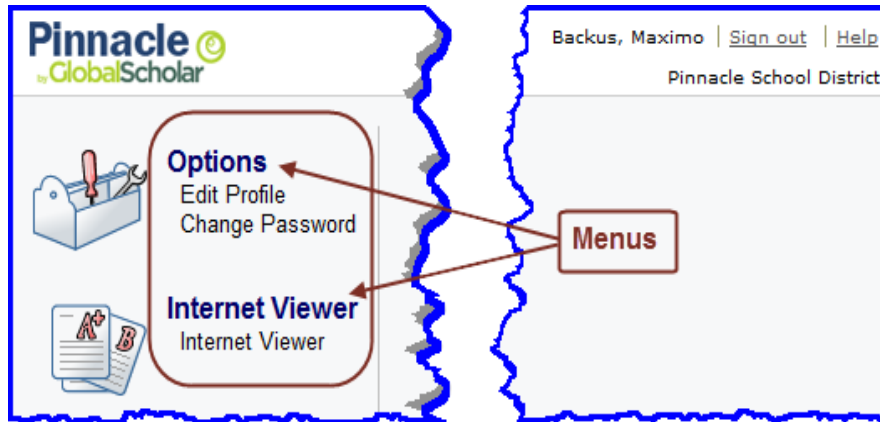
Sign out

When you have finished working in PIV, be sure to click the **Sign out** link found at the top of the PIV window to end your session.



Pinnacle Grade Home Page


When you sign in to your school's Pinnacle Grade web address, the first page displayed is the Pinnacle Grade "Home" page. There are two menus available on the "Home" page. These menu titles are links you can click to navigate to the menu page. Each menu also has associated links listed beneath it, which take you directly to the specific page. We will begin with an overview of each menu, and then review the functionality of specific links.



Options

Edit Profile


Click **Edit Profile** from the "Options" menu on the Pinnacle Grade "Home" page, to enter or change your personal information for your account. There are four personal information items in the **General** tab on the "Edit Profile" page that you can enter, change, or delete.

The “Name” field populates from the database, with a lock icon  next to the field. This lock indicates information that cannot be edited.




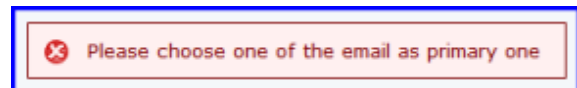
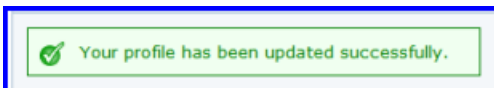
The screenshot shows a web form titled "Personal Information" with two tabs: "General" and "Password". The form contains the following fields and elements:

- Name:** Malloy, Dan (with a lock icon and a red circle labeled "Cannot Edit" pointing to it).
- Time Zone:** (UTC-07:00) Mountain Time (US & Canada) (with a red circle labeled "1" next to the dropdown arrow).
- Preferred Culture:** English (with a red circle labeled "2" next to the dropdown arrow).
- Phone:** Three input fields containing (800)223-0280, (800)233-4820, and (800)266-1619. Each field has a dropdown menu (Cell, Work, Home, Other) and a trash can icon. A red circle labeled "3" is next to the first phone field. An "Add Phone" button is below the fields.
- Email:** dan@gscholar.com (with a red circle labeled "4" next to the input field). It has dropdown menus for Work and Other, a trash can icon, and a "Primary" radio button with a blue question mark icon.
- Save:** A button at the bottom left with a red circle labeled "5" next to it.

1. Click the **Arrow** on the right to display a drop-down list of time zones, and select your local time zone. This applies to the time stamp displayed on reports.
2. Choose a “Preferred Culture” from the drop-down list. This designates the language in which your e-mail notification headings display.
3. Enter a phone, fax, and/or pager number, and choose a description from the drop-down list. You can have multiple phone numbers. Just click **Add Phone** to display an additional field. Click the trash can icon  to delete a number from your profile.

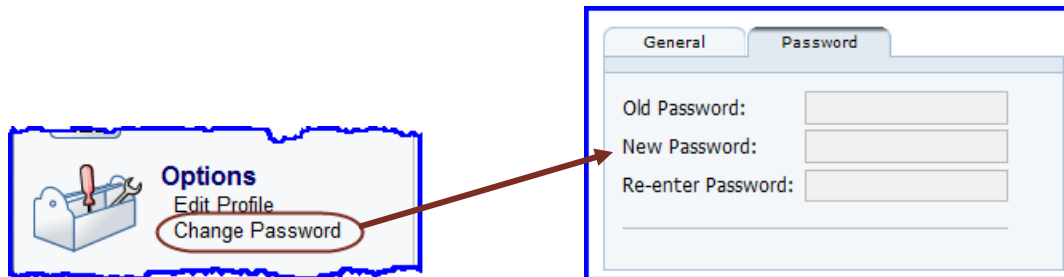
Note: This is optional if you do not want to share your phone number

4. Enter your e-mail address, and select a description from the drop-down list. You can configure multiple e-mail addresses; however, you must select one address to serve as your “Primary”. The primary address is the e-mail address used by default for system-generated correspondences such as e-mailed reports. Click the trash can icon  to delete an address from your profile.
5. Click **Save** anytime you edit your profile information. When you click **Save**, a notice displays to let you know it was successful, or that you must designate an e-mail address as “Primary”.



Change Password

Click **Change Password** from the “Options” menu on the Pinnacle Grade “Home” page, to create or change the password for your account.



Internet Viewer

Click the **Internet Viewer** link to navigate to the internet viewer “Home” page.



Internet Viewer Home Page

When you open Pinnacle Internet Viewer, the first page displayed is the “Grade Summary” page. We will begin with an overview of each general area, and then review how to find specific information.

1. In the title bar at the top of your window, you can find the “District Name”, your “Last Name, First Name”, as well as a **Sign out**, and **Help** link.

The student’s name displays above **Students** section on the left pane. For student contacts with access to multiple students, each student’s name displays. An arrow indicates which student is selected. To view information for a different student in the list, click the desired name.

The screenshot shows the Pinnacle Internet Viewer interface. At the top right, the title bar displays "Malloy, Dan | Sign out | Help" and "Pinnacle School District". The left sidebar contains several sections: "Students" (listing "Beggs, Cathryn" and "Toomer, Camelia"), "Student Reports" (with links for "Attendance Summary", "Grade Summary", "Teacher Email", and "Course Requests"), "Class Reports" (for "1st Period Magic 1" and "Semester 2 Exam"), and "Options" (with links for "Home", "Print", and "Email Subscriptions"). The main content area is divided into "Upcoming Assignments" and "Class Reports". The "Upcoming Assignments" table lists tasks like "Chapter 1 project", "Spell", and "Ecology Test". The "Class Reports" table shows a grid of student performance data across two semesters. Callouts identify specific areas: "Student Name(s)" points to the sidebar, "Your Name" points to the title bar, "Sign Out Link" and "Help Link" point to the top right, "Area 1" points to the "Upcoming Assignments" header, "Area 2" points to the "Student Reports" section, "Area 3" points to the "Class Reports" section, "Area 4" points to the "Options" section, "Area 5" points to the "No Assignments Due Today" message, and "District Name" points to the "Pinnacle School District" text.


2. **Student Reports** –This area lists commonly requested information specific to the student. The items listed here vary from school to school.
3. **Class Reports** – This area allows you to select report information for a specific class and marking period.
4. **Options** – This area includes additional helpful items for your account management. Click **Home** to return to the Pinnacle Grade “Home” page.
5. **Display area** – This is where information appears. To return to the Internet Viewer “Home” page after viewing other information, click **Grade Summary** from the Student Reports section.

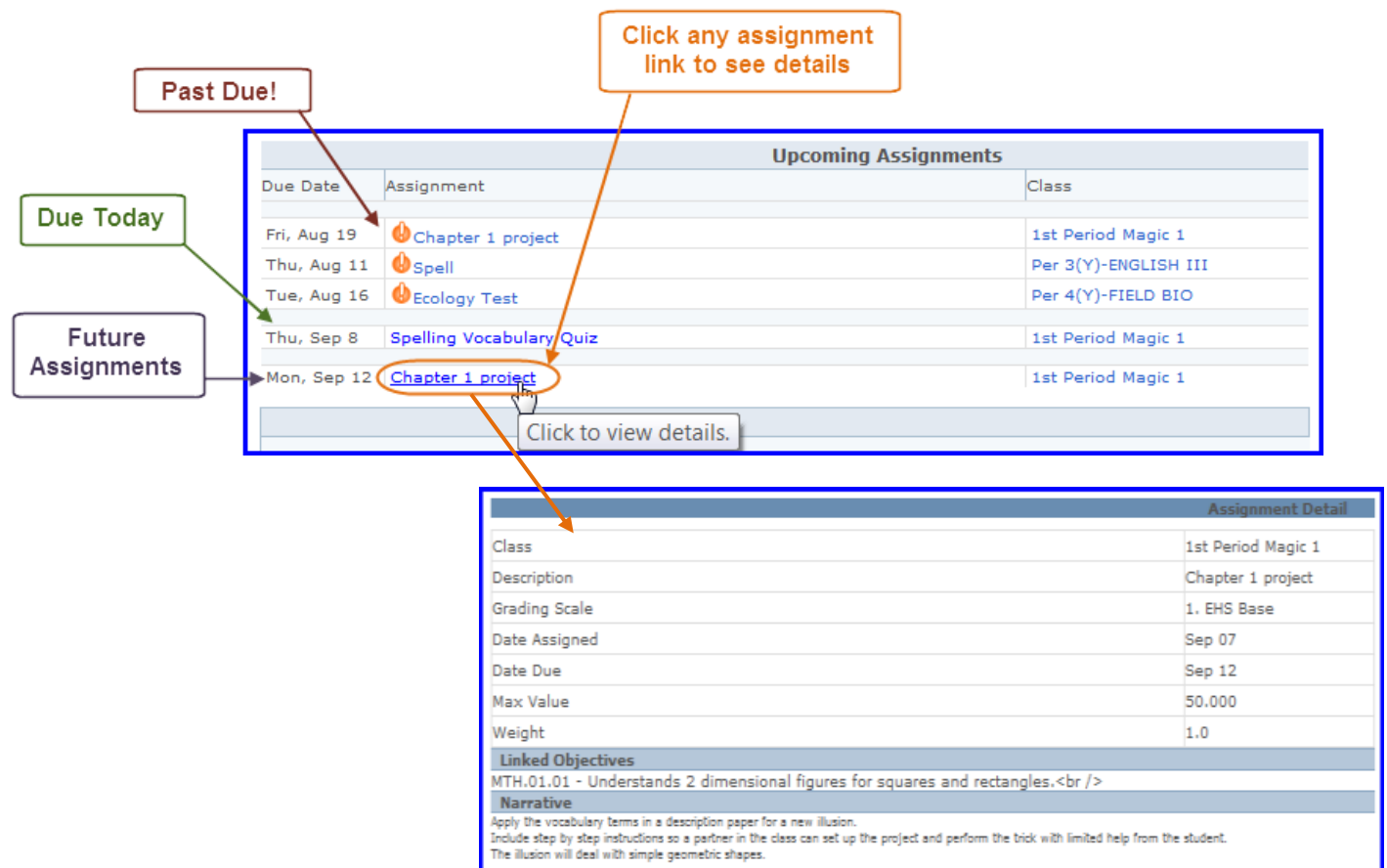
Assignments

Are any assignments missing or past due? What is due tomorrow? What is due Friday? You can find answers to these questions in PIV.




Upcoming Assignments

As soon as you sign on to PIV, the first table at the top of the results window shows **Upcoming Assignments**.

- Assignments are listed by the due date. An assignment due before the current date, with no grade assigned, is considered past due. These assignments are marked with an orange exclamation mark  icon.
- Past due assignments are followed by assignments due today, and these are followed by future assignments.
- Click any assignment displayed in blue to display the “Assignment Details.”



Upcoming Assignments

Due Date	Assignment	Class
Fri, Aug 19	 Chapter 1 project	1st Period Magic 1
Thu, Aug 11	 Spell	Per 3(Y)-ENGLISH III
Tue, Aug 16	 Ecology Test	Per 4(Y)-FIELD BIO
Thu, Sep 8	Spelling Vocabulary Quiz	1st Period Magic 1
Mon, Sep 12	Chapter 1 project	1st Period Magic 1

Assignment Detail

Class	1st Period Magic 1
Description	Chapter 1 project
Grading Scale	1. EHS Base
Date Assigned	Sep 07
Date Due	Sep 12
Max Value	50.000
Weight	1.0
Linked Objectives	
MTH.01.01 - Understands 2 dimensional figures for squares and rectangles. 	
Narrative	
Apply the vocabulary terms in a description paper for a new illusion. Include step by step instructions so a partner in the class can set up the project and perform the trick with limited help from the student. The illusion will deal with simple geometric shapes.	

Assignments by Class

The “Upcoming Assignments” table shows assignments for all classes, along with their grade and due date information. To check assignments for a specific class, use the Class Reports section.

☺ Check Assignment Steps

- Step 1.** Sign in to Pinnacle Grade, and click **Internet Viewer**.
- Step 2.** Locate the “Class Reports” section in the middle of the left pane.
- Step 3.** Select the **Class** title from the drop-down list.
- Step 4.** Select the **Marking Period** from the drop-down list.
- Step 5.** Select **Student Assignments** from the **Report** drop-down list.
- Step 6.** Click **Get Report**.

Student Assignments

Class: [1st Period Magic 1](#) (7)
 Teacher: [Mesta, Sau](#)
 Student: Beggs, Cathryn

No.	Description	Due Date	Category	Grade	Max	Letter	Comments
1	Chapter 1 test	Aug 10	hw	3	60.000	3	
2	Spelling	Aug 10	hw	42	50.000	B	
3	Chapter 1 project (8)	Aug 19	hw		30.000		
4	Spelling Vocabulary Quiz	Sep 8	quizzes		50.000		
5	Chapter 1 project	Sep 12	hw		50.000		
				92%		A-	

Category	Weight	Points / Max pts.	Percent	Letter
hw	30.000	92 / 110	84%	B%
other assessments	30.000	100 / 100	100%	A+%
quizzes	10.000	0 / 0	%	%
Tests	30.000	0 / 0	%	%

Comments: No comments.

- Step 7.** If the **Teacher** name displays in **blue**, it is a link. You can click the **name** to send an e-mail to the teacher.
- Step 8.** Any assignment listed in **blue** includes “Assignment Details.” Click the **assignment** to see the details.

Note: The “Student Assignments” report is also available if you click the **grade** or **score** link from the “Grade Summary” report.

Missing Assignments by Class

“Upcoming Assignments” from the “Grade Summary” page lists all past due assignments for any class. To check missing assignments for a specific class, use the Class Reports section.

☺ *Check Missing Assignment Steps*

- Step 1.** Sign in to Gradebook, and click **Internet Viewer**.
- Step 2.** Locate the “Class Reports” section in the middle of the left pane.
- Step 3.** Select the **Class** title from the drop-down list.
- Step 4.** Select the **Marking Period** from the drop-down list.
- Step 5.** Select **Student Missing Assignments** from the **Report** drop-down list.

- Step 6.** Click **Get Report**.

The report displays any past due assignment(s), and the date the assignment(s) were due.

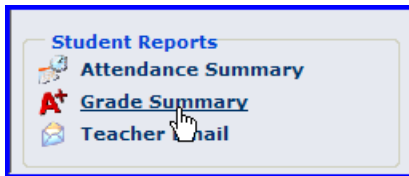
Missing Assignments				
Class:	1st Period Magic 1			
Teacher:	Mesta, Sau			
Student:	Beggs, Cathryn			
Assignments				
No.	Description	Due Date	Category	Max
1	Chapter 1 project	Aug 19	hw	30.000

Grades

You can use PIV to see your current grade for all classes, a specific class, or a specific assignment. If your school includes standards with assignments, you can view progress by standards too.

Current Grade Summary

The Grade Summary page displays current grades for all classes. If you navigate away from this page, click **Grade Summary** from the Student Reports to return.



Standards

Some schools include standards or objectives with their assignments. These are skills identified by a school, district, or state agency as appropriate for a specific grade and/or subject. Students are expected to master specific standards or objectives from one level before moving to the next level of learning. If your school includes standards or objectives, you can view the Student Standards report.

Student Standards Report Steps

- Step 1.** Sign in to Gradebook, and click **Internet Viewer**.
- Step 2.** Locate the “Class Reports” section in the middle of the left pane.
- Step 3.** Select a **Class** title from the drop-down box list.
- Step 4.** Select a **Marking Period** from the drop-down list
- Step 5.** Select **Student Standards** from the Report drop-down list.
- Step 6.** Click **Get Report**.

A screenshot of the 'STUDENT LEARNING STANDARDS REPORT' interface. The left sidebar shows the 'Class Reports' section with dropdown menus for 'Class' (1st Period Magic 1), 'Marking Period' (Marking Period 4), and 'Report' (Student Standards). A 'Choose report.' button is at the bottom of the sidebar. The main content area displays the report for 'Teacher: Mesta, Sau', 'Student: Beggs, Cathryn', and 'Class: 1st Period Magic 1'. The report includes a table with columns for Title, Observed/Max, Grade, and Score.

Title	Observed/Max	Grade	Score
Understands 2 dimensional figures for squares and rectangles. Chapter 1 test	50/60,000	3	3
Identifies 3D figures 		Has Not Been Scored	
Identifies 2D figures 		Has Not Been Scored	
Can find perimeter of 2 D figures		Has Not Been Scored	

Attendance

Have you ever received a call from the school secretary asking about attendance issues? Suppose you had a dentist appointment and gave the secretary a note to that affect, but there was still a mistake in the record. You can use PIV to check such issues. Please be aware that some information may require a 24 hour period (one full day) to be updated, but you can use PIV to check any attendance record whether you are checking for the day, for a class, or for an entire marking period and every class in a student schedule.

You can open the **Attendance Summary** from the Student Reports section. This report displays attendance records for the current marking period.

Review Attendance Steps

- Step 1.** Sign in to Gradebook, and click **Internet Viewer**
- Step 2.** Locate the “Class Reports” section in the middle of the left pane.
- Step 3.** Click **Attendance Summary** to display the “Attendance Report”.

Attendance Report
Beggs, Cathryn
For April 02, 2011 September 16, 2011
[Hide Schedule](#)

#	Course	Teacher	Add Date	Drop Date
1	1st Period Magic 1	Mesta, Sau		
2	Per 2(Y)-ACCOUNTING I	Loftus, Delsie		
3	Per 3(Y)-ENGLISH III	Speicher, Pamela		
4	Seminar(Y)-SEMINAR/CLUB	Leaf, Dot		
5	Per 4(Y)-FIELD BIO	Ben, Eustolia		
6	Per 5(Y)-GEOMETRY	Dupras, Audie		
7	Per 6(2)-PHOTO ART	Raymer, Beverley		
8	2-Economics	Aldaco, Dan		
9	Per 7(1)-AM GOVERNMENT	Sheffer, Shakita		
10	Per 7 OWF(2)-STUDY HALL	Griffie, Raina		
11	Per 7 ETR(2)-PE SEM 2	Talbot, Lawrence		

[Hide Attendance Detail](#)

Date	1	2	3	4	5	6	7	8	9	10	11
2011-08-30 Tue	T	T	T	T	T	T	T	T		ABS	T
2011-08-31 Wed	ABS	ABS	ABS	ABS	ABS	ABS	ABS	ABS		ABS	
2011-09-01 Thu	EPR	EPR	EPR	EPR	EPR	EPR	EPR	EPR			EPR
2011-09-07 Wed	ABS	ABS	ABS	ABS	ABS	ABS	ABS	ABS		ABS	

[Hide Attendance Summary](#)

Type	1	2	3	4	5	6	7	8	9	10	11
Unexcused Absence		2	2	2	2	2	2	2		2	
Excused Absence											
School Absence											
Unexcused Tardy		1	1	1	1	1	1				
Excused Tardy											
Present											

[Show Attendance Code Legend](#)

This report was generated on Thursday, September 08, 2011 at 9:09 AM.

Callouts:

- Click to close the schedule (points to [Hide Schedule](#))
- This displays the student class schedule (points to the Student Schedule table)
- This table displays course title and sequence for all attendance records in the marking period (points to the Student Schedule table)
- Course Sequence (points to the # column in the Student Schedule table)
- This table displays totals of all recorded attendance for the marking period by class (points to the Attendance Summary table)
- Click here to see attendance code definitions (points to [Show Attendance Code Legend](#))

Communications

Many of today's students and parents rely on electronic devices to keep them informed and track their schedules. Pinnacle Internet Viewer offers several tools to meet these needs. You can use the **Teacher Email** feature to open a form in your e-mail service that is pre-populated with the recipient address. You can request **Email Notifications** regarding attendance, grades, or discipline issues and you can select how frequently you receive notifications.

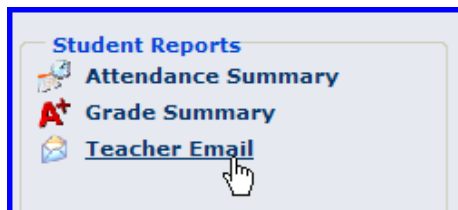
E-mail a Teacher

Teacher e-mail addresses are available in many reports. Any time you see a teacher's name listed in a **blue** font, this is a link. When you click the teacher's name, your e-mail service opens to a form already populated with the teacher's address. All you have to do is write the message and send it.

You can use the **Teacher E-mail** option from the Student Reports section, to open a list of all teachers assigned to the student for the current marking period, and the teacher's e-mail addresses.

E-Mail a Teacher Steps

- Step 1.** Sign in to Pinnacle Grade, then click **Internet Viewer**
- Step 2.** Locate the **Student Reports** section at the top of the left pane.
- Step 3.** Click **Teacher Email**



- Step 4.** Teacher names in **blue** are links. Find the teacher you want to e-mail in the Email column, and click the **name**.

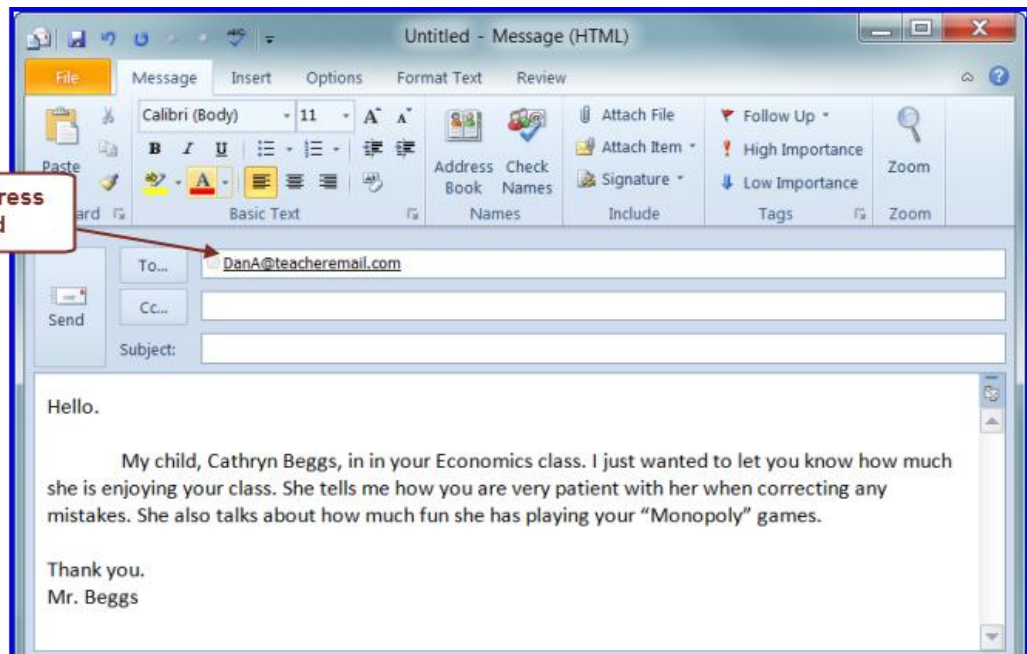
Teacher Email		
Course	Teacher	Email
1st Period Magic 1	Mesta, Sau	Mesta, Sau
Per 2(Y)-ACCOUNTING I	Loftus, Delsie	Loftus, Delsie
Per 3(Y)-ENGLISH III	Speicher, Pamella	Speicher, Pamella
Seminar(Y)-SEMINAR/CLUB	Leaf, Dot	Leaf, Dot
Per 4(Y)-FIELD BIO	Ben, Eustolia	Ben, Eustolia
Per 5(Y)-GEOMETRY	Dupras, Audie	Dupras, Audie
Per 6(2)-PHOTO ART	Raymer, Beverley	Raymer, Beverley
2-Economics	Aldaco, Dan	Aldaco, Dan
Per 7(1)-AM GOVERNMENT	Sheffer, Shakita	Sheffer, Shakita
Per 7 OWF(2)-STUDY HALL	Griffie, Raina	Griffie, Raina
Per 7 ETR(2)-PE SEM 2	Talbott, Lawrence	Talbott, Lawrence

Click a teacher name in blue to send an e-mail.

Click to email teacher.

Step 5. Create your e-mail message and click **Send**

Teacher e-mail address
is pre-populated



Note: E-mail works with your service, including, Hotmail, Yahoo, MSN, and others.

Request Notification

E-mail notifications are available and can be requested through PIV. You can request daily or weekly reports for attendance, grades, and student assignments. You can also request automatic notices for discipline issues and unexcused absences.

Requesting Notification Steps

- Step 1.** Sign in to Gradebook, then click **Internet Viewer**
- Step 2.** Locate the **Options** section in the lower left pane
- Step 3.** Click **Email Subscriptions**



Note: When you are configuring your e-mail subscriptions for the first time, a notification displays if you do not have an e-mail address on file.

You currently don't have an email address [Click Here](#) to add.

This notification contains a link to your “Edit Profile” page, where you can set up an e-mail address in your profile. For instruction on how to configure your e-mail address, see [Edit Profile](#) on page 4.

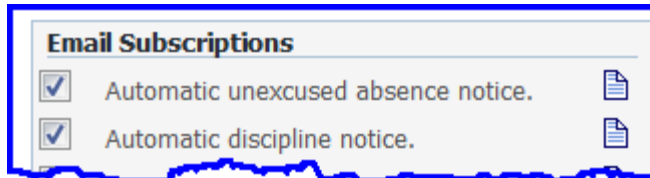
The “Email Subscriptions” page allows you to tailor a notification schedule to fit your needs. You can modify it anytime, as circumstances with your student change.

The screenshot shows the 'Email Subscriptions' interface. It includes sections for 'Attendance summary', 'Grade Summary', 'Student assignments', and 'Classes'. Each section has checkboxes for days of the week (Sun-Fri) and a 'Preview' icon. The 'Classes' section lists various courses with dropdown menus for grade levels and checkboxes for 'Home', 'Work', and 'Other' email addresses. A 'Save' button is at the bottom.

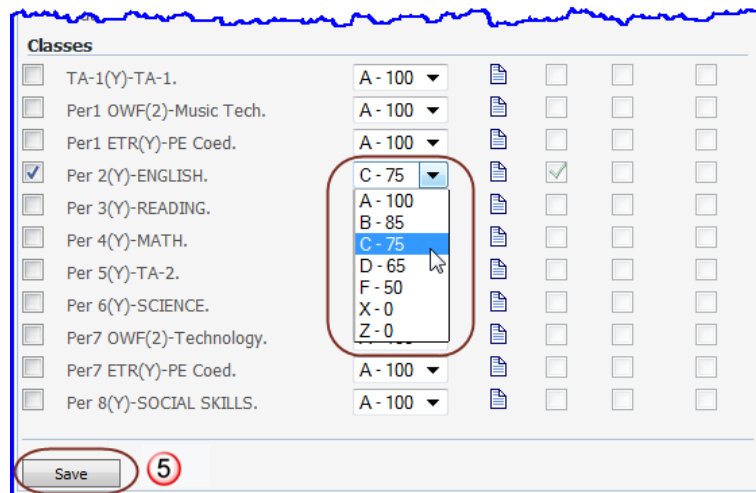
- Step 4.** Select the **checkbox(es)** to indicate the types of notifications you want to receive.
- a) You can select the type of report (Grades, attendance, assignments), and for which classes, you want to receive updates.

☺ Some notifications are sent “on occurrence.” If the selected action does happen, a notification is sent each time it happens. These notices include:

- Automatic “Unexcused Absence” notice
- Automatic Discipline Notification



- Automatic Grade Notification (You select grades to be reported)
 - You can select a grade threshold value in the drop-down list. This will send you a notification when the student’s current term grade for the selected class(es) reaches the designated grade threshold, in either direction.
- ☺ Example: The grade threshold for Period 2 English is set at 75. Student A scores an 85 on her first assignment. The next assignment, she scores a 75. No e-mail verification is sent, since the student’s score for the course (**80**) is still above the threshold value. Then for the third assignment, Student A scores a 60. This triggers an e-mail notification, since the student’s term grade (**73**) drops below the designated threshold value.



Step 5. Click **Save**.

 **Note:** Remember to click **Save** anytime you edit your subscription information!

Completion



You have completed the Pinnacle Internet Viewer (PIV) training overview. Please contact your school with any questions you may have.

The School Gradebook address is: _____

My User name is: _____

My Student Password is: _____

My Parent/Guardian Password is: _____