

Pinnacle Internet Viewer

A guide for parents and students

Getting Started

Introduction

Not long ago, students spent all night cramming for a final exam and then had to wait two to four agonizing weeks for a report to arrive in the mail before they knew their final grades. That is not the case today. 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 stay in touch with 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. That 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 your 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:

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Sign on

Welcome to 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 e-mail addresses, upcoming assignments, educational resources, and other reports selected by your school.

The 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 correct password will be able to view the selected account.

 It is important that you share your User Name and Password information only with those persons you want to have access to your student account. Parents use the same User Name and Password assigned to their child. Please contact your child's school for more information regarding account access.

Steps

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

Step 1. Open a browser.

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



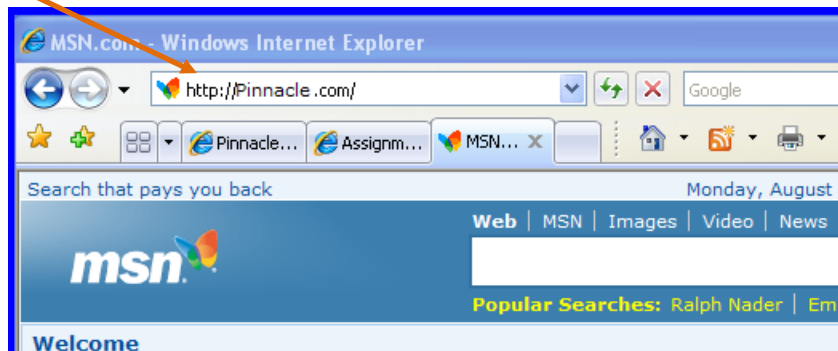
Click the icon to open the browser.

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

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

Address bar

Step 2. Type the Pinnacle Internet Viewer address (provided by your school) in the address bar.

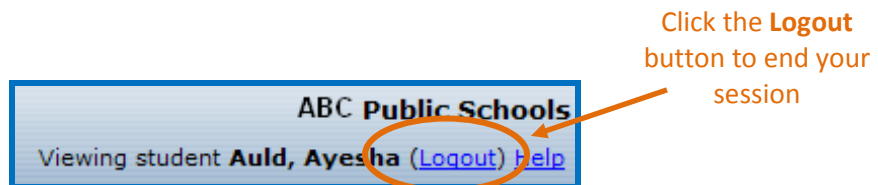


- Step 3.** Type your **User name**.
- Step 4.** Type your **Password**.
- Step 5.** Select a **School** from the drop-down menu.
- Step 6.** Click **Logon**.

The screenshot shows the Pinnacle Web interface. At the top left is the Pinnacle Web logo. Below it is a welcome message: "Welcome to the Pinnacle Internet Viewer. This application allows you to view your student's grades and attendance in a real-time atmosphere. By using your student's id number and the password assigned by your school district, you will be able to view your student's current information as well as information from previous marking periods." Below the text is a login form with the following fields: "User name" (input field with callout 3), "Password" (input field with callout 4), and "School" (drop-down menu with "ABC Public School" selected and callout 5). A "Logon" button is located below the "School" field with callout 6.

Log out

When you have finished working in PIV, be sure to click the **Logout** link found at the top of the PIV window.



PIV Home Page

When you open Pinnacle Internet Viewer, the first page displayed is the home page. Let's 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 School Name, your Student Name, and Logout button.

The screenshot shows the Pinnacle Internet Viewer home page for ABC Public Schools. The title bar at the top displays 'ABC Public Schools', 'Viewing student Auld, Ayesha', and a 'Logout' button. The main content area is divided into several sections:

- Area 1:** The top navigation bar containing the school name, student name, and logout button.
- Area 2:** The 'Student Reports' sidebar menu, which includes options like Attendance Summary, Grade Summary, Teacher Email, Fee Report, Interim Progress Report, Lunch Balances, and Standards Report Card.
- Area 3:** The 'Class Reports' section, which allows users to select a class (currently '1st-LANGUAGE ARTS+') and a marking period (currently '1st Quarter') to view reports.
- Area 4:** The 'Options' sidebar menu, which includes Print, Email Notification, Change Password, Educational Resources, and Learning Plan.
- Area 5:** The 'Upcoming Assignments' and 'Grade Summary' sections. The 'Upcoming Assignments' table shows due dates and assignments for various classes. The 'Grade Summary' table shows scores for Semester 1 and Semester 2 across different classes.

Due Date	Assignment	Class
May 2, 08	Assignment Notebook Check	1st-LANGUAGE ARTS+
No Assignments Due Today		
Aug 27, 08	Test for copy	6th-POWER TRAINING


Class	Semester 1		
	1st Quarter	2nd Quarter	Final
1st-LANGUAGE ARTS+	98 / A+	86 / B	91 / A-
2nd-MATH	99 / A+	99 / A+	99 / A+
3rd-BAND	100 / A+	100 / A+	100 / A+
4-SPANISH	97 / A	94 / A	95 / A
5th-SCIENCE	83 / B-	93 / A-	88 / B+
6th-POWER TRAINING	98 / A+	96 / A	97 / A
7th-SOCIAL STUDIES	90 / B+	90 / B+	90 / B+

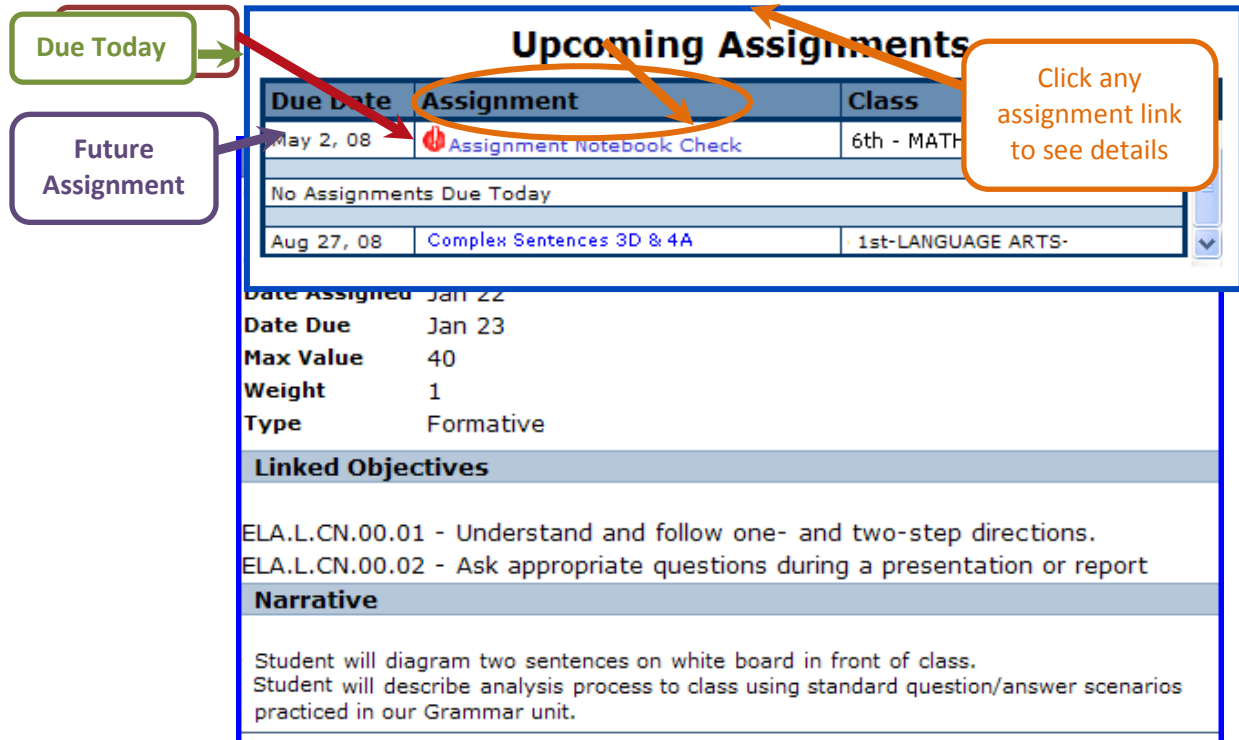
Class	Semester 2		
	3rd Quarter	4th Quarter	Final
1st-LANGUAGE ARTS+	87 / B	86 / B	86 / B
2nd-MATH	96 / A	94 / A	95 / A
3rd-BAND	100 / A+	100 / A+	100 / A+
4-SPANISH	85 / B	88 / B+	87 / B
5th-SCIENCE	90 / A-	93 / A	92 / A-
6th-3MP-PHYS ED	100 / A+	97 / A	98 / A+
7th-SOCIAL STUDIES	83 / B-	89 / B+	86 / B


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 information for a specific class.
4. Options – this area includes additional helpful items for your account management.
5. Display area – this is where information appears. To return to the default page after viewing other information, click **Grade Summary** from the Student Reports section.

All 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 and any past due assignments are marked with a red 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 font to read "Assignment Details."



Due Date	Assignment	Class
May 2, 08	 Assignment Notebook Check	6th - MATH
No Assignments Due Today		
Aug 27, 08	Complex Sentences 3D & 4A	1st-LANGUAGE ARTS-

Assignment Details:

Date Assigned Jan 22
 Date Due Jan 23
 Max Value 40
 Weight 1
 Type Formative

Linked Objectives

ELA.L.CN.00.01 - Understand and follow one- and two-step directions.
 ELA.L.CN.00.02 - Ask appropriate questions during a presentation or report

Narrative

Student will diagram two sentences on white board in front of class.
 Student will describe analysis process to class using standard question/answer scenarios practiced in our Grammar unit.

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.




Assignments by Class

The “Upcoming Assignments” table shows assignments for all classes. To check assignments for a specific class, use the Class Reports section.


Steps


- Step 1.** Sign on to PIV.
- Step 2.** Locate the **Class Reports** section in the middle of the left pane.
- Step 3.** Select the **Class** from the drop-down box.
- Step 4.** Select the **Marking Period** from the drop-down box.
- Step 5.** Select **Student Assignments** from the **Report** drop-down.
- Step 6.** Click **Get Report**.


Student Reports


-  Attendance Summary
-  **Grade Summary**
-  Teacher Email

Class Reports






Class: 1st-LANGUAGE ARTS+ 

Marking Period: 1st Quarter 


Report: Student Assignments 


Get Report 

Options

-  Print
-  Email Notification
-  Change Password
-  Educational Resources
-  Learning Plan

Student Assignments

Class:	1st-LANGUAGE ARTS+					
Teacher:	Kilbourne, Marion 					
Student:	Auld, Ayesha					

Assignments							
No.	Description	Due Date	Category	Grade	Max	Letter	Comments
1	Folder	Aug 28		10	10.000	A	
2	Name and Interest card	Aug 29		10	10.000	A	
3	Journal and entry	Aug 29		10	15.000	A	
4	Bagfolio Presentation 	Sep 5		30	30.000	A	
5	Journal entry	Sep 6		5	10.000	A	
6	Lifeskill Test	Sep 7		30	30.000	A	
7	Assignment notebook check	Sep 7		4	4.000	A	
8	Bagfolio Composition	Sep 14		15	15.000	A	
9	Bagfolio illustration	Sep 14		5	5.000	A	
10	Lifeskill	Sep		70	70.000	A	

- 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.

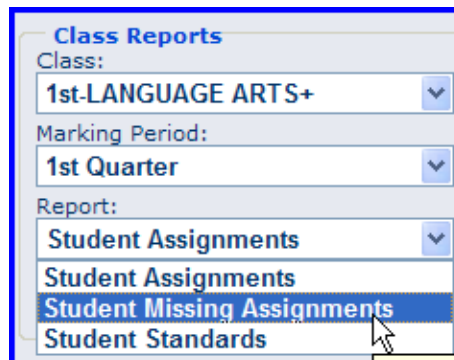
Note: The “Student Assignments” report is also available if you click the grade or score link from the “Grade Summary” report.

Missing Assignments by Class

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

Steps

- Step 1.** Sign on to PIV.
- Step 2.** Locate the **Class Reports** section in the middle of the left pane.
- Step 3.** Select the **Class** from the drop-down box.
- Step 4.** Select the **Marking Period** from the drop-down box.
- Step 5.** Select **Student Missing Assignments** from the **Report** drop-down.



The screenshot shows the 'Class Reports' interface. It has three dropdown menus: 'Class' set to '1st-LANGUAGE ARTS+', 'Marking Period' set to '1st Quarter', and 'Report' set to 'Student Assignments'. The 'Report' dropdown menu is open, showing options: 'Student Assignments', 'Student Missing Assignments' (highlighted), and 'Student Standards'. A mouse cursor is pointing at 'Student Missing Assignments'.

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

Missing Assignments

Class:	1st-LANGUAGE ARTS+
Teacher:	Kilbourne, Marion
Student:	Auld, Ayesha

Assignments				
No.	Description	Due Date	Category	Max
1	Journal-imagination	Sep 25		10.000
2	IPG Bio	Oct 19		10.000
3	Mythology Sharing	Oct 25		10.000

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



Assignment grades are posted in the **Student Assignments** report as outlined on page 6.

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.

Steps

- Step 1.** Sign on to PIV.
- Step 2.** Locate the **Class Reports** section in the middle of the left pane.
- Step 3.** Select a **Class** from the drop-down box.
- Step 4.** Select a **Marking Period** from the drop-down box
- Step 5.** Click **Get Report**.

2008-08-26		STUDENT OBJECTIVES REPORT		1st Quarter	
Teacher: Kilbourne, Marion		Student: Auld, Ayesha		Class: 1st-LANGUAGE ARTS+	
Title	Observed/Max	Grade	Score		
Meaning and Communication	Has Not Been Scored				
All students will read and comprehend general and technical material.	Has Not Been Scored				
Understand and follow one- and two-step directions.	Has Not Been Scored				
Use effective listening and viewing behaviors	Has Not Been Scored				
All students will read and comprehend general and technical material.	Has Not Been Scored				
Ask appropriate questions during a presentation or report	Has Not Been Scored				
All students will focus on meaning and communication as they listen, speak, view, read, and write	4/4	4	4		
Listen to each other and interact and respond appropriately—eye contact—attentive—supportive	3.5/4	4	4		
Differentiate between sender and receiver.	4/4	4	4		
Language	Has Not Been Scored				
All students will use the English language effectively.	4/4	4	4		
Literature	Has Not Been Scored				
All students will read and analyze a wide variety of classic and contemporary literature and other t	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 one 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.

Steps

- Step 1.** Sign on to PIV.
- Step 2.** Locate the **Student Reports** section at the top of the left pane.
- Step 3.** Click **Attendance Summary**.

Attendance Report

For June 16, 2008 October 27, 2008

[Hide Schedule](#)

Student Schedule				
Hour	Class	Teacher	Add Date	Drop Date
1st	1st-SPORTS FITNESS	Lando, Thaddeus	2006-07-12	
2nd	2nd-SCIENCE	Zamora, Jame	2006-07-12	
3rd	3rd-LA ENRICHMENT	Pitts, Lazaro	2006-07-12	
4th	4th-LANGUAGE ARTS	Pitts, Lazaro	2006-07-12	
5th	5th-MATH	Gidney, Nel	2006-07-12	
6th	6-SOCIAL STUDIES	Behnke, Ri		
7th	07-STUDY SKILLS	Halls, Arro		

[Hide Attendance Detail](#)

Detailed Attendance							
Date	1st	2nd	3rd	4th	5th	6th	7th
2008-06-24 Tue				UA			
2008-08-13 Wed							UA
2008-08-27 Wed							UT

[Hide Attendance Summary](#)

Attendance Summary							
Type	1st	2nd	3rd	4th	5th	6th	7th
Unexcused Absence				1			1
Excused Absence							
School Absence							
Unexcused Tardy							1
Excused Tardy							

[Show Attendance Code Legend](#) [Show Hour Code Legend](#)

This report was generated on Tuesday, August 26, 2008 at 15:08 PM.

Click here to close the schedule (points to [Hide Schedule](#))

This is the student class schedule (points to Student Schedule table)

This table shows the day and hour for every attendance record for the marking period (points to Detailed Attendance table)

This table shows a total of all recorded attendance for the marking period and displays it by class hour (points to Attendance Summary table)

Click here to see 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 instantly 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. If you are having difficulty learning a specific subject, PIV also offers **Educational Resources**.

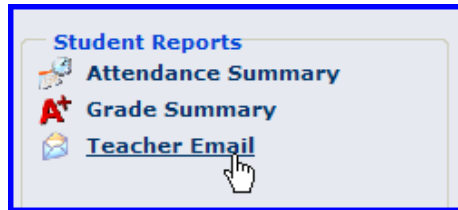
E-mail a teacher

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 pre-populated with the teacher's address. All you have to do is write the message and send it.

You can use the **Teacher Email** 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.

Steps

- Step 1.** Sign on to PIV.
- Step 2.** Locate the **Student Reports** section at the top of the left pane.
- Step 3.** Click **Teacher Email**.



- Step 4.** Select a teacher from the list and click the blue font Email link.

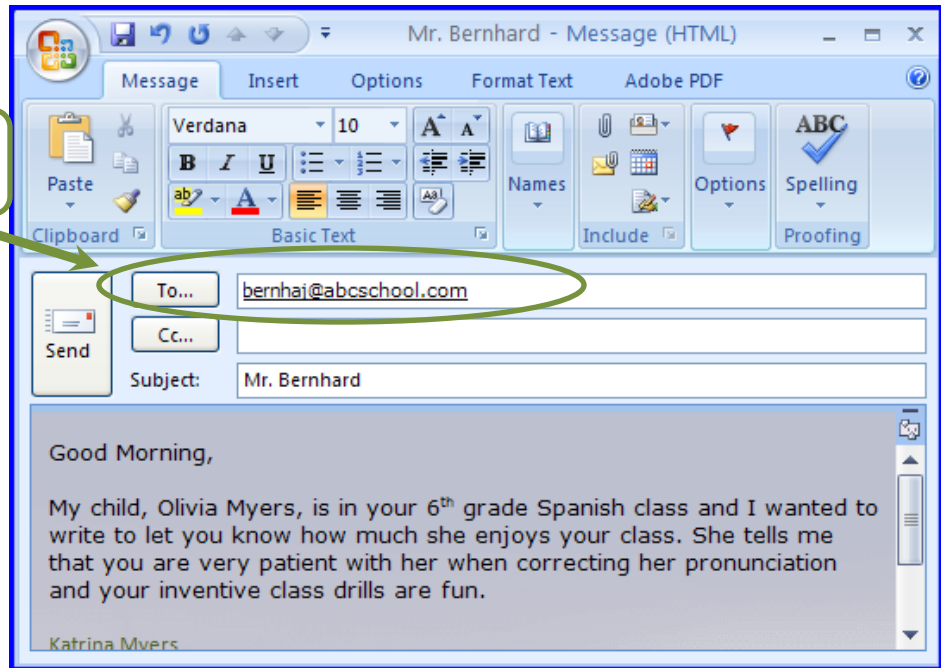
Click any blue teacher Email to send a note

Hour	Class	Teacher	Email
1st	1st-DRAMA	Bade, Rudolf	Bade, Rudolf
2nd	2nd-SPANISH	Bernhard, Jermaine	Bernhard, Jermaine
3rd	3rd-SCIENCE	Fontanez, Denver	Fontanez, Denver
4th	4th-MATH	Gidney, Nelson	Gidney, Nelson
5th	5th-LANGUAGE ARTS	Bade, Rudolf	Bade, Rudolf
6th	6-SOCIAL STUDIES	Behnke, Riley	Behnke, Riley
7th	07-STUDY SKILLS	Halls, Arron	Halls, Arron

Step 5. Create the e-mail and **Send** it.

Teacher address is pre-populated

Note: E-mail works with your service, including, hotmail, yahoo, msn, and others.

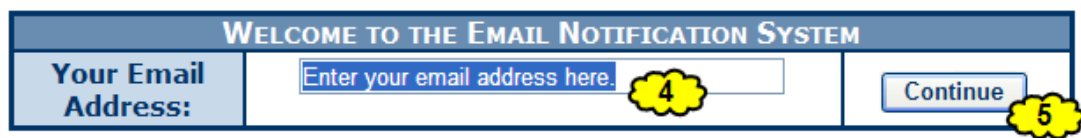
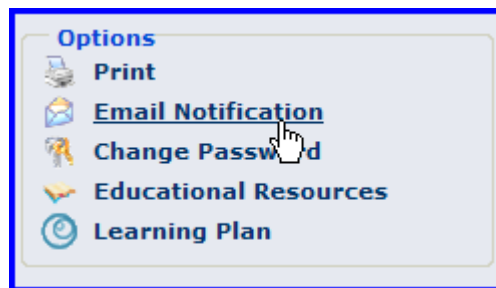


Request Notification

E-mail notifications are available and can be requested from PIV. You can request daily, weekly, bi-weekly, or 'on occurrence' reports for attendance, grade, student assignment, or discipline issues.

Steps

- Step 1.** Sign on to PIV.
- Step 2.** Locate the **Options** section in the lower left pane.
- Step 3.** Click **Email Notification**.



- Step 4.** Enter your **Email Address**
- Step 5.** Click **Continue**.

Step 6. Type the name you want used for notification salutations.

Step 7. Click the checkbox(es) to select the types of notifications you want to receive.

The screenshot shows a web form for setting up notifications. At the top, there are fields for 'School' (Great Lakes Public Schools) and 'Email Recipient' (kmyers@excelsiorsoftware.com). Below this is the 'Report Selection' section. It includes a text input for 'Enter your name (as used in salutation)' with 'Mrs. Smith' entered and a yellow callout bubble with the number '6' pointing to it. There are five notification options, each with a checkbox and a document icon: 'Automatic "Unexcused Absence" Notification' (checked), 'Attendance Summary' (unchecked), 'Grade Summary' (unchecked), 'Student Assignments' (checked), and 'Automatic Grade Notification' (checked) with a yellow callout bubble with the number '7' pointing to it. Each notification has a 'Before' or 'After' dropdown, a time input (all set to 5:00), an 'A.M.' or 'P.M.' dropdown, and an 'every' dropdown (all set to 'Weekday'). A yellow callout bubble with the number '8' points to the 'Submit Notification Request' button at the bottom. A callout box with a purple border and arrow points to a grade selection dropdown menu showing 'C-', 'D', 'D+', and 'D-', with the text 'Select ALL grades you want reported immediately'.

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” Notification
- Automatic Discipline Notification
- Automatic Grade Notification (You select grades to be reported)

Other notifications allow you to select when you would like to receive notice. You can receive notices **Before** or **After** a specific time every **Weekday**, once a week (on a day you specify), or once every two weeks (every **Other**).

This close-up shows the 'Attendance Summary' notification settings. The 'Before' dropdown is circled in green. The time input '5:00' is circled in orange. The 'A.M.' dropdown is circled in purple. The 'every' dropdown is open, showing a list of options: 'Weekday', 'Monday', 'Tuesday', 'Wednesday', 'Thursday', 'Friday', 'Saturday', 'Sunday', 'other Monday', 'other Tuesday', 'other Wednesday', 'other Thursday', 'other Friday', 'other Saturday', and 'other Sunday'. A red circle highlights the 'other' options.

Step 8. Click Submit Notification Request

After you submit a request for e-mail notifications, a confirmation message appears to verify your selections. This message also shares that you will receive an e-mail that requires your response before notifications can begin.

School	Email Recipient
Great Lakes Public Schools	kmyers@excelsiorsoftware.com

Mrs. Smith, here is a list of all your email notifications:

- Automatic "Unexcused Absence" Notification.
- Automatic Discipline Notification.
- A Gradebook Report to be sent every Weekday.
- Automatic Grade Notification if any grade equals one of the following values: D, D+, D-.

Note: NEW USERS should expect an email that requires an authorization response before the above requests are granted.

Get Extra Help

One way, to get help, is to e-mail a teacher and ask questions, but that is not your only option. You can use the **Educational Resources** link to find specific grade level and subject help, research colleges, or research K-12 schools.

Steps

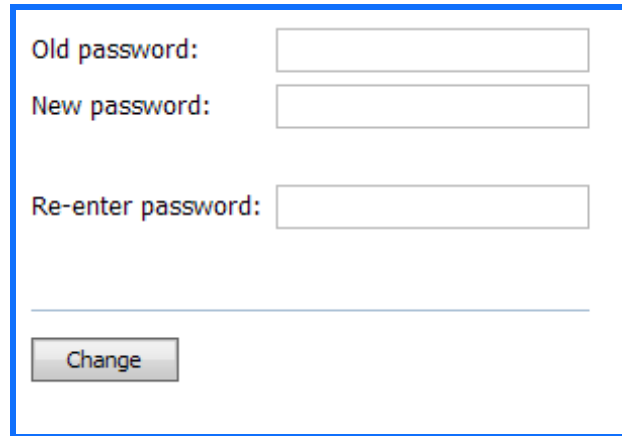
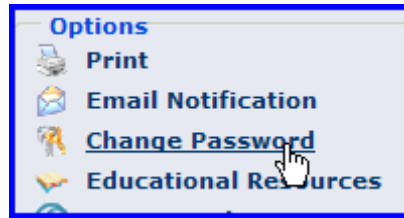
- Step 1.** Sign on to PIV.
- Step 2.** Locate the **Options** section in the lower left pane.
- Step 3.** Click **Educational Resources**.

The 'Options' menu includes: Print, Email Notification, Change Password, Educational Resources (highlighted), and Learning Plan.

The 'Get Help Now' page features a search form with fields for Grade Level (5), Subject (Mathematics), and Topic (Algebra). A callout box points to these fields with the text: "Select Grade, Subject, and Topic to get help." Other callouts include "Research Colleges" pointing to the "Find Your Ideal College" section and "Research K-12 schools" pointing to the "Learn About Schools Across the Country" section.

Change Password

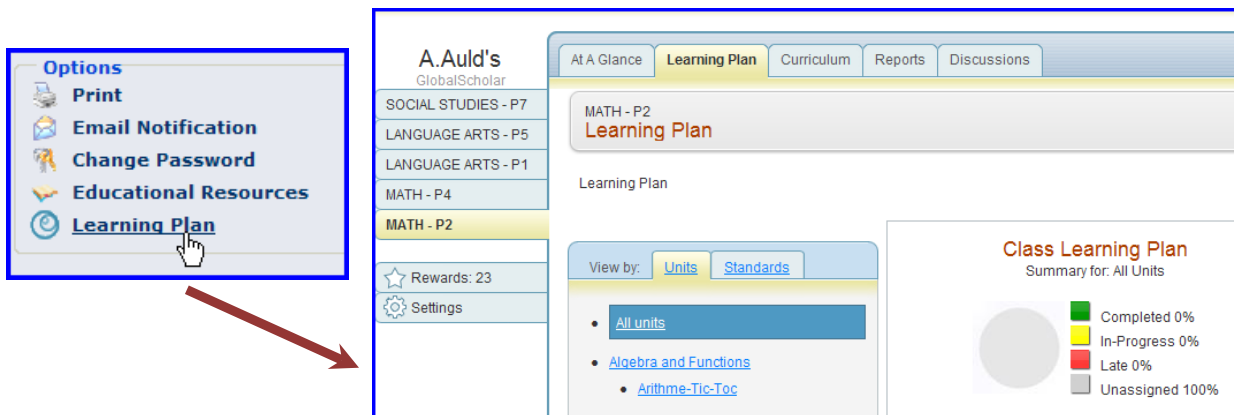
Click **Change Password** from the Options section to create a new password for your account.



A screenshot of the 'Change Password' form. It contains three input fields: 'Old password:', 'New password:', and 'Re-enter password:'. Below the fields is a 'Change' button.

My Learning Plan

If your school has also purchased the Pinnacle Suite *Assessment and Curriculum* component, you will see the **Learning Plan** link from your PIV Options section. Click this link for easy access to your online account.





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

The PIV address is:

My User name is:

My Student Password is:

My Parent/Guardian Password is:

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