


Parent instructions for Pinnacle Gradebook

PINNACLE INTERNET VIEWER (PIV) FOR VIEWING YOUR CHILD'S ATTENDANCE AND GRADES

Please note that the following screen shots are examples of what you may expect to see. No one specific student's record was used for these examples and data for those records used has been altered to depict different scenarios.

PINNACLE INTERNET VIEWER ? HELP



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.

Enter your child's Student ID. → Student ID:

Enter the password that was emailed to you. → Password:

Select your child's school from the pull-down list of schools. → School:

Click on the Login button. →

Student Reports

- Attendance Summary
- Grade Summary**
- Missing Assignments

Class Reports

Class:

Report:

Marking Period:

Options

- Print Report
- Email Signup
- Change Password

Grade Summary By Quarter Reporting Period

COURSE	Letter Grades								SUBJECT
	1ST QUAR	2ND QUAR	1ST EXAM	1ST SEME	3RD QUAR	4TH QUAR	2NDEXAM	2ND SEME	
WRLD HIST/GEOG P2	C	C		C					C
ENGLISH 10	B	A		B					B
VPA ARCHITECTURE	B	A		B					B
NAVAL SCIENCE I	B	A		A					A
BIOLOGY	C	C		C					C
GEOMETRY	C	C		C					C
SPANISH III	C	A		B					B
VPA CERAMICS	B	B		B					B
VPA MULTIMEDIA IMG	A	A		A					A
HOMEROOM									

After logging in, the default view is of the Grade Summary By Quarter Reporting Period. Any of the bold letter grades can be clicked on to reveal the Student Assignments report (pictured below) which shows the assignments and scores used in the grade's calculation.

CLASS:		A1_YR_LA1140-110-ENGLISH				
TEACHER:		Al Fabelical				
ASSIGNMENTS						
NO.	DESCRIPTION	DUE DATE	CATEGORY	GRADE	MAX	LETTER
1	Matching Activity - "OR"		Homework	100	100	A
2	Character Analysis		Homework	100	100	A
3	Quiz-Oedipus Rex		Quizzes	98	98	A
4	Magic Squares		Homework	100	98	A
5	Test-Oedipus Rex		Test/Projects/Es	76	98	D
6	Notebook Check		Test/Projects/Es	X	100	
7	Library		Classwork	100	100	A
CATEGORY	WEIGHT	POINTS/MAX PTS.	PERCENT	LETTER		
Homework	1	300 / 298	101%	A		
Classwork	1	100 / 100	100%	A		
Test/Projects/Esseys	1	76 / 98	78%	C		
Quizzes	1	98 / 98	100%	A		
FINAL GRADE:			95%	A		
COMMENTS:						

The letter grade "A" for the 2nd quarter of English 10 was selected for this example.

Parent instructions for Pinnacle Gradebook

Student Reports

- Attendance Summary**
- Grade Summary
- Missing Assignments

Class Reports

Class: **VPA MULTIMEDIA IMG**

Report: **Student Assignments**

Marking Period: **2nd Quarter**

Get Report

Options

- Print Report
- Email Signup
- Change Password

Attendance Report

For November 5, 2008 Through February 1, 2009

Hide Schedule

Student Schedule				
Hour	Course	Teacher	Add Date	Drop Date
P1	ENGLISH 10	Al Fabelcal	2008-09-02	
P1	WRLD HIST/GEOG P2	Justin Case	2008-09-10	
P2	HEALTH & PE III	Prezzie Dental	2008-09-02	
P2	NAVAL SCIENCE I	Batli Schipp	2008-09-10	
P3	BIOLOGY	Forrest Glenn	2008-09-02	
P3	GEOMETRY	Holly Dae	2008-09-10	
P4	SPANISH III	Prince Apple	2008-09-02	
P4	ART FOUNDATIONS	Kofi Kupp	2008-09-02	
P5	ARCHIT DRAW	April Phoolze	2008-09-02	
P6	HOMEROOM	Justin Case	2008-09-02	

Selecting Attendance Summary will show, for the marking period selected:

1. Your child's schedule,
2. A Detailed Attendance report showing the absence and/or tardy code used for the absence/tardy date within each class where your child was absent or tardy,
3. An Attendance Summary report which recaps the number of absence/tardy types,
4. The Attendance Code Descriptions report which defines the attendance codes used.

Detailed Attendance						
DATE	P1	P2	P3	P4	P5	P6
2008-12-03 Wed	ACT	ACT	ACT			
2008-12-02 Tue		TE				
2008-11-24 Mon		TU				
2008-11-21 Fri	ACT	UNV	ACT			
2008-11-19 Wed	DR	DR	DR			DR
2008-11-18 Tue	DR	DR	DR			DR
2008-11-14 Fri	ILL	ILL	ILL			
2008-11-13 Thu	DR	DR	DR			DR
2008-11-12 Wed	DR	DR	DR			DR

Attendance Summary						
TYPE	P1	P2	P3	P4	P5	P6
Unexcused Absence		1				
Excused Absence	5	5	5			4
School Absence	2	1	2			
Unexcused Tardy		1				
Excused Tardy		1				
Present						

Attendance Codes Description		
ATTEND CODE	DESCRIPTION	USED IN ATTENDANCE SUMMARY TOTALS
ACT	Activity	YES
DR	Dr/Dent	YES
ILL	Illness	YES
TE	Tardy Ex	YES
TU	Tardy Unex	YES
UNV	Unverified	YES

Parent instructions for Pinnacle Gradebook

Missing And Past Due Report for Quarter 2.

COURSE	TEACHER	HOUR	ASSIGNMENT	DUE DATE	STATUS
SPANISH III	Prinke Apple	P4	QZ: DIRECT OBJECT PRONOUNS	2008-12-04	PAST DUE
			QZ: IRREGULAR PRETERITE VERBS: IR & SE	2008-12-02	PAST DUE
			IHW: PWB pg. 54-55	2008-11-26	PAST DUE
			IHW: PBW pg. 56-57	2008-11-24	PAST DUE
			QZ: IRREGULAR PRETERITE VERBS: MAER,	2008-12-08	UNKNOWN
VPA CERAMICS	Kofi Kupp	P4	SERIES & EXTRUDER COMBINED GRADE	2008-12-03	PAST DUE
VPA MULTIMEDIA IMG	April Phooke	P5	HOLGA TEST ROLL/SHOOT	2008-11-17	PAST DUE
			HOLGA TEST ROLL/PROCESS	2008-11-17	PAST DUE
			HOLGA DOUBLE EXPOSURE/SHOOT	2008-11-21	PAST DUE

Status Legend

STATUS	DESCRIPTION
Past Due	Student grade is past the due date of the assignment.
Missing	Student grade is missing. Without a due date it is not possible to report if past due.

Selecting Missing Assignments will show the course, assignment, due date, and status of assignments that have no grade recorded. The status may be Past Due, Missing, and/or Unknown.

HEALTH & PE III
ART FOUNDATIONS
ARCHIT DRAW
SPANISH III
HOMEROOM
ENGLISH 10
GEOMETRY
NAVAL SCIENCE I
BIOLOGY
WRLD HIST/GEOG 2

Student Assignments
Class Attendance Summary
Class Missing Grades
Class Grades Report

1st Quarter
2nd Quarter
3rd Quarter
4th Quarter

The Class Reports section allows you to choose reports for individual classes and by marking period. The following are examples of each report:

Parent instructions for Pinnacle Gradebook

Student
Assignments

CLASS:		A1_YR_LA1140-110-ENGLISH				
TEACHER:		Al Fabetical				
ASSIGNMENTS						
NO.	DESCRIPTION	DUE DATE	CATEGORY	GRADE	MAX	LETTER
1	Matching Activity - "OR"		Homework	100	100	A
2	Character Analysis		Homework	100	100	A
3	Quiz-Oedipus Rex		Quizzes	98	98	A
4	Magic Squares		Homework	100	98	A
5	Test-Oedipus Rex		Test/Projects/Es	76	98	D
6	Notebook Check		Test/Projects/Es	X	100	
7	Library		Classwork	100	100	A
CATEGORY		WEIGHT	POINTS/MAX PTS.	PERCENT	LETTER	
Homework		1	300 / 298	101%	A	
Classwork		1	100 / 100	100%	A	
Test/Projects/Essays		1	76 / 98	78%	C	
Quizzes		1	98 / 98	100%	A	
FINAL GRADE:				95%	A	
COMMENTS:						

The Student Assignments report shows the assignment, due date, category, numerical grade (score), max (maximum score allowed) and letter grade. An “X” as a grade indicates no score was given and that having no score for this assignment does not affect the marking period grade. Categories can be used to group like assignments. Categories can have different weights as related to the marking period grade. The example shown above depicts a gradebook configured for multiple assignment categories.

CLASS:		B3_YR_MA3143-701-GEOMETRY				
TEACHER:		Holly Dae				
ASSIGNMENTS						
NO.	DESCRIPTION	DUE DATE	CATEGORY	GRADE	MAX	LETTER
1	9 wk rev ws		All Assignments	10	10	A
2	signed prog rep		All Assignments	10	10	A
3	w/s 4.1	2008-11-06	All Assignments	8	10	C
4	11/6 hw pp189, 195-8	2008-11-10	All Assignments	10	10	A
5	11/10 Quiz 4.1-4.3	2008-11-10	All Assignments	88	100	B
6	11/10 HW sol & p 219-20	2008-11-13	All Assignments	10	10	A
7	11/13 CW 4.4	2008-11-13	All Assignments	10	10	A
8	11/13 gr sol 4.1-4.3	2008-11-13	All Assignments	11	20	E
9	11/13 hw ws 4.4	2008-11-17	All Assignments	10	10	A
10	11/17 hw ws 4.5	2008-11-19	All Assignments	10	10	A
11	11/19 Quiz 4.4-4.5	2008-11-19	All Assignments	78	100	C
15	11/25 gr SOL	2008-11-25	All Assignments	19	23	C
16	11/25 hw 5.2 & 5.5 W/s	2008-12-01	All Assignments	10	10	A
CATEGORY		WEIGHT	POINTS/MAX PTS.	PERCENT	LETTER	
All Assignments		1	377 / 453	82%	C	
FINAL GRADE:				82%	C	
COMMENTS:						

This example shows a gradebook using one category.

Parent instructions for Pinnacle Gradebook

Class Attendance Summary

Student Reports

- Attendance Summary
- A+ Grade Summary**
- Missing Assignments

Class Reports

Class: ENGLISH 10

Report: **Class Attendance Summary**

Marking Period: 2nd Quarter

Get Report ▶

Options

- Print Report
- Email Signup
- Change Password

Class Attendance Summary

CLASS:	A1_YR_LA1140-110-ENGLISH 10	
TEACHER:	Al Fabelical	

DATE:	ATTENDANCE CODE:	COMMENT:
11/26/08 Wed	ACT	

Attendance Codes:

CODE:	DESCRIPTION:
UNV	Unverified
CAU	ClstDyAbU
CAE	ClstDyAbE
TU	Tardy Unex
TE	Tardy Ex
ILL	Illness
ACT	Activity

The Class Attendance Summary report shows the absences and/or tardies for the class and marking period selected. Included is a list of all available attendance/tardy codes.

Class Grades Report

Student Reports

- Attendance Summary
- A+ Grade Summary**
- Missing Assignments

Class Reports

Class: ENGLISH 10

Report: **Class Grades Report**

Marking Period: 2nd Quarter

Get Report ▶

Options

- Print Report
- Email Signup
- Change Password

Class Grades Report

CLASS:	A1_YR_LA1140-110-ENGLISH				
TEACHER:	Al Fabelical				

NO.	DESCRIPTION	DUE DATE	CATEGORY	%GRADE	MAX
1	Matching Activity - "OR"		Homework	100-A	100
2	Character Analysis		Homework	100-A	100
3	Quiz-Oedipus Rex		Quizzes	100-A	98
4	Magic Squares		Homework	102-A	98
5	Test-Oedipus Rex		Test/Projects/Essays	77-D	98
6	Notebook Check		Test/Projects/Essays	X -	100
7	Library		Classwork	100-A	100

This student currently has a class numeric grade of 95% and a letter grade of A.

The Class Grades Report shows the assignments, due date, category, score – grade, and max score allowed. At the bottom of the report is a recap of the student’s numerical and letter grades. Notice the “X”, as mentioned above, has no letter grade displayed.

Parent instructions for Pinnacle Gradebook

The screenshot shows the Pinnacle Gradebook interface. It is divided into three main sections: 'Student Reports', 'Class Reports', and 'Options'.
- **Student Reports**: Includes 'Attendance Summary', 'A+ Grade Summary', and 'Missing Assignments'.
- **Class Reports**: Includes a 'Class:' dropdown menu set to 'ENGLISH 10', a 'Report:' dropdown menu set to 'Student Assignments', and a 'Marking Period:' dropdown menu set to '2nd Quarter'. A 'Get Report' button is located below these menus.
- **Options**: Includes 'Print Report', 'Email Signup', and 'Change Password'. This section is circled in red in the image.

Print Report allows you to print the report that is being displayed.

Email Signup allows you to select grade and/or attendance reports to be sent to the email addresses specified by you.

Change Password allows you to change your password. If you forget your password, please call 757.263.1111 (option 1) between the hours of 7:00 a.m. and 5:00 p.m, Monday – Friday (except holidays) or E-mail parentportal@vbschools.com.

The screenshot shows the 'WELCOME TO THE EMAIL NOTIFICATION SYSTEM PARENT SIGN-UP' page. It features a blue header with the title. Below the header, there is a paragraph of text and a bulleted list of features. At the bottom, there is a form with a 'Your Email Address:' label, a text input field containing 'MyEmail@Somewhere.com', and a 'Sign In' button.

WELCOME TO THE EMAIL NOTIFICATION SYSTEM
PARENT SIGN-UP

With Excelsior Software's Email Notification System you will be able to request automated emails regarding your child's grades and attendance.

- Automatically receive email when your student's grade drops below a determined threshold
- Receive detailed assignment and attendance reports on a scheduled basis
- Automatically receive email when your student is marked with an unexcused absence
- Set up multiple email addresses per student
- Utilize the ultimate solution for increased parent-teacher communication!

When you sign up with the Email Notification System, an authorization email will be sent to the email address specified. Follow the instructions in the email to validate your email address.

Your Email Address:

Selecting Email Signup opens the Email Notification System Parent Sign-up feature. Type your email address or the email address where you want reports to be sent, and click the Sign In button.

Parent instructions for Pinnacle Gradebook

Report Selection

Enter your name (as used in salutation):	Ms Sample		
<input checked="" type="checkbox"/> Automatic "Unexcused Absence" Notification			
<input checked="" type="checkbox"/> Standard Attendance Report	<input type="radio"/> Before <input checked="" type="radio"/> After	<input type="radio"/> AM <input checked="" type="radio"/> PM	Every Weekday
<input checked="" type="checkbox"/> Standard Grade Report	<input type="radio"/> Before <input checked="" type="radio"/> After	<input type="radio"/> AM <input checked="" type="radio"/> PM	Every Friday
<input checked="" type="checkbox"/> Gradebook Report	<input type="radio"/> Before <input checked="" type="radio"/> After	<input type="radio"/> AM <input checked="" type="radio"/> PM	Every Other Friday
<input checked="" type="checkbox"/> Automatic Grade Notification	When any grade is one of these grades: (Select one or more.)		<input type="checkbox"/> B <input type="checkbox"/> C <input checked="" type="checkbox"/> D <input type="checkbox"/> E

Submit Notification Request

Select the reports you want to receive via email by clicking on the small box by the report's name (to un-select click on the box again), the time you want the report sent, and how often you want the report sent (using the pull-down menu). By clicking on a single grade or multiple grades for the Automatic Grade Notification, you will receive an email any time your child receives a score that falls within that letter grade's range – for any of your child's classes. Click on the Submit Notification Request bar to submit your request.

General Information	
SCHOOL	EMAIL RECIPIENT
SALEM HIGH SCHOOL	MyEmail@Somewhere.com

Ms Sample;

Here is a list of all your email notifications:

- Automatic "Unexcused Absence" Notification.
- A Standard Attendance Report to be sent Every WeekDay
- A Standard Grade Report to be sent Every Friday
- A Gradebook Report to be sent Every Other Friday
- Automatic Grade Notification if any grade equals one of the following values [D|E]

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

You will receive notice of the selections you made.

Parent instructions for Pinnacle Gradebook

Dear Ms Sample;

You have signed up (completed step one) for periodic email notification(s) for your student, **SAMPLE, STUDENT**. Since your email address is new to our system, this second step will verify the address's validity.

If you did not request this information, simply ignore this email.

If you have requested this information, please click on the following link or paste it in your browser. This will notify the school administrator who will authorize your request as the final step. Please allow five to seven days for authorization.

Authorization Link: [Click Here To Authorize](#)

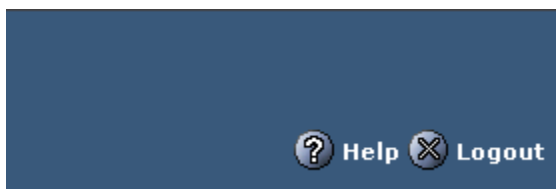
You will receive an email when you sign-up the first time that will ask you to click on the “Click Here To Authorize” link. In the future, if you change your report requests, you will receive an email stating the changes you made.



After authorizing your email notification, you will receive a confirmation resembling the sample shown above.

As with all passwords, please handle your PIV password with care. Anyone using it will be able to make changes to the preferences you have set including the frequency you have chosen to receive these reports and the ability to un-select the reports you have chosen. In addition, those who you share your password with will have the ability to change the password thereby locking you out from viewing your child’s grades and attendance.

Currently, this program allows for only one password per child. However, you can create multiple email notifications.



The Help and Logout buttons are located in the upper right hand area of the screen. Selecting Help will connect you to frequently asked questions and will allow you to view sample email reports. The Logout button should always be used to exit the program.