

Plano ISD Instructional Technology Department

Elementary Pinnacle Attendance Viewer

Student Database Managers

Jim Powers – x25981

Dana Adams – x25976

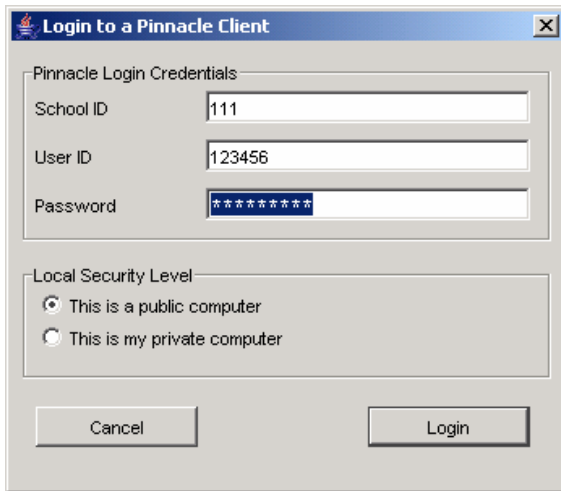
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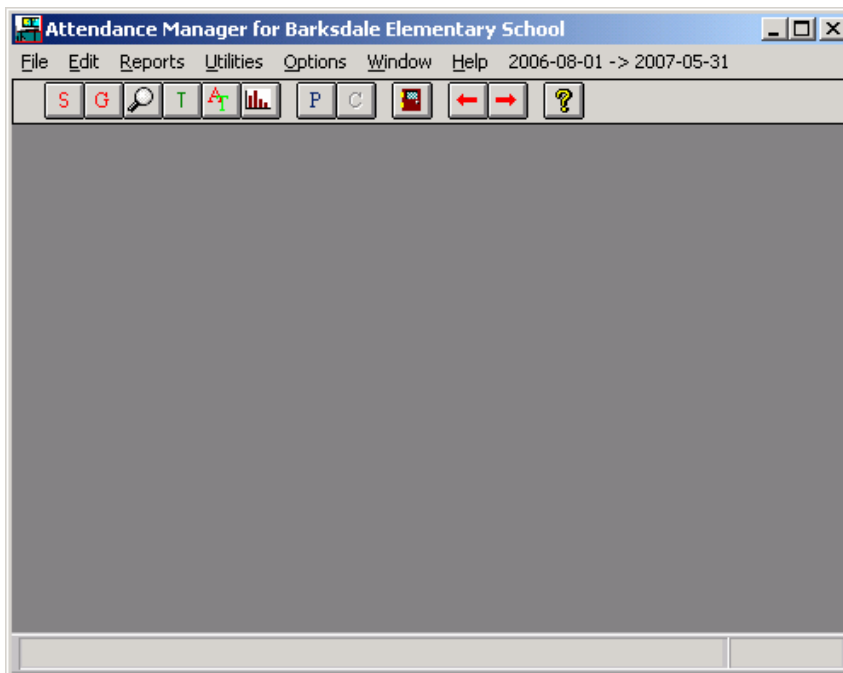
Starting and Configuring Attendance Viewer

Accessing the Attendance Viewer Application

1. Login to the network using your login name and password.
2. Double-click the **Pinnacle Attendance Viewer** icon in the Administrative Tools folder.
3. Login to the attendance viewer using your network login name and password. Passwords are not reset each school year. When you login at the beginning of the year, use the same password you used at the end of the previous school year.



4. After successfully logging in, you should see the end date of the current Attendance Interval at the bottom of your screen. Maximize the window for ease of use.



Changing your Password

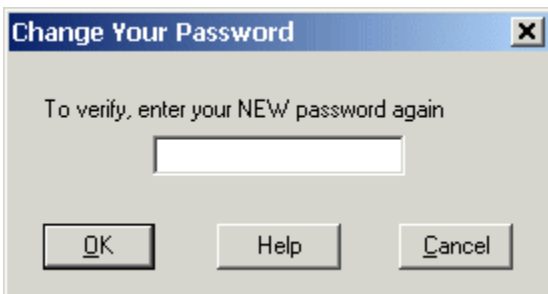
1. After successfully logging in for the first time, click on the **Options** menu and select **Change your Password**.
2. Enter your **OLD** password and click **OK**.



3. Enter your **NEW** password and click **OK**. The password requires a minimum of six characters and at least one number and letter.



4. Re-enter your **NEW** password to make sure you did not make any mistakes and click **OK**.



5. If your old password matches the database and both of your entries for your new password match, you will receive a message indicating your password was successfully changed. Click **OK**.

Configuring Attendance Viewer

1. Click on the **Options** menu and select **System/Directory Settings**.

System Options: Barksdale Elementary School

Communication Directory :

Shared Directory for Group Files :

Grid Options :

Automatically save data when a new student is selected

List only INACTIVE students

Display : Course Names Hour Descriptions

Dates increase as you scroll : Left (default) Right

Number of dates across the grid : 5 10

School Within a School :

"All" students means :
 ALL Group

Miscellaneous Options :

Display pictures of students, if pictures are present

Skip certain confirmations when submitting data, etc.

Graphs : 2-D Graphs 3-D Graphs

Time limit until automatic log out: none

2. Change options as needed and click **OK**.
 - It is recommended to leave **Automatically save data when a new student is selected** checked. With this option unchecked, you could inadvertently lose data.
 - **List only INACTIVE students** is used when you need to look up attendance information for withdrawn students.
 - The display options refer to what you will see in the grid. **Course Names** will display the course descriptions for the student's schedule. **Hour Descriptions** will show the periods for the student's schedule. For purposes of writing this manual, the screen shots from the grid are taken with the display set to **Course Names**.

Entering and Editing Attendance

Schoolwide Attendance Screen

1. Click on the **Edit** menu and select **Edit Schoolwide Attendance**.
2. Select the date to see attendance for. Leave the code selection set to **ALL**.
3. Click **Get Data for [Date Selected]**. [Date Selected] will be the date you selected to view in step 2.

Schoolwide Attendance: ALL on November 3, 2005

Date: 2005-11-03, Thursday

Code: ALL

Student Name:	Stu ID:	Grade:	Description:	Att Code:	Course#:
CLEMONS, C		KG	HMROOM GR K	AEA	EKG700
FAROOQI, S		04	HMROOM GR 4	AUA	E44700
FAZAL, A		03	HMROOM GR 3	AUA	E33700
GABLE, S		KG	HMROOM GR K	AUA	EKG700
JABRI, K		04	HMROOM GR 4	AUA	E44700
JABRI, S		01	HMROOM GR 1	ARH	E11700
*JOHNSON, A		01	HMROOM GR 1	AEA	E11700
KAZI, A		02	HMROOM GR 2	AEA	E22700
KLINGER, C		04	HMROOM GR 4	AUA	E44700
LEWIS, T		01	MATH GR 1	T	E11200
LINDSEY, D		03	HMROOM GR 3	ATA	E33700

39 items, 1 Selected

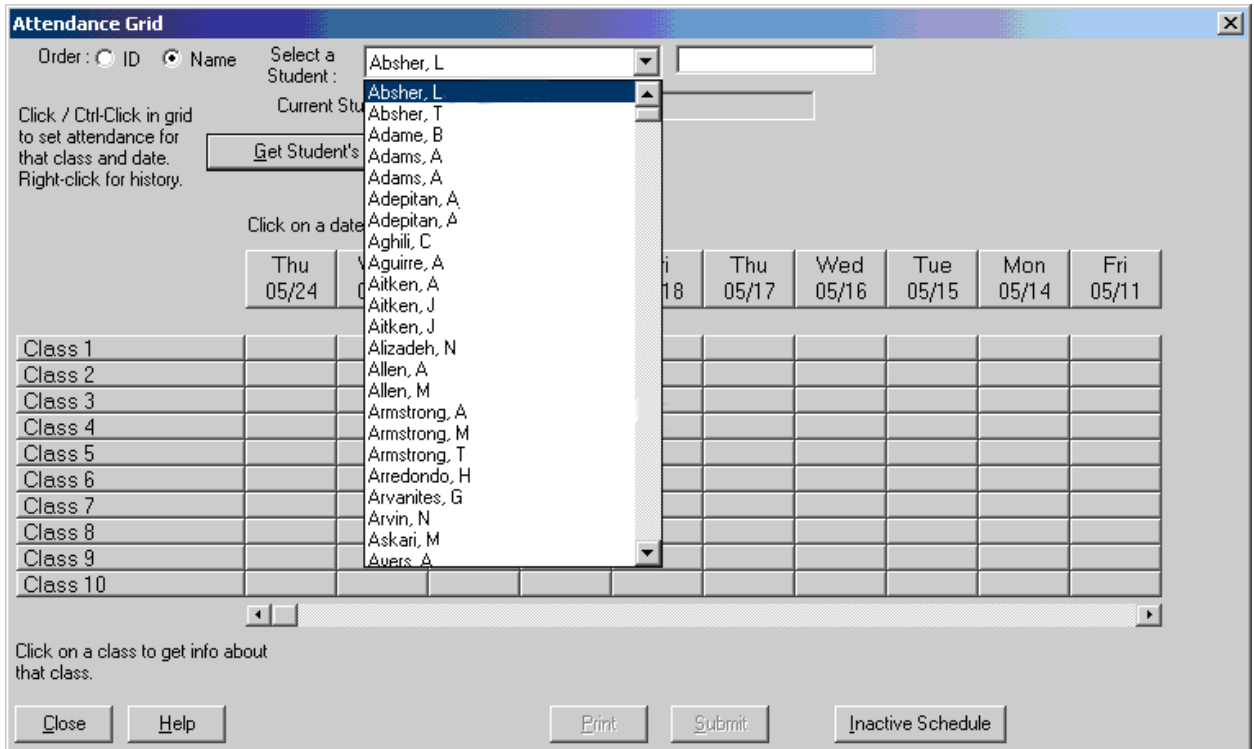
Buttons: Close, Help, Print this List, Get a Report, Get Data for 2005-11-03, Reset Attendance for Selected Students

4. Select the student to edit. Withdrawn students will be listed with an asterisk (*) in front of their name.
5. Click **Reset Attendance for Selected Students**.
6. Select the correct code and click **OK**. The system will save the change and update your screen.

Important note: This screen may only be used to edit attendance data already recorded. You cannot add attendance data for students using this screen. If you would like to see attendance history for the student, clicking the **Grid** button will open the grid with that student's record. See page 7 for more information on using the grid.

Student Finder/Editor (Grid) Screen

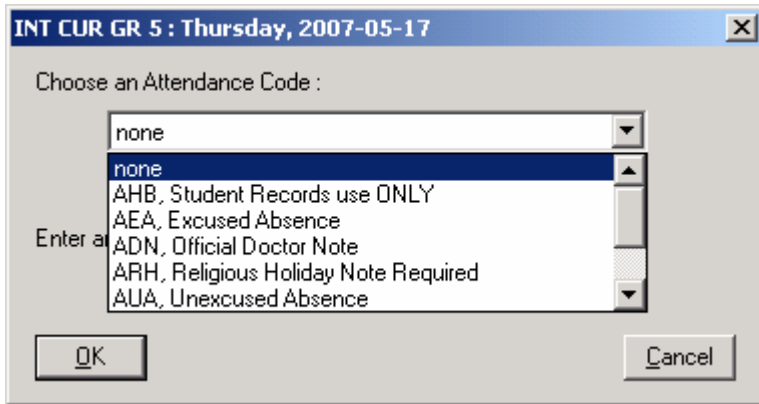
1. Click on the **Edit** menu and select **Student Finder/Editor (Grid)**.
(TIP – Click the Magnifying Glass button on the toolbar)
2. In the box next to the **Select a Student** box, begin typing the student’s name (last name, first name).
3. Verify you have selected the correct student with the student id. If the student does not match the one you need to edit attendance for, click on the drop down arrow in the **Select a Student** box and select the correct student.



4. Click **Get Student’s Schedule** or press **Enter**. This will retrieve the student’s schedule from the system and any attendance already recorded
5. Using the mouse, click on the box in the grid that corresponds to the date and class the record will be modified for (Homeroom class for absences or Math class for tardies). If you do not see previously entered attendance on the grid, click on **Inactive Schedule** to show classes the student has been moved out of.

NOTE: You may select multiple dates by holding the Ctrl key on your keyboard while clicking. When you have all of the selections made, click **Attendance for SELECTED Items**.

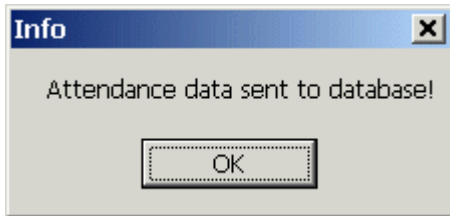
- Click on the down arrow to display the list of attendance codes.



- Select the correct attendance code from the list.
- Enter a comment if desired. Click **OK**.

NOTE: Comments do not post to TEAMS but will print on the **Attendance for Students** report and are also available when you retrieve a student's absence history.

- Click **Submit** to send the information to the database. If you forget to click **Submit** before selecting the next student, the changes you made will automatically be posted if you have the option turned on to automatically save data. See page 5 for more information.
- If the data is correctly received, you will see the following prompt. Click **OK**.



- Repeat steps 2 through 10 to enter additional attendance information.
- Click **Close**.

Additional Information Available in the Grid

Course Information

To see additional information on a student's schedule, click on the course description (or period if you have chosen to display hour descriptions). You will see the following information.

The screenshot shows a dialog box titled "Course Information" with a close button (X) in the top right corner. The dialog contains several text input fields:

- Course Name: HMROOM GR 2
- Teacher Name: BRYAN L
- ID: (empty)
- Course #: E22700
- Section: 205
- Period: 2
- Class #: 53
- Room Number: (empty)
- Add Date: 2005-08-05
- Drop Date: (empty)
- Days Taught: Every Day

An "OK" button is located at the bottom center of the dialog.

Attendance For One Student by Hour Report

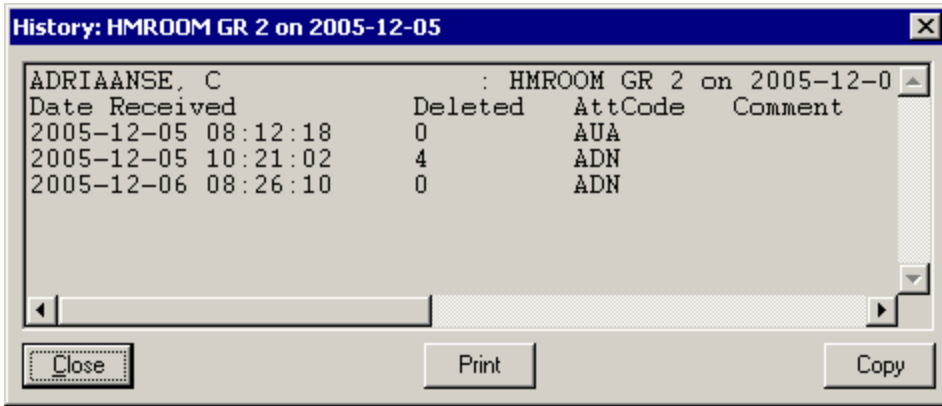
With a student selected on the grid, clicking on the **Print** button will generate the **Attendance For One Student by Hour** report for the entire school year. If the **Print** button is grayed out, the student does not have any attendance history for the year to print.

If you need to run this report for a shorter period of time than the whole year, detailed instructions are available on page 17.

Attendance Transaction History

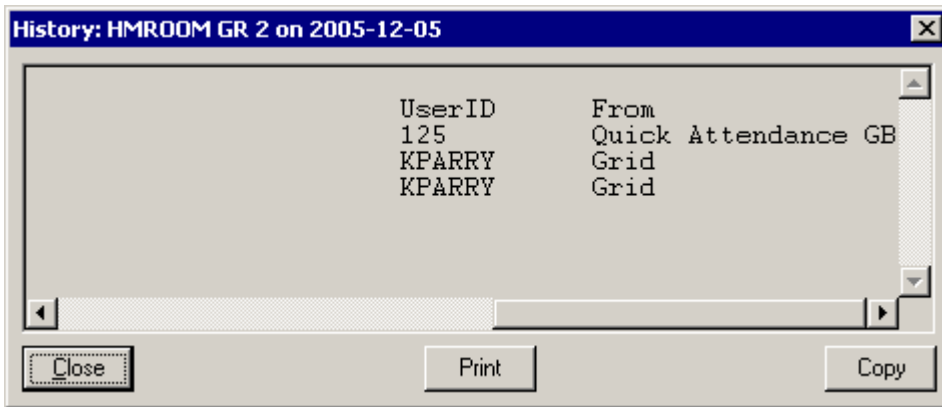
To see the history of a particular attendance record, right-click on the box in the grid, which corresponds to the date and class, you wish to review. You will see all of the transaction history for that record.

- **Date Received** indicates the actual date and time this attendance record was received by Pinnacle.
- **Deleted** is a system flag that can be ignored.
- **AttCode** is the attendance code for the record.
- **Comment** is the comment you would enter when changing attendance in the grid.



Moving the bottom scroll bar to the right displays more of the attendance history.

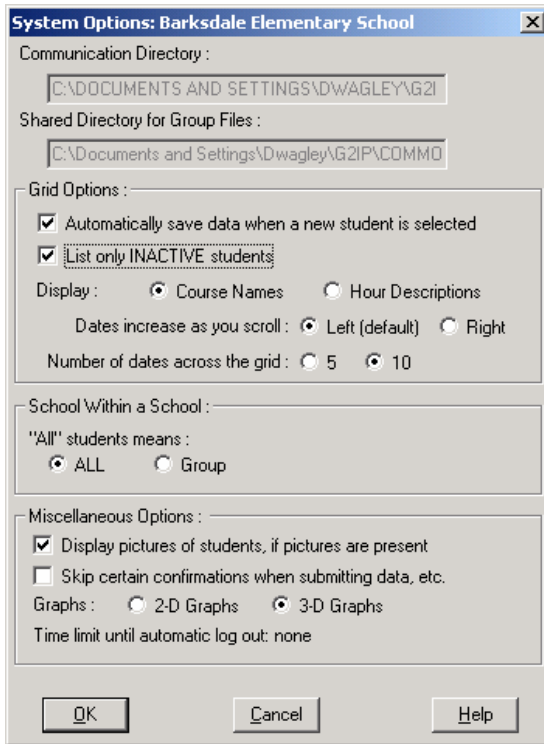
- **UserID** indicates the person who entered the attendance record.
- **From** shows how and/or from what source the attendance was entered.



Attendance for Inactive (Withdrawn) Students

Adding

1. Click on the **Options** menu and select **System/Directory Settings**.
2. Check the option for **List only INACTIVE students**. Do not change any other options on this screen.



3. Click **OK**.
4. Use the grid to add attendance as needed. Refer to page 7.
5. Click on the **Options** menu and select **System/Directory Settings**.
6. Uncheck the option for **List only INACTIVE students**. Do not change any other options on this screen.
7. Click **OK**.

Changing/Deleting

The procedures for changing or deleting attendance for inactive (withdrawn) students are identical to using the **Edit Schoolwide Attendance** screen. The only difference is that inactive students will be listed with an asterisk (*) next to their name. Refer to page 6 for instructions.

District Attendance Codes

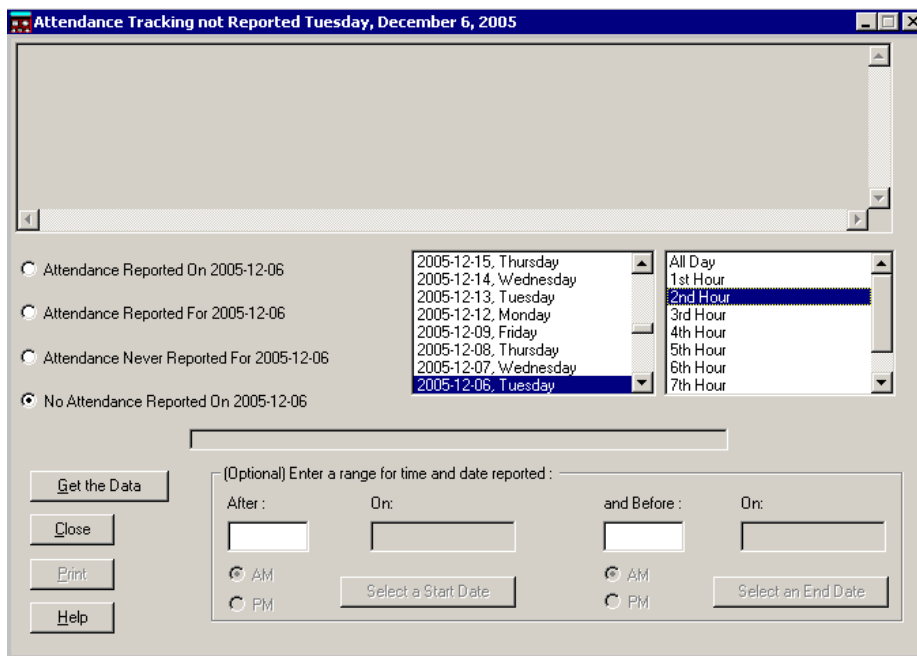
Code	Description	Excused/Unexcused
ACR	Required Court Appearance	Excused
ADN	Official Doctor Note	Excused
AEA	Excused Absence	Excused
AFT	Field Trip with PISD Staff	Excused
AHB	Student Records use ONLY	Excused
AIS	In-School Suspension	Excused
AMC	Medicaid-eligible (EPSDT Program)	Excused
ARH	Religious Holiday Note Required	Excused
ASU	Out-of-School Suspension	Excused
AUA	Unexcused Absence	Unexcused
AXX	Data Entry Error	Excused
T	Tardy	Unexcused
TXX	Data Entry Error	Excused

Printing Reports

Attendance Tracking

The Attendance Tracking report shows whether or not teachers have taken attendance.

1. Click on the **Reports** menu and select **Attendance Tracking**.
2. Select whether you want to see a list of teachers who did report attendance or a list of teachers who did not report attendance.
 - Attendance Reported On [Date] – This shows who reported attendance for the selected date on that date.
 - Attendance Reported For [Date] – This option shows who reported attendance for the selected date anytime.
 - Attendance Never Reported For [Date] – This option shows who has never reported attendance for the selected date.
 - No Attendance Reported On [Date] – This option shows who has not reported attendance for the selected date on that date.
3. Select the date to run the report for. By default, **Today** will be selected.
4. Select **2nd Hour**. Teachers are not responsible for reporting anything in any classes other than 2nd Hour.
5. Click **Get the Data**. The list of teachers you selected will appear in the box above.
6. Click **Print** to send the report to the printer.
7. Click **Close** when finished.



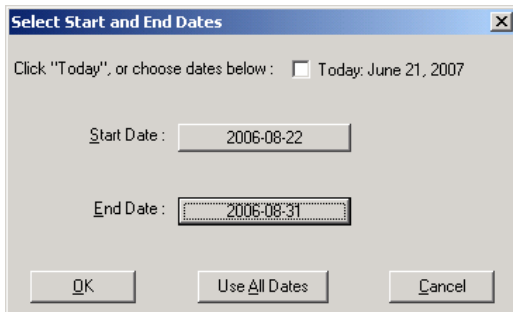
Optional Criteria

You may specify the date and time range to run the report for. For example, if you wish to see who reported attendance before 8:50 AM today, enter 8:50 AM for the “Before” time and enter today’s date. Use the **Select an End Date** button to enter the date in the correct format.

Attendance List (Truancy Report)

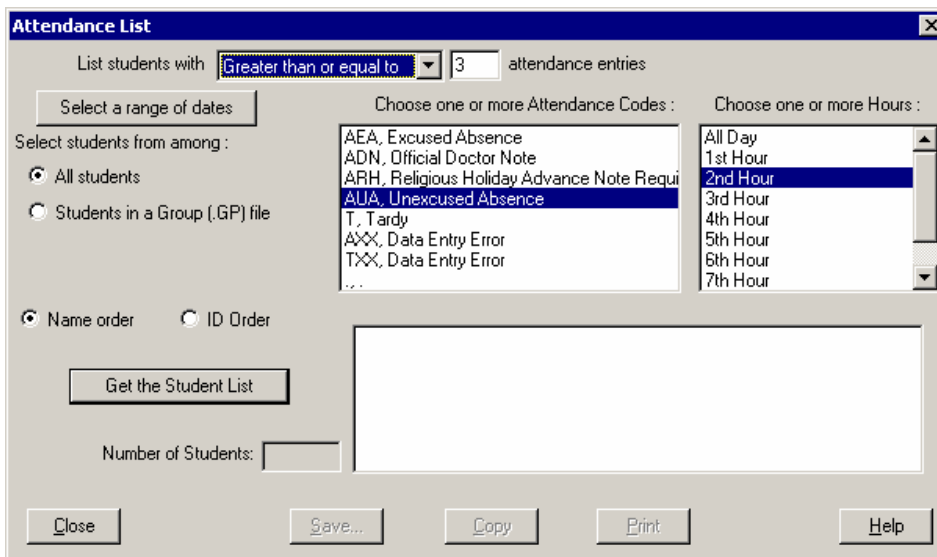
The Attendance List report allows you to print a list of students that meet or exceed certain thresholds for attendance. This report is useful in identifying students who may be reaching attendance limits and require a conference before going to truancy court.

1. Click on the **Reports** menu and select **Attendance List**.
2. In the Drop-down box, select whether you want to see students with **Exactly** *n* attendance entries, **Less than** *n* attendance entries, **Less than or equal to** *n* attendance entries, **Greater than** *n* attendance entries or **Greater than or equal to** *n* attendance entries (*n* is the number of attendance entries).
3. Enter the number of attendance entries to search for.
4. Click **Select a range of dates** to enter the date range to search for. To search only today, check the box for today's date. Click **Use All Dates** to search the entire school year.



5. Select the attendance code to search for.
6. Select the hours to search. The default selection is All Day. Change this selection to 1st Hour to run the report for Tardies or 2nd Hour to run the report for Absences.
7. Select whether you want the list in alphabetical order by name or ordered by ID number.
8. Click **Get the Student List**.

The example below shows that we are looking for students with three or more unexcused absences.

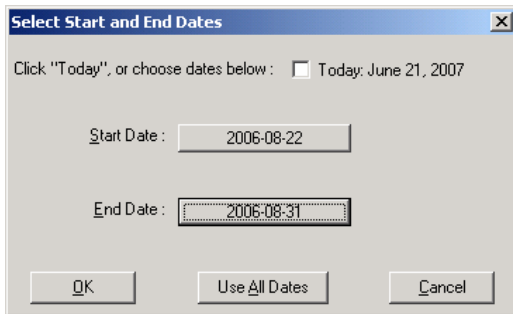


9. In the report window, click on the printer icon to send the report to the printer.
10. Close the report window.

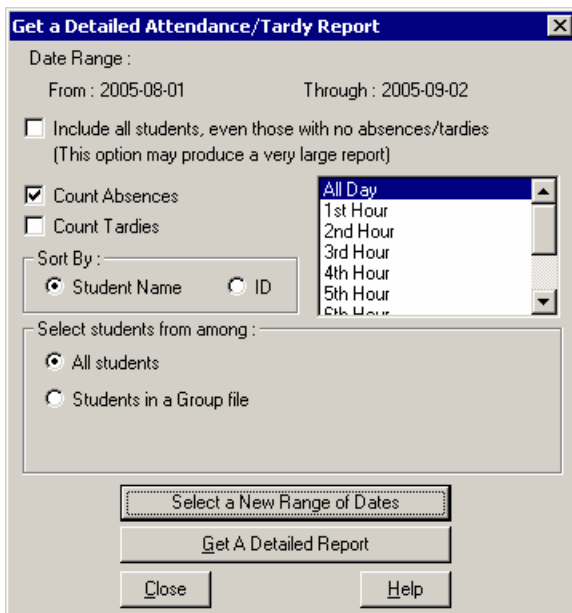
Detailed Attendance/Tardy Report

The Detailed Attendance/Tardy Report provides a 25-day view of students' attendance history for the entire campus. This report is useful in identifying *patterns of absences*.

1. Click on the **Reports** menu and select **Detailed Attendance/Tardy Report**.
2. Click **Select a New Range of Dates** and enter the date range to search for. To search only today, check the box for today's date (this would be useful in printing a record of today's attendance). Clicking **Use All Dates** will only select the first 25 days of school.



3. Select the options desired for this report.
 - Never select **Include all students...** as this will create a very lengthy report.
 - **Count Absences** to select students with absences and display their respective codes.
 - **Count Tardies** to select students with tardies and display their respective codes.
 - Using **Count Absences** and **Count Tardies** together will combine all attendance information on a single report.
 - You may leave the hour selection set to **All Day**.
 - Select whether you want the list sorted by **Student Name** or **Student ID**.
 - Leave **All Students** selected.

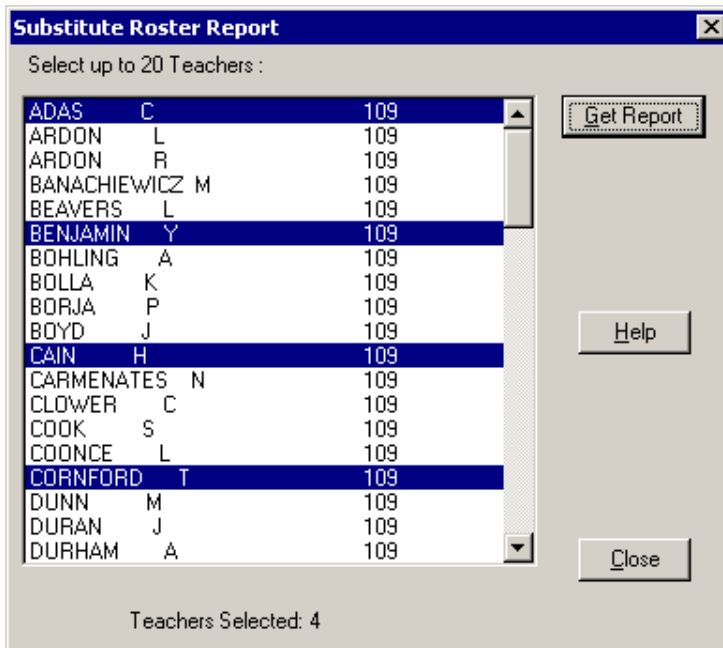


4. Click **Get A Detailed Report**.
5. In the report window, click on the printer icon to send the report to the printer.
6. Close the report window.

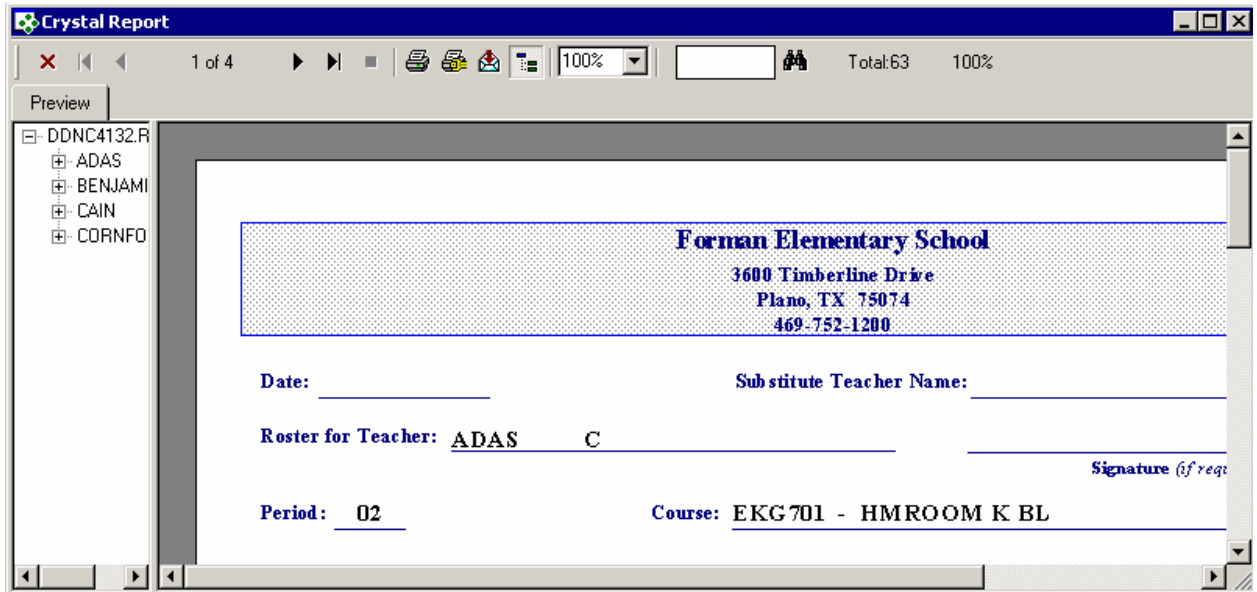
Substitute Roster Report

The Substitute Roster Report is used to print a roster of students for the substitute to manually record absences on. This report is ideal for use since it does not require a signature of the substitute.

1. Click on the **Reports** menu and select **Substitute Roster Report**.
2. Select the teacher(s) who have substitutes for the day.



3. Click **Get Report**.



4. Click the Printer icon.
5. Select All or enter the page range to print and click **OK**.
6. Close the Crystal Report window.

Attendance For Students

The Attendance For Students report prints a history of a student's attendance records within the date range specified. This report is especially useful since it includes comments entered with attendance codes.

1. Click on the **Reports** menu and select **Attendance For Students**.
2. Select the student in the drop-down box for the report.
3. Click **(Optional) Select Date Range** and enter the date range to search for. To search only today, check the box for today's date. To search the entire school year, click **Use All Dates**.
4. Click **Get Student Data**.
5. In the report window, click on the printer icon to send the report to the printer.
6. Close the report window.

Attendance For One Student by Hour

The Attendance For One Student by Hour report prints a history of a student's attendance record within the date range specified. This report also includes the student's schedule and a summary at the end.

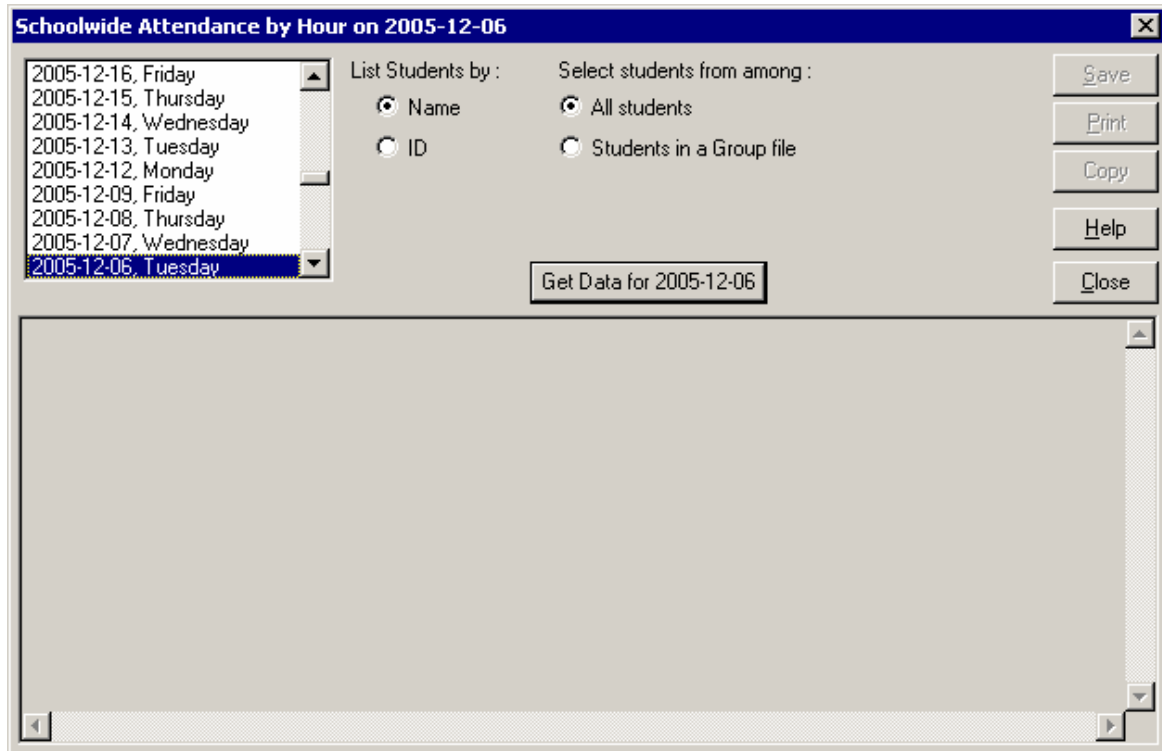
1. Click on the **Reports** menu and select **Attendance For One Student by Hour**.
2. Select the student in the drop-down box for the report.
3. Click **(Optional) Select Date Range** and enter the date range to search for. To search only today, check the box for today's date. To search the entire school year, click **Use All Dates**.

4. Click **Get Student's Data**.
5. In the report window, click on the printer icon to send the report to the printer.
6. Close the report window.

Schoolwide Attendance by Hour

The Schoolwide Attendance by Hour report provides a detailed list of students marked absent or tardy for a selected day along with the appropriate absence or tardy code.

1. Click on the **Reports** menu and select **Schoolwide Attendance by Hour**.
2. Select the date to run the report for.
3. Select whether you want the list sorted by **Name** or by **ID**.
4. Leave **All Students** selected.
5. Click **Get Data for YYYY-MM-DD** (where YYYY-MM-DD is the date you selected).



6. In the report window, click on the printer icon to send the report to the printer.
7. Close the report window.

Attendance For an Inactive Student

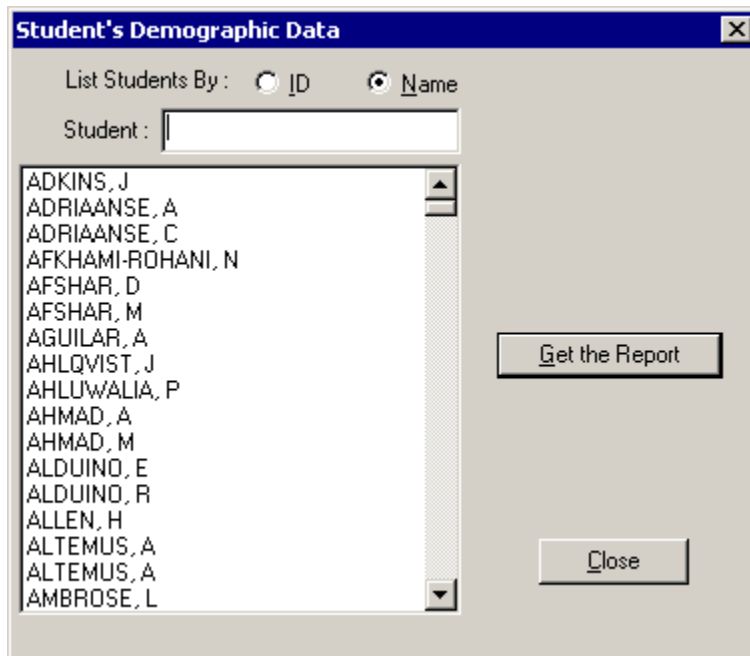
The Attendance For an Inactive Student report shows attendance records for inactive or withdrawn students.

1. Click on the **Reports** menu and select **Attendance For an Inactive Student**
2. Select the student in the drop-down box for the report.
3. Click **(Optional) Select Date Range** and enter the date range to search for. To search only today, check the box for today's date. To search the entire school year, click **Use All Dates**.
4. Click **Get Student's Data**.
5. In the report window, click on the printer icon to send the report to the printer.
6. Close the report window.

Student Demographic Data

The Student Demographic Data report allows you to view Student Demographic information without having to log into TEAMS. Teachers also have access to this information in the gradebook by simply double-clicking on the student's name.

1. Click on the **Reports** menu and select **Student's Demographic Report**.



2. Click on the student you wish to see and click **Get the Report**.
3. In the report window, click on the printer icon to send the report to the printer.
4. Close the report window.

Printing Crystal Reports

Students with Schedule Problems

The Students with Schedule Problems report will identify students who have schedule problems. These problems will affect accurate attendance reporting and grade reporting for report cards if they are not corrected.

1. Click on the **File** menu and select **Print a Crystal Report**.
2. Select **Students with Schedule Problems**.
3. In the report window, click the printer icon to send the report to the printer.
4. Close the report window.
5. Make copies of this report for each homeroom teacher affected and let them know to correct the problem.

Elementary Attendance Summary for 6-Weeks Attendance Validations

The Elementary Attendance Summary is used for validating attendance received in TEAMS against the attendance recorded in Pinnacle. Compare this report to the TEAMS *Student Attendance Detail – All Students* report that you will print to your printer.

1. Click on the **File** menu and select **Print a Crystal Report**.
2. Select **Elementary Attendance Summary** from the report list.
3. Click **Get the Report**.
4. Enter the start date for the report. This will typically be the first day of the Six Weeks you are validating for. If you have other needs for this summary information, you may enter any date to start. Enter the date in YYYY,MM,DD format. Other formats will cause errors when running the report.

5. Click **OK**.
6. Enter the ending date for the report. This will typically be the last day of the Six Weeks you are validating for. If you have other needs for this summary information, you may enter any date to end. Enter the date in YYYY,MM,DD format. Other formats will cause errors when running the report.
7. Click **OK**.
8. In the report window, click the printer icon to send the report to the printer.
9. Close the report window.

Pull Down Menus

FILE

Menu Item	Description
Print a Crystal Report...	Opens the report list of available Crystal Reports.
Exit	Exits the Attendance Viewer and posts all changes to the teacher's class files.

EDIT

Menu Item	Description
Edit Schoolwide Attendance	Provides a screen to change previously entered attendance records for active and inactive students. This screen does not allow entry of new attendance records.
Edit Attendance for One Student by Hour	Provides a screen to enter attendance for a single student. This screen does not show previously entered attendance. It is strongly recommended to avoid use of this screen for this reason.
Edit Attendance for One Student by Schedule	Provides a screen to enter attendance for a single student. This screen does not show previously entered attendance. It is strongly recommended to avoid use of this screen for this reason.
Edit Attendance for Students by Hour	Provides a screen to enter attendance for multiple students by name. This screen does not show previously entered attendance. It is strongly recommended to avoid use of this screen for this reason.
Edit Attendance for Students by ID	Provides a screen to enter attendance for multiple students by ID number. This screen does not show previously entered attendance. It is strongly recommended to avoid use of this screen for this reason.
Student Finder/Editor (Grid)	Opens the grid for making attendance entries and changes. This screen shows attendance history and is preferred for use in entering attendance and modifying attendance records.
Edit Attendance for a Group	Opens a window for entering attendance for a large group of students. This item has no practical use at the elementary level.
Edit/Create/Delete a Group of Students	Opens a window for creating and editing groups of students. This item has no practical use at the elementary level.
Edit/Create/Delete Dynamic Group of Students	Opens a window for creating and editing a group of students that changes dynamically. This item has no practical use at the elementary level.
Edit Attendance for One Class	This option allows entry of class attendance for a substitute. Use of this option needs to be done in conjunction with the Substitute Roster Report .
Clear Attendance for Re-entry by Gradebook	Erases an item entered by the attendance clerk and resets the system to allow teacher entry for that date and student. This item must not be used due to TEA regulations.
Copy Attendance to Later Hours	Allows duplication of an attendance code from one hour to other hours in the day. This item must not be used since elementary reports daily attendance.

REPORTS

Menu Item	Description
Total Present	This report provides the number of students in your school on a selected date and the number of absence incidents reported.
Attendance Tracking	This report indicates whether or not teachers have taken attendance.
Attendance List	This report allows you to list students that meet or exceed certain thresholds for attendance. This report is useful in identifying students who may be reaching attendance limits and require a conference before going to truancy court.
Detailed Attendance/Tardy Report	This report provides a 25-day view of students' attendance history for the entire campus. This report is useful in identifying patterns of absences.
Students Who Skipped Classes	This report provides a list of students who may have skipped class for a selected date, based on their attendance status for a specific hour. This report does not have any practical use at the elementary level.
Substitute Roster Report	This report provides a printed roster for substitutes to record attendance.
Schedule for One Student	This report shows the schedule for a student. This report does not have any practical use at the elementary level.
Student Demographic Report	This option generates a report showing student demographic data.
Attendance For Students	This report prints a history of a student's attendance record within the date range specified. This report is especially useful since it includes comments entered with attendance codes.
Attendance For One Student by Hour	This report prints a history of a student's attendance record within the date range specified. This report also includes the student's schedule and a summary at the end.
Schoolwide Attendance by Hour	This report provides a detailed list of students marked absent or tardy for a selected day along with the appropriate absence or tardy code.
Attendance Counts by Type For All Hours	This report displays the count of each attendance type used on a specific day, by period of the day, and with an explanation of the attendance codes. This report does not have any practical use at the elementary level.
Detailed Attendance Counts For One Hour	This report displays the attendance counts for each attendance code for each hour on a specific day. This report does not have any practical use at the elementary level.
Attendance For an Inactive Student	This report shows attendance records for inactive or withdrawn students.
Attendance Outside Add/Drop Dates	This report is designed to generate a list of students who have attendance entries outside of the dates for which the student was enrolled or withdrawn.

UTILITIES

Menu Item	Description
Statistics/Graphs	This allows you to print a pie or bar graph showing the corresponding counts of each attendance code for one date or a range of dates.
Refresh Students, Dates, Codes	This generates a new set of files and downloads them to your computer. This is useful when the list of students, dates or attendance codes is incomplete.
Post Updates to Gradebook	Manual option for posting your changes to the teacher's gradebooks during the school day. This function runs automatically at the end of the day when you close the Attendance Viewer.
Re-Submit ALL Attendance to Gradebook	This option forces ALL attendance records within a specific date range to be posted back to the teacher's gradebooks. This option is NOT recommended and should be avoided as it will create extra wait time for the teachers when they open their gradebooks.
Add a List of Dates	This option is only available to system administrators. If you need dates added to the system that do not already exist for make-up school days, please contact Jim Powers or Dana Adams.
Maintain the Date List	This option is only available to system administrators. If you need to make changes to the date list, please contact Jim Powers or Dana Adams.
Edit Attendance Codes	This option is only available to system administrators. If you need changes made to your attendance codes, please contact Jim Powers or Dana Adams.
Re-order Attendance Codes	This option is only available to system administrators. If you need changes made to the order of your attendance codes, please contact Jim Powers or Dana Adams.
Re-order Hour Codes	This option is only available to system administrators. If you need changes made to the order of your hours, please contact Jim Powers or Dana Adams.
Locking Attendance Days	This option allows you to lock or unlock all attendance from being entered on a certain date(s). Please contact Jim Powers or Dana Adams if you are considering using this option.
Print Attendance Letters	This option is not used in PISD. Please contact Student Records to request official Attendance Letters.
Get PDA Password For Today	This option is used to get a temporary password for a substitute to access the gradebook to record attendance. This option is not used in PISD.
See Student's Demographic Data	This option generates a report showing student demographic data.

OPTIONS

Menu Item	Description
System/Directory Settings	This option allows you to make system changes. Refer to page 5 for more information.
Log In to the Server	If you are logged out, this option provides the login dialogue.
Log Out from the Server	If you are logged in, this option logs you out from the server.
Change your Password	This option allows you to change your password. Refer to page 4 for more information.
Select Attendance Interval	This option allows you to change the semester you are currently working in. This function does not have any practical use at the elementary level.
Toolbar	This option allows you to change the size of the button bar or remove it altogether.
Status Bar	This option turns the status bar on or off. The status bar provides menu item information at the bottom of the main screen.

WINDOW

Menu Item	Description
Cascade	This option arranges multiple windows so all titles are visible.
Arrange icons	This option is reserved for future use.

HELP

Menu Item	Description
Help	This option opens Excelsior Software's help file.
About Attendance Viewer	This option shows version and system information.

Special Notes

- ✦ When clearing attendance, you must set the attendance code to **AXX** to clear absences and **TXX** to clear tardies for the student.
- ✦ **DO NOT** make changes to attendance records directly in TEAMS. It is important that both Pinnacle and TEAMS contain the same records.
- ✦ If you are having difficulties entering attendance into Pinnacle or records appear to not be transferring to TEAMS, please call Jim Powers at x25981 or Dana Adams at x25976 for assistance.
- ✦ History reports should always come from TEAMS. Daily reports for today must come from Pinnacle.
- ✦ TEAMS data will always be one hour behind. Pinnacle records post to TEAMS at the top of every hour after they are entered.