

Plano ISD Instructional Technology Department

# Secondary Pinnacle Attendance Viewer

**Student Database Managers**

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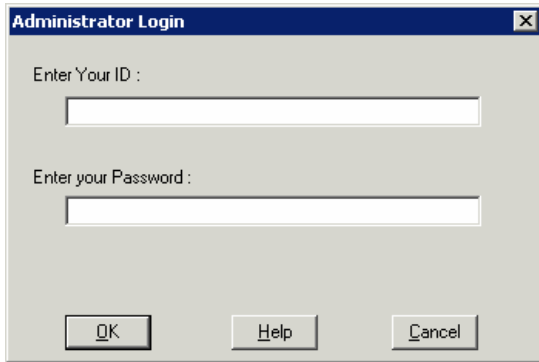
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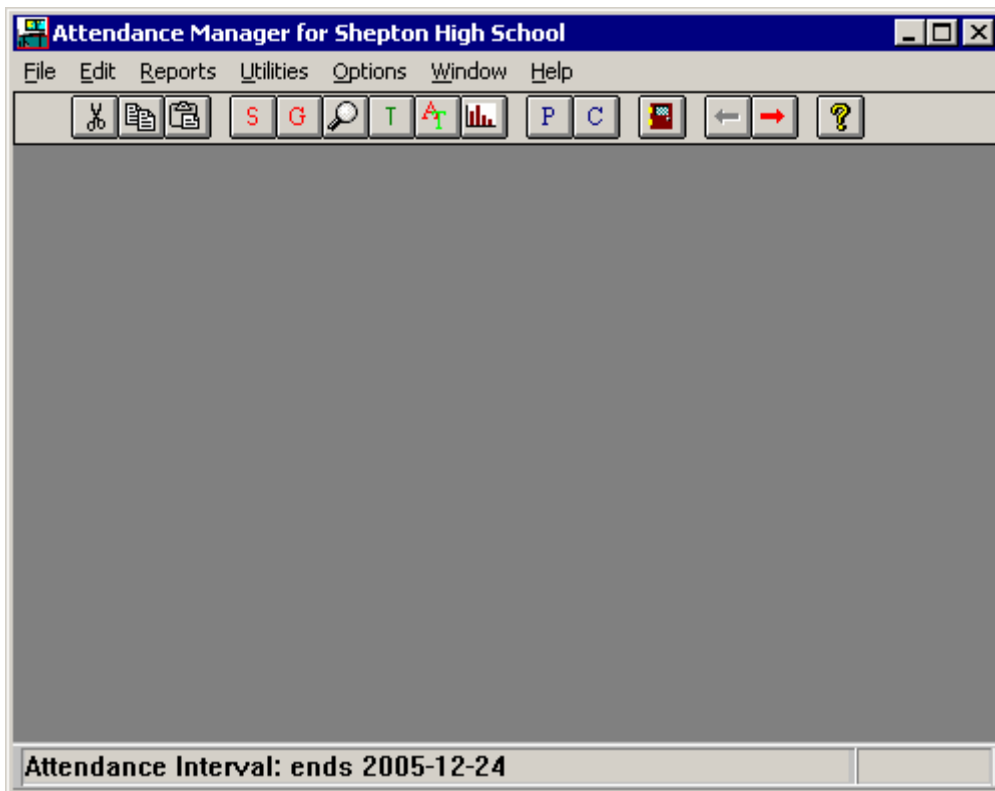
## Starting and Configuring Attendance Viewer

### Accessing the Attendance Viewer Application

1. Login to the network using your network login name and password.
2. Double-click on the **Pinnacle Attendance Viewer** icon.
3. Login to the attendance viewer using your network login name and password. Contact Jim Powers or Dana Wagley if you have forgotten your password.



4. After successfully logging in, you should see the end date of the current semester at the bottom of your screen. For the fall semester, the end date will always be December 24. For the spring semester, the end date will always be May 31.

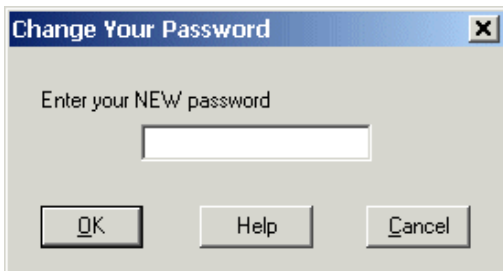


## Changing your Password

1. After successfully logging in for the first time, click 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.



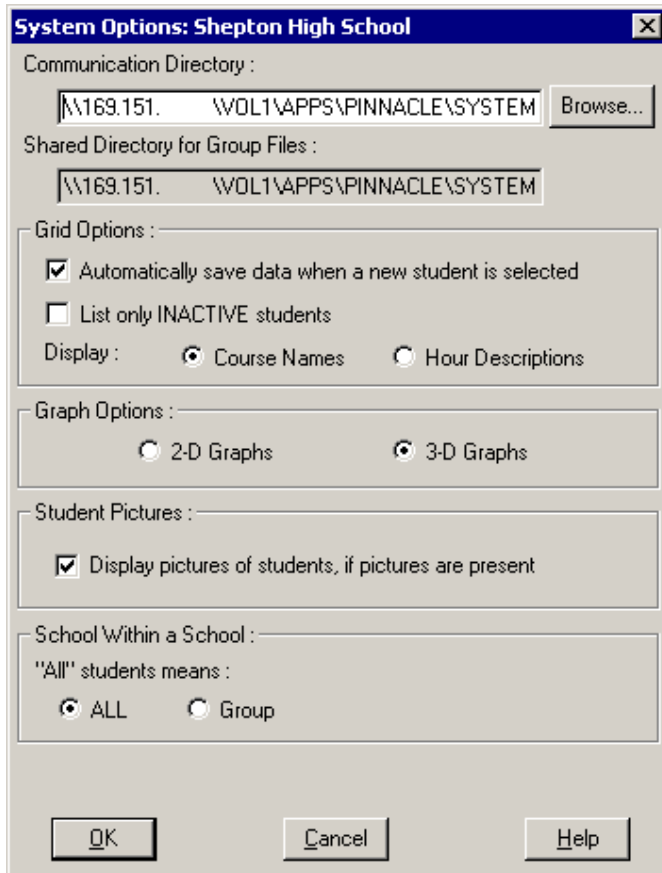
4. Re-enter your **NEW** password to make sure you did not make any mistakes and click **OK**.



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. Make sure you are properly logged into Attendance Viewer.
2. Click the **Options** menu and select **System/Directory Settings**.

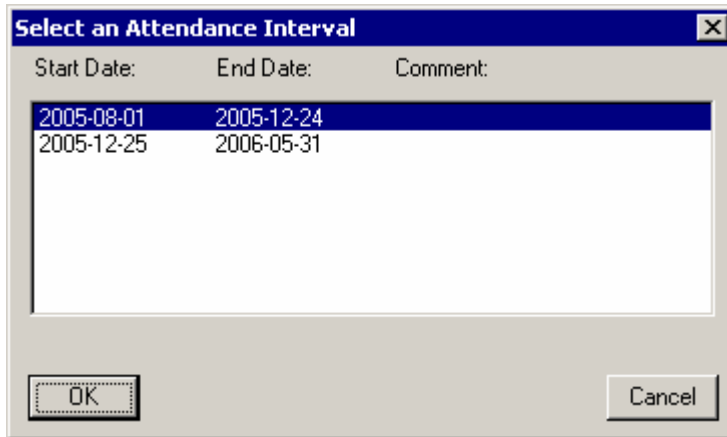


3. Change options as needed and click **OK**.
  - Never change the **Communication Directory**.
  - It is recommended to leave **Automatically save data when a new student is selected** checked. With this option unchecked, you could inadvertently lose data.
  - **List only INACTIVE students** could be 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**.

## Changing Semesters

By default, the Attendance Viewer will be set to the first semester for the beginning of school. In order to work with attendance for the second semester, you will need to change your working semester. During the second semester, you may change back to first semester to view first semester information if necessary.

1. Click the **Options** menu and select **Select Attendance Interval**.



2. Select the appropriate date range for the semester you wish to work in and click **OK**.

## Entering Attendance

### Attendance for One Student by Hour Screen

1. Click the **Edit** menu and select **Attendance for One Student by Hour**.
2. Select the date(s) for the absence or tardy. You may select multiple dates to mark the student for multiple days.
3. Select the appropriate attendance code.
4. Select the Hour. By default, the hour selection is set to All Day.
5. Select the Student.
6. Verify that your selections are correct and click **Submit**.

**Edit Attendance for One Student**

2005-12-20, Tue  
 2005-12-19, Mon  
 2005-12-16, Fri  
 2005-12-15, Thu  
 2005-12-14, Wed  
 2005-12-13, Tue  
 2005-12-12, Mon  
 2005-12-09, Fri  
 2005-12-08, Thu  
 2005-12-07, Wed  
 2005-12-06, Tue

Hour : All Day  
 0 Hour  
 1st Hour  
 2nd Hour  
 3rd Hour  
 4th Hour  
 5th Hour  
 6th Hour  
 7th Hour  
 8th Hour

Dates Selected: 1  
 Attendance Code : None  
 A, Default Absence Reason  
 T, Tardy  
 AEE, Data Entry Error  
 AEO, Misc Other Excused Note Required  
 ACT, Court Related Note Required  
 ADN, Official Doctor Note  
 ADP, Doctor Appointment Note Required  
 AFI, Family Related Illness Note Required  
 AFN, Funeral Note Required  
 AFT, School Related Activity

Student :  
 List by :  Name  
 ID

ABERNATHY, M  
 ABIGAIL, G  
 ABRAHAM, J  
 ABRAMS, E  
 ABUZAID, F  
 ADAMS, C  
 ADELL, Z  
 ADORABLE, M  
 AHN, G  
 AIKEN, H  
 AINES, J

Attendance Comment :

Close Help Submit

**Important Note:** This screen does not display previously entered attendance codes. Use of this screen is not recommended for making changes to student attendance records.

**Attendance for One Student by Schedule Screen**

1. Click the **Edit** menu and select **Attendance for One Student by Schedule**.
2. Select the date(s) for the absence or tardy. You may select multiple dates to mark the student for multiple days.
3. Select the appropriate attendance code.
4. Select the Student. This will retrieve the student's schedule from the system.
5. Select the Hour. By default, the hour selection is set to All Day.
6. Verify that your selections are correct and click **Submit**.

**Attendance for One Student by Schedule**

2005-12-20, Tue  
 2005-12-19, Mon  
 2005-12-16, Fri  
 2005-12-15, Thu  
 2005-12-14, Wed  
 2005-12-13, Tue  
 2005-12-12, Mon  
 2005-12-09, Fri  
 2005-12-08, Thu  
 2005-12-07, Wed  
 2005-12-06, Tue

Hour : All Day

1	CR CTY G T-3	YOUNG	L	30310T	11
2	CHEMISTRY 1	STEPHENS	K	205001	21
3	COMM APPLICA	WEBB	R	45350B	31
4	ENG 2 H	ZELLNER	M	102031	41
5	W HIST H	O'BRIEN	C	252031	51
6	SPANISH 2 H	DINSMORE	K	502431	61
7	GEOM H	LUCAS	D	153031	71

Dates Selected: 1  
 Attendance Code :  
 Student :  
 List by :  Name  ID

None  
 A, Default Absence Reason  
 T, Tardy  
 AEE, Data Entry Error  
 AEO, Misc Other Excused Note Required  
 ACT, Court Related Note Required  
 ADN, Official Doctor Note  
 ADP, Doctor Appointment Note Required  
 AFI, Family Related Illness Note Required  
 AFN, Funeral Note Required  
 AFT, School Related Activity

ABERNATHY, M  
 ABIGAIL, G  
 ABRAHAM, J  
 ABRAMS, E  
 ABUZOID, F  
 ADAMS, C  
 ADELL, Z  
 ADORABLE, M  
 AHN, G  
 AIKEN, H  
 AINES, J

Attendance Comment :  
 Close Help Submit

**Important Note:** This screen does not display previously entered attendance codes. Use of this screen is not recommended for making changes to student attendance records.

### Attendance for Students by Hour Screen

1. Click the **Edit** menu and select **Attendance for Students by Hour**.
2. Select the date(s) for the absence or tardy. You may select multiple dates to mark the students for multiple days.
3. Select the Hour. By default, the hour selection is set to All Day.
4. Select the appropriate attendance code.
5. Select the Students.
6. Verify that your selections are correct and click **Submit**. If you made errors and need to start over, click **Clear All**.

**Edit Attendance for One or More Students**

Dates Selected: 1      Hours Selected: 1      Students Selected: 4

Student :

List by :  Name     ID

Attendance Code :

Comment :

Close    Help    Clear All    Submit

**Important Note:** This screen does not display previously entered attendance codes. Use of this screen is not recommended for making changes to student attendance records.

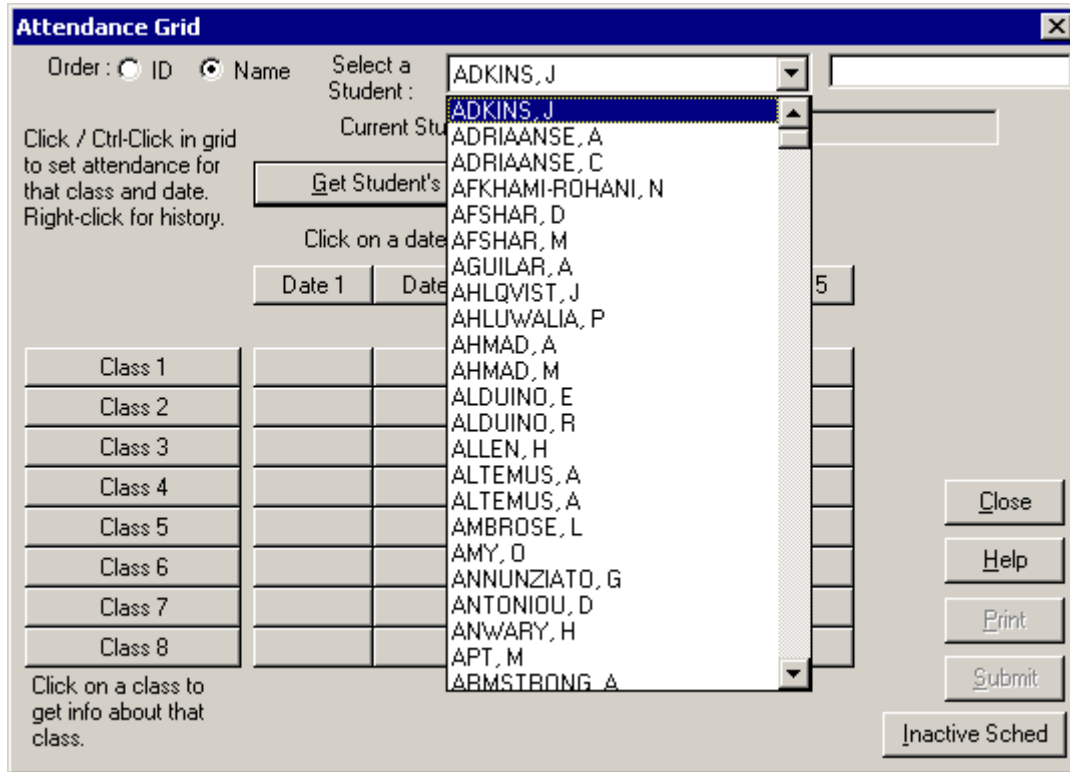
### Attendance for Students by ID Screen

1. Click the **Edit** menu and select **Attendance for Students by ID**.
2. Select the date(s) for the absence or tardy. You may select multiple dates to mark the students for multiple days.
3. Select the Hour. By default, the hour selection is set to All Day.
4. Select the appropriate attendance code.
5. Enter the ID numbers for the students. Be sure to press **Enter** after each ID.
6. Verify that your selections are correct and click **Submit**. If you made errors and need to start over, click **Clear All**.

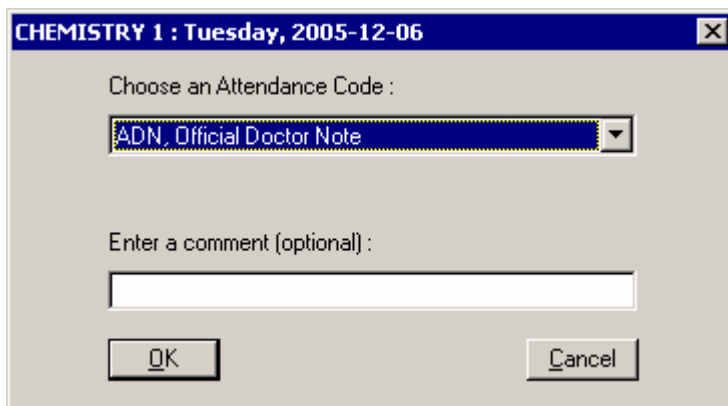
**Important Note:** This screen does not display previously entered attendance codes. Use of this screen is not recommended for making changes to student attendance records.

### Editing Attendance

1. Click the **Edit** menu and select **Student Finder/Editor(Grid)**.
2. In the box next to the **Student Drop-Down List**, begin typing the student's name (last name, first name).
3. Verify you have the correct student and student ID. If the student does not match the one you need to edit the attendance for, click on the drop down arrow in the Select a Student box and select the correct student.



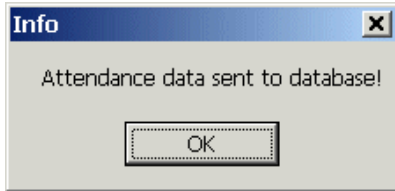
4. Click **Get Student's Schedule**.
5. Using the mouse, click the box in the grid that corresponds to the date and class the record will be modified for. If the student is absent for the **entire** day, click on the date.  
**NOTE:** You may select multiple periods and dates by holding the Ctrl key while clicking. After all of the selections are made, click **Attendance for SELECTED Items**.
6. Click on the down arrow to display the list of attendance codes.



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

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

9. 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 checked to automatically save data (see page 5).
10. If the data is correctly received, you will see the following prompt. Click **OK**.



11. Repeat steps 2 through 10 to enter additional attendance information.
12. 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.

Course Information

Course Name : ENG 2 H

Teacher Name : ZELLNER M ID :

Course # : 102032 Section : 41

Period : 4 Class # : 1115

Room Number : C219

Add Date : 2005-08-02 Drop Date :

Days Taught : Every Day

OK

### 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 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.

History: ENG 2 H on 2005-10-11

Date Received	Deleted	AttCode	Comment
2005-10-11 13:38:22	0	A	
2005-10-11 14:37:25	4	ADN	
2005-10-12 16:13:10	0	ADN	

Close Print Copy

Moving the bottom scroll bar to the right displays the UserID of the person who entered the attendance record and the source of the record.

History: ENG 2 H on 2005-10-11

UserID	From
007	Quick Attendance GB
DBAKER	Grid
DBAKER	Grid

Close Print Copy

## 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.

1. Click the **Edit** menu and select **Schoolwide Attendance**.
2. Select the date you want to edit the attendance for.
3. Select the attendance code you want to search for. By default the attendance code is set to search for ALL attendance entries.
4. Click the **Get Data for [Date]** button.

The following example shows that we are looking for all students with the absence code 'A' for 2006-01-13. Withdrawn students will be listed with an asterisk in front of their name.

Student Name:	Stu ID:	Grade:	Description:	Att Code:	Course#:
ESPINOZA, S		09	CB ESL SOCST	A	057502
ESPINOZA, S		09	READING 1 E	A	105172
ESPINOZA, S		09	CB ESL SCI	A	057002
ESPINOZA, S		09	ENG 1 SOL	A	051002
GARCIA-MEZA, J		10	ENG 2 SOL	A	052002
GIBSON, I		10	BCIS1	A	352002
*GOSSETT, C		10	W HIST	A	252002
GRAUL, C		09	ALGEBRA 1	A	152002
GRAUL, C		09	HEALTH ED	A	30100B
GRAUL, C		09	SPANISH 1	A	501402
GRAUL, C		09	ENGLISH 1	A	101002

5. Select the students you want to change the attendance for by clicking on their name. You may select multiple students by holding down the CTRL key on your keyboard.
6. Click the **Reset Attendance for Selected Students** button.
7. The **New Attendance Info** box will open. Select the correct attendance code for the selected students. Enter comments if necessary and click **OK**.

8. Repeat steps 1-7 to edit other student attendance entries.
9. Click **Close** after all attendance changes have been made.

**District Attendance Codes**

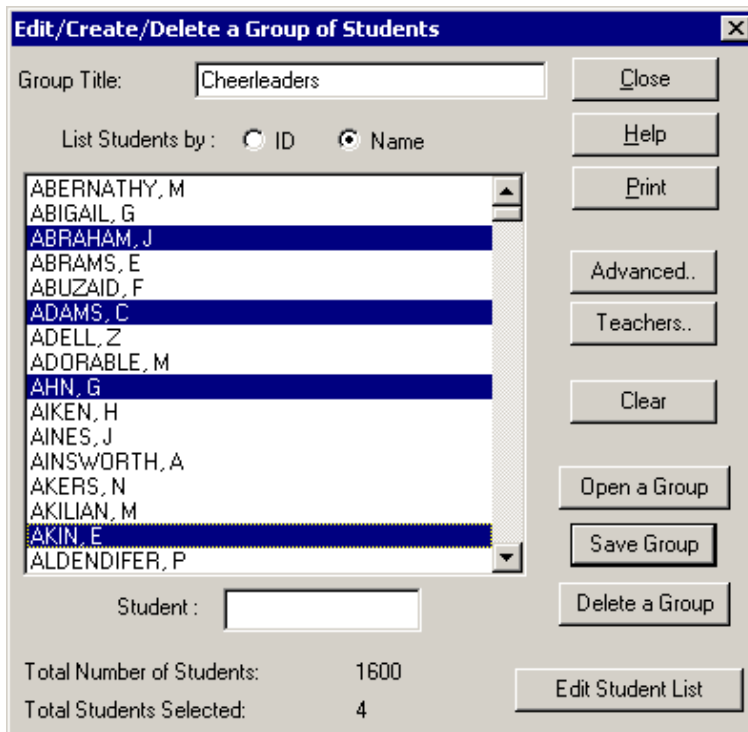
<b>Code</b>	<b>Short Title</b>	<b>Description</b>	<b>Excused/ Unexcused</b>
A	Absence	Default Absence Reason	Unexcused
AAH	After Hours School	After Hours School	Excused
AAP	Alternative Program	Indicates First/Last Day at Alternative Program (SP&HMBD	Excused
ABL	Bus Late	Bus Late	Excused
ACC	Change Clothes	Sent Home To Change Clothes	Unexcused
ACD	College Day	College Day/Note Required	Excused
ACO	Counselor	In Counselor's Office	Excused
ACT	Court	Court Related/Note Required	Excused
ADN	Doctor Note	Official Doctor Note/Student Present Same Day	Excused
ADP	Doctor Appt.	Doctor Appointment/Note Required	Excused
ADS	Dean of Students	In Dean of Student's Office	Excused
ADT	Driver's Test	Taking Driver's Test/Note Required	Unexcused
AEE	Error	Data Entry Error	Excused
AEO	Excused Other	Misc. Other Excused/Note Required	Excused
AFI	Family Illness	Family Related Illness/Note Required	Excused
AFN	Funeral	Funeral/Note Required	Excused
AFT	Field Trip	School Related Activity	Excused
AHB	Homebound	STUDENT RECORDS USE ONLY	Excused
AHO	Hospital	Hospital Stay	Excused
AID	7 Days+ Ill/Doc	7 Days+ Illness/Doctor Note Required	Excused
AIS	In-School Susp.	In-School Suspension	Excused
AJL	Jail	Jail – Short Term Incarceration	Excused
ALN	Late Note	Late Note – does not affect attendance reason	Unexcused
AMW	Make-up Work	Unexcused But Allowed to Make-up Work	Unexcused
ANO	Nurse	In Nurse's Office	Excused
ANS	No Sign Out	Did Not Sign Our, 1 <sup>st</sup> Time	Unexcused
ANT	Note Problem	No Note/Forged Note	Unexcused
AOS	Overslept	Overslept	Unexcused
AOT	Out-of-Town	Vacation/Advance Note Required	Excused
APC	Parent Called	Parent Called Regarding Ill Child	Unexcused
APH	Pending ARD	Requesting Home-Based Instruction	Excused
APN	Ill/Parent Note	Illness per Parent Note	Excused
APO	Principal	In Principal's Office	Excused
APP	Personal	Personal Problems / Note Required	Unexcused
ARH	Religious Holiday	Religious Holiday/ Note Required	Excused
ASC	Schedule Change	Schedule Change	Excused
ASK	Skipping	Caught Skipping Class	Unexcused
ASP	Special Programs	Special Programs Student – First/Last Day Only	Excused
ASU	Suspension	Out-of-School Suspension	Excused
ATF	Teacher Failure	Teacher Failed To Report Student Absent	Unexcused
ATR	Truant	Truant/Run-away	Unexcused
ATV	Teacher Verified	Teacher Verified Student In Attendance	Excused
AUO	Unexcused Other	Miscellaneous Other Unexcused	Unexcused
AVH	Car Trouble	Car Trouble, 1 <sup>st</sup> Time	Unexcused
AWR	Weather Related	Weather Related/Note Required	Excused
T	Tardy	Default Tardy Reason	Unexcused
TEO	Tardy Excused	Miscellaneous Other Excused Tardy	Excused
TUO	Tardy Unexcused	Miscellaneous Other Unexcused Tardy	Unexcused

## Taking Attendance for Large Groups

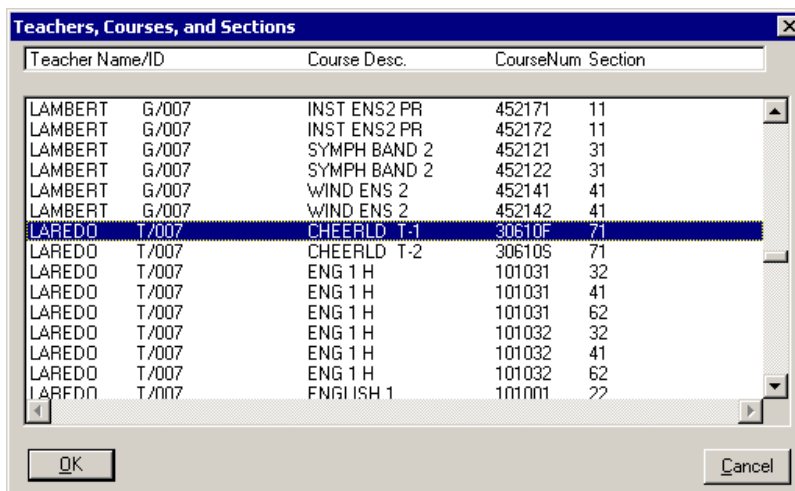
### Creating a Fixed Group of Students

A fixed group of students rarely changes such as the football team or cheerleaders.

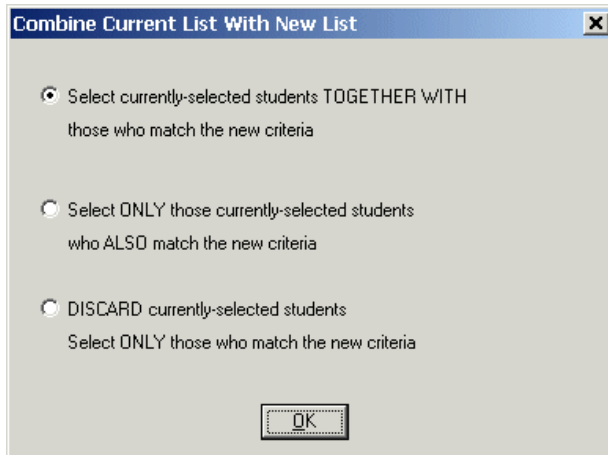
1. Click the **Edit** menu and select **Edit/Create/Delete a Group of Students**.
2. Type the Group name in the **Group Title** box.
3. Select the student names using one of the following methods:
  - a. Using the mouse, scroll through the list and click on each student as you find them. To remove students from this list, click on the student to clear the highlight. A counter at the bottom of the box will tell you how many students you have selected.



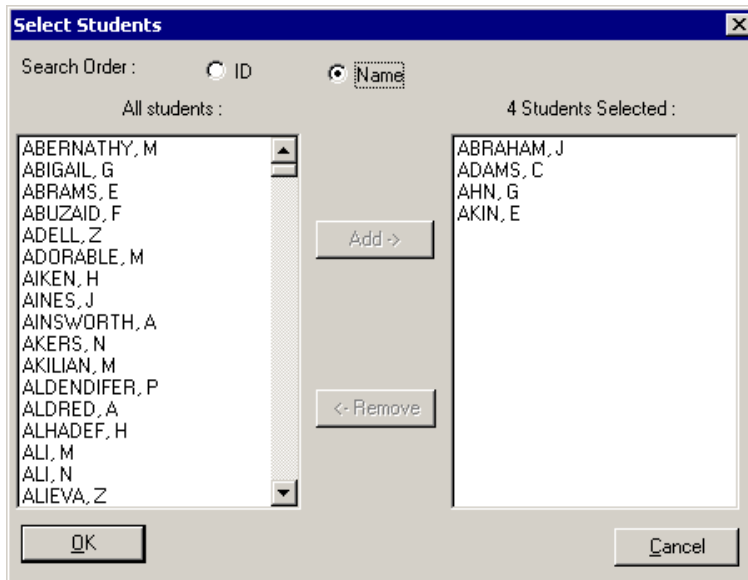
- b. Click on **Teachers**. A list of all courses and sections will appear in order by teacher. Select the course/section desired and click **OK**.



If you have students already selected, another box will appear asking how you want the new students added. Select the appropriate option and click **OK**.



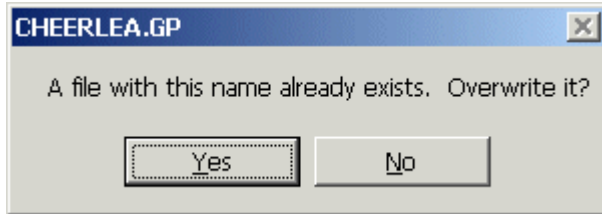
- c. Click **Edit Student List**. Using the mouse, scroll through the list on the left, highlight a student and click **Add->**. A counter above the list on the right will tell you how many students you have selected. To remove students from this list, scroll through the list on the right, highlight a student and click **<-Remove**. Click **OK** when you are finished editing the list.



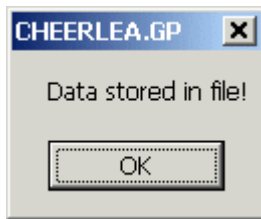
4. Click **Save Group**. When the file has been successfully saved, you will see a message saying that the data was stored. Click **OK**.
5. If you want to create another group of students, click **Clear**, click **Yes**, and repeat steps 2 through 4.
6. Click **Close**.

## Editing a Fixed Group of Students

1. Click the **Edit** menu and select **Edit/Create/Delete a Group of Students**.
2. Click **Open a Group**.
3. The **Select A Group File To Open** window is displayed. Select the group to be edited and click **OK**.
4. Select the student's names to be added or removed using the methods described on pages 16-17.
5. Click **Save Group**. You will see the following message. Click **Yes**.



When the file has been successfully saved, you will see the following message. Click **OK**.



6. If you want to edit another group of students, click **Clear**, click **Yes**, and repeat steps 2 through 5.
7. Click **Close**.

## Creating a Dynamic Group of Students

A dynamic group of students changes every time it is used. An example is the entire grade level as students withdraw and register at your campus.

1. Click the **Edit** menu and select **Edit/Create/Delete Dynamic Group of Students**.
2. Type the Group name in the **Group Title** box.

The screenshot shows a dialog box titled "Edit/Create/Delete a Dynamic Group of Students". It has a "File name" field and a "Group Title" field containing "Juniors". Below the "Group Title" field is a large empty rectangular area. At the bottom left, it says "Total Students Selected : 0". On the right side, there are several buttons: "Close", "Help", "Select the Students...", "Get the Student List", "Open a Group", "Save Group", "Print", and "Delete a Group".

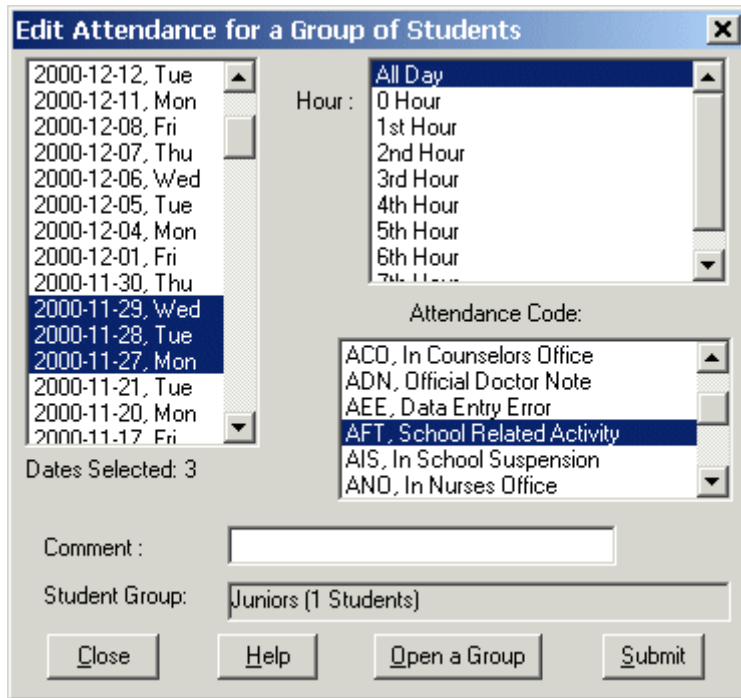
3. Click **Select the Students**.

The screenshot shows a dialog box titled "Select Criteria Based on Table 'Student'". It contains the text "Choose Criteria to get Selected Students. Example: StudentID Less Than 100000 AND Grade Less Than or Equal to 10". Below this, there are three rows of criteria selection. The first row has "GradeLevel" in the first dropdown, "Equals" in the second, and "11" in the third. The second and third rows are currently empty. At the bottom, there are "OK", "Help", and "Cancel" buttons.

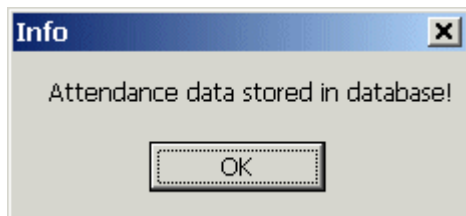
4. Enter the selection criteria using the drop-down boxes. For example: To select all Juniors (11<sup>th</sup> graders), select **GradeLevel** in the first drop-down box. Leave the middle drop-down box set to **Equals** and select **11** from the last drop-down box. You can make this selection criterion as complex as needed for your situation.
5. When you have your selection criteria selected, click **OK**.
6. Click **Save Group**. When the file has been successfully saved, you will see a message saying the data was stored. Click **OK**.

### Editing Attendance for a Group

1. Click the **Edit** menu and select **Edit Attendance for a Group**.
2. Click **Open a Group**.
3. The **Select A Group File To Open** window is displayed. Select the group to be edited and click **OK**.
4. Click on all of the dates appropriate for this change.
5. Click on the affected periods for this change or select **All Day**. If a group was absent for multiple days and different periods each day, you will need to do one date at a time.
6. Click on the correct attendance code from the list.



7. Enter a comment if desired.
8. Click **Submit** to send the information to the database.
9. If the data is correctly received, you will see the following prompt. Click **OK**.

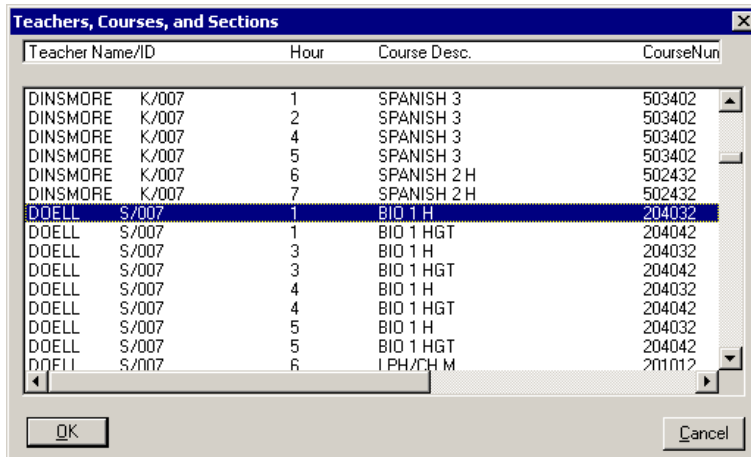


10. Repeat steps 2 through 9 to enter additional attendance information.
11. Click **Close**.

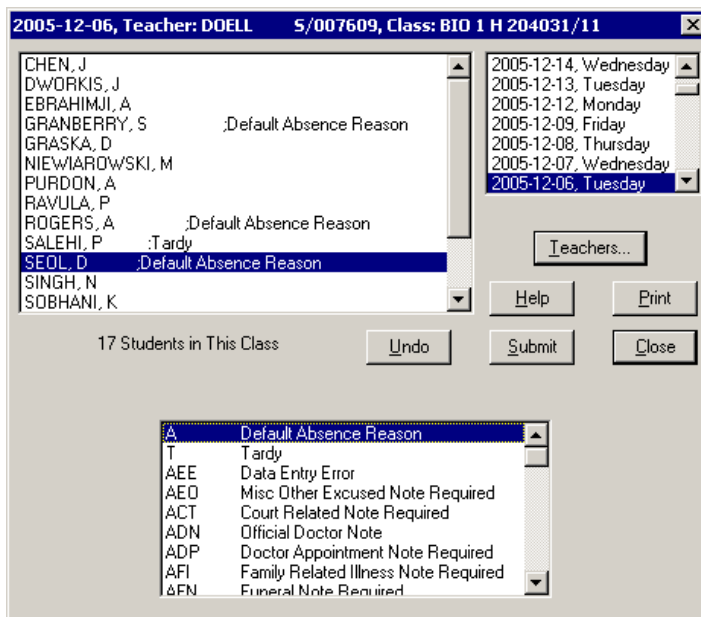
## Taking Attendance for a Teacher

This procedure is used when a teacher cannot or did not take attendance for the class.

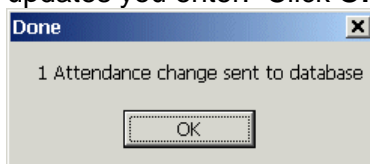
1. Click the **Utilities** menu and select **Quick Attendance for One Class**.
2. Click **Teachers**. A list of all courses and sections will appear in order by teacher. Select the course/section desired and click **OK**.



3. Highlight a student's name and click on the appropriate attendance code.



4. Click **Submit** to send the information to the database. If the data is correctly received, you will see the following prompt. The "1" will be replaced with the actual number of updates you enter. Click **OK**.

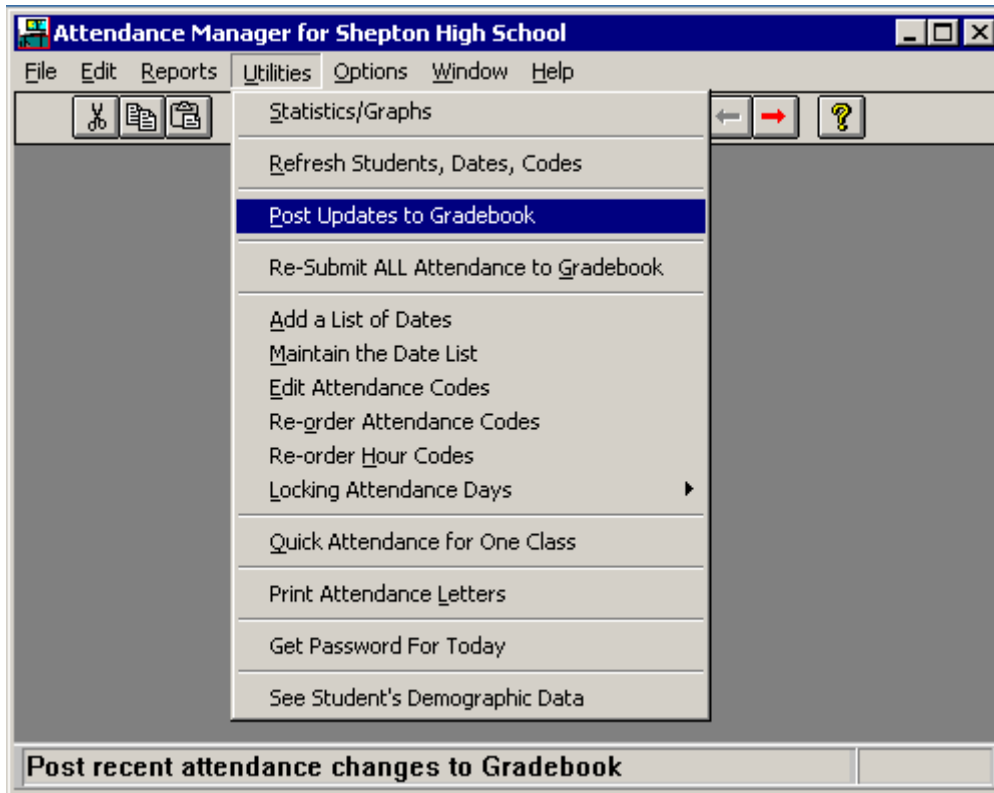


5. Repeat steps 2 through 4 to record attendance for another class.
6. Click **Close**.

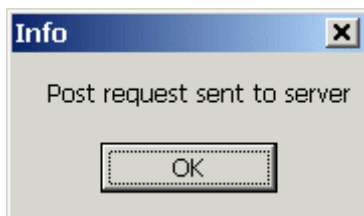
## Posting Attendance Changes to Gradebook

In most cases, posting your changes back to the gradebooks will not require any additional work from you. The posting process begins automatically when you close the Attendance Viewer. In some cases, however, you may enter data that is critical for the teachers to have immediately.

1. Click the **Utilities** menu and select **Post Updates to Gradebook**.



2. The following message will be displayed. Click **OK**.

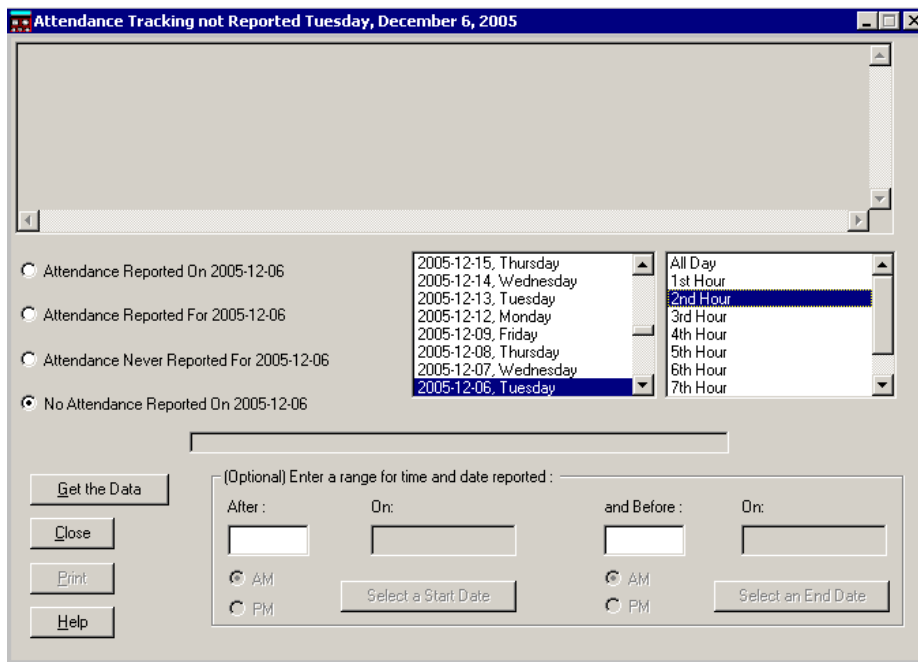


## Printing Reports

### 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's date will be selected.
4. Select the period/hour that for which you want to run the report.
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

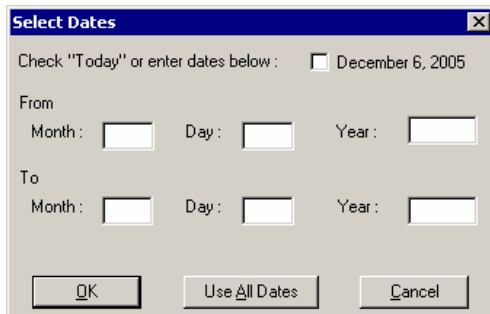
You may specify the date and time range to run the report for. For example, if you wish to see who reported attendance before 8:50 AM today, enter 8:50 AM for the “Before” time and enter today’s date. Use the **Select an End Date** button to enter the date in the correct format.

**IMPORTANT NOTE:** Teachers are required to take attendance during the first 15 min. of class.

## Attendance List (Truancy Report)

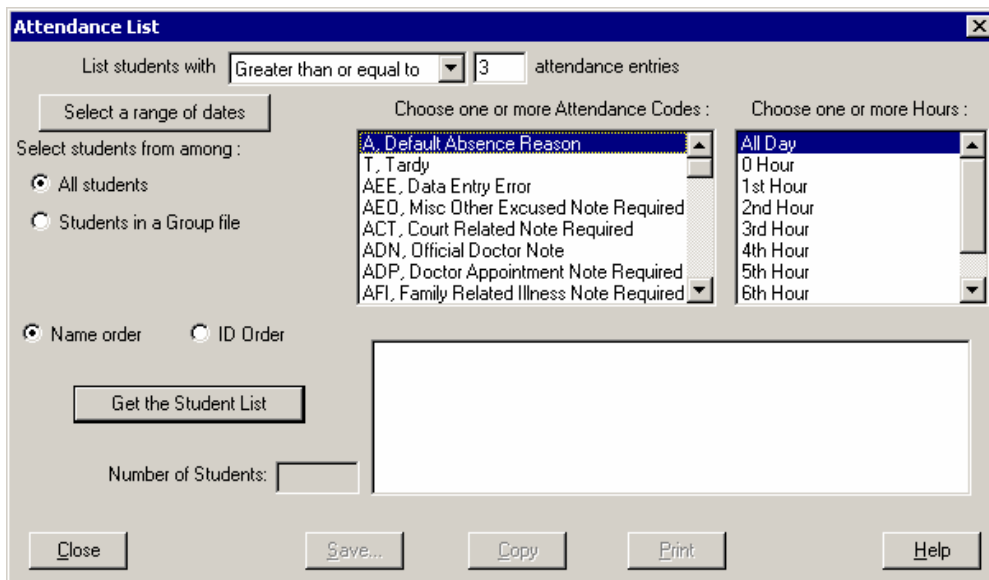
The Attendance List report allows you to list students that meet or exceed certain thresholds for attendance. This report is useful in identifying students who may be reaching attendance limits and require a conference before going to truancy court.

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 semester.



5. Select the attendance code to search for.
6. Select the hours to search. The default selection is All Day.
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 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 20-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 20 days of the current semester.

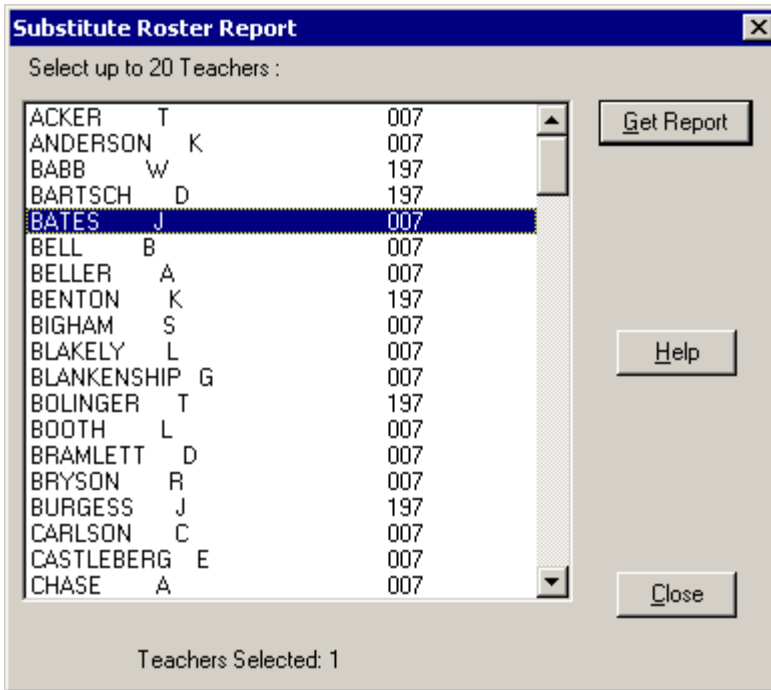
3. Select the options desired for this report.
  - Never select **Include all students...** as this will create a very lengthy report.
  - **Count Absences** to select students with absences and display their respective codes.
  - **Count Tardies** to select students with tardies and display their respective 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.

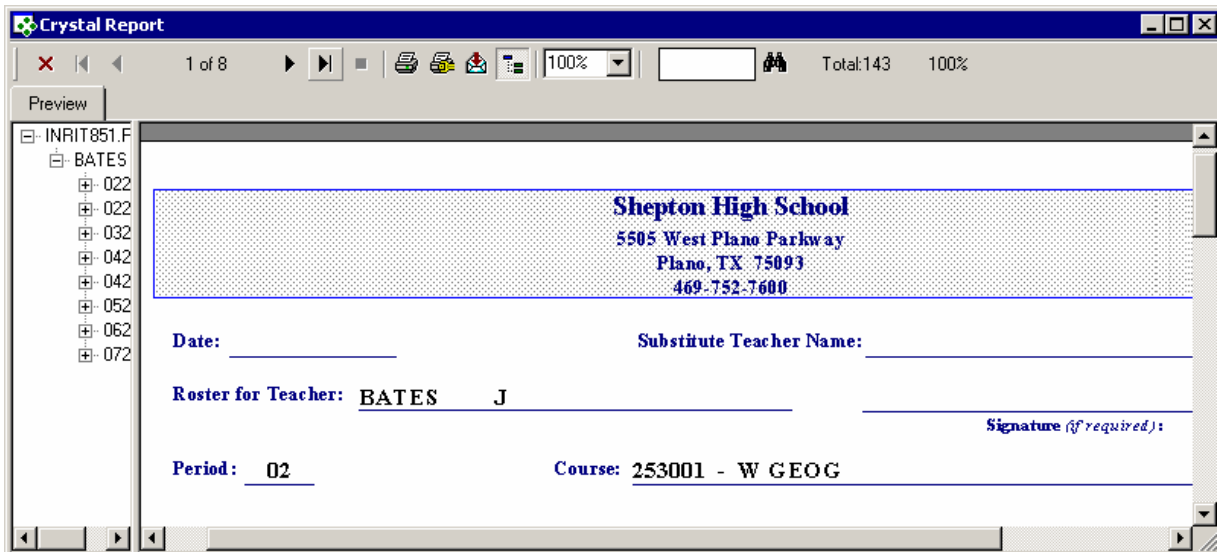
## Substitute Roster Report

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 One Student

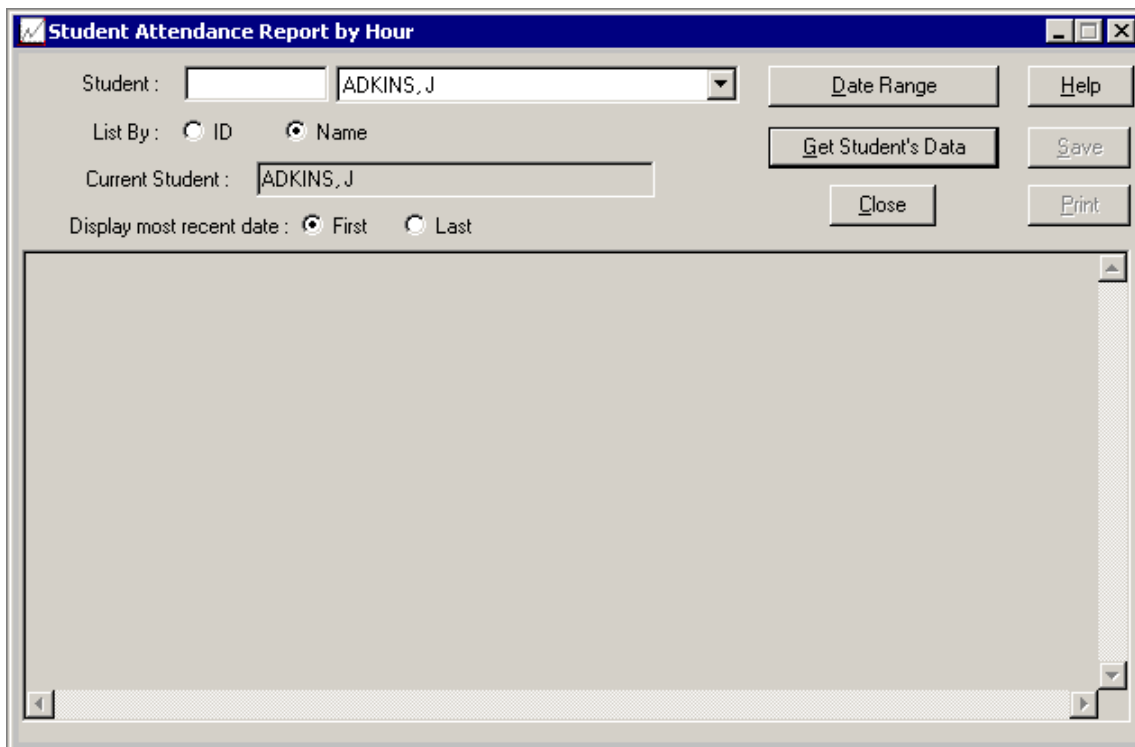
The Attendance For One Student report prints a history of a student's attendance record within the date range specified. This report is especially useful since it includes comments entered with attendance codes.

1. Click on the **Reports** menu and select **Attendance For One Student**.
2. Select the student in the drop-down box for the report.
3. Click **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 semester, 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.

### 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 **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 semester, click **Use All Dates**.

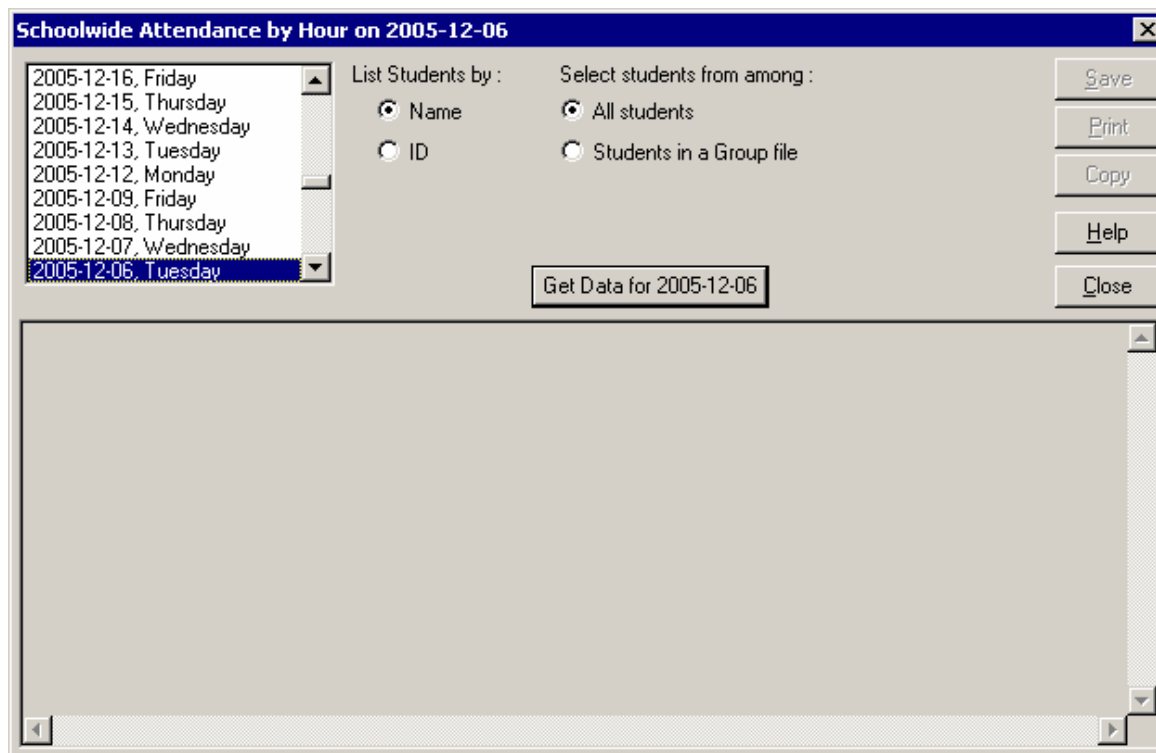


4. Click **Get Student's Data**.
5. In the report window, click on the printer icon to send the report to the printer.
6. Close the report window.

## 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

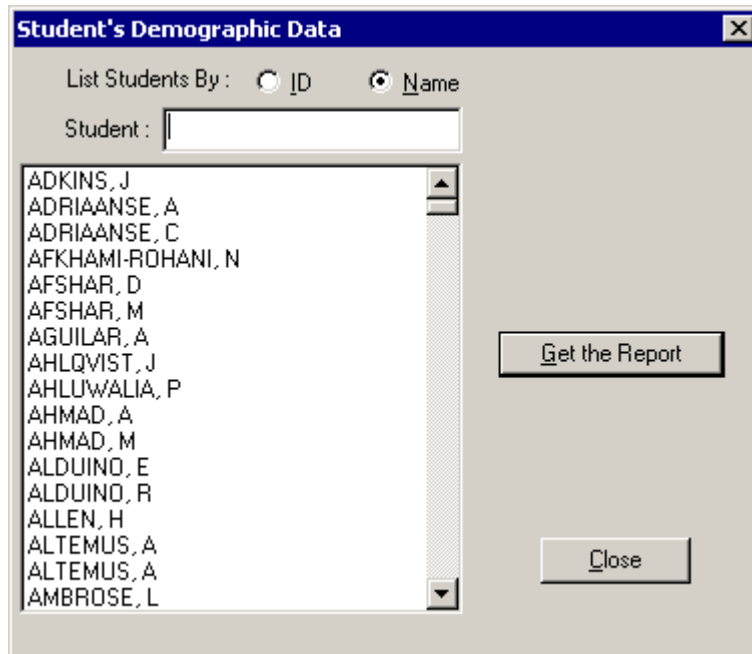
The Attendance For an Inactive Student report shows attendance records for inactive or withdrawn students.

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 **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 semester, 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 CIMS. Teachers also have access to this information in the gradebook by simply double-clicking on the student's name.

1. Click on the **Utilities** menu and select **See Student's Demographic Data**.



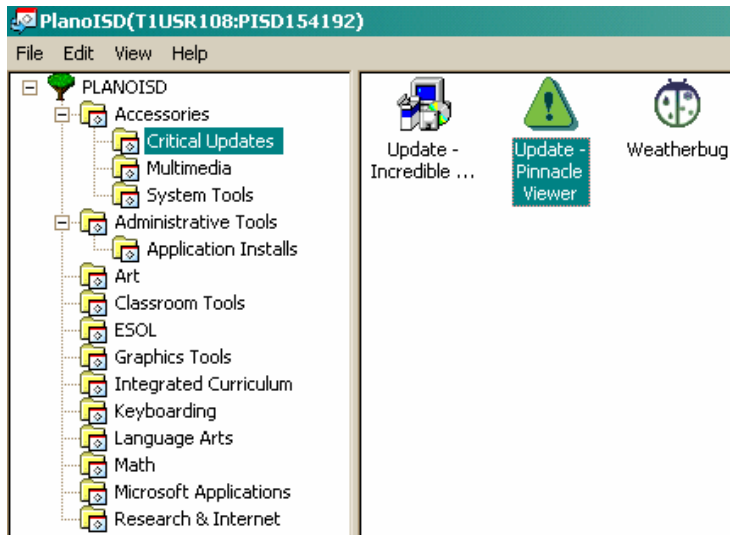
2. Click on the student you wish to see and click **Get the Report**.
3. In the report window, click on the printer icon to send the report to the printer.
4. Close the report window.

## Printing Crystal Reports

### Critical Update for Printing Crystal Reports

If you received an error when trying to print a Crystal Report (for example: the Undefined Sections by Teacher report), please complete the steps below to resolve this issue.

1. Close all applications that you are working on. This is necessary because your computer will be rebooted during the process.
2. Go to your Novell Application window and select **Critical Updates**.



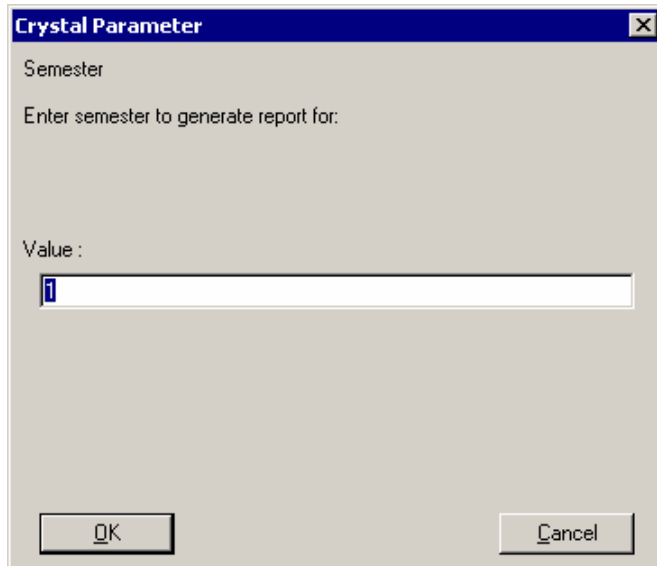
3. On the right side, you will see an icon that says **Update - Pinnacle Viewer**. Double-click that icon. This process will require you to reboot your computer.

Once your computer has been rebooted, you will be able to run the reports.

## Undefined Sections by Teacher Report

The Undefined Sections by Teacher report will identify teachers who have not created or defined all of the courses/sections assigned to them in their gradebook.

1. Click on the **File** menu and select **Print a Crystal Report**.
2. Select **Undefined Sections by Teacher**
3. Click **Get the Report**.
4. Enter the semester to generate the report for. The default is 1.



The image shows a dialog box titled "Crystal Parameter" with a close button (X) in the top right corner. The dialog box has a light gray background. It contains the following text and controls:

- The word "Semester" is displayed at the top.
- Below it is the instruction "Enter semester to generate report for:".
- Further down is the label "Value :".
- Underneath the label is a text input field containing the number "1".
- At the bottom of the dialog box are two buttons: "OK" on the left and "Cancel" on the right.

5. In the report window, click the printer icon to send the report to the printer.
6. Close the report window.
7. Make copies of this report for each teacher listed and let them know to correct the problem.

## 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
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.
Attendance for One Student by Hour	Provides a screen to enter attendance for a single student. This screen does not show previously entered attendance. <b>It is strongly recommended to avoid use of this screen for editing attendance.</b>
Attendance for One Student by Schedule	Provides a screen to enter attendance for a single student. This screen does not show previously entered attendance. <b>It is strongly recommended to avoid use of this screen for editing attendance.</b>
Attendance for Students by Hour	Provides a screen to enter attendance for multiple students by name. This screen does not show previously entered attendance. <b>It is strongly recommended to avoid use of this screen for editing attendance.</b>
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. <b>It is strongly recommended to avoid use of this screen for editing attendance.</b>
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.
Edit/Create/Delete a Group of Students	Opens a window for creating and editing groups of students.
Edit/Create/Delete Dynamic Group of Students	Opens a window for creating and editing a group of students that changes dynamically.
Edit Attendance by Course/Section	This option allows entry of class attendance for a substitute. Use of this option needs to be done in conjunction with the <b>Substitute Roster Report</b> .
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. <b>This item must not be used due to TEA regulations.</b>
Duplicate Attendance to Other Hours	Allows duplication of an attendance code from one hour to other hours in the day.

**REPORTS**

<b>Menu Item</b>	<b>Description</b>
<b>Total Present</b>	This report provides the number of students in your school on a selected date and the number of absence incidents reported.
<b>Attendance Tracking</b>	This report indicates whether or not teachers have taken attendance.
<b>Attendance List</b>	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.
<b>Detailed Attendance/Tardy Report</b>	This report provides a 20-day view of students' attendance history for the entire campus. This report is useful in identifying patterns of absences.
<b>Skipped Classes</b>	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.
<b>Substitute Roster Report</b>	This report provides a printed roster for substitutes to record attendance.
<b>Schedule for One Student</b>	This report shows the schedule for a student.
<b>Attendance For One Student</b>	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.
<b>Attendance For One Student by Hour</b>	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.
<b>Schoolwide Attendance by Hour</b>	This report provides a detailed list of students marked absent or tardy for a selected day along with the appropriate absence or tardy code.
<b>Attendance Counts by Type For All Hours</b>	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.
<b>Detailed Attendance Counts For One Hour</b>	This report displays the attendance counts for each attendance code for each hour on a specific day.
<b>Attendance For an Inactive Student</b>	This report shows attendance records for inactive or withdrawn students.
<b>Attendance Outside Add/Drop Dates</b>	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
<b>Statistics/Graphs</b>	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.
<b>Refresh Students, Dates, Codes</b>	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.
<b>Post Updates to Gradebook</b>	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.
<b>Re-Submit ALL Attendance to Gradebook</b>	This option forces ALL attendance records within a specific date range to be posted back to the teacher's gradebooks. <b>This option is NOT recommended and should be avoided as it will create extra wait time for the teachers when they open their gradebooks.</b>
<b>Add a List of Dates</b>	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 Wagley.
<b>Maintain the Date List</b>	This option is only available to system administrators. If you need to make changes to the date list, please contact Jim Powers or Dana Wagley.
<b>Edit Attendance Codes</b>	This option is only available to system administrators. If you need changes made to your attendance codes, please contact Jim Powers or Dana Wagley.
<b>Re-order Attendance Codes</b>	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 Wagley.
<b>Re-order Hour Codes</b>	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 Wagley.
<b>Locking Attendance Days</b>	This option allows you to lock or unlock all attendance from being entered on a certain date(s). Please contact Jim Powers or Dana Wagley if you are considering using this option.
<b>Quick Attendance for One Class</b>	This option allows entry of class attendance for a substitute. Use of this option needs to be done in conjunction with the <b>Substitute Roster Report</b> .
<b>Print Attendance Letters</b>	This option is not used in PISD. Please contact Student Records to request official Attendance Letters.
<b>Get Password For Today</b>	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.
<b>See Student's Demographic Data</b>	This option generates a report showing student demographic data.

## OPTIONS

Menu Item	Description
<b>System/Directory Settings</b>	This option allows you to make system changes. Refer to page 5 for more information.
<b>Log In to the Server</b>	If you are logged out, this option provides the login dialogue.
<b>Log Out from the Server</b>	If you are logged in, this option logs you out from the server.
<b>Change your Password</b>	This option allows you to change your password. Refer to page 4 for more information.
<b>Select Attendance Interval</b>	This option allows you to change the semester you are currently working in.
<b>Toolbar</b>	This option allows you to change the size of the button bar or remove it altogether.
<b>Status Bar</b>	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
<b>Cascade</b>	This option arranges multiple windows so all titles are visible.
<b>Arrange icons</b>	This option is reserved for future use.

## HELP

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

## Special Notes

- ✦ When clearing attendance you must set the attendance code to **AEE**.
- ✦ **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 Wagley 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 day behind. Pinnacle records post to TEAMS between 7:00PM and 10:00PM the night they are entered.
- ✦ As student schedules are changed, Pinnacle is automatically updated every night. However, on some occasions, the update does not run correctly. In that event, a manual update will be run first thing in the morning. During the update process, you will receive error messages indicating that a student does not have a schedule. You should only receive this message for about fifteen minutes. If you continue receiving this message past fifteen minutes, please call Jim Powers at x25981 or Dana Wagley at x25976 for assistance.