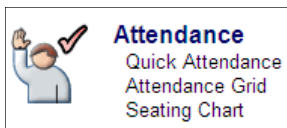


## Guidelines

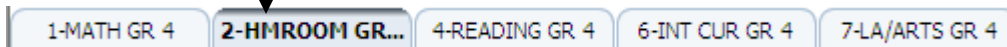
The State of Texas requires that you take attendance. District policy requires you to report attendance at **9:00 AM**. Early Childhood Schools, please check with your building principal for your official time.

## Recording Attendance

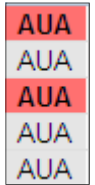
1. From the Home screen, click on **Quick Attendance**.

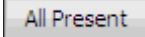


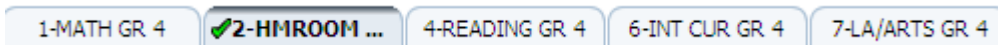
2. Select the **Homeroom** class by using the class tabs at the top of the screen.



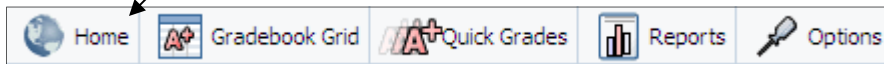
3. The attendance date will default to the current date.
4. If students are absent, select **AUA** to the right of each student's name by clicking on the absence code one time. If you mark a student absent by mistake, click the code again to clear it.



5. If all students are present, click the **All Present** button. 
6. After you have marked a student absent or if you have clicked the All Present button, your attendance has been recorded for the current date. A green check mark will be displayed on the class tab.



7. Click the **Home** button on the navigation toolbar if you would like to continue working in the gradebook.



8. If you are finished with the gradebook, click the Sign Out link in the upper right corner of the screen.

## Attendance Corrections

The front office secretary will make the appropriate changes to a student's attendance record by changing the absence to the correct absence code. Once these changes have been made, the gradebook will automatically be updated to reflect the new code.

### Pinnacle Support

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