

# Student Explorer

Pinnacle Web for Campus Administrators  
Plano ISD Instructional Technology



## Introduction

Student Explorer for campus administrators will allow you to view the attendance and grades for any student at your campus exactly as parents see them in parent portal. You can also print teacher gradebook reports. Student Explorer replaces the Pinnacle Principal Viewer application.

## Logging In

1. Double-click the **Pinnacle Web Gradebook** icon in the Administrative Tools folder OR click the Pinnacle link on your myPISD home page.
2. Select your campus from the drop-down list and login using your network username and your Pinnacle Web password (this is your old Principal Viewer password).

**NOTE:** If you forget your password, please call an Instructional Technology Specialist.

## Navigation

**My Reports** – Displays reports that you have already run and allows you to print new reports and update or delete reports that reports that you have previously generated.

**New Report** – Used to generate a new report from the report selection screen.

**Student Schedule** – Click to view the current class schedule for any student at your campus.  
**NOTE:** The student schedule link will appear only when you are impersonating a teacher.

**Student Explorer** – Allows you to see the attendance and grades for any student at your campus.

## Printing Administrative Reports

1. Under Reports, click the **New Report** link.
2. Expand the **Administrative** folder by clicking on the plus sign.
3. Click on the desired report.
4. A window with report selections will appear. Select the desired report options and click **Run Report**.
5. You will be taken to the My Reports window. When the report status changes to Ready, click on the report title to open the report.

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### Email Address

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### Website

<http://pinnacle.pisd.edu>

### At Home Access

<http://gradebook.pisd.edu>

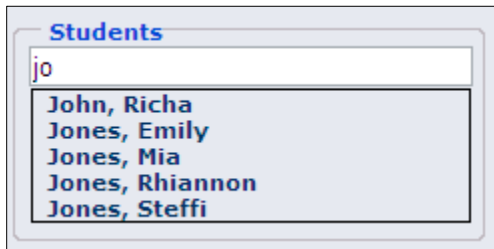


### Reports

My Reports  
New Report  
Student Schedule  
Student Explorer

## Student Schedule

1. Select a teacher to Impersonate.
2. Under Reports, click the **Student Schedule** link. The Student Schedule window will appear along with a text box for entering student names.
3. In the **Students** text box, begin typing the last name of a student or enter a student ID number. A list of students matching your entry will appear. Select a student from the list.



4. The student's current schedule will appear.

Period	Description	Course	Section	Room	Teacher Name	Add Date	Drop Date	Term
01	MATH GR 4	E44200	401		Pitts, Cheryl	2008-08-18		12
02	HMROOM GR 4	E44700	401		Pitts, Cheryl	2008-08-18		12
03	MUSIC GR 4	E44650	A401		Melton, Sue	2008-08-18		12
04	READING GR 4	E44150	401		Pitts, Cheryl	2008-08-18		12
05	PHYS ED GR 4	E44550	A401		Scivally, Lynda	2008-08-18		12
06	INT CUR GR 4	E44300	401		Pitts, Cheryl	2008-08-18		12
07	LA/ARTS GR 4	E44100	401		Pitts, Cheryl	2008-08-18		12
08	ART GR 4	E44600	A401		Vega, Abigail	2008-08-18		12

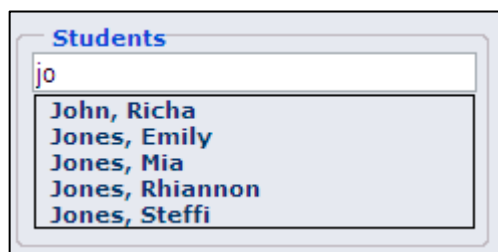
5. Click the **Home** button to return to the home screen.

## Student Explorer

Student Explorer allows you to see the attendance and grades for any student at your campus. You will be able to view assignment grades, marking period averages and absences the same way parents see grades and attendance at home.

### Grade Summary

1. Under Reports, click **Student Explorer**.
2. In the Students text box, begin typing the last name of a student or enter a student ID number. A list of students matching your entry will appear. Select a student from the list.

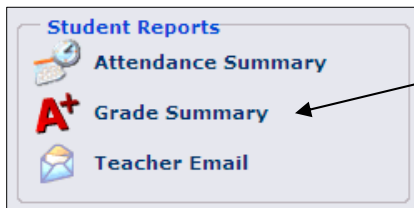


- The grade summary for the student you selected will appear. To view individual assignment grades for each course, simply click on the average for the marking period.

## Grade Summary

Course	Subject				
	1st Nine Weeks	2nd Nine Weeks	3rd Nine Weeks	4th Nine Weeks	Final
1-MATH GR 5				99	99
3-INT CUR GR 5				85	85
6-READING GR 5				97	97

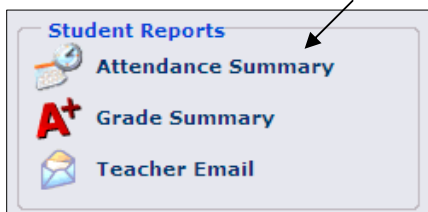
- To return to the Grade Summary Screen, click the **Grade Summary** link on the page.



## Attendance Summary

The attendance summary allows you to view student absences by marking period.

- Click on **Attendance Summary**.



- The attendance summary report will be displayed for the current marking period.

### Show or Hide Attendance Detail Sections

This report has many sections. To show or hide different sections of the report, click on the Show/Hide link for each group. For instance, to hide the student's schedule, click the Hide Schedule link above the student's schedule.

### Changing the Marking Period

To view absences for a different marking period, click the marking period drop-down menu in the Class Reports section and select the marking period you would like to view.

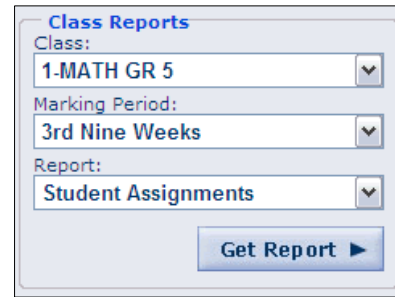
To refresh the report for the selected marking period, click the **Attendance Summary** link (see step 1 above).

A screenshot of a 'Class Reports' form. It contains three dropdown menus: 'Class:' with '1-MATH GR 5' selected, 'Marking Period:' with '3rd Nine Weeks' selected, and 'Report:' with 'Student Assignments' selected. Below the dropdowns is a 'Get Report' button with a right-pointing arrow. An arrow points from the left towards the 'Marking Period' dropdown menu.

## Class Reports

The Student Assignment and the Student Missing Assignments report are two class reports available for you to view.

1. Select the Class from the drop-down list in the **Class Reports** section.
2. Select the Marking Period
3. Select the Report.
4. Click the **Get Report** button.

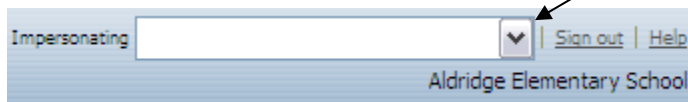


**NOTE:** To return to the home screen at anytime, click the **Home** button in the upper left corner of the screen.

## Printing Teacher Gradebook Reports

School administrators have access to the same gradebook reports that teachers print from the gradebook. Follow the steps below to view teacher gradebook reports.

1. From the Home screen, click the drop-down arrow in the upper right corner of the screen to choose a teacher to “impersonate”.



2. Select a teacher from the list.
3. Under Reports, click **New Report**.



4. Click the plus sign next to the category for the report you would like to print. For example, to print a teacher report about grades, expand the Grading category.
5. Click on the desired report.
6. A window with report selections will appear. Select the desired report options and click **Run Report**.
6. You will be taken back to the My Reports window. When the report status changes to Ready, click on the report title to open the report.
7. Click the **Home** button to return to the Home screen.