

Elementary Attendance

Pinnacle Web
Manual



Instructional Technology Department

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GETTING STARTED


Administrative Pinnacle Support

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NOTE: The Help Desk and your campus CTA do not provide Pinnacle support.

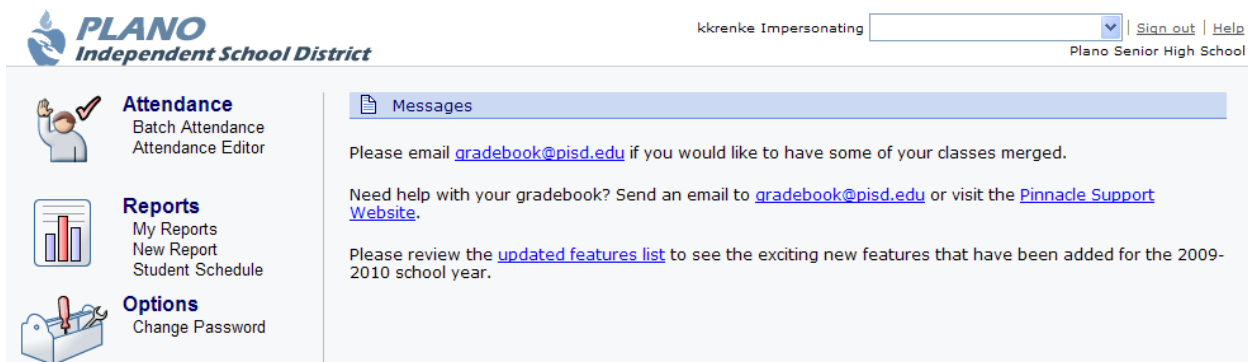
Accessing Pinnacle Web Attendance Manager

1. Login to the network using your login name and password.
2. Double-click on the Pinnacle Web Gradebook icon in the Administrative Tools folder OR click the Pinnacle link on your myPISD home page.
3. Login to Pinnacle using your network login name.



A screenshot of a login interface. On the left is a small icon of a computer monitor with a padlock. To the right are two input fields: 'Username' and 'Password'. Below the 'Password' field is a 'Sign in' button and a blue link labeled 'Forgot Password'.

4. You will see a window similar to the following. System informational messages we add throughout the year will also appear here.



The screenshot shows the Pinnacle Web Attendance Manager interface. At the top left is the PLANO Independent School District logo. At the top right, it says 'kkrenke Impersonating' with a dropdown menu, and links for 'Sign out' and 'Help'. Below the logo is a navigation menu with three sections: 'Attendance' (Batch Attendance, Attendance Editor), 'Reports' (My Reports, New Report, Student Schedule), and 'Options' (Change Password). The main content area is titled 'Messages' and contains three informational messages: 'Please email gradebook@pisd.edu if you would like to have some of your classes merged.', 'Need help with your gradebook? Send an email to gradebook@pisd.edu or visit the [Pinnacle Support Website](#).', and 'Please review the [updated features list](#) to see the exciting new features that have been added for the 2009-2010 school year.'

ENTERING AND EDITING ATTENDANCE

Batch Attendance

1. Under **Attendance**, click on **Batch Attendance**.
2. Select the **Start** and **End** date range for the attendance you will be entering. You can either enter the dates or use the calendar buttons to select the dates.
3. In the **Find Student** box, begin typing the last name or ID number of a student. A list matching your entry will be displayed. Click on the student you are searching for. At this point, you'll notice the student's schedule listed in the Hour box. You can add additional students for this batch using this same procedure.
4. Select the **Hours** this absence applies to. For Absences, select 2nd Hour and 1st Hour for Tardies.
5. Select the **Attendance Code** for this absence. You can scroll through the list or type the code. The comment is optional.
6. Click on the **Submit** button.
7. When you are finished, click on **Home** on the navigation bar.

The screenshot shows the 'Attendance Batch Attendance Editor' interface. At the top right, there is a 'Batch Attendance Attendance Editor' header with a person icon. Below this, the 'Date Range' section has 'Start:' and 'End:' fields, both set to 'Wed 9/9/2009'. The 'Students' section has a 'Find Student:' input field and a list of results: 'Smith, Adam' and 'Smith, Alex', each with a blue 'X' icon. The 'Hours' section has a dropdown menu with options: 'All day', '0 Hour', '1st Hour', '2nd Hour', and '3rd Hour'. The 'Attendance' section has a 'Code' field set to 'AFT - Field Trip - Off Campus' and a 'Comment' field with 'Dallas Symphony'. At the bottom, there are 'Submit' and 'Clear' buttons.

Attendance Editor

1. Under **Attendance**, click on **Attendance Editor**.
2. Select the **Date** to edit by entering it in the box, using the calendar button or using the right and left arrows to move forward and back a day at a time. Note that the date defaults to the current date.
3. There are two options at this point to select the students you need to edit. You can enter the student's name or ID number in the **Find Student** box or use the filter to show students that have selected attendance codes or categories. For example, you may need to see all students that have been marked with an unexcused absence today.



Click on the **Filter** button. You'll see a list of codes and categories for your campus. Select the code(s) or category(ies) and click on **Apply Filter**.

The screenshot shows the 'Attendance Editor' filter interface. At the top, there is a date selector showing 'Wed 9/9/2009' with left and right arrows and a calendar icon. Below this is a list of attendance codes and categories, each with a checkbox:

- Excused Absence
- Field Trip with PISD Staff
- Student Records use ONLY
- In-School Suspension
- Medicaid-eligible (EPSDT Program)
- Religious Holiday Note Required
- Out-of-School Suspension
- Data Entry Error - Absence
- Absent Unexcused
- Unexcused Absence
- Tardy Unexcused
- Tardy
- Tardy Excused
- Data Entry Error - Tardy

 At the bottom of the list is an 'Apply Filter' button.


- With the student selected, click in the **Hour** column for the **Homeroom** class. A list of valid attendance codes will appear. Select the appropriate code. For tardies, be sure to select the **Math** class.
- Once an attendance code has been selected, you can optionally enter the time in and a comment. The time in and comment will be useful for truancy issues related to tardies.

Student Name ^	Hour	Time In
Sam, Esther X		
1-MATH GR 1		
2-HMROOM GR 1		Clear
3-PHYS ED GR 1		ACI
4-LA/ARTS GR 1		ACR
5-INT CUR GR 1		ADN
6-ART GR 1		AEA
7-MUSIC GR 1		AFT
		AHB
		AIS
		AMC
		ANR
		ARH
		ASU
		AUA
		AXX
		T
		TXX

Hour	Time In	Comment
T	7:59 AM	Overslept.

Attendance for a Teacher

- On the home screen, select a teacher from the **Impersonating** drop-down box in the upper right corner of the window.
- Three new options appear under your Attendance menu to allow you to enter attendance exactly as the teachers do.



Attendance

- Batch Attendance
- Attendance Editor
- Quick Attendance
- Attendance Grid
- Seating Chart

Quick Attendance

- Under **Attendance**, click on **Quick Attendance**.
- Select the **Date** to edit by entering it in the box, using the calendar button or using the right and left arrows to move forward and back a day at a time. Note that the date defaults to the current date.
- Click on the **Homeroom** tab.

1-MATH GR 4 **2-HMROOM GR...** 4-READING GR 4 6-INT CUR GR 4 7-LA/ARTS GR 4

- Click on **AUA** for each student that is absent. You'll notice a green checkmark appear on the tab indicating the system has recorded attendance taken for this class.

2-HMROOM ...

AUA
AUA
AUA
AUA

Attendance Grid

Viewing the **Attendance Grid** gives you a quick glance at attendance for the entire class.

- Under **Attendance**, click on **Attendance Grid**.
- Select the **Date** to view by entering it in the box, using the calendar button or using the right and left arrows to move forward and back a day at a time. Note that the date defaults to the current date.
- You can change the result column to show totals by Subject (the entire school year) or by Nine Weeks.

Seating Chart

If your teachers have created a seating chart for their class, you'll be able to see the chart along with the student's pictures once they have been loaded.

1. Under **Attendance**, click on **Seating Chart**.
2. Select the **Date** to edit by entering it in the box, using the calendar button or using the right and left arrows to move forward and back a day at a time. Note that the date defaults to the current date.
3. Click on a student and select the appropriate code.

District Attendance Codes

Code	Description	Excused/ Unexcused
ACI	At government office to apply for citizenship or take oath	Excused
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
ANR	Early Release	Excused
ARH	Religious Holiday Note Required	Excused
ASU	Out-of-School Suspension	Excused
AUA	Unexcused Absence	Unexcused
AXX	Data Entry Error – Absence	Excused
T	Tardy	Unexcused
TXX	Data Entry Error – Tardy	Excused

PRINTING REPORTS

A variety of reports are available depending on your needs. Some reports are customized for Plano ISD use and can be identified by the PISD designation in the report description. When you run these reports, you'll be taken to the **My Reports** window where you'll see the date and time you last ran the report and the status of the report. Newly requested reports will have a status of Pending, InQue, or Processing. When the **Status** changes to **Ready**, click on the report to open it.

Updated	Status
1:44pm	Ready

1. Print the report by clicking on the **Printer** button and then OK.



2. If you make changes to your Pinnacle data that needs to be reflected on this report, click the check box for the report and click on the Update button above the Status column. Once the update is ready, repeat steps 6 and 7 to print the report.

Attendance Tracking

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

1. Click on the **Home** button to return to the gradebook home screen.
2. Under **Reports**, click on **New Report**.
3. Click on the **Attendance** section and select the **Attendance Tracking** report.



4. Select the **Start** and **End** date range for the date(s) you need to report on. You can either enter the dates or use the calendar buttons to select the dates.
5. To see a list of teachers that **HAVE NOT** reported attendance for your date range, leave **Reported Attendance** unchecked. Checking this box will list the teacher that **HAVE** reported attendance including the date and time they entered it.
6. Uncheck the All Hours checkbox and select only **2nd Hour**.
7. Clicking on the **Preview** button will show the report on your screen. You can print the report from your preview screen. Clicking on the **Print** button will send the report directly to your printer.

Parameters for Attendance Tracking

Date Range Start: Select the date to start tracking reported attendance. Wed 9/9/2009

Date Range End: Select the date to end tracking reported attendance. Wed 9/9/2009

Reported Attendance: Select to display gradebooks that have reported attendance. Reported Attendance

Hours: Select the hour(s) to report attendance for.

All Hours

1st Hour

2nd Hour

3rd Hour

4th Hour

5th Hour

6th Hour

7th Hour



8th Hour

Preview Print

Elementary Attendance Summary for Six Weeks 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 **Home** button to return to the gradebook home screen.
2. Under **Reports**, click on **New Report**.
3. Click on the **Administrative** section and select the **Elementary Attendance Summary** report.
4. Enter the **Start** and **End** date range for the date(s) you need to report on. You can either enter the dates or use the calendar buttons to select the dates.
5. Click on **Run Report** and follow the steps at the beginning of this section to print the report.

Parameters for Elementary Attendance Summary	
Start Date: Select the beginning date for the report.	8/26/2009 
End Date: Select the ending date for the report.	8/26/2009 
<input type="button" value="Run Report"/>	



Schoolwide Attendance by Hour

The Schoolwide Attendance by Hour shows attendance for all students at your campus that have any attendance recorded for the selected date.

1. Click on the **Home** button to return to the gradebook home screen.
2. Under **Reports**, click on **New Report**.
3. Click on the **Administrative** section and select the **Schoolwide Attendance by Hour** report.
4. Enter the date for the report. You can either enter the dates or use the calendar buttons to select the dates.
5. Click on **Run Report** and follow the steps at the beginning of this section to print the report.

Student Schedules

1. Click on the **Home** button to return to the gradebook home screen.
2. Under **Reports**, click on **Student Schedule**.
3. In the **Students** box, begin typing the last name or ID number of a student. A list matching your entry will be displayed. Click on the student you are searching for to display the student's schedule.

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 x28055 for assistance.
- ▶ TEAMS data will always be one hour behind. Pinnacle records post to TEAMS at the top of every hour after they are entered.