

Secondary Attendance

Pinnacle Web
Manual



Instructional Technology Department

TABLE OF CONTENTS

GETTING STARTED	3
Introduction	3
Administrative Pinnacle Support.....	3
Accessing Pinnacle Web Attendance Manager	3
Changing your Password	4
ENTERING AND EDITING ATTENDANCE	5
Batch Attendance	5
Attendance Editor	5
Attendance for a Teacher	6
<i>Quick Attendance</i>	6
<i>Attendance Grid</i>	6
<i>Seating Chart</i>	7
District Attendance Codes	7
PRINTING REPORTS.....	8
Attendance Tracking.....	8
Student Schedules	8
SPECIAL NOTES	9

GETTING STARTED

Introduction

The new web based Attendance Manager is the first step in completely eliminating the old client based Attendance Manager. It is designed to be faster and easier to use with fewer options to reduce confusion. The Batch Attendance menu replaces the old “Edit Attendance for One Student by Hour,” “One Student by Schedule,” “Students by Hour,” and “Student by ID” with multiple filters on the same page. The Attendance Editor replaces the “Grid” and “Schoolwide Attendance” screens, adding a filter to see only students that match the selected criteria.

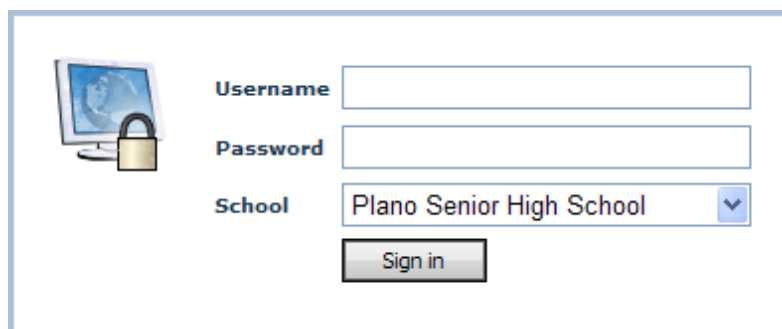
Administrative Pinnacle Support

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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. Select your campus from the drop-down list and login to Pinnacle using your network login name. Your password was provided to you during training.

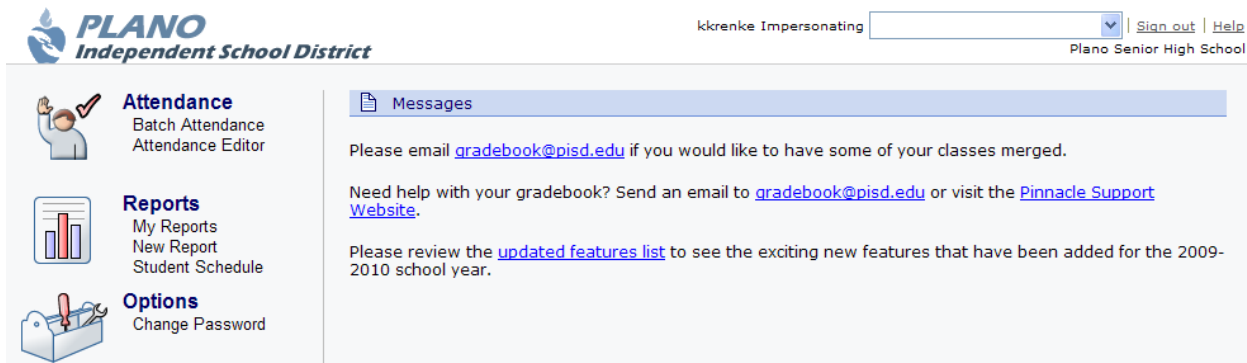


Username

Password

School

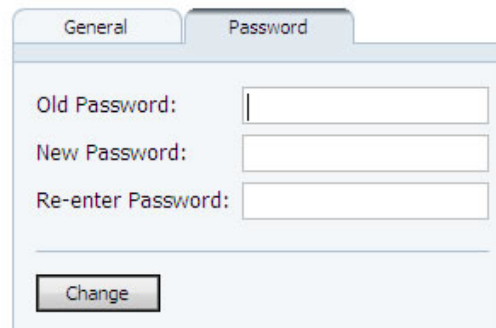
4. You will see a window similar to the following. System informational messages we add throughout the year will also appear here.



Changing your Password

1. On the Home screen under **Options**, click on **Change Password**. The Password tab appears on the screen.
2. Enter your old and new password.
3. Click on **Change**.

NOTE: Passwords are not case-sensitive.



ENTERING AND EDITING ATTENDANCE

Batch Attendance

- Under **Attendance**, click on **Batch Attendance**.
- 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.
- 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.
- Select the **Hours** this absence applies to. You can select All Day by clicking on the **All Day** link at the top of the window.
- Select the **Attendance Code** for this absence. You can scroll through the list or type the code. The comment is optional.
- Click on the **Submit** button.
- When you are finished, click on **Home** on the navigation bar.

Attendance Editor

- Under **Attendance**, click on **Attendance Editor**.
- 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.
- 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 tardy 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**.

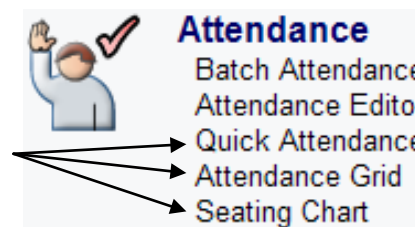
- With the student selected, click in the **Code** column for the class. A list of valid attendance codes will appear. Select the appropriate code. If the student is absent all day, click in the **Hour** column on the same line with the student's name.
- Once an attendance code has been selected, you can optionally enter the time in and a comment. The time in and comment will be useful for truancy issues related to tardies.

Name ▲	Code	Dismiss
Smith, Adam J.	X	
0-RG ARRIVE SR		Clear
1-ECONOMICS		A
2-MULTIMEDIA		AAH
3-ROTC 4		AAP
4-CALC AB AP		ABL
5-ENGLISH 4		ACC
6-GERMAN 3 H		ACD
7-SR REL PER 7		ACI
		ACO
		ACR
		ACT
		ADN
		ADP
		ADS
		ADT
		AEE
		AEO
		AFI
		AFN

Code	Dismiss	Arrive	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.



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 appropriate class tab.

1-PHYS 2C AP	2-PHYS H	3-PHYS H	4-PHYS 2C AP	6-PHYS H	7-PHYS H
--------------	----------	----------	--------------	----------	----------

1-PHYS 2C AP	A	T
	A	T
	A	T
	A	T

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 Semester or by Six 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
A	Default Unexcused Absence	Unexcused
ABC	UIL, Club Competition, Off-Campus PE - under PISD supervision	Excused
ACI	At Government Office to Apply for Citizenship or Take Oath	Excused
ACL	11th & 12th Grader Visiting a College - 2 Per Year	Excused
ACR	Court Required Appearance	Excused
ADN	Official Doctor Note/Attended Part of Same Day	Excused
AEE	Data Entry Error	Excused
AEO	Court, Dr. Appointment, Funeral, etc.	Excused
AFT	School activity - under PISD supervision	Excused
AHB	Per Student Records Office ONLY	Excused
AID	7 Days + Illness/All Day Absence Per Doctor Note	Excused
AIS	In-School Suspension	Excused
AMC	Medicaid-Eligible Student Appointment for EPSDT Program	Excused
AMW	Unexcused But Allowed to Make-up Work	Unexcused
AOC	On Campus School Issue	Excused
APC	Parent Called Regarding Absence	Unexcused
APN	Illness per Parent Note	Excused
ARH	Religious Holy Day	Excused
ASO	School Offices (Counselor, Nurse, Principal, etc.)	Excused
ASU	Out-of-School Suspension	Excused
ATS	Sounding Taps at a Veteran's Funeral in Texas	Excused
AUO	Unexcused Absence (Late Note, Overslept, Truant, etc.)	Unexcused
T	Tardy	Unexcused

PRINTING REPORTS

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.

The image shows the 'Parameters for Attendance Tracking' form. It includes the following fields and options:

- 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. (List of hours: 1st Hour, 2nd Hour, 3rd Hour, 4th Hour, 5th Hour, 6th Hour, 7th Hour, 8th Hour. The 2nd Hour is checked.)

At the bottom of the form are 'Preview' and 'Print' buttons. Arrows from the instructions point to the 'Date Range Start', 'Date Range End', 'Reported Attendance', and 'Hours' sections.

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. Select the hours for the report.

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.

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 **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 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.