

# Secondary Attendance

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Pinnacle Web  
Manual



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Instructional Technology Department

# TABLE OF CONTENTS

<b>GETTING STARTED .....</b>	<b>3</b>
Introduction .....	3
Administrative Pinnacle Support.....	3
Accessing Pinnacle Web Attendance Manager .....	3
Changing your Password .....	4
<b>ENTERING AND EDITING ATTENDANCE .....</b>	<b>5</b>
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
<b>PRINTING REPORTS.....</b>	<b>9</b>
Attendance Tracking.....	9
Student Schedules .....	9
<b>SPECIAL NOTES .....</b>	<b>10</b>

## 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.

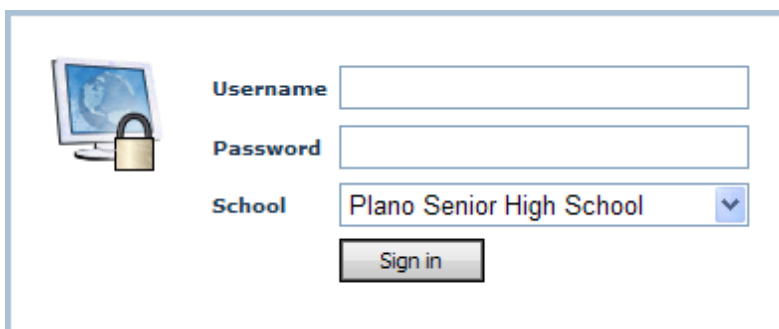
### Administrative Pinnacle Support

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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.

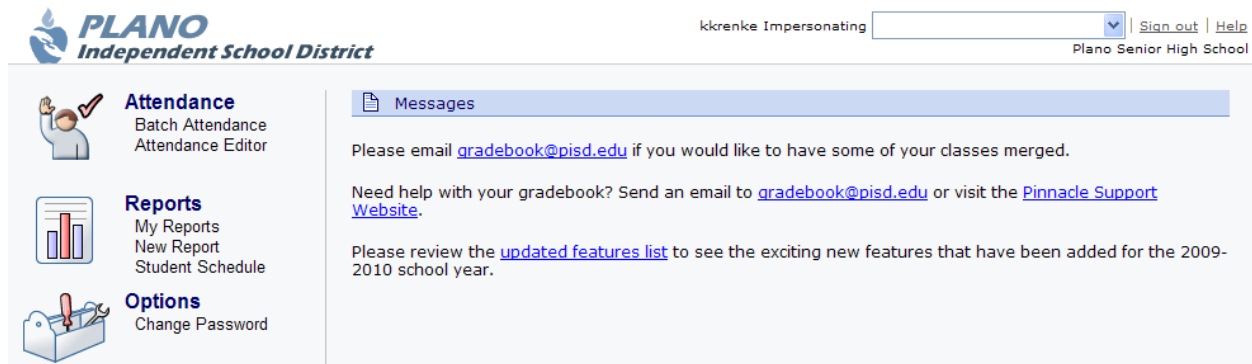


Username

Password

School

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



**PLANO**  
Independent School District

kkrenke Impersonating  | Sign out | Help  
Plano Senior High School

**Attendance**  
Batch Attendance  
Attendance Editor

**Reports**  
My Reports  
New Report  
Student Schedule

**Options**  
Change Password

**Messages**

Please email [gradebook@pisd.edu](mailto:gradebook@pisd.edu) if you would like to have some of your classes merged.

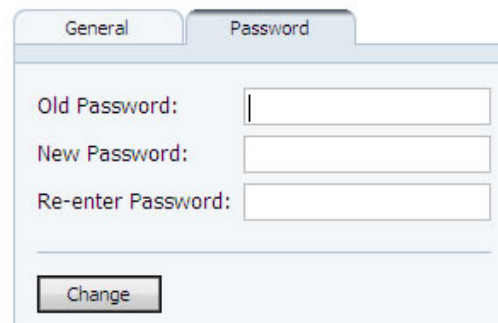
Need help with your gradebook? Send an email to [gradebook@pisd.edu](mailto:gradebook@pisd.edu) or visit the [Pinnacle Support Website](#).

Please review the [updated features list](#) to see the exciting new features that have been added for the 2009-2010 school year.

## 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.



General Password

Old Password:

New Password:

Re-enter Password:

Change

# 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. You can select All Day by clicking on the **All Day** link at the top of the window.
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.

## 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**.

- 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 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 Absence Reason	Unexcused
AAH	After Hours School	Excused
AAP	Indicates First/Last Day at Alternative Program (SP&HMBD)	Excused
ABL	Bus Late	Excused
ACC	Sent Home To Change Clothes	Unexcused
ACD	College Day/Note Required	Excused
ACO	In Counselor's Office	Excused
ACT	Court Related/Note Required	Excused
ADN	Official Doctor Note/Student Present Same Day	Excused
ADP	Doctor Appointment/Note Required	Excused
ADS	In Dean of Student's Office	Excused
ADT	Taking Driver's Test/Note Required	Unexcused
AEE	Data Entry Error	Excused
AEO	Misc. Other Excused/Note Required	Excused
AFI	Family Related Illness/Note Required	Excused
AFN	Funeral/Note Required	Excused
AFT	School Related Activity	Excused
AHB	STUDENT RECORDS USE ONLY	Excused
AHO	Hospital Stay	Excused
AID	7 Days+ Illness/Doctor Note Required	Excused
AIS	In-School Suspension	Excused
AJL	Jail – Short Term Incarceration	Excused
ALN	Late Note – does not affect attendance reason	Unexcused
AMW	Unexcused But Allowed to Make-up Work	Unexcused
ANO	In Nurse's Office	Excused
ANS	Did Not Sign Our, 1 <sup>st</sup> Time	Unexcused
ANT	No Note/Forged Note	Unexcused
AOS	Overslept	Unexcused
AOT	Vacation/Advance Note Required	Excused
APC	Parent Called Regarding Ill Child	Unexcused
APH	Requesting Home-Based Instruction	Excused
APN	Illness per Parent Note	Excused
APO	In Principal's Office	Excused
APP	Personal Problems / Note Required	Unexcused
ARH	Religious Holiday/ Note Required	Excused
ASC	Schedule Change	Excused
ASK	Caught Skipping Class	Unexcused

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ASP	Special Programs Student – First/Last Day Only	Excused
ASU	Out-of-School Suspension	Excused
ATF	Teacher Failed To Report Student Absent	Unexcused
ATR	Truant/Run-away	Unexcused
ATV	Teacher Verified Student In Attendance	Excused
AUO	Miscellaneous Other Unexcused	Unexcused
AVH	Car Trouble, 1 <sup>st</sup> Time	Unexcused
AWR	Weather Related/Note Required	Excused
T	Default Tardy Reason	Unexcused
TEO	Miscellaneous Other Excused Tardy	Excused
TUO	Miscellaneous Other Unexcused 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 a form titled 'Parameters for Attendance Tracking'. It has several sections:
 

- Date Range Start:** A text box containing 'Wed 9/9/2009' and a calendar icon. An arrow points from step 4 to this field.
- Date Range End:** A text box containing 'Wed 9/9/2009' and a calendar icon. An arrow points from step 4 to this field.
- Reported Attendance:** A checkbox labeled 'Reported Attendance'. An arrow points from step 5 to this checkbox.
- Hours:** A list of checkboxes for 'All Hours', '1st Hour', '2nd Hour', '3rd Hour', '4th Hour', '5th Hour', '6th Hour', '7th Hour', and '8th Hour'. The '2nd Hour' checkbox is checked. An arrow points from step 6 to this list.

 At the bottom of the form are 'Preview' and 'Print' buttons.

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 or Timi Kincaid at x28087 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.