



# REFERENCE GUIDE



## ADMINISTRATIVE VIEWER

**SCHOOL ADMINISTRATOR**  
Reference Guide



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*Nov 2007*



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## Getting Started with Principal Viewer

### Starting the Principal Viewer Application

If you are using the “fat client” application (the program is installed on your network and your computer is connected to that network), there are two ways to launch the Principal Viewer application.

- One way is to click the **Start** button on the desktop, select **All Programs, Principal Viewer** group, and **Principal Viewer**.



- The second way is to double-click the Principal Viewer icon which was added as a shortcut to the application on the desktop.



If you are using the “web enabled” version of the application (you start your Internet Browser and go to an address provided by your school’s Pinnacle Administrator), you will need to have a run-time Java component (Java Web Start) loaded on the computer you are using.

- Go to the URL (Internet address) that you were given.
- If you do not have the Java component installed on your machine or if it is the incorrect version, this will be detected automatically and you will be given instructions for a free download from [www.java.com](http://www.java.com). For a detailed explanation of the installation process, click on this button in the lower right corner of the page



- Once the installation process is complete and on subsequent log-ins, select the Principal Viewer application from the icons displayed. Depending on your Internet Browser settings, you may have to allow the download of Java before you can launch Principal Viewer.



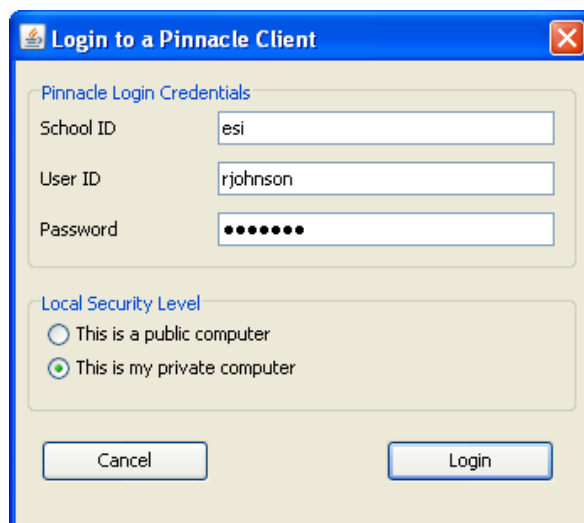
- When the Administrator Login window appears, enter the **User ID** and **Password** which were provided to you by your school's Pinnacle Administrator. Click **OK**. For Pinnacle Enterprise customers, you may access other schools if you have been granted Principal Viewer rights at those schools.

### "Fat Client" Login

A screenshot of the "Administrator Login - Excelsior School" dialog box. It has a blue title bar with a close button. The main area is light beige. It contains two text input fields: "Enter Your ID :" with the text "RJOHNSON" and "Enter your Password :" with masked characters "\*\*\*\*\*". Below the password field is a button labeled "Select a Different School". At the bottom are three buttons: "OK", "Help", and "Cancel".

- For the "Web Enabled" (also called Pinnacle over IP or "Thin Client") version, you will need your **School ID** as well as your **User ID** and **Password**.
- You will also need to select your security level depending on whether you are using a computer that other people can access or whether you are using your personal computer. A public computer will remove the application and support files upon exit which means those files will need to be reset for the next login which takes time but is more secure. A private computer will start up more quickly since the files are stored on the workstation.

### "Thin Client" Login

A screenshot of the "Login to a Pinnacle Client" dialog box. It has a blue title bar with a close button. The main area is light beige. It is divided into two sections. The first section, "Pinnacle Login Credentials", has three text input fields: "School ID" with "esi", "User ID" with "rjohnson", and "Password" with masked characters "\*\*\*\*\*". The second section, "Local Security Level", has two radio button options: "This is a public computer" (unselected) and "This is my private computer" (selected). At the bottom are two buttons: "Cancel" and "Login".



## Changing Your Password

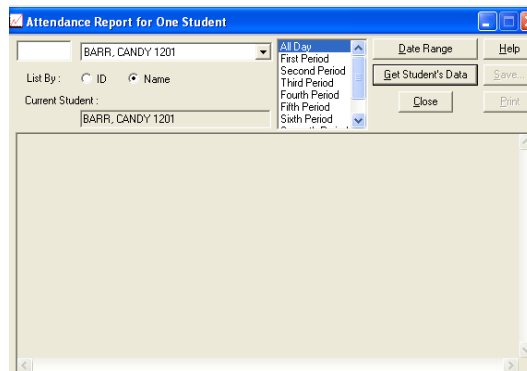
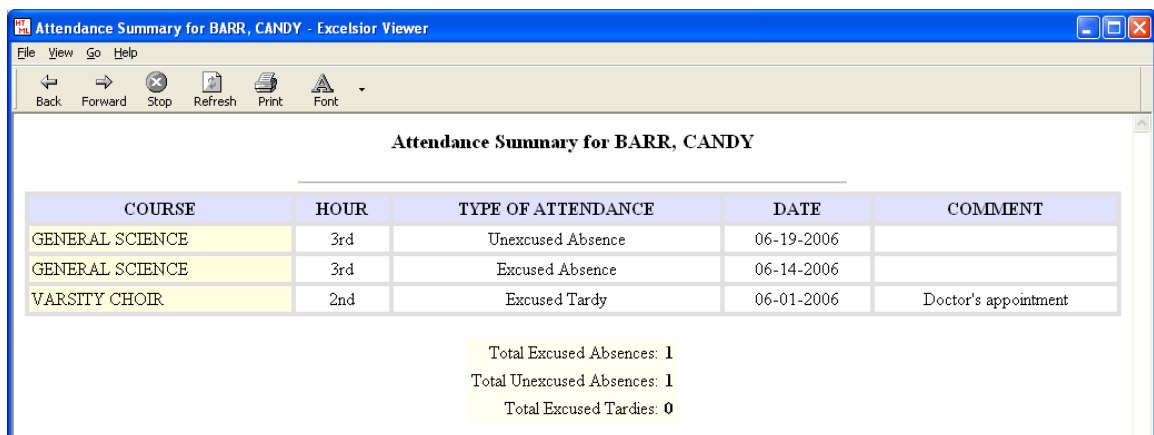
For security reasons, it is recommended that you change your initial password that was provided to you to a password that only you will know.

- Access the **Options** menu in the Principal Viewer application and select **Change Your Password**.
- Enter your old password in the window and click **OK**.
- Now enter your new password which must be 6-25 characters and a combination of letters and numbers.
- You will be prompted to enter the new password a second time to verify. Click **OK**.
- The next time you start the Principal Viewer application, you will need to enter your User ID and this new password you just created.
- If you forget your password, you will need to contact the Pinnacle Administrator at your school to change it to something else.

## Individual Student Information


### Viewing Attendance for One Student (also available in Attendance Manager)

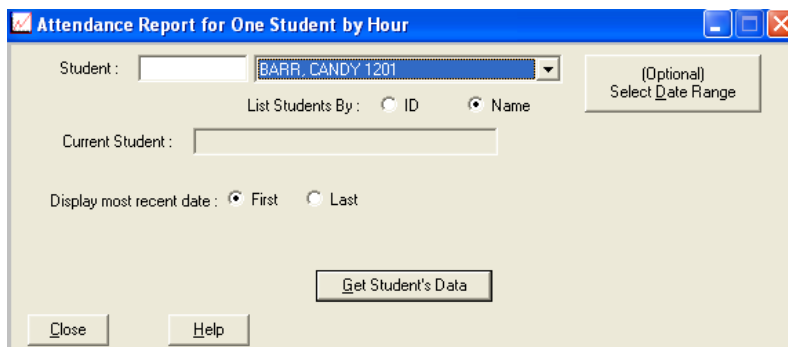
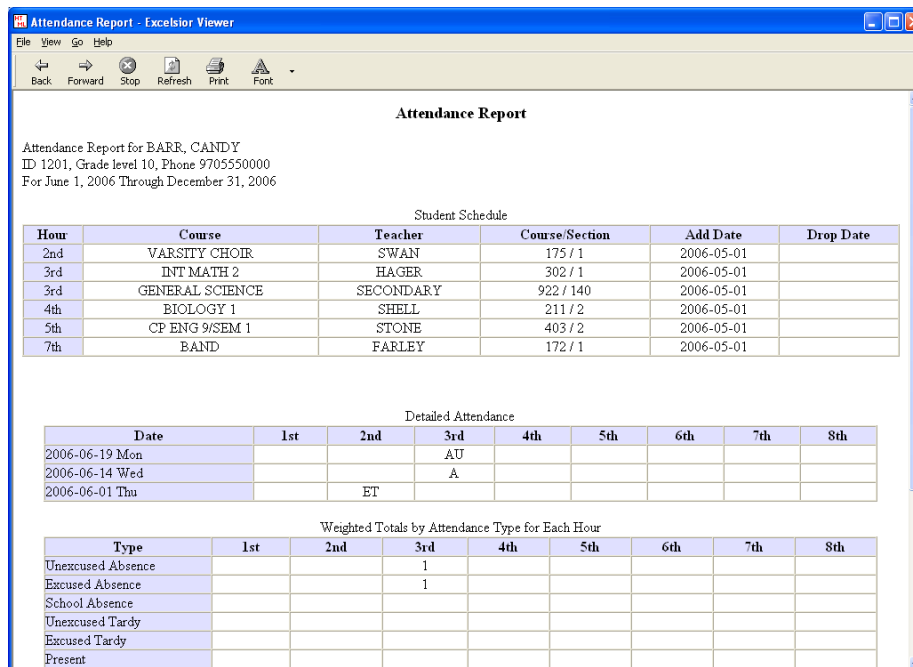
- To view a summary of one student’s attendance, access the **Student** menu and select **Attendance for One Student**.
- Select a student from the list using the quick-find box to jump to a student’s name or ID.
- Determine a date range for the report and click on **Get Student’s Data**.
- This will display a preview of the report, including total excused and unexcused absences at the bottom. You may print the report by clicking the Print icon on your HTML browser window.
- When you are finished, click **Close**.

COURSE	HOUR	TYPE OF ATTENDANCE	DATE	COMMENT
GENERAL SCIENCE	3rd	Unexcused Absence	06-19-2006	
GENERAL SCIENCE	3rd	Excused Absence	06-14-2006	
VARSITY CHOIR	2nd	Excused Tardy	06-01-2006	Doctor's appointment

Total Excused Absences: 1  
 Total Unexcused Absences: 1  
 Total Excused Tardies: 0

- If you would prefer to have an attendance report for a student totaled by periods of the day, access the **Student** menu and select **Attendance for One Student by Hour** or click on the Attendance for One Student by Hour icon 
- Select a student from the list using the quick-find box to jump to a student's name or ID.
- Indicate which period(s) of the day should be covered by the report, determine a date range for the report, and click on **Get Student's Data**.
- The list is displayed in attendance date order, but this may be modified to show the most recent dates first or last.
- After reviewing the report, you may click the Printer icon in your HTML browser window to send the report to a printer.
- Click **Close** when you are finished.

**Attendance Report**

Attendance Report for BARR, CANDY  
 ID 1201, Grade level 10, Phone 9705550000  
 For June 1, 2006 Through December 31, 2006

Student Schedule

Hour	Course	Teacher	Course/Section	Add Date	Drop Date
2nd	VARSAITY CHOIR	SWAN	175 / 1	2006-05-01	
3rd	INT MATH 2	HAGER	302 / 1	2006-05-01	
3rd	GENERAL SCIENCE	SECONDARY	922 / 140	2006-05-01	
4th	BIOLOGY 1	SHELL	211 / 2	2006-05-01	
5th	CP ENG 9/SEM 1	STONE	403 / 2	2006-05-01	
7th	BAND	FARLEY	172 / 1	2006-05-01	


Detailed Attendance

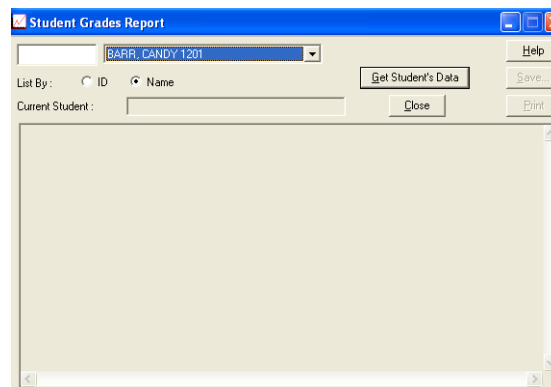
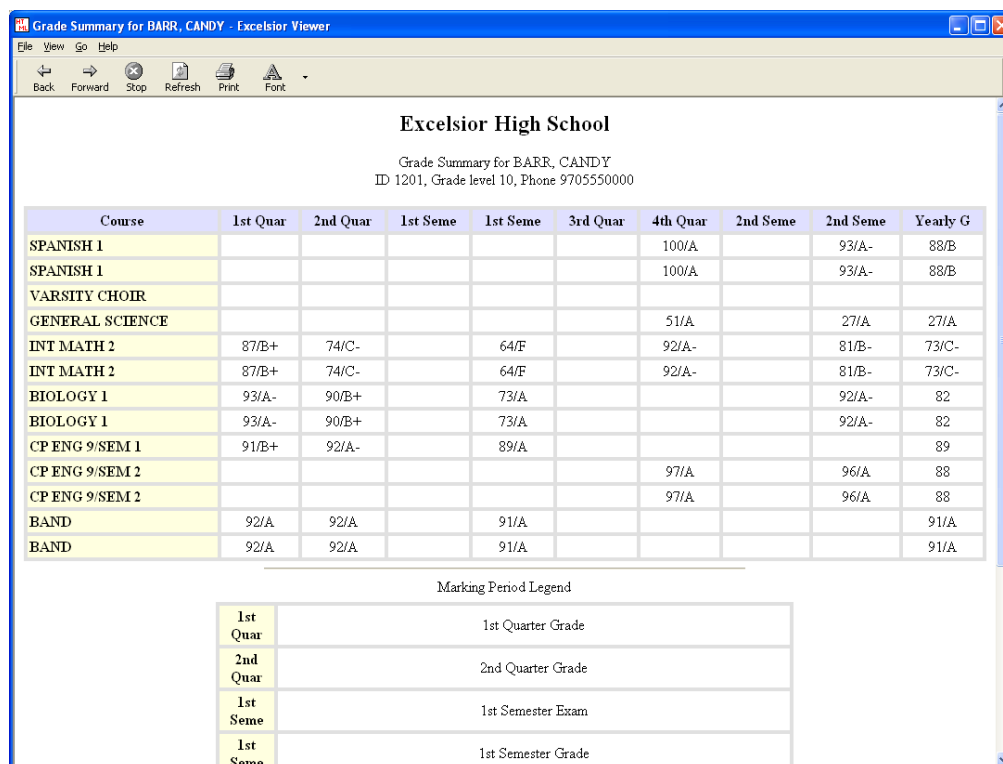
Date	1st	2nd	3rd	4th	5th	6th	7th	8th
2006-06-19 Mon			AU					
2006-06-14 Wed			A					
2006-06-01 Thu		ET						

Weighted Totals by Attendance Type for Each Hour

Type	1st	2nd	3rd	4th	5th	6th	7th	8th
Unexcused Absence			1					
Excused Absence			1					
School Absence								
Unexcused Tardy								
Excused Tardy								
Present								

## Viewing Grades for One Student

- To see a student's current grades in all of their scheduled classes, access the **Student** menu and select **Grades** or click on the Grades icon  .
- The list of students may be in name or ID order, and entering the first few letters of a name or the first numbers of the ID in the quick-find box will jump to that place on the list for easy selection.
- Once the student has been selected, click the box that says **Get Student's Data** to display a grade report for that student.
- To print out a copy of this report, click on the Printer icon in your browser.
- Click **Close** when you are finished.





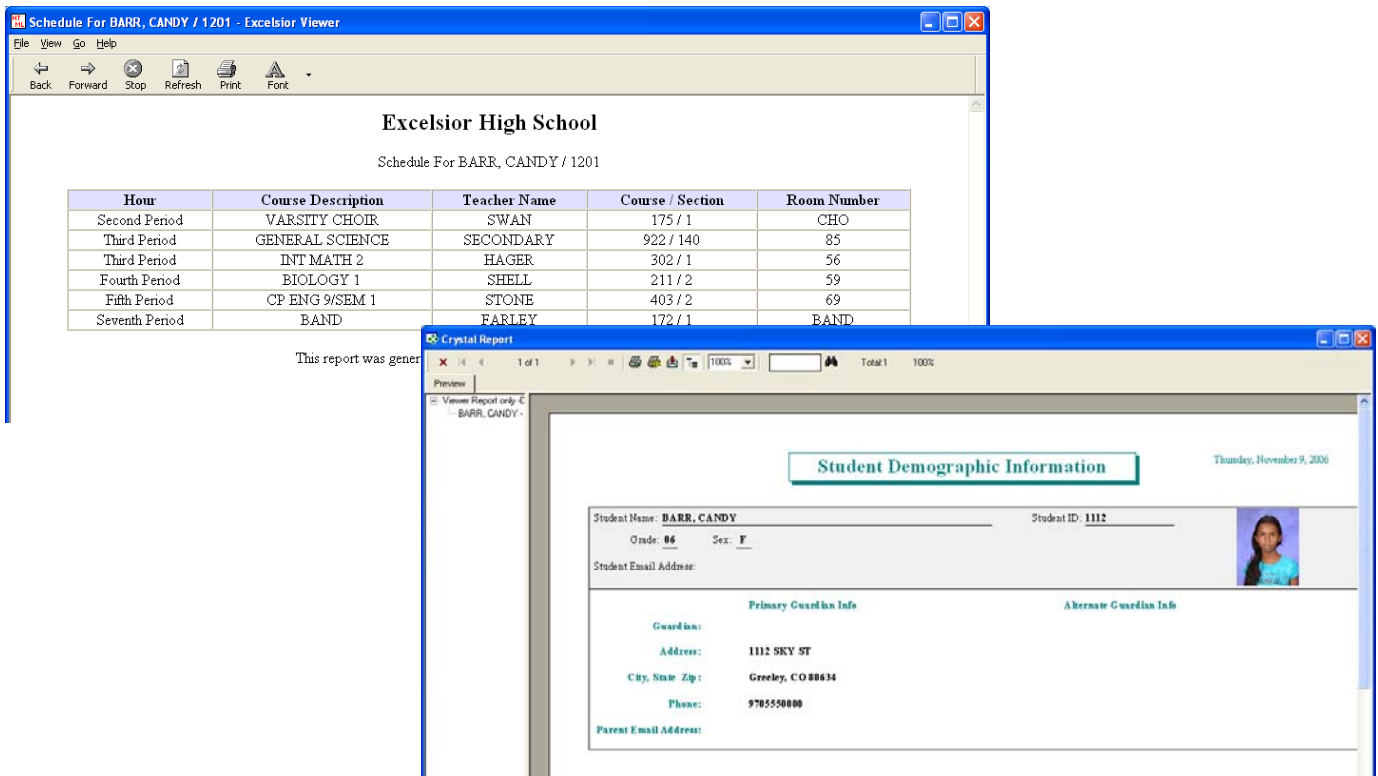
Course	1st Quar	2nd Quar	1st Seme	1st Seme	3rd Quar	4th Quar	2nd Seme	2nd Seme	Yearly G
SPANISH 1						100/A		93/A-	88/B
SPANISH 1						100/A		93/A-	88/B
VARSAITY CHOIR									
GENERAL SCIENCE						51/A		27/A	27/A
INT MATH 2	87/B+	74/C-		64/F		92/A-		81/B-	73/C-
INT MATH 2	87/B+	74/C-		64/F		92/A-		81/B-	73/C-
BIOLOGY 1	93/A-	90/B+		73/A				92/A-	82
BIOLOGY 1	93/A-	90/B+		73/A				92/A-	82
CP ENG 9/SEM 1	91/B+	92/A-		89/A					89
CP ENG 9/SEM 2						97/A		96/A	88
CP ENG 9/SEM 2						97/A		96/A	88
BAND	92/A	92/A		91/A					91/A
BAND	92/A	92/A		91/A					91/A

Marking Period Legend	
1st Quar	1st Quarter Grade
2nd Quar	2nd Quarter Grade
1st Seme	1st Semester Exam
1st Seme	1st Semester Grade

## Viewing a Student's Schedule and Demographic Data (also available in Attendance Manager)

- The class schedule for each student can be viewed by accessing the **Student** menu and selecting **Schedule** or by clicking on the Student Schedule icon .
- Select the dates for the appropriate **Attendance Interval**.
- Click on **Select a Student** and use the quick-find box to jump to that student on the list. Then click on **Get the Schedule** to display the student's class schedule for the attendance interval selected.
- To send this report to a printer, click on the Printer icon in your HTML browser.
- When you are finished, click the **Close** button.
- To see the demographics which are associated with a student record, such as an address or phone number, access the **Student** menu and select **Demographic Data**.
- Order the list of student by Name or ID, and use the quick-find box to jump to the desired student on the list.
- Click on **Get the Report** to display a report of student demographics which are available in the Pinnacle database.
- Click **Close** when you are finished.



The screenshot displays two overlapping windows from the Excelsior Viewer application. The top window, titled "Schedule For BARR, CANDY / 1201 - Excelsior Viewer", shows a table of the student's class schedule. The bottom window, titled "Crystal Report", displays the student's demographic information.

**Excelsior High School**  
 Schedule For BARR, CANDY / 1201

Hour	Course Description	Teacher Name	Course / Section	Room Number
Second Period	Varsity Choir	SWAN	175 / 1	CHO
Third Period	General Science	SECONDARY	922 / 140	85
Third Period	INT MATH 2	HAGER	302 / 1	56
Fourth Period	BIOLOGY 1	SHELL	211 / 2	59
Fifth Period	CP ENG 9/SEM 1	STONE	403 / 2	69
Seventh Period	BAND	FARLEY	172 / 1	BAND

**Student Demographic Information** (Thursday, November 9, 2006)

Student Name: **BARR, CANDY** Student ID: **1112**

Grade: **06** Sex: **F**

Student Email Address:

**Primary Guardian Info**

Guardian: \_\_\_\_\_  
 Address: **1112 SKY ST**  
 City, State Zip: **Greeley, CO 80634**  
 Phone: **978550800**

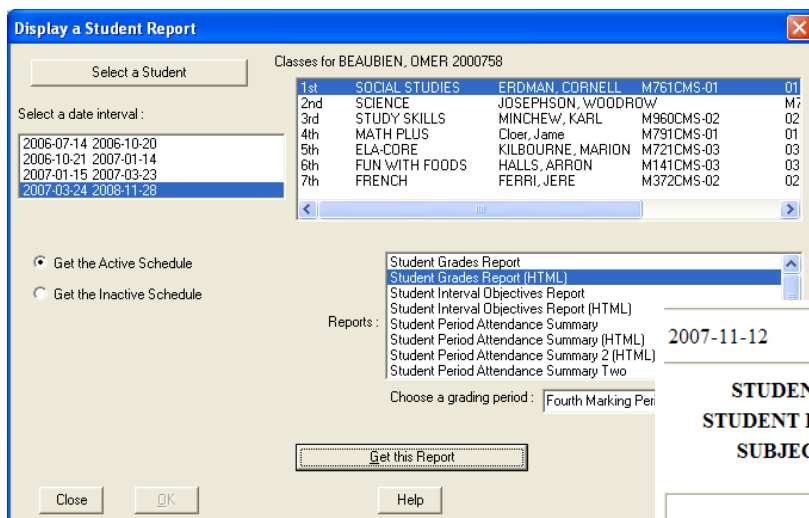
**Alternate Guardian Info**

Parent Email Address: \_\_\_\_\_

## Viewing Gradebook Reports and Parent Conference Report

All of the reports which are available to teachers in the Gradebook application in the Reports menu under Custom may be made available in the Principal Viewer as well. Your Pinnacle Administrator can copy whatever reports are needed into the proper folder in your Pinnacle system.

- To view a report for one student, access the **Student** menu and select **Gradebook Reports**.
- From the list provided, choose the date interval (equivalent to a semester or trimester or school year), whether you would like the student's active classes or inactive classes, and which marking period you want displayed. The defaults are the current interval, the current marking period, and active classes.
- Click **Select a Student**.
- Order the list of student by Name or ID, and use the quick-find box to jump to the desired student on the list.
- Click **OK** to display that student's schedule of classes.
- Select a class and select the report title.
- Click on **Get this Report** to preview the report.
- To send this report to a printer, click on the Printer icon in your HTML browser.
- When you are finished, click **Close**.



2007-11-12 STUDENT GRADES REPORT PAGE: 1

**STUDENT:** BEAUBIEN, OMER **CLASS:** 1st-SOCIAL STUDIES  
**STUDENT ID:** 2000758 **SECTION:**  
**SUBJECT:** Course **SCHOOL:** Excelsior Software Demo

ASSIGNMENTS				
NO.	DESCRIPTION	CATEGORY	MAX	GRADE
1	US map		4	2
2	Journal Entry		4	4

CLASS GRADE: 3.3 - A COMMENTS:  
 Omer's class participation has really improved this week! H



The Parent Conference Report is the identical report to the one available to teachers in the Gradebook under the Reports menu, Crystal Reports.

- Access the **Student** menu and select **Parent Conference Report**.
- Use the quick-find box with either student IDs or student names to jump to a student's name in the list.
- Highlight the student's name and click on **Get the Report** to view a preview of the report.
- To print this report on a printer, click on the Printer icon in your HTML browser.
- When you are finished, click **Close**.

<p><b>Excelsior High School</b>                  904 Sky Street                  City, ST 0000                  555-1111</p>	<p><b>Student Detail Report</b>                  6/17/2006</p>	
<b>BARR, CANDY</b>	Student ID: <b>1201</b>	Grade: <b>10</b>
----- Grade Detail -----		
<b>Course Description</b>	<b>Teacher</b>	<b>Quarter:</b>
		<b>1</b> <b>2</b> <b>3</b> <b>4</b>
BAND	FARLEY	A    92.00    A    92.00
VARSITY CHOIR	SWAN	
BIOLOGY 1	SHELL	A-   92.69    B+   89.90
INT MATH 2	HAGER	B+   86.80    C-   74.20
GENERAL SCIENCE	SECONDARY	A    95.00      C    2.10    A    50.90
----- Attendance Detail -----		
	VARSITY CHOIR GENERAL SCIENCE	
06/01/2006 Thursday	ET	
06/14/2006 Wednesday	A	
06/19/2006 Monday	AU	
----- Discipline Detail -----		
<b>Date</b>	<b>Incident Type</b>	<b>Location / Action</b>
6/17/2006 8:31:00PM	Classroom Disruption	Class Room Parent Notification
Notes: Incident: Ate candy all day in class / Action taken: Made her share with others Student = BARR, CANDY ; Teacher 012 = SECONDARY		

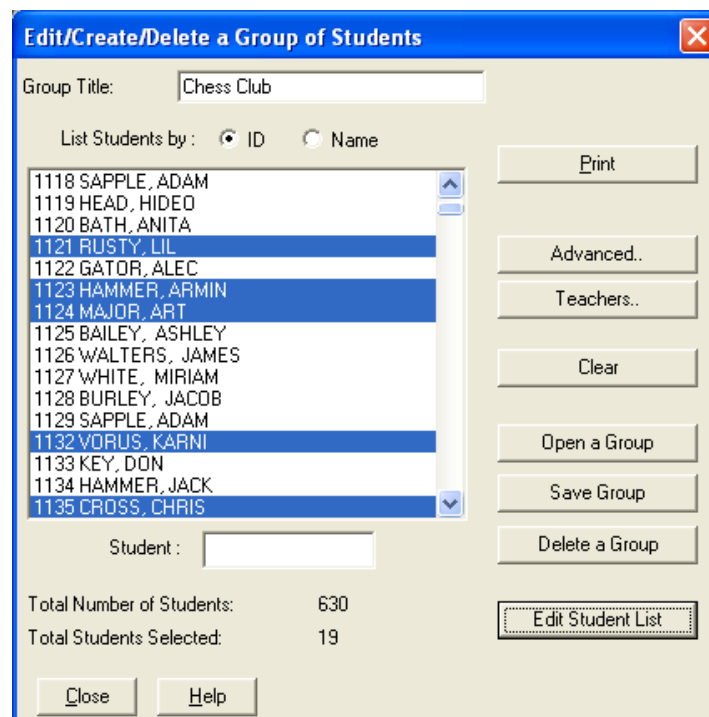
## Creating, Editing, and Using Groups of Students

### Creating and Editing a Static Group of Students

Groups of students can be created at any time and can be used to enter attendance information or to report on the attendance of the group. A Static Group is one where the students in the group remain the same unless the list is edited.

#### Creating a Static Group of Students by List

- To create a Static Group of Students, access the **School-Wide** menu and select **Edit/Create/Delete a Group of Students**.
- Enter a title for the group in the box **Group Title**.
- From the list of student names displayed, click on any name to select the student and click on the name again to un-select a student. This list may be organized by student ID or by Name.
- As names are selected, the total number selected is displayed at the bottom of the window.
- When all names have been selected for this group, click **Save Group**.
- A message will verify that the group has been saved.
- To create another group which is separate from this group, click **Clear** and repeat the selection process.



**Edit/Create/Delete a Group of Students**

Group Title: Chess Club

List Students by:  ID  Name

1118 SAPPLE, ADAM  
1119 HEAD, HIDEO  
1120 BATH, ANITA  
1121 RUSTY, LIL  
1122 GATOR, ALEC  
1123 HAMMER, ARMIN  
1124 MAJOR, ART  
1125 BAILEY, ASHLEY  
1126 WALTERS, JAMES  
1127 WHITE, MIRIAM  
1128 BURLEY, JACOB  
1129 SAPPLE, ADAM  
1132 VORBUS, KARNI  
1133 KEY, DON  
1134 HAMMER, JACK  
1135 CROSS, CHRIS

Student:

Total Number of Students: 630  
Total Students Selected: 19

Print  
Advanced..  
Teachers..  
Clear  
Open a Group  
Save Group  
Delete a Group  
Edit Student List

Close Help

## Creating a Static Group of Students by Class Roster

- To create a static group from class rosters, access the **School-Wide** menu and select **Edit/Create/Delete a Group of Students**.
- Give the group a title in the box **Group Title**.
- Click the **Teachers** button.
- From the list of classes displayed in teacher name order, select a class and click **OK**.
- All of the students in that class will be highlighted.
- Click **Save Group**.
- A message will verify that the group has been saved.
- To create another group which is separate from this group, click **Clear** and repeat the selection by class roster process.

Teacher Name	Teacher ID	Hour	Course Description	Course Number	Se
ELEMENTARY	011	2nd	ELEM MATH	902	01
ELEMENTARY	011	1st	Elem Social Studies	901	
SECONDARY	012	7th	GENERAL SCIENCE	951	
SECONDARY	012	6th	GEOMETRY	941	
SECONDARY	012	3rd	GENERAL SCIENCE	922	
SECONDARY	012	2nd	ALGEBRA-1	921	
SECONDARY	012	1st	GENERAL MATH	311	
SECONDARY	012	1st	GENERAL MATH SPEC	312	
SPENCER	015	6th	PRE CALCULUS	314	
SPENCER	015	6th	PRE CALCULUS	314	
SPENCER	015	5th	PRECOLLEGE MATH	316	
SPENCER	015	5th	PRECOLLEGE MATH	316	
SPENCER	015	4th	CALCULUS	315	
SPENCER	015	4th	CALCULUS	315	
SPENCER	015	3rd	ALGEBRA 2	312	
SPENCER	015	3rd	ALGEBRA 2	312	
SPENCER	015	1st	ALGEBRA 2	312	
SPENCER	015	1st	ALGEBRA 2	312	
SMITH	020	7th	SPANISH 3	143	

**Edit/Create/Delete a Group of Students**

Group Title:

List Students by:  ID  Name

1136 TENANT, LOU

1137 CAD0, AVA

1138 CASE, JUSTIN

1139 INHOPE, FAITH

1140 BAUM, ADAM

1141 WALTER, KATHLEEN

1142 POOLE, GENE

1143 DOWNE, NEAL

1144 ATTELLO, DAWN

1145 JUKATE, ED

1146 WRIGHT, PRICE

1147 BARR, SUE

1148 GATOR, BILL

1149 ASPY, SHANNON

1150 SHOWERS, APRIL

1151 KATZ, BOB

Student:

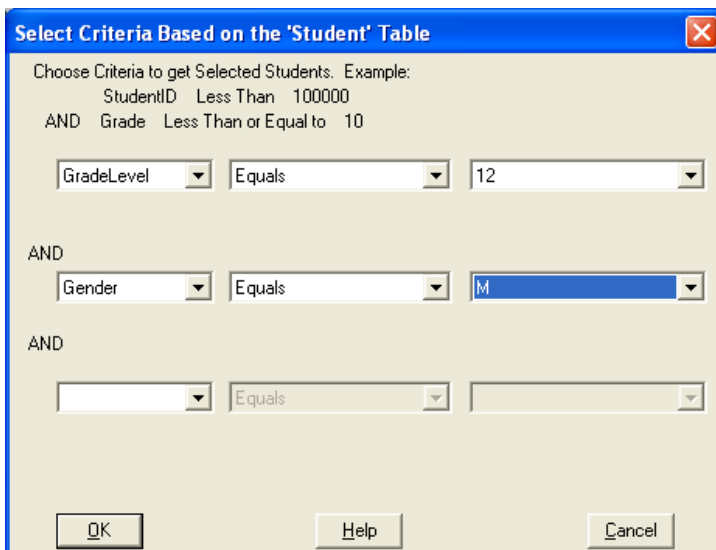
Total Number of Students: 630  
 Total Students Selected: 14

Buttons: Print, Advanced.., Teachers.., Clear, Open a Group, Save Group, Delete a Group, Edit Student List, Close, Help

## Creating a Static Group of Students by Criteria

- To create a group using criteria contained in the database, access the **School-Wide** menu and select **Edit/Create/Delete a Group of Students**.
- Enter a title for the group in the box **Group Title**.
- Click the **Advanced** button.
- Select a **data field** in the Student table of the database from the drop-down list displayed.
- Choose a **qualifier** from the possibilities displayed.
- From the list of all possible entries in this data field, select the **entry** that sets the criteria.
- Two more selection criteria may be set to further define the group.
- Once your selections are made, click **OK**.
- The students who meet the criteria will be highlighted.
- Click **Save Group**.
- A message will verify that the group has been saved.
- When you are finished creating your static group(s), click **Close**.

Because this is a static group, this group will include the students who meet the criteria right now and will not change if a student changes criteria, such as changing a grade level. These same groups, once created, will be shared with the Attendance Manager application for viewing the grade and attendance data of the group. Conversely, groups created in the Attendance Manager application will also be available for use in the Principal Viewer application.



**Select Criteria Based on the 'Student' Table**

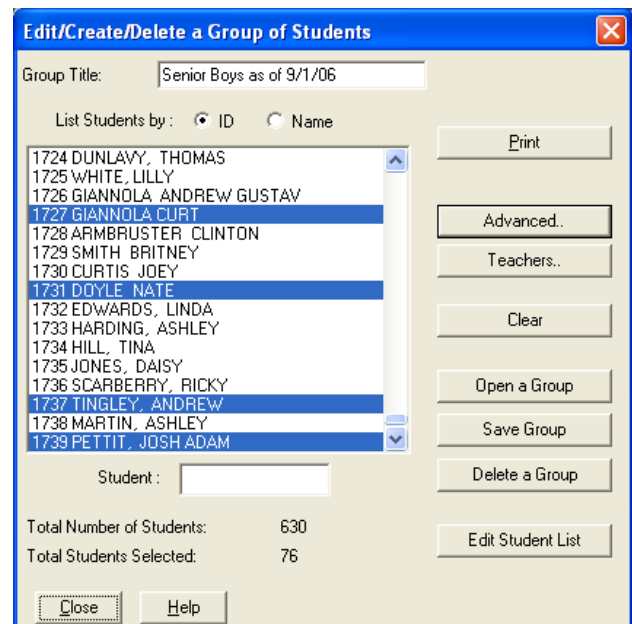
Choose Criteria to get Selected Students. Example:  
StudentID Less Than 100000  
AND Grade Less Than or Equal to 10

GradeLevel Equals 12

AND Gender Equals M

AND

OK Help Cancel



**Edit/Create/Delete a Group of Students**

Group Title: Senior Boys as of 9/1/06

List Students by:  ID  Name

1724 DUNLAVY, THOMAS  
1725 WHITE, LILLY  
1726 GIANNOLA, ANDREW GUSTAV  
1727 GIANNOLA, CURT  
1728 ARMBRUSTER, CLINTON  
1729 SMITH, BRITNEY  
1730 CURTIS, JOEY  
1731 DOYLE, NATE  
1732 EDWARDS, LINDA  
1733 HARDING, ASHLEY  
1734 HILL, TINA  
1735 JONES, DAISY  
1736 SCARBERRY, RICKY  
1737 TINGLEY, ANDREW  
1738 MARTIN, ASHLEY  
1739 PETTIT, JOSH ADAM

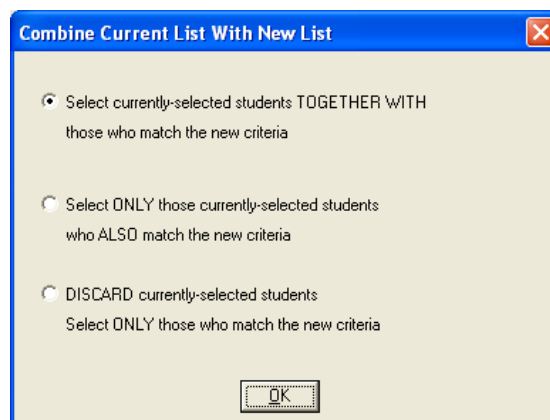
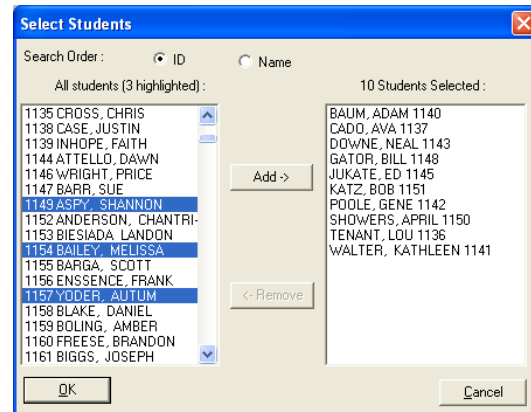
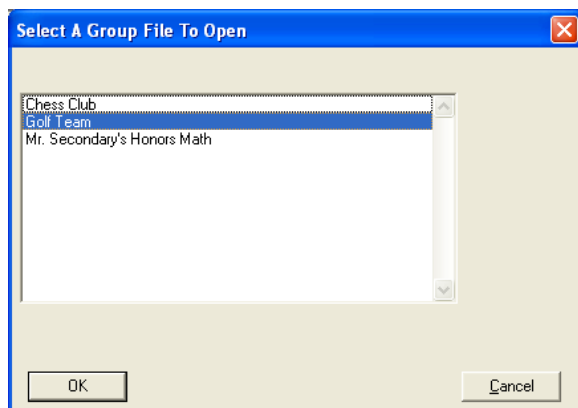
Student:

Total Number of Students: 630  
Total Students Selected: 76

Print  
Advanced..  
Teachers..  
Clear  
Open a Group  
Save Group  
Delete a Group  
Edit Student List  
Close Help

## Editing a Static Group of Students

- To edit or expand an existing static group, access the **School-Wide** menu and select **Edit/Create/Delete a Group of Students**.
- Click **Open a Group** and select the group you wish to edit. Click **OK**.
- You may highlight or un-highlight students on the list shown to edit the group, or you may click **Edit Student List** to add or remove students from the list.
- When you click **Save Group**, you will be prompted whether you would like to update the group with this new one which has the same name or give this new group a different name.
- If you wish to add the roster of an entire class to the existing group, click on **Teachers**, select the class from the list, click **OK**, and indicate that you wish to use the roster in addition to those students already in the group.
- In the same way, if you would like to add a group of students who meet certain criteria in addition to those already in the group, click **Advanced**, set the criteria, click **OK**, and indicate that you wish to use the students who meet this criteria in addition to the students already in the group.
- When you are finished, click **Close**.

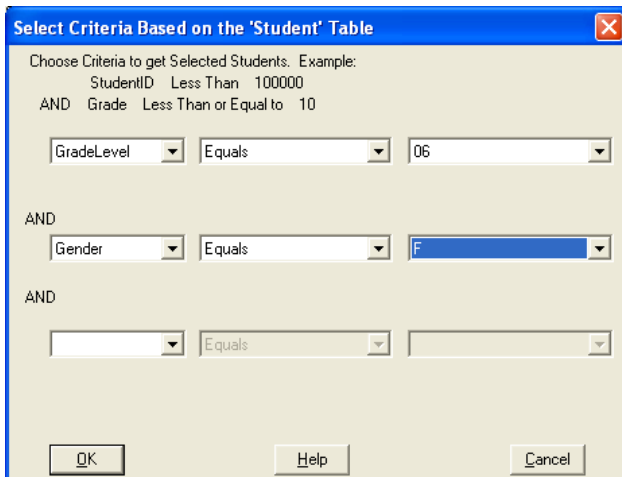


## Creating Dynamic Groups of Students

Dynamic Groups are groups which may change as the data changes. For example, the students who are enrolled in the Sixth Grade may change over time, at least year to year, but when the Group is used, it will apply only to the students currently enrolled in the Sixth Grade.

- To create a Dynamic Group, access the **School-Wide** menu and select **Edit/Create/Delete Dynamic Group of Students**.
- Enter a title for the group in the box **Group Title**.
- Click **Select Students for a New Group**.
- Select a **data field** in the Student table of the database from the drop-down list displayed.
- Choose a **qualifier** from the possibilities displayed.
- From the list of all possible entries in this data field, select the **entry** that sets the criteria.
- Two more selection criteria may be set to further define the group.
- Once your selections are made, click **OK**.
- Click **Save Group**.
- To view the list of students who currently meet the criteria of the group, click **Get the Students in This Group**. Because this is a Dynamic Group, this list will vary as the student information changes.
- Click **Close** when you are finished.

Dynamic Groups are also shared between the Principal Viewer and Attendance Manager applications.



**Select Criteria Based on the 'Student' Table**

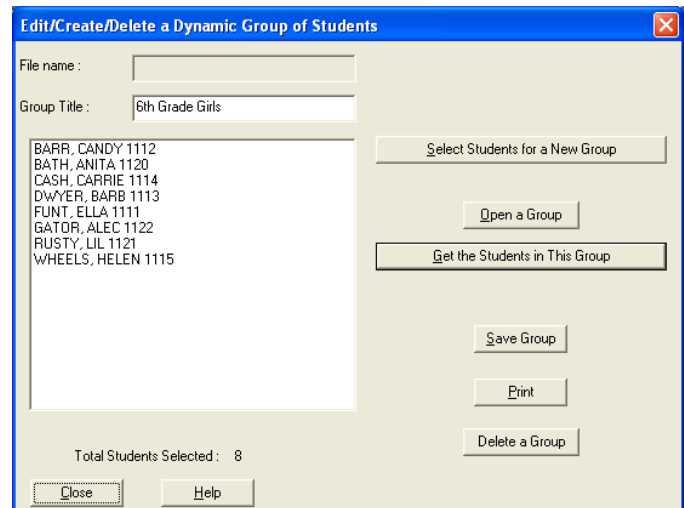
Choose Criteria to get Selected Students. Example:  
StudentID Less Than 100000  
AND Grade Less Than or Equal to 10

GradeLevel Equals 06

AND Gender Equals F

AND [ ] Equals [ ]

OK Help Cancel



**Edit/Create/Delete a Dynamic Group of Students**

File name : [ ]

Group Title : 6th Grade Girls

Select Students for a New Group

Open a Group

Get the Students in This Group

Save Group

Print

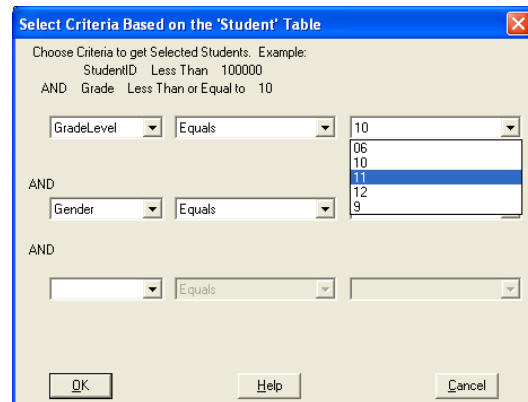
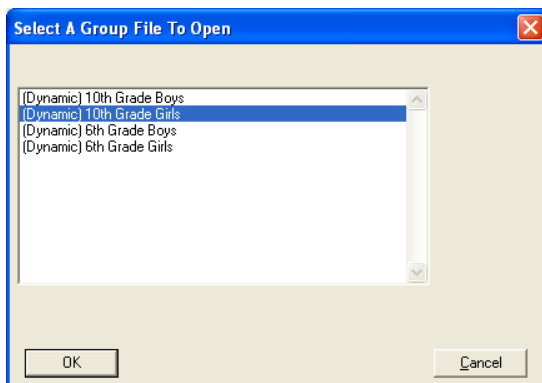
Delete a Group

Total Students Selected : 8

Close Help

## Editing Dynamic Groups of Students

- To edit or expand the criteria from which Dynamic Groups have been created, access the **School-Wide** menu and select **Edit/Create/Delete Dynamic Group of Students**.
- Click **Open a Group** and select the group you wish to edit. Click **OK**.
- If desired, change the **Group Title** to describe the new group.
- Click on **Select Students for a New Group**.
- Modify the existing criteria for the new group. Click **OK**.
- Click **Save Group**.
- To view the new list of students in the group, click **Get the Students in This Group**.
- Click **Close** when you are finished.



## Deleting a Group of Students

- To delete a Static Group of students, access the **School-Wide** menu and select **Edit/Create/Delete a Group of Students**.
- To delete a Dynamic Group of students, access the **School-Wide** menu and select **Edit/Create/Delete Dynamic Group of Students**.
- Click **Delete a Group**.
- Select the Group name and click **OK**.

This will delete the group from the list of groups for all users of both the Attendance Manager and Principal Viewer applications.

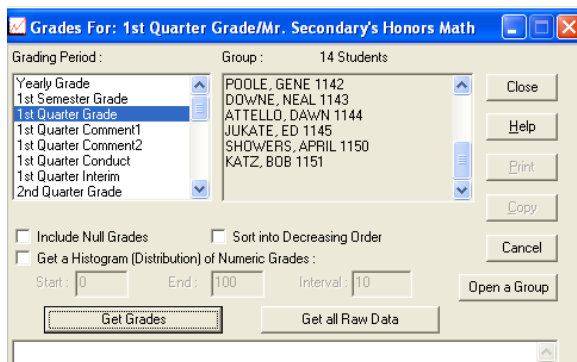
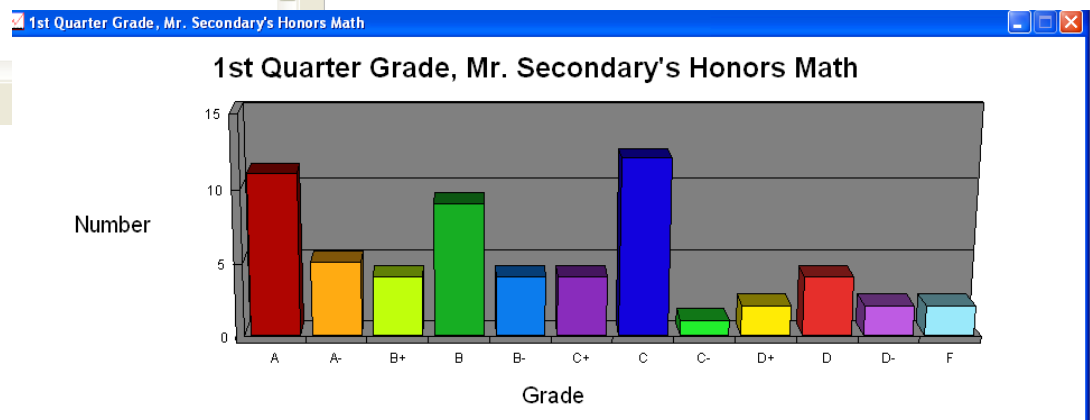
## School-Wide Information

### Viewing Grades by Student Group


To create and edit Groups of Students within the Principal Viewer application, access the **School-Wide** menu.

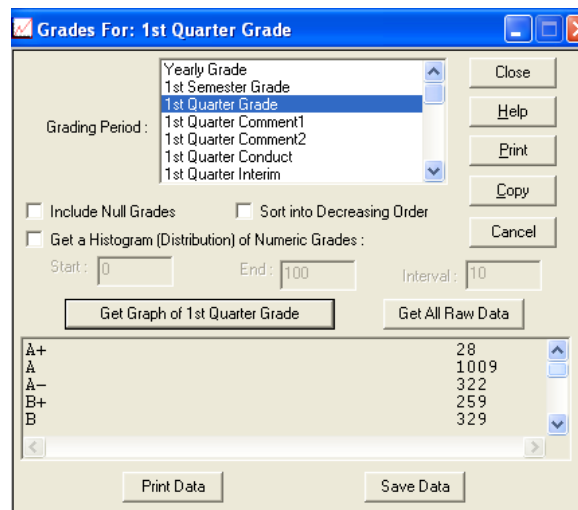
Once a group of students has been created in either the Attendance Manager or Principal Viewer, you can select this group to see a bar graph of grade distribution for this group.

- Access the **School-Wide** menu and select **Grades for a Group**.
- Choose the Marking Period for the graph and click **Open a Group**.
- Select the Group from the list and click **OK**.
- Click **Get Grades**.
- Optionally, you may select a histogram, or distribution, of numeric grades or you may display the raw data associated with the bar graph.
- Click **Close** when you are finished.

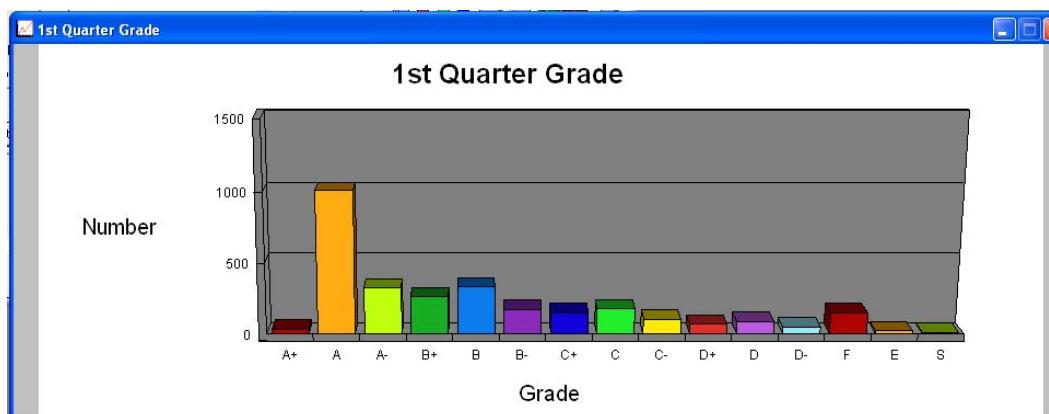



## Viewing Grade Distribution


- To view a bar graph of the distribution of grades for all students in the database, access the **School-Wide** menu and select Distribution of Grades or click on the Distribution icon in the second row of icons under School-Wide. (You may notice there is an identical Distribution icon in the top row under Class, but this is for the distribution of grades for a particular teacher or class, not school-wide.) 
- Select the Marking Period from the list and click **Get Graph of [the marking period chosen]**.
- To print this graph or copy it to a clipboard, minimize or move the graph window (don't close it!) and click either the **Print** button or the **Copy** button on the selection window.
- Optionally, you may view a histogram of numeric grades, or you may display, print, or save the raw data associated with the bar graph.
- Click **Close** when you are finished.



Grade	Count
A+	28
A	1009
A-	322
B+	259
B	329



## Viewing Grades by Course

- To view a bar graph of the grades for one or more courses, access the **School-Wide** menu and select **Grades for a Course** or click on the Course Grades icon. 
- Select the Marking Period for the graph and select one or more courses from the list of courses.
- Click **Get Grades** to display the graph or click **Get all Raw Data** to get a list of all students and the course grades which make up the graph.
- To print this graph or copy it to a clipboard, minimize or move the graph window and click either the **Print** button or the **Copy** button on the selection window.
- Optionally, you may view a histogram of numeric grades or you may sort the data on the graph in decreasing order.
- Click **Close** when you are finished.

**Grades For: 1st Quarter Grade/GENERAL MATH**

Grading Period : Course :

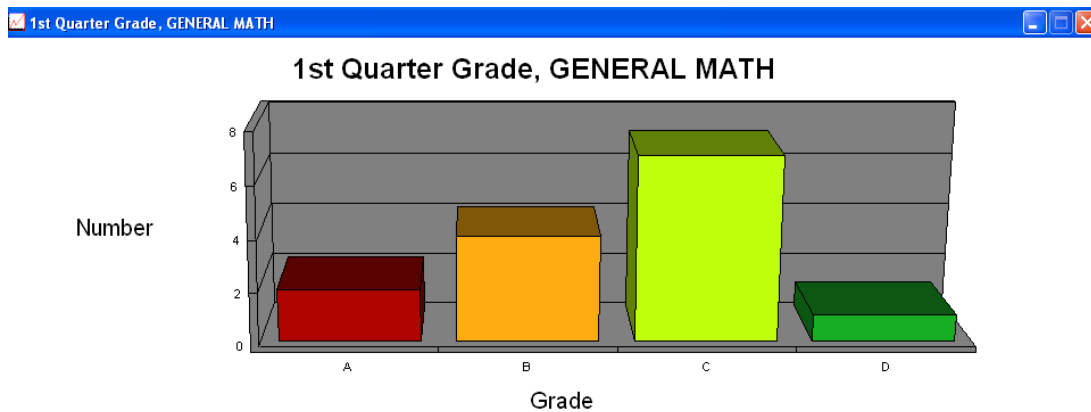
Yearly Grade	FRENCH 4	149
1st Semester Grade	GEN MATH	300
1st Quarter Grade	GEN MUSIC 7-NB	701
1st Quarter Comment1	GENERAL MATH SPEC	912
1st Quarter Comment2	GENERAL MATH	911
1st Quarter Conduct	GENERAL SCIENCE	922
1st Quarter Interim	GENERAL SCIENCE	951
2nd Quarter Grade	GEOMETRY	313

Include Null Grades     Sort into Decreasing Order  
 Get a Histogram (Distribution) of Numeric Grades :  
 Start: 0    End: 100    Interval: 10


  

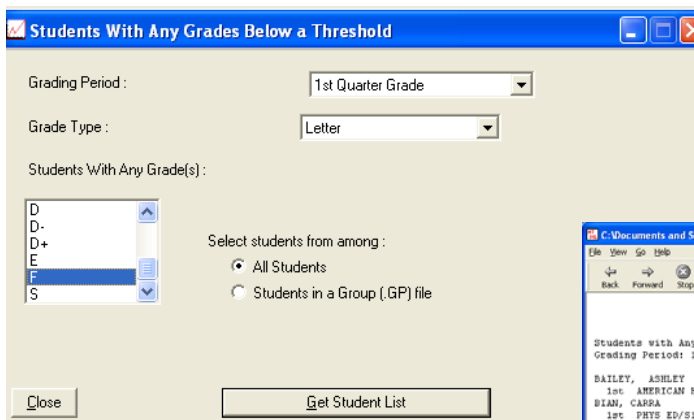
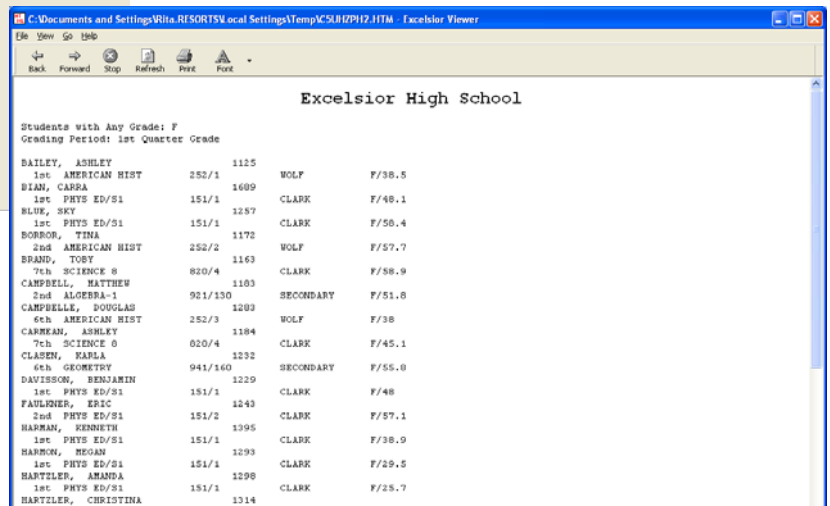
A	2
B	4
C	7
D	1




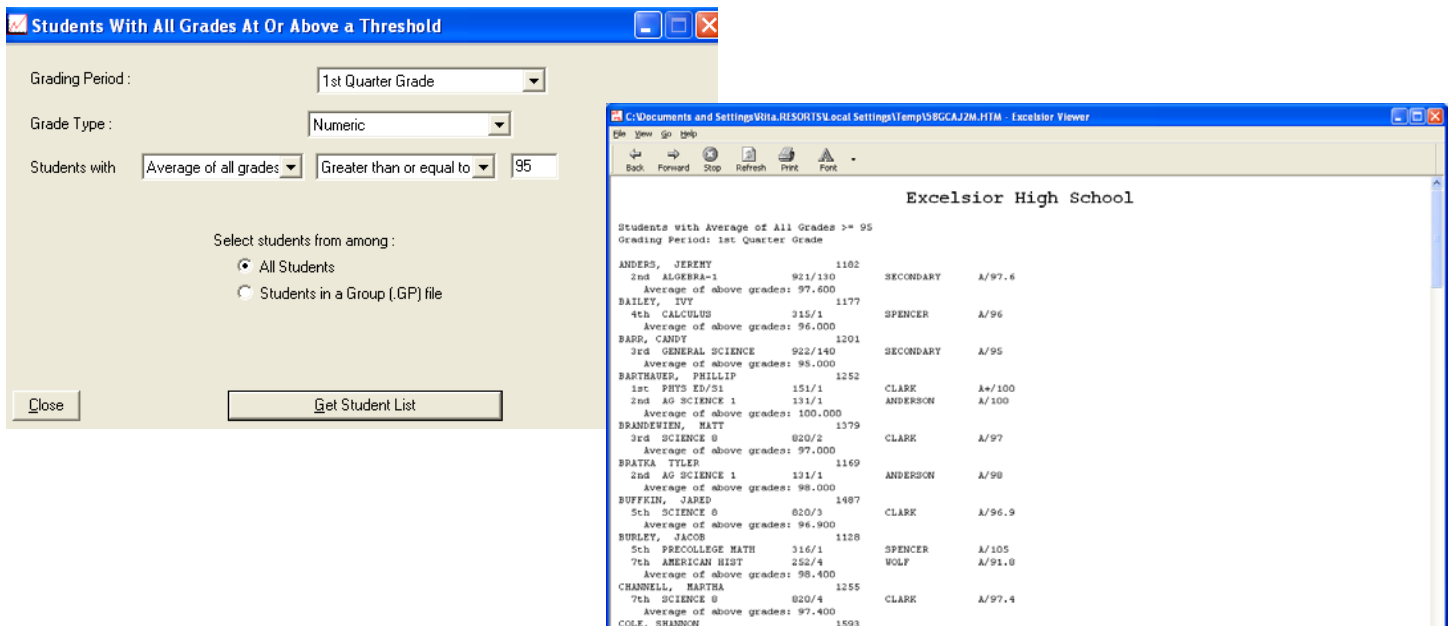
## Honor Roll and Failing List

- To produce a list of students who are receiving a failing grade in a class, access the **School-Wide** menu and select **Students with Failing Grades** or click on the Failing List icon. 
- Select the Marking Period from the list and choose what type of grades to consider: letter, numeric, or other.
- For **Numeric** grades, designate a qualifier of Less than, Less than or equal to, Equal to, Greater than, Greater than or equal to, or Between and then enter the number(s) to which the grades will be compared.
- For **Letter** grades, a list of all possible grades in the database will be displayed and you may highlight one or more of these letter grades to be included on the list.
- In the case of **Other** grades, any overwritten codes in the database will be listed and may be chosen like a letter grade.
- The list of students may be retrieved from all the students in the database or you may choose to only consider students in a certain group, like for an eligibility list, for example. If you choose **Students in a Group**, you will need to click **Open a Group** and select from the list of available groups.
- To display the list of students, click on **Get Student List**. If a student has a current grade meeting the failing grade criteria in any of their classes, they will be listed in the report along with the class description, the teacher name, and their current grade as a letter and as a numeric grade.
- To print this list, click on the Printer icon at the top of the window.

Student Name	Class Description	Current Grade
BAILEY, ASHLEY	1st AMERICAN HIST	F/38.5
DIAN, CARA	1st PHYS ED/S1	F/48.1
BLUE, SKY	1st PHYS ED/S1	F/50.4
BORROR, TINA	2nd AMERICAN HIST	F/57.7
BRAND, TODY	7th SCIENCE 8	F/58.9
CAMPBELL, MATTHEW	2nd ALGEBRA-1	F/51.8
CAMPBELLE, DOUGLAS	6th AMERICAN HIST	F/38
CARMEAN, ASHLEY	7th SCIENCE 8	F/45.1
CLASEN, KARLA	6th GEOMETRY	F/55.8
DAVISSON, BENJAMIN	1st PHYS ED/S1	F/48
FAULPNER, EPIC	2nd PHYS ED/S1	F/57.1
HARMAN, KENNETH	1st PHYS ED/S1	F/38.9
HARSON, MEGAN	1st PHYS ED/S1	F/29.5
HARTZLER, ARANDA	1st PHYS ED/S1	F/25.7
HARTZLER, CHRISTINA		

- To produce a list of students who have a grade at or above a threshold, or the average of whose grades is at or above the threshold, access the **School-Wide** menu and select **Honor Roll Students** or click on the Honor Roll icon. 
- Select the Marking Period from the list and choose what type of grades to consider: letter, numeric, or other.
- For **Numeric** grades, select whether all grades should be considered or an average of all the grades, designate a qualifier of Less than, Less than or equal to, Equal to, Greater than, Greater than or equal to, or Between, and then enter the number(s) to which the grades will be compared.
- For **Letter** grades, a list of all possible grades in the database will be displayed and you may highlight one or more of these letter grades to be included on the list. All of a student's grades must be one of the grades highlighted for that student to appear on the list.
- In the case of **Other** grades, any overwritten codes in the database will be listed and may be chosen like a letter grade.
- The list of students may be retrieved from all the students in the database or you may choose to only consider students in a certain group. If you choose **Students in a Group**, you will need to click **Open a Group** and select from the list of available groups.
- To display the list of students, click on **Get Student List**. If a student has a current grade meeting the honor roll criteria in all of their classes, they will be listed in the report along with the class description, the teacher name, and their current grade as a letter and as a numeric grade.
- To print this list, click on the Printer icon at the top of the window.
- When you are finished, click **Close**.



The screenshot shows two windows from the Excelsior Pinnacle System. The left window is a dialog box titled "Students With All Grades At Or Above a Threshold". It has the following settings: Grading Period: 1st Quarter Grade; Grade Type: Numeric; Students with: Average of all grades; Greater than or equal to: 95. Under "Select students from among:", "All Students" is selected. There are "Close" and "Get Student List" buttons.

The right window is a report titled "Excelsior High School" showing a list of students with their average grades. The report is titled "Students with Average of All Grades >= 95" and "Grading Period: 1st Quarter Grade".

Student Name	Class	Teacher	Current Grade	Average
ANDERS, JEREMY	2nd ALGEBRA-1		A/97.6	921/130
Average of above grades: 97.600				
BAILEY, IVY	4th CALCULUS	SPENCER	A/96	315/1
Average of above grades: 96.000				
BARR, CANDY	3rd GENERAL SCIENCE		A/95	922/140
Average of above grades: 95.000				
BARTHAUS, PHILLIP	1st PHYS ED/51	CLARK	A+/100	151/1
Average of above grades: 100.000				
BRANDFELM, HATT	2nd AG SCIENCE 1	ANDERSON	A/100	131/1
Average of above grades: 100.000				
BRATKA TYLER	3rd SCIENCE 0	CLARK	A/97	820/2
Average of above grades: 97.000				
BUFFKIN, JARED	2nd AG SCIENCE 1	ANDERSON	A/99	131/1
Average of above grades: 99.000				
BUFFKIN, JARED	5th SCIENCE 0	CLARK	A/96.9	1487
Average of above grades: 96.900				
BUBLEY, JACOB	5th PRECOLLEGE MATH	SPENCER	A/105	1128
Average of above grades: 98.400				
CHANNELL, BHAPTRA	7th AMERICAN HIST	WOLF	A/91.0	252/4
Average of above grades: 98.400				
CHANNELL, BHAPTRA	7th SCIENCE 0	CLARK	A/97.4	820/4
Average of above grades: 97.400				
COLE, SHANNON				1593

## Missing Class Files and Missing or Outdated Grades

- For a list of teachers who have not created their class files in the Gradebook application or had them created in the Pinnacle Toolbox for the current attendance interval, access the **School-Wide** menu and select **Teachers with Missing Class Files**.
- Click on **Get the Data** to display the list, the **Print** button to print the list, the **Copy** button to copy the list to a clipboard, and the **Close** button to close the report window.
- To view a list of teachers who have entered no grades in the gradebook for a class or for certain students or to see one teacher’s missing grades, access the **School-Wide** menu and select **Missing and Outdated Grades**.
- Select the Marking Period from the list, indicate whether the report is for all teachers or one particular teacher, and click **Get the Data**. This report will display the course and section number and the students who have no grade for this class.
- To print this report, click on the Printer icon in the Viewer window.
- To view a list of teachers who have not entered any grades since a certain date, access the **School-Wide** menu and select **Missing and Outdated Grades**.
- Select the Marking Period from the list, indicate whether the report is for all teachers or one particular teacher, check the box by **Grades modified before:**, enter the date, and click **Get the Data**. This will display a list of teachers, classes, and students who have not modified any grades since the date selected.
- To print this report, click on the Printer icon in the Viewer window.
- Click **Close** when you are finished.

Teachers Who are Missing Gradebook Class Files

Get the Data

Teacher Name/ID	Course Name	CourseNum/Section	Per
LARSON/140	AMERICAN GOVT	255/1	1
LARSON/140	AMERICAN GOVT	255/2	2
LARSON/140	AMERICAN GOVT	255/3	3
LARSON/140	CIVICS	253/1	4
LARSON/140	STREET LAW	257/1	6
LARSON/140	PSYCHOLOGY	263/1	7

Close Save Print Copy Help

C:\Documents and Settings\Rita.RESORTSV\Local Settings\Temp\W2GBE1Y5.JTM - Excelsior Viewer

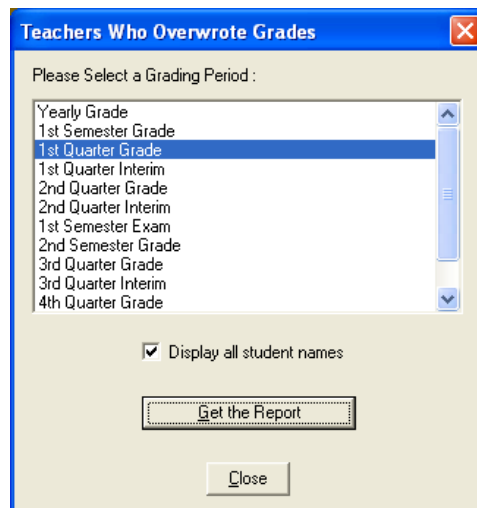
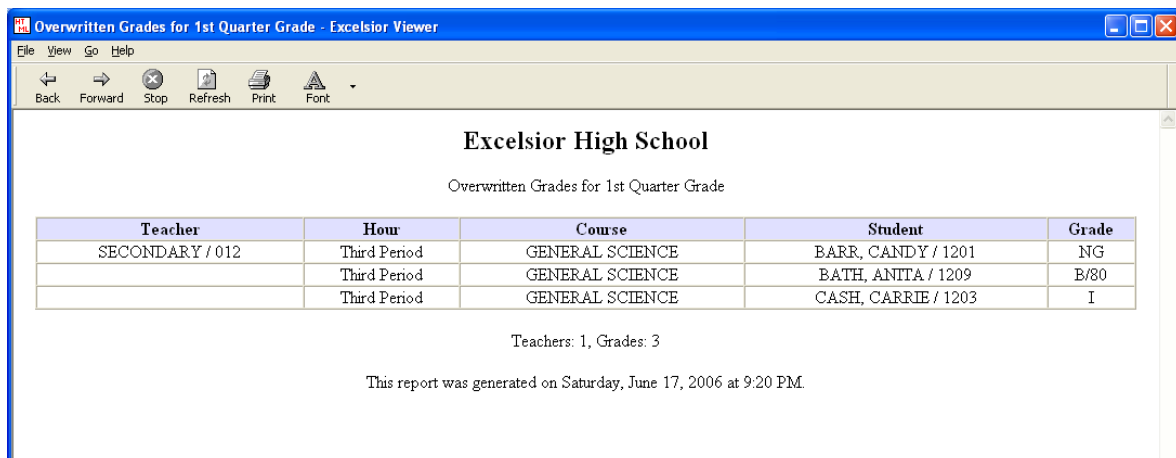
Excelsior High School  
 List of Students With no Grade in a Course (1st Quarter)  
 Teacher: SECONDARY (ID = 012)

TeacherID	Description	Course/Section	Period	Students
012	GENERAL SCIENCE	922/140	3	12
StudentID	Name			
1124	MAJOR, ART			
1200	FUNT, ELLA			
1202	DUFES, BARR			
1203	CASH, CARRIE			
1204	WHEELS, HELEN			
1207	SAPPLE, ADAM			
1208	HEAD, HIDEO			
1209	BATH, MIYTA			
1210	RUSTY, LIL			
1211	GATOR, ALEC			
012	GENERAL SCIENCE	951/170	7	10
StudentID	Name			
1240	SINGLE, CHRISTINE			
1241	CORN, HILTON			
1242	CUPPS, ASHLEY			
1243	FAULKNER, ERIC			
1244	CHANNELL, ANELA			
1245	DOWNING, ERIC			
1247	EARLY, MIRANDA			
1248	DIXON, MARCELLA			
1249	DETRICK, ASHLEY			
1250	ERWIN, LAURA			

## Overwritten Grades

Teachers are able to overwrite a calculated marking period, grading interval, or subject grade with a new numeric value, a new letter grade, or an overwrite code which has been defined by the Pinnacle Administrator in the Pinnacle Toolbox application.

- To see a report listing any teacher who has overwritten any of these grades, access the **School-Wide** menu and select **Overwritten Grades**.
- Select the level of grade which may have been overwritten, and click **Get the Report**. You have the option of modifying the report to display the student names whose grades were overwritten and the value of those grades by checking the box by Display all student names.
- When you are finished, click **Close**.

Teacher	Hour	Course	Student	Grade
SECONDARY / 012	Third Period	GENERAL SCIENCE	BARR, CANDY / 1201	NG
	Third Period	GENERAL SCIENCE	BATH, ANITA / 1209	B/80
	Third Period	GENERAL SCIENCE	CASH, CARRIE / 1203	I


Teachers: 1, Grades: 3

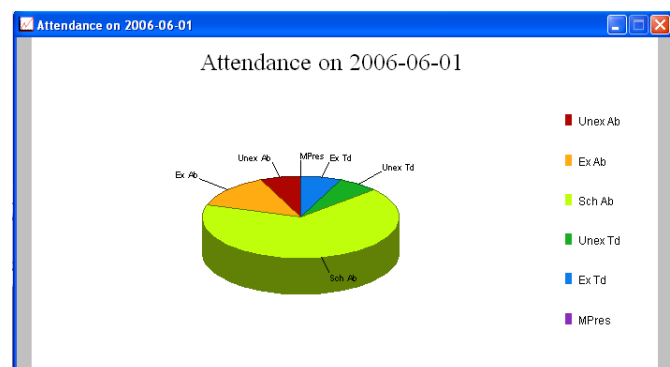
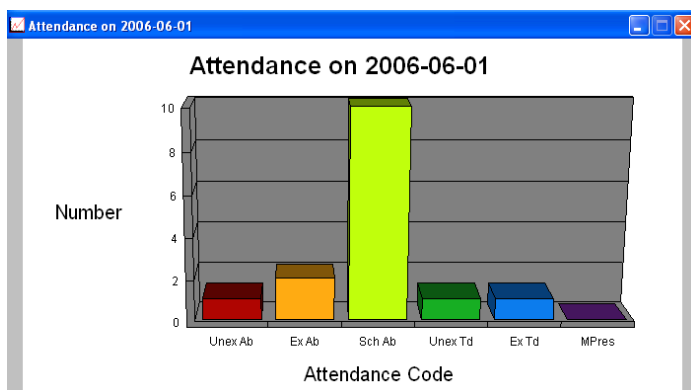
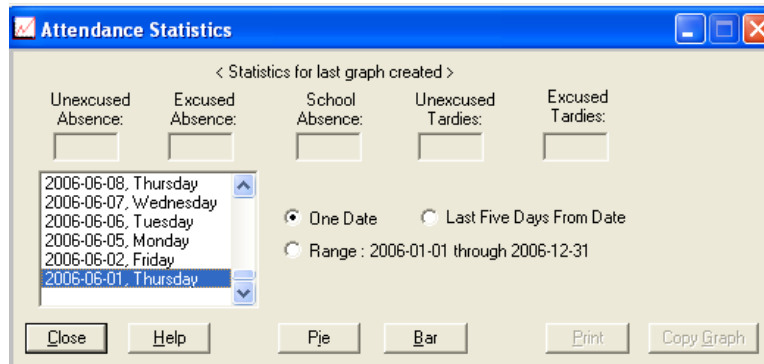
This report was generated on Saturday, June 17, 2006 at 9:20 PM.

## Attendance Information

All of the following attendance reports are also available through the Attendance Manager application. For a complete description of how to access and configure each report, refer to the Attendance Manager Reference Guide in the front section of this manual.

### Attendance Graphs (also available in Attendance Manager)

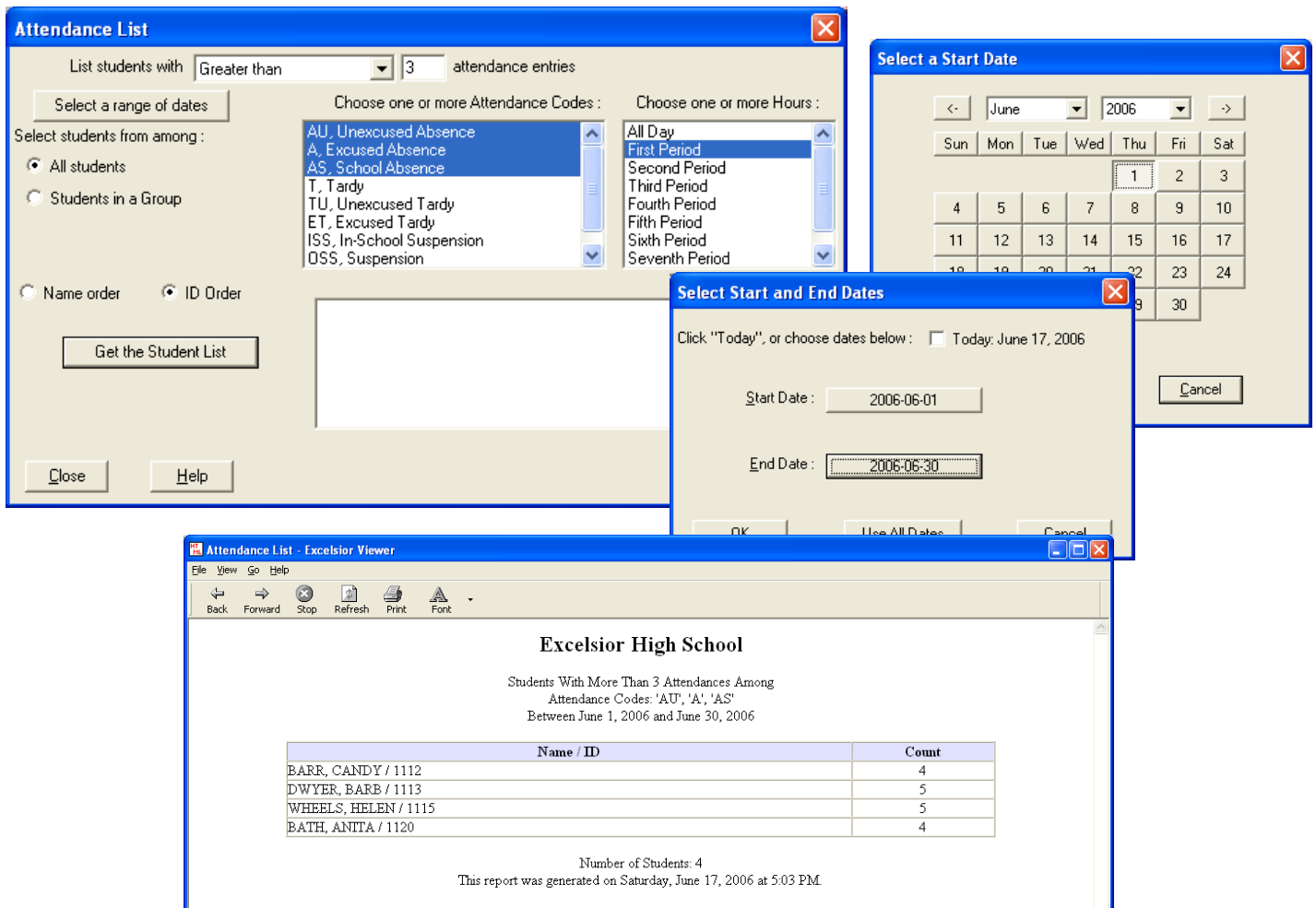
- For a Pie Chart or a Bar Graph of Attendance over a certain period of time, access the **Attendance** menu and select **Attendance Graphs** or click on the Class Attendance icon. 
- Select an attendance date from the list or set a date range for multiple dates.
- Click on either **Pie** or **Bar** to display a graph of attendance for that date or dates.
- To print the graph or copy it to a clipboard, minimize or move the graph window and click on the **Print** or **Copy** button.
- When you are finished, click the **Close** button.



## Attendance List (also available in Attendance Manager)

The Attendance List Report provides attendance data by number of incidents, by attendance code, by period of the day, by groups, and for a certain range of dates.

- Access the **Attendance** menu and select **Attendance List**, or click on the Attendance List icon.
- Determine the students to be included on the report based on the number of their attendance entries being greater than, equal to, or less than a certain number of entries.
- Set the range of dates for the report.
- Check whether the report should include all students or a defined group of students.
- Select the attendance codes to be included and one or more periods of the day.
- Click **Get the Student List** to preview the report.
- The total number of students will be displayed at the bottom of the report.



The screenshot shows the 'Attendance List' application window with the following configuration:

- List students with: Greater than 3 attendance entries
- Select students from among: All students (selected)
- Choose one or more Attendance Codes: AU, Unexcused Absence; A, Excused Absence; AS, School Absence
- Choose one or more Hours: First Period
- Order: ID Order (selected)
- Button: Get the Student List

Two date selection windows are shown:

- 'Select a Start Date' window showing June 1, 2006.
- 'Select Start and End Dates' window showing Start Date: 2006-06-01 and End Date: 2006-06-30.

The resulting report preview in the 'Excelsior Viewer' window is as follows:

**Excelsior High School**  
Students With More Than 3 Attendances Among  
Attendance Codes: 'AU', 'A', 'AS'  
Between June 1, 2006 and June 30, 2006

Name / ID	Count
BARR, CANDY / 1112	4
DWYER, BARB / 1113	5
WHEELS, HELEN / 1115	5
BATH, ANITA / 1120	4

Number of Students: 4  
This report was generated on Saturday, June 17, 2006 at 5:03 PM



### Schoolwide (or Group) Attendance by Hour (also available in Attendance Manager)

- For a report of Attendance for the whole school or for a group for one date broken down by period of the day, access the **Attendance** menu and select **Schoolwide Attendance by Hour**.
- Select the attendance date, whether to list the students in name order or by student id, and whether to include all students, a defined group of students, or selected students from the list.
- Click **Get the Data for <your chosen date>**.
- When you are finished, click **Close**.

**Excelsior High School**

Schoolwide Attendance Report by Hour For Thursday, June 1, 2006

Student Name	ID	Grd	Phone	1st	2nd	3rd	4th	5th	6th	7th	8th
BARR, CANDY	1112	06	9705550000	AU							
CASH, CARRIE	1114	06	9705550000	T							
HEAD, HIDEO	1117	06	9705550000	AS							
GATOR, ALEC	1122	06	9705550000	A							
ASPY, SHANNON	1149	11	9705550000			AS	AS				
BAILEY, IVY	1177	12	9705550000			AS	AS	AS			
BARR, CANDY	1201	10	9705550000		ET						
BATH, ANITA	1209	11	9705550000			AS	AS				
AMBLIN, ADAM	1216	9	9705550000					A			
AULTMAN, JODI	1513	12	9705550000				AS	AS			

Number of students: 10

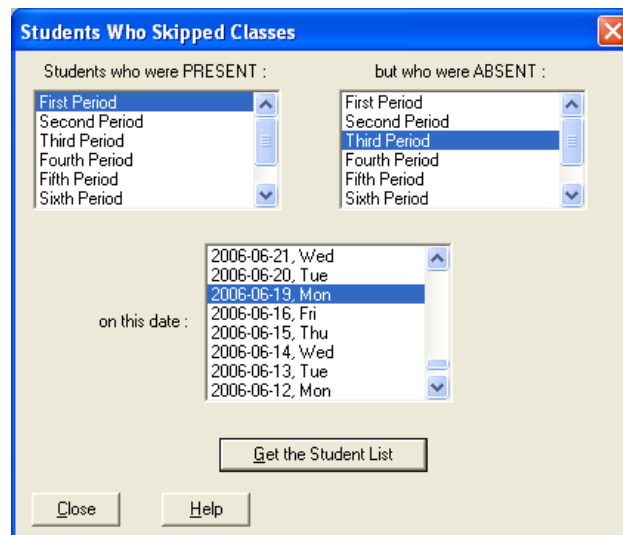
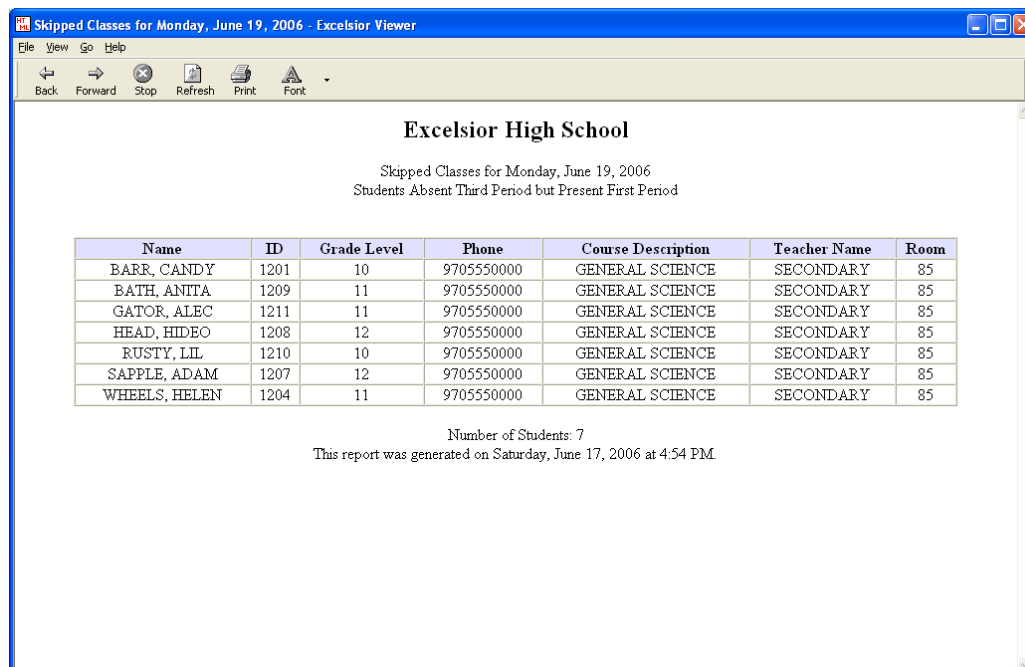
Hour	Hour Description
1st	First Period
2nd	Second Period
3rd	Third Period
4th	Fourth Period
5th	Fifth Period
6th	Sixth Period
7th	Seventh Period
8th	Eighth Period

This report was generated on Saturday, June 17, 2006 at 4:46 PM.

## Skipped Classes Report (also available in Attendance Manager)

For a list of students who were absent during one hour and yet marked present for another hour in the same day, access the **Attendance** menu and select **Skipped Classes**.

- Choose the hour for the absence, the hour for being marked present, and the attendance date.
- Click **Get the Student List** to preview the report before sending it to a printer.
- When you are finished, click **Close**.

**Excelsior High School**

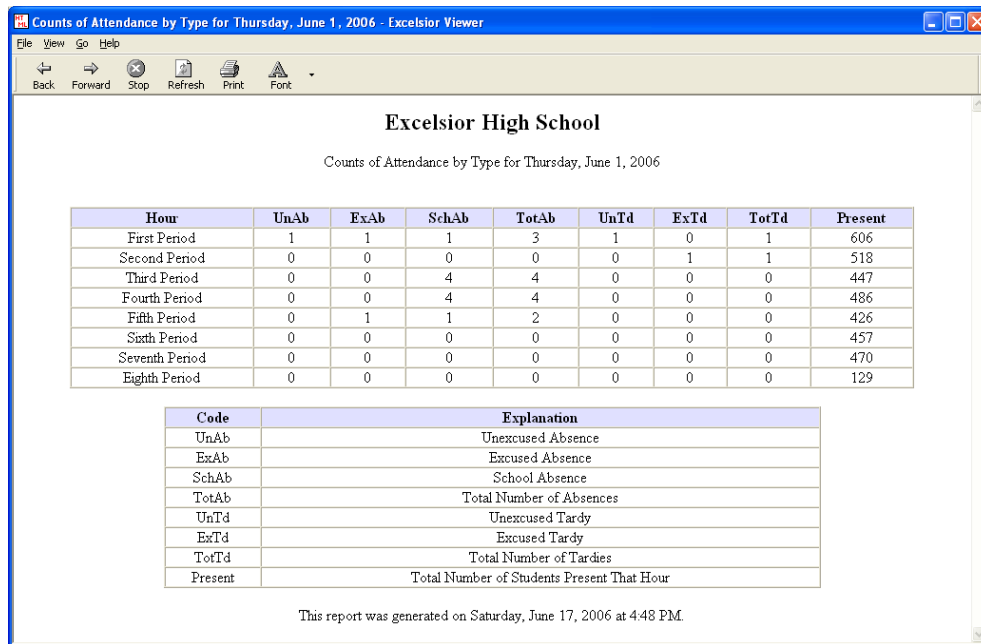
Skipped Classes for Monday, June 19, 2006  
Students Absent Third Period but Present First Period

Name	ID	Grade Level	Phone	Course Description	Teacher Name	Room
BARR, CANDY	1201	10	9705550000	GENERAL SCIENCE	SECONDARY	85
BATH, ANITA	1209	11	9705550000	GENERAL SCIENCE	SECONDARY	85
GATOR, ALEC	1211	11	9705550000	GENERAL SCIENCE	SECONDARY	85
HEAD, HIDEO	1208	12	9705550000	GENERAL SCIENCE	SECONDARY	85
RUSTY, LIL	1210	10	9705550000	GENERAL SCIENCE	SECONDARY	85
SAPPLE, ADAM	1207	12	9705550000	GENERAL SCIENCE	SECONDARY	85
WHEELS, HELEN	1204	11	9705550000	GENERAL SCIENCE	SECONDARY	85

Number of Students: 7  
This report was generated on Saturday, June 17, 2006 at 4:54 PM.

### Attendance Counts by Type for All Hours (also available in Attendance Manager)

- To see a report which gives the totals of attendance entries broken down by attendance types, access the **Attendance** menu and select **Attendance Counts by Type for All Hours**.
- Select the attendance date and click **Get Data for <the selected date>**.
- The report will be displayed on the screen for review before sending it to a printer.
- Click **Close** when you are finished.



**Excelsior High School**  
 Counts of Attendance by Type for Thursday, June 1, 2006

Hour	UnAb	ExAb	SchAb	TotAb	UnTd	ExTd	TotTd	Present
First Period	1	1	1	3	1	0	1	606
Second Period	0	0	0	0	0	1	1	518
Third Period	0	0	4	4	0	0	0	447
Fourth Period	0	0	4	4	0	0	0	486
Fifth Period	0	1	1	2	0	0	0	426
Sixth Period	0	0	0	0	0	0	0	457
Seventh Period	0	0	0	0	0	0	0	470
Eighth Period	0	0	0	0	0	0	0	129

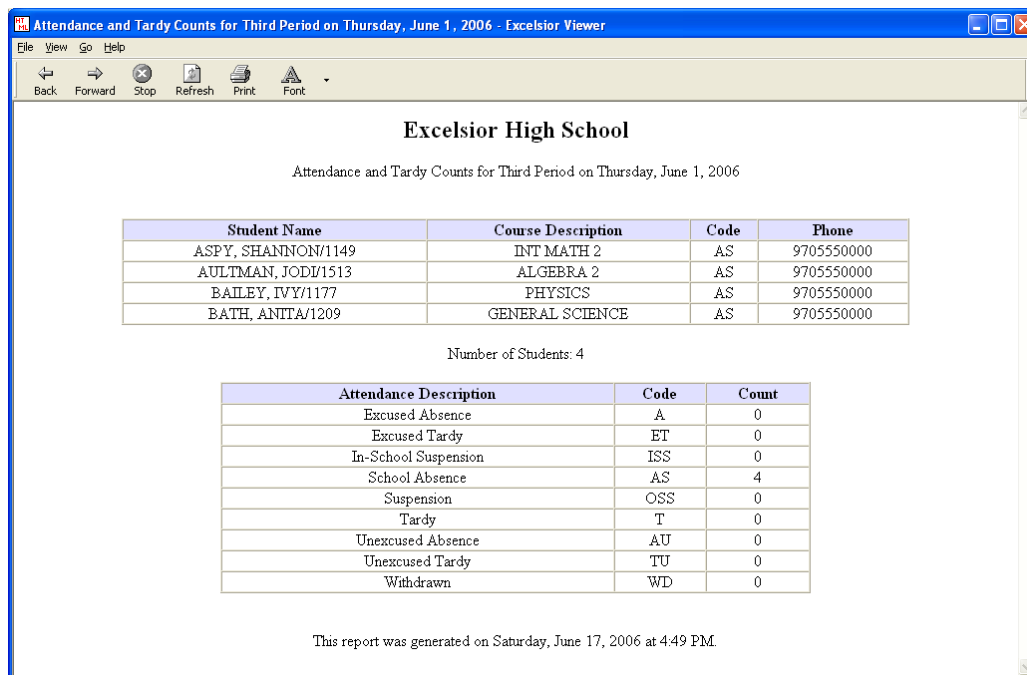
Code	Explanation
UnAb	Unexcused Absence
ExAb	Excused Absence
SchAb	School Absence
TotAb	Total Number of Absences
UnTd	Unexcused Tardy
ExTd	Excused Tardy
TotTd	Total Number of Tardies
Present	Total Number of Students Present That Hour

This report was generated on Saturday, June 17, 2006 at 4:48 PM.

## Detailed Attendance Counts for One Hour (also available in Attendance Manager)

This report will provide a detailed accounting of the attendance for one period of a certain date for all the students in the school or a group of students.

- Access the **Attendance** menu and select **Detailed Attendance Counts for One Hour**.
- Select an attendance date, a period of the day, whether to include all students or a defined group of students, and whether to list the student names on the report or not.
- Click **Get Data for <the selected date>**.
- Click **Close** when you are finished.



**Excelsior High School**

Attendance and Tardy Counts for Third Period on Thursday, June 1, 2006

Student Name	Course Description	Code	Phone
ASPY, SHANNON/1149	INT MATH 2	AS	9705550000
AULTMAN, JODI/1513	ALGEBRA 2	AS	9705550000
BAILEY, IVY/1177	PHYSICS	AS	9705550000
BATH, ANITA/1209	GENERAL SCIENCE	AS	9705550000

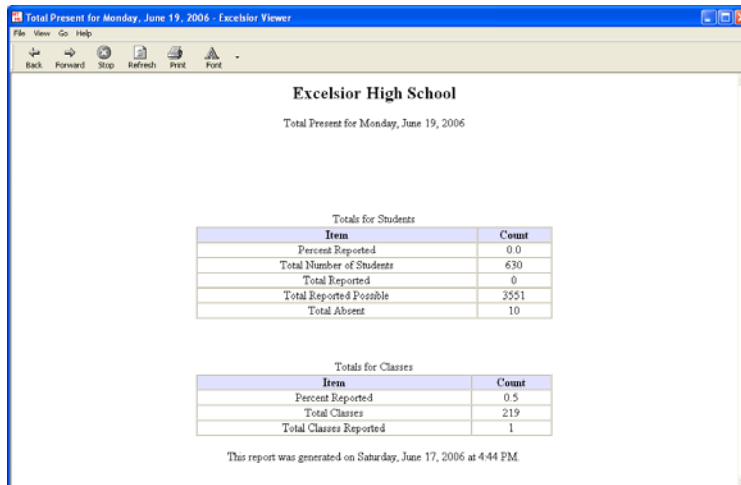
Number of Students: 4

Attendance Description	Code	Count
Excused Absence	A	0
Excused Tardy	ET	0
In-School Suspension	ISS	0
School Absence	AS	4
Suspension	OSS	0
Tardy	T	0
Unexcused Absence	AU	0
Unexcused Tardy	TU	0
Withdrawn	WD	0

This report was generated on Saturday, June 17, 2006 at 4:49 PM.

## Total Present (also available in Attendance Manager)

- For a report of how many students were present for a day and how many classes had reported attendance that day, access the **Attendance** menu and select **Total Present**.
- Select the attendance date and click **Get Data** to preview the report.
- Send the report to a printer by clicking the Printer icon.
- Click **Close** when you are finished.



Excelsior High School  
Total Present for Monday, June 19, 2006

Totals for Students

Item	Count
Percent Reported	0.0
Total Number of Students	630
Total Reported	0
Total Reported Possible	3551
Total Absent	10

Totals for Classes

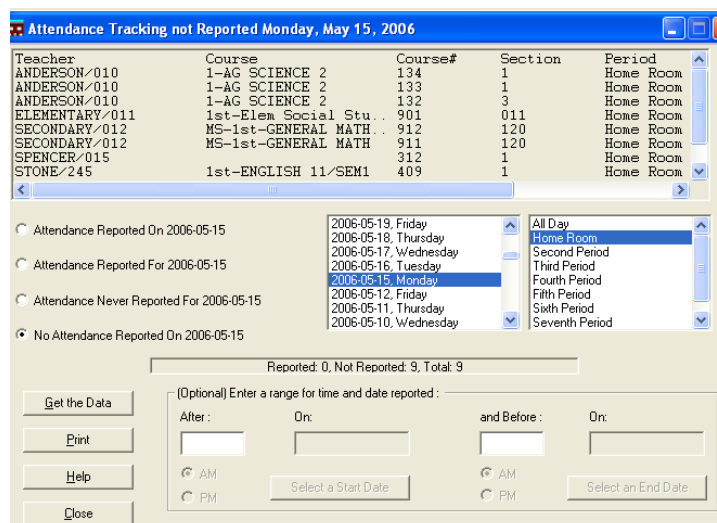
Item	Count
Percent Reported	0.5
Total Classes	219
Total Classes Reported	1

This report was generated on Saturday, June 17, 2006 at 4:44 PM.

## Attendance Tracking (also available in Attendance Manager)

Teachers will take daily attendance for their classes in the Gradebook file for each class. If attendance is taken only once or twice a day or only when a block-scheduled class meets, this will be set up in the Pinnacle System by the Pinnacle Administrator in your school.

- To see which teachers have taken attendance for today, access the **Attendance** menu and select **Attendance Tracking**.
- Use the radio buttons on the left to choose whether to display a list of teachers who took attendance on a particular date or recorded attendance for that date at another time.
- You may also choose to display a list of teachers who did not take attendance on a certain date or never entered any attendance for that date.
- Select the **Date** from the list of dates in the current grading interval. The default date is today's date.
- Select whether you wish to see the list for all of the classes being taught on that date or for one or more periods of the day.
- Click **Get the Data** to see the list of teachers on your screen.
- If you would like to print a report of this information, click the **Print** button to preview the report before sending it to a printer.
- This report is also accessible through the Principal Viewer application.
- Click **Close**.



**Attendance Tracking not Reported Monday, May 15, 2006**

Teacher	Course	Course#	Section	Period
ANDERSON/010	1-AG SCIENCE 2	134	1	Home Room
ANDERSON/010	1-AG SCIENCE 2	133	1	Home Room
ANDERSON/010	1-AG SCIENCE 2	132	3	Home Room
ELEMENTARY/011	1st-Elem Social Stu.	901	011	Home Room
SECONDARY/012	MS-1st-GENERAL MATH	912	120	Home Room
SECONDARY/012	MS-1st-GENERAL MATH	911	120	Home Room
SPENCER/015		312	1	Home Room
STONE/245	1st-ENGLISH 11/SEM1	409	1	Home Room

Attendance Reported On 2006-05-15  
 Attendance Reported For 2006-05-15  
 Attendance Never Reported For 2006-05-15  
 No Attendance Reported On 2006-05-15

2006-05-19, Friday  
 2006-05-18, Thursday  
 2006-05-17, Wednesday  
 2006-05-16, Tuesday  
**2006-05-15, Monday**  
 2006-05-12, Friday  
 2006-05-11, Thursday  
 2006-05-10, Wednesday

All Day  
**Home Room**  
 Second Period  
 Third Period  
 Fourth Period  
 Fifth Period  
 Sixth Period  
 Seventh Period

Reported: 0, Not Reported: 9, Total 9

(Optional) Enter a range for time and date reported:

After: [ ] On: [ ] and Before: [ ] On: [ ]  
 AM  PM   AM  PM

## **Teacher Information**


### **Grade Distribution by Class or Teacher**

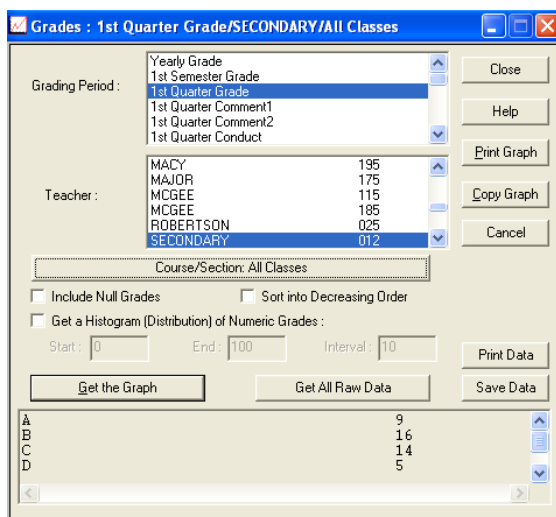
- To view a bar graph of the distribution of grades for a certain class or classes taught by one teacher, access the **Teacher** menu and select **Grade Distribution** or click on the Distribution icon in the top row of icons under Class. (You may notice there is an identical Distribution icon in the second row under School-Wide, but this is for the distribution of grades for all students in the database, not for a particular teacher or class.)



- Select the Marking Period from the list and then select a teacher from the list of teachers.
- Click **Select a Course/Section**.
- Highlight one or more of the classes for the teacher selected or click on **All Classes** and click **OK**.
- Click **Get the Graph** to display a bar graph of grades for the classes selected.
- To print this graph or copy it to a clipboard, minimize or move the graph window (don't close it!) and click either the **Print Graph** button or the **Copy Graph** button on the selection window.
- Optionally, you may view a histogram of numeric grades or you may display, print, or save the raw data associated with the bar graph.
- Click **Close** when you are finished.

## Class Averages

- To view a bar graph of the average grade for each of a particular teacher's classes, access the **Teacher** menu and select **Class Averages** or click on the Averages icon under Class. 
- Select the Marking Period from the list and then select a teacher from the list of teachers.
- Click **Get the Graph** to display a bar graph of the average grades for the classes of the teacher selected.
- To print this graph or copy it to a clipboard, minimize or move the graph window and click either the **Print Graph** button or the **Copy Graph** button on the selection window.
- Optionally, you may view a histogram of numeric grades or you may display, print, or save the raw data associated with the bar graph.
- Click **Close** when you are finished.



Grading Period: Yearly Grade, 1st Semester Grade, 1st Quarter Grade, 1st Quarter Comment1, 1st Quarter Comment2, 1st Quarter Conduct

Teacher: MACY 195, MAJOR 178, MCGEE 115, MCGEE 185, ROBERTSON 025, SECONDARY 012

Course/Section: All Classes

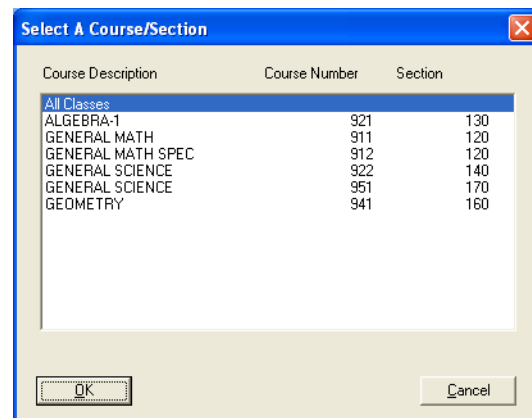
Include Null Grades     Sort into Decreasing Order

Get a Histogram (Distribution) of Numeric Grades :

Start: 0    End: 100    Interval: 10

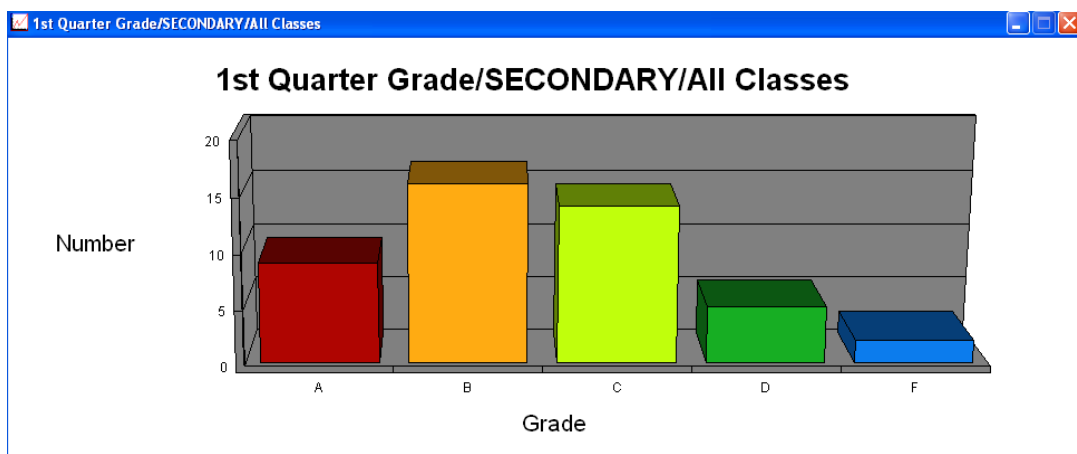
Buttons: Get the Graph, Get All Raw Data, Print Data, Save Data, Close, Help, Print Graph, Copy Graph, Cancel

A	9
B	16
C	14
D	5



Course Description	Course Number	Section
All Classes		
ALGEBRA-1	921	130
GENERAL MATH	911	120
GENERAL MATH SPEC	912	120
GENERAL SCIENCE	922	140
GENERAL SCIENCE	951	170
GEOMETRY	941	160

Buttons: OK, Cancel





## Teacher Gradebook Reports

All of the reports which are available to teachers in the Gradebook application in the Reports menu under Custom may be made available in the Principal Viewer as well. Your Pinnacle Administrator can copy whatever reports are needed into the proper folder in your Pinnacle system.

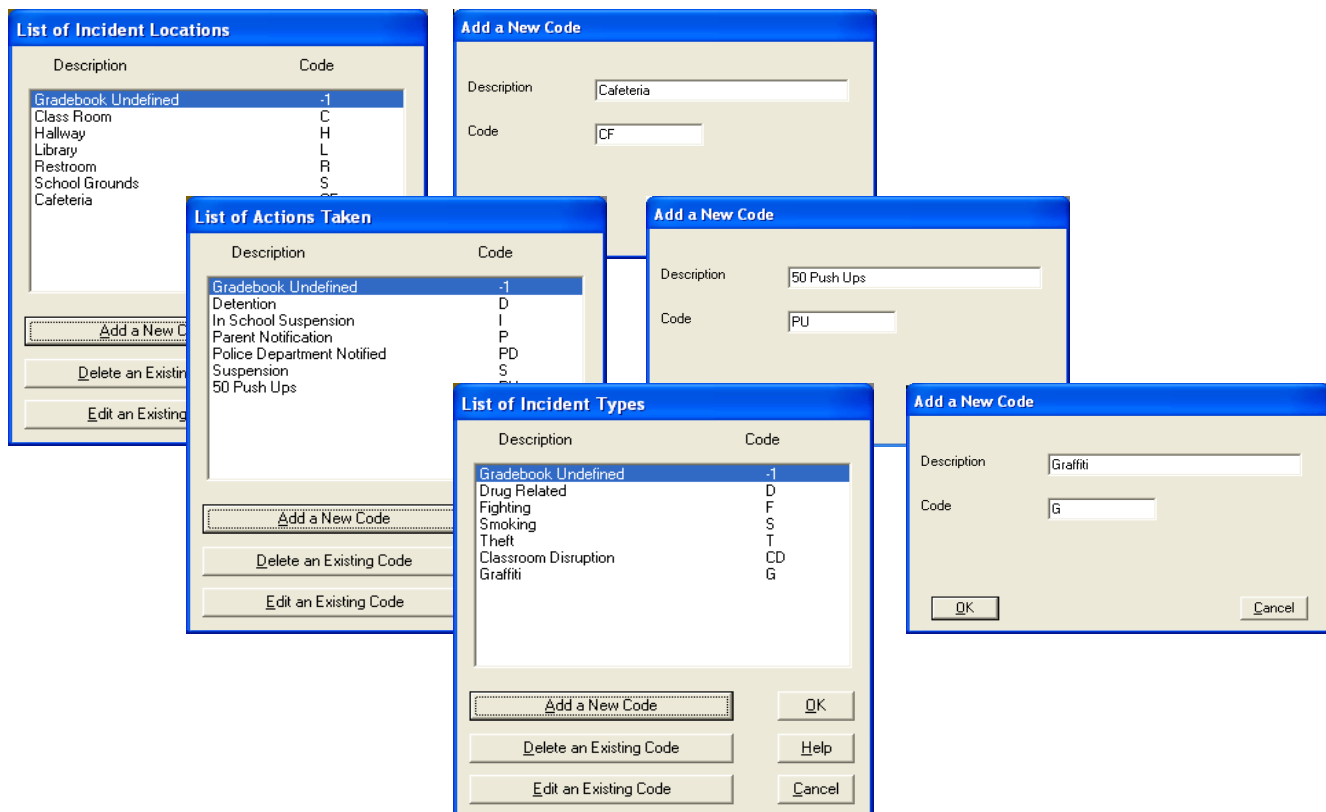
- To view a report for all of the students in a class, access the **Teacher** menu and select **Teacher Gradebook Reports**.
- From the list provided, choose the date interval (equivalent to a semester or trimester or school year) and which marking period you want displayed. The defaults are the current grading interval and the current marking period.
- Click on **Select a Teacher and Class**, highlight a class, and then select the title of the report you want to view.
- Click on **Get this Report** to preview the report. To send this report to a printer, click on the Printer icon in your HTML browser.
- When you are finished, click **Close**.

## Discipline Information


### Configuring Locations, Actions, and Types of Incidents

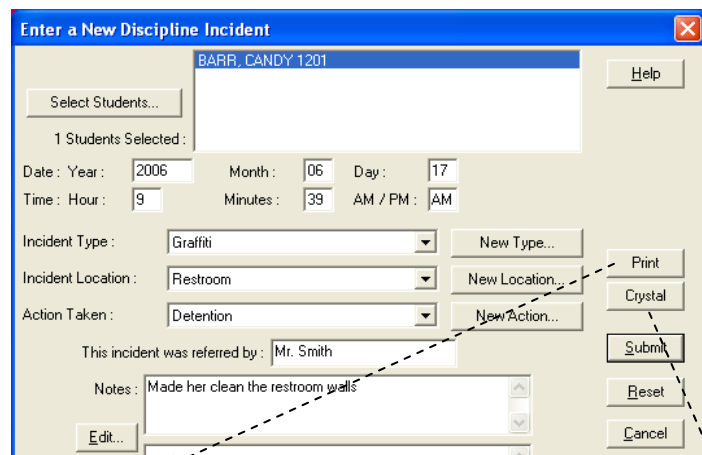
Every Discipline incident recorded in the Principal Viewer is categorized by location, the type of incident, and the action taken as a result of the incident. If you are using the Pinnacle Web (Pinnacle 7) version of the gradebook, any discipline incident entered by teachers in the gradebook must also be linked to these categories defined in the Principal Viewer.

- Define the categories by accessing the **Discipline** menu and selecting either **Edit Locations**, **Edit Actions**, or **Edit Types**. The first time each of these lists is accessed, a default list of items is displayed and may be edited to fit a school administrator’s requirements.
- To delete one of the existing codes, highlight the code and its description and click **Delete an Existing Code**. However, if you just want to associate the code with a new description, click **Edit an Existing Code** and change the description.
- To add a new code, click **Add a New Code**. Enter a Description up to 35 characters long and a code up to 5 characters long. The code must be unique, so enter one that is not already on the list.
- All three items, Location, Action, and Type, must be set at least to the default list before a discipline incident can be entered.
- When you are finished, click **OK**.



## Entering a New Discipline Incident

- To enter a discipline incident for a student, access the **Discipline** menu and select **Enter a New Discipline Incident** or click on the Discipline icon  and select Create a New Discipline Incident.
- Click **Select Students...** Use the Quick-find box to jump to a student name or student id on the list. Highlight the student's name on the list.
- The default time and date are the current date and time. Change these as needed.
- Categorize this incident by Incident Type, Incident Location, and Action Taken by choosing one from the drop-down list, or click on New Type, New Location, or New Action to add a new category.
- You may enter the person's name who referred the incident to you which will appear on discipline reports as well as any notes about the incident in the Notes box or any comments or follow-up notes in the second box.
- Click the **Submit** button to send this information to the Pinnacle database. If you would like to enter the same information for another student involved in the incident, after submitting the incident for the first student, select another student from the student list and submit the incident for them as well.



### Excelsior School

#### Discipline Incident

**Incident Date and Time:**  
 Saturday, June 17, 2006 at 9:39 AM

**Location:**  
 Restroom  
**Type:**  
 Graffiti  
**Action:**  
 Detention

**One student was involved in this incident:**  
 BARR, CANDY 1201

**Referred by:**  
 Mr. Smith

**Incident Notes:**  
 Made her clean the restroom walls

#### Administrative Comments and Followup:

This report was generated on Friday, June 15, 2007 at 1:45 PM.

Excelsior School 123 Main Street Greeley, CO 80634 970-555-1111
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#### Student Discipline Report

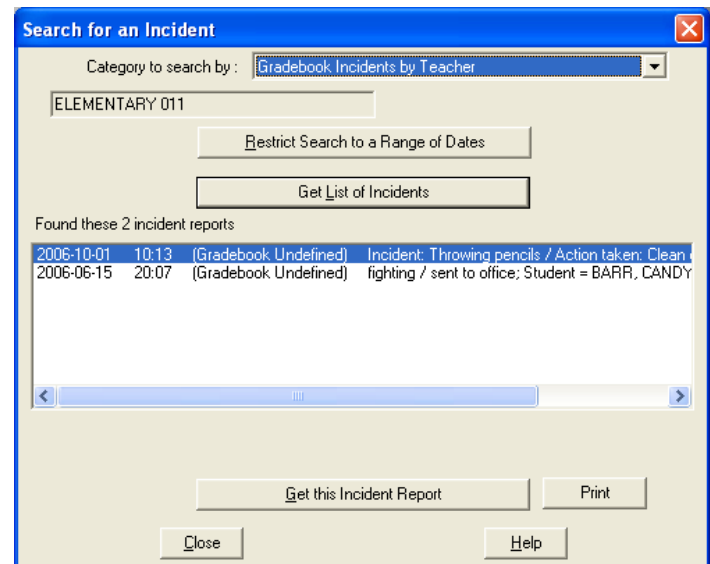
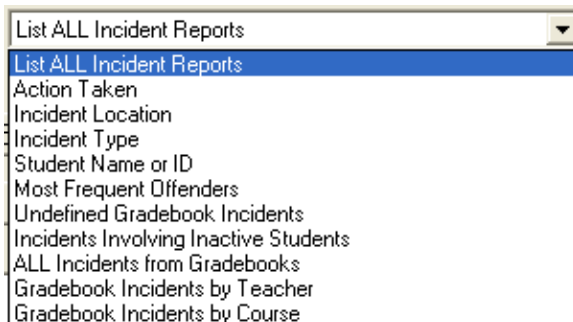
Incident Number: 21

BARR, CANDY		Grade Level:	10	1201
Date:	6/17/2006 9:39 am	Incident Type:	Graffiti	
Location:	Restroom	Action:	Detention	
Principal:	MANAGER	Administrative Comments:		
Notes:	Made her clean the restroom walls			

Other Incidents by Student				
Date	Incident #	Incident Type	Location / Action	Notes
6/17/2006 9:39 am	21	Graffiti	Restroom Detention	Made her clean the restroom walls

## Searching for Discipline Incidents

- To view or edit the information about an existing incident, access the **Discipline** menu and select **Search for Discipline Incidents** or click the Discipline icon  and select Search for an Existing Incident.
- Use the drop-down list to what type of incident you are looking for. For some selections, another drop-down list is required to further refine the search.
- You may restrict your search to a certain range of dates, including today's date only or all dates in the database.
- Click **Get List of Incidents** to display a list of all the incidents which meet your search criteria.
- Highlight the incident on the list and click **Get this Incident Report** to see the details of this incident.
- If you change or add to the information in the window, you will need to **Submit** the incident to update the information in the database.

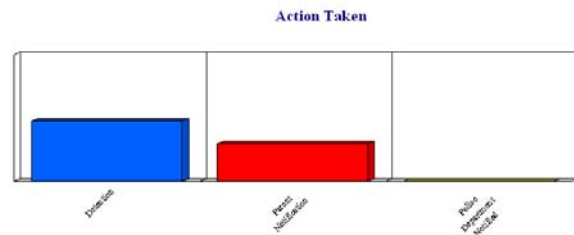
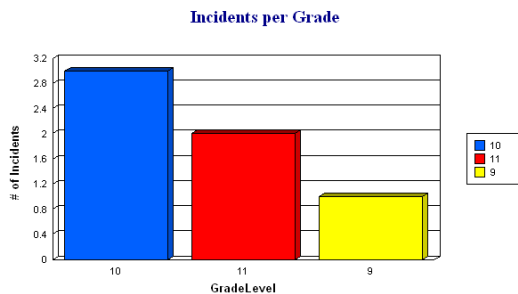




## Summary Report of Discipline Incidents

- To view a summary report and analysis of all discipline incidents, access the **Discipline** menu and select **Summary Report of Discipline Incidents**. A bar graph of incidents by grade level, the action taken, and tables of numbers of incidents by grade level, type, and action taken are all included in this report.
- Use the left and right arrows to navigate to the other pages of the report and the Printer icon to send this report to a printer.

Excelsior High School  
 904 Sky Street  
 City, ST 0000  
 555-1111



Excelsior High School  
 904 Sky Street  
 City, ST 0000  
 555-1111

**Detailed Incident Summary Report by Grade Level**  
 As of Saturday, June 17, 2006

Incident Type:	Action Taken:	10th Grade	11th Grade	9th Grade	Total
Classroom Disruption	Parent Notification	1	0	0	1
	Total	1	0	0	1
Drug Related	Police Department Notified	1	0	0	1
	Total	1	0	0	1
Fighting	Detention	0	1	1	2
	Total	0	1	1	2
Graffiti	Detention	1	0	0	1
	Total	1	0	0	1
Smoking	Parent Notification	0	1	0	1
	Total	0	1	0	1
<b>Total</b>		<b>3</b>	<b>2</b>	<b>1</b>	<b>6</b>

Excelsior High School  
 904 Sky Street  
 City, ST 0000  
 555-1111

**Incident Summary Report by Grade Level**  
 As of Saturday, June 17, 2006

Incident Type:	10th Grade	11th Grade	9th Grade	Total
Classroom Disruption	1	0	0	1
Drug Related	1	0	0	1
Fighting	0	1	1	2
Graffiti	1	0	0	1
Smoking	0	1	0	1
<b>Total</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>6</b>

## **Additional Features**

### **Printing Crystal Reports**

There are a number of additional reports which are included with the Principal Viewer application, and custom reports may be written for your school's use with the Crystal Reports application.

Also, any of the Crystal Reports which are available to teachers in the Gradebook2 application may be made available to Principal Viewer users by the school's Pinnacle Administrator who can also restrict access to these reports to certain users, hiding them from view of other users.

- To view these reports, access the **File** menu and select **Print a Crystal Report**. Depending on the parameters of the report, a window of options or preferences for this report may appear.
- One of these additional reports written in Crystal Reports is the **Teacher Schedule Listing**. Highlight the report on the list, indicate whether the report is for all teachers with an asterisk or for one teacher by entering the first few letters of a teacher's name followed by an asterisk. Then choose whether you wish to include a class roster of student names on the report and click **OK**.

Since Crystal Reports are not cached in memory, the first time a report is requested, it may take a minute or two to display. You may return to the Principal Viewer application and continue working while the report is being built.

- Use the left and right arrows to display the other pages of the report and the Printer icon to send this report to a printer.

### **Printing a Report for a Group of Students**

- If you would like to print a report for a group of students, click the radio button by **Students in a Group File** and click **Select a Group**. This will display a list of all the groups defined in either the Principal Viewer or Attendance Manager application.
- If you would like to make a temporary group just for the report, click on **Create a temporary group** at the bottom of the window. Select the student names from the list displayed (hold the **Ctrl** key down) and click **OK**. Then click **Get the Report**.



## Finding Additional Help with Principal Viewer

A complete Excelsior Users Manual for the Principal Viewer application is available for reference through the Help menu of Principal Viewer.

- Access the **Help** menu and select **Help** or press the **F1** function key to bring up the menu selection page of the manual. Click on any menu option to link to that reference in the Principal Viewer's Manual.
- You may also link to other parts of the manual by using the drill-down list on the left side of the screen. Any or all pages of the manual may be printed by clicking on the Printer icon in the Adobe Reader application.
- By clicking on the Principal Viewer logo in the upper left corner of any manual page, you will be linked to a selection page for any of the Users Manuals for all of the Excelsior Viewer applications.
- To return to the Principal Viewer application, exit the Adobe Reader application.