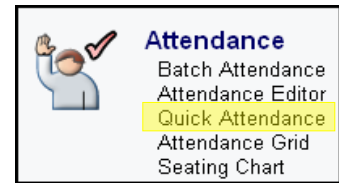


# Welcome to Pinnacle Attendance

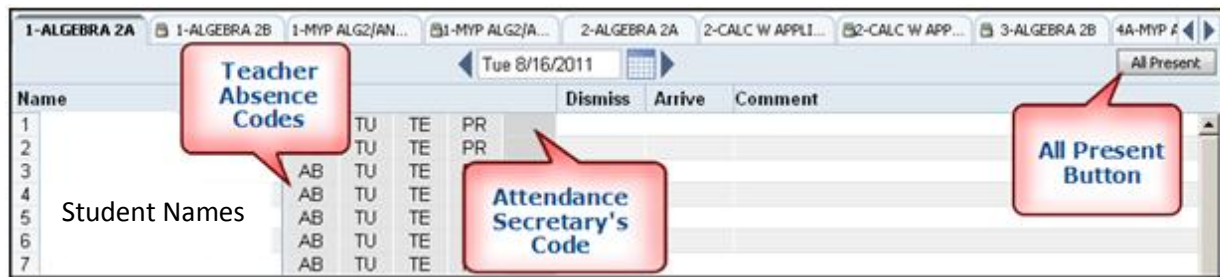
This fall, all high schools and select middle schools will begin using Pinnacle to record period-by-period attendance. Pinnacle will provide schools with accurate, real-time student attendance data and makes it easy for teachers to post attendance during each class period. To reduce the time required to record attendance, teachers will be able to use an *All Present* button to mark all students present before indicating which students are absent or tardy

## Posting Attendance

Once logged in, teachers will select **Quick Attendance** from the navigation page.



Click on the appropriate class tab and verify the date. At this point, the screen should look like this:



There are four possible teacher codes; *AB* (absent), *TU* (tardy, un-excused), *TE* (tardy, excused), and *PR* (present). To record attendance, click on *All Present* then mark only those students who are either absent (*AB*), or tardy (*TE* or *TU*).

Once attendance has been entered for the current day, a green check mark will appear next to the class title.

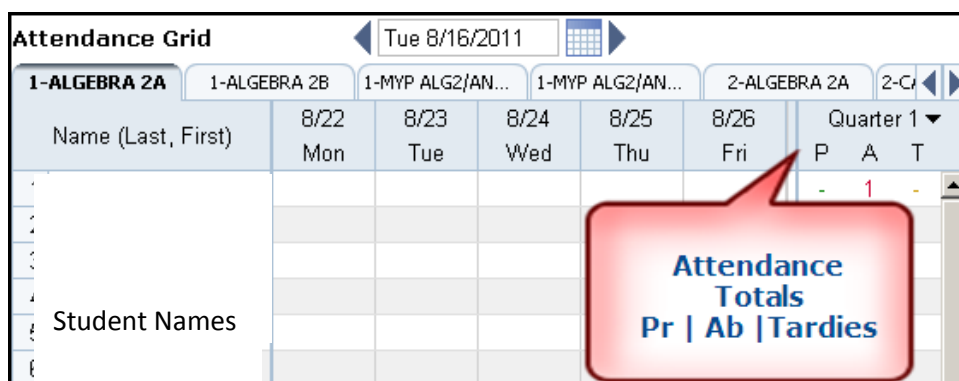


The attendance secretary will enter a reason code for all absences and tardies which designates

## Checking Absences

### *Class Absences from the Attendance Grid*

To see the running totals for student absences, select **Attendance Grid** from the navigation page.



To see the history of the changes to a student's attendance from within the **Attendance Grid**, right click on a student's name.

**Attendance History**

Teacher Name: Cohen, Franklyn Course/Section: 3053  
 School Name: MONTGOMERY BLAIR HIGH Class Title: 01(Y)-BRIDGE TO ALG2 A  
 Room No.:

Wed 8/17/2011 Bas, Muhamad

Date & Time	Timeslot	Attendance Code	Comment	Modified by
08/17/2011 20:24:35	1	AB		Globalscholar, Manager on behalf of Cohen, F
08/17/2011 20:18:46	1	PR		Globalscholar, Manager on behalf of Cohen, F
08/17/2011 20:18:41	1			Globalscholar, Manager on behalf of Cohen, F

Cancel

### Student Absences from Student Explorer

To see if a student was present in a class earlier in the day, select **Student Explorer** from the navigation page. On the **Student Explorer** page, enter the student's name, and then select *Attendance Summary*. This will display the *Detailed Attendance* for the current day.

**Reports**

- My Reports
- New Report
- Student Schedule
- Student Explorer**

### Attendance Reports

Pinnacle provides many new individual and class reports that are easy to access and read. Simply click *New Report* to view these reports.

The *Class Attendance Summary* report is available to classroom teachers. The report shows a grid view of students with dates of absences and codes. The *Summary Report* also will provide running totals of the number of absences and times tardy, broken down by *excused* and *unexcused*.

Additionally, teachers will be able to print a blank attendance roster for substitute teachers by running the *Substitute Teacher Report*.