Appendix D

Attendance Export - Pinnacle 8

e a CEO Internship Provider!	
e a School Volunteer!	
aradebook (Archives)	
radeBook (Grade Upload Status Report)	
Fradebook (Pinnacle 8)	
Gradebook Support	
nstructional Planning System	
SS Time Reporting	

- 1. You need to access the *Employee Portal*
- 2. Click on the Applications/Sites Tab
- 3. Click on the link Gradebook (Pinnacle 8)

Username

Sign in

- 4. Log On to Pinnacle 8 Gradebook Application
- 5. Type your Username: Employee number
- 6. Type your Password: Network Password
- 7. From the Gradebook home page, Click the *Attendance Editor*
- In the Attendance Editor, click the *Export* button (see Important Notes below)
- If you support more than 1 school, select another school from the School drop list and click the *Export* button again.

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School: TLC Training School		Attendance Editor		Student:		Mon 6/27/2011	🛅 Day	🛅 Week	Export	🍸 Filter
me 🔺	x	Code	Dismiss	Arrive	Comment			l)



Forgot Password

Important Notes:

- Pay careful attention to the screen. You will be notified of the successful upload by the message:
 Attendance Export Completed successfully.
- The message last for only a few seconds.
- If you must upload again, please submit a HEAT ticket. Select "Ask IT'S A Question" from the drop list