

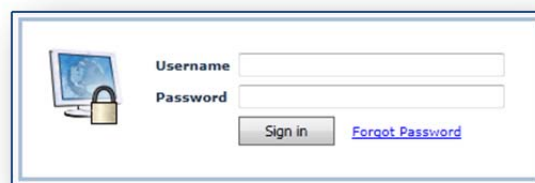
Appendix D

Attendance Export – Pinnacle 8

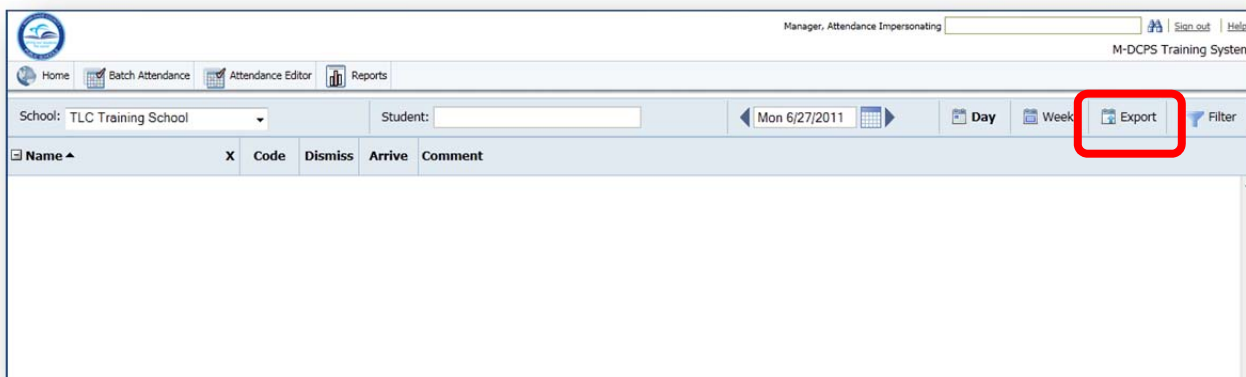


1. You need to access the **Employee Portal**
2. Click on the **Applications/Sites Tab**
3. Click on the link **Gradebook (Pinnacle 8)**

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**
8. In the Attendance Editor, click the **Export** button (see Important Notes below)
9. If you support more than 1 school, select another school from the **School** drop list and click the **Export** button again.



Important Notes:

- Pay careful attention to the screen. You will be notified of the successful upload by the message:



- 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