



PINNACLE WEB GRADEBOOK

Information Technology Services

Palm Guide - HotSync

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Information Technology Services
13135 SW 26 ST
Miami, FL 33176
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This Guide was written
using a Palm T/X
handheld.

Computer Requirements

In order to use gradebook on the Palm PDA, your device must have the Palm Desktop Software installed on the workstation. The workstation needs to have Microsoft .NET Framework 3.5 installed. Visit the Microsoft website or click the following link:

- ▼ <http://www.microsoft.com/downloads/details.aspx?FamilyId=333325FD-AE52-4E35-B531-508D977D32A6&displaylang=en>

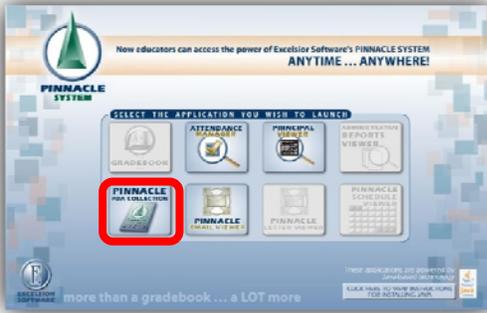
Purpose

The Pinnacle Web Mobile will allow teachers to access Pinnacle Gradebook on their Palm PDA. Teachers will see their classes in order to take attendance only.



Setting up the Palm Device:

The Palm Attendance application must first be installed on the Palm PDA. Start your web browser software on your computer. Go to <https://gb.dadeschools.net/wgba/wgba.html>



▼ Click PDA Collections

- ▼ When the File Download box appears, click **Save**
- ▼ Note where the file is saved (it is recommended to save to your Desktop for easier access)



Verify that the Palm HotSync Manager is running in the system tray or launch the Palm Desktop software from the **START** menu.



Navigate to the location where QuickAttendancePalm.msi file was saved (most likely it is on the desktop)

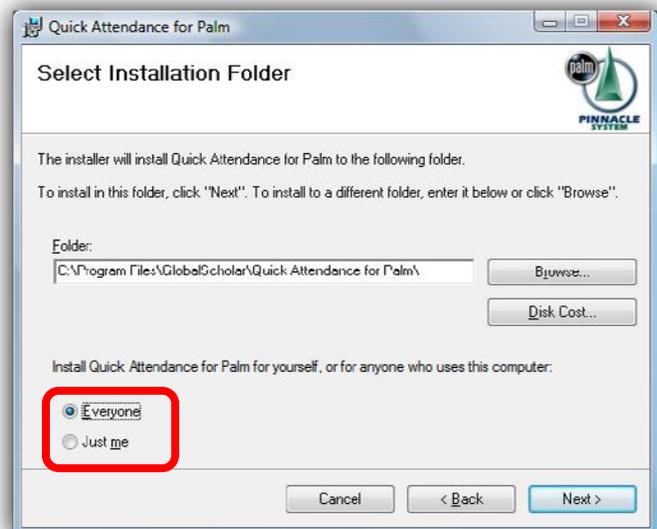
- ▼ Double-click **QuickAttendancePalm.msi** icon to launch the installer



- ▼ Click **Next**

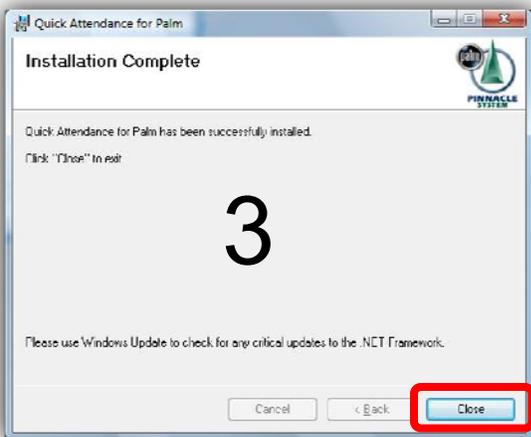
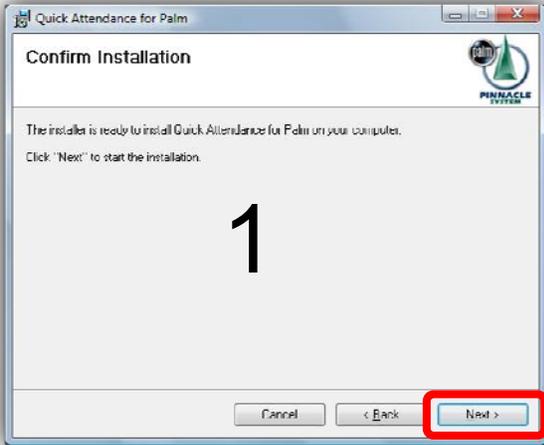
- ▼ Set the install setting to **Everyone**

- ▼ Click **Next**





▼ Complete the installation process



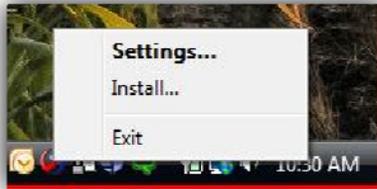
The application should automatically place the gattend.prc file into the Palm Install application.



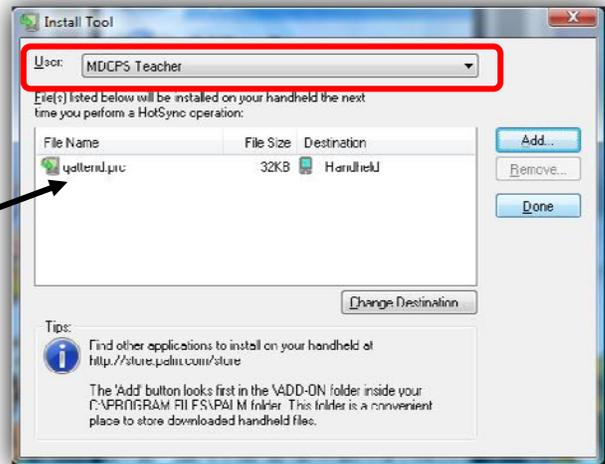
- ▼ Click on the Palm HotSync Manager in the system tray. (located in the lower right-hand corner of your computer screen)



- ▼ Select **Install**



- ▼ In the user drop-list, select the intended user

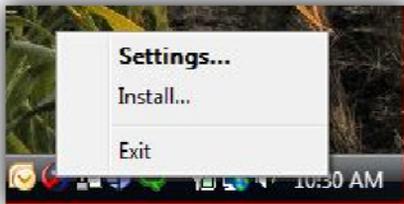


SPECIAL NOTE: If qattend.prc is not listed in the install box, click the **Add** button and browse to C:\Program Files\GlobalScholar\Quick Attendance for Palm directory. Select the qattend.prc file then click **Open**.

- ▼ Click on the Palm HotSync Manager in the system tray. (located in the lower right-hand corner of your computer screen)

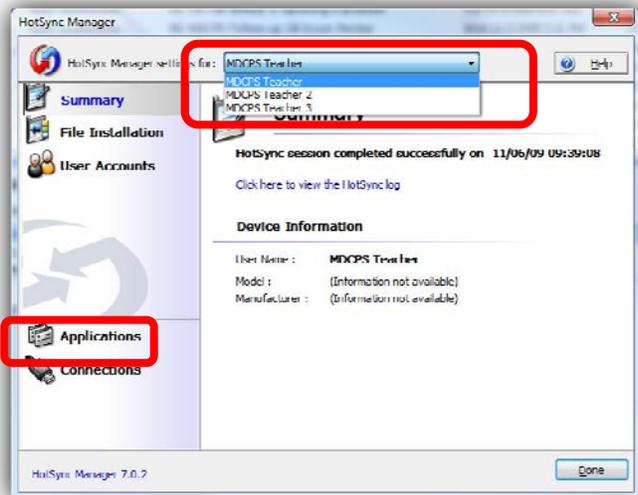


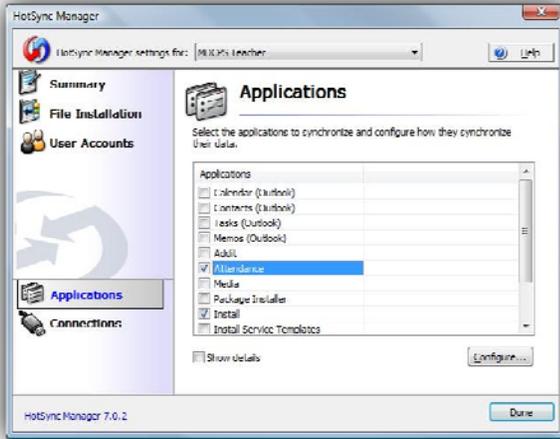
- ▼ Select **Settings**



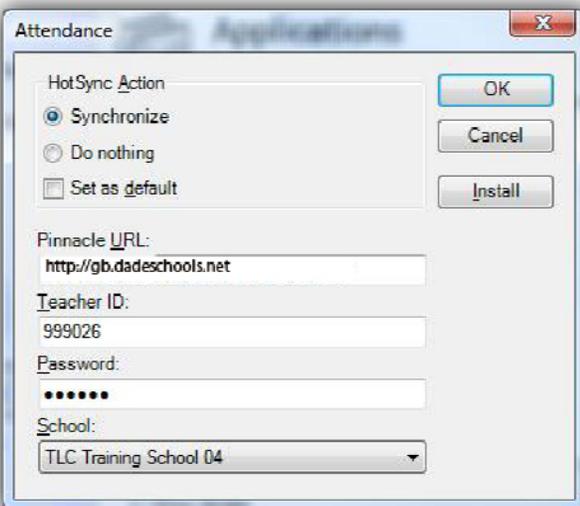
- ▼ In the user drop-list, select the intended user

- ▼ Click the **Applications** link





- ▼ Make sure there is a check mark in the box next to **Attendance** and **Install**.
- ▼ Click to select the Attendance application, and then click the Configure button.



- ▼ Set the HotSync Action to Synchronize
- ▼ The Pinnacle URL is:
<http://gb.dadeschools.net/pinnacle>
- ▼ Enter in the Teacher's Employee Number
- ▼ Enter in the Teacher's p-synch password
- ▼ Select the appropriate school from the School drop-list
- ▼ Click the **OK** button and then click the **Done** button back on the Applications box

- ▼ **Connect the Palm device to the computer and perform a HotSync**

Special Note: Repeat steps on pages 6 and 7 for each Palm user connected to the same computer.



Using the Attendance Application on the Palm:

You must HotSync your Palm **every day** to receive updated rosters and to make sure any previous unsync-ed attendance rosters are updated in the Gradebook.

Follow all established attendance procedures for Official Daily School Attendance.



▼ Click **Applications**



▼ Click the **Attendance** icon



▼ Your name and employee number should appear at the top. If it does not, update the settings in the HotSync Manager. See above

▼ Enter your password, and then click the **Login** button.



- ▼ Your entire class list will appear.
- ▼ Click on a class to take attendance.

- ▼ Click the drop-arrow to the right of a student's name to display available attendance codes.
- ▼ Click on the appropriate code.
- ▼ Complete the attendance process as necessary.
- ▼ Click **Done**.



- ▼ Repeat the process on the page for all classes that require attendance taking.
- ▼ Note that the code of [A] appears next to any classes where attendance has been taken.
- ▼ For 100% attendance, open the class then click **Done**.
- ▼ Connect Palm to computer and HotSync attendance data as needed