

PINNACLE WEB GRADEBOOK Information Technology Services

Palm Guide -HotSync

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Palm Guide - HotSync

Information Technology Services 13135 SW 26 ST Miami, FL 33176 Rev. 11.06.09





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 QuickAttenancePalm.msi file was saved (most likely it is on the desktop)

Double-click QuickAttendancePalm.msi icon to launch the installer



weicome to the Qui Wizard	ick Attendance for Pa	alm Setup	PINNACLE
I he installer will guide you throug computer.	h the steps required to install Uuick	: Attendance for Pal	m on your
WARNING: This computer progra	sm is protected by cocyright law an	d international treati	es.
Jnauthorized duplication or distrib	sution of this program, or any portion	n of it, may result in	severe civil
or criminal ponalities, and will be p	resecuted to the maximum extent p	sessible under the la	w.
nauthorized duplication or distrib	sution of this program, or any portion	n of it, may result in	severe civil
oriminal ponaltics, and will be p	resecuted to the maximum extent p	ressible under the la	w.

▼ Click Next

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

Select Installation Folder	PINNACL
The installer will install Quick Attendance for Palm to the following folder. To install in this folder, click "Next". To install to a different folder, enter it l	below or click "Browse".
C:\Program Files\GlobalScholar\Quick Attendance for Palm\	Biowse
	Disk Cost
Install Quick Attendance for Palm for yourself, or for anyone who uses t	his computer:



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▼ Complete the installation process

词 Quick Attendance for Palm	Quick Attendance for Palm	
Confirm Installation	Installing Quick Attendan	ce for Palm
The installer is ready to install Quick Attendance for Palm on your computer. Click "Next" to start the installation.	Ouid, Attendance for Palmis Leingrinstalle Please wat	4
1		2
Cancel (<u>B</u> ack	Nest >	Cancel (Back Next)

Real Quick Attendance for Palm	
Installation Complete	PINNALE
Quick Attendance for Palm has been successfully installed.	
Click "Close" to esit	
3	
Flease use Windows Update to check for any critical update	ies to the .NET Framework.
Cancel	Close

The application should automatically place the <u>gattend.prc</u> file into the Palm Install application.



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

▼ Select Install	Install Tool
	File Name File Size Destination Add.
▼ In the user drop-list, select the intended user	VelternJpic 32KB Hernulitetd
SPECIAL NOTE: If qattend.prc is not listed in the install box, click the <i>Add</i> button and browse to <u>C:\Program Files\GlobalScholar\Quick</u> <u>Attendance for Palm</u> directory. Select the qattend.prc file then click <i>Open</i> .	Ehange Destination Tips: Tind other applications to install on your handheld at http://sture.palm.coun/sture The 'Add button looks first in the VADD-ON folder inside your CVERIORAM FILESSPALM finder: This folder is a conversiont place to store downloaded handheld file.

- 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





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▼

Summary File Installation	Applications	
User Accounts	Select the applications to synchronize and configu Uneir Jala.	re how they synchronize
	Applications	
	Calendar (Outlook)	
	Contacts (Clutionk)	
	Tasks (Uutlook)	
	Memos (Outlook)	-
	Address Addres	
	Attendance	
	Media	
Applications	Package Installer	
Connectione	☑ Install	
CANING AND ALL	Instal Service Tomolates	
	Summer	Configure
	- Short Getalls	-

- 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 <u>Configure button</u>.

HotSync Action	OK
Synchronize	
🗇 Do nothing	Cancel
Set as <u>d</u> efault	Install
innacle <u>U</u> RL:	
http://gb.dadeschools.net	
eacher ID:	
999026	
assword:	
chool:	
TLC Training School 04 🔹 👻	

- ▼ Set the HotSync Action to Synchronize
- ▼ The Pinnacle <u>U</u>RL 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.







- ▼ 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