

Pinnacle Internet Viewer (PIV)

Quick Reference

The Pinnacle Internet Viewer (PIV) provides parent and student access to students' grades and attendance and allows users to set up automatic e-mail notifications of attendance and/or grades dropping below a threshold.

User Login

1. From the Harrison Web site (www.harrisonhigh.org) select the **Pinnacle Viewer** link from the upper right corner's **Quick Links** menu.

Quick Links

[Pinnacle Viewer](#)

[Pinnacle Info](#)

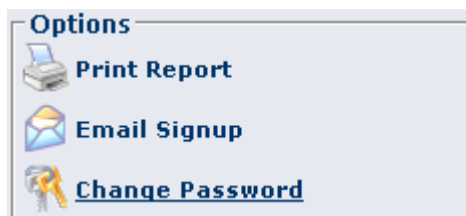
[MyDropBox](#)

[Online SAT Prep](#)

[Teacher Blogs](#)

Note: Click the **Pinnacle Info** link to access Pinnacle information including system status updates and FAQs.

2. Log in with your provided **Student ID** and **Password**.
3. From the left menu under **Options**, select **Change Password** and set a new password. Record your password in a secure location for future use.



Sign up for E-mail Notifications

1. If you would like to receive e-mail notifications for specific grade change or absence events, from the left menu under **Options**, select **Email Signup**.



Note: For a list of PIV frequently asked questions, click the Help symbol in the upper right corner of the PIV Login page.



- a) Enter your **E-mail Address** and click **Sign In**.

**WELCOME TO THE EMAIL NOTIFICATION SYSTEM
PARENT SIGN-UP**

With Excelsior Software's Email Notification System you will be able to request automated emails regarding your child's grades and attendance.

- Automatically receive email when your student's grade drops below a determined threshold
- Receive detailed assignment and attendance reports on a scheduled basis
- Automatically receive email when your student is marked with an unexcused absence
- Set up multiple email addresses per student
- Utilize the ultimate solution for increased parent-teacher communication!

When you sign up with the Email Notification System, an authorization email will be sent to the email address specified. Follow the instructions in the email to validate your email address.

Your Email Address:	<input type="text" value="Enter your email address here"/>	<input type="button" value="Sign In"/>
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- b) Enter your **Name**, select the attendance and/or grade notifications you wish to receive (include the frequency for reports) and click **Submit Notification Request**.

Example: If you wish to receive an e-mail when your student's grade drops below an 80, complete the option as follows:

Enter your name (as used in salutation):	<input type="text"/>
<input type="checkbox"/> Automatic "Unexcused Absence" Notification	
<input type="checkbox"/> Standard Attendance Report	Every Weekday <input type="button" value="v"/>
<input type="checkbox"/> Standard Grade Report	Every Weekday <input type="button" value="v"/>
<input type="checkbox"/> Gradebook Report	Every Weekday <input type="button" value="v"/>
<input checked="" type="checkbox"/> Automatic Grade Notification	When any grade: <input type="text" value="goes below"/> <input type="button" value="v"/> <input type="text" value="80"/>
<input type="button" value="Submit Notification Request"/>	

Student Reports

- Utilize the **Grade Summary** and **Attendance Summary** links to view the student's current grade average and attendance information.



Grade Summary

Semester 2		
Course	Spring Term	Final
02-Eng Lit/Comp Y	/	/
03-Adv Alg/Trig Y	83 / B	83 / B
04-Physical Condit	/	/
05-Mentorship II Y	/	/

Attendance Summary

Attendance Summary					
Type	01	02	03	04	05
Unexcused Absence					
Excused Absence	3	3	3	3	3
School Absence					
Unexcused Tardy					
Excused Tardy					
Present					

The Attendance Summary page also displays the following:
 Student Schedule, Detailed Attendance, Attendance Codes and Hour Codes.

Class Reports

1. Utilize the **Class Reports** menu dropdown lists to view assignments, grades, and missing grades by class.

2. Select the **Class** and **Report** you wish to see; click **Get Report**. The Marking Period for Spring Semester is 2nd Term.

3. When you have completed viewing your student's information, click the **Logout** link in upper right corner to exit the PIV.



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