

Pinnacle Internet Viewer User's Manual

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Introduction

Pinnacle Internet Viewer (PIV) provides access to the most current student information posted. Students and their parents can see grades, attendance records, and upcoming assignments as soon as instructors post them. You can run reports to check your overall progress. You can also set up your account to deliver automatic email alerts to your computer or phone that notify you when your child is absent, or involved in a disciplinary incident, for example.

This document describes PIV, and includes instructions for general use. Please note that not all schools use all PIV features. If you do not see an option mentioned in this document, check with your school to see if your school uses it. This document introduces the following concepts:

- Signing In and Navigating Within PIV
- Summary Section Pages
- Class Reports
- Profile and Communication Information

Sign In

Students and their parents can access PIV from their home computer, mobile devices, the library, or a school kiosk. Once you enter your user name and password, you have access to attendance and grade reports, teacher email addresses, upcoming assignments, learning resources, and other information that your school makes available.

Your school provides students and their parents with the PIV address and user IDs and passwords. User names are associated with specific student accounts and only those persons with the correct combination of user name and password credentials are able to view the selected account. Parents with more than one student in a school district have one set of credentials that grant access to all the student accounts they are associated with.

Note: It is important that you do not share your user name or password credentials with anyone you do not want to have access to your PIV account. Please contact your child's school for more information regarding account access.

Sign In Steps

You must open an internet browser before you can sign in to Pinnacle Internet Viewer. Common browsers include Internet Explorer, Chrome, Firefox, and Safari.

1. Open a browser.

Tip: You probably have one of the following icons on your desktop.

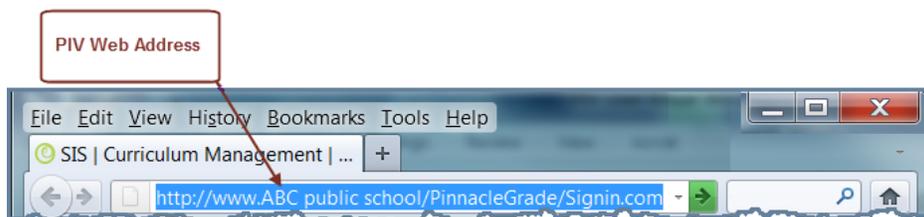


Click the icon to open the browser.

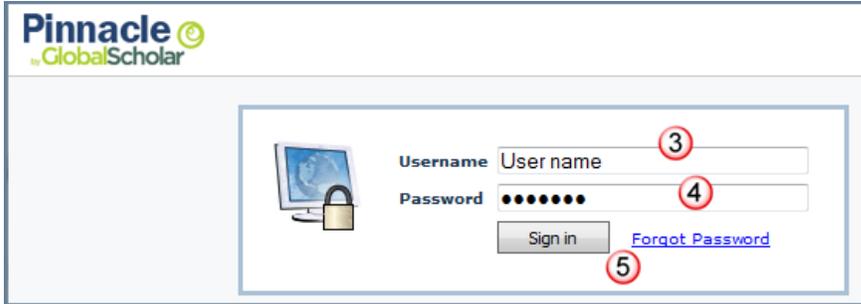
If you do not have a browser icon, Windows users can click the Start button, select All Programs, and then click Internet Explorer.

Macintosh users can click **Finder**, select **Applications**, and click **Safari**.

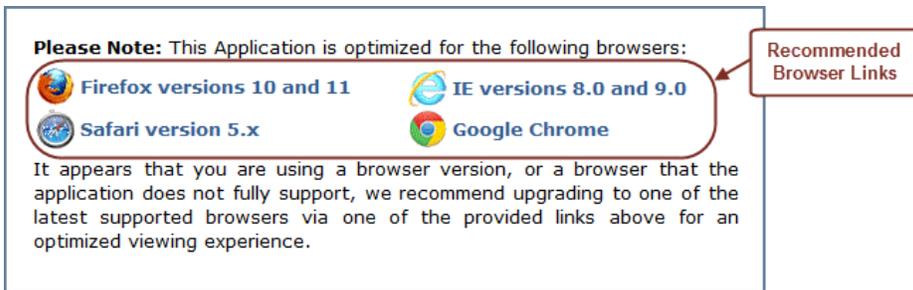
2. In the address bar, enter the Pinnacle Internet Viewer Web address that the school provided you.



3. Type your User name.
4. Type your Password.
5. Click **Sign in**.



Pinnacle Internet Viewer (PIV) works with any Internet browser. However, there are specific Internet browser versions that PIV is optimized for. If you navigate to the PIV Sign In page using a browser that is not recommended, a notification window appears below the Credential fields. You can click an available link in the window to upgrade your Internet browser to a recommended version.



Sign out

When you have finished working in PIV, click **Sign out** to end your session.



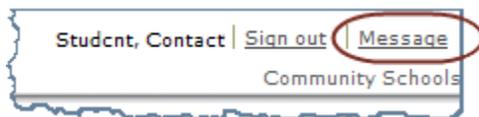
Pinnacle Internet Viewer Message Board

When you initially sign in to your school's PIV web address, a **Message Board** window appears. The Message Board contains information from the school, such as announcements or upcoming events. To close the **Message Board**, click the "X" in the top right corner of the window. The **Message Board** appears each time you return to the landing page from the **Class Reports** pages or **Options** PIV sections.

If you do not want the Message Board window to appear each time, click the **Have read the message. Please don't show it next time.** After you click this link, the message board will not appear again until the school updates the message content. When updated, the message automatically appears the next time you sign in to PIV, and the link is available again.



To view a message you have already read, click the **Message** link from the Title Bar to display the Message Board.



Pinnacle Internet Viewer Landing Page

When you open Pinnacle Internet Viewer, the Upcoming Assignments page appears as the Landing page. This section provides a general overview of each area and describes how specific links work. This section also explains how to find the information you need.

The title bar at the top of the page displays the school district name, your name, and the **Sign out**, and **Message** links.

The screenshot shows the Pinnacle Internet Viewer landing page. On the left, there is a sidebar with a user profile for Malloy, Dan, and a student selection dropdown for Beggs, Cathryn (11th Grade). The main content area is titled 'Upcoming Assignments' and shows three sections: 'Overdue Assignments', 'Assignments Due Today', and 'Future Assignments Due', each with a table structure. Callouts point to the student information, the sign out and message links, and the main display area.

The student's name, picture, and grade level appear above the **Summary** section on the left pane. For student contacts with access to multiple students, the student names appear in a drop-down list. To view student information, click the arrow to display the list of student names, and then click the desired student.



PIV pages have four sections:

1. **Summary section** – lists commonly requested information specific to the student
2. **Class Reports section** - allows you to select report information for a specific class and marking period
3. **Options section** – contains links to help you configure and manage your account, as well as educational resources and tools that help you plan your schedule.
4. **Display area** – Displays information for the page or report you select from the Summary, Class Reports, or **Options** sections.

Summary Section

The **Summary** section lists commonly requested information specific to the student. You can view student information about attendance, schedules, grades and assignments.

Attendance Summary

Use PIV to check attendance records for the day, for a class, or for an entire marking period. Please be aware that some information may require a 24 hour period (one full day) to be updated.

To check attendance:

1. Click **Attendance Summary** from the **Summary** section to display the Attendance Summary page. This page displays student attendance records for the current marking period.



The Attendance Summary page displays three tables. The **Show** and **Hide** options for each table makes the reports easier to view. The top of the page displays the report title, student name and grade information, and Date Range fields.



2. To configure the date range to view report information for a selected period, click the **Calendar**  icon to select a date, or type dates in the Date Range fields and click **GO**.

The **Attendance Summary** table displays the student's courses, type of attendance occurrence, and the number of occurrences for each attendance type.

A screenshot of the Attendance Summary table. The table has columns for 'Type', 'Course(!)', 'AM GOVERNMENT(Per 1)', 'SPANISH IV(Per 2)', 'ENGLISH III(Per 3)', 'Physics I(Per 4)', and 'HOMEROOM 11(HR)'. The table is circled in red. A callout box points to a 'Hide Attendance Summary' button, with the text 'Click to hide this section'.

Type	Course(!)	AM GOVERNMENT(Per 1)	SPANISH IV(Per 2)	ENGLISH III(Per 3)	Physics I(Per 4)	HOMEROOM 11(HR)
Unexcused Absence	1		1			1
Excused Absence	1					3
School Absence						
Unexcused Tardy	1					
Excused Tardy		1				2
Present						

The **Attendance Detail** table displays the date of each attendance occurrence during the selected date range. Each occurrence is assigned an attendance code. This attendance code appears in the course column for which it was recorded.

Hide Attendance Detail

Detailed Attendance						
Date	CTE Course(1)	AM GOVERNMENT(Per 1)	SPANISH IV(Per 2)	ENGLISH III(Per 3)	Physics I(Per 4)	HOMEROOM 11(HR)
2012-03-06		1-T				
2012-03-13	2-PRE					
2012-04-10						14-TAT
2012-04-11						14-Te11
2012-05-01	1-Tsap					14-NeAt
2012-05-08						14-uABS
2012-05-09	2-T 3-ABS					14-T
2012-05-14	1-uABS					
2012-05-17						14-T
2012-05-24			2-uABS			

The **Attendance Code Legend** table displays all available attendance codes with their descriptions as a reference for the codes that appear in the **Attendance Detail** table. It also displays the codes that may appear in the **Attendance Summary** table. Attendance codes designated as **NO** in the **Used in Attendance Summary Totals** column appear in the **Attendance Detail** table, but not the **Attendance Summary** table.

Hide Attendance Code Legend

Attendance Codes Description		
Attend Code	Description	Used in Attendance Summary Totals
AttG	Test Attendance	YES
Tsap	test	YES
uABS	Absent	YES
ABS	Ex Abs	YES
PRE	Present2	YES
TAT	Absent	YES
MB	Missed Bus	YES
T	Tardy	YES
X	X	NO

Grade Summary

You can use PIV to see your current grade for all classes, a specific class, or a specific assignment. If your school includes standards with assignments, you can view progress by standards too.

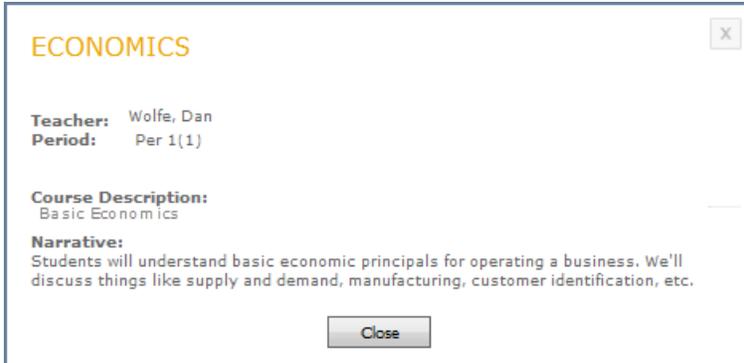
To access the Grade Summary page, click **Grade Summary** in the **Summary** section.



The Grade Summary page displays student courses, and the periods the student is scheduled to attend. The course titles and term scores and/or grades are links you can click to view detailed information about the student's class and grades. The current term score/grade for each course appears in the corresponding marking period column. The course row appears grayed out for marking periods where the student is not active. For example, if a student is enrolled in a class that only meets in Semester 2, the Semester 1 column appears grayed out.

Grade Summary								
Barefoot, Jake, 10th Grade								
Year								
Course	Period	Semester 1			Semester 2			
		Marking Period 1	Marking Period 2	Semester 1 Exam	Marking Period 3	Marking Period 4	Semester 2 Exam	
ECONOMICS	Per 1	102/A+	60/D-		81/B-			
AM GOVERNMENT	Per 1							
SPANISH IV	Per 2	100/A+	80/B-		90/A-			
ENGLISH III	Per 3	100/A+	79/C+		90/A-			
Physics I	Per 4	92/A-			92/A-			
Pre-Calculus	Per 5	87/B+			87/B+			
WESTERN CIV II	Per 6							
WESTERN CIV I	Per 6	101/A+			101/A+			
Wellbeing S2	Per 7							
Wellbeing S1	Per 7	100/A+			100/A+			
HOMEROOM 11	HR	89/B+	57/F	100/A+	78/C+	87/B+	56/F	91/A-
Course	!						92/A-	64/D

1. Click the **Course Title** to view the course’s teacher and period information, along with the course description and narrative. Teachers may include information in the course narrative to describe the logistics, expectations, and goals for the class.
 - Click “X” or **Close** to close the window and return to the Grade Summary page.



2. Click a term score/grade link to navigate to the Student Assignments report for the course. When you hover your cursor over a marking period score/grade, the grading scale description appears.

Schedule Summary

The Schedule Summary page lists the courses you student is enrolled in, and their schedule, as well as teacher email information for each course.

To display the Schedule Summary page, click **Schedule Summary** from the **Summary** section.

Current Schedule						
Course	Section	Add Date	Room	Term	Teacher	Email
WORK EXPERIENCE	2		200B	S2		
SWS HOMEROOM	3		221B	S2	Dan Wolfe	DWolfe@school.org
ALGEBRA I S2	502		AEC	S2		
WORK EXPERIENCE	4		200B	S2		
WORK EXPERIENCE	5		200B	S2		
WORK EXPERIENCE	6		200B	S2		

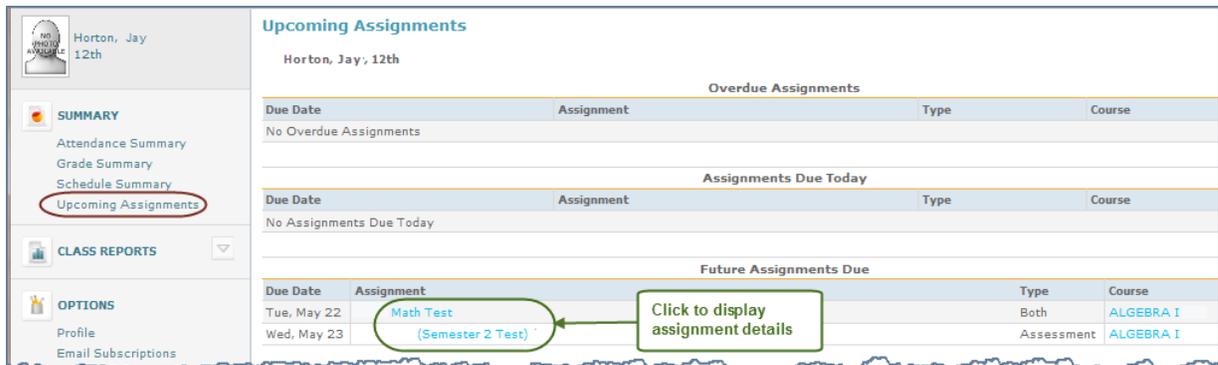
The Schedule Summary page displays the section, the date the course was added to your student’s schedule, classroom, and scheduled term for each course. It also includes teacher names and email information. As with the Grade Summary page, you can click the course title to view information about the course. You can also click a teacher’s email address to open your email service and send an email to the teacher.

Upcoming Assignments

The Upcoming Assignments page displays assignments, due dates, and any assignments that are overdue.

To access the Assignments page, click Upcoming Assignments from the Summary section. Assignments are listed according to the due date; Overdue, Due Today, and Future Assignments. Each section lists the assignment due date, title, type, and course to which it is assigned.

Note: An overdue assignment is defined as an assignment due before the current date, with no grade assigned. This may mean the assignment was turned in on time, but a score has not yet been recorded.



The screenshot shows the 'Upcoming Assignments' page for Horton, Jay, 12th. The sidebar on the left includes a 'SUMMARY' section with 'Upcoming Assignments' circled in red, and 'CLASS REPORTS' and 'OPTIONS' sections. The main content area is titled 'Upcoming Assignments' and shows 'Horton, Jay, 12th'. It is divided into three sections: 'Overdue Assignments' (No Overdue Assignments), 'Assignments Due Today' (No Assignments Due Today), and 'Future Assignments Due'. The 'Future Assignments Due' section contains a table with the following data:

Due Date	Assignment	Type	Course
Tue, May 22	Math Test	Both	ALGEBRA I
Wed, May 23	(Semester 2 Test)	Assessment	ALGEBRA I

A green callout box with an arrow points to the 'Math Test' link, containing the text 'Click to display assignment details'.

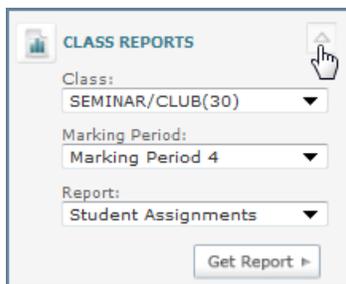
You can click the **Assignment Title** to display the Assignment Detail page. This offers more details about the assignment, including the description, date it was assigned, and if applicable, objectives that are linked to the assignment. As with the Schedule and Grade Summary pages, you can click the course title to display the course information window.

Class Reports Section

There are three specialized reports in PIV that offer details about assignments and standards for a specific class and marking period. The Student Assignments, Student Missing Assignments, and Student Standards reports are available from the Class Reports section. .

Some schools include standards or objectives with their assignments. These are skills identified by a school, district, or state agency as appropriate for a specific grade and/or subject. Students are expected to master specific standards or objectives from one level before moving to the next level of learning. If your school includes standards or objectives, you can view the Student Standards report.

Click the arrow icon from the **Class Reports** section to display the class reports configuration fields.



The screenshot shows a web interface titled "CLASS REPORTS" with a small icon of a person. Below the title are three dropdown menus: "Class:" with the selected value "SEMINAR/CLUB(30)", "Marking Period:" with the selected value "Marking Period 4", and "Report:" with the selected value "Student Assignments". A "Get Report" button with a right-pointing arrow is located at the bottom of the form. A mouse cursor is pointing at a small upward-pointing arrow icon in the top right corner of the form area.

Select the **Class**, **Marking Period**, and **Report** you want to generate from the drop-down fields, then click **Get Report**. The selected report appears in the results window. The course and teacher names appear as links in the header for each report. When you click the **Course** title, the course information window appears. You can click the **Teacher** name to open your email service and email the teacher.

Student Assignments Report

The **Student Assignments** report displays a list of assignments for the selected class and marking period. The report includes the assignment description, due date, category, grade information, and any comments the teacher may have included.

- Click the assignment **Description** link to view the Assignment Detail page for the selected assignment.

Student Assignments							
Barefoot, Jake 2012-09-13		Course: SEMINAR/CLUB(30) Period: Marking Period 4 Teacher: Wolfe, Dan					
Assignments							
No.	Description	Due Date	Category	Grade	Max	Letter	Comments
1	What are Seminar Purposes?	Sep 21	No category	42	50.000	B	
2	Speech Preparation	Sep 22	Homework	88	100.0	B+	
3	Assignment description	Sep 23	Homework	91	100.0	A-	
4	Behavior Grade	Sep 23	Benchmark Eams	4	4.000	4	
5	Room Control	Sep 29	Exams	48	50.000	A	
6	Audience Preparation	Sep 30	Exams	258	300.000	B	
7	test	Sep 30	Quizzes	95	100.0	A	
8	JK District Assessment 2	Oct 6	No category	94	100.0	A	
9	Full Presentation	Oct 26	Exams	92	100.0	A-	
10	Duplicate Term ID test	Jan 31	No category	0	100.0	M	
					81%	B-	
Comments							
Created By				Date	Title		
Administrator, Pin				9/7/2011	New Note		
This is the 2nd note from MP4.							

Student Missing Assignment Report

The **Student Missing Assignment** report lists student assignments that have not been scored for the selected class and marking period. As with the Student Assignments report, the description is a link you can click to view the Assignment Detail page for the selected assignment.

Missing Assignments				
Barefoot, Jake 2012-09-13		Course: SEMINAR/CLUB(30) Period: Marking Period 4 Teacher: Wolfe, Dan		
Assignments				
No.	Description	Due Date	Category	Max
1	Duplicate Term ID test	Jan 31	No Category	100.0

Student Standards Report

The **Student Standards** report displays a table of learning standards and components linked to the class for the selected marking period. The learning standard title and score information appear with the components for each standard listed below. The observed component scores are used to determine the overall score for the learning standard.

STUDENT LEARNING STANDARDS REPORT			
Barefoot, Jake 2012-09-13		Course: SEMINAR/CLUB(30) Period: Marking Period 4 Teacher: Wolfe, Dan	
Title	Observed/Max	Grade	Score
Utilizing all the practiced tools, students are graded on presentation to the group.			48.000
Full Presentation	24/25.000	A	
Create a presentation outline			72.000
Public Speaking	37/40.000	A-	
Audience Preparation	88/100.000	B+	
test	40/40.000	A+	
Deliver a speech in front of the class			92.000
Public Speaking	17/20.000	B	
Audience Preparation	80/100.000	B-	
test	19/20.000	A	
Full Presentation	46/50.000	A-	
Students will be able to take a full presentation and condense it down into a 2 minute introduction			82.000
Public Speaking	40/40.000	A+	
Audience Preparation	90/100.000	A-	
test	36/40.000	A-	
Full Presentation	22/25.000	B+	
K.CC.6. Identify whether the number of objects in one group is greater than, less than, or equal to the number of objects in another group, e.g., by using matching and counting strategies.			Has Not Been Scored
K.CC.4: Understand the relationship between numbers and quantities; connect counting to cardinality.			Has Not Been Scored

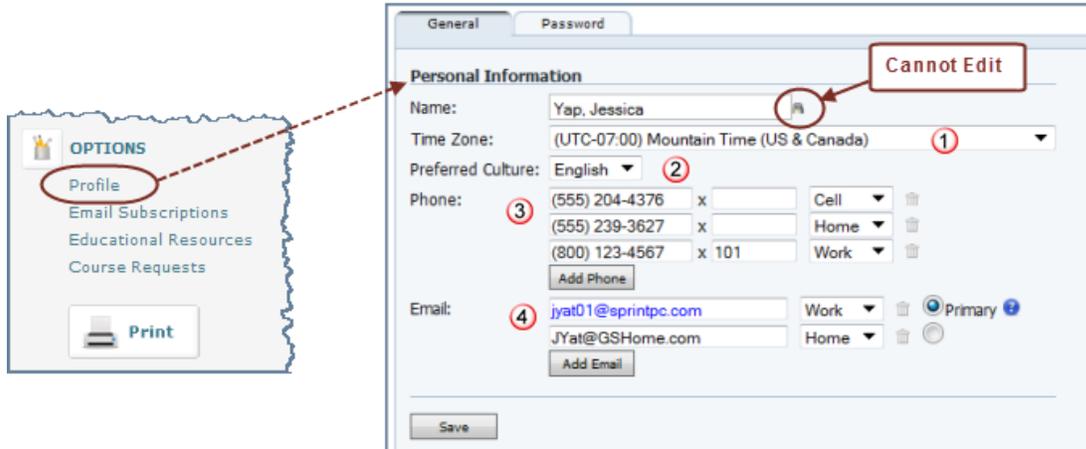
Options Section

Profile

To enter or change your personal information for your account, click **Profile** from the **Options** section. The Profile page has two tabs titled **General**, and **Password**.

General Tab

The **General** tab displays your name, and four personal information items that you can enter, change, or delete. Depending on your school's PIV configuration, some of these items may not be available for viewing and/or editing. If a lock  icon appears after the field, you cannot edit this information.

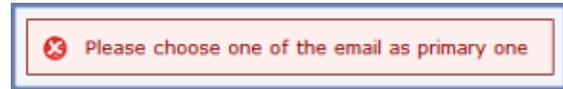


The screenshot shows the 'General' tab of the Profile page. On the left, a sidebar contains 'OPTIONS' with 'Profile' circled in red. A dashed red arrow points from 'Profile' to the main form. The form has two tabs: 'General' (selected) and 'Password'. Under 'Personal Information', the 'Name' field is 'Yap, Jessica' with a lock icon and a red box labeled 'Cannot Edit'. The 'Time Zone' is '(UTC-07:00) Mountain Time (US & Canada)' with a red circle '1' and a dropdown arrow. 'Preferred Culture' is 'English' with a red circle '2' and a dropdown arrow. 'Phone' has three entries: '(555) 204-4376 x' (red circle '3'), '(555) 239-3627 x', and '(800) 123-4567 x 101', each with a dropdown menu (Cell, Home, Work) and a trash icon. An 'Add Phone' button is below. 'Email' has two entries: 'jyat01@sprintpc.com' (red circle '4', Work dropdown, Primary icon) and 'JYat@GSHome.com' (Home dropdown). An 'Add Email' button is below. A 'Save' button is at the bottom.

Name: You cannot edit the **Name** field.

1. **Time Zone:** Click the **Arrow** on the right to display a drop-down list of time zones, and select your local time zone. This is referenced as a time stamp that appears on reports.
2. **Preferred Culture:** This designates the language in which your email notification headings appear. Select a Preferred Culture from the drop-down list.
3. **Phone:** Type a phone, fax, and/or pager number, and select a description from the drop-down list. You can type an extension (If applicable) in the “X” field.
 - You can enter multiple phone numbers. Click **Add Phone** to display an additional field. To delete a number from your profile, click the trash can  icon.

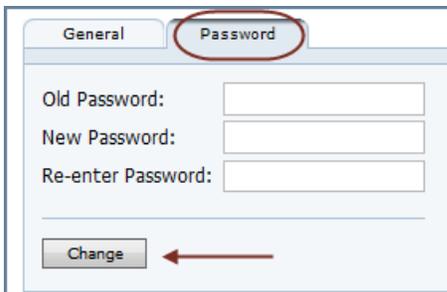
-
- Email:** Type your email address, and select a description from the drop-down list.
 - You can enter multiple email addresses. Click **Add Email** to display an additional field. If you have more than one email address available, you must select one to serve as your Primary email address. The Primary email address is used for system-generated correspondences such as emailed reports.
 - To delete an email address from your profile, click the trash can  icon.
 - Click **Save** anytime you edit your profile information. When you click **Save**, a message appears to let you know it was successful, or that you must designate an email address as “Primary.”



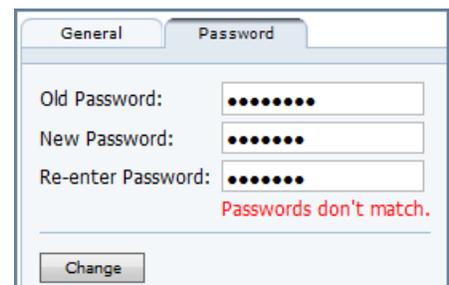
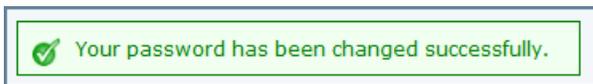
Password Tab

The **Password** tab allows you to change your PIV account password.

Type your current password in the **Old Password** field, then type your new password in the **New**, and **Re-enter Password** fields, and click **Change**.

A screenshot of a web form with two tabs: "General" and "Password". The "Password" tab is selected and circled in red. Below the tabs are three input fields labeled "Old Password:", "New Password:", and "Re-enter Password:". At the bottom left is a "Change" button with a red arrow pointing to it from the right.

A message appears confirming your password is updated. If your password update is unsuccessful, a message appears explaining why your password could not be updated.

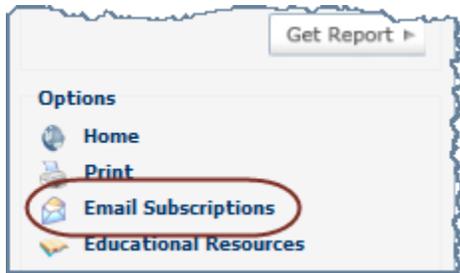
A screenshot of the "Password" tab form. The "Old Password:", "New Password:", and "Re-enter Password:" fields are filled with black dots. Below the "Re-enter Password:" field, the text "Passwords don't match." is displayed in red. The "Change" button is visible at the bottom.

Email Subscriptions

You can request emails notifications regarding attendance, grades, or discipline issues, and then select how frequently you receive these notifications.

To request email notifications

1. Sign in to Pinnacle Internet Viewer (PIV)
2. Locate the **Options** section in the lower left pane, and click **Email Subscriptions**



Note: When you are configuring your email subscriptions for the first time, a notification appears if you do not have an email address on file.

Email Subscriptions

You currently don't have an email address. [Click Here](#) to add.

This notification contains a link to your Profile page, where you can set up an email address in your profile. For instructions on how to configure your email address, see [Profile](#) on page 15.

The Email Subscriptions page allows you to tailor a notification schedule to fit your needs. You can modify it anytime as circumstances with your student change.

A screenshot of the 'Email Subscriptions' configuration page. The page is titled 'Email Subscriptions' and has a 'Save' button at the bottom. The main content area is titled 'Choose Subscriptions' and contains a list of subscription options with checkboxes and a table for selecting email addresses.

Annotations:

- A red box points to the 'Choose Subscriptions' section with the text: "Select which report(s) you want to receive".
- A purple box points to a 'Preview' icon with the text: "Click to preview a report".
- A green box points to the 'Home Work Other' table with the text: "Select which email address(es) to receive notifications".

	Home	Work	Other
<input checked="" type="checkbox"/> Automatic Unexcused Absence Notice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Automatic Excused Absence Notice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Automatic Discipline Notice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Attendance Summary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Grade Summary & Detail Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Sun <input checked="" type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Student Assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Select the **check box(es)** for the notifications you want to receive.
4. Select the type of report (Grades, Attendance, Assignments) for which you want to receive updates.

Some notifications are sent “On occurrence” meaning that you automatically receive an email each time the event occurs.

- Automatic Unexcused Absence Notice
- Automatic Excused Absence Notice
- Automatic Discipline Notice

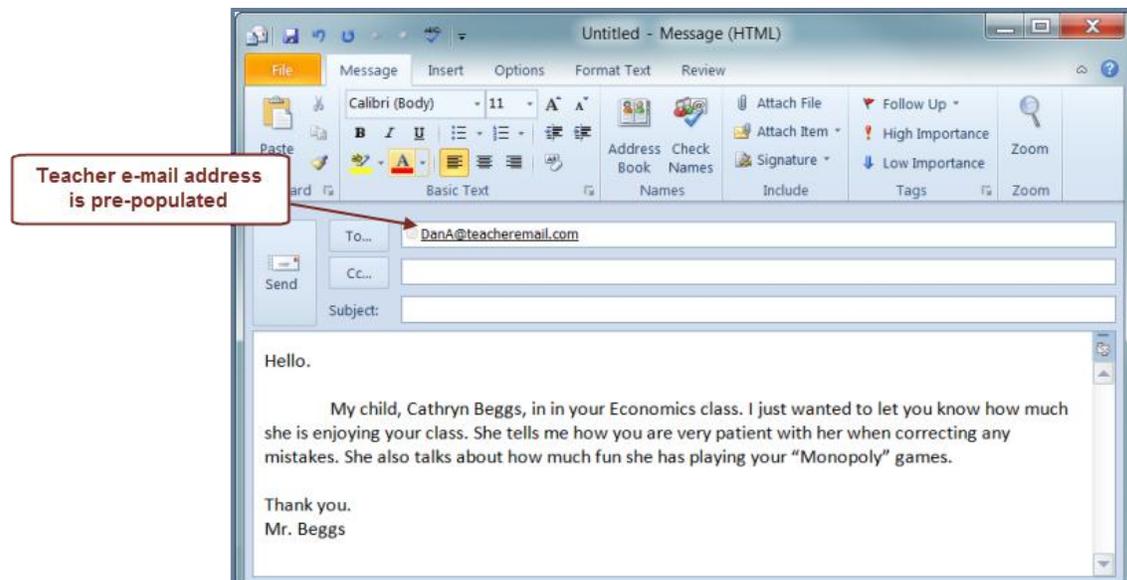
Choose Subscriptions			Home	Work	Other
<input checked="" type="checkbox"/>	Automatic Unexcused Absence Notice		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Automatic Excused Absence Notice		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Automatic Discipline Notice		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5. Click **Save**.

Note: Remember to click **Save** anytime you edit your subscription information!

Email a Teacher

Teacher email addresses are available in many reports. Teacher names that are in blue font are email links. Click the teacher’s name to open your email service and send the teacher a message.



My Information

You can enter your information below to keep as a reference when accessing PIV for the school year.
Please contact your school with any questions you may have.

The School Pinnacle Internet Viewer address is: _____

My User Name is: _____

My Password is: _____