

# Pittsburgh Public Schools

Online Parent Access  
(formerly Pinnacle Internet Viewer (PIV))

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A Manual for Parents  
Accessing Your Child's Grades and Attendance Information

August 2013

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## What is Online Parent Access

Online Parent Access (formerly called Pinnacle Internet Viewer (PIV)) is a tool for families providing access to current student grades and attendance information. This means no more waiting by the mail box. As soon as the teacher posts a result, you as a parent/guardian can see it. And not just grades, you can check attendance records, view upcoming assignments or run reports to check overall progress.

This tool is available to families with an Internet connection, whether from your home computer, a mobile device, or a local library.

**ONLINE PARENT ACCESS is not meant to replace direct communication with your child's teachers and school. Please contact your child's schools directly for any questions you may have regarding grades/assignments, attendance, scheduling and Promise-Readiness.**

The ONLINE PARENT ACCESS provides families with the following:

1. Attendance Summary and Detailed Information for the current school year
2. Grade Summary and Detailed Information for the current school year
3. Schedule Summary Information for the current school year
4. Course Descriptions, Course Narratives, and Assignment Narratives
5. Assignments: Overdue Assignments, Assignments that day, and Future Assignments
6. Class Reports (Student Assignments)
7. Teacher Comments
8. Teacher Email
9. Online Course Requests (official launch will be 2013-14 school year)

What is not viewable in ONLINE PARENT ACCESS:

1. Assignments marked as private
2. Notes marked as private
3. GPA Information (this is available on report cards for families)
4. Promise-Readiness Information (this is also available on report cards for families)

This document outlines options available from with ONLINE PARENT ACCESS, and includes instruction for general use.

This document introduces the following concepts:

- ❖ Signing in and navigating ONLINE PARENT ACCESS
- ❖ Student Assignments
- ❖ Student Grades
- ❖ Student Attendance
- ❖ School/Home Communications

# **Introduction to ONLINE PARENT ACCESS**

## **Obtaining an account for ONLINE PARENT ACCESS**

Online Parent Access is a way for parents/guardians to access current grades, assignments, and attendance. This secured access requires a confidential username and password issued by PPS. We hope this resource will provide you with the information needed to stay informed about your child's progress.

Each parent/guardian will require a separate Username and Password. Your child's school will provide you with your username and password for ONLINE PARENT ACCESS. You should only need one account to access information for all of your children in Pittsburgh Public Schools. These passwords are confidential and should not be shared with others. Please notify either the Parent Hotline or your child's school if you feel that your account has been compromised.





Accounts will be created only once but passwords will be reset each year and account information will be provided at the start of each school year, as requested. If a student is new to the district or parents/guardians have not received a letter, or if the username and password has been lost, please contact your child's school for assistance. For security reasons, you will be required to verify your relationship to the child. ONLINE PARENT ACCESS account information will not be shared over the telephone or by email.

# ONLINE PARENT ACCESS Getting Started

## Signing In and Navigating ONLINE PARENT ACCESS

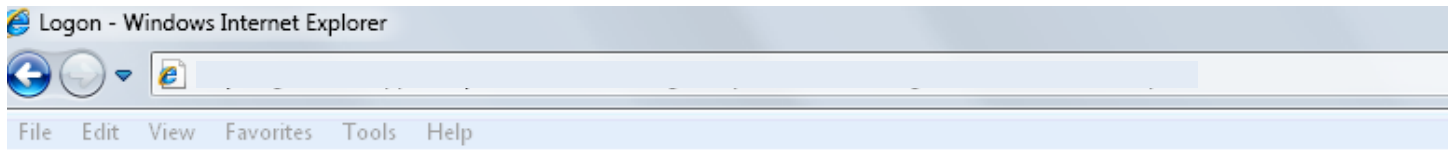
Step 1: Open a Browser

You must open an Internet browser before you can sign in to Pinnacle Internet Viewer. Common browsers include:

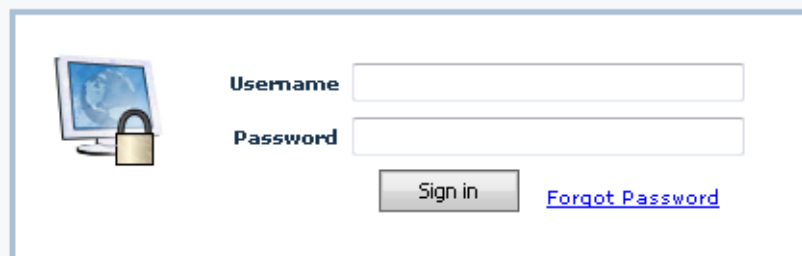
- ❖ Internet Explorer 
- ❖ Chrome 
- ❖ Firefox 
- ❖ Safari 

Click the icon to open the browser on your computer. This applications works best in Firefox.

Step 2: Enter the Pinnacle Grade Web Address (provided by your school) in the address bar.  
Pinnacle Web Address: Example: <http://www.pinnaclewebaddress.com>



- Step 3: Enter your **Username**. (Your username can be obtained from your school.)
- Step 4: Enter your **Password**. (Your password is also obtained from your school.)
- Step 5: Click **Sign In**.



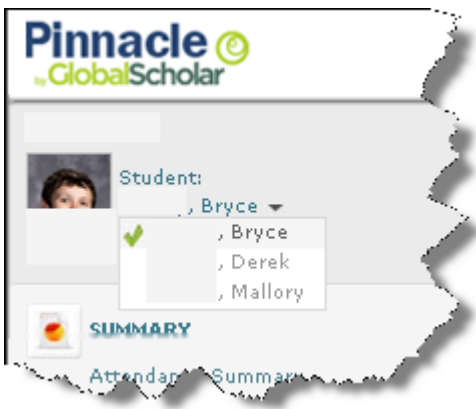
### Edit Profile and Change Password

You cannot edit your profile or change your password using ONLINE PARENT ACCESS. These changes must be made through your child's school.

## Viewing Information for Multiple Children

Information for all of your children should be linked to your one account. If there are problems seeing all of your children, please follow the directions for reporting account problems listed in the previous section.

1. Log in to ONLINE PARENT ACCESS using the credentials provided by one of your children's schools. The account should be the same regardless of the school where the account was obtained.
2. Once logged in, your child's name displays in the upper left hand corner of the screen, under your name.
3. Some Pittsburgh Public Schools have uploaded student pictures into Pinnacle. If your child's school has uploaded student pictures, you will see your child's picture displayed next to the name.
4. To change the display to a different child, find and click the drop down arrow next to your child's name to see a list of all children associated with your account. Click on the name of the other child to be displayed.



## ONLINE PARENT ACCESS pages have three 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 and alerts

## ONLINE PARENT ACCESS Home Page: Upcoming Assignments

Are any assignments missing or past due? What is due tomorrow? What is due Friday? You can find answers to these questions in ONLINE PARENT ACCESS. As soon as you sign on to ONLINE PARENT ACCESS, the first page to appear is called the Upcoming Assignments page. This page contains information about assignments that are either overdue, due today or due in the future. Past assignments are followed by assignments due today, followed by future assignments.

| Upcoming Assignments      |            |      |        |  |
|---------------------------|------------|------|--------|--|
| Seventh Grade             |            |      |        |  |
| Overdue Assignments       |            |      |        |  |
| Due Date                  | Assignment | Type | Course |  |
| No Overdue Assignments    |            |      |        |  |
| Assignments Due Today     |            |      |        |  |
| Due Date                  | Assignment | Type | Course |  |
| No Assignments Due Today  |            |      |        |  |
| Future Assignments Due    |            |      |        |  |
| Due Date                  | Assignment | Type | Course |  |
| No Future Assignments Due |            |      |        |  |

### Overdue Assignments

Any assignment due before the current date, *with no grade assigned*, is considered past due. An assignment does not appear in the **Overdue Assignments** area until the teacher enters at least one grade for any student, for that assignment.

### Assignments Due Today

Any assignment with a due date matching the current date.

### Future Assignments Due

Any assignment due in the next 7 days.

Assignment due dates are entered in the grade book by the teacher. When an assignment appears in the window, you can click on the Assignment name to display more information about that assignment.

## ONLINE PARENT ACCESS: Summary Information

You can use ONLINE PARENT ACCESS to see your child's current Attendance, Grade and Schedule information.

Once logged into ONLINE PARENT ACCESS, you will see a section in the left navigation panel, directly under your child's name, titled **Summary**.

### Attendance Summary

You can use ONLINE PARENT ACCESS to check on your child's attendance. Please be aware that some information may require a 24-hour period (one full day) to be updated, but you can use ONLINE PARENT ACCESS to check any attendance record whether you are checking of the day, for a class, for an entire marking period or for the entire year.

1. Log into ONLINE PARENT ACCESS
2. Locate "Summary" section in the top of the left pane
3. Click **Attendance Summary** to display the "Attendance Report"
4. The default date range is the current week. You can change the date range to any timeframe within the current year.

**PLEASE NOTE:** Some PPS schools, primarily the upper grade levels, record attendance every period of the day while other schools record attendance during Homeroom only, primarily lower grade levels. Please keep this in mind when reviewing your child's attendance.

The Attendance Summary page displays three tables: Attendance Summary, Detailed Attendance and Attendance Code Description. The Show and Hide options for each table makes the reports easier to view.

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**.



**Attendance Summary**

Search by: Seventh Grade

Date Range: Sat 1/20/2012 - Sun 2/24/2013

**Attendance Summary**

| Type              | Homeroom | Intervention | World History 7 | Science 7 | Math 7: Pre-Algebra | Communications 7 | Health & Phys Ed | General Music 7 | General Visual Art 7 |
|-------------------|----------|--------------|-----------------|-----------|---------------------|------------------|------------------|-----------------|----------------------|
| Unexcused Absence |          |              |                 |           |                     |                  |                  |                 |                      |
| Excused Absence   | 4        |              | 5               | 1         | 4                   | 5                | 4                |                 |                      |
| School Absence    |          |              |                 |           |                     |                  |                  |                 |                      |
| Unexcused Tardy   | 1        |              |                 |           |                     |                  |                  |                 |                      |
| Excused Tardy     |          |              |                 |           |                     |                  |                  |                 |                      |

**Detailed Attendance**

| Date       | Homeroom | Intervention | World History 7 | Science 7 | Math 7: Pre-Algebra | Communications 7 | Health & Phys Ed | General Music 7 | General Visual Art 7 |
|------------|----------|--------------|-----------------|-----------|---------------------|------------------|------------------|-----------------|----------------------|
| 2012-12-03 | 1-T      |              | 6-D             | 7-D       |                     |                  |                  |                 |                      |
| 2012-12-04 | 1-D      |              | 6-D             | 7-D       |                     |                  | 5-D              |                 |                      |
| 2012-12-05 | 1-P      |              | 6-D             | 7-D       |                     |                  | 5-D              |                 |                      |
| 2012-12-06 | 1-D      |              | 6-D             | 7-D       |                     |                  | 5-D              |                 | 5-D                  |
| 2012-12-07 | 1-D      |              | 6-D             | 7-D       |                     |                  | 5-D              |                 |                      |
| 2012-12-10 | 1-D      |              | 6-D             | 7-D       |                     |                  | 5-D              |                 |                      |
| 2012-12-11 | 1-D      |              | 6-D             | 7-D       |                     |                  | 5-D              |                 |                      |
| 2012-12-12 | 1-P      |              | 6-D             | 7-D       |                     |                  | 5-D              |                 |                      |
| 2012-12-13 | 1-P      |              | 6-D             | 7-D       |                     |                  | 5-D              |                 |                      |
| 2012-12-14 | 1-P      |              | 6-D             | 7-D       |                     |                  | 5-D              |                 | 5-D                  |
| 2012-12-17 | 1-P      |              | 6-D             | 7-D       |                     |                  | 5-D              |                 |                      |
| 2012-12-18 | 1-P      |              | 6-D             | 7-D       |                     |                  | 5-D              |                 |                      |
| 2012-12-19 | 1-P      |              | 6-D             | 7-D       |                     |                  | 5-D              |                 |                      |
| 2012-12-20 | 1-D      |              | 6-D             | 7-D       |                     |                  | 5-D              |                 |                      |
| 2012-12-21 | 1-M      |              | 6-M             | 7-M       |                     |                  | 5-M              |                 |                      |
| 2013-01-02 | 1-P      |              | 6-D             | 7-D       |                     |                  | 5-D              |                 | 5-D                  |
| 2013-01-03 | 1-M      |              | 6-M             | 7-M       |                     |                  | 5-M              |                 |                      |
| 2013-01-04 | 1-M      |              | 6-M             | 7-M       |                     |                  | 5-M              |                 |                      |
| 2013-01-07 | 1-D      |              | 6-M             | 7-M       |                     |                  | 5-D              |                 |                      |
| 2013-01-08 | 1-M      |              | 6-M             | 7-M       |                     |                  | 5-M              |                 |                      |

**Attendance Code Legend**

| Attend Code | Description       | Used in Attendance Summary Totals |
|-------------|-------------------|-----------------------------------|
| P           | Present           | YES                               |
| E           | Excused Absence   | YES                               |
| U           | Unexcused Absence | YES                               |
| T           | Tardy             | YES                               |
| B           | Bus Absence       | YES                               |
| C           | Court Absence     | YES                               |
| D           | Early Dismissal   | YES                               |
| F           | Personal Absence  | YES                               |
| I           | In Absence        | YES                               |
| M           | Medical Absence   | YES                               |
| R           | Religious Absence | YES                               |
| A           | School Activity   | YES                               |
| S           | Suspended         | YES                               |
| V           | Bus Tardy         | YES                               |
| G           | Court Tardy       | YES                               |
| H           | Medical Tardy     | YES                               |
| L           | Excused Tardy     | YES                               |

## Grade Summary

The **Grade Summary** page displays current grades for all classes. If you navigate away from this page, click **Grade Summary** from the “Summary” section to return

**SUMMARY**

- Attendance Summary
- Grade Summary**
- Schedule Summary
- Upcoming Assignments

The Grade Summary page displays student courses the student is scheduled to attend. The course titles and grades are links you can click to view detailed information about the student’s class and grades. The current quarter grade for each course appears in the corresponding quarter column. The course row appears grayed out for quarter where the student is not active. For example, if a student is enrolled in a class that only meets in Quarters 3 and 4, the Quarters 1 and 2 column appears grayed out.

**Grade Summary**

Seventh Grade

| Course                          | Final Grade |             |             |             | Final Grade |
|---------------------------------|-------------|-------------|-------------|-------------|-------------|
|                                 | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter |             |
| World History 7(2)              | 84/B        | 70/C        | 51/E        |             | 68/D        |
| Science 7(2)                    | 75/C        | 80/B        | 82/B        |             | 79/C        |
| Math 7: Pre-Algebra(2)          | 90/A        | 86/B        |             |             | 88/B        |
| Communications 7(2)             | 91/A        | 90/A        |             |             | 91/A        |
| Health & Phys Ed(5)             | 97/A        | 90/A        |             |             | 94/A        |
| General Music 7(2)              | 83/B        | 82/B        |             |             | 83/B        |
| General Visual Art 7th Grade(2) | 83/B        | 83/B        |             |             | 83/B        |
| Homeroom(5)                     |             |             |             |             |             |
| Intervention(1)                 |             |             |             |             |             |

By clicking on a course title, the course description is displayed:

**Math 7: Pre-Algebra**

Teacher: Kashak, Jill  
 Period: Block 1 (Y)

**Course Description:**  
 A 7th grade mathematics course that is an investigative approach to learning mathematics in each of the five major content strands: Numbers and Operations, Geometry, Measurement, Algebra, and Data and Probability through engaging interactive problems and motivating everyday situations to learn math concepts. A goal of this course

**Narrative:**

Close

By clicking on the quarter grade, detailed grade information is displayed:

Student Assignments << Grade Summary

2013-02-21 Course: World History 7(2)  
 Period: 1st Quarter  
 Teachers:

| Assignments |  |          |               |            |          |        |          |  |  |
|-------------|--|----------|---------------|------------|----------|--------|----------|--|--|
| No.         | Description                                      | Due Date | Category      | Grade      | Max      | Letter | Comments |  |  |
| 1           | A- Time line                                     | Sep 10   | Homework      | 10         | 10,000   | A      |          |  |  |
| 2           | Otzi paragraph                                   | Sep 11   | Writing       | 2          | 5,000    | NA     |          |  |  |
| 3           | pop quiz ch.1 section1                           | Sep 11   | Classwork     | 4          | 7,000    | E      |          |  |  |
| 4           | Pg. 21 chart                                     | Sep 19   | Participation | 4          | 4,000    | A      |          |  |  |
| 5           | B Section 1                                      | Sep 20   | Homework      | 5          | 5,000    | A      |          |  |  |
| 6           | Parent Letter                                    | Sep 20   | Homework      | 5          | 5,000    | A      |          |  |  |
| 7           | D- Ch.1 Quiz wikikt                              | Sep 21   | Homework      | 5          | 5,000    | A      |          |  |  |
| 8           | Ch.1 Test  | Sep 28   | Assessment    | 27         | 33,000   | B      |          |  |  |
| 9           | Facts of Mesopotamia chart pg. 23 binder         | Oct 8    | Classwork     | 5          | 5,000    | A      |          |  |  |
| 10          | Mesopotamis paragraph on geography pg. 23 binder | Oct 8    | Writing       | 4          | 4,000    | A      |          |  |  |
| 11          | ch.2 sect.2 review or pg. 26                     | Oct 11   | Classwork     | 7          | 14,000   | E      |          |  |  |
| 12          | warm up quiz                                     | Oct 12   | Participation | X          | 5,000    | X      |          |  |  |
| 13          | student assignment report                        | Oct 16   | Homework      | 5          | 5,000    | A      |          |  |  |
| 14          | ch.2 sect.5 review                               | Nov 6    | Classwork     | 7          | 10,000   | C      |          |  |  |
| 15          | warm up 11-7                                     | Nov 8    | Writing       | 4          | 4,000    | A      |          |  |  |
|             |  |          |               | <b>84%</b> | <b>B</b> |        |          |  |  |

| Category      | Weight | Points / Max pts. | Percent | Letter |
|---------------|--------|-------------------|---------|--------|
| Assessment    | 25.000 | 27 / 33           | 82      | B      |
| Classwork     | 25.000 | 23 / 36           | 64      | D      |
| Homework      | 10.000 | 30 / 25           | 120     | A      |
| Participation | 20.000 | 4 / 4             | 100     | A      |
| Writing       | 20.000 | 10 / 13           | 77      | C      |

| Teacher | Date | Title |
|---------|------|-------|
|         |      |       |

### Schedule Summary

The Schedule summary page lists the courses in which your child is enrolled, 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.

Schedule Summary

, Seventh Grade

Current Schedule

| Course                                       | Section | Add Date | Room | Term  | Teacher   | Email     |
|--|---------|----------|------|-------|-----------|-----------|
| <a href="#">Homeroom</a>                     | 5       |          | 0417 | Q3,Q4 | Drew      | , Drew    |
| <a href="#">Intervention</a>                 | 1       |          | Inte | Q3,Q4 | , Toni    | Toni      |
| <a href="#">World History 7</a>              | 2       |          | 0417 | Q3,Q4 | Drew      | Drew      |
| <a href="#">Science 7</a>                    | 2       |          | 0331 | Q3,Q4 | , Richard | Richard   |
| <a href="#">Lunch</a>                        | 2       |          | Cafe | Q3,Q4 | Anita     | Anita     |
| <a href="#">Math 7: Pre-Algebra</a>          | 2       |          | 0410 | Q3,Q4 | , Jill    | , Jill    |
| <a href="#">Communications 7</a>             | 2       |          | 0335 | Q3,Q4 | , Shawnie | , Shawnie |
| <a href="#">Health &amp; Phys Ed</a>         | 5       |          | 256A | Q3,Q4 | Michael   | Michael   |
| <a href="#">General Music 7</a>              | 2       |          | 251A | Q3    | Timothy   | , Timothy |
| <a href="#">General Visual Art 7th Grade</a> | 2       |          | 351A | Q3    | , Rachel  | Rachel    |

The Schedule summary page displays the section, classroom, and scheduled term for each course. It also includes teacher names and a link to an email address. 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 teachers.

# ONLINE PARENT ACCESS: Class Reports

Choosing the Class

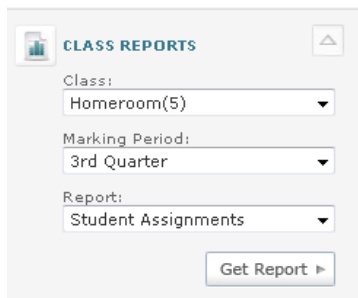
Choosing the Marking Period

Choosing the Report

There are two specialized reports in ONLINE PARENT ACCESS that offer details about assignments for a specific class and marking period. The *Student Assignments* and *Student Missing Assignments* reports are available from the Class Reports section.

The *Student Missing Assignment* report will display any assignment in which the student does not have a grade entered.

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



The screenshot shows a configuration window titled "CLASS REPORTS" with a small icon of a bar chart and a close button (triangle up) in the top right corner. Below the title, there are three drop-down menus: "Class:" with "Homeroom(5)" selected, "Marking Period:" with "3rd Quarter" selected, and "Report:" with "Student Assignments" selected. At the bottom of the form is a button labeled "Get Report" with a right-pointing arrow.

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.

# ONLINE PARENT ACCESS: Options

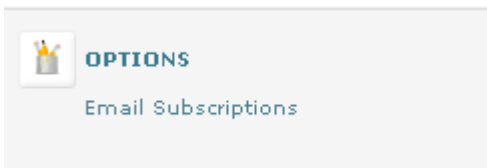
## Email Subscriptions

You can request email notification regarding Attendance Summaries and Grade Summaries, and then select how frequently you receive these notifications.

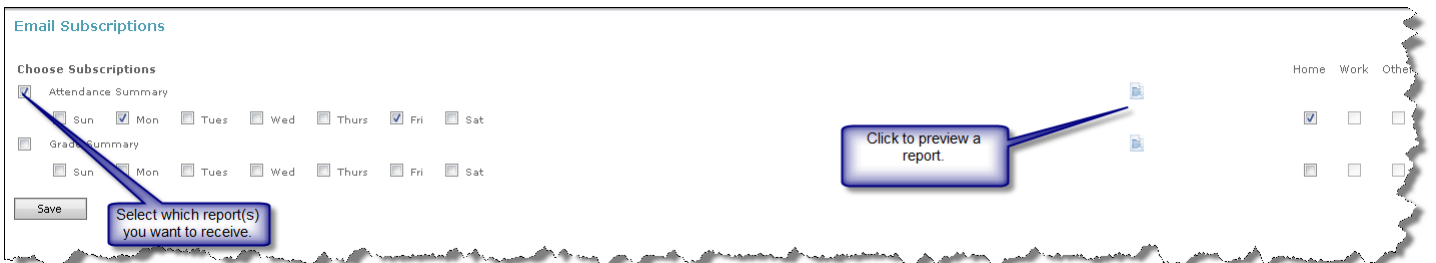
You **MUST** have an email account on file with PPS in order to receive **Email Subscriptions**. Please contact your school to provide your email address for ONLINE PARENT ACCESS.

To request email notifications

1. Locate the **Options** section in the lower left pane, and click **Email Subscriptions**.



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. Click **Save** to complete.



## **ONLINE PARENT ACCESS: Communications**

### **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. ONLINE PARENT ACCESS does not include email service. You must have your own email account and a way to access your email in order for the email function to work in ONLINE PARENT ACCESS.