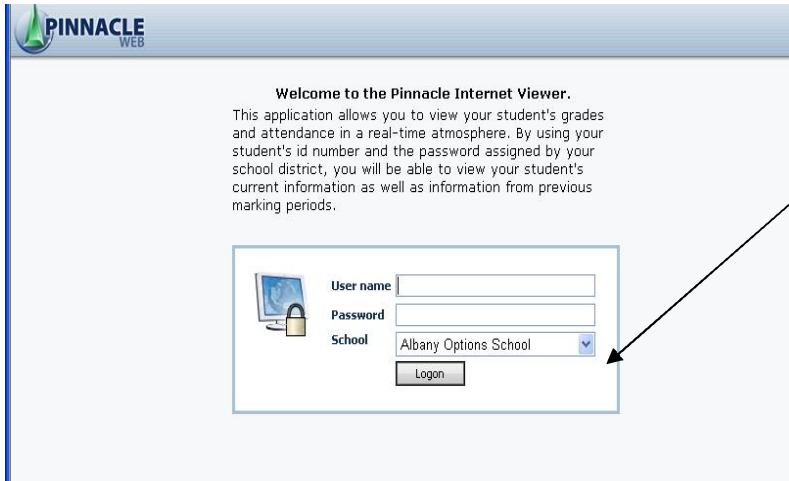




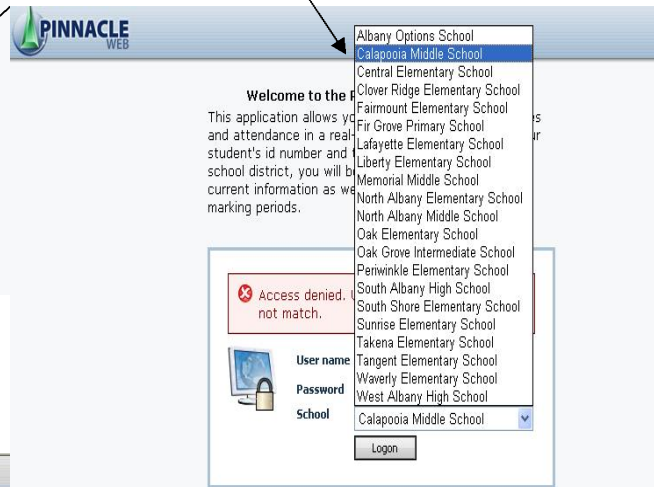
Pinnacle Internet Viewer Email Notification for Parents Quick Reference Guide



1. Go to the **URL** given in the letter from your school.
2. Click on the **PIV button** on the left side of your school's homepage.
3. Login with the **user name** and **password** on the letter from your principal.



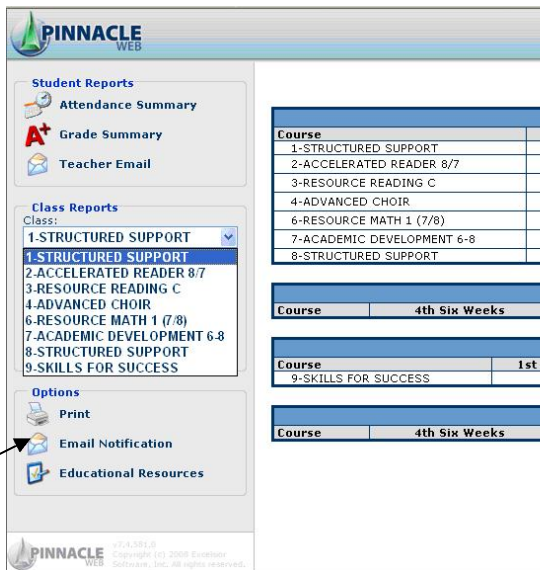
(Remember to select the school your student is attending.)



Then click **Login**.

(Note: there is no hour glass indicating waiting, it is still processing the request)

4. The main page of the Pinnacle Internet Viewer will appear. On the first screen, you will see the student's schedule and the Summary grades for the Marking Periods.



5. At the left of the main page of the Pinnacle Internet Viewer, select **Email Signup**

Grade Summary

Semester 1				
Course	1st Six Weeks	2nd Six Weeks	3rd Six Weeks	Final
1-STRUCTURED SUPPORT				C
2-ACCELERATED READER 8/7	C			A
3-RESOURCE READING C	A			D
4-ADVANCED CHOIR	D			D
6-RESOURCE MATH 1 (7/8)	D			D
7-ACADEMIC DEVELOPMENT 6-8	C			C
8-STRUCTURED SUPPORT				

Semester 2				
Course	4th Six Weeks	5th Six Weeks	6th Six Weeks	Final

Semester 1				
Course	1st Six Weeks	2nd Six Weeks	3rd Six Weeks	Final
9-SKILLS FOR SUCCESS				

2nd Semester				
Course	4th Six Weeks	5th Six Weeks	6th Six Weeks	Final

6. Enter your email address in the space provided. Then click **Continue**.

The screenshot shows the PINNACLE WEB interface for Calapooia Middle School. At the top right, it says 'Viewing student' and 'Calapooia Middle'. The main heading is 'WELCOME TO THE EMAIL NOTIFICATION SYSTEM'. Below this, there is a form with the label 'Your Email Address:' and a text input field containing 'ilynn.winn@albany.k12.or.us'. To the right of the input field is a 'Continue' button. On the left side, there are navigation menus for 'Student Reports' (Attendance Summary, Grade Summary, Teacher Email), 'Class Reports' (Class: 2-ACCELERATED READER 8/7, Marking Period: 1st Six Weeks, Report: Student Assignments), and 'Options' (Print, Email Notification, Educational Resources).

7. Type in your name in the **Enter Your Name** section.

8. Select the reports you would like sent to you and how often you want the reports sent or the grades on the Automatic Grade Notification.

The screenshot shows the PINNACLE WEB interface for Calapooia Middle School. At the top right, it says 'Viewing student' and 'Calapooia Middle'. The main heading is 'WELCOME TO THE EMAIL NOTIFICATION SYSTEM'. Below this, there is a table with columns 'School' and 'Email Recipient'. The 'School' column contains 'Calapooia Middle School' and the 'Email Recipient' column contains 'ilynn.winn@albany.k12.or.us'. Below the table is the 'Report Selection' section. It includes a form with the label 'Enter your name (as used in salutation)' and a text input field containing 'Mrs. Winn'. There are several checkboxes and dropdown menus for selecting reports and notification frequencies. The 'Grade Summary' checkbox is checked. At the bottom of the 'Report Selection' section is a 'Submit Notification Request' button. On the left side, there are navigation menus for 'Student Reports' (Attendance Summary, Grade Summary, Teacher Email), 'Class Reports' (Class: 2-ACCELERATED READER 8/7, Marking Period: 1st Six Weeks, Report: Student Assignments), and 'Options' (Print, Email Notification, Educational Resources).

9. Choose **Submit Notification Request**.

10. After submitting, you will receive a message letting you know exactly which options you chose.

The screenshot shows the Pinnacle Web interface for Calapooia Middle School. The top navigation bar includes the Pinnacle Web logo, the school name, and a 'Viewing student' dropdown menu. The main content area is divided into several sections:

- Student Reports:** Includes links for Attendance Summary, Grade Summary (with an A+ icon), and Teacher Email.
- Class Reports:** A form with dropdown menus for Class (2-ACCELERATED READER 8/7), Marking Period (1st Six Weeks), and Report (Student Assignments), followed by a 'Get Report' button.
- Options:** Includes links for Print, Email Notification, and Educational Resources.

At the bottom left, there is a Pinnacle Web logo and version information: v7.1.581.0 Copyright (c) 2008 Excelsior Software, Inc. All rights reserved.

School	EmailRecipient
Calapooia Middle School	ilynn.winn@albany.k12.or.us

Mrs. Winn, here is a list of all your email notifications:

- A Standard Grade Report to be sent every Thursday.
- Automatic Grade Notification if any grade equals one of the following values: D, F.

Note: NEW USERS should expect an email that requires an authorization response before the above requests are granted.

11. You will need to validate email notification before it will begin. To do this, when you receive a confirmation email, just click on the **Authorization Link**.

The screenshot shows an email notification with the following content:

Subject: Parent Email Notification Validation

Dear _____

You have signed up (completed step one) for periodic email notification(s) for your student, _____. Since your email address is new to our system, this second step will verify the address's validity.

If you did not request this information, simply ignore this email.

If you have requested this information, please click on the following link or paste it in your browser. This will notify the school administrator who will authorize your request as the final step. Please allow five to seven days for authorization.

Authorization Link: [\[Click Here To Authorize\]](#)