

Pinnacle Internet Viewer (PIV) Instructions

Pinnacle Internet Viewer (PIV) is a website that allows you to access both your student's attendance and grade information in real time.

To Access PIV:

- Use the following link:

<https://pinnaclesuite.sparcc.org/Pinnacle/Gradebook/Logon.aspx?ReturnUrl=/Pinnacle/Gradebook/Default.aspx>

- Visit www.lakelocal.org, select the parents portion of the website and then click on the PIV icon.

To log into PIV:

1. In the box labeled "Username" you type your student's ID number. For the "Password" you enter your student's password. This password is given to you on a separate form, or you can get it from your child or your school's office. (This password will NOT change from year to year. You will continue to use the same password each year.)
2. For the "Domain" choose "Lake Local Schools" from the drop-down menu.
3. Click the button labeled "Sign in"

To View General Reports:

PIV has general reports and class-specific reports. The general reports are listed on the left-hand side of the PIV screen under "Summary". The general reports are explained below:

- Attendance Summary - reflects absences and/or tardies.
- Grade Summary - shows grades for each grading period, semester exams (if applicable), and semester averages.
- Schedule Summary - displays the student's current class list along with links to teacher email addresses.
- Upcoming Assignments - lists "Overdue Assignments", "Assignments Due Today", and "Future Assignments Due".
- Interim Progress Report – shows the student's current grades in an Interim Report format.

To View Class Reports:

Class reports show information for a specific subject. The reports are listed on the left-hand side of the PIV screen under "Class Reports". Each report is explained below:

- Student Assignments - lists all the assignments and grades for the selected class.
- Student Missing Assignments –displays assignments for the selected class.

➤ *To access any one of these Class Reports, do the following:*

1. Click "Class Reports" if you do not see the report options.
2. In the "Class" drop-down menu, pick the subject you want.
3. In the "Marking Period" drop-down menu, pick the 9-Week Grading Period you want.

4. In the "Report" drop-down menu, pick the Class Report you want.
5. Finally click the button labeled "Get Report".

Using the Email Notification System:

You can sign up to have reports automatically sent to you through email with the Pinnacle Email Notification System. To use that system, do the following:

➤ *Enter email accounts:*

Before you can sign up for email reports you have to enter the email account(s) you wish to use as follows:

1. Click "Profile" on the left under the "Options" heading on this screen.
2. Here you can now enter your email address(es).
3. You can add multiple addresses. For each one you need to identify it as "Home", "Work", or "Other".
4. You can delete an address if needed by clicking the trashcan icon.
5. When done, click "Save".
6. You can now click the "Home" button at the top to return to the PIV screen.
7. Repeat this process in the future if you need to add, edit, or delete your email address(es).

➤ *Sign up for email reports:*

Now that you have email addresses in the Pinnacle system, you can pick reports you would like to have emailed to you:

1. On the bottom left side of the PIV screen, under "Options", click "Email Subscriptions"
2. Now you can check:
 - a. Which reports you want emailed
 - b. Which days you would like them emailed
 - c. Which cut off scores to use to trigger class grade reports
 - d. Which email accounts to send the report to ("Home", "Work", "Other").
3. Click "Save" when done.
4. Once this process is complete, you will begin to receive email reports from the PIV system.

How to get additional help with the PIV

If you need your student's ID, password, or use of PIV, please contact the following members of the Lake Local Guidance Team:

- Hartville Elementary – Katy Yoder (yoderkaty@lakelocal.org)
- Uniontown Elementary – Nancy Turner (turnernancy@lakelocal.org)
- Lake Elementary – Shirley Sloan (sloanshirley@lakelocal.org)
- Lake Middle School – Mary Conti (contimary@lakelocal.org)
- Lake High School – Lisa Pariano (parianolisa@lakelocal.org)