

Pinnacle Web Gradebook

Working from Home

Guidelines

What do I need to work from home?

1. Computer
2. Internet Service Provider
 - a. Dial up – not recommended
3. Web Browser
 - a. Internet Explorer
 - b. Safari
 - c. Firefox
4. URL for PW Gradebook
5. Your teacher ID number
6. Your password

Troubleshooting

If your PW Gradebook works at school and does not work at home, it is most likely caused by one of areas listed below. Poudre School District cannot troubleshoot issues with personal computers and service providers.

1. Internet service connection/provider
2. Browser
3. Computer
 - a. Security system (firewall, filters, etc.)

Security

By working at home with PW Gradebook, you will have confidential information on and around your computer; and it is your responsibility to keep this information secure.

1. Never allow others to enter information into the system or view confidential material. Only PSD employees, with a need to know, may enter information into a student's record.
2. If you use a wireless network, make certain that it is a secure network, one that your family members and neighbors will not be accessing at the time you are working in PW Gradebook.
3. Never work on a public wireless connection to run PW Gradebook (coffee shop, airport, etc.)
4. Lock your computer or sign out (log off) of Pinnacle Web Gradebook every time you leave your computer.
5. As soon as you have finished with Pinnacle Web, sign out (log off)
6. If you are taking a district laptop home to work on grades, check with your BTC about expectations for updating files and programs.

Saving Your Work

As a web-based software, PW Gradebook saves your information at the moment you enter it, so this will protect your data against loss in the case of a power outage or computer crash.