

## **PIV (Pinnacle Internet Viewer) Tutorial Rocky Mountain High School**

### **What is PIV?**

Pinnacle Internet Viewer is a web-based tool that allows parents and students to access grade and assignment information. This technology allows parents and students to view information reported directly from teachers' grade book records via any Internet access at work or at home. This is a secure, password-protected distribution of information.

PIV is one of many methods used to enhance the sharing of information and communication between the schools, parents, and students. Although PIV is a very useful tool, it is not intended to replace direct communication between teachers, parents, students, and other school staff.

### **What will you need to use PIV?**

- 1) A computer with Internet Explorer 5.0 or above;
- 2) Student ID number and PIN code (these are the same codes used for the telephone system/student progress line.)

### **Additional Information**

- If you are logged on to the Viewer and sit idle, the Viewer will automatically become disabled. You will receive an error message when you attempt to access another report. You will need to close the Viewer and log on again.
- The Pinnacle Internet Viewer was not designed to allow printing of any reports. Therefore, any printed copies of student information from the Viewer are considered unofficial and may contain inaccurate data.
- Please be aware that due to certain issues beyond our control, the Pinnacle Internet Viewer may not always be accessible. Some issues may be:
  - School District's Web Server may be down or busy.
  - Your Internet Service Provider may be down or busy.
- Missing Assignments are denoted by:
  - X (exempt) - not missing and not averaged into term grade.
  - Z - missing and averaged as a zero in term grade.
  - Blank - still to be graded or made-up, and not yet averaged into term grade.
- Term grades are calculated by teacher preference using either total points or weighted categories.
- Teachers may "round up" an individual grade at their discretion.
- A = 90-100%, B = 80-89%, C = 70-79%, D = 60-69%, F < 59% and below.
- Teachers have the expectation to update grades every two weeks.

### **Reports**



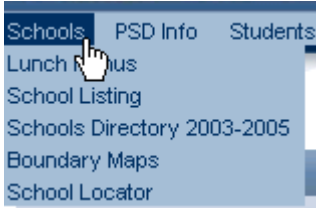
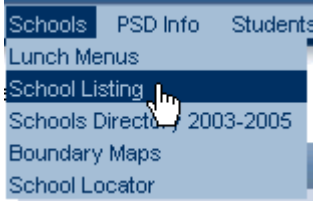
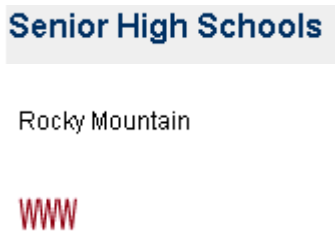

- Report Card (default report) - displays report card [grade] information for current and past terms.
- Class Grades Report - assignment and grade information for current term by class.
- Class Missing Grades - missing assignment information for current term by class.







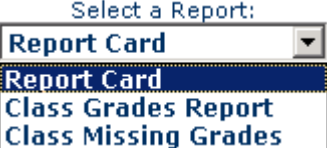


The various reports can be selected by using the listed drop-down menus. Click on the *Request Report* button after making your selection.





- Select a Class - choose one from the list displayed.
- Select a Report - choose one of the three listed (see above for explanation.)

- Select a Marking Period - RMHS uses a quarter system. Information displayed is for the current quarter only unless the student has a semester-long or year-long class. In many cases, no information will be displayed for a previous term.

### Step by Step Directions for PIV

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| 1. | Launch your Internet Explorer (5.0 or above.)   |    |
| 2. | Go to the Poudre School District Home Page: <a href="http://www.psdschools.org">http://www.psdschools.org</a>   |    |
| 3. | Go to the "Schools" button, listed on the main menu.  |   |
| 4. | Click on "School Listing"   |  |
| 5. | Scroll down to Senior High Schools, find "Rocky Mountain," and click on the "WWW" link.   |  |
| 6. | You will be redirected to Rocky Mountain High School's Home Page: <a href="http://oldwww.psd.k12.co.us/schools/rocky/">http://oldwww.psd.k12.co.us/schools/rocky/</a> |  |

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| 7.  | Click on the link to Pinnacle Internet Viewer.  |    |
| 8.  | After reading the information pertaining to PIV, click on the link located at the bottom of the page.   | <a href="#">PIV</a>  |
| 9.  | You will be directed to the PIV homepage located at <a href="http://piv.psdschools.com/piv/piv.exe">http://piv.psdschools.com/piv/piv.exe</a>   |    |
| 10. | Click on the "Click Here to Begin" button; you may need to scroll down to see it.   |    |
| 11. | You will be directed to the PIV Login Page.   |    |
| 12. | Enter your Student ID number. Press Tab. Enter your PIN Code. Press Tab. Select Rocky Mountain High from the drop-down list.  |  |
| 13. | Click on the "Request Report" button.   |  |
| 14. | <p>First, select the type of report you wish to view. The default report is "Report Card."</p> <p>The three options* are:<br/> 1)Report Card<br/> 2)Class Grades Report<br/> 3)Class Missing Grades</p> <p>*all options are explained on page 1 of the tutorial</p> |  |
| 15. | Next, select a class from the "Select a Class" drop-down menu.  |  |
| 16. | Lastly, select the Quarter you would like to view from the "Select a Marking Period" drop-down menu.  |  |

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| 17. | Click on "Request Report." It may take a moment for the server to process your request.   |    |
| 18. | To navigate back to the previous page in PIV, press the "Backspace" key on your keyboard OR right click on your mouse and select "Back." To navigate forward to the next page, right click and select "Forward."  | <p>← Backspace</p>   |
| 19. | <p>If you have questions about your student's report, please talk with your child and contact his/her teacher. Rocky Mountain High School's Staff Listing can be found at: <a href="http://oldwww.psd.k12.co.us/schools/rocky/about/rmhsstaff.html">http://oldwww.psd.k12.co.us/schools/rocky/about/rmhsstaff.html</a></p> <p>From the RMHS Home Page, click on the "About" button from the top menu and select "Staff Information." The Staff Information page lists RMHS staff email addresses and phone numbers.</p> | <br><br> |

Please note: The PIV (grade book viewer) is supported and maintained by Poudre School District, not by Rocky Mountain High School. If you receive an error message at any point while using PIV, please return to the main log-in screen (<http://piv.psdschools.com/piv/piv.exe>) and enter your ID number and PIN code.