

Instructions For Exporting Attendance From Pinnacle To Pentamation

First locate your Remote Desktop Icon on your computer.

It looks like this.

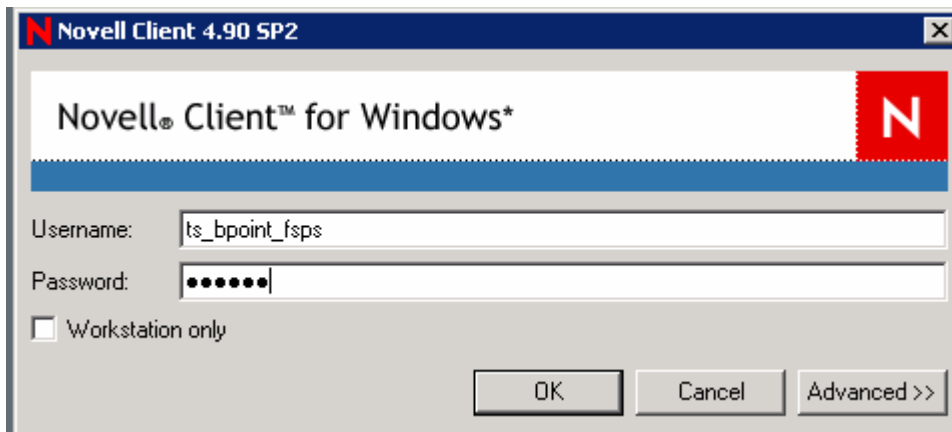


- Double-Click on the icon and the following box will appear.



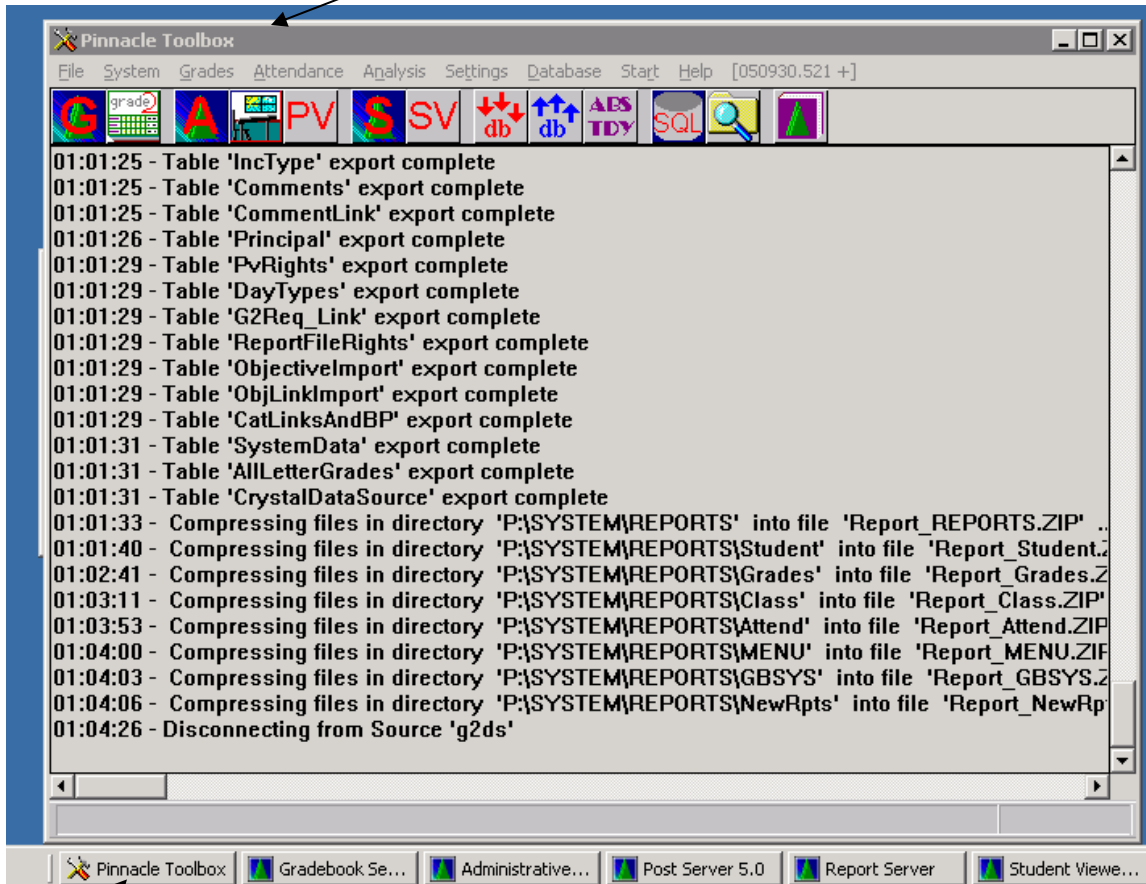
- Click Connect

The following Screen will appear.



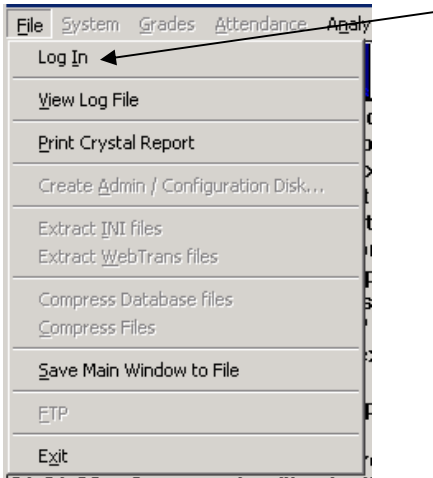
- Type your schools abbreviation in the username area in between the ts_ and the _fsp.
- Enter the password (ask your administrator)
NEVER check the Workstation only box
- Click OK

The following screen will appear.



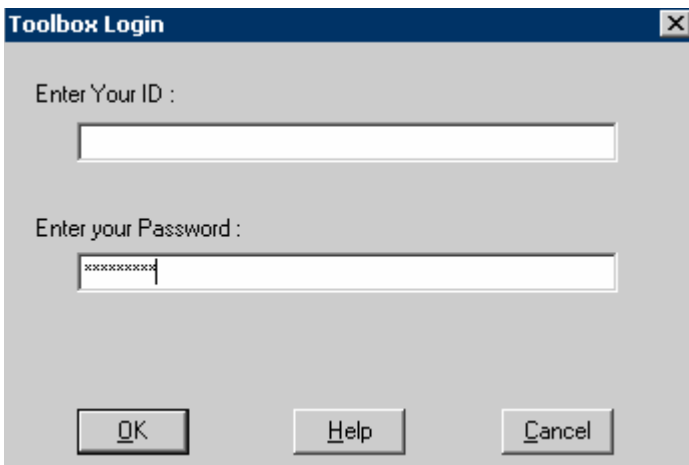
If you do not notice the Pinnacle Toolbox, you can find it minimized on the start bar at the bottom of the screen. Just click on it once to open it.

- Click File > Login
(if the Toolbox Login screen is not already open)

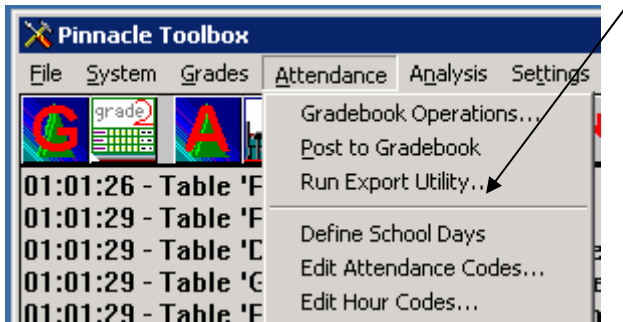


This login screen will appear.

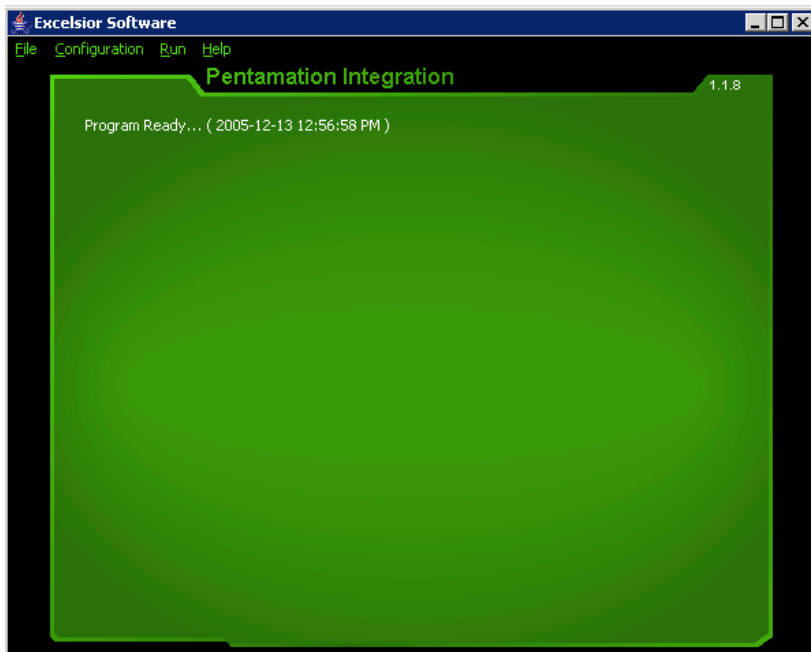
- Type the id (ask your administrator)
- Type the password (ask your administrator)
- Click OK



- Go to Attendance > Run Export Utility

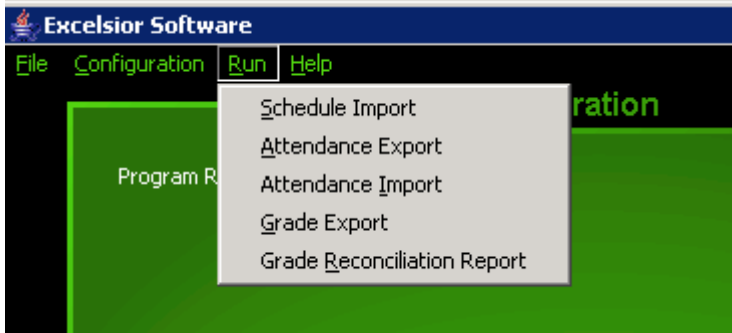


The next screen will appear.

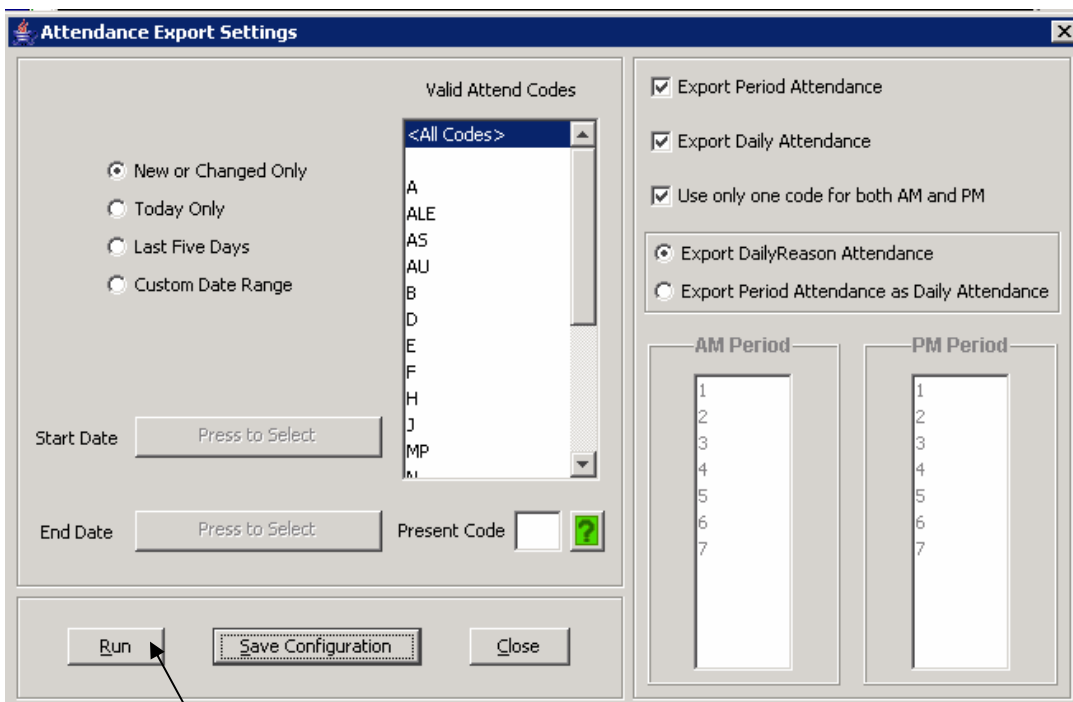


- Go to Run > Attendance Export





The next screen will come up with default settings. You may change these if desired for a particular run, but it is not necessary.

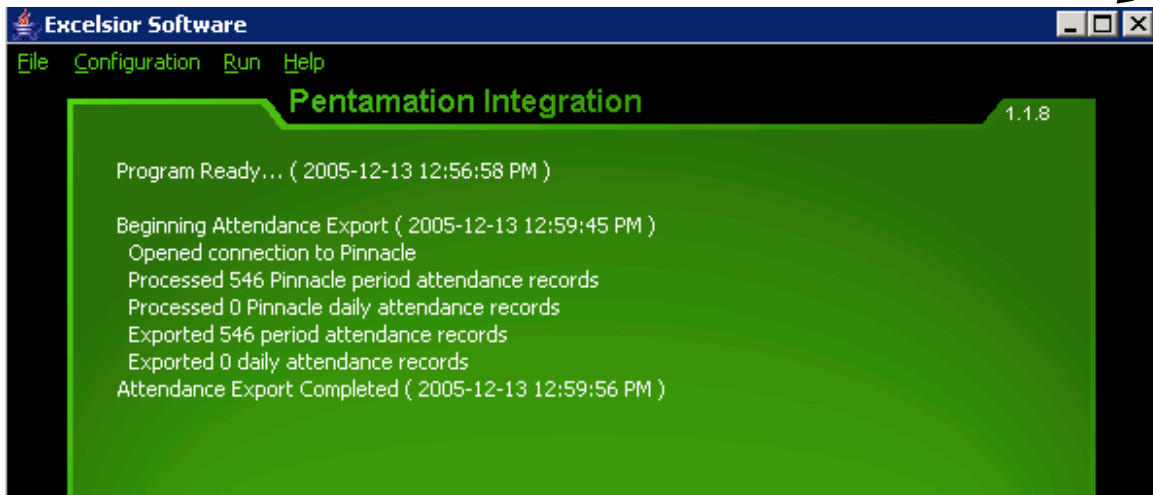


- Click Run

You will see the results display in the green window while processing.

When it has finished it will say “Attendance Report Completed”.

Click on the X on the right hand corner to close the program.



DO NOT CLOSE OUT ANY OTHER WINDOWS OR PROGRAMS. THIS WILL CAUSE THE GRADEBOOK TO SHUTDOWN AND ALL OF THE VIEWERS TO SHUT DOWN AS WELL. (principle, attendance, etc....)