

## Instructions For Exporting Grades From Pinnacle To Pentamation

First locate your Remote Desktop Icon on your computer.

It looks like this.

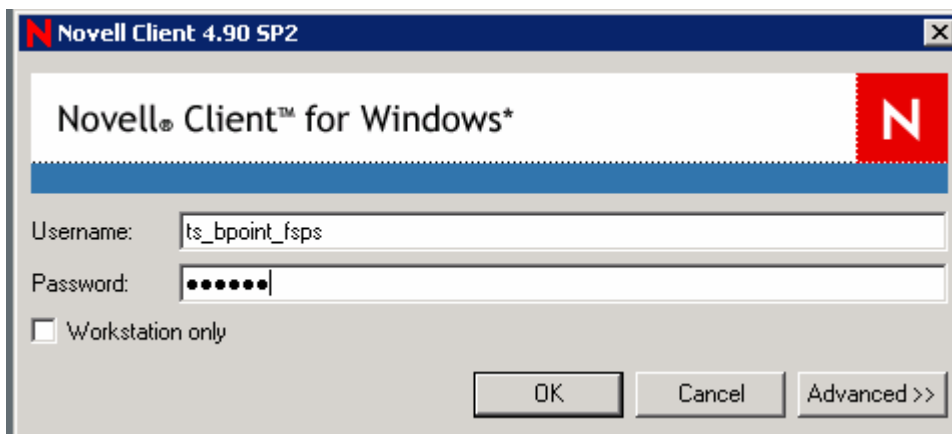


- Double-Click on the icon and the following box will appear.



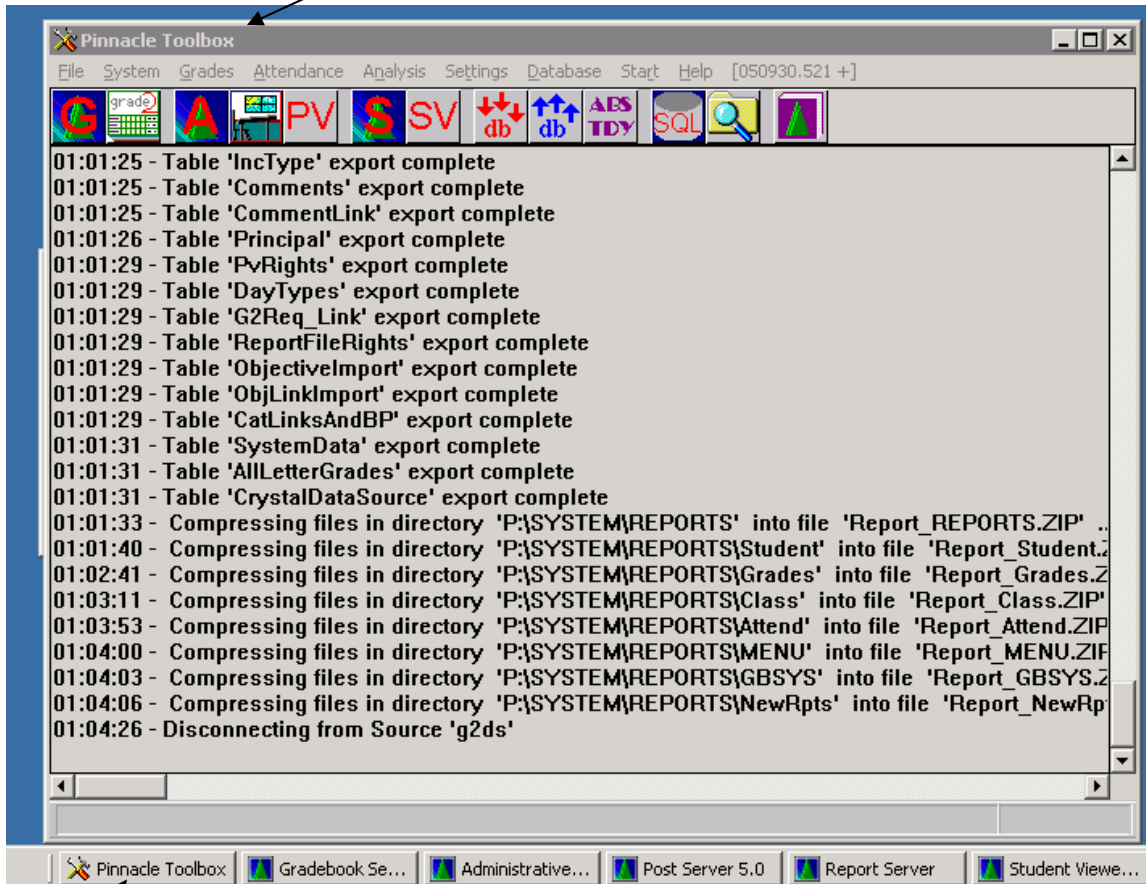
- Click Connect

The following Screen will appear.



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

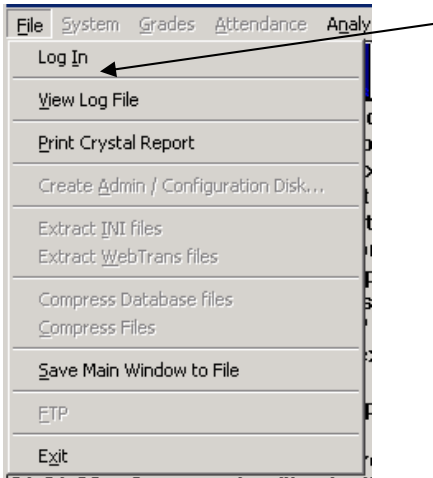
The following screen will appear.



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.

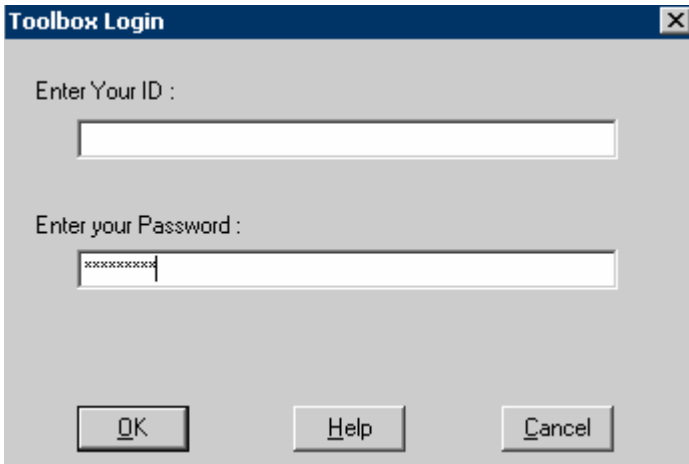
- Click File > Login

(if the Toolbox Login screen is not already open)

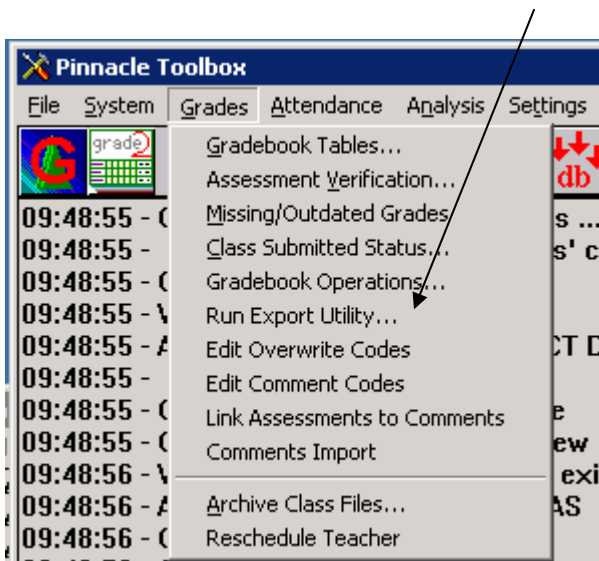


This login screen will appear.

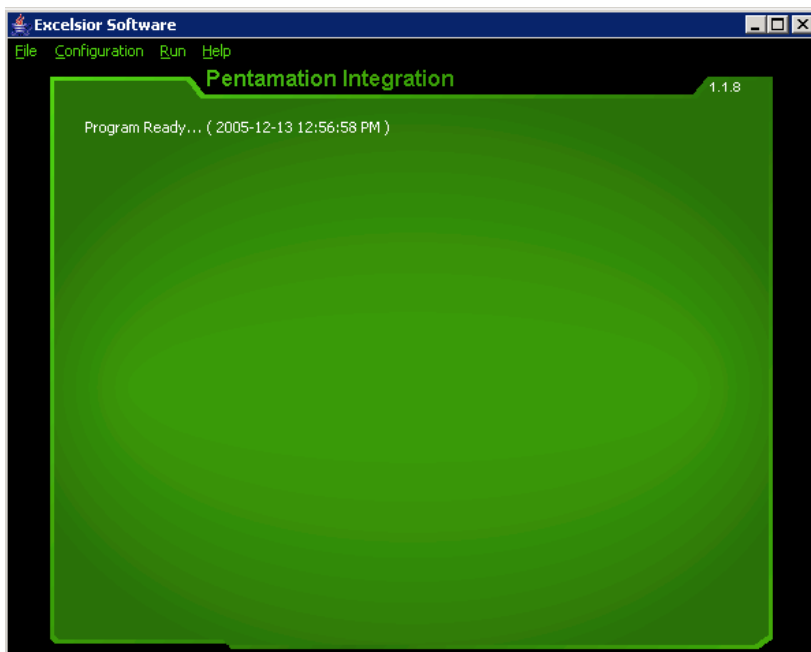
- Type the ID (ask your administrator)
- Type the password (ask your administrator)
- Click OK



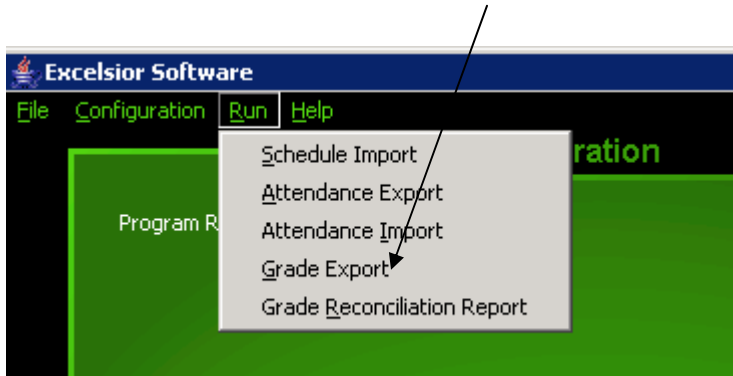
- Go to Grades > Run Export Utility



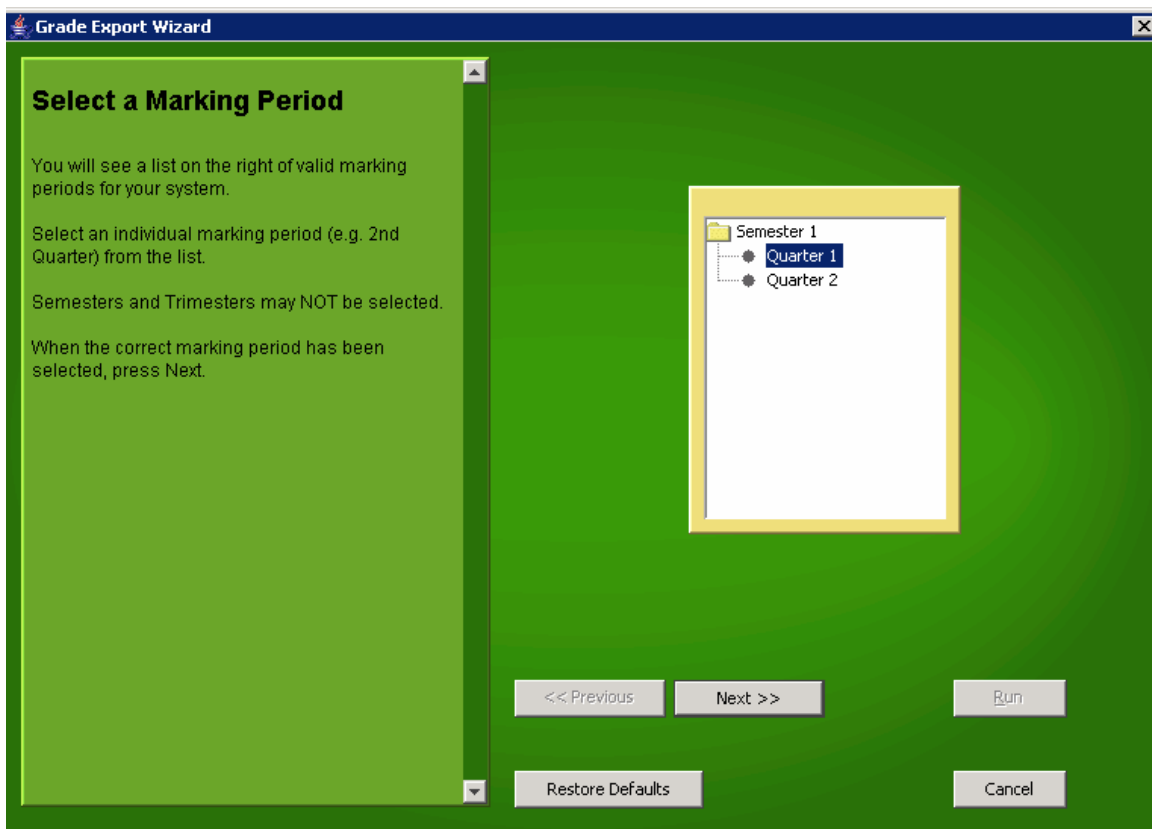
The next screen will appear.



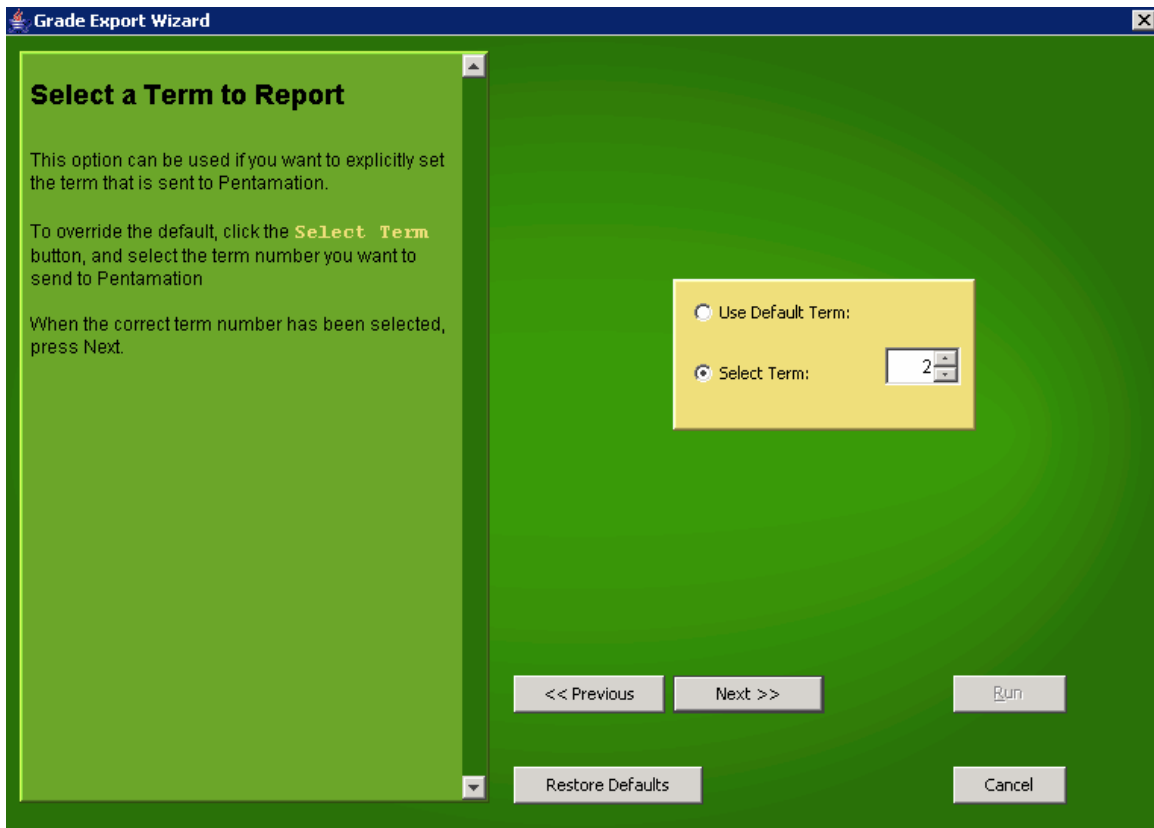
- Go to Run > Grade Export



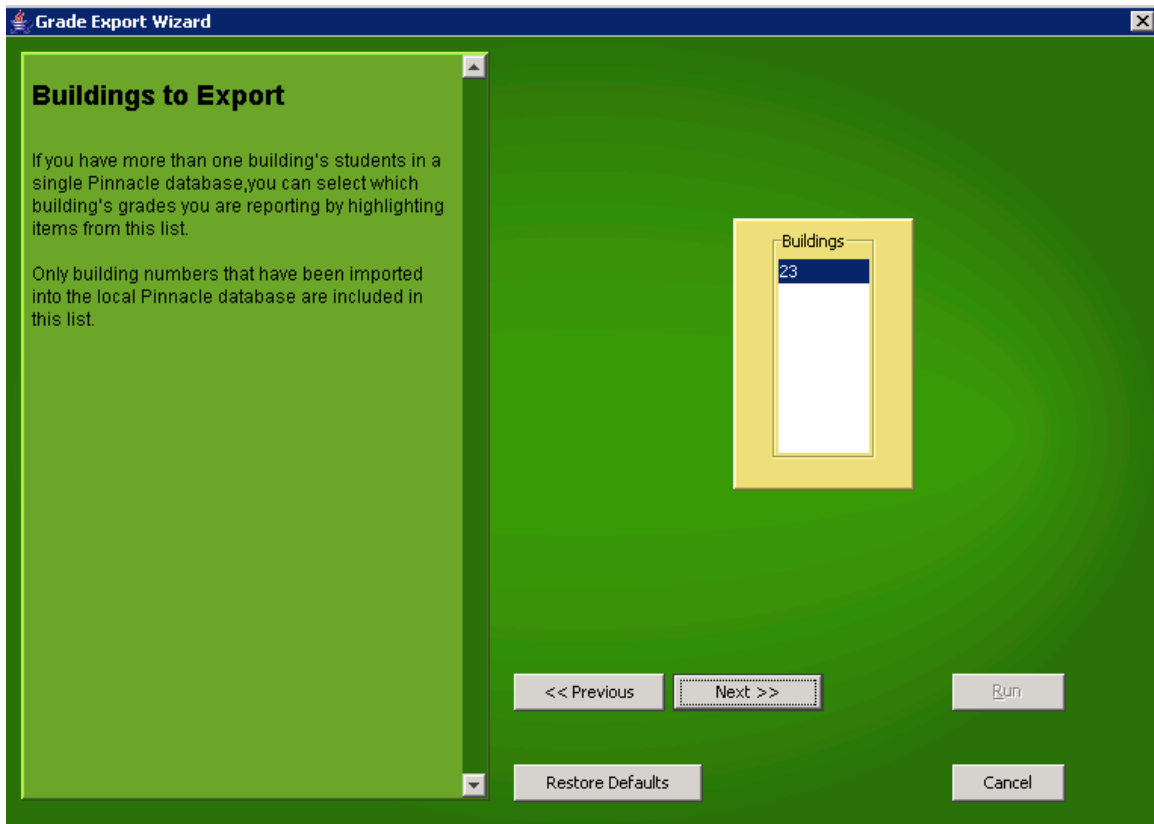
The next screen will appear.



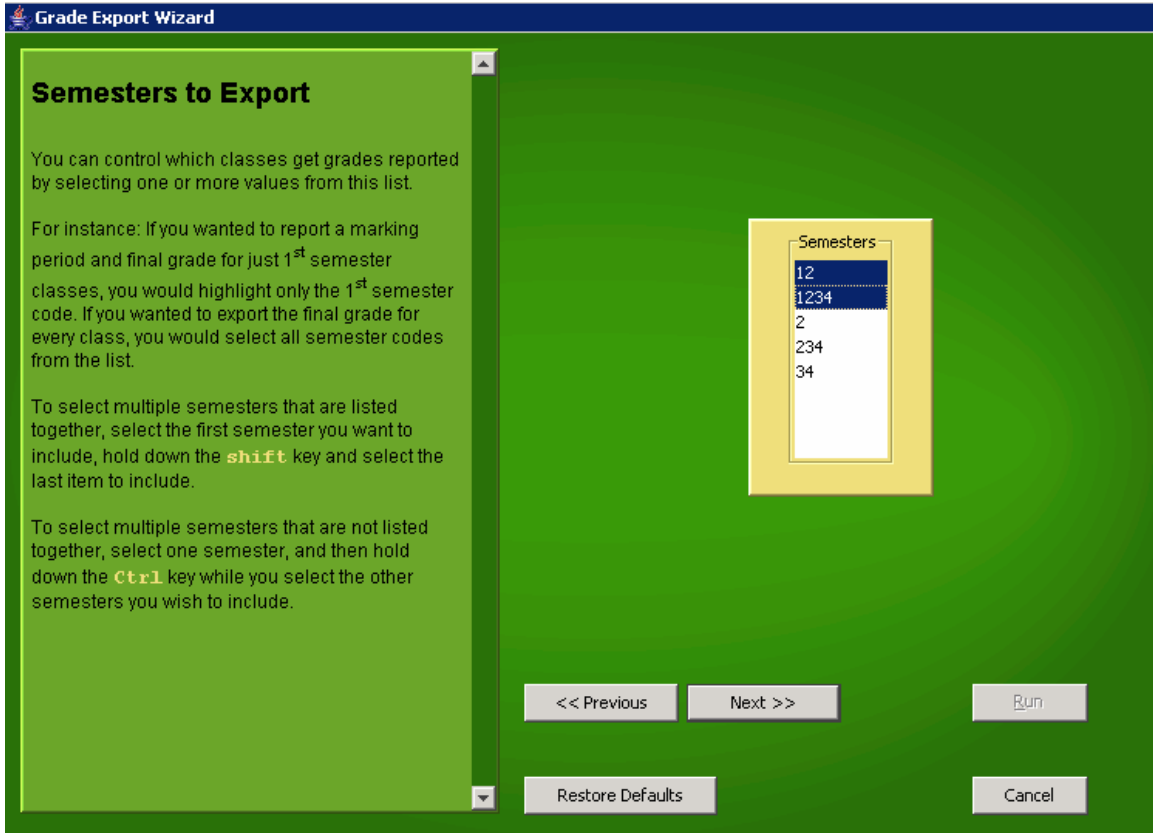
- Select the correct Quarter by clicking on it
- Click Next



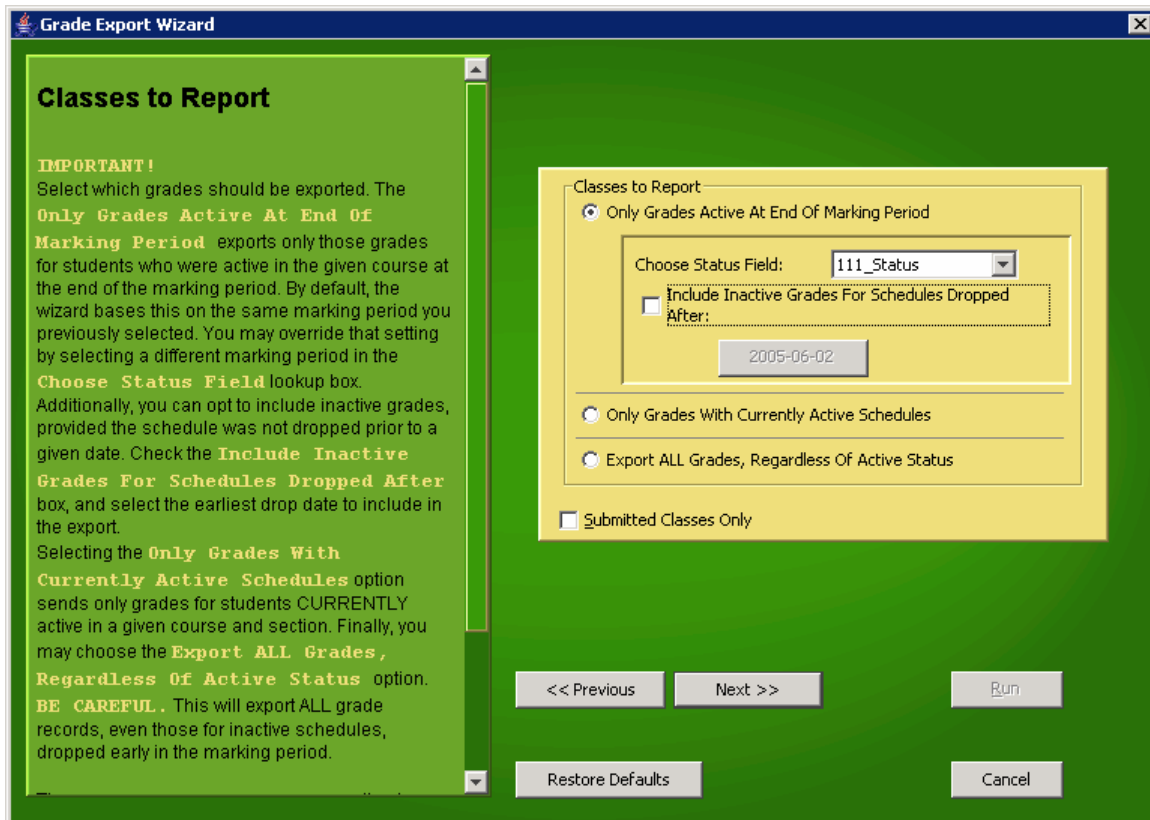
- Select the correct term using the up or down arrows
- Click Next



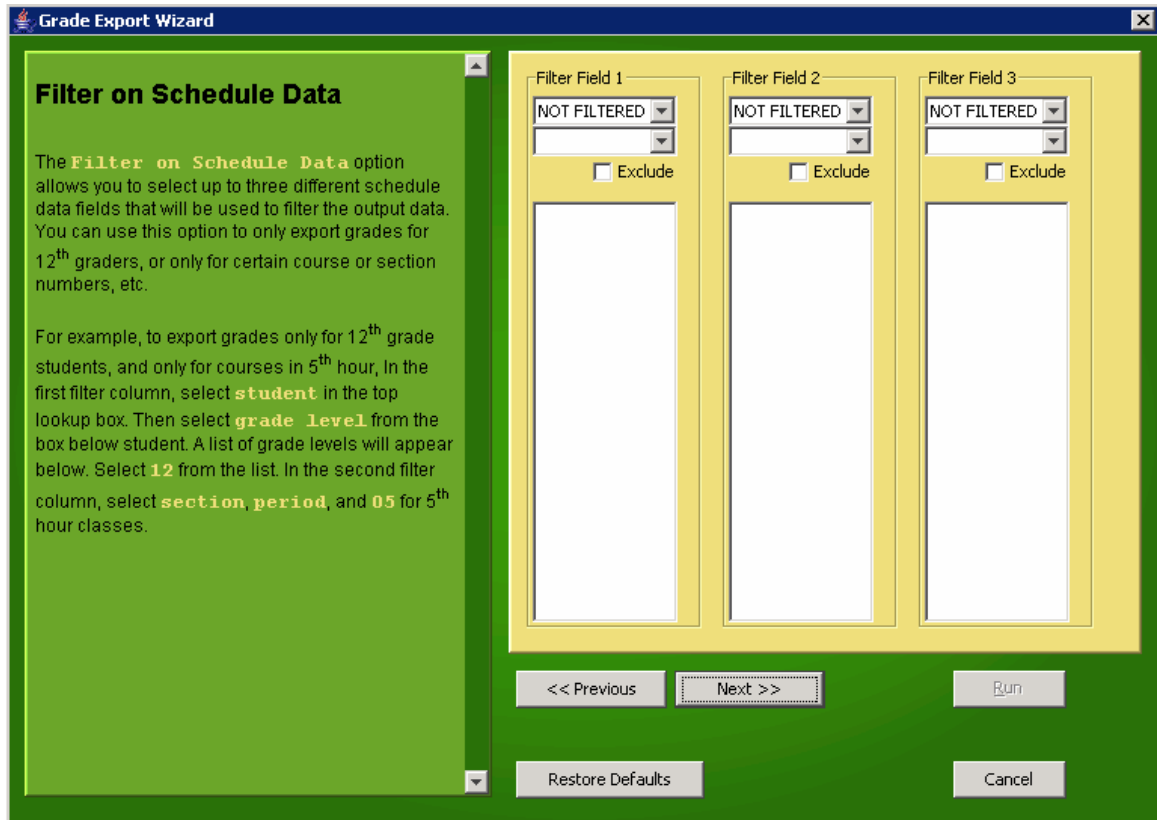
- Verify that your building is correct.
- Click Next



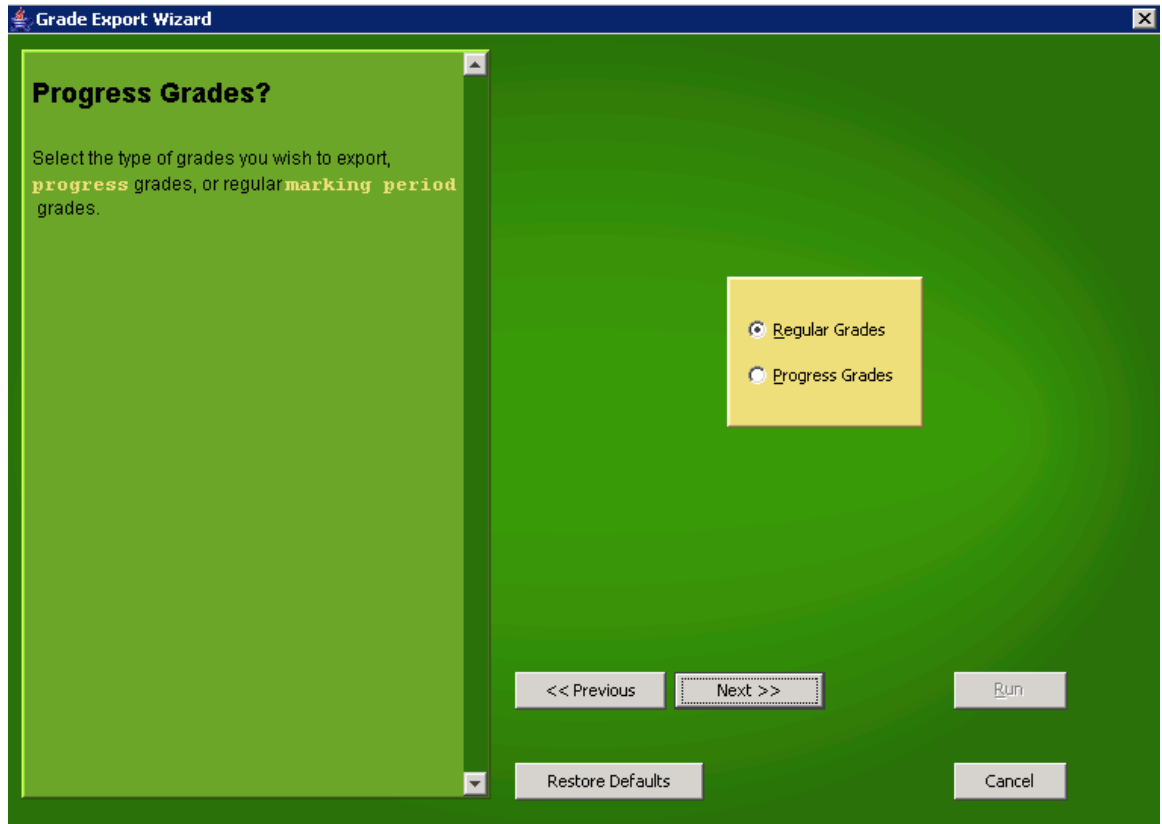
- Verify that the current Marking Periods are selected in blue.
- To select additional ones hold down the Ctrl key at the same time you click on the marking periods to add.
- Click Next.



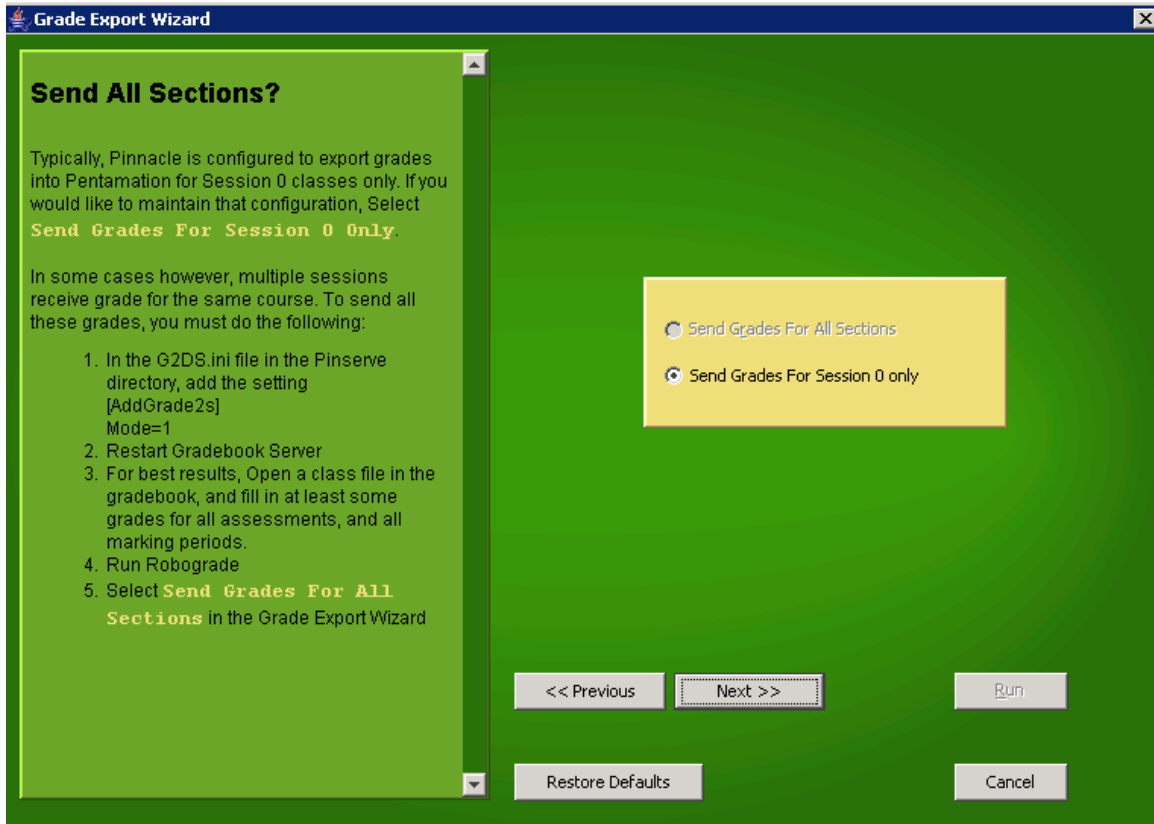
- Here you may choose to import grades that are active at the end of the marking period and choose a status field.
- You may also include inactive grade for students that dropped after a particular date by clicking in the check box.
- You may choose to export grades with currently active status.
- You may choose to export all grades regardless of status.
- Click Next



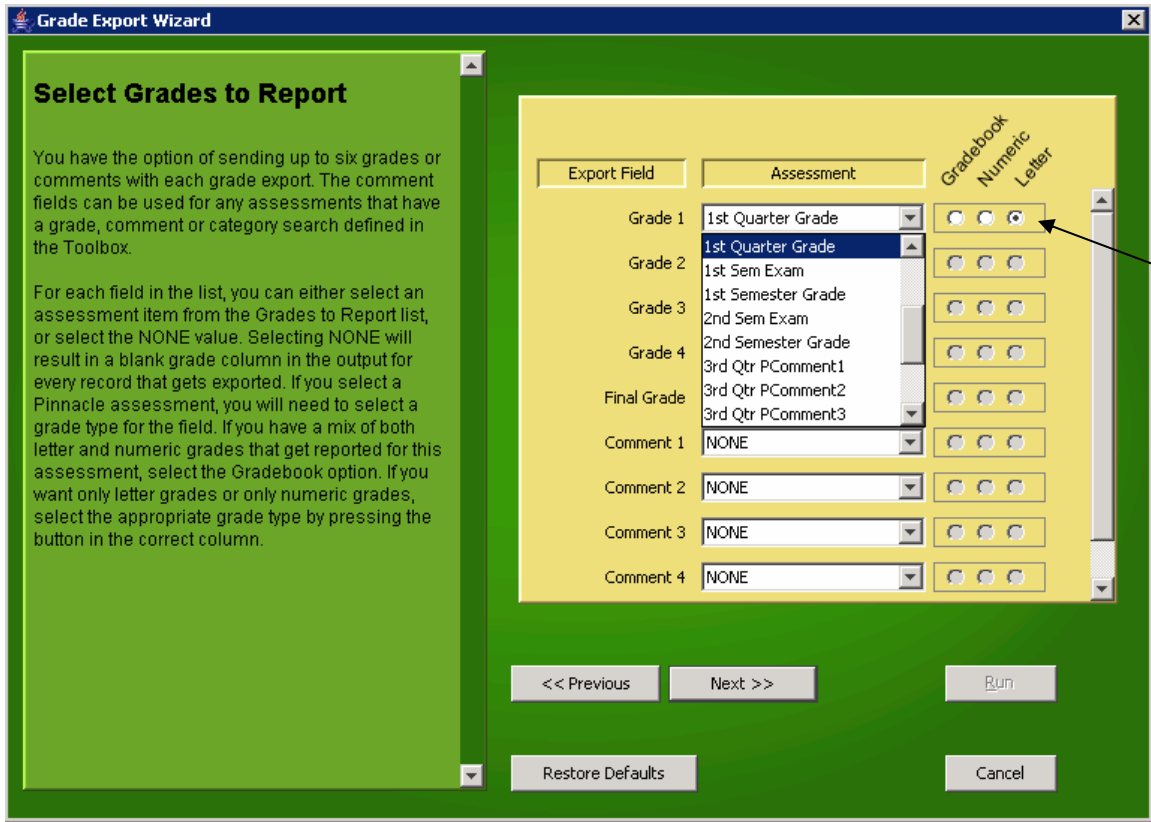
- You may skip this page.
- Click Next.



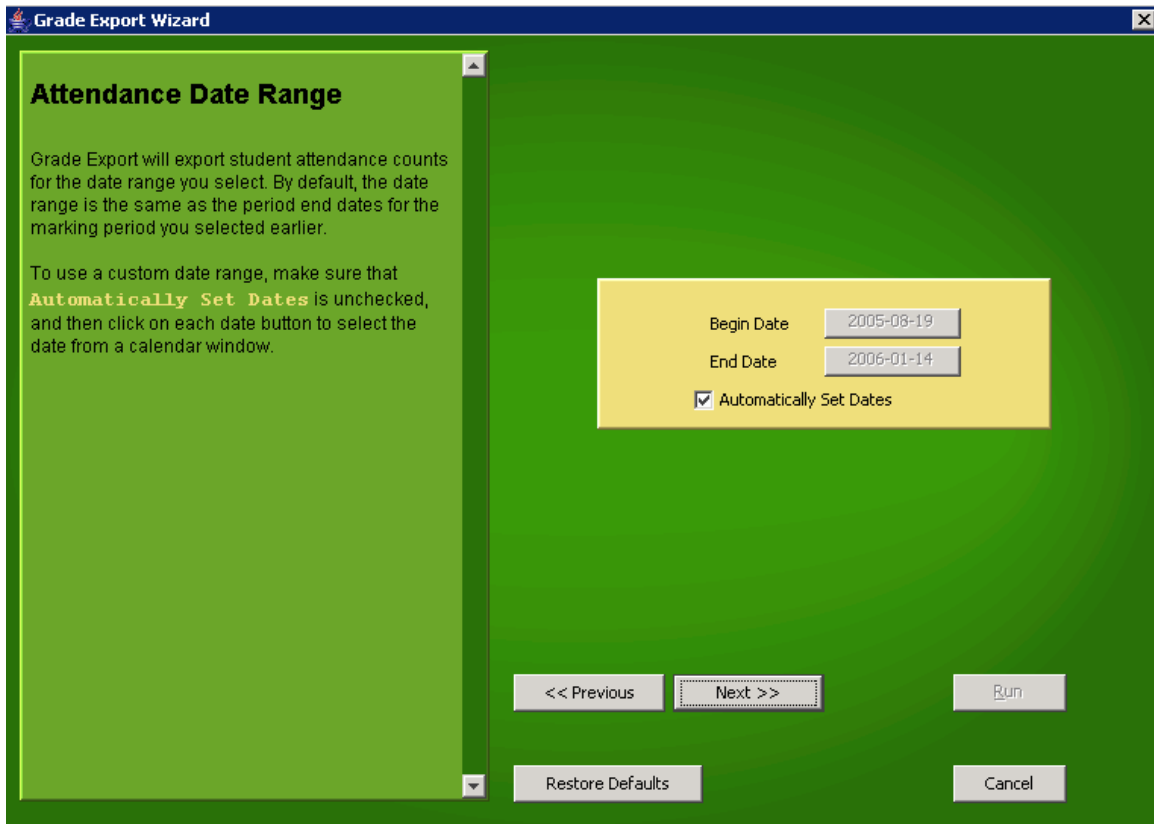
- Choose whether you are exporting regular or progress grades.
- Click Next



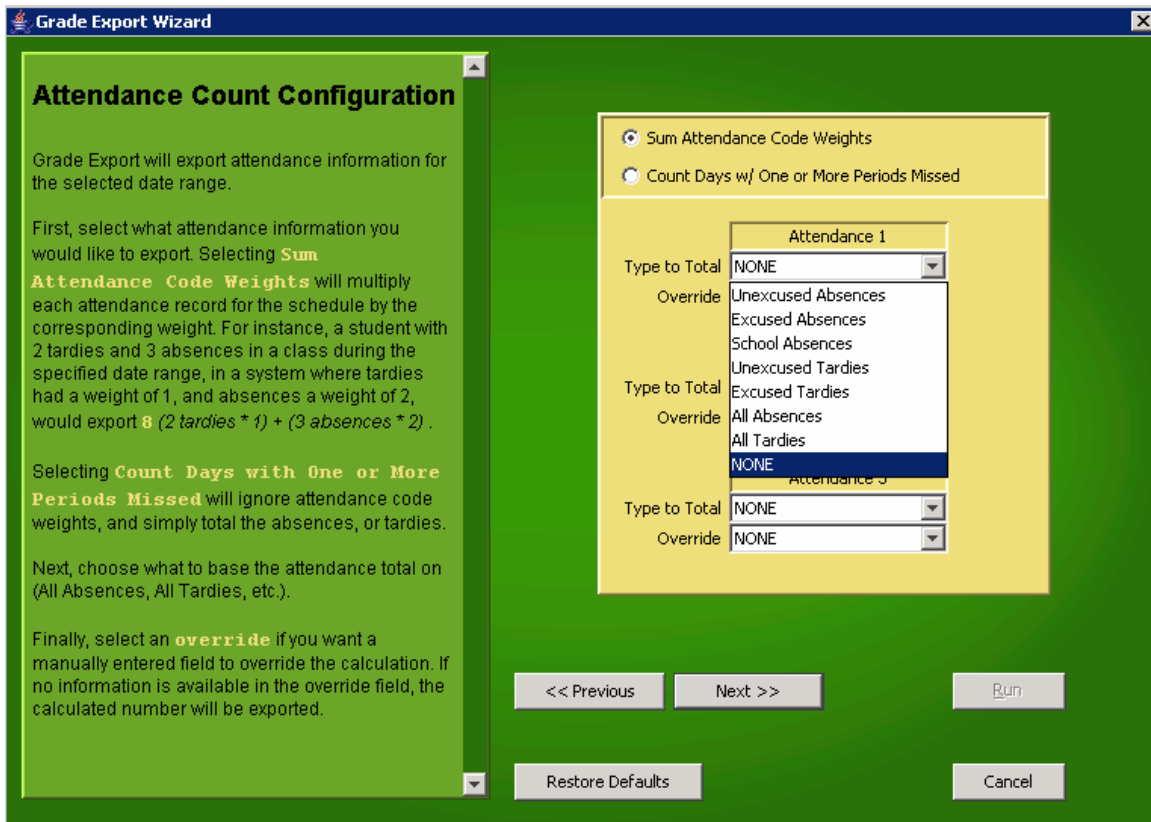
- Send grades for session 0 only should be marked
- Click Next



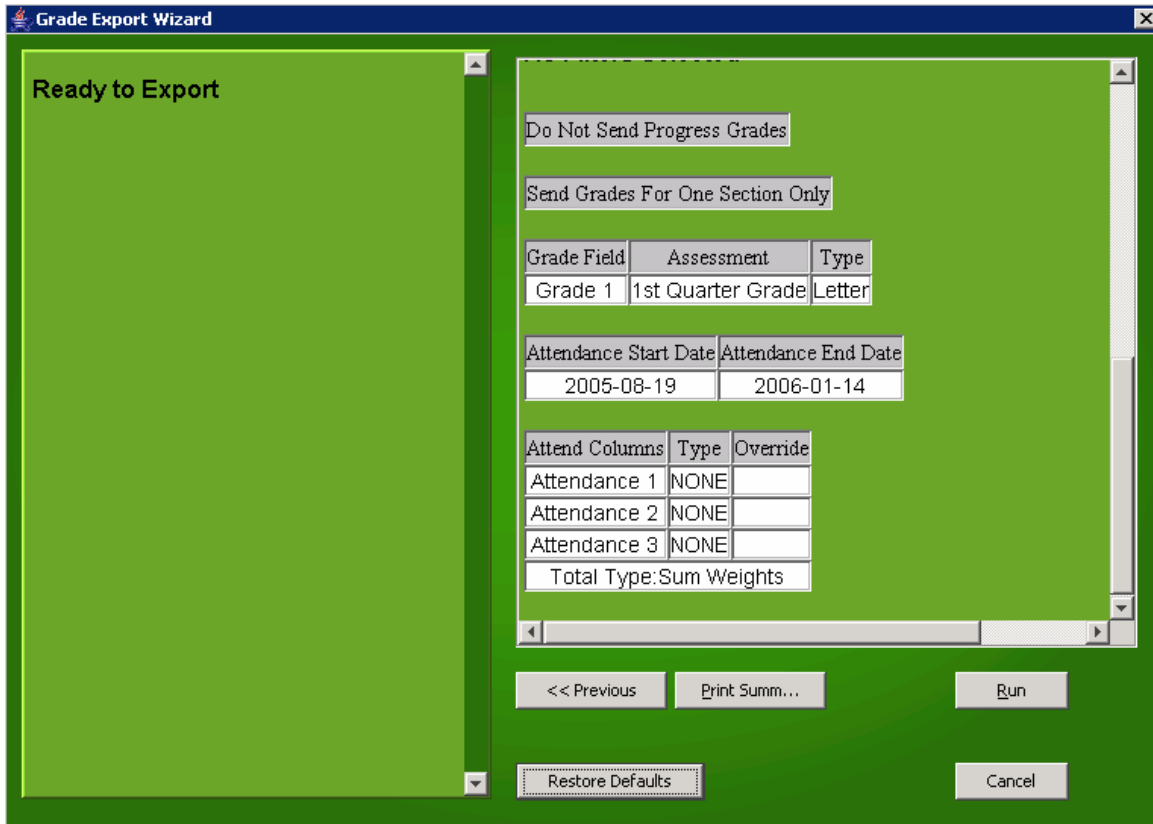
- You can use the drop down arrows to select what grades you want to export.
- **MAKE SURE** the Letter circle is selected next to each Assessment field.
- Click Next



- If the checkbox is checked the dates are automatically set.
- If they are not correct:  
Uncheck the box and choose the right dates.
- Click Next.



- Here you can choose to Sum Attendance Code Weights or Count the Days w/One or More Periods Missed.
- You can choose up to three types to total using the drop down boxes.
- You may choose to leave the default settings.
- Click Next

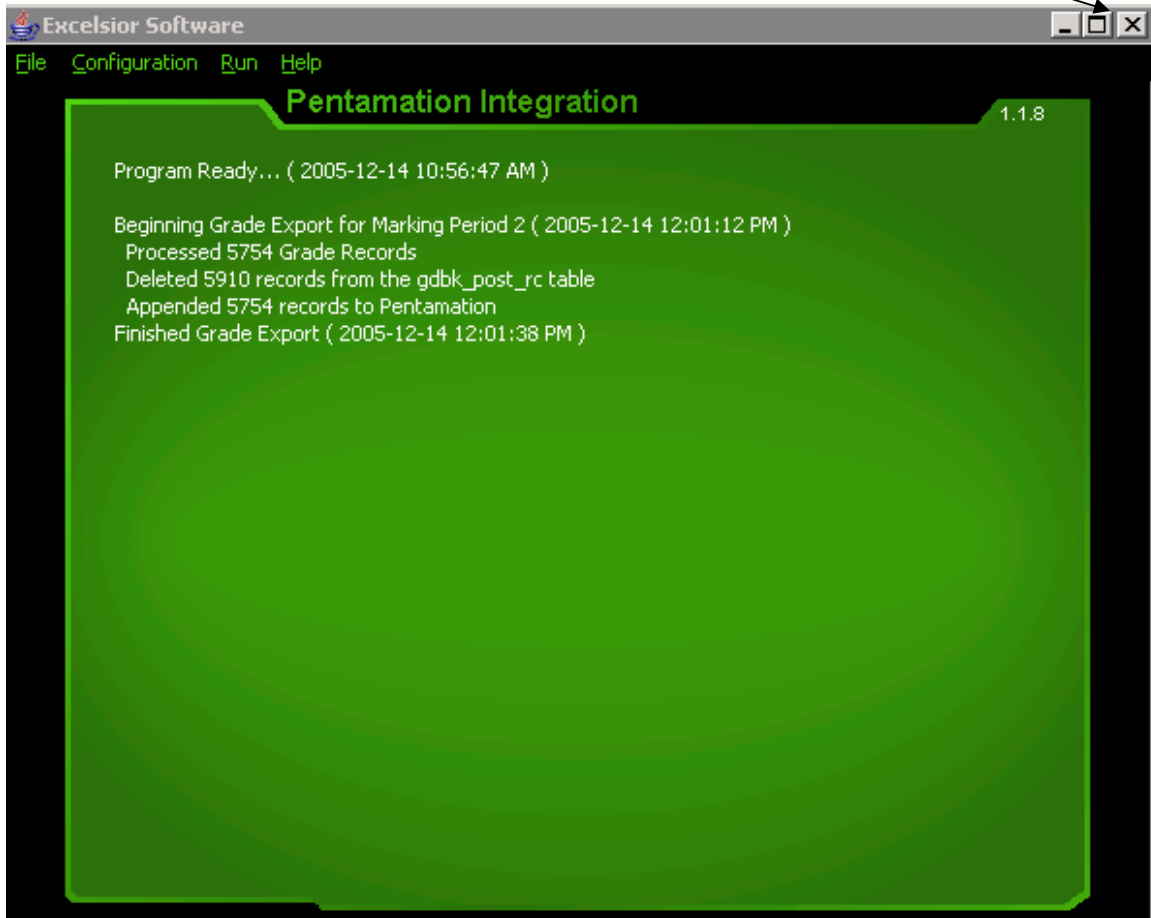


- This screen gives you a summary of the options that you have chosen before you export. If you find that you have made a mistake you can Click the Previous button and fix you setting at any time.
- You may also print a copy of this by clicking the Print Summ... button.
- Click Run when finished

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

When it has finished it will say “Finished Grade Export”.

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....)