



PARENT/STUDENT EMAIL SUBSCRIPTION REGISTRATION GUIDE

Pinnacle Gradebook PIV
TECHNOLOGY LEARNING CENTER, ITS

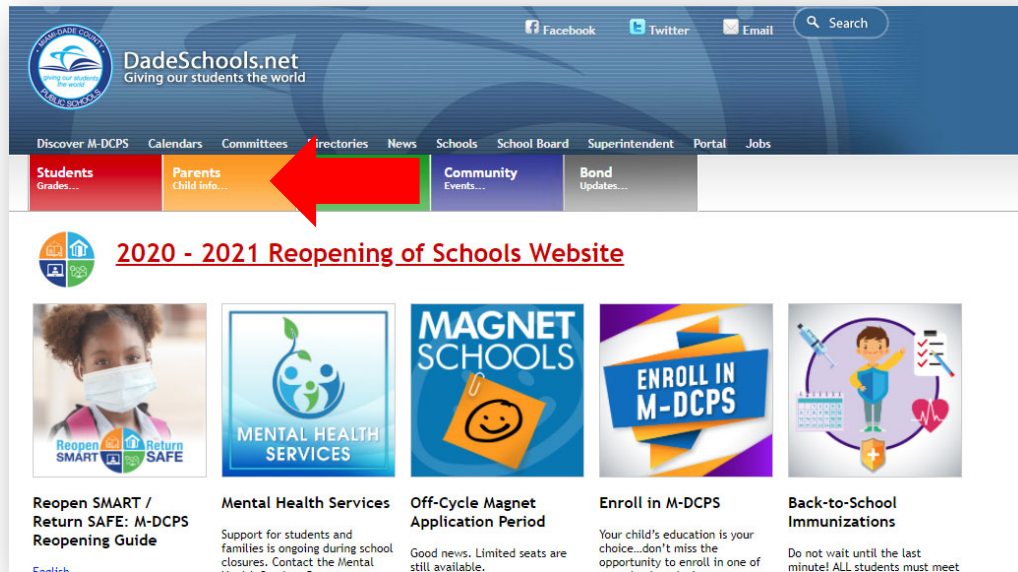


Parents and students can use the **Parent Internet Viewer (PIV)** to have automated grade, attendance and discipline alerts sent directly to an email address of their choice.

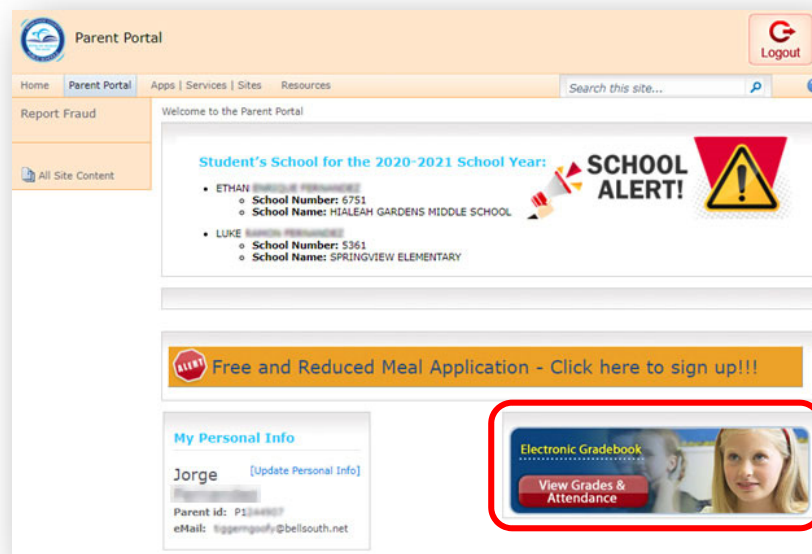
Registering for Email Subscriptions

- ▼ Open the Internet browser
- ▼ Type www.dadeschools.net

The Dadeschools.net page will display

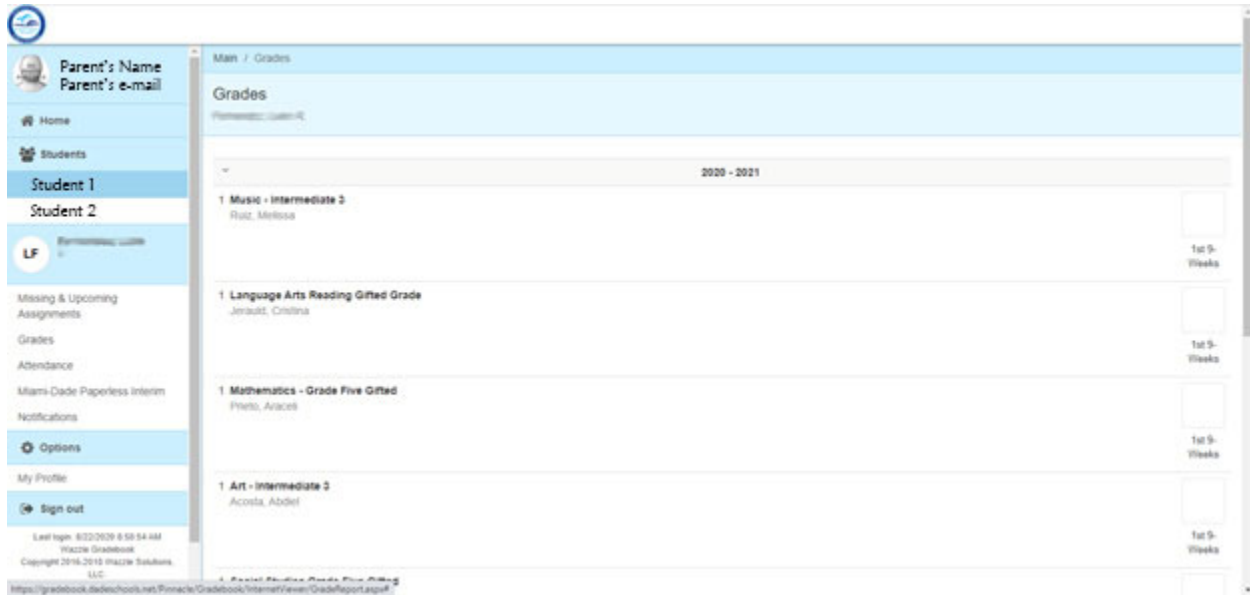


- ▼ Click on the Parent Portal or Student Portal tab
- ▼ Log into the Parent Portal using your Parent Portal ID and password OR log into the Student Portal with your Student ID and password
- ▼ Inside the Parent or Student Portal, you will find a **View Grades and Attendance** button





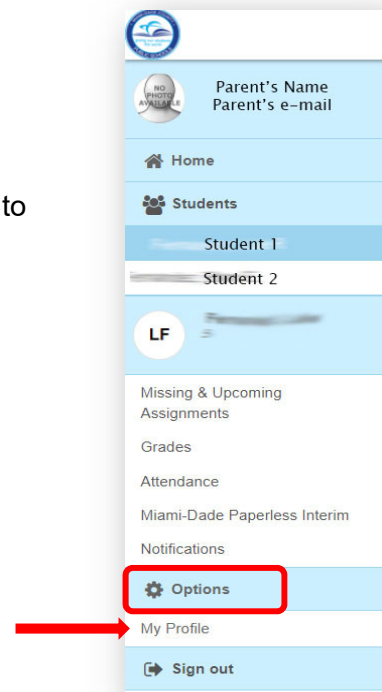
The **Internet Grade Viewer** summary page for one student will open. If you have multiple students enrolled under your Parent Account, you will be able to toggle between the two using the left-hand panel.



Setting Up/Verifying Email Addresses



From the **Internet Grade Viewer** page:

- ▼ Click on the name of the student for whom you would like to receive alerts
- ▼ Under **Options**, click on **Profile**





- ▼ If an email already exists, verify or enter an email address by clicking **Edit/Delete**. If no email exists, click on **Add**.
- ▼ Set each address as either Home, Work or Other



Profile Details

Contact Information

Name:

Last Name, First Name of Parent


Notifications

Subscriptions:

[Edit](#)


Phone Number(s) | [Add](#)

Cell:

(786)  | [Edit](#) | [Delete](#)


Email Address(es) | [Add](#)

Other:

 | [Edit](#) | [Delete](#)

External Credential(s)

:

P1  [Unlink](#)


Preferences

Time Zone:

Language:

- ## Set up Email Subscription

- ▼ On the page that appears, select the student for whom you wish to subscribe email notifications
- ▼ On the right-hand side, all the email subscription options are displayed.



Profile Details

Contact Information

Name:

Last Name, First Name of Parent

Notifications

Subscriptions:

Edit

Phone Number(s) | Add

Cell: (786) | Edit | Delete

Email Address(es) | Add

Other: | Edit | Delete

External Credential(s)

: P1 | Unlink

Preferences

Time Zone:

Language:



General Notifications

- ▼ Select the toggle icon on the far right-hand side to turn on that notification
- ▼ The notifications will be delivered to the primary email on file.
- ▼ For the **Attendance Summary**, **Grade Summary & Detail Report**, and **Assignments**, select the day of the week for which you wish to receive information. For faster selections, you may use the **Weekdays** option or **All Week** option to select M-F or S-S.

| Main / Notifications | | |
|-------------------------------|---|-------------------------------------|
| General Notifications | | |
| Unexcused Absence Notice | ✉ Email | <input checked="" type="checkbox"/> |
| Excused Absence Notice | ✉ Email | <input type="checkbox"/> |
| Discipline Notice | ✉ Email | <input type="checkbox"/> |
| Attendance Summary | <div>S M T W T F S None Weekdays All Week</div> ✉ Email | <input type="checkbox"/> |
| Grade Summary & Detail Report | <div>S M T W T F S None Weekdays All Week</div> ✉ Email | <input type="checkbox"/> |
| Assignments | <div>S M T W T F S None Weekdays All Week</div> ✉ Email | <input type="checkbox"/> |

Class Notifications

Under the Class Notification section, you will be able to specify when to receive alerts about grades.

- ▼ Click the grade threshold drop-down list for each subject
- ▼ Select the grade threshold when an alert will be sent (example: when the student receives a C or below)
- ▼ Click **Save** when done

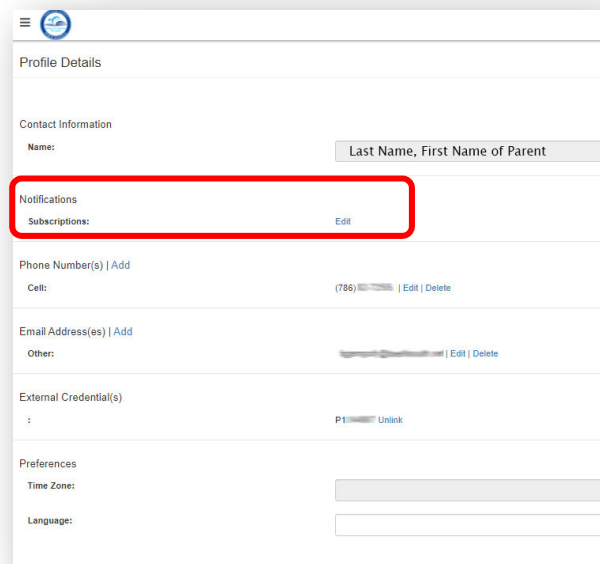
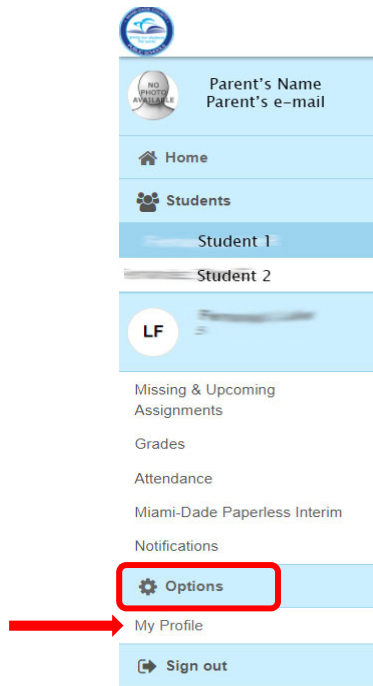
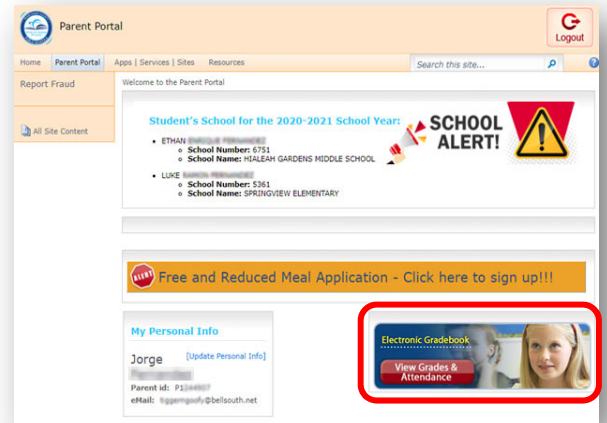
| Class Notifications | | |
|---|-------|----------------------------------|
| Elementary Homeroom (HR) | A / 4 | ✉ Email <input type="checkbox"/> |
| Language Arts Reading Gifted Grade (01) | A / 4 | ✉ Email <input type="checkbox"/> |
| Mathematics - Grade Five Gifted (01) | A / 4 | ✉ Email <input type="checkbox"/> |
| Art - Intermediate 3 (01) | A / 4 | ✉ Email <input type="checkbox"/> |
| Music - Intermediate 3 (01) | A / 4 | ✉ Email <input type="checkbox"/> |
| Physical Education - Grade 5 (01) | A / 4 | ✉ Email <input type="checkbox"/> |
| Spanish Language Arts in the (01) | A / 4 | ✉ Email <input type="checkbox"/> |
| Science - Grade Five - Gifted (01) | A / 4 | ✉ Email <input type="checkbox"/> |
| Social Studies Grade Five Gifted (01) | A / 4 | ✉ Email <input type="checkbox"/> |
| <div>Save</div> | | |



Canceling Alerts

To cancel any alerts, simply return to the **Parent Portal** or **Student Portal** and

- ▼ Click on **View Grades and Attendance**
- ▼ Once inside the **Internet Grade Viewer**, click on **Options** in the left-hand panel and **Profile**
- ▼ Click on **Edit** under **Notifications**
- ▼ Turn off all the toggle icons for notifications you no longer wish to receive.



| General Notifications | | | |
|-------------------------------|---|---------|-------------------------------------|
| Unexcused Absence Notice | | ✉ Email | <input checked="" type="checkbox"/> |
| Excused Absence Notice | | ✉ Email | <input checked="" type="checkbox"/> |
| Discipline Notice | | ✉ Email | <input checked="" type="checkbox"/> |
| Attendance Summary | S M T W T F S None Weekdays All Week | ✉ Email | <input checked="" type="checkbox"/> |
| Grade Summary & Detail Report | S M T W T F S None Weekdays All Week | ✉ Email | <input checked="" type="checkbox"/> |
| Assignments | S M T W T F S None Weekdays All Week | ✉ Email | <input checked="" type="checkbox"/> |

Support

Contact your school for any issues related to this application.