

# Pinnacle Internet Viewer – Email Notification Setup

Follow these instructions to setup email notification criteria.

## To Login:

- On the Internet, go to: <https://grades.fcps.org> and login using your student's ID and password

1. Select Email Signup

The screenshot shows the Pinnacle Internet Viewer interface. On the left sidebar, under 'Options', the 'Email Signup' button is highlighted. An arrow points from the text '1. Select Email Signup' to this button. The main content area displays a 'Grade Summary By Term Reporting Period' table with columns for 'COURSE', '1ST QTR.', '2ND QTR.', '3RD QTR.', and '4TH QTR.'. The table lists courses like PE 6, TECH EXPO, INTRO ALG&GEO, LANG ARTS 6 H (with a grade of 100.0/A), LIFE SKILLS, and NWEST CLT GEO H. Below the table, there is a message: 'Have a Safe and Happy Summer. School begins August 28th.' and a disclaimer: 'The grades reflected on this site are not official due to variations in dates when grades are entered. Also, FCPS regulations such as the attendance requirement earn credit are not applied on this website. Final grades are calculated in accordance with FCPS policy. Official grades are distributed via report cards and transcripts. If you have questions, please contact the school.'

2. Enter your email address

The screenshot shows the 'WELCOME TO THE EMAIL NOTIFICATION SYSTEM PARENT SIGN-UP' page. It includes a list of benefits: 'Automatically receive email when your student's grade drops below a determined threshold', 'Receive detailed assignment reports on a scheduled basis', 'Set up multiple email addresses per student', and 'Utilize the ultimate solution for increased parent-teacher communication!'. Below this, there is a text box: 'When you sign up with the Email Notification System, an authorization email will be sent to the email address specified. Follow the instructions in the email to validate your email address.' At the bottom, there is a form with the label 'Your Email Address:' and a text input field containing 'Parent@aol.com', and a 'Sign In' button.

3. Set the criteria for when you would like to be notified via email and click Submit Notification Request

The screenshot shows the 'Submit Notification Request' form in the Pinnacle Internet Viewer. The form is titled 'General Information' and includes fields for 'SCHOOL' (Training School) and 'EMAIL RECIPIENT' (Parent@aol.com). Below this, there is a 'Report Selection' section with a dropdown menu for 'Enter your name (as used in salutation):' set to 'None Yet'. There are three checkboxes: 'Standard Grade Report', 'Gradebook Report', and 'Automatic Grade Notification'. The 'Automatic Grade Notification' checkbox is checked. Below it, there is a field 'When any grade: goes below' with a value of '60'. At the bottom, there is a 'Submit Notification Request' button. An arrow points from the text '3. Set the criteria for when you would like to be notified via email and click Submit Notification Request' to this button.