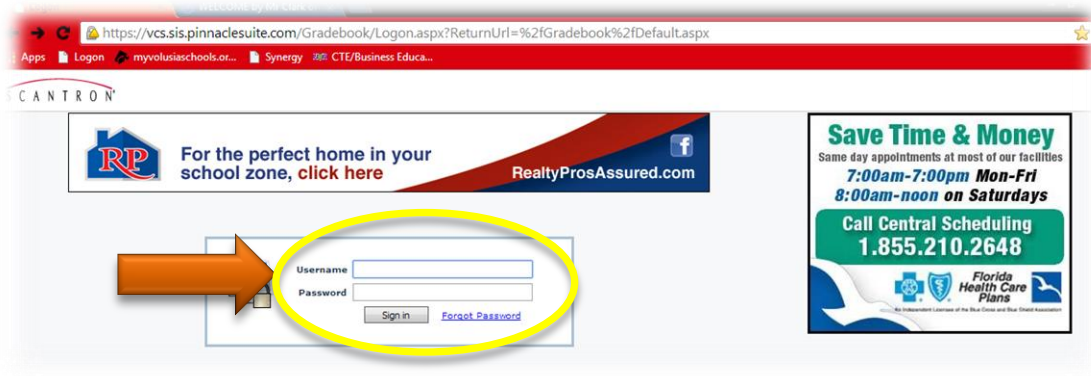


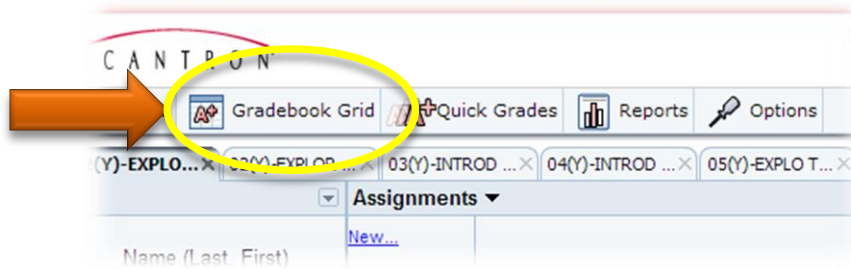
How to Export Students from Pinnacle to Synergy

Any changes/additions please e-mail Michael Clark mdclark@volusia.k12.fl.us thanks ☺

Step 1 – Sign in to Pinnacle



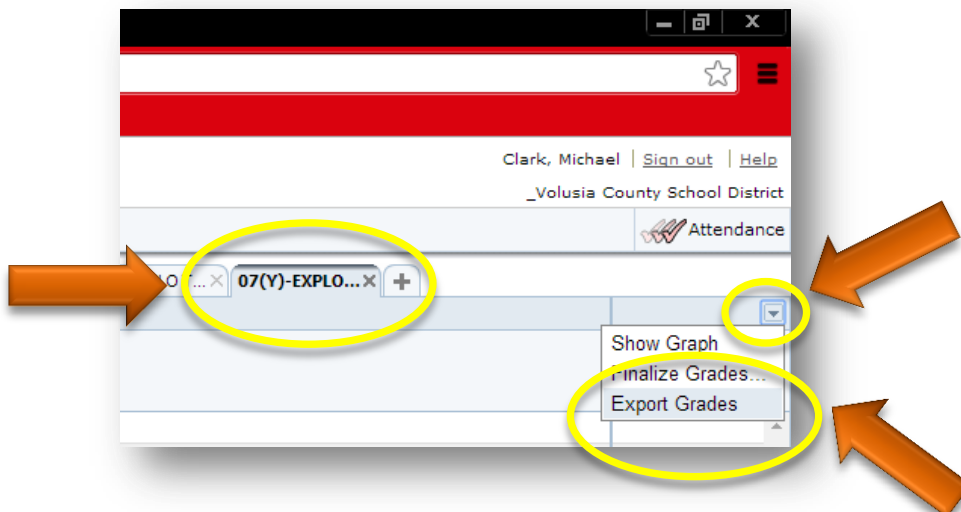
Step 2 – Click “Gradebook Grid” icon



Step 3 – Click on the class period tab you want to download

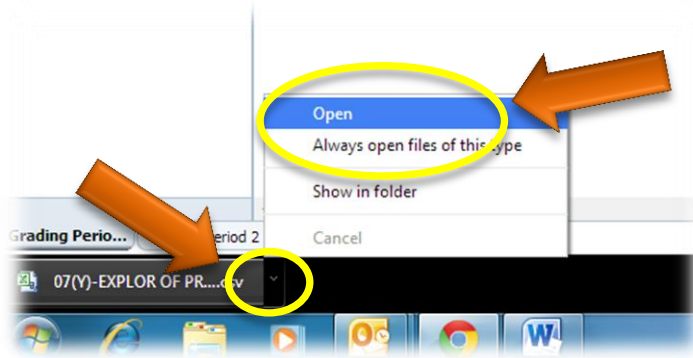
Step 4 – Click the small triangle dropdown icon on the top right-hand side of your screen

Step 5 – Click “Export Grades”



Step 6 – For Chrome users - Click the small triangle dropdown icon on the bottom left-hand side of your screen

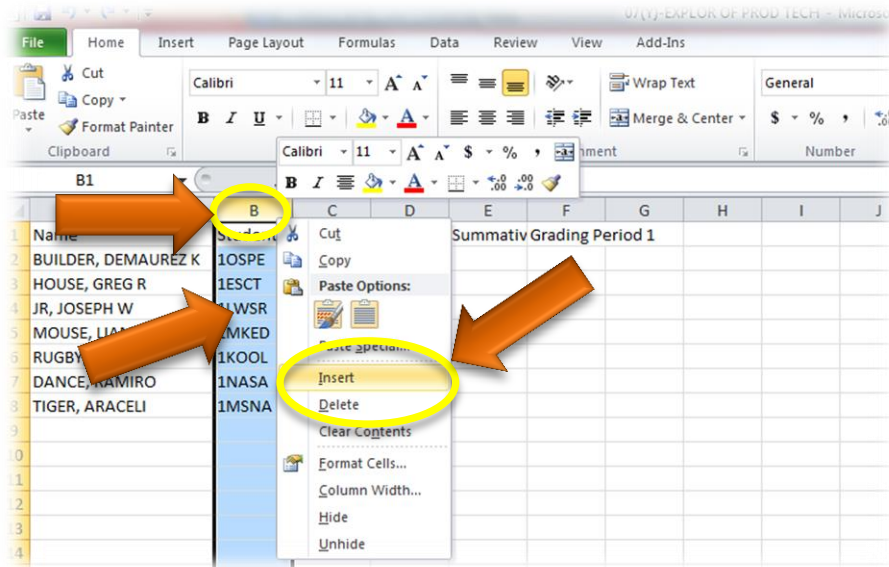
Step 7 – Click open



Step 8 – Highlight the “B” column by “Left Clicking” the letter “B”

Step 9 – Then Right Click in the highlighted area in column “B”

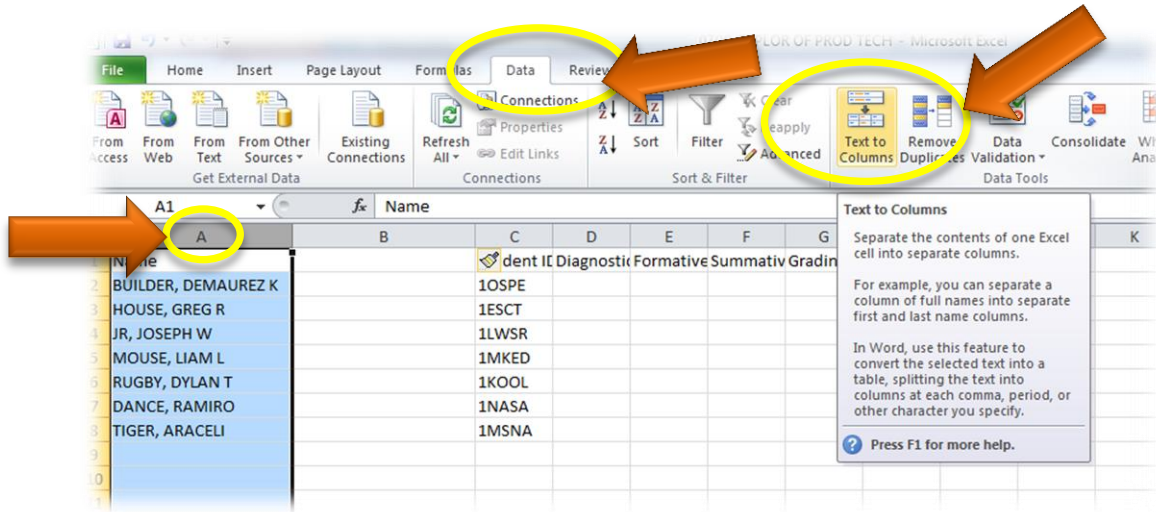
Step 10 – Left Click “Insert” (this will insert another column)



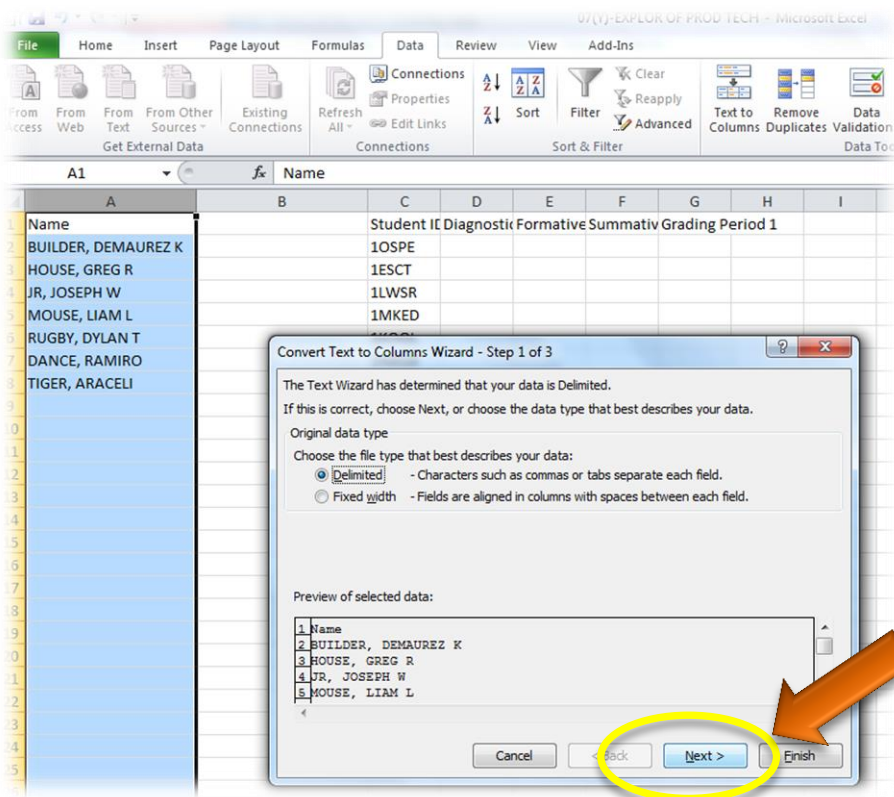
Step 11 – Highlight the “A” column by “Left Clicking” the letter “A”

Step 12 – Click the “Data” tab

Step 13 – Click the “Text to Columns” tab

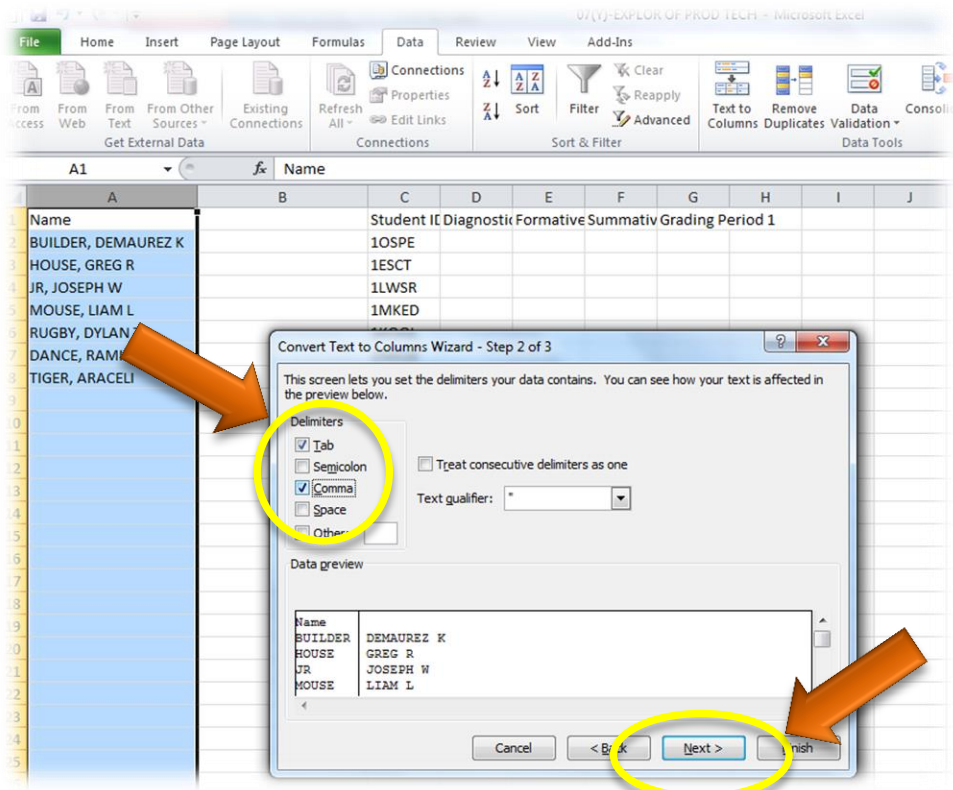


Step 14 – Click “Next” (keep default settings)

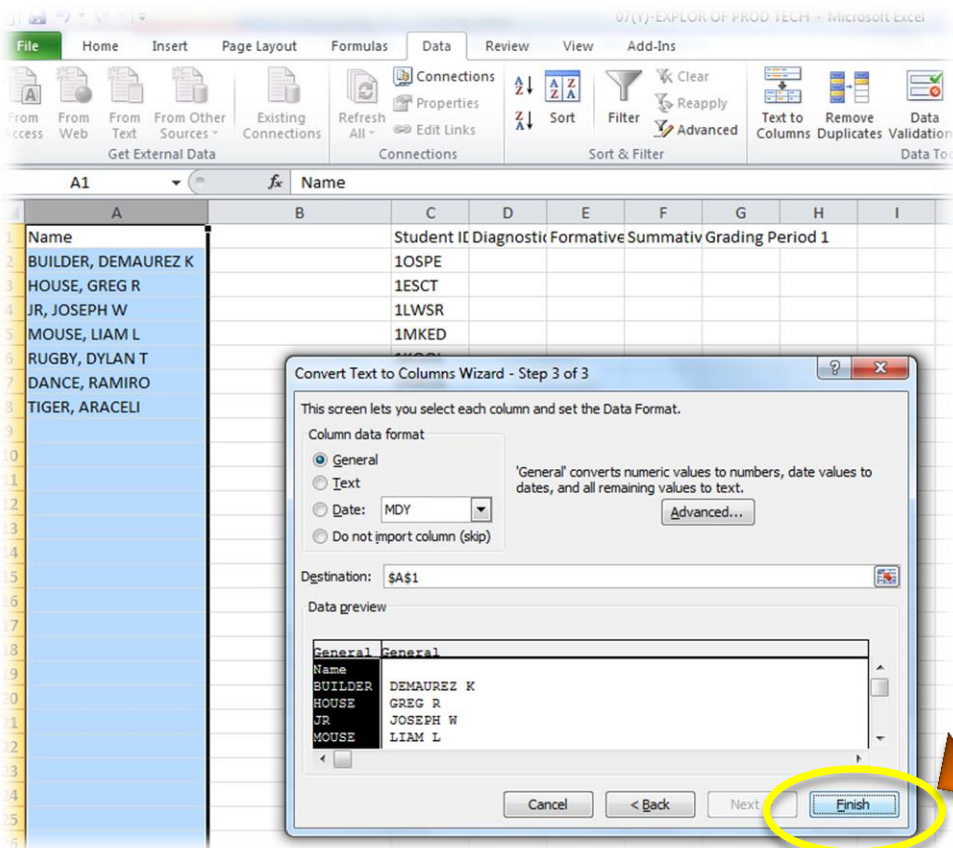


Step 15 – Check the “Tab” & “Comma” boxes

Step 16 – Click “Next”



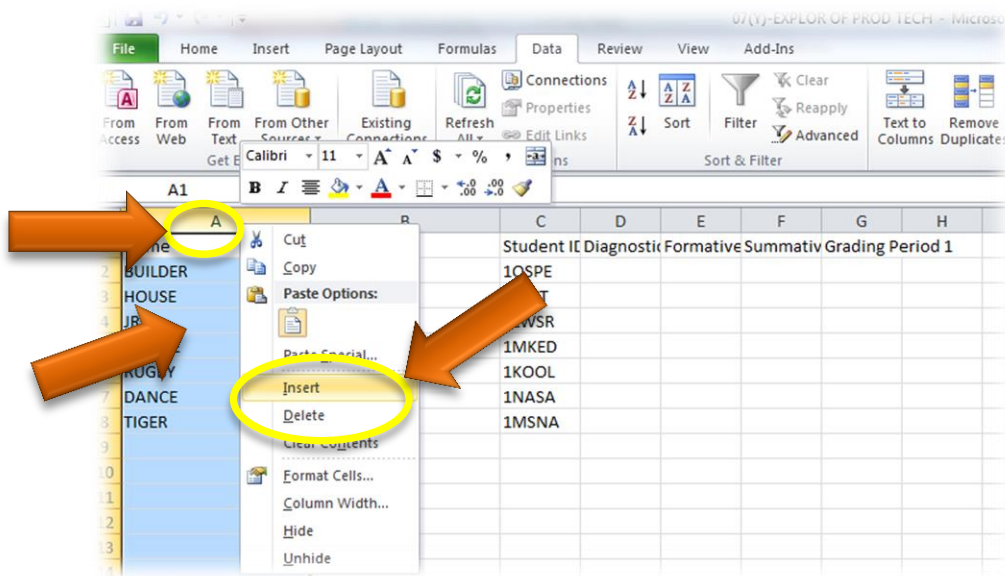
Step 17 - Click “Finish” (keep default settings) (this will separate column “A” into “A” & “B”)



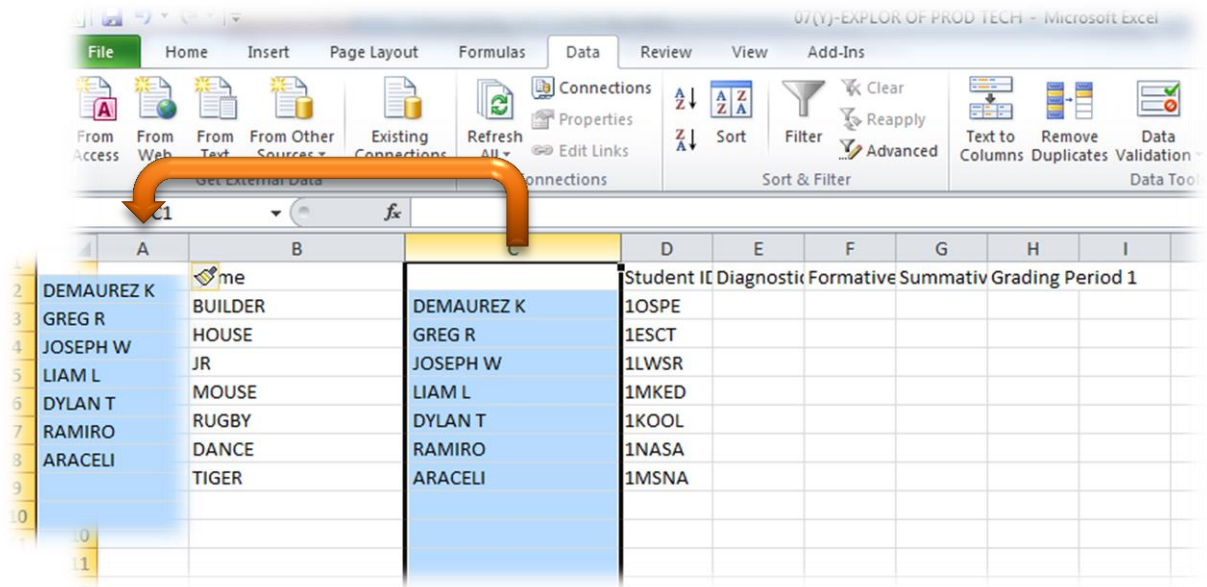
Step 18 - Highlight the "A" column by "Left Clicking" the letter "A"

Step 19 – Then Right Click in the highlighted area in column "A"

Step 20 – Left Click "Insert" (this will insert another column)

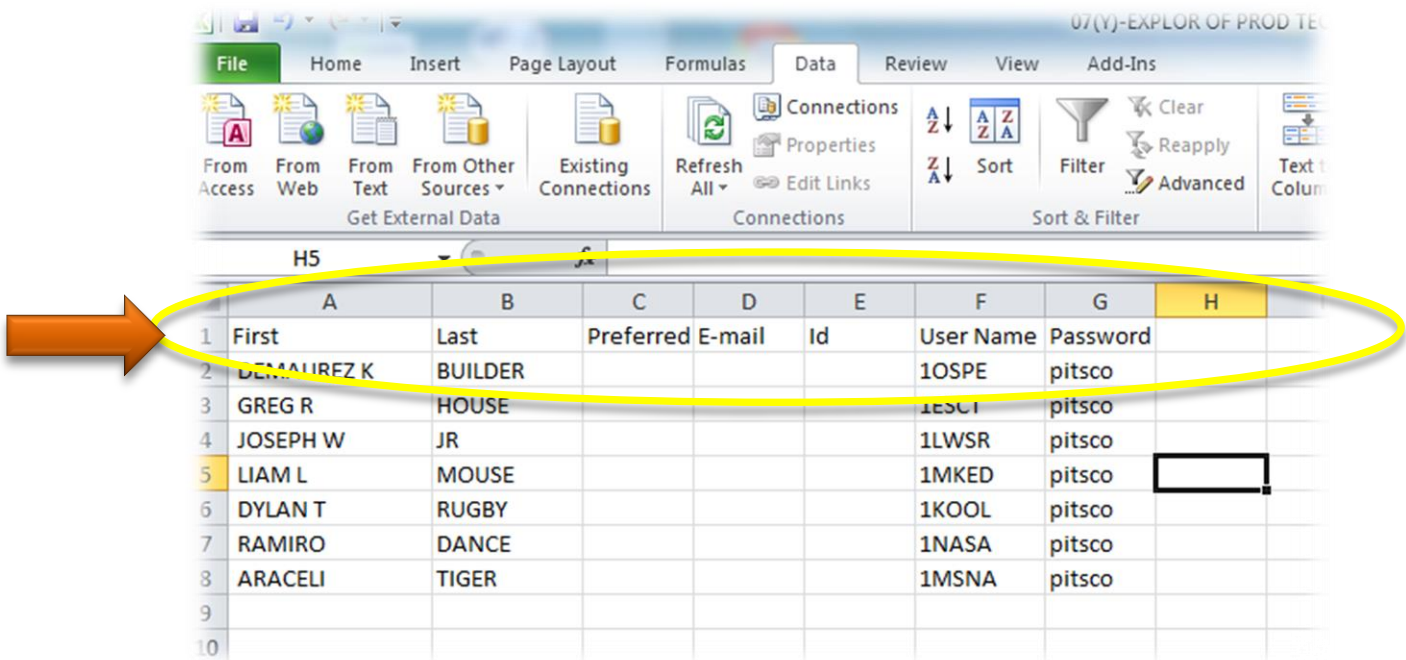


Step 21 – Click & drag the contents of column "C" to column "A"



Step 22 – Change the cells in row “1” to: First Last Preferred E-mail Id User Name Password

Note: User Name and password can be created my teacher

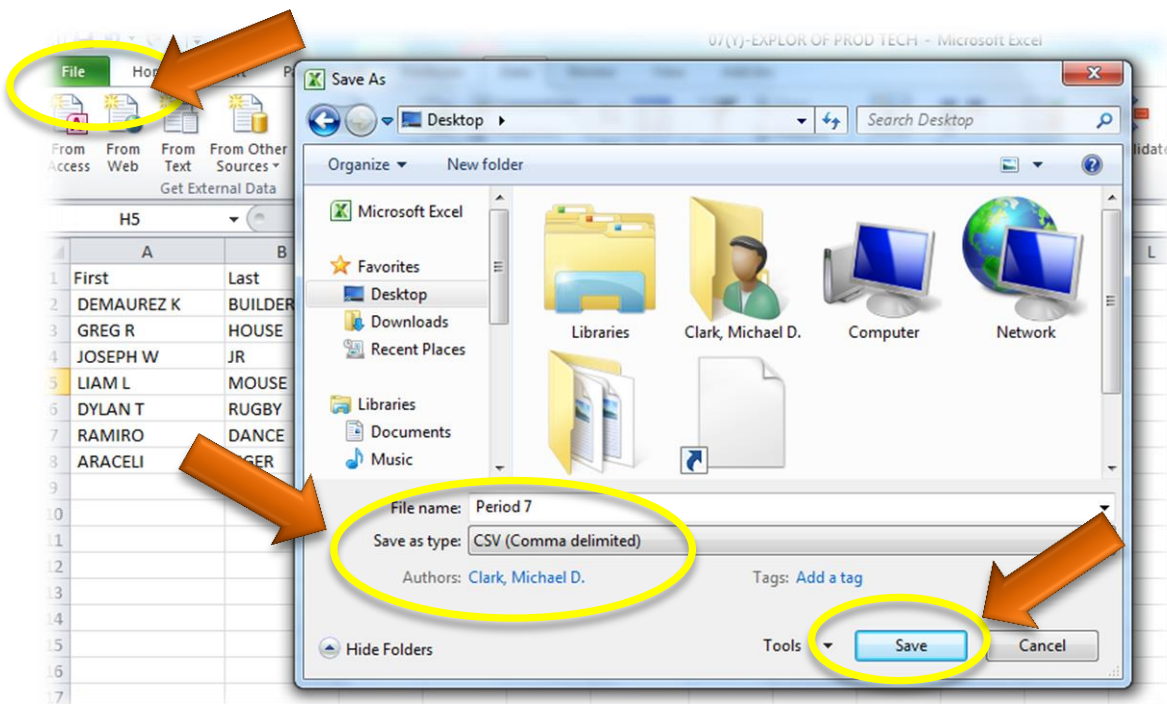


Step 23 – Click “File”

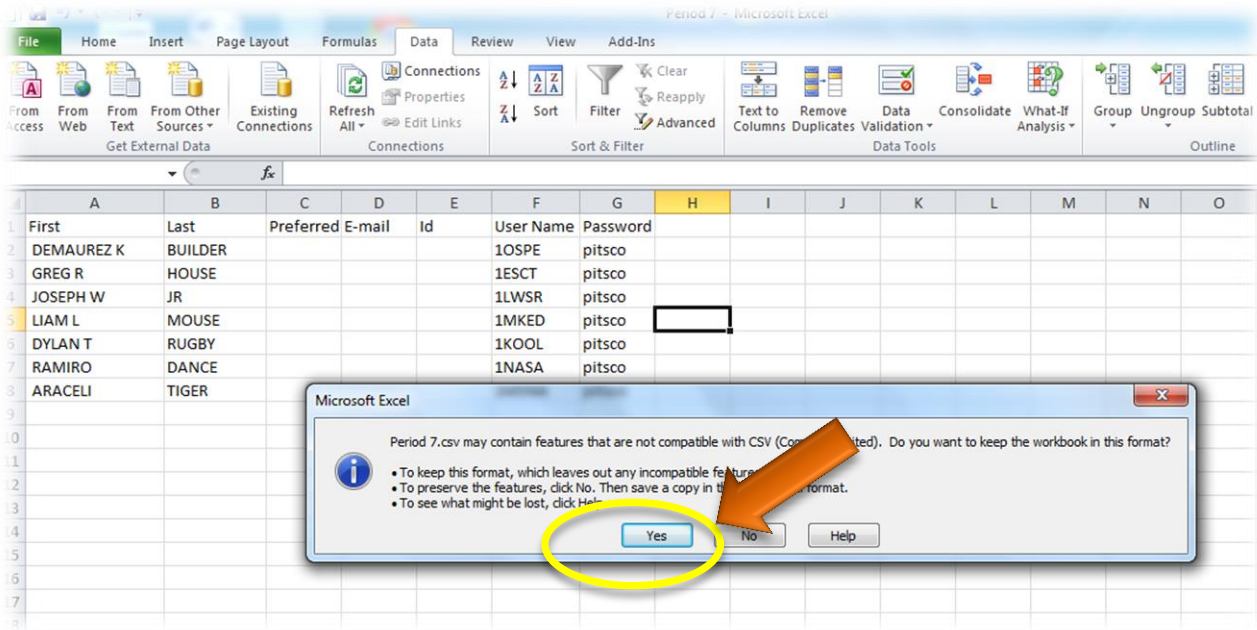
Step 24 – Click “Save As”

Step 25 – Click “Save”

Note: Make sure the file type is “CSV”



Step 26 – Click “Yes”



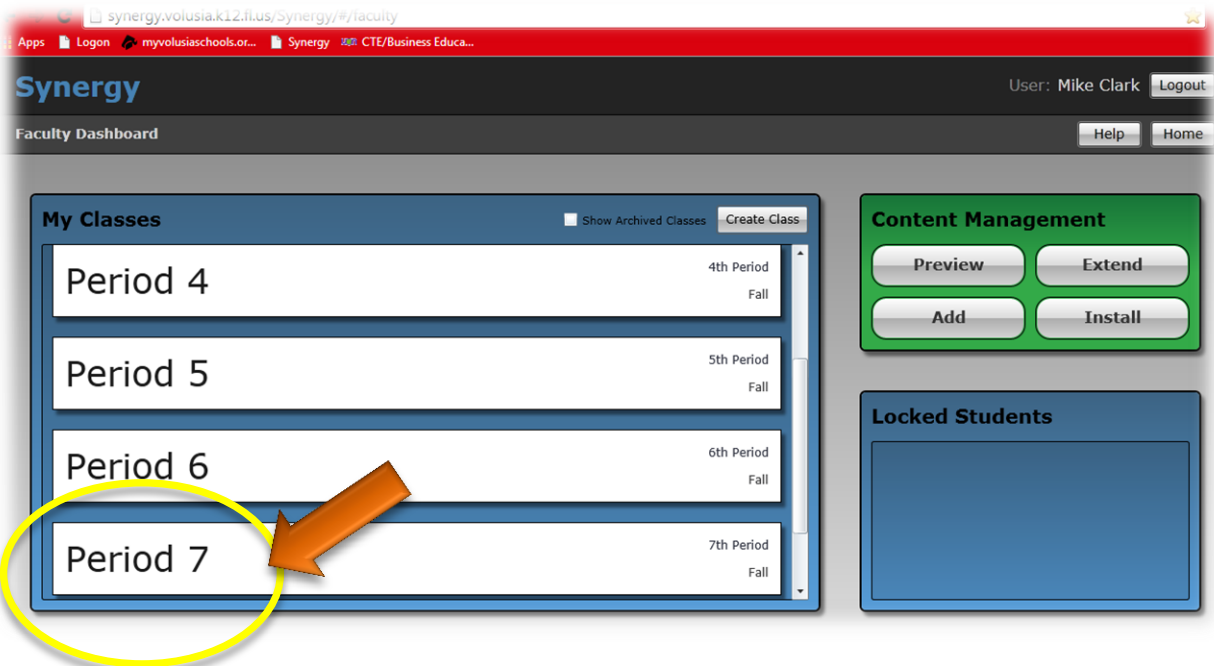
Step 27 – Go to: <http://synergy.volusia.k12.fl.us/>

Step 28 – Sign in to Synergy



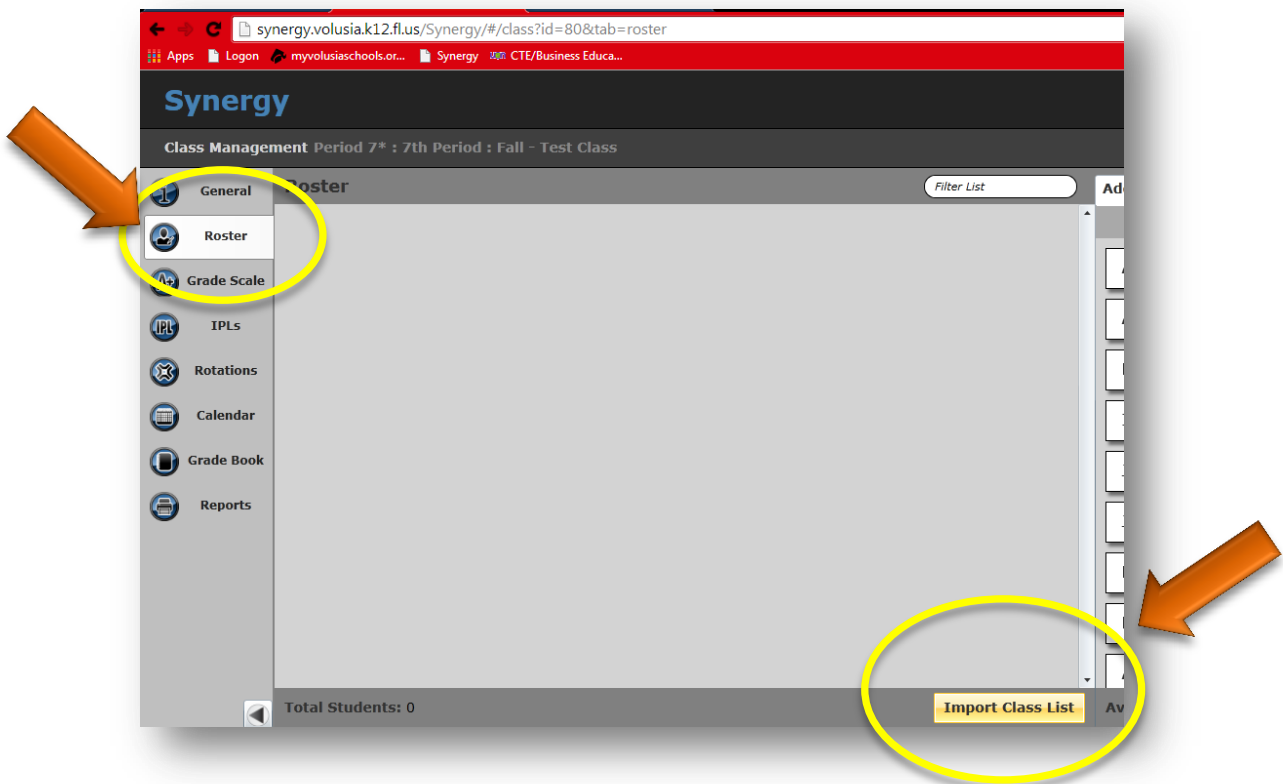
Step 29 – Click on the class period you want to import

Note: Make sure you have saved and closed the Microsoft Excel file that you were working in

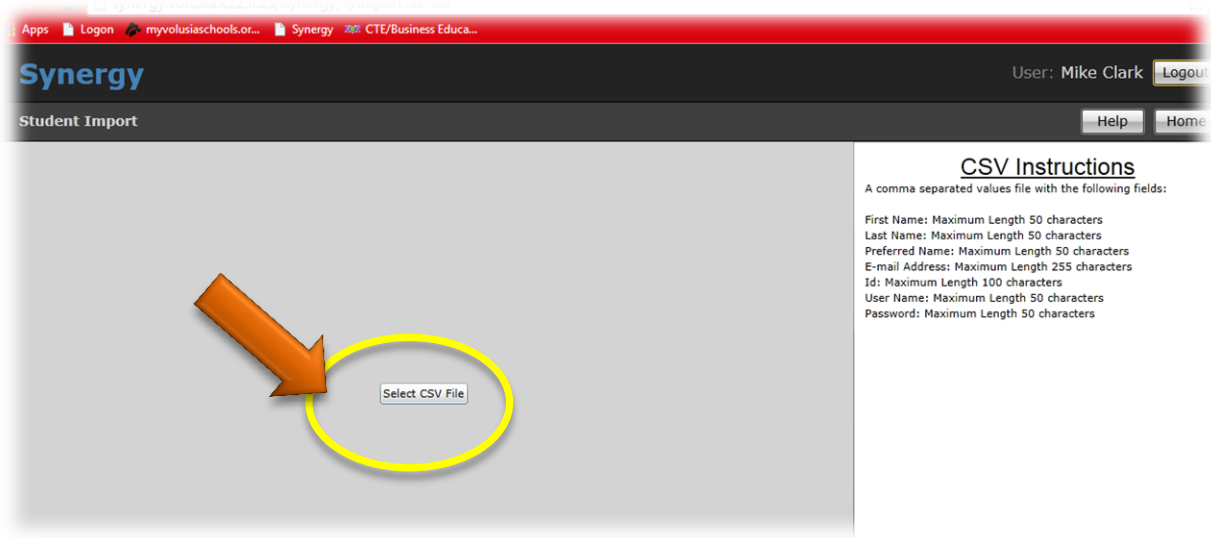


Step 30 – Click “Roster”

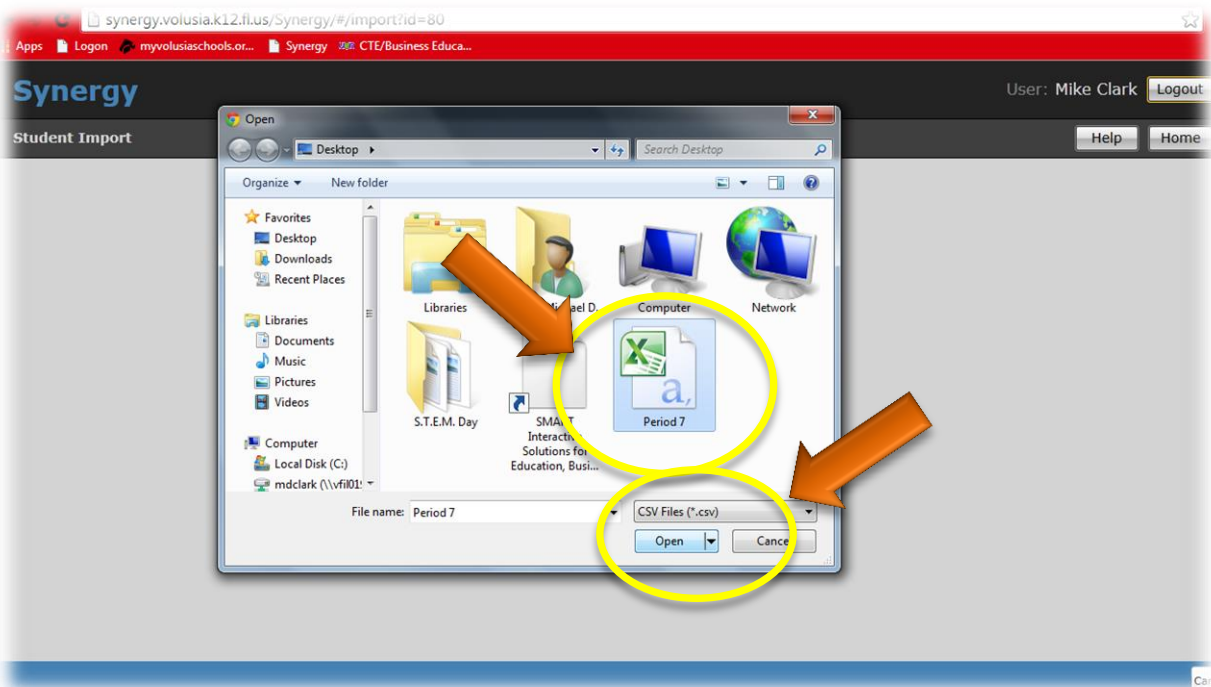
Step 31 – Click “Import Class List”



Step 32 – Click “Select CVS File”



Step 33 – Select your file & click “Open”



Step 34 – Check the “Ignore Errors” box

Step 35 Click “Import Into”

Note: Disregard the first line that says “Failed”

The screenshot shows the Synergy Student Import interface. At the top, the user is logged in as Mike Clark. The main area displays a table with columns for Validation, First Name, Last Name, Preferred Name, E-mail Address, Id, User Name, and Password. The first row is marked as 'Failed', while the following seven rows are marked as 'Pending'. At the bottom of the interface, there are buttons for 'Import Into' and 'Cancel', along with a dropdown menu for 'Southwestern Middle School' and a checked checkbox for 'Ignore Errors'. An orange arrow points to the 'Import Into' button, which is circled in yellow.

Validation	First Name	Last Name	Preferred Name	E-mail Address	Id	User Name	Password
Failed	First	Last	Preferred Name	E-mail	Id	User Name	Password
Pending	DEMAUREZ K	BUILDER			10SPE	pitsco	
Pending	GREG R	HOUSE			1ESCT	pitsco	
Pending	JOSEPH W	JR			1LWSR	pitsco	
Pending	LIAM L	MOUSE			1MKED	pitsco	
Pending	DYLAN T	RUGBY			1KOOL	pitsco	
Pending	RAMIRO	DANCE			1NASA	pitsco	
Pending	ARACELI	TIGER			1MSNA	pitsco	

Total Users to Import: 8
Users without Errors: 7
Users with Errors: 1

Step 36 – You have now finished importing a class from Pinnacle to Synergy! Repeat steps 1-35 for your other classes ☺

The screenshot shows the Synergy Roster interface. The user is logged in as Mike Clark. The main area displays a list of students with their names and an 'Edit' button next to each. The students listed are DEMAUREZ K BUILDER, RAMIRO DANCE, GREG R HOUSE, JOSEPH W JR, LIAM L MOUSE, DYLAN T RUGBY, and ARACELI TIGER. At the bottom, there are buttons for 'Import Class List' and 'Available Students: 150'. A browser window is open in the background, showing a 'checked flags' image.

Class Management Period 7* : 7th Period : Fall - Test Class

Total Students: 7