

InformationNOW – Parent Portal

About this Guide

This Quick Reference Guide provides an overview of the options available through a parent/guardian login to *InformationNOW*.

Note: Depending on how a student's school utilizes *InformationNOW*, some of the following options may not be available.

Login

To obtain a parent/guardian login to *InformationNOW*, please contact the school. Users must receive a user name and password, as well as the Web site URL, to access the program.

- To log in, open a Web browser window.
- Go to the Web site URL as given by the school to access *InformationNOW*.
- Enter the *User Name* and *Password*.
- Click **Login**.
 - The first time a user logs in, it may be necessary to reset the password for security purposes.
 - If necessary, enter the old password. Then enter the new password and retype it in the space provided. Click **OK** to save the changes.

Note: If the user has forgotten the password and has an e-mail address on file with the school, click the **Forgot your password?** link. Enter the user name and the last four digits of the Social Security Number on file. The password will be e-mailed to the user's account. If further assistance is needed, please contact the school.

Home Page

The *home page* will initially display, listing all announcements for the school and/or district. Some announcements may include a hyperlink to more details.

The screenshot shows the InformationNOW Home Page for user eadamst. The page includes a navigation menu on the left with categories like Home, Student Information, Reports, and System Preferences. The main content area displays announcements for various dates, such as 7/12/2010 - 7/16/2010 for Boys Football Tryouts and 8/2/2010 - 8/3/2010 for Girls Volleyball Tryouts. Annotations with blue arrows point to the 'Verify Login' and 'Click To Logout' links in the top right, the 'View Announcements' link in the main content, and a specific link for more details in the tryout announcement.

The user may also use the **Logout** option in the upper right hand corner to exit *InformationNOW*. It is recommended that users exit *InformationNOW* when finished to protect confidential information.

Selecting a Different Child

If the user has more than one child enrolled in a school in the district, click the drop-down list in the upper right hand corner to select a different student.

This screenshot shows the 'Student' dropdown menu in the upper right corner of the InformationNOW interface. The menu is open, displaying a list of students: Adams, Amy Louise (selected), Adams, Michael James, and Affleck, Brent. A blue arrow points to the dropdown list with the text 'Click to select a different child'.

Selecting a Different Academic Session

Each year a student is enrolled in a school in the district, he or she is enrolled in a different academic session (school year). Click the drop-list to select a different year and view grades, discipline, etc. for that year.

This screenshot shows the 'School/Academic Session' dropdown menu in the upper right corner of the InformationNOW interface. The menu is open, displaying a list of sessions: Hometown High School | 2010-2011 DOV (selected), Hometown High School | 0708 Regular, Hometown High School | 2009-2010, and Hometown High School | 2010-2011 DOW. A blue arrow points to the dropdown list with the text 'Click to choose a different year'.

School Calendar

To view the school calendar, click the **School Calendar** link at left. By default, the events and attendance days will display for the current school/academic session and month.

Adams, Amy Louise > Home > School Calendar

Month: August 2010 Events Schedule Both

August 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2 8:00A-12:00P M Girls Volleyb...	3 8:00A-3:25P T Girls Volleyb...	4 8:00A-3:25P W	5 8:00A-3:25P H	6 8:00A-3:25P F	7
	8 8:00A-3:25P M	9 8:00A-3:25P T	10 8:00A-3:25P W	11 8:00A-3:25P H	12 8:00A-3:25P F	13
	14	15	16 8:00A-3:25P M	17 8:00A-3:25P T Boys JV Footb...	18 8:00A-3:25P W	19 8:00A-3:25P H Varsity Footb...
	20	21	22 8:00A-3:25P M Girls Volleyb...	23 8:00A-3:25P T Boys JV Footb...	24 8:00A-3:25P W	25 8:00A-3:25P H Varsity Footb...
	26	27	28 8:00A-3:25P M	29 8:00A-3:25P T Girls Volleyb...	30 8:00A-3:25P F Footloose Fal...	31 8:00A-3:25P S Footloose Fal...

Non-attendance days appear in gray. Events appear as a blue link. Regular attendance days appear with the type of day and hours of operation.

- **Month:** To view a different month, either select the month from the available list or use the navigation arrows to scroll to the previous << or next >> month.
- **Events:** To view events only, bullet the *Events* option. Events such as sporting activities will display. To view the details of the event, click the name of the event that appears as a blue link (ex.: **Sport Awards Banquet**).
- **Schedule:** To view attendance days only, bullet the *Schedule* option. Attendance days will display with the hours of operation for that day. For schools that have a rotating schedule, the appropriate day code will display (ex.: *A Day, B Day, Red Day, Green Day*). For schools with a traditional schedule type, the name of the day (ex.: *Regular Day, Early Dismissal*) will display.
- **Both:** To view data for both events and schedule, bullet the *Both* option.

Student Information

Attendance

Click the **Attendance** link on the left to view attendance details, including *Date, Term, Periods, Level (All Day, Half Day, Tardy), Reason, Category (Excused, Unexcused)* and *Notes*.

Adams, Amy Louise > Student Information > Attendance

[View Period Absences](#) [View Check In/Check Out](#)

Term: ALL

Date	Term	Period(s)	Level	Reason	Cat	Note
Wed 03/16/2011	Term 2	1,2	Half Day	Doctor/Dentist	E	Lost tooth during pe (volleyball).
Tue 01/11/2011	Term 2	1,2,3,4,5,6,7	All Day	Funeral	E	Uncle's funeral
Mon 01/10/2011	Term 2	1,2,3,4,5,6,7	All Day	Funeral	E	Uncle's funeral
Mon 11/01/2010			Tardy	Tardy - Unexcused	U	
Mon 10/25/2010			Tardy	Tardy - Unexcused	U	
Mon 10/18/2010	Term 1		Tardy	Tardy - Unexcused	U	
Mon 10/11/2010	Term 1		Tardy	Tardy - Unexcused	U	
Thu 09/30/2010	Term 1		Tardy	Tardy - Unexcused	U	
Mon 09/20/2010	Term 1		Tardy	Tardy - Unexcused	U	
Fri 08/27/2010	Term 1	1,2,3	Half Day	Ill	E	Brought doctor's note.
Thu 08/26/2010	Term 1	1,2,3,4,5,6,7	All Day	Ill	E	
Wed 08/25/2010	Term 1	6,7	Half Day	Ill	E	

- To view details, click the date of the absence.
- All absences for the year will display by default. To view only one term, select the term from the list.
- Click the link to *View Period Absences*.
- Click the link to *View Check In/Out* records.

Demographic Information

Click the *Demographic* link on the left to view the student's demographic data, including *Personal, Origin/Residency, Address(s), Identification* and *Services*.

If any information is incorrect, please contact the school office.

Home

Home Page

School Calendar

Student Information

Attendance

Demographic

Discipline

Grades

Requests

Schedule

Reports

Comprehensive Progress

Report Card

Standards Report Card

Unofficial Transcript

System Preferences

Settings

Adams, Amy Louise > Student Information > Demographic

Personal Information

Student Name: **Adams, Amy Louise**

Student Number: **S1001**

Alternate Std. Num: **AA12345**

Date of Birth: **09/04/1993**

SSN: **123-33-2343**

Gender-Generation: **Female -**

Phone: **(800)844-0884**

Marital Status: **Single**

Religious Affiliation: **None**

Grade Level: **11**

Lunch Code: **Free**

Origin/Residency

Citizen/Nationality: **United States Of America**

Country: **United States Of America**

Residency Status: **Full Time**

State ID Number: **1234512345123**

Ethnicity: **White**

Migrant: **No**

Foreign Ex Std: **No**

Immigrant: **No**

Birth Cert: **AA1191992837475**

Birth Cert Ver: **Copy on file**

Employer: **Lulu's Restaurant**

Mailing Address

Address Line 1: **PO Box 14352**

Address Line 2:

City: **Hometown**

State: **IL**

Zip Code: **61601**

Country: **United States Of America**

Physical Address

Address Line 1: **234 Madison Way**

Address Line 2:

City: **Hometown**

State: **IL**

Zip Code: **61601**

Country: **United States Of America**

Identification

Email: **aadams@hometownsd.com**

Messenger Pro/Acc: **AOL/aadams**

Services

Language: **Portugese**

LEP:

Section 504: **NA**

Homeless: **Yes**

Discipline

Click the **Discipline** link on the left to view the student's discipline records, including *Date*, *Infraction*, *Infraction Occurrence* (i.e., if this is the 3rd violation for skipping, a number 3 will display), *Demerits*, *Disposition*, *Disposition Occurrence* (i.e., if this is the 3rd Saturday detention, a number 3 will display) and *Date*. Click the date to view the details of the discipline record.

Home

Home Page

School Calendar

Student Information

Attendance

Demographic

Discipline

Grades

Requests

Schedule

Reports

Comprehensive Progress

Report Card

Standards Report Card

Unofficial Transcript

System Preferences

Settings

Adams, Amy Louise > Student Information > Discipline

[Click to view previous year's info](#)

Date	Infraction	Inf. Cnt	Demerits	Disposition	Disp. Cnt	Date
Tue 11/02/2010	Excessive Tardies	1	0	Detention - After School	1	11/4/2010
Tue 09/14/2010	Excessive Tardies	1	0	Detention - After School	1	9/15/2010

Grades

Click the **Grades** link on the left to view the student's grade information, including the *Course*, *Teacher*, *Period(s)*, *Average*, *Activities* or grading period (i.e., 1st 9 weeks) grade *Details*.

Adams, Amy Louise > Student Information > Grades

Grading Period: Grading Period 1

Course	Teacher	Period(s)	Average	Activities	Details
Forensics	Benton, Laura	1	100.00 A+	A	D
College Prep English	Howard, Katie	2		A	D
Linear Algebra	Pitt, Brad	3	93.00 A-	A	D
Business Principals & Applic	Picasso, Pablo	4	96.67 A	A	D
World History	Sanders, Jarod	5	90.00 B+	A	D
JAVA Programming 2	Gordon, Jeff	6	100.00 A+		D
PE	Cash, Tabby	7	94.00 A-	A	D

- **Grading Period:** Click the drop-down arrow to select a different grading period.
- **A:** Click to view the individual activities and details for this class, such as homework assignments, quiz or test grades. Click the **+** sign next to an activity to view the details. Click the **Progress Report** button to print a report for this class.

Adams, Amy Louise > Student Information > Grades > Activities: Linear Algebra

Progress Report

Date	Category	Activity	Graded	Drp	Inc	Late	Score
Thu 09/03/2010	Homework	Read Chp 2, Answer Odd 1-9	Y	N	N	N	
Thu 09/03/2010	Homework	Read Chp 2, Answer Even 2-10	Y	N	N	N	22.00/25.00 B+
Thu 09/03/2010	Quiz	Quiz - Infinite Vs. Finite	Y	N	N	N	48.00/50.00 A
Thu 09/25/2010	Homework	Linear and Multilinear Algebra	N	N	N	N	N/A

Attribute: Text

Comments: Read Linear and Multilinear Algebra; Matrix Theory (Finite and Infinite) - Dave Rusin; The Mathematical Atlas article and be prepared to discuss the difference between Finite and Infinite Matrix Theory.

Materials: Linear and Multilinear Algebra; Matrix Theory (Finite and Infinite) - Dave Rusin; The Mathematical Atlas

Mon 06/14/2010 Homework Math Forum Y N N N 5.00/5.00 A+

Note: *InformationNOW* utilizes Adobe Acrobat Reader to display reports. In order to view or print these reports, the user may need to install the free version of Adobe Acrobat Reader, available at <http://www.adobe.com>.

- **D:** Click to view report card grades for the selected grading period and class.

Requests

Click the *Requests* link on the left to view any course requests for the selected academic session (school year). To insert a new request, click **Add**. Enter search criteria and click **Next**. If no criteria are selected, all courses will display. Place a check next to the course(s) to request and click **Create**. Requests will be entered in a status of *Pending* until approved by the school. Requests will display in a status of *Pending (Awaiting Approval – P)*, *Approved (A)* or *Rejected (R)*. If the request has not yet been approved or rejected by the school, the user may delete it by placing a check next to the request and clicking **Delete**.

Adams, Amy Louise > Student Information > Requests

Home Page
School Calendar

Student Information

Attendance
Demographic
Discipline
Grades
Requests
Schedule
Reports
Comprehensive Progress
Report Card
Standards Report Card
Unofficial Transcript
System Preferences
Settings

Click to add a new request

<input type="checkbox"/>	Course	Term (s)	Start	Required	Type	Pre Sect	Pre Staff	Status
<input type="checkbox"/>	Business Principals & Applic			No	Primary			A
<input type="checkbox"/>	College Prep English			No	Primary			A
<input type="checkbox"/>	Coop			No				P
<input type="checkbox"/>	English 12			No	Alternative			A
<input type="checkbox"/>	Forensics			Yes	Primary			A
<input type="checkbox"/>	JAVA Programming 2			No	Primary			A
<input type="checkbox"/>	Linear Algebra			No	Primary			A
<input type="checkbox"/>	PE			No	Primary			A
<input type="checkbox"/>	Senior Research Project			No	Primary			A

Add Delete

Schedule

Click the *Schedule* link on the left to view the student's schedule, including the *Course Name*, *Teacher*, *Period(s)* of day, *Days*, *Terms* and *Room*. To view only one term of courses, select the term from the list.

Adams, Amy Louise > Student Information > Schedule

Home Page
School Calendar

Student Information

Attendance
Demographic
Discipline
Grades
Requests
Schedule
Reports
Comprehensive Progress
Report Card
Standards Report Card
Unofficial Transcript
System Preferences
Settings

Term
ALL

Course	Teacher	Period(s)	Days	Term(s)	Room
Forensics	Benton, Laura	1	M, T, W, H, F	Term 1, Term 2	201
Business Principals & Applic	Picasso, Pablo	4	M, T, W, H, F	Term 1, Term 2	105
JAVA Programming 2	Gordon, Jeff	6	M, T, W, H, F	Term 1, Term 2	203
PE	Cash, Tabby	7	M, T, W, H, F	Term 1, Term 2	103
World History	Sanders, Jarod	5	M, T, W, H, F	Term 1, Term 2	104
College Prep English	Howard, Katie	2	M, T, W, H, F	Term 1, Term 2	121
Linear Algebra	Pitt, Brad	3	M, T, W, H, F	Term 1, Term 2	205

Reports

Note: *InformationNOW* utilizes Adobe Acrobat Reader to display reports. In order to view or print these reports, the user may need to install the free version of Adobe Acrobat Reader, available at <http://www.adobe.com>.

To generate a report, select it from the list on the left, then select the grading period (if available) and click **View Report**.

- **Comprehensive Progress:** A list of activity grades such as homework, quizzes or tests.
- **Report Card:** A report of the student's report card grades, such as quarter grades and comments.
- **Standards Report Card:** A standards-based report card including marks for certain standards such as *Able to tie shoes* or *Able to evaluate mathematic strategies of others*.
- **Unofficial Transcript:** A student's **unofficial** transcript.

System Preferences

Adams, Amy Louise > System Preferences > Settings

Alerts

Category

- Attendance
- Discipline
- Grades
- Go Green.

Method

- Email

Personal

Contact

- Email
jherring@sti-k12.com

Change Password

- Password
- Retype Password
- Minimum 8 characters in length
- Must contain at least one number and one letter
- Cannot be 'password', 'pass', 'word', 'administrator', or 'admin'
- Cannot be same as username

Save

Alerts

- **Attendance:** Check if you would like to receive an e-mail alert when your child is marked all day absent, half day absent or tardy to school.
- **Discipline:** Check if you would like to receive an e-mail alert when your child has been given a discipline record at their school.
- **Grades:** Check to receive an e-mail if:
 - Your child receives a failing report card grade.
 - Your child's overall average of assignments such as homework, quizzes and tests drops below passing.
- **Go Green:** As a guardian, you may elect to . *Go Green* participants will receive an e-mail from the school announcing when reports such as report cards or progress reports are available for viewing online. A printed report will not be sent to *Go Green* participants.

Personal

- **E-mail:** Users must enter a primary e-mail address to receive alerts.
- **Change Password:** To change the password that is used to log in to *InformationNOW*, enter the new password and then retype the password in the field provided. Passwords must meet the following criteria:
 - Must be a minimum of eight alpha-numeric characters in length.
 - Must contain at least one number and one letter.
 - Cannot be *password*, *pass*, *administrator* or *admin*.
 - Cannot be same as username.