

# *InformationNOW* – Home Portal

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## About this Guide

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

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

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## Login

To obtain a parent/guardian login to *InformationNOW*, contact your child's school. You 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 you log 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.

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Note: If you have forgotten the password, click the **Forgot your password?** link and follow the instructions to reset the password. If further assistance is needed, please contact the school.

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## 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.

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

### Selecting a Different Child

If you have 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 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, requests, etc. for that 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.

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.

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## 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*.

- 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.

## 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 3<sup>rd</sup> violation for skipping, a number 3 will display), *Demerits*, *Disposition*, *Disposition Occurrence* (i.e., if this is the 3<sup>rd</sup> Saturday detention, a number 3 will display) and *Date*. Click the date to view the details of the discipline record.

## 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., 1<sup>st</sup> 9 weeks) grade *Details*.

- **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. Any link assigned by the teacher will display as a blue link under the assignment. If the teacher has attached a document to the assignment, that attachment will appear as a paper clip. Click the name of the document to access it. Click the **Progress Report** button to print a report for this class.

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

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- **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, you may delete it by placing a check next to the request and clicking **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.

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## Reports

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

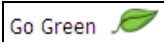
- **Comprehensive Progress:** A list of activity grades such as homework, quizzes or tests.

- **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.

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## System Preferences

### Alerts

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.

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Note: A printed report will not be sent to *Go Green* participants.

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To *Go Green*, go to **System Preferences | Settings**. Enter a primary e-mail address and check the  box.

An e-mail will be sent from the school when an electronic version of a report is ready. To view the report, log in to *InformationNOW* and choose **Students | Student Information**. Choose the student and school year to view. Under the **Reports** link on the left, click the report to view.

### Email

Enter the primary e-mail address for the school to use for announcements and other information.

### Change Password

To change the password 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.