

# INow: Attendance Guide

INow: <https://sti.hoover.k12.al.us/informationnow>

1. LOGIN to INow with your network login. Preceded your username with **Hoover\**

Example: Username Hoover\kbailey  
Password your network password

Click **LOGIN**

**InformationNOW**

*STI's new web-based STI InformationNOW draws upon 25 years of experience in the K-12 market*

What can *STI InformationNOW* do for you?

- Increase productivity through automation
- Enable data-driven decisions with easy access to your data
- Gain better control of all your district's processes in one system

User Name: hoover\kbailey  
Password: .....

Login

[Forgot Password?](#)

**STIQuick Clicks**

- [STI Assessment](#)
- [STI Student Information System](#)
- [STI Special Ed Tracking System](#)
- [STI Professional Development](#)

2. Your school name and school year will appear. (If you work at multiple schools, select the appropriate school from the drop down menu.)

Click **CONTINUE**

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Good Evening,  
Logging in user: BAILEY, KATHY.  
With which school will you be working?  
School: SPAIN PARK HIGH SCHOOL  
Academic Session: 2011-12

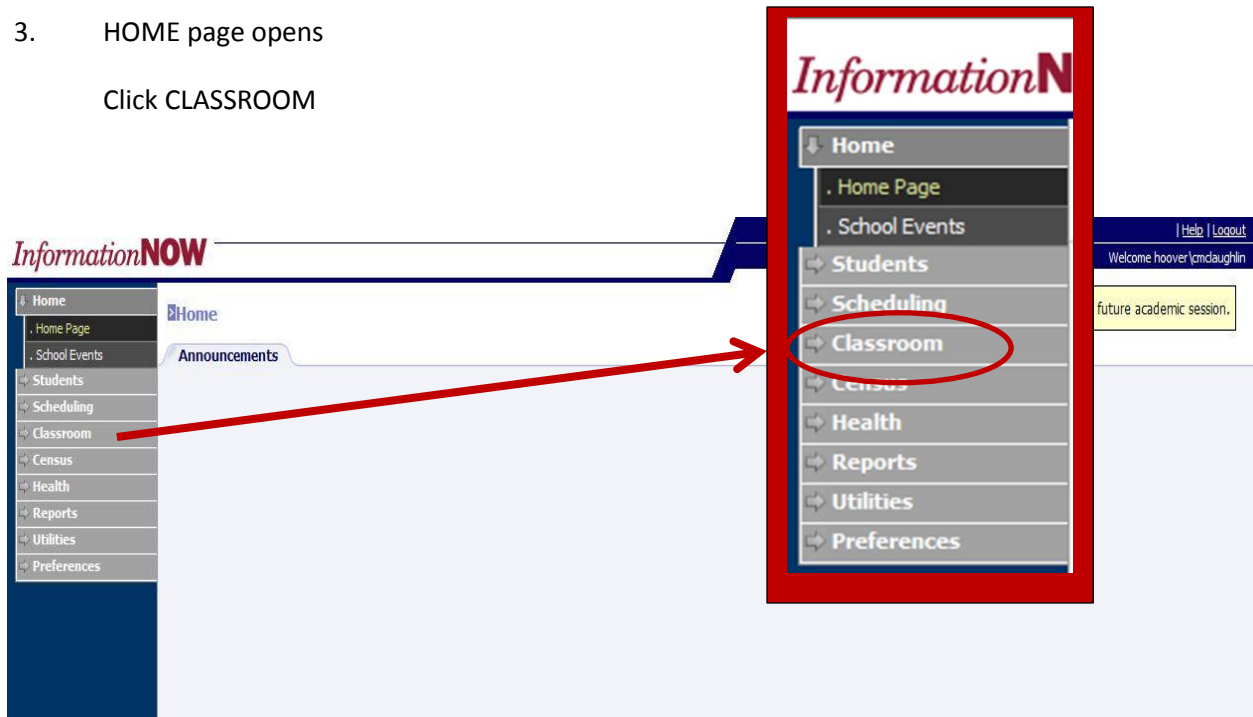
Continue

**STIQuick Clicks**

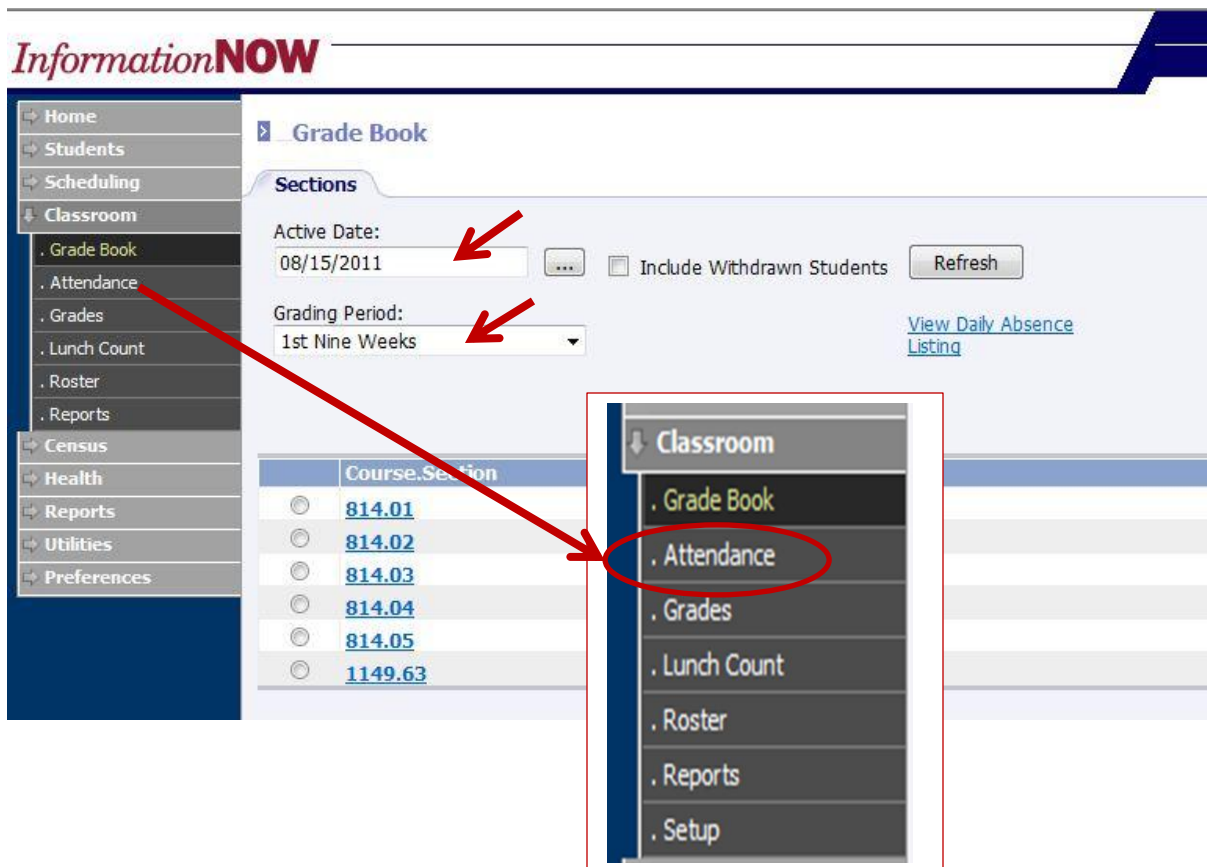
- [STI Assessment](#)
- [STI Student Information System](#)
- [STI Special Ed Tracking System](#)
- [STI Professional Development](#)

# INow: Attendance Guide

- HOME page opens  
Click CLASSROOM



- Make sure date and period are correct.  
Click ATTENDANCE



# INow: Attendance Guide

5. Notice the heading changed from GRADE BOOK (screen shot above) to CLASSROOM ATTENDANCE.

Click on the Course Section number (blue link) for the class period you need to take attendance.

Course Section	Description	Per	Term	Ct
<a href="#">814.01</a>	FOODS NUTRITION YR	1	SEM 1, SEM 2	18
<a href="#">814.02</a>	FOODS NUTRITION YR	2	SEM 1, SEM 2	18
<a href="#">814.03</a>	FOODS NUTRITION YR	3	SEM 1, SEM 2	16
<a href="#">814.04</a>	FOODS NUTRITION YR	6	SEM 1, SEM 2	21
<a href="#">814.05</a>	FOODS NUTRITION YR	7	SEM 1, SEM 2	24
<a href="#">1149.63</a>	ACADEMIC OPPS 1	8	SEM 1, SEM 2	15

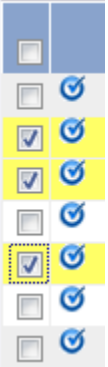
**NOTE: Attendance may be taken in homeroom (HR) –not shown here. Check with your school administrator.**

6. Remember to complete 3 steps on the PERIOD ATTENDANCE screen.
  1. **Check the BOX** on the left side of all students who are not present in your class.
  2. Click on the radio dial for **MISSING**
  3. Click on the **POST** button at the bottom of the screen. (Note: you may need to scroll down to see the post button.)

Student	Name	Alerts	GR	Home	G	Section Number	Daily Att	Tdy	Period Att	Tdy
<input checked="" type="checkbox"/>	COFIELD, JORDAN TRE		11	1434	M	<a href="#">814.01</a>				
<input checked="" type="checkbox"/>	DAVALOS, ROSARIO		11	1456	F	<a href="#">814.01</a>				
<input checked="" type="checkbox"/>	EMBRY, KADARIUS LA'RICO		12	1616	M	<a href="#">814.01</a>				
<input checked="" type="checkbox"/>	FOWLER, RASHAD		12	1607	M	<a href="#">814.01</a>				
<input checked="" type="checkbox"/>	HEADLEY, JOSHUA TRENT MERC...		11	1434	M	<a href="#">814.01</a>				
<input checked="" type="checkbox"/>	JAMES, ROBERT CHARLES		11	1458	M	<a href="#">814.01</a>				
<input checked="" type="checkbox"/>	JOHNSON, JESSICA T		12	1500	F	<a href="#">814.01</a>				
<input checked="" type="checkbox"/>	MICHAEL, ESTHER DAVID		10	1471	F	<a href="#">814.01</a>				
<input checked="" type="checkbox"/>	MILLER, BRANDON LAMAR		11	1471	M	<a href="#">814.01</a>				
<input checked="" type="checkbox"/>	MILLER, WILLIAM JUDSON		12	1643	M	<a href="#">814.01</a>				
<input checked="" type="checkbox"/>	NORTON, AUDREY LEANNE		11	1440	F	<a href="#">814.01</a>				
<input checked="" type="checkbox"/>	OHLMAN, ELISE CURRY		11	1466	F	<a href="#">814.01</a>				
<input checked="" type="checkbox"/>	OLVERA, RAUL		12	1486	M	<a href="#">814.01</a>				
<input checked="" type="checkbox"/>	SANDERS, DAVID		12	1642	M	<a href="#">814.01</a>				
<input checked="" type="checkbox"/>	SHEPHERD, JACQUANIESHA		11	1616	F	<a href="#">814.01</a>				
<input checked="" type="checkbox"/>	SORENSEN, BENJAMIN SCOTT		12	1626	M	<a href="#">814.01</a>				
<input checked="" type="checkbox"/>	TAUB, CHRISTOPHER ALAN		12	1617	M	<a href="#">814.01</a>				
<input checked="" type="checkbox"/>	WATKINS, CHARLESTON ANDREW		11	1409	M	<a href="#">814.01</a>				

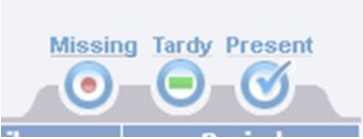
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See below steps 1-3.




(1) **CHECK BOX** – Click the box to mark missing. The line will be highlighted in yellow.

(2) Click the **MISSING** radio dial. (do not click tardy)



You can click missing at the top or bottom of the screen.

(3) Click the **POST** button



The radio dial beside the student’s name will change from a blue check mark meaning present to a **red dot** meaning missing. The blue check mark you created in the box will be deleted once you post.

The totals will change at the bottom of your screen.



18 - Present      0 - Absent      0 - Missing      0 - Tardy

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**THINGS TO KNOW:**

\_ Click on the student number (blue) to see more student information and options.

**\_ ALERTS**



Double click on the icons to see information you need to know about the student.



= Internet Access Alert



= Important Information



= Medical Information



= Special Education (See the special education teacher for details.)

\_ After you post attendance, A “Y” will appear on the right column beside the class listed on the CLASSROOM ATTENDANCE screen.

	Course.Section	Description	Per	Term	Ct	Att
●	<a href="#">814.01</a>	FOODS NUTRITION YR	1	SEM 1, SEM 2	18	Y