

InformationNOW – Standard-Based Reporting

About this Guide

This Quick Reference Guide provides an overview of the *Standards* (skills) options available in InformationNOW.

Setup

The following Lookups pertain to skills, or standards, and are created under **System Preferences | Setup**. These must be created before student standard-based grade records may be created. For complete details regarding adding, viewing and deleting lookups, please refer to the *InformationNOW – Lookups* Quick Reference Guide.

Required fields are indicated with an asterisk (*).

Standard Subjects

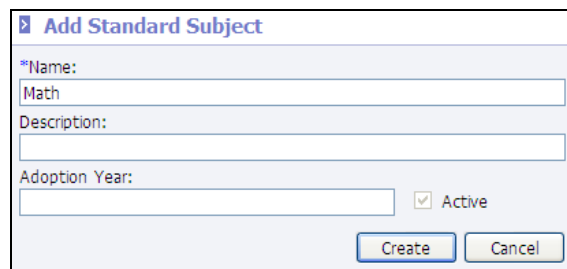
Standard subjects are the topics under which skills may be assigned. (Ex. *Language Arts, Algebra*).

To insert a standard subject, perform the following steps:

- Go to **System Preferences | Setup**.
- Select *Standard Subjects* from the lookup list and click **Refresh**.

Note: When created, each standard subject may be assigned an adoption year (this is not required). To filter the list to an adoption year, enter the year before clicking **Refresh**.

- Click to **Add** a new standard subject. Required fields are indicated with an asterisk (*).



Add Standard Subject

*Name: Math

Description:

Adoption Year: Active

Create Cancel

- Enter information as follows:
 - ***Name:** Enter a name for the standard subject (ex. *Math*)
 - **Description:** Enter a brief description of the standard subject.
 - **Adoption Year:** To be able to filter standard subjects by year, enter the year during which the standard is/was adopted.
- Click **Create**.

Standards

Standards are the skills for which students will receive marks.

To insert a standard, perform the following steps:

- Go to **System Preferences | Setup**.
- Select *Standards* from the lookup list and click **Refresh**.

Note: To filter the list to a standard subject, select the subject before clicking **Refresh**.

- Click to **Add** a new standard. Required fields are indicated with an asterisk (*).

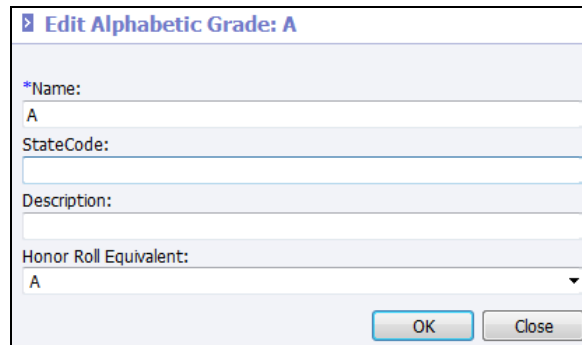
- Enter information for the record as follows:
 - ***Name:** Enter a name for the standard (ex. *Listens Attentively, Letter Recognition*).
 - ***Standard Subject:** Select the standard subject to which this standard is associated.
 - ***Lower Grade Level:** Select the lowest grade level with which this standard is associated.
 - ***Upper Grade Level:** Select the highest grade level with which this standard is associated.
 - **Parent Standard:** To associate this record with a standard that has been previously created, click the **Find** link to locate the other standard (referred to as the “parent” standard).
 - **Description:** Enter a brief description of the standard.
- Click **Create**.

Valid Alpha Grades

Valid Alpha Grades are the marks that a student may receive for a standard.

To insert a mark, perform the following steps:

- Go to **System Preferences | Setup**.
- Select *Valid Alpha Grades* from the lookup list and click **Refresh**.
- Click to **Add** a new Valid Alpha Grade. Required fields are indicated with an asterisk (*).



- Enter information as follows:
 - ***Name:** Enter the Valid Alpha Grade (ex. +, -, *S, M, U*).
 - **State Code:** If required for state reporting, enter the appropriate state code in the available field. Check State Guidelines to determine if this is required.
 - **Description:** Enter a brief description of the valid alpha grade.
 - **Honor Roll Equivalent:** Select the grade to be considered the equivalent to this grade when calculating honor roll. If, for example, an A+ is considered the same as an A for honor roll calculation purposes, edit the A+ valid alphabetic grade record and select an **A** from the *Honor Roll Equivalent* drop-list.

Note: Once a valid alpha grade has an honor roll equivalent, the original grade is no longer visible on the Honor Roll Report parameter screen. In the following example, the valid grades of A+ and A- have honor roll equivalents, so they no longer show in the grid. B+ and B- do not have honor roll equivalents, so both still show.

- Click **Create**. Continue adding all valid marks.

Grading Scales

Once valid alpha grades have been entered, they should be assigned to a grading scale. To assign a grade to a grading scale, perform the following steps:

- Go to **System Preference | Setup**.
- Select **Grading Scales** from the lookup list and click **Refresh**.
- Click to **Add** a new Grading scale. Required fields are indicated with an asterisk (*).

Edit Grading Scale: Standards Scale

Grading Scale

*Name: Standards Scale

Description: Marks Assigned to Student Skills/Standards

Hide Excluded

Alpha
 Numeric
 Both

	Incl	Alpha Mark	Low Value	High Value	Credit	Passing	Avg Equivalent	GPA Methods	
								Alpha	Num
<input type="checkbox"/>	Yes	M	92.000000	100.000000		No	100		
<input type="checkbox"/>	Yes	S	84.000000	91.000000		No	91		
<input type="checkbox"/>	Yes	N	73.000000	83.000000		No	83		
<input type="checkbox"/>	Yes	U	62.000000	72.000000		No	72		

OK Close

- Enter information as follows:
 - **Name:** Enter a unique name for this grading scale (Ex. *Skill Scale*).
 - **Description:** Enter a brief description for this grading scale.
 - **Alpha/Numeric/Both:** Select how the student’s score (mark) will display to students/guardians in the home portal – as *Alpha* marks, *Numeric* marks, or *Both*.
- Click **Create**.
- Uncheck the *Hide Excluded* box.
- Place a check next to each skill mark and click **View**.

Add Grading Scale: Standard Scale

Grading Scale

*Name: Standard Scale

Description: Marks Assigned to Student Skills/Standards

	Incl	Alpha Mark	Low Value	High Value	Credit	Avg Equivalent	GPA Methods	
							Alpha	Num
<input type="checkbox"/>		A						
<input type="checkbox"/>		A+						
<input type="checkbox"/>		A-						
<input type="checkbox"/>		B						
<input type="checkbox"/>		B+						
<input type="checkbox"/>		B-						
<input type="checkbox"/>		C						
<input type="checkbox"/>		C+						
<input type="checkbox"/>		C-						
<input type="checkbox"/>		D						
<input type="checkbox"/>		D+						
<input type="checkbox"/>		D-						
<input type="checkbox"/>		E						
<input type="checkbox"/>		I						
<input checked="" type="checkbox"/>		M						
<input checked="" type="checkbox"/>		N						
<input checked="" type="checkbox"/>		S						
<input checked="" type="checkbox"/>		U						

- Enter the following criteria:

Edit Grading Scale Range: M

Grading Scale Name: **Standards Scale**

Include in Scale? *Averaging Equivalent: 100

*Low Value: 92.000000 *High Value: 100.000000

Grade Points:

GPA Method	Grade Points	Apply Weighting
Alpha		<input checked="" type="checkbox"/>
Numeric		<input checked="" type="checkbox"/>

Award Graduation Credit

Is Passing

OK Close

- **Averaging Equivalent:** Enter the numeric value to be used when calculating averages for any grades that exist within the established range for this grade. For example, where the low is 96 and the high is 100, if 98 is to be used when averaging semester grades, enter a 98 here.
- **Low Value:** Enter the lowest numeric value for the selected grade.
- **High Value:** Enter the highest numeric value for the selected grade.
- **Grade Points:** Enter the point value to be determined when calculating GPA for grades within the established range. For example, if A is to be calculated as a 4.0 on a standard GPA, enter a 4.0 here.
- **Award Graduation Credit:** If graduation credit is to be awarded to a student for a course in which this grade has been earned, check the *Award Graduation Credit* box.
- **Is Passing:** Check if this mark is considered a passing score for the student.
- Click **OK**. Continue modifying each skill mark.

Valid Courses

Once skills have been created, they should be added to each course to which they apply. To add skills/standards to a course, perform the following steps:

- Go to **Scheduling | Valid Courses**.
- Search for and select to **View** the course.
- Click the *Standards* tab.
- Click **Add**.
- Enter search criteria such as name, standard subject, low or high grade level and click **Search**.

- All matching standards will display. Place a check next to each standard to be added to the selected course.

Standard	GR	Subject
<input checked="" type="checkbox"/> Apply Reading Strategies	9 - 10	English Language Arts
<input checked="" type="checkbox"/> Apply Word Analysis	9 - 10	English Language Arts
<input checked="" type="checkbox"/> Comprehend broad range of rea...	9 - 10	English Language Arts
<input checked="" type="checkbox"/> Listens Effectively	9 - 12	English Language Arts
<input checked="" type="checkbox"/> Read and interpret a variety of li...	9 - 10	English Language Arts
<input checked="" type="checkbox"/> Understand how literary element...	9 - 10	English Language Arts

- Click **OK**.

Note: A section of each subject must be created for each teacher. Students must also be scheduled into each section in order for the teacher to be able to access their students and assign skills. For more information regarding creating sections and scheduling students, please refer to the *InformationNOW – Scheduling* Quick Reference Guide which is available from the STI support Web site at <http://support.sti-k12.com>.

Using Standard/Skills in the Teacher Portal

Standards may be used in the teacher portal in the following locations:

- With the *Lesson Plan* and *Scores* tabs; and
- Under the *Standards* tab.

Using Skills with the Plan and Scores tabs

To use skills from both the *Lesson Plan* and the *Scores* tabs, perform the following steps:

- Go to **Classroom | Grade Book**.
- Select to **View** a section of a course to which skills have been assigned.

Options

- Select **Options** under the *Manage* menu at left.

- Enter the following:
 - **Standard Calculate Weight Maximum Value:** Check to apply weight to the maximum score possible. Use only if weighting activities from the *Plan* tab.

The following is an example of how an activity grade will be weighted if this box is not checked.

- Activity is worth 10 points.
- Weighted with weight multiplier of 2.
- Student earns 9 points out of 10.
- Student will receive 19 out of a possible 10 if this box is not checked.

The following is an example of how an activity grade will be weighted if this box is checked.

- Activity is worth 10 points.
- Weighted with weight multiplier of 2.
- Student earns 9 points out of 10.
- Student will receive 19 out of a possible 20 if this box is checked.

- **Standards (Skill) Scale:** Select the appropriate standards skill for this section of the course.
- **Standards Calculate Rule:** Select the option that applies to this section of the course.
 - **Current Grading Period:** Only activities within the current grading period will be averaged together.
 - **Running Section:** All activities within the current academic session will be averaged together, regardless of grading period.
 - **Running Term:** All activities within the selected term will be averaged together.
- **Standards Calculate Method:** Select the option that applies to this section of the course.
 - **Averaging**
 - Calculates score for each activity by dividing points by points possible.

- Totals all scores and divides by the number of graded activities to determine the grade.
- **Points**
 - Uses the raw score for points earned.
 - Use the total points possible for each assignment.
 - Points earned divided by points possible determines the grade.

Activities

- To attach skills to an activity, select the *Plan* tab.
- **Add** a new activity or select to **View** an existing activity. Refer to the *InformationNOW for Teachers – Classroom Grade Book Quick Reference Guide*, available from the STI Support Web site, for details regarding adding activities.
- Once the activity is created, click **Add** under the *Standards* tab.

- The standards that have been added to the course will display. Place a check next to the standards to be assigned to this activity.

<input type="checkbox"/>	Name	Description
<input checked="" type="checkbox"/>	Apply Reading Strategies	Establish purposes for reading, make predictions, connect important idea...
<input type="checkbox"/>	Apply Word Analysis	Apply word analysis skills (e.g., phonics, word patterns) to recognize ne...
<input type="checkbox"/>	Comprehend broad range of reading materials	Use information to form questions and verify predictions.
<input type="checkbox"/>	Listens Effectively	Apply listening skills as individuals and members of a group in a variety of ...
<input type="checkbox"/>	Read and interpret a variety of literary works	Respond to literary materials by connecting them to their own experienc...
<input type="checkbox"/>	Understand how literary elements and techniq...	Identify the literary elements of theme, setting, plot and character withl...

- Click **OK**.

Entering Skills Marks on the Standards tab

If users will be entering standard marks on the *Standards* tab only, and not utilize the *Plan* tab in conjunction with activities, perform the following steps:

- Under **Classroom | Grade Book**, select to **View** the course. Select **Options** under the *Manage* menu at left. Assign a Standards Scale. Click **OK**.
- Enter the student's standard marks directly on the *Standards* tab.

Entering Activity Grades

Once activities have been assigned to a skill, the grades that the student received for the activity may be posted directly to the skill.

- Enter grade for the activity on the *Scores* tab.
- When the **Recalculate** button is selected on the *Scores* tab, the running Grade Book average for the student as well as the standards score on the scores detail screen will be recalculated.
- Click to **View** a student's grade record for an activity that has been tied to a standard. Click the *Standards* tab to review the calculated standard mark.

Standard Subject	Standard	Description	Pct	Score	Total
Algebra I	A1.1.1	Compare real numb...	100	100.00	100.00

InformationNOW will update the *Total* column data with the total points that can be earned for the activity. The *Score* column data will display the activity score earned. The *Pct* column data will be calculated as a percent of earned to total. For example: If a student received 40 points on an activity with a total points possible of 50, an *80* will display in the *Percent* column because the student earned 80% of the total possible points (i.e., 40/50).

Note: Marks may be manually changed directly on the *Standards* tab.

- The *Scores* tab also has a **Recalculate** button which recalculates the standards scores on the *Standards* tab from the scores entered on the activity.

Grade Book of Teacher: Pitt, Brad

Term: Grading Period: Section Number - Name:

Plan Scores Comments Standards

Category: Standards: Refresh Recalculate

Student	Student Name	Alerts	Let	Total Points	Avg	Chpt 14 Quiz	Chpt 14 Odd Questions	Chpt 14 even questions	Chpt 14 Prep Outline Review	Chpt 12 & 13 Test
						50.00 02/01	25.00 01/31	25.00 01/30	10.00 01/29	100.00 01/28
<input type="checkbox"/> S1007	Anniston, Jessica						21.00	19.00	8.00	88.00
<input type="checkbox"/> S1009	Arthur, Jessica					48.00	20.00	20.00	2.00	92.00
<input type="checkbox"/> S1015	Branson, Jacob					42.00	22.00	24.00	9.00	84.00
<input type="checkbox"/> S1016	Brown, Ruth					48.00	23.00	25.00	8.00	80.00
<input type="checkbox"/> S1018	Carey, Mary	👉 + 📢				46.00	24.00	21.00	9.00	92.00
<input type="checkbox"/> S1020	Crawford, Cody					45.00	25.00	21.00	9.00	91.00
<input type="checkbox"/> S1021	Dawes, Dorothy					30.00	18.00	16.00	8.00	82.00
<input type="checkbox"/> S1023	Elway, Jerry					39.00	20.00	21.00	9.00	83.00
<input type="checkbox"/> S1025	Fitzgerald, Esther					32.00	21.00	22.00	9.00	84.00
<input type="checkbox"/> S1028	Froman, Angel					46.00	22.00	23.00	10.00	93.00
<input type="checkbox"/> S1044	Winslet, Kim					48.00	25.00	25.00	10.00	98.00
Avg						42	22	22	9	88

(*) - indicates withdrawn student

Expand Close

- InformationNOW** will calculate the standard mark for each student using scores from the standard(s) that have been associated with the activities. Using the activity standard score, the application will determine the standard mark as described below:

 - Find the averaging method for the classroom. The classroom averaging method is found in the *Option* screen for the Grade Book. The average methods calculations are described below.
 - Points Method: If *Points* averaging method is selected:
$$9/10, 50/50, 87/100, 10/10, 29/30 = (9+50+87+10+29) / (10+50+100+10+30) = 185/200 = 92.5$$
 - Average Method: If *Average* method is selected:
$$9/10, 50/50, 87/100, 10/10, 29/30 \rightarrow (90 + 100 + 87 + 100 + 96.67) / 5 = 473.67/500 = 94.734$$
 - Once the average numerical value is calculated, **InformationNOW** will determine the averaging equivalent by referring to the grading scale range where the average numerical value falls between the maximum and minimum value for the grading scale.

Posting Standards

While standards do not need to be posted in order to print on standards-based report cards, standards must be posted so that staff will be able to view standard marks from the student's individual grades screen. Once posted, users will be able to view standard marks under **Students | Student Maintenance**. Search for and select to **View** the student. Click the **Grades** option under the *Manage* menu on the left and click the **Standards** tab. Click the *Course Section* number that appears as a blue link. Click the **Standards** tab to view standard marks that were posted from the teacher Grade Book.

To post standard marks from the teacher Grade Book so they may be viewed on the individual student screen, perform the following steps:

- Go to **Classroom | Grade Book**.
- Click the **Course.Section** number that appears as a blue link.
- Click **Post Standards** under the *Manage* menu on the left.
- Verify the *Term* and *Grading Period* are correct and click **OK**.

Warning! Once standard scores are posted, they may be viewed under **Student | Student Maintenance** on the individual student's grades screen. Users with appropriate rights may even change standard marks on the individual student's grades screen. HOWEVER! Skills-based report cards print the skills marks from the teacher's grade book and NOT from the individual student's grades screen.

Printing Standards Report Card

Standard-based report cards may be printed from one of the following:

- **Reports | Standards Report Card**
- **Classroom | Gradebook**: Select to **View** a course. Select **Standards Report Card** from the *Reports* menu at left.
- **Students | Student Maintenance**: Select to **View** a student. Select **Standards Report Card** from the *Reports* menu at left.

Choose from the following options. Required fields are indicated with an asterisk (*).

Standards Report Card

Criteria

Student Filter: _____

*Grading Period: _____


Grading Period 1
Grading Period 2
Grading Period 3
Grading Period 4

Absence Reasons: _____

<input checked="" type="checkbox"/>	Code	C	Reason
<input checked="" type="checkbox"/>	COL	E	College Visit
<input checked="" type="checkbox"/>	Court	E	Court
<input checked="" type="checkbox"/>	DR	E	Doctor/Dentist
<input checked="" type="checkbox"/>	FNR	E	Funeral

Message: _____

Grading Scale: _____

Go Green  Letterhead

*Address Report To: _____
Students

Include

Parent Signature Announcement Withdrawn Students
 Report Card Grades Student Picture Standards with Marks Only
 Report Card Comments Student Address Standards Comments
 Report Card Notes Promotion Status Standards Score Notes

*Attendance Details: _____
Both

*ID to Print: _____
Student Number

*Order By: _____
Display Name

Working Filter

Save to Working Filter Append to Existing Overwrite Existing

Format: _____
Acrobat (PDF) file Save as Default

Preview Close

Note: GPA information may be included on the standard based report card. Go to **Grades | Setup**. Select the *Settings* tab. Choose the desired *GPA Type*, *Weighted Type*, and *Grading Period GPA* options and check the box to *Include on Standards Report Card*. For more details regarding the GPA options, please refer to the *InformationNOW – Grading Quick Reference Guide*.

- **Student Filter:** Not available when printing from the student screen
- ***Grading Period:** Only one grading period may be selected.
- **Absence Reasons:** Select the absence reasons to print on the report card.
- **Message:** Enter a message to print on all report cards.
- **Grading Scale:** Enter a scale to be printed on all report cards.
- **Go Green:** If selected, a hard copy of the report for guardians/students who have elected to *Go Green* will not be printed. Instead, an e-mail may be generated to let the user know an updated version of the report is available via the home portal. For more details, please refer to the *InformationNOW – Go Green Quick Reference Guide* which is available from the **Documentation** link of the support site at <http://support.sti-k12.com>.
- **Letterhead:** If selected, the standard heading information including the school name and address will be omitted from the top of the report, allowing for printing on school letterhead.
- **Address Report To:** Select to address the report to *Students*, *Custodians* or *All Contacts*.

- **Include:**
 - **Parent Signature:** Check to include a line for the parent to sign if returning the report card.
 - **Report Card Grades:** Check to include graded items for the selected grading period.
 - **Report Card Comments:** Only available if *Report Card Grades* is selected. Check to print the comments that were assigned to the student's grade record.'
 - **Report Card Notes:** Select to include the notes that were entered on the student's individual score screen.
 - **Announcement:** Check to include the announcements which are created under **Grades | Setup | Grading Periods** in the *Announcement* field.
 - **Student Picture:** Check to include the student's picture if it is on file.
 - **Student Address:** Check to include the student's listed address.
 - **Promotion Status:** Check to print the student's current status based on the status assigned to the student on the student's *Main* tab under the **Grade Level** history link.
 - **Withdrawn Students:** Check to include students who are currently withdrawn when printing the standards report cards.
 - **Standards with Marks Only:** Check to print only the standards for which students have received marks.
 - **Standards Comments:** Check to print the comments assigned to a student's standard mark record.
 - **Standards Score Notes:** Check to print the notes that were entered on the student's individual standards score screen.
- ***Attendance Details:** Select to print *None, Yearly, Grading Period* or *Both*.
- ***ID To Print:** Select to print *Alternate Student Number, None, Social Security Number, State ID Number* or *Student Number*.
- ***Order By:** Select to order by *Display Name, Distribution Period, Grade Level, Homeroom, Student Number, or Postal (Zip) Code*.

Note: If *Distribution Period* is selected, users must indicate the period of the day and the date for which to print. For example, to have the report cards grouped based on the classes that students have during 2nd hour on May 22, select the Period 2 from the *Distribution Period* list and enter 5/22/ along with the appropriate year in the *Date* field.
