

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 eadams! with the following elements:

- Header:** "InformationNOW" logo, "Welcome eadams! | Help | Logout", "Student: Adams, Amy Louise", and "School/Academic Session: Hometown High School | 2010-2011 DOV".
- Left Navigation Menu:** 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).
- Main Content Area:** "Adams, Amy Louise > Home > Home Page".
 - 7/12/2010 - 7/16/2010: Boys Football Tryouts** - Includes a link to download a parent permission slip.
 - 8/2/2010 - 8/3/2010: Girls Volleyball Tryouts** - Includes a link to download a parent permission slip.
 - 8/18/2010: Boys JV Football @ Home - Prairie Panthers** - Includes information about half-price tickets.
 - 8/23/2010: Girls Volleyball @ Anytown USA** - Includes bus departure time.

Annotations with arrows point to: "Verify Login", "Click To Logout", "View Announcements", and "Click the link for more details."

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 open, displaying the following options:

- Adams, Amy Louise
- Adams, Amy Louise
- Adams, Michael James
- Affleck, Brent

An annotation with an arrow points to the dropdown menu 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 open, displaying the following options:

- Hometown High School | 2010-2011 DOV
- Hometown High School | 0708 Regular
- Hometown High School | 2009-2010
- Hometown High School | 2010-2011 DOW

An annotation with an arrow points to the dropdown menu 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...
22	23 8:00A-3:25P M Girls Volleyb...	24 8:00A-3:25P T	25 8:00A-3:25P W Boys JV Footb...	26 8:00A-3:25P H	27 8:00A-3:25P F Varsity Footb...	28
29	30 8:00A-3:25P M Footloose Fal...	31 8:00A-3:25P T Girls Volleyb... Footloose Fal...	1	2	3	4

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.

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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.

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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

[Click the date to view details](#)

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**.

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Adams, Amy Louise > Student Information > Requests

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.

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Adams, Amy Louise > Student Information > Schedule

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

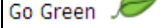
Note: *InformationNOW* utilizes Adobe Acrobat Reader to display reports. In order to view or print these reports, the user may need to install the free version of Adobe Acrobat Reader, available at <http://www.adobe.com>.

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

Alerts

As a guardian, the user 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.

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

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.