

**STI INFORMATIONNOW**

**TROUBLESHOOTING**

**2014-2015**

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# Gradebook

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## MY GRADES WON'T CALCULATE????

One of the most common reasons that grades do not calculate is because a student's average is greater than 100. This is usually caused by changes to the weight multiplier or weight addition. When you create your assignments, the weight multiplier defaults to 1.00 and the weight addition defaults to 0.00

Term:	Grading Period:	Section Number - Name:	
S2	3rd Nine Weeks	0621.03 - MATHEMATICS 06	
<b>Activity</b>			
*Date:	Day:	Unit:	*Category:
02/09/2012	Thursday		Test
*Activity Name:	<input type="checkbox"/> Assessment <input type="checkbox"/> Visible in Home Portal		
Test			
<b>Grading Properties</b>			
<input checked="" type="checkbox"/> Graded	<input type="checkbox"/> Can drop student score	<input type="checkbox"/> Is entire activity dropped	
*Total:	*Weight Multiplier:	*Weight Addition:	
100.00	1.00	0.00	

The weight multiplier takes a student's score and multiplies it by the indicated number. So if I put 2 in the weight multiplier box, a student's score would be multiplied by 2.

The weight addition is added to a student's score. So if I put 15 in this box, it would add 15 to the student's score.

It is best to leave the Weight Multiplier set to 1.00 and the Weight Addition set to 0.00.

## What to Do!

Open your grade book

Click on the Plan tab

Click on the drop down for View and choose Grading Period

Term:  Grading Period:  Section Number - Name:

**Plan** Scores Comments Standards

View:  Date:  Order By:

Add View Delete

Now you should see a list of all of your assignments

Click in the square in front of the word Activity

This will highlight all of your assignments

Click on the view button

**Plan** Scores Comments Standards

Date:   Week View

Add View Delete

<input checked="" type="checkbox"/>	Activity	
<input checked="" type="checkbox"/>	01/05/2012, Thursday: rating comparable jobs (Reading a chart)	
<input checked="" type="checkbox"/>	01/05/2012, Thursday: reading short stories (Comprehension)	
<input checked="" type="checkbox"/>	01/06/2012, Friday: Identify details in want ads (Comprehension - Survival skill)	
<input checked="" type="checkbox"/>	01/06/2012, Friday: rating comparable jobs (Comprehension - Survival skill)	
<input checked="" type="checkbox"/>	01/09/2012, Monday: Leading cattle states (Reading a Pictograph)	
<input checked="" type="checkbox"/>	01/10/2012, Tuesday: Main idea in the content area (Reading comprehension)	

Verify that the Weight Multiplier is 1.00 and the Weight Addition is 0.00  
If not make any changes and click ok  
This will take you to the next activity  
Continue until you have checked all activities.



The screenshot shows the 'Edit Activity' interface for 'rating comparable jobs'. It includes fields for Term (S2), Grading Period (3rd Nine Weeks), and Section Number - Name (0787.03 - PRE-AP CITI 07). The Activity section shows Date (01/05/2012), Day (Thursday), Unit, and Category (Reading a chart). The Activity Name is 'rating comparable jobs', with checkboxes for Assessment and Visible in Home Portal. The Grading Properties section shows Graded (checked), Can drop student score (unchecked), and Is entire activity dropped (unchecked). The Weight Multiplier is 1.000000 and the Weight Addition is 0.000000. There are tabs for Standards, Comments, Objectives, and Resources. A table with columns Name and Description is visible, along with Add and Delete buttons. At the bottom, there is an 'Is Completed' checkbox and OK/Close buttons.

When you finish, click on the Scores tab and click Recalculate

NOTE: You may have to go back through each of the 9-weeks to find the problem.


## **MY FINAL GRADES ARE OVER 100???**

One of the most common reasons that a student's average is greater than 100 is that the weight multiplier or weight addition has been changed. When you create your assignments, the weight multiplier defaults to 1.00 and the weight addition defaults to 0.00

### *What To Do!*

Check out the [What To Do](#) Section under My Grades Won't Calculate.

## **NOTHING HAPPENS WHEN I CLICK ON THE COURSE NUMBER???**

InformationNow is not working well with Internet Explorer  since the Summer Release from STI.

### *What To Do!*

Use Mozilla Firefox  to access STI.

## **MY GRADES WON'T PRINT ON THE REPORT CARDS???**

When grades don't print on report cards it is for one of two reasons.

1. The grades were not posted

### *What To Do!*

Go to the current 9-wks and click on Post Grades on the left side of the screen.

2. The grades are higher than 100

### *What To Do!*

Check the student averages. Go to the current 9-wks and click on Student Averages on the left side of the screen. If you have grades that are over 100 you need to review the section of this document labeled [My Final Grades are over 100](#).

## **THE POST GRADES LINK DOES NOT WORK???**

If the link is grayed out you need to contact your school secretary that is responsible for STI Informationnow. They can activate the link.

## **GRADEBOOK DOESN'T APPEAR UNDER CLASSROOM???**

If you are able to log into STI Informationnow and when you click on classroom the gradebook is missing, check the calendar to see if it is during one of the gradebook entry dates for another school.

## **STUDENTS ARE MISSING FROM MY GRADEBOOK???**

There are a few possible reasons for this.

1. The student has not been scheduled to your class

### **What To Do!**

Check with the school secretary, they can schedule the student.

2. The student has withdrawn from your class

### **What To Do!**

Go to the current 9-wks and click on Options on the left side of the screen. Place a check mark in the Include Withdrawn Students

3. The student was enrolled later in the year

### **What To Do!**

Change to a later grading period to see if the student is listed there. If so then check with the school secretary and ask them to change the start date for your class on the students schedule.

## **I NEED TO ENTER GRADES FROM ANOTHER SCHOOL???**

When a student transfers to your school after school starts it is your responsibility to enter the grades from the other school for that student.

### **What To Do!**

Go to your gradebook. Change the grading period back to the 1<sup>st</sup> 9-wks. Click Refresh. Click on the course that you are working on. Click on the Student Averages link on the left side of your screen.

Double Click in the Direct Column beside the student's name.

Student Averages		1st 9-	2 - 2nd 9-	2 - SE1	2 - Final
Student	Student Name	Direct	Avg	Direct	Avg
S17537	AUSTIN, SHA'DYM...	77.75	76.00	70.00	75.60
S826859	BAITY, AARON NY...	92.00	100.00	96.00	96.00
S826859	BAITY, AARON NY...	92.00	100.00	96.00	96.00

Type the student's grade in the Direct box and click ok

**Edit Average** S17537 - AUSTIN, SHA'DYMOND A...

**1st 9-WKS**  
Grading Period: 1 Sequence: 1

Average: 77.750000 Direct:   Exempt

Name	Code	Comment
Comment 1	<input type="text"/>	<input type="text"/>
Comment 2	<input type="text"/>	<input type="text"/>
Comment 3	<input type="text"/>	<input type="text"/>

Notes:

No Fill  Fill  Fill All

NOTE: Make certain that you post the grades for the 9-wks you are working on.

## I DON'T SEE MY CLASSES???

Check with your school secretary and make certain that you have been assigned classes.

## THERE IS A LINE THROUGH MY GRADES???

When I look in my gradebook there is a line through the grades

71.00
<del>50.00</del>
64.00

### What To Do!

Go into your gradebook, click on the plan tab, click on the activity, remove the check from the *Is entire activity dropped* box, click OK

**Activity**

\*Date: 10/13/2014 Day: Monday Unit:  \*Category: Daily Grades

\*Activity Name: 1-8 An Introduction to Equatio  Assessment  Visible in Home Portal

**Grading Properties**

Graded  Can drop student score  **Is entire activity dropped**

\*Total: 100.00 \*Weight Multiplier: 1.000000 Weight Addition: 0.000000



# Logging In

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## WHEN I LOG INTO STI THE WRONG SCHOOL APPEARS???

### What To Do!

Check with your technology coordinator or office person who works with STI. They need to change your school under access.

# Attendance

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## WHEN I CLICK ON THE COURSE NUMBER NOTHING HAPPENS???

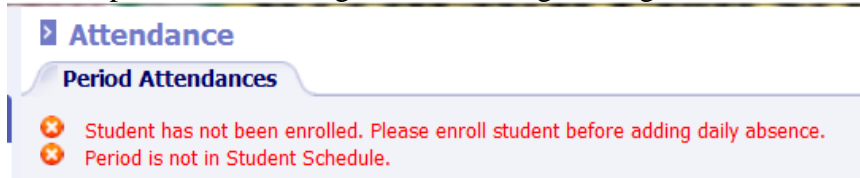
When I click on the course number after I log into STI InformationNOW and click on Classroom and Attendance nothing happens.

### What To Do!

You are using Internet Explorer Explorer  Use Mozilla Firefox  to access STI.

## STUDENT HAS NOT BEEN ENROLLED???

When I post attendance I get the following message in red at the top of the screen.



### What To Do!


Send the students names that you are working on to the school office person who works with STI. The student is registered and not enrolled so you cannot take attendance.

# Discipline

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## “THERE IS NO DATA THAT FITS THE CRITERIA FOR THIS LETTER”???

When I click on execute I get the message that “There is no data that fits the criteria for this letter.



**Discipline Letters**

There is no data that fits the criteria for this letter.

**Criteria**

Student Filter:

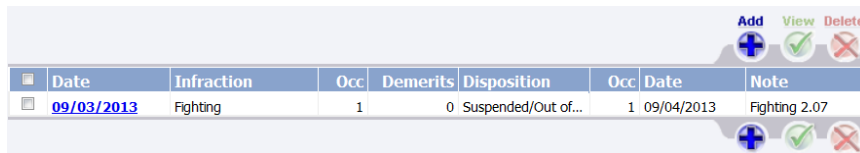
\*Start Date: 09/03/2013 \*End Date: 09/04/2013

Infractions: Alcohol Possession \*Letter: New Suspension Letter

### What To Do!

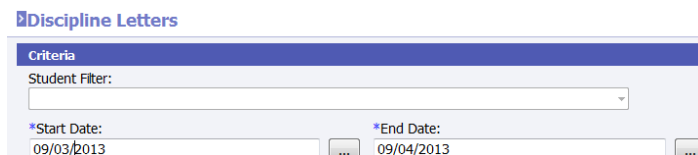
There are two possible problems:

1. You did not set the start date as the date that the incident occurred. Check this one first, when you look at the students discipline, take note of the first date listed. This is the date that you need to enter for the start date on your criteria



Date	Infraction	Occ	Demerits	Disposition	Occ	Date	Note
09/03/2013	Fighting	1	0	Suspended/Out of...	1	09/04/2013	Fighting 2.07

In this example you would use 9/3/13 for the start date, not 9/4/13 which is the start date of the suspension.



**Discipline Letters**

**Criteria**

Student Filter:

\*Start Date: 09/03/2013 \*End Date: 09/04/2013

- The student does not have a parent that is set to receive letters from the school. Close the window and click on the students contact tab. Check to see if any of the parents are set to Rec Mail.

File No.	Name	Relationship	Phone	Rec Mail	Fam	CU	HP
P60842	JONES, JAMAR	M Father	(205) 566-3539		N/A		No
P60841	PHYFER, ARVOURIS	F Mother	(205) 218-9478		N/A		No

If the parents are not set, then click on the parents File No. and check the Receives Mailings box at the bottom of the screen.

**Personal**

Title: JAMAR  
 First Name: JAMAR  
 Middle Name: JONES  
 Last Name: JONES  
 Generation: JONES  
 Date of Birth: MM/dd/yyyy  
 Age: (205) 566-3539  
 Gender: Male  
 Race: United States Of America

**Mailing Address**

Address Line 1:  
 Address Line 2:  
 City: State/Province: Zip Code:  
 Country: United States Of America

**Physical Address**

Address Line 1:  
 Address Line 2:  
 City: State/Province: Zip Code:  
 Country: United States Of America

**Relationship**

\*Relationship: Father

Is Family Member  
 Is Emergency Contact  
 Is Responsible For Bill  
 Allowed to pickup student  
 Student is visible in Home Access  
 Is Custodian  
 Receives Mailings  
 Receives Bill

OK Close