

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! in the top right corner. A navigation menu on the left includes Home, Student Information, Reports, and System Preferences. The main content area displays announcements for Adams, Amy Louise, including Boys Football Tryouts, Girls Volleyball Tryouts, Boys JV Football @ Home - Prairie Panthers, and Girls Volleyball @ Anytown USA. Blue callout 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 in the top right corner. A blue callout arrow points to the dropdown with the text 'Click to select a different child'. The dropdown list includes the following options: Adams, Amy Louise (selected), Adams, Amy Louise, Adams, Michael James, and Affleck, Brent.

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 in the top right corner. A blue callout arrow points to the dropdown with the text 'Click to choose a different year'. The dropdown list includes the following options: Hometown High School | 2010-2011 DOW (selected), Hometown High School | 0708 Regular, Hometown High School | 2009-2010, and Hometown High School | 2010-2011 DOW.

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...
21	22 8:00A-3:25P M Girls Volleyb...	23 8:00A-3:25P T	24 8:00A-3:25P W Boys JV Footb...	25 8:00A-3:25P H	26 8:00A-3:25P F Varsity Footb...	27
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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- Reports**
- Comprehensive Progress
- Report Card
- Standards Report Card
- Unofficial Transcript
- System Preferences**
- Settings

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

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 09/02/2010	Homework	Read Chp 2, Answer Odd 1-9	Y	N	N	N	
Thu 09/02/2010	Homework	Read Chp 2, Answer Even 2-10	Y	N	N	N	22.00/25.00 B+
Thu 09/02/2010	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**.

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

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

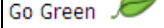
Note: *InformationNOW* utilizes Adobe Acrobat Reader to display reports. In order to view or print these reports, the user may need to install the free version of Adobe Acrobat Reader, available at <http://www.adobe.com>.

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.