*Information*NOW – Parent Portal

About this Guide

This Quick Reference Guide provides an overview of the options available through a parent/guardian login to *Information*NOW.

> Note: Depending on how a student's school utilizes *Information*NOW, some of the following options may not be available.
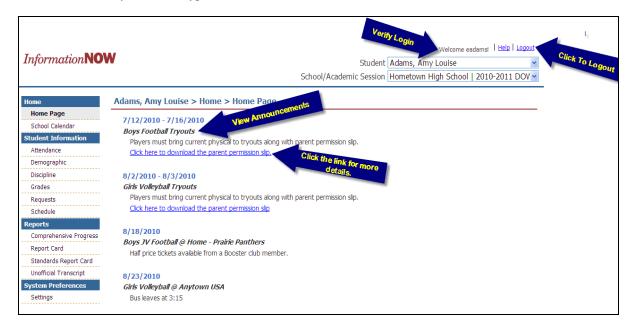

Login

To obtain a parent/guardian login to *Information*NOW, 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 *Information*NOW.

- 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.
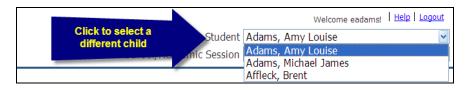
Home Page

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 user may also use the **Logout** option in the upper right hand corner to exit *Information***NOW**. It is recommended that users exit *Information***NOW** when finished to protect confidential information.
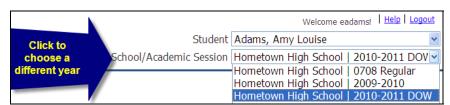
Selecting a Different Child

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.

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.

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.
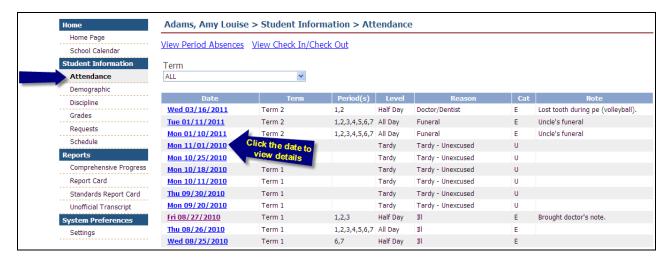

Non-attendance days appear in gray. Events appear as a blue link. Regular attendance days appear with the type of day and hours of operation.

- **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*.
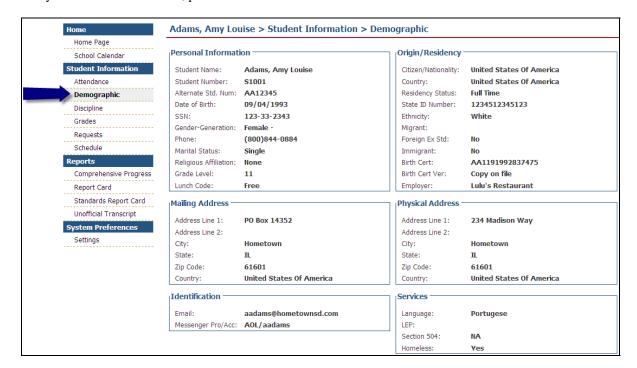

- To view details, click the date of the absence.

- 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.
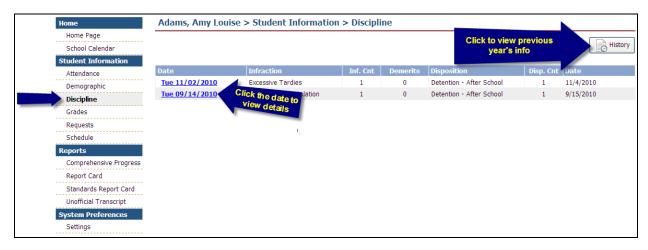
Demographic Information

Click the *Demographic* link on the left to view the student's demographic data, including *Personal*, *Origin/Residency*, *Address(s)*, *Identification* and *Services*.

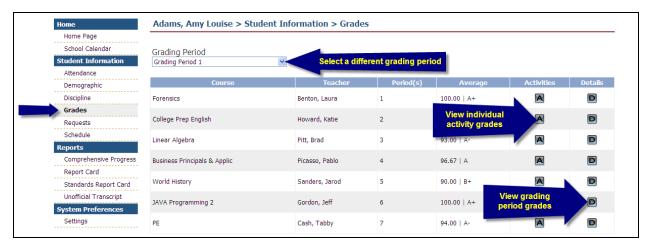If any information is incorrect, please contact the school office.

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.
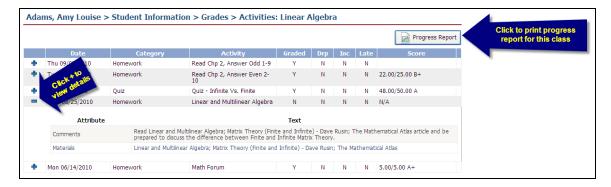
Grades

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*.

- **<u>Grading Period</u>**: Click the drop-down arrow to select a different grading period.

- **<u>A</u>**: 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.
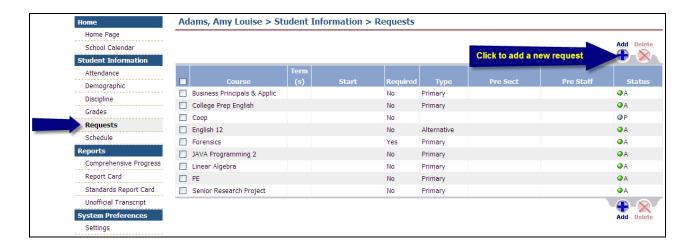

> Note: *Information***NOW** utilizes Adobe Acrobat Reader to display reports. In order to view or print these reports, the user may need to install the free version of Adobe Acrobat Reader, available at http://www.adobe.com.

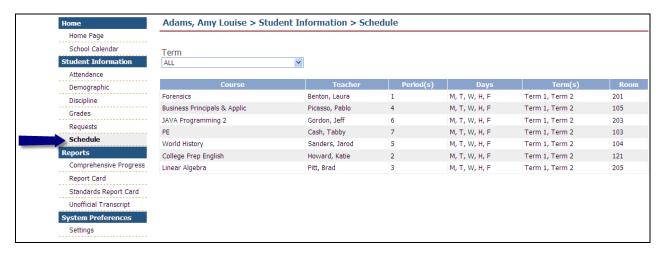- **<u>D</u>**: Click to view report card grades for the selected grading period and class.

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**.

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.
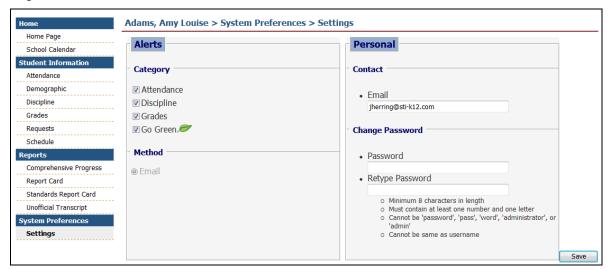

Reports

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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

- **Attendance**: Check if you would like to receive an e-mail alert when your child is marked all day absent, half day absent or tardy to school.

- **Discipline**: Check if you would like to receive an e-mail alert when your child has been given a discipline record at their school.

- **Grades**: Check to receive an e-mail if:

  o Your child receives a failing report card grade.

  o Your child's overall average of assignments such as homework, quizzes and tests drops below passing.

- **Go Green**: As a guardian, you may elect to [Go Green]. *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. A printed report will not be sent to *Go Green* participants.

Personal

- **E-mail**: Users must enter a primary e-mail address to receive alerts.

- **Change Password**: To change the password that is used to log in to *Information*NOW, enter the new password and then retype the password in the field provided. Passwords must meet the following criteria:

  o Must be a minimum of eight alpha-numeric characters in length.

  o Must contain at least one number and one letter.

  o Cannot be *password*, *pass*, *administrator* or *admin*.

  o Cannot be same as username.