



***Information*NOW**

Home Portal

Quick Guide

This document contains a brief overview of all of the options available in the *InformationNOW* home portal. Depending on how your child's school uses the program, all options may not be available to you.

For questions concerning the home portal, please contact your child's school.

Login

To obtain a login for access to your child's information contact their school. To login, click on the **InformationNOW** link on the front of the school's webpage. When you have the login information:

- Open the **InformationNOW** link on the school webpage.
- Enter the *username* and *password* you were given by the school. If you forgot your password, click the **forgot your password** link and follow the instructions provided.
- Click login. The first time you log in, you will need to reset your password for security purposes. Type the old password in and then enter the new password and enter it a second time for conformation. Click **ok** to save changes.

Selecting Students / Years

- **Student:** If you have more than one child in the district, click the student drop-list to select a different student. If you don't see all of your children on the list, contact the school.
- **School / Academic Session:** Each year that a child is enrolled in the school district, they are enrolled in an academic session. Click the drop-list to select a different year and view grades, requests, etc. for that year.

Home Page

- **Home Page:** A list of announcements will display. Some announcements have a blue link that you may click to view more details.
- **School Calendar:** Displays a calendar of school events and schedules. An event will display as a blue link. Click the link to view more details. Non-attendance days appear in gray. Click the **month** drop-list to view a different month or click the >> or << arrows to navigate to a different month.
- Click **events** to view only events for that month. Click **schedule** to view the attendance days/schedule (early release, rotation days). Click **both** to view both events and the schedule.

Attendance

Displays the child's attendance records for the year including the date, term, periods of the day that were missed, the level (all, half), reason, category (excused, unexcused) and any notes that were entered by your child's school.

- Click the **date** of the absence to view more details.
- **View Period Absences:** click to view a list of all periods missed.
- **View Check In/Check Out:** Click to view a list of the dates/times that your child checked in or out from school.
- **Term:** All terms will display by default. Click the drop arrow and select to view the absences by term.

Demographic

Displays the basic demographic information on file at your child's school. If any information needs to be corrected, please contact the school.

Discipline

Click to view a list of any applicable discipline records for your child for this year including the date, infraction, infraction count, demerits, disposition, disposition count, and the date on which the student must serve the disposition.

- Click **date** to view more details about the discipline record.
- Click the **history** button to view all of your child's discipline records, not just those for the selected school year.

Fees

Display all fees with a balance due greater than zero. Includes Date, School Year, Category, Description, Section (if a course fee), Fee Amount and Balance.

Grade

Displays all of the current running averages (grades) for your child's classes.

- **Grading Period:** The current grading period will display by default. Click the drop-list to select a different grading period.
- **A:** click to view the individual grades for the child's activities such as homework, quizzes, and tests. Click the + button to view more details about the activity. Click the **Progress Report** button to view/print a report for your child's activities for this class.
- **D:** Click to view more details about your child's grade for this class.

Requests

Shows a list of current requests and allows you to enter new requests for the classes your child will take. Be sure you have selected the correct year. To enter requests for the classes your child will take for next year, be sure to select that year from the **School/Academic Session** drop-list in the upper right hand corner.

- **Add:** Click to add a new request for your child. Search for the class you wish your child to take. Check each desired class and click **Add**.
- **Delete:** To delete a request for your child, just place a check next to the course name and click **Delete**.

Schedule

Displays the schedule that your child has for the selected year (academic session). All terms will display by default but you may click the **Term** drop-list and select to view just one term of your child's schedule.

Reports

InformationNOW use Adobe Acrobat Reader to display reports. To view or print these reports, you may need to install the free version of Adobe Acrobat Reader. In some cases, depending on the browser, you may need to **allow pop-ups** for the **InformationNOW** website.

- **Household Statement:** (where available) A statement of all student fees.
- **Comprehensive Progress:** A list of activity grades like homework, quiz or tests for all classes.

- **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. A watermark will print indicating this is an unofficial copy. Therefore this transcript may not be submitted to colleges for consideration.

System Preferences

- **Alerts:**
 - **Attendance:** Check if you would like to receive an email 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 email alert when your child has been given a discipline record at their school.
- **Grades:** Check to receive an email if:
 - Child receives a failing report card grade.
 - Child’s overall average of assignments such as homework, quizzes, and tests drops below passing.
- **Go Green:** If selected, you will receive an email from the school announcing when reports such as report card or progress reports are available for viewing online. You will not receive a printed report. To *Go Green*, check the box and enter a primary email address. An email will be sent from the school when an electronic version of a report is ready. To view the report, log in to *InformationNOW* and, under the **Reports** link on the left, click the desired report.
- **Email:** Enter the primary email address for the school to use for announcements and other information.
- **Change Password:** To change your password, 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

