

InformationNOW – Parent Portal

About this Guide

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

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.

Features

Home Page

The *home page* will initially display, listing all announcements for the school and/or district.

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 accessing the program to protect confidential information, such as Social Security Numbers as well as demographic, discipline and grade information.

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.

- **School-Academic Session:** To display a calendar for a different school in which students are enrolled, select the *School/Academic Session* from the list and click **Refresh**. An *Academic Session* is defined as a time frame in which students are enrolled. For example, a student may be enrolled in the regular school year and also in a summer school program. In this case, the user may be able to view the calendar for either the regular year academic session or the summer school academic session.
- **Month:** To view a different month, either select the month from the available list and click **Refresh** or use the navigation arrows to scroll to the previous << or next >> month.
- **Events:** To view events only, bullet the *Events* option and click **Refresh**. Events such as sporting activities that have been created by the school will display. To view the details of the event, click the name of the event which appears as a blue link (ex.: **Sport Awards Banquet**).
- **Attendance:** To view attendance days only, bullet the *Attendance* option and click **Refresh**. Attendance days will display with the name of the 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 attendance, bullet the *Both* option and click **Refresh**.

Student Information

Click **Student Information** to view student data. All students to which the current user is assigned as custodian will display.

Click the name of the student to view. Access various tabs of information for the selected student including *Grades, Schedule, Attendance, Discipline* and basic *Demographic* data.

Grades

Click the *Grades* tab to view the student's grade information, including the *Class* number, *Description* (Subject), *Teacher, Homework* and *Progress*.

- **Class:** The class number appears as a blue link in the *Class* column next to the *Description* (Subject). Click the *Class* number blue link to view the current grade information for that class.

Hint: When navigating from screen to screen within the child's record, notice the menu string at the top of the screen.

Students: [Student Information](#) > [Student Grades](#) > [Grades Details](#)

This allows the user to navigate from screen to screen. For example, while viewing a student's individual grade screen for a specific course, the user may click the blue **Student Information** link to return to the list of students; or click the **Student Grades** link to return to the list of courses for the selected student.

Use these menu strings along with the forward and back browser buttons to navigate through the program.

- **Homework:** To view a student's homework for the selected class, do the following: From the list of classes for the student, click the **Homework** link. The homework for the selected date will display. To view the homework for the entire week, check the *Week View* box and click **Refresh**.
- **Progress:** To view a student's progress report for the selected class, do the following: From the list of classes for the student, click the **Progress** link. Select to **Open** or **Save** the report file.

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>.

Schedule

Click the *Schedule* tab to view the student's schedule, including the *Section, Course Name, Teacher, Period of Day, Terms* and *Room*. To view only one term of courses, select the term from the list and click **Refresh**.

Attendance

Click the *Attendance* tab to view the child's attendance, including *Date, Level (All Day, Half Day, Tardy), Reason, Category (Excused, Unexcused), Periods* of the day 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 and click **Refresh**.
- Click the link to *View Period Absences*.
- Click the link to *View Check In/Out* records.

Discipline

Click the *Discipline* tab to view the student's discipline records, including *Date, Infraction, Infraction Occurrence* (i.e., if the current record is the 3rd violation for skipping, a number 3 will display), *Demerits, Disposition, Disposition Occurrence* (i.e., if the current record is the 3rd Saturday detention, a number 3 will display), *Date* and *Note*. Click the date to view the details of the discipline record.

Demographic

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

Reports

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- **Report Card:** To view the student's report card information, click the **Report Card** link at left. Select the grading period and click **View Report**. Click to **Open** or **Save** the report.
- **Unofficial Transcript:** To view the student's unofficial transcript grade information, click the **Unofficial Transcript** link at left. Click to **Open** or **Save** the report.