



InformationNOW 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.

Please call either office if you are locked out of I-Now or need your password reset.

Login

To obtain a login and the Web site to access your child's information, contact either office. When you have the login information:

- Open a Web browser window.
- Go to the web site URL given by the school.
- Enter the *User Name* and *Password*. If you forgot your password, click the **Forgot your password?** link and follow instructions provided.
- Click **Login**.

The first time you log in, you may need to reset your password for security purposes. If so, enter the old password. Then enter the new password and retype it in the space provided. Click **OK** to save the changes.

Selecting Students/Years

- **Student:** If you have more than one child enrolled 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 a school in the district, they are enrolled in an academic session. Click the drop-list to select a different year (academic session) and view grades, requests, etc. for that year.

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.

Grades

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.
- Search for the class you wish your child to take. Place a check next to 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 uses Adobe Acrobat Reader to display reports. To view or print these reports, you may need to install the free version of Adobe Acrobat Reader, available at <http://www.adobe.com>.

- **Comprehensive Progress:** A list of activity grades such as homework, quizzes or tests for all classes.
- **Report Card:** A report of the student's report card grades, such as quarter and semester grades and comment.