*Information*NOW – Basics

Overview

This Quick Reference Guide provides an overview of basic functionality of *Information***NOW**.

Access

- Open the Internet browser (*Internet Explorer*, *Firefox, Netscape*, etc.).

- Enter the URL used to access *Information***NOW**. Example: *http://123.stiinformationnow.com/informationnow*. Press the *Enter* key on the keyboard or click **Go** on the Web browser.

- The permissions assigned to the user will determine whether he/she will be able to view and access information on a district level pertaining to all schools created within the district. The permissions assigned also determine what may be seen at the School level, and will depend on the school(s) to which the user is assigned. Permissions are assigned under **System Preferences | Permission Maintenance**.

- Once the Web site is accessed, the login prompt will appear. Enter the Login and Password assigned via the *Access* tab under **Staff | Staff Maintenance**.

- After an initial login has been established, the next time the user logs into *Information***NOW**, the system will retain the last user name used to access *Information***NOW** from that workstation. Passwords are always required.

- Choose a school from the drop-down list and the desired academic session. Click **Login**. The schools assigned to the user via the *Access* tab under **Staff | Staff Maintenance** will determine the school(s) the user may access. The system will retain the last selected school and academic session for the next login.

*Information*NOW School Home Page

The school home page background color is white by default. Another color may be selected to serve as the background color for the main menu at the left side of every screen.

Additionally, the user may create a school logo which will display at the top of the home page and on every menu screen in the application.

> Note: To modify the school color and logo, go to **School/District | School**. Search for the school and click to **View**. Click the *Customization* tab. For more details, refer to the *Information*NOW *- School-District Options* Quick Reference Guide.
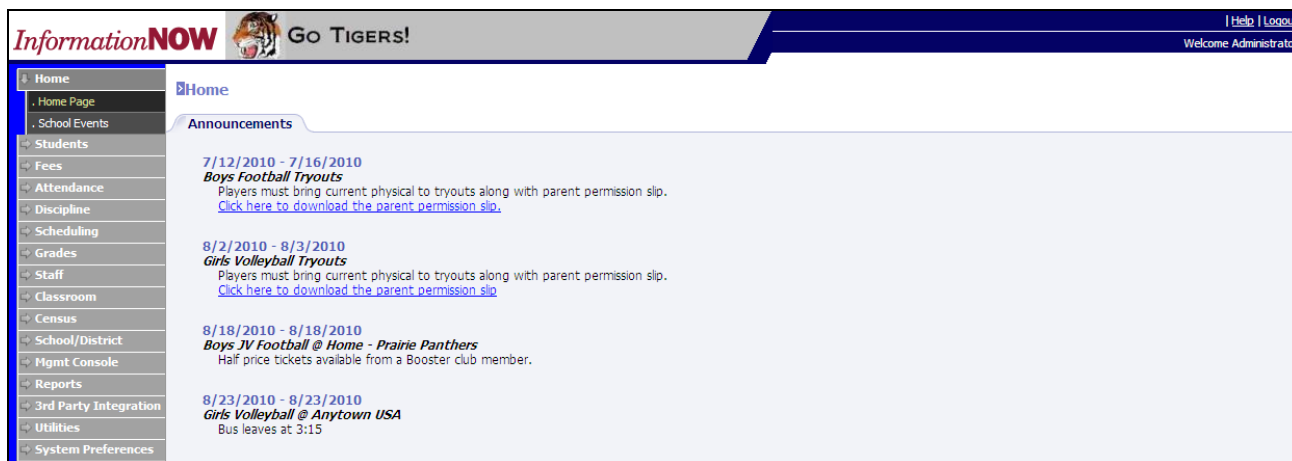
The school's home page displays current district announcements as well as school-specific announcements. Each announcement shows the date on which the announcement was published, and may contain links to more information, such as online education-related articles. School-specific announcements are created under **School/District | School** on the *Announcements* tab. District-wide announcements are created under **School/District | District** on the *Announcements* tab. See the *InformationNOW - School-District Options* Quick Reference Guide for more details.

Navigation

At the left side of the home page, and on every screen in *Information***NOW**, is the main menu. From the main menu, users may select from the following menus to view the sub-menus for each selected topic:

Home

For more details, refer to the *InformationNOW – School-District Options* Quick Reference Guide.
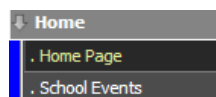
- **Home Page**: Click to view the announcements for the school and/or district based on the group assigned to the user's login.
- **School Events**: Click to view a calendar of events.

Students

For more details regarding most topics, refer to the *Information***NOW** – *Student* Quick Reference Guide.
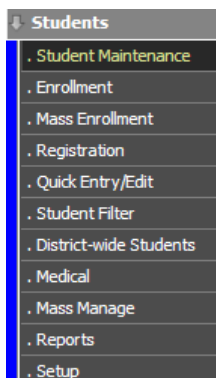
- **Student Maintenance**: Search for, Add, View and Delete student records.

- **Enrollment**: Enroll individual students.

- **Mass Enrollment**: Enroll a group of students.

- **Registration**: Register or unregister individual students or a group of students.

- **Quick Entry Edit**: Modify select data elements for a group of students. For detailed instructions, refer to the *InformationNOW – Quick Entry Edit* Quick Reference Guide.

- **Student Filter**: Create a filter of students. Filters may be used to select a set of students to view under **Student Maintenance**, to modify data elements under **Quick Entry Edit** or to print reports for a selected group of students. For detailed instructions, refer to the *InformationNOW – Filters* Quick Reference Guide.

- **District-wide Students**: With the appropriate permissions granted, view students from all schools within the district.

- **Medical**: Access the student's immunization, health conditions, screenings and fitness test results. For detailed instructions, refer to the *InformationNOW – Medical* Quick Reference Guide.

- **Mass Manage**: Assign fitness tests or standardized tests to a group of students.

- **Reports**: Generate student-based reports such as Birthday Listing, Student Profile or Mailing Labels.

- **Setup**: Access the student-based lookups. For more details, refer to the *InformationNOW – Lookups* Quick Reference Guide.

Fees

For more details, refer to the *InformationNOW – Fees* Quick Reference Guide.
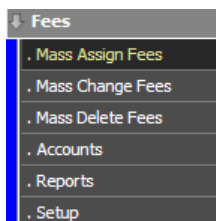
- **Mass Assign Fees**: Used to assign general fees to a group of students.

- **Mass Change Fees**: Change the amount of a general fee that has already been applied to students.
- **Mass Delete Fees**: Delete a specific general fee from either all students or by the date the fee was applied to students.
- **Account**: Create general fees (such as locker or registration fees) to be assigned to students.
- **Reports**: Generate fee-based reports such as receipts or fee statement.
- **Setup**: Access the fee-based lookups. For more details, refer to the *InformationNOW – Lookups* Quick Reference Guide.

Attendance

For more details, refer to the *InformationNOW – Attendance* Quick Reference Guide.
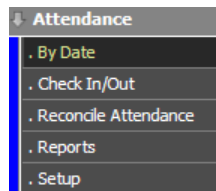
- **By Date**: Enter attendance records for a group of students for a selected date, level (*All-day*, *Half-day*, *Tardy*) and reason.
- **Check In/Out**: Enter student check-in or check-out records for a selected date and reason.
- **Reconcile Attendance**: If changes are made to the overall attendance setup, existing records may be reconciled (recalculated) based on the new setup. Users should contact STI Support before reconciling attendance.
- **Reports**: Generate attendance-based reports such as Daily Absence Listing and ADA/ADM.
- **Setup**: Access the attendance-based lookups. For more details, refer to the *InformationNOW – Lookups* Quick Reference Guide.

Discipline

For more details, refer to the *InformationNOW – Discipline* Quick Reference Guide.
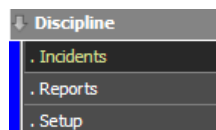
- **Incidents**: View, Edit and Delete student incident records. Incidents are generally used to track the more severe or state-reported discipline records.
- **Reports**: Generate discipline-based reports, such as Discipline Letters.
- **Setup**: Access the discipline-based lookups. For more details, refer to the *InformationNOW – Lookups* Quick Reference Guide.

Scheduling

For more details, refer to the *InformationNOW – Scheduling* Quick Reference Guide.
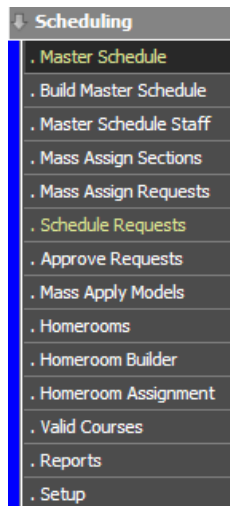
- **Master Schedule**: Add, View, Edit or Delete sections from the Master Schedule for the selected academic session.

- **Build Master Schedule**: Use the Master Schedule Builder to create a Master Schedule based on staffing and course criteria as well as student requests.

- **Master Schedule Staff**: Enter staff criteria such as periods, day types, terms and rooms to be considered when staffing a built master schedule.

- **Mass Assign Sections**: Assign a group of students to a specific section of a course.

- **Mass Assign Requests**: Assign requests to a group of students.

- **Schedule Requests**: Schedule a group of students based on their requests.

- **Approve Requests**: Approve requests that have been submitted via the home portal.

- **Mass Apply Models**: Assign schedule or request models to a group of students.

- **Homerooms**: Add, View, Edit or Delete homerooms.

- **Homerooms Builder**: Assign homerooms to a group of students. Includes options to balance based on Primary Ethnicity, Gender and Lunch.

- **Homerooms Assignment**: Assign a group of students to a homeroom.

- **Valid Courses**: Add, View, Edit or delete courses for the current academic session.

- **Reports**: Generate schedule-based reports such as Course Rosters and Student Schedules.

- **Setup**: Access the scheduling-based lookups. For more details, refer to the *InformationNOW – Lookups* Quick Reference Guide.

Grades

For more details, refer to the *InformationNOW – Grading* Quick Reference Guide.
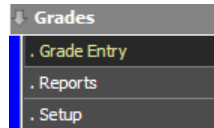
- **Grade Entry**: View, Edit or Delete the graded items by section.

- **Reports**: Generate grade-based reports such as Honor Roll, Class Rank and Report Cards.

- **Setup**: Access the grade-based lookups. For more details, refer to the *InformationNOW – Lookups* Quick Reference Guide.

Staff

For more details, refer to the *InformationNOW – Staff* Quick Reference Guide.
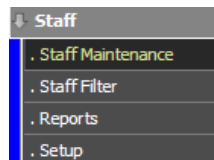
- **Staff Maintenance**: Search for, Add, View and Delete staff records.

- **Staff Filter**: Create a filter of staff members. Filters may be used to select a set of staff to view under **Staff Maintenance** or to print reports for a select group of staff. For detailed instructions, refer to the *InformationNOW – Filters* Quick Reference Guide.

- **Reports**: Generate staff-based reports such as Staff Listing.

- **Setup**: Access the staff-based lookups. For more details, refer to the *InformationNOW – Lookups* Quick Reference Guide.

Classroom

For more details, refer to the *InformationNOW for Teachers – Classroom Attendance* and *InformationNOW for Teachers – Classroom Grade Book* Quick Reference Guides.
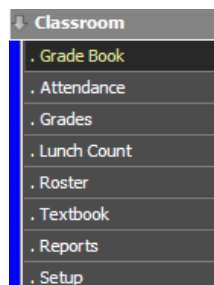

- **Grade Book**: Teachers may access the Grade Book, including, lesson plans, scores, comments and standards.

- **Attendance**: Teachers may view and post student attendance detail by class.

- **Grades**: Teachers may view the posted graded items for a selected class and grading period.

- **Lunch Count**: Post student lunches (i.e., hot lunch, milk only).

- **Roster**: Teachers may view a roster of students by class.

- **Textbook**: Assign, Return, View or Delete student textbooks.

- **Reports**: Teachers may access classroom-specific reports such as Lesson Plans and Comprehensive Progress reports.

- **Setup**: Teachers may access the classroom-based lookups. For more details, refer to the *InformationNOW – Lookups* Quick Reference Guide.

Census

For more details, refer to the *InformationNOW – Census* Quick Reference Guide.
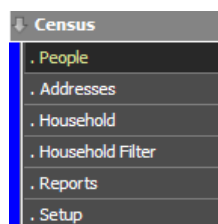
- **People**: The *People* menu allows users to Search for, View, Edit and Delete persons from the database including guardians, emergency contacts, students and staff.

- **Addresses**: Allows users to add, view, edit or delete addresses from the database. Also view all persons associated with a selected address.

- **Household**: Allows users to create households of people to be used for billing and for the grouping of family units.

- **Household Filter**: Allows users to create filters based on households to be used when generating reports.

- **Reports**: Generate census-based reports such as Family Directory.

- **Setup**: Access the census-based lookups. For more details, refer to the *InformationNOW – Lookups* Quick Reference Guide.

School/District

For more details, refer to the *InformationNOW – School-District Options* Quick Reference Guide.
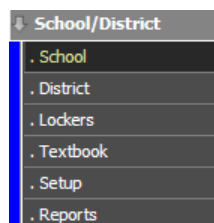
- **School**: Add, view, edit and delete schools from the database.

- **District**: View and edit existing district properties.

- **Lockers**: Create lockers and assign them to a group of students.

- **Textbook**: Add, Assign, Return, View, Delete or Locate student textbooks.

- **Setup**: Access the school/district-based lookups. For more details, refer to the *InformationNOW – Lookups* Quick Reference Guide.

Management Console
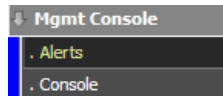
Alerts

Used to manage e-mail alerts to guardians who have elected to *Go Green*.

Console

- **Grading Period**: View unposted attendance or unposted grades.

- **Term**: Post grades to transcripts.

- **Gradebook**: Select to reconcile grade books for all teachers.

- **Academic Session**: Create new, close a session, clear a session so that it may be deleted or promote students up a grade level.

- **Fee**: Post/Unpost Course Fees or Reconcile Course Fees.

- **Gradebook**: Select to reconcile all Grade Books.

- **Staff Leave**: Select to reset staff leave, based on the settings of each leave type.

Reports

Generate reports for various categories. Each report is also available under a corresponding sub-menu. For example, the Birthday Listing report is available under the **Reports** menu and also under **Students | Reports**.
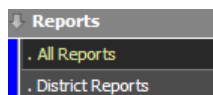
3rd Party Integration

For more details, refer to the *InformationNOW – 3rd Party Integration* Quick Reference Guide. Generate exports for the following vendors:
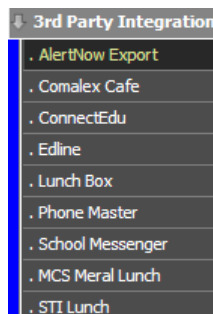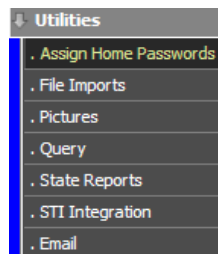

- *AlertNow*

- *Comalex Café*

- *ConnectEdu*

- *Edline*

- *Lunch Box*

- *Phone Master*

- *School Messenger*

- *MCS Meral Lunch*

- *STILunch*

Utilities

For more details, refer to the various applicable *Information*NOW Quick Reference Guides for each topic. For instructions regarding the *State Reports* menu, refer to the appropriate State Guidelines.

- **Assign Home Passwords**: Assign one or more passwords for Home access.

- **File Imports**: Import state-assigned Student ID number or Standardized Test electronic result files.

- **Pictures**: Generate a picture file to be given to a vendor and match pictures from a vendor to students and staff.

- **Query**: Create XML, HTML, TXT, or CSV export files containing various data elements from *Information*NOW. Options include data concerning students, staff, student daily attendance, student discipline, student grading, student period attendance and student schedules.

- **State Reports**: Generate state-mandated reports or exports.

- **STI Integration**: Set the parameters for integration with STISETS and/or STIAssessment.

- **Email**: Manage emails.

System Preferences

For more details, refer to the *Information*NOW *– System Preferences* and the *Information*NOW *– Lookups* Quick Reference Guides.
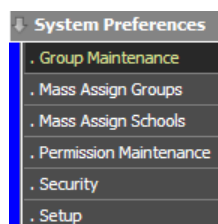
- **Group Maintenance**: Add, View and Delete the various software user groups which enable permissions to be granted to a group of users.

- **Mass Assign Group**: Assign individual users to user groups in a single process.

- **Mass Assign Schools**: Assign individual users to schools in a single process.

- **Permission Maintenance**: Modify the task, field and report permissions for a group of users.

- **Security**: Set various permission-based parameters including password expiration and system access restriction times.

- **Setup**: Access all lookups for all modules and menus. For more details, refer to the *InformationNOW – Lookups* Quick Reference Guide.

Preferences
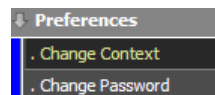
- **Change Context**: Access a different school or academic session.

- **Change Password**: Change the password of the user currently logged in.

District Information

District information is established and maintained by selecting **School/District | District**. The term *district* describes the local administrative level of the educational system. A district administers all schools in the same educational system within a geographic region. *Information***NOW** provides for exactly one district and this district, once installed, cannot be removed from the system. Additional districts cannot be created. The required district information is either pre-installed or entered during installation. Information may only be edited by a user with the appropriate permissions.

For more details concerning use of the **District** module, see the *InformationNOW – School-District Options* Quick Reference Guide.

School Information

School information is established and maintained by selecting **School/District | School**. *Information***NOW** supports any number of schools to be associated with a district. In the **School** module, a user with appropriate access privileges may search for schools, view summary details of schools that match search criteria, add new schools to the system, view and edit information elements associated with a school, inactivate a school and delete a school.

For more details concerning use of the **School** module, see the *InformationNOW - School-District Options* Quick Reference Guide.

Student Information

Student information is established and maintained by selecting **Students** in the main menu. A student enters the system by being enrolled into a school and leaves the system by being withdrawn from all schools. In the **Students** module, a user with appropriate access privileges may search for students during enrollment, view summary details of students that match the search criteria during enrollment, search for students while performing student information maintenance, view summary details of students that match the search criteria while performing student information maintenance, add new students to the system, view and edit information elements associated with a student, delete a student, enroll students into a school and withdraw students from schools.

For more details concerning use of the **Students** module, see the *InformationNOW – Students* Quick Reference Guide.

Staff Information

Staff information is established and maintained by selecting **Staff** in the main menu. In the **Staff** module, a user with appropriate access privileges may search for staff, view summary details of staff that match the search criteria, add new staff to the system, view and edit information elements associated with a staff member and delete staff members. For more details concerning use of the **Staff** module, see the *InformationNOW – Staff* Quick Reference Guide.