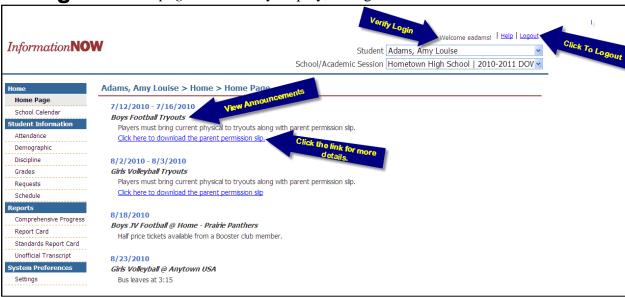
#### InformationNOW - Parent Portal

Website: https://516399.stiinformationnow.com/InformationNOW/

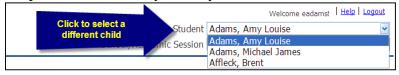
If you need any assistance please contact Cheryl Disney at <a href="cldisney@galatiak12.org">cldisney@galatiak12.org</a> or by phone at the high school, 297- 4207. If you forget your password, just contact Cheryl. Also the progress reports and any type of reports may be blocked as a pop up on your computer. It is safe to allow all pop ups on this website.

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



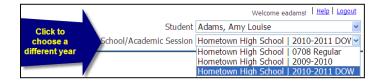
The user may use the **Logout** option in the upper right hand corner to exit *Information***NOW**. It is recommended that users exit *Information***NOW** when finished to protect confidential information.

**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. If you do not see all your children grades 1 through 12 please contact Cheryl Disney.



### 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.



#### **Student Information**

**Attendance -** Click the **Attendance** link on the left to view attendance details, including *Date*, *Term*, *Periods*, *Level*, *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.

#### **Demographic Information**

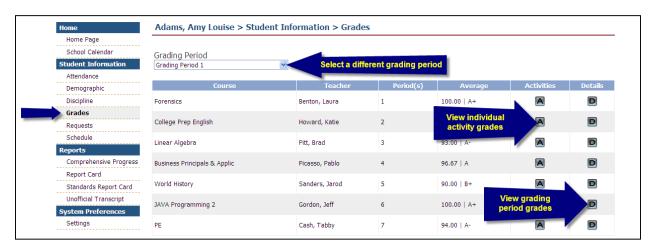
Click the **Demographic** link on the left to view the student's demographic data, including *Personal*, *Origin/Residency*, *Address(s)*, *Identification and Services*.

#### **Discipline**

Click the **Discipline** link on the left to view the student's discipline records, including *Date*, *Infraction*, *and Infraction Occurrence*. Click the date to view the details of the discipline record.

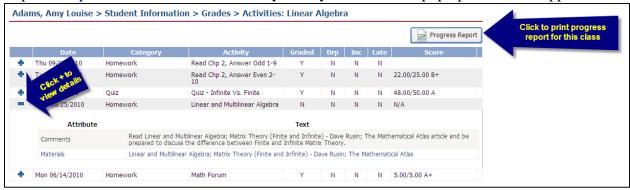
#### Grades

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*.



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

• 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. Remember you may need to allow pop ups for this to appear!



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.

• Click to view report card grades for the selected grading period and class.

# Reports

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 <a href="http://www.adobe.com">http://www.adobe.com</a>.

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.

## **Change Password**

To change the password 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:

- 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.