



InformationNow – Parent Portal

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

Login

To Login, go to the school website stmikeschool.org, and click on the InformationNow logo.

St. Michael Lutheran School - Portage Michigan - Windows Internet Explorer

http://stmikeschool.org/

St. Michael Lutheran School

Education with Christ at the Heart

7211 Oakland Dr., Portage MI, 49024 [Map](#)

(268) 227-0512 school (268) 227-4444 childcare (268) 227-2188 fax

Christmas Program December 2010

Mission Statement

St. Michael Lutheran School and Christ for Kids Preschool/Childcare is a ministry in partnership with parents to nurture each child to attain their God-given abilities by providing a quality education and growing their faith through God's Word, creating Mighty Messengers for Christ

[Academics](#) [Admission](#) [General Information](#) [Class Information](#) [After the Bell](#) [Sports](#) [Student Council](#) [Links](#)

Welcome

Welcome to St. Michael Lutheran school. Thank you for your interest in our school and Christ for Kids Childcare Center. We are proud of our Childcare, Preschool and K-8 School program.

Explore the website for more information and contact us should you have any additional questions. If you are interested in our programs, please complete the registration forms available on the [Admission](#) page and submit it along with the registration fee. Classes fill early so don't delay in submitting your registration form. Thank you for considering our programs.

Current News

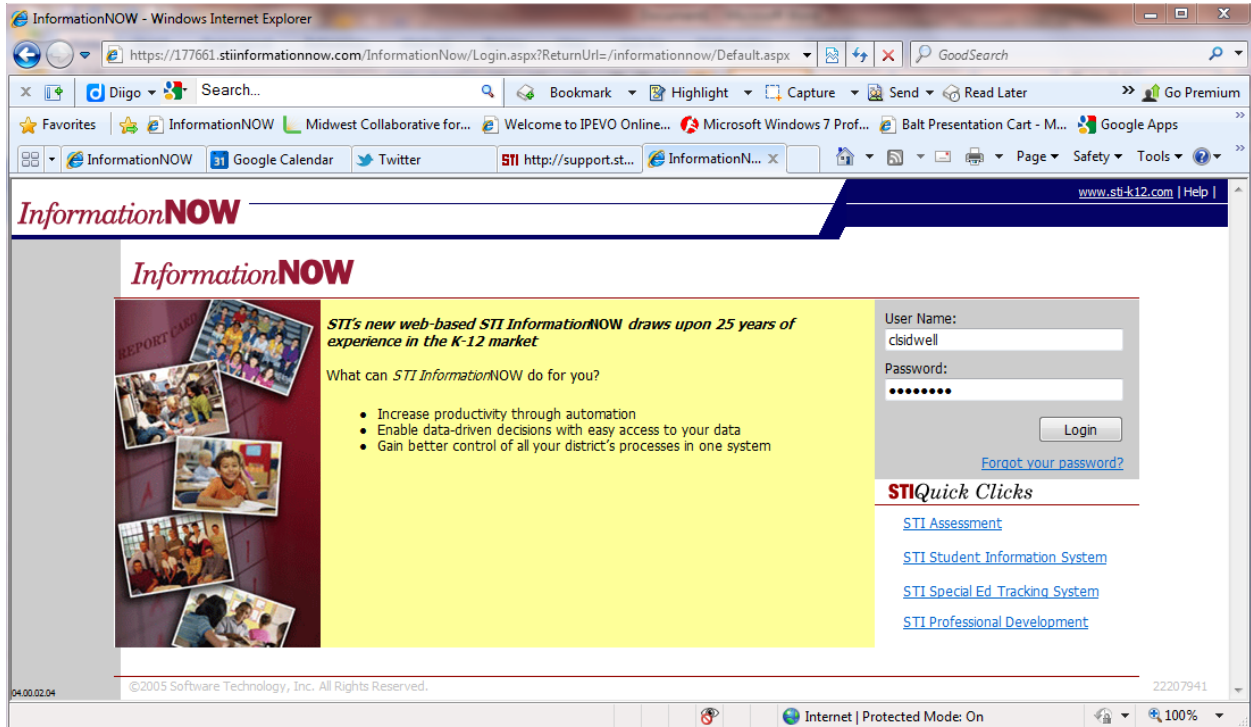
InformationNOW

We are currently in the process of implementing a new integrated system for student information and billing. The system is called InformationNow. Starting in fourth quarter you will be able to logon and see your students grades and attendance.

You may want to add this page to your favorites, bookmark it or create a short cut to it.

Enter the user name and password you were given by the school.

Click Login.

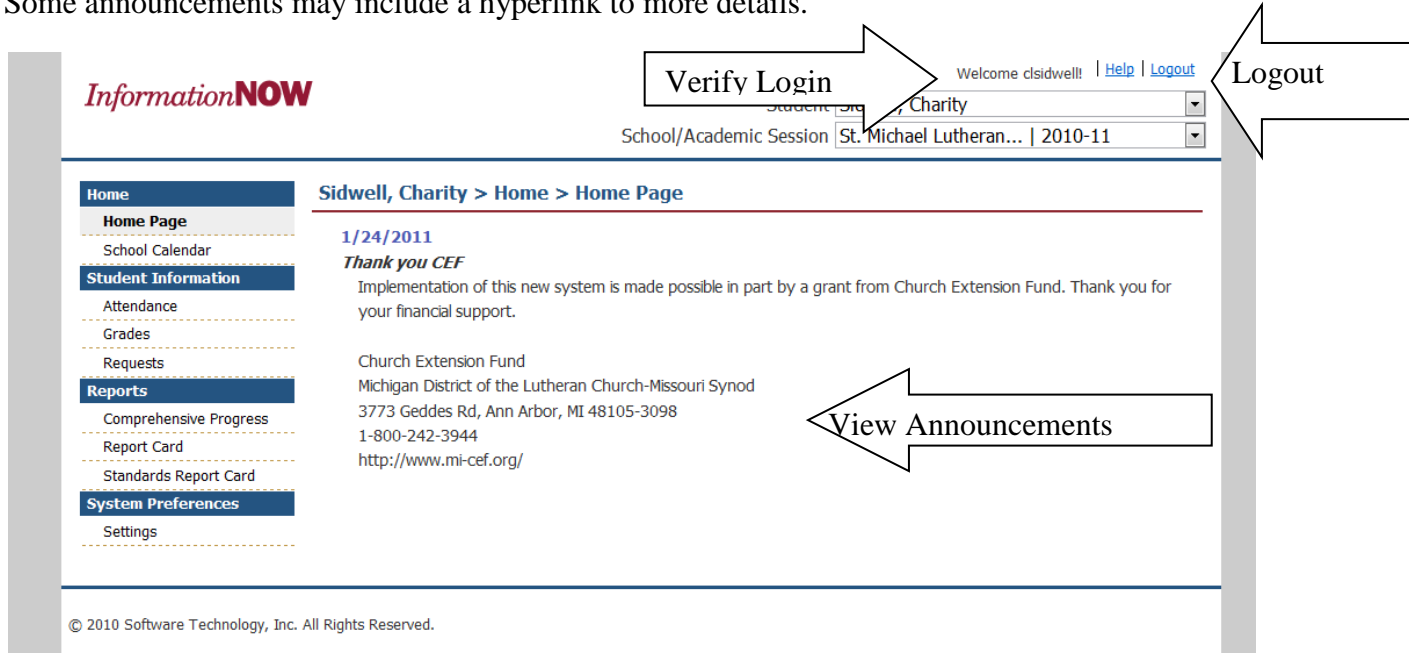


The screenshot shows a Windows Internet Explorer browser window with the address bar displaying <https://177661.stiinformationnow.com/InformationNow/Login.aspx?ReturnUrl=/informationnow/Default.aspx>. The browser's Favorites bar includes links to InformationNOW, Google Calendar, and Twitter. The page content features the InformationNOW logo and a yellow background with the text: "STI's new web-based STI InformationNOW draws upon 25 years of experience in the K-12 market". Below this, a list of benefits is provided: "Increase productivity through automation", "Enable data-driven decisions with easy access to your data", and "Gain better control of all your district's processes in one system". On the right side, there is a login form with fields for "User Name:" (containing "clsidwell") and "Password:" (masked with dots). A "Login" button is positioned below the password field, and a link for "Forgot your password?" is located underneath. A section titled "STIQuick Clicks" contains links to "STI Assessment", "STI Student Information System", "STI Special Ed Tracking System", and "STI Professional Development". The footer of the page includes the copyright notice "©2005 Software Technology, Inc. All Rights Reserved." and the date "04.00.02.04". The browser's status bar at the bottom indicates "Internet | Protected Mode: On" and a zoom level of "100%".

The first time you login you will be asked to change your password. If necessary, enter the old password. Then enter the new password and retype it in the space provided. Click OK to save the changes. The password must be at least 8 characters in length and contain at least one number and one letter.

Home Page

The *home page* will initially display, listing all announcements for the school and/or district. Some announcements may include a hyperlink to more details.

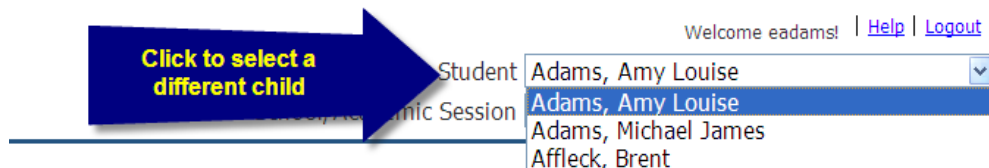


The screenshot shows the InformationNOW Home Page. In the top right corner, there is a "Verify Login" button and a "Logout" button. Below the login area, there are dropdown menus for "Student" (showing "Sidwell, Charity") and "School/Academic Session" (showing "St. Michael Lutheran... | 2010-11"). A large arrow points to the "Logout" button. On the left side, there is a navigation menu with links to Home, Home Page, School Calendar, Student Information, Attendance, Grades, Requests, Reports, Comprehensive Progress, Report Card, Standards Report Card, System Preferences, and Settings. A large arrow points to the "View Announcements" link in the main content area. The main content area displays a message dated 1/24/2011, thanking the Church Extension Fund (CEF) for their financial support. The footer contains the copyright notice: © 2010 Software Technology, Inc. All Rights Reserved.

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 to protect confidential information.

Selecting a Different Child

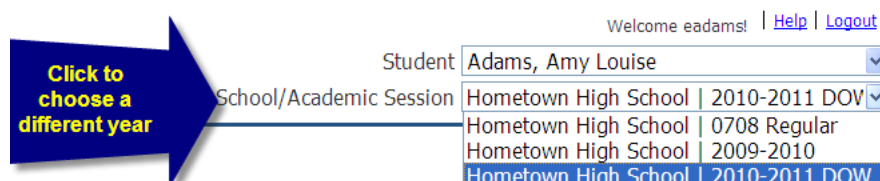
If the user has more than one child enrolled in a school in the district, click the drop-down list in the upper right hand corner to select a different student.



The screenshot shows the "Student" dropdown menu. A blue arrow points to the dropdown list with the text "Click to select a different child". The dropdown list is open, showing the following options: Adams, Amy Louise (selected), Adams, Amy Louise, Adams, Michael James, and Affleck, Brent. The "Welcome eadams!" message and "Help" and "Logout" links are visible in the top right corner.

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, attendance, etc. for that year.

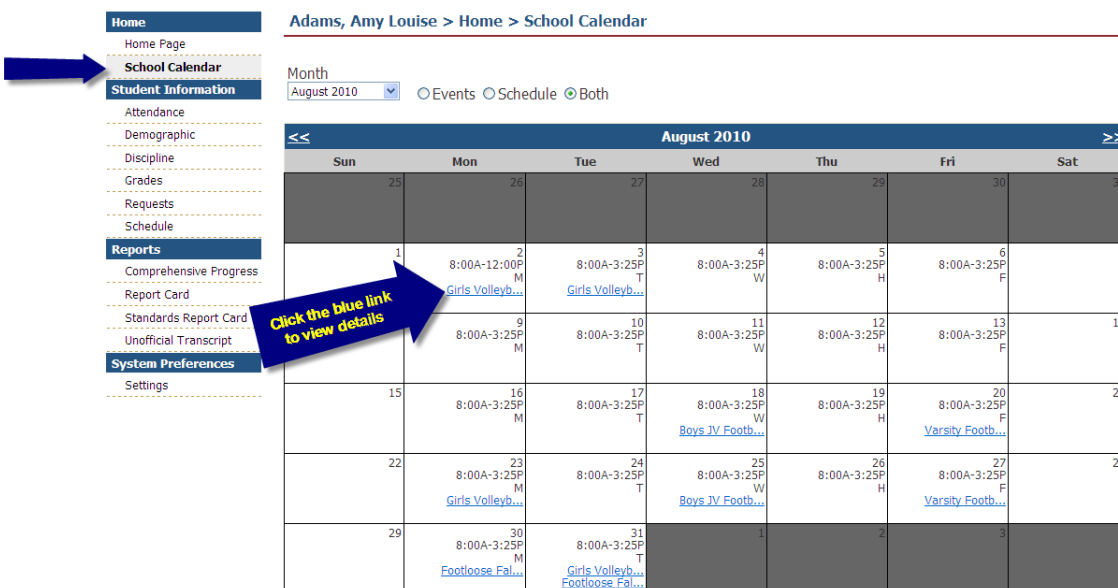


The screenshot shows the "School/Academic Session" dropdown menu. A blue arrow points to the dropdown list with the text "Click to choose a different year". The dropdown list is open, showing the following options: Hometown High School | 2010-2011 DOV (selected), Hometown High School | 0708 Regular, Hometown High School | 2009-2010, and Hometown High School | 2010-2011 DOW. The "Welcome eadams!" message and "Help" and "Logout" links are visible in the top right corner.

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.

Note: The calendar has not been updated at this time please refer to the calendar on the school website stmikeschool.org.



Home
Home Page
School Calendar
Student Information
Attendance
Demographic
Discipline
Grades
Requests
Schedule
Reports
Comprehensive Progress
Report Card
Standards Report Card
Unofficial Transcript
System Preferences
Settings

Adams, Amy Louise > Home > School Calendar

Month
August 2010 ☐ Events ☐ Schedule ☒ Both

| August 2010 | | | | | | |
|-------------|------------------------------------------------------------|------------------------------------------------------------------------------------------------|------------------------------------------------------------|------------------------|------------------------------------------------------------|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 1 | 2 8:00A-12:00P M Girls Volleyb... | 3 8:00A-3:25P T Girls Volleyb... | 4 8:00A-3:25P W | 5 8:00A-3:25P H | 6 8:00A-3:25P F | 7 |
| | 8 8:00A-3:25P M | 9 8:00A-3:25P T | 10 8:00A-3:25P W | 11 8:00A-3:25P H | 12 8:00A-3:25P F | 13 |
| 14 | | | | | | |
| 15 | 16 8:00A-3:25P M | 17 8:00A-3:25P T | 18 8:00A-3:25P W Boys JV Footb... | 19 8:00A-3:25P H | 20 8:00A-3:25P F Varsity Footb... | 21 |
| 22 | 23 8:00A-3:25P M Girls Volleyb... | 24 8:00A-3:25P T | 25 8:00A-3:25P W Boys JV Footb... | 26 8:00A-3:25P H | 27 8:00A-3:25P F Varsity Footb... | 28 |
| 29 | 30 8:00A-3:25P M Footloose Fal... | 31 8:00A-3:25P T Girls Volleyb... Footloose Fal... | 1 | 2 | 3 | 4 |

Non-attendance days appear in gray. Events appear as a blue link. Regular attendance days appear with the type of day and hours of operation.

- **Month**: To view a different month, either select the month from the available list or use the navigation arrows to scroll to the previous or next month.
- **Events**: To view events only, bullet the *Events* option. Events such as sporting activities will display. To view the details of the event, click the name of the event that appears as a blue link (ex.: **Sport Awards Banquet**).
- **Schedule**: To view attendance days only, bullet the *Schedule* option. Attendance days will display with the hours of operation for that 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 schedule, bullet the *Both* option.

Student Information

Attendance

Click the **Attendance** link on the left to view attendance details, including *Date*, *Term*, *Periods*, *Level* (All Day, Half Day, Tardy), *Reason*, *Category* (Excused, Unexcused) and *Notes*.

Home

Home Page

School Calendar

Student Information

Attendance

Demographic

Discipline

Grades

Requests

Schedule

Reports

Comprehensive Progress

Report Card

Standards Report Card

Unofficial Transcript

System Preferences

Settings

Adams, Amy Louise > Student Information > Attendance

[View Period Absences](#) [View Check In/Check Out](#)

Term
ALL

| Date | Term | Period(s) | Level | Reason | Cat | Note |
|--------------------------------|--------|---------------|----------|-------------------|-----|------------------------------------|
| Wed 03/16/2011 | Term 2 | 1,2 | Half Day | Doctor/Dentist | E | Lost tooth during pe (volleyball). |
| Tue 01/11/2011 | Term 2 | 1,2,3,4,5,6,7 | All Day | Funeral | E | Uncle's funeral |
| Mon 01/10/2011 | Term 2 | 1,2,3,4,5,6,7 | All Day | Funeral | E | Uncle's funeral |
| Mon 11/01/2010 | | | Tardy | Tardy - Unexcused | U | |
| Mon 10/25/2010 | | | Tardy | Tardy - Unexcused | U | |
| Mon 10/18/2010 | Term 1 | | Tardy | Tardy - Unexcused | U | |
| Mon 10/11/2010 | Term 1 | | Tardy | Tardy - Unexcused | U | |
| Thu 09/30/2010 | Term 1 | | Tardy | Tardy - Unexcused | U | |
| Mon 09/20/2010 | Term 1 | | Tardy | Tardy - Unexcused | U | |
| Fri 08/27/2010 | Term 1 | 1,2,3 | Half Day | Ill | E | Brought doctor's note. |
| Thu 08/26/2010 | Term 1 | 1,2,3,4,5,6,7 | All Day | Ill | E | |
| Wed 08/25/2010 | Term 1 | 6,7 | Half Day | Ill | E | |

- 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.
- Click the link to *View Period Absences*.
- Click the link to *View Check In/Out* records.

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*.
If any information is incorrect, please contact the school office.

Home

Home Page

School Calendar

Student Information

Attendance

Demographic

Discipline

Grades

Requests

Schedule

Reports

Comprehensive Progress

Report Card

Standards Report Card

Unofficial Transcript

System Preferences

Settings

Adams, Amy Louise > Student Information > Demographic

Personal Information

Student Name: Adams, Amy Louise

Student Number: S1001

Alternate Std. Num: AA12345

Date of Birth: 09/04/1993

SSN: 123-33-2343

Gender-Generation: Female -

Phone: (800)844-0884

Marital Status: Single

Religious Affiliation: None

Grade Level: 11

Lunch Code: Free

Origin/Residency

Citizen/Nationality: United States Of America

Country: United States Of America

Residency Status: Full Time

State ID Number: 1234512345123

Ethnicity: White

Migrant: No

Foreign Ex Std: No

Immigrant: No

Birth Cert: AA1191992837475

Birth Cert Ver: Copy on file

Employer: Lulu's Restaurant

Mailing Address

Address Line 1: PO Box 14352

Address Line 2:

City: Hometown

State: IL

Zip Code: 61601

Country: United States Of America

Physical Address

Address Line 1: 234 Madison Way

Address Line 2:

City: Hometown

State: IL

Zip Code: 61601

Country: United States Of America

Identification

Email: aadams@hometownnsd.com

Messenger Pro/Acc: AOL/aadams

Services

Language: Portugese

LEP: No

Section 504: N/A

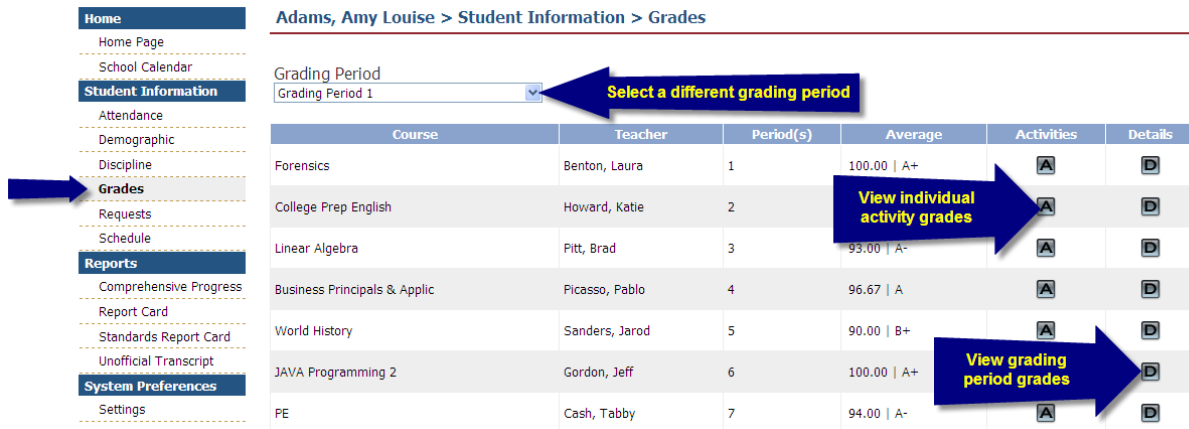
Homeless: Yes

Discipline

We are not currently using the Discipline features.

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*.



Adams, Amy Louise > Student Information > Grades

Grading Period
Grading Period 1

Select a different grading period

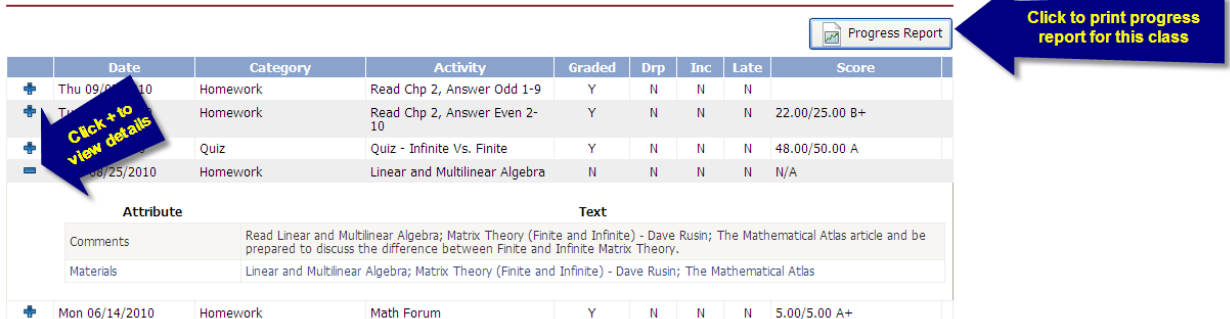
| Course | Teacher | Period(s) | Average | Activities | Details |
|------------------------------|----------------|-----------|-------------|------------|---------|
| Forensics | Benton, Laura | 1 | 100.00 A+ | A | D |
| College Prep English | Howard, Katie | 2 | | A | D |
| Linear Algebra | Pitt, Brad | 3 | 93.00 A- | A | D |
| Business Principals & Applic | Picasso, Pablo | 4 | 96.67 A | A | D |
| World History | Sanders, Jarod | 5 | 90.00 B+ | A | D |
| JAVA Programming 2 | Gordon, Jeff | 6 | 100.00 A+ | | D |
| PE | Cash, Tabby | 7 | 94.00 A- | A | D |

View individual activity grades

View grading period grades

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

Adams, Amy Louise > Student Information > Grades > Activities: Linear Algebra



Progress Report

Click to print progress report for this class

| Date | Category | Activity | Graded | Drp | Inc | Late | Score |
|----------------|----------|--------------------------------|--------|-----|-----|------|----------------|
| Thu 09/09/2010 | Homework | Read Chp 2, Answer Odd 1-9 | Y | N | N | N | |
| Thu 09/09/2010 | Homework | Read Chp 2, Answer Even 2-10 | Y | N | N | N | 22.00/25.00 B+ |
| Thu 09/09/2010 | Quiz | Quiz - Infinite Vs. Finite | Y | N | N | N | 48.00/50.00 A |
| Thu 09/09/2010 | Homework | Linear and Multilinear Algebra | N | N | N | N | N/A |

Attribute

Text

Comments

Read Linear and Multilinear Algebra; Matrix Theory (Finite and Infinite) - Dave Rusin; The Mathematical Atlas article and be prepared to discuss the difference between Finite and Infinite Matrix Theory.

Materials

Linear and Multilinear Algebra; Matrix Theory (Finite and Infinite) - Dave Rusin; The Mathematical Atlas

Mon 06/14/2010

Homework

Math Forum

Y

N

N

N

5.00/5.00 A+

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>.

- **D:** Click to view report card grades for the selected grading period and class.

Home

[Home Page](#)
[School Calendar](#)

Student Information

[Attendance](#)
[Demographic](#)

Grades

[Requests](#)

Reports

[Comprehensive Progress](#)
[Report Card](#)
[Standards Report Card](#)

System Preferences

[Settings](#)

Student Name

> Student Information > Grades

Grading Period

| Course | Teacher | Period(s) | Average | Activities | Details |
|--------------------------------|------------------|-----------|-------------|------------|---------|
| Homeroom Attendance | Lam, Lisa | 1 | N/A | | |
| 4th - 5th Grade Language Arts | Lam, Lisa | 2 | 83.39 B | | |
| Physical Education | Reist, Brittney | 3 | N/A | | |
| z - academic additional LA | Lam, Lisa | 3 | N/A | | |
| 4th Grade Math | Lam, Lisa | 4 | 83.79 B | | |
| Art 4th and 5th Grade | Niesen, Jennifer | 5 | 100.00 A+ | | |
| z - academic additional Math | Lam, Lisa | 5 | N/A | | |
| 4th - 5th Grade Social studies | Lam, Lisa | 6 | 96.88 A | | |
| z - additional Science | Lam, Lisa | 6 | N/A | | |
| 4th Grade Science | Lam, Lisa | 7 | N/A | | |

Note: In order to fill the schedule there are some “z – academic ...” classes. These will not have grades associated with them; you may ignore them. They are for attendance purposes so the check in/out process works properly.

Requests

We are not using the Requests features.

Reports

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>.

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*.

System Preferences

Alerts

As a guardian, the user may elect to. *Go Green* participants will receive an e-mail from the school announcing when reports such as report cards or progress reports are available for viewing online.

Note: A printed report will not be sent to *Go Green* participants.

To *Go Green*, go to **System Preferences | Settings**. Enter a primary e-mail address and check the box.

An e-mail will be sent from the school when an electronic version of a report is ready. To view the report, log in to *InformationNOW* and choose **Students | Student Information**. Choose the student and school year to view. Under the **Reports** link on the left, click the report to view.

Email

Enter the primary e-mail address for the school to use for announcements and other information.

Change Password

To change the password used to log in to *InformationNOW*, 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.