

*Information***NOW** + 21<sup>st</sup> CCLC



**Community Education**

# Information Now & 21<sup>st</sup> CCLC & Query

504  
504 PLAN END DATE: 504 REEVAL DUE: 504 DISABILITY AREA:  TEMPORARY SERVICES

Billing  
Billing Status: Auto Billing:

Exit  
Exit Type: Student Exit Interview: Summer School Completion:

Federal  
Served By:  Verified for Current School Year  Targeted Assistance

Foreign Exchange  
Diploma Status:

LEP  
 ELL No Formal Schooling  LEP

No Show  
No Show Reason: No Show Reason Date:

Personal  
Age Equivalency: CEIS Date: Resident District:  21st CCLC

Athlete  Advanced Diploma  Career Advanced  Career Tech  
 Immigrant No Formal Schooling  Learn and Serve  Nom Phlote  Other Education  
 SES Program Title I  School Choice  Single Parent

Under a student record  
>Custom Tab>Personal

If you mark 21<sup>st</sup> CCLC  
in one spot it populates  
it in other spot

O R

Origin/Residency  
 Homeless: Homeless Status: Served By:  
 Immigrant: First Year in US as Immigrant:  Verified for Current School Year:  
Migrant: Residency Status:  Resides Outside of District:  
 Immigrant No Formal Schooling:  Residency Status:

Services  
Language: English  LEP:  
 ELL No Formal Schooling:  LEP Waived Title III Services:  
 21st CCLC: US LEP Entry Date:  
 Targeted Assistance: LEP Exit Date:

This is a new  
Tab

Under a student record  
>Federal Programs  
Tab>Services

This data may be  
entered using Quick  
Entry Edit also

21stCCLC



= 1



# Getting Started

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Use INOW to create the following reports for your after-school program.

- ▶ Ethnicity
- ▶ Gender
- ▶ Students Eligible for Free/Reduced Lunch
- ▶ Attendance
- ▶ Office Referrals
- ▶ Student Suspensions
- ▶ Grades



# Add School Program

The screenshot displays the InformationNOW web application interface. The browser address bar shows the URL `http://tcssms1/InformationNOW/Students/Setup/Lookup`. The application has a navigation menu on the left with the following items: Home, Students, Student Maintenance, Enrollment, Mass Enrollment, Registration, Quick Entry/Edit, Student Filter, District-wide Students, Mass Manage, No Shows, Reports, Setup, Fees, Attendance, Discipline, Scheduling, Grades, Staff, Classroom, Census, School/District, Health, Mgmt Console, and Reports. The 'Setup' item is highlighted with a red arrow. The main content area is titled 'Setup' and contains a 'Lookup' section with a dropdown menu labeled 'Select a lookup:', a checkbox for 'Active Only', and a 'Refresh' button. A yellow warning box in the top right corner states: 'Attention, you are logged into a past academic session.' The Windows taskbar at the bottom shows the system clock as 1:06 PM on 8/13/2012.

# Add School Program

Gender  
Generation  
Grade Level  
Health Condition  
Homeless Status  
Immunization Type  
Impact Aid  
Insurance Type  
Internet Messenger Provider  
Language  
Least Restrictive Environment  
Level of English Proficiency  
Lunch Certification  
Lunch Code  
Marital Status  
Medication Type  
Migrant Family  
Organization  
Race  
Relationship  
Religion  
Residency Status  
**School Programs**  
Screening Type  
Special Education Exit Reason  
Special Education Status  
State  
Title  
Transportation Code  
Truancy Activity

Attention, you are logged into a past academic session.

Active Only

**Click Refresh after you select School Program**

1:06 PM  
8/13/2012



# Add School Program

**Add School Programs**

\*Name: 21st Century After School **Insert Name**

Description: After School **Insert Description**

\*Code: AS **Insert Code** State Code:

SIF Code: NCES, Other

Active

**Click Create when Finished**

Buttons: **Create** **Cancel**

Background Table:

State Code	SIF Code	NCES/Othe	System	Status
				Active
				Active
				Active
				Active
				Active
				Active

Navigation: **Add** **View** **Delete**

# Add After-School Filter

InformationNOW

About | Help | Logout  
Welcome chdavis

Home  
Students  
Student Maintenance  
Enrollment  
Mass Enrollment  
Registration  
Quick Entry/Edit  
Student Filter  
District-wide Students  
Mass Manage  
No Shows  
Reports  
Setup  
Fees  
Attendance  
Discipline  
Scheduling  
Grades  
Staff  
Classroom  
Census  
School/District

Student Filter

Filters

Attention, you are logged into a past academic session.

Add View Delete

Page 1 of 4

Name	Description	Accessibility
<input type="checkbox"/> <a href="#">8th grd.</a>		Public
<input type="checkbox"/> <a href="#">CMS - 6th Grade Band</a>		Public
<input type="checkbox"/> <a href="#">CMS / All Students</a>		Public
<input type="checkbox"/> <a href="#">CMS / Farrow</a>		Public
<input type="checkbox"/> <a href="#">CMS/ 6th Grade</a>		Public
<input type="checkbox"/> <a href="#">CMS/7th Grade</a>		Public
<input type="checkbox"/> <a href="#">CMS/8th Grade</a>		Public
<input type="checkbox"/> <a href="#">DES 1st Grade</a>		Public
<input type="checkbox"/> <a href="#">DES 21st Century</a>		Public
<input type="checkbox"/> <a href="#">DES 2nd Grade</a>		Public
<input type="checkbox"/> <a href="#">DES 3rd Grade</a>		Public
<input type="checkbox"/> <a href="#">DES 4th Grade</a>		Public
<input type="checkbox"/> <a href="#">DES 5th grade</a>		Public
<input type="checkbox"/> <a href="#">DES 5th Grade Females</a>		Public

1:19 PM  
8/13/2012





# Add After-School Filter

**InformationNOW** | About | Help | Logout  
Welcome chdavis

InformationNOW (6.0.16) -- Webpage Dialog

### Add Student Filter

\*Filter Name:   Active  Public Filter  Public Filter - Read Only  Private Filter

Description:

Copy From Filter:

**Main** | Custom | User Defined | Access

First Name:	Last Name:	Social Security Number:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Student Number:	Guardian First Name:	Guardian Last Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender:	Race:	Nationality:
Female Male	American Indian/Alaskan Native Asian Black	Afghanistan Aland Islands Albania
Current School Program:	Current Lunch Code:	Current Transport Code:
21st Century Baseball	2 Free	Non-Transported Transported

1:32 PM 8/13/2012

**Insert Filter Name**

**Insert Description**

**Choose Public or Private**

**Click School Program**

# Add After-School Filter

The screenshot shows the InformationNOW web application interface. The browser address bar displays <http://tcssms1/InformationNOW/Students/StudentFilter>. The page title is "InformationNOW (6.0.16) -- Webpage Dialog".

The main content area contains a form with the following sections:

- Sport Type:** A list box with "21st Century" selected. Other options include "Baseball" and "Basketball".
- Enrollment Status:** A list box with "Currently Enrolled" selected. Other options include "Withdrawn" and "Registered".
- Residency Status:** A list box with "2" selected. Other options include "Free" and "Free DC".
- Special Education Status:** A list box with "Non-Transported" selected. Other options include "Transported".
- Enrollment Code:** A list box with "Entry" selected. Other options include "Reentry" and "Withdrawal".
- Homeroom:** A list box with "0001 BLUE" selected. Other options include "0002 LEWIS" and "0003 STEPHENSON".
- Special Education Exceptionality:** A list box with "Autism (AUT)" selected. Other options include "Deaf-Blindness (DB)" and "Declassified (99)".
- Min Grade Level:** A dropdown menu.
- Max Grade Level:** A dropdown menu.
- Course:** A text input field.
- Grade Level:**  Grade Level
- Go Green:**  Go Green

At the bottom right of the form, there are two buttons: "Create" and "Cancel". A red arrow points to the "Create" button.

Below the form, there is a "Filter Testing" section with the following fields:

- Academic Sessions Year:** A dropdown menu with "2012" selected.
- Academic Sessions:** A dropdown menu.

The Windows taskbar at the bottom shows the system clock as 1:39 PM on 8/13/2012.

# Mass Assign Students

The screenshot displays the InformationNOW web application interface. The browser address bar shows the URL <http://tcssms1/InformationNOW/Students/MassManag>. The application title is "InformationNOW (6.0.16)".

The left-hand navigation menu includes the following items: Home, Students, Student Maintenance, Enrollment, Mass Enrollment, Registration, Quick Entry/Edit, Student Filter, District-wide Students, Mass Manage, No Shows, Reports, Setup, Fees, Attendance, Discipline, Scheduling, Grades, Staff, Classroom, Census, School/District, Health, Mgmt Console, and Reports. The "Mass Manage" item is highlighted with a red arrow and the text "Click Mass Manage Under Students".

The main content area is titled "Mass Manage" and "Mass Assign School Program". It displays "Step 1. Enter criteria to build a list of students." and a "Criteria" section with the following fields: First Name, Last Name, Student Number, Date of Birth, Social Security Number, Gender, Phone, State ID Number, Grade Level, Homeroom, and Section Number. A "Find" button is located next to the Homeroom field. A checkbox labeled "Currently Enrolled Students" is checked.

The "Filter" section includes a "Student Filter" dropdown menu with "DES All Students" selected. A red arrow points to this dropdown with the text "Select Student Filter".

At the bottom of the main content area, there are three buttons: "Cancel", "< Back", and "Next >".

A yellow warning box at the top right of the application area contains the text: "Attention, you are logged into a past academic session."

The Windows taskbar at the bottom shows the system clock as 2:02 PM on 8/13/2012.

# Mass Assign Students

InformationNOW

Home | Help | Logout  
Welcome chdavis

Attention, you are logged into a past academic session.

**Mass Manage**

Mass Assign School Program

Search Criteria: [Currently Enrolled](#)

Step 2. Select one or more students

**Student List**

- F - 05 - AB	OM	AB	LE L	E
- M - 03 - AE	OM	ST	MC	EY
- M - 00 - AE	TH	ABF	RAYI	
- F - 03 - AB	TH	NE	CTC	
- F - 04 - AD	IN	VQ	DUS	
- M - 02 - AC	ET	CA		
- M - 01 - AL	IS	LE		
- M - 02 - AL	XA	D	WN	
- F - 04 - AN	S	HEL	CE	
- F - 01 - AR	FOI	JR		
- F - 04 - AS	TH	KE	RAE	
- F - 00 - AS	TE			
- M - 03 - AS	TJ	H		
- M - 04 - AT	, J	HS		
- F - 02 - BA	CAI	I U	E	

**Selected Students**

Add >  
Add All >>  
< Remove  
<< Remove All

**Click Add after you have selected all your students.**

Cancel < Back Next >

**Click Next when you are finished.**

2:06 PM  
8/13/2012

# Mass Assign Students

The screenshot shows the InformationNOW web application interface. The browser address bar displays `http://tcssms1/InformationNOW/Students/MassManag`. The page title is "InformationNOW" and the user is logged in as "chdavis". A warning message states: "Attention, you are logged into a past academic session." The main content area is titled "Mass Manage" and "Mass Assign School Program". The current step is "Step 3. Set School Program values to be assigned." The "School Program" section contains the following fields:

*School Program	*Start Date	End Date	Participation
21st Century	08/20/2012	07/16/2012	

Below the fields are buttons for "Cancel", "< Back", and "Assign". A red arrow points to the "Assign" button. A text box on the right contains the instruction: "When finished click Assign". A red arrow points to the "Assign" button from this text box. Another red arrow points to the "Assign" button from the text box below. A red arrow points to the "School Program" dropdown menu with the text "Select School Program".

**Select your start date and end date.....Make sure your end date is sometime in July or you won't be able to use the filter for your reports.**

# Adding One Student at a Time

**InformationNOW**

Home | [Search Students - Student Result List](#) | Attention, you are logged into a past academic session.

Manage: Grades

Search Criteria: [First Name = sl](#) | [Last Name = davis](#) | [Currently Enrolled Students = True](#)

File No.	Name	Status	Alerts	GR	Hon	Birthdate	G	Photo	Locate
<a href="#">S29132</a>	DAVIS, SLADE ORIAN	Enrolled		01	0...	10/25/20...	M	-	

**Select Student Maintenance**

**Search for student name and click on student once you have found them.**

# Adding One Student at a Time

InformationNOW (6.0.16) -- Webpage Dialog

**Edit Student: S29132 - DAVIS, SLADE ORIAN** Enrolled

Summary Main Misc Custom Contacts Access Addresses School Enrollment

**Tasks**

- Print Screen
- Email
- Email History
- Student Locator
- View Associated People
- View Households
- Help

**Manage**

- Attendance
- Counseling
- Discipline
- Fees
- Forms
- Goals Sought
- Grades
- Impact Aid
- Letters
- Organizations
- Requests
- Schedule
- Schedule Matrix
- School Programs
- Services
- Standardized Tests
- Textbook
- Transcript

**Reports**

- Attendance Profile
- Comprehensive Progress
- Envelope

**Personal**

\*First Name: SLADE Middle Name: ORIAN \*Last Name: DAVIS Generation: Photograph:

**Programs of S29132 - DAVIS, SL...**

**Programs**

3-Click Add when finished

2-Click 21<sup>st</sup> Century

1-Select School Program

Print Screen Help

Add View Delete

21<sup>st</sup> Century

Add View Delete

Close

More

Same as Mailing

Zip Code:

2:30 PM 8/13/2012



# Attendance/Free-Reduced Lunch

Report Category: --- All --- Refresh

View

Report Name	Category
<input checked="" type="radio"/> <a href="#">ADA/ADM</a>	Attendance
<input type="radio"/> <a href="#">ADA/ADM by Hours</a>	Attendance
<input type="radio"/> <a href="#">Attendance Calendar Report</a>	School
<input type="radio"/> <a href="#">Attendance Letters</a>	Attendance
<input type="radio"/> <a href="#">Attendance Profile</a>	Attendance
<input type="radio"/> <a href="#">Birthday Listing</a>	Student
<input type="radio"/> <a href="#">Bus List</a>	Transportation
<input type="radio"/> <a href="#">Bus Roster</a>	Transportation
<input type="radio"/> <a href="#">Check In/Out Report</a>	Attendance
<input type="radio"/> <a href="#">Class Rank</a>	Grading
<input type="radio"/> <a href="#">Comprehensive Progress</a>	GradeBook
<input type="radio"/> <a href="#">Counseling Session</a>	Student
<input type="radio"/> <a href="#">Course Listing</a>	Scheduling
<input type="radio"/> <a href="#">Course Request Errors</a>	Scheduling
<input type="radio"/> <a href="#">Course Request Matrix</a>	Scheduling

**Under Reports  
Click School**

**Click on ADA**

# Attendance/Free-Reduced Lunch

InformationNOW (6.0.16) -- Webpage Dialog  
https://sms.tallapoosa.k12.org/InformationNOW/Reporting/Attendance/Reports.ADA\_ADM.aspx?Size=800,600&box=634804781669127439

### ADA/ADM

**Criteria** **Select Student Filter**

Student Filter: **DES 21st Century**

\*Start Date: 08/15/2011 ... \*End Date: 05/30/2012 ...

\*Lunch Programs to Include: **--- All ---**  
2  
Free  
Free DC  
FREE\_OLD  
NA

\*Migrant Family Status to Include: **--- All ---**  
Migrant

\*Absence Reasons to Include:

<input checked="" type="checkbox"/>	Code	C	Reason
<input checked="" type="checkbox"/>	A	E	Activity
<input checked="" type="checkbox"/>	CI	E	Check In
<input checked="" type="checkbox"/>	CIU	U	Check In Unexcused
<input checked="" type="checkbox"/>	CO	U	Check Out

\*Homeroom to Include: **--- All ---**

Taskbar: Job Interviews, Microsoft PowerPoi..., InformationNOW - ..., InformationNOW - ... 6:10 PM

# Attendance/Free-Reduced Lunch

InformationNOW (6.0.16) -- Webpage Dialog  
https://sms.tallapoosa.k12.org/InformationNOW/Reporting/Attendance/Reports.ADA\_ADM.aspx?Size=800,600&xxxx=634804791109525357

School Program Membership  
Ignore

--- All ---  
21st Century  
Baseball  
Basketball  
Cheerleader  
Football

Layout

\*Order By:  
Gender

Include Withdrawn Students     Show Summaries Only

Breakdown

By Race     By Migrant Family     By Lunch Program

Working Filter

Save to Working Filter     Append to Existing     Overwrite Existing

Format:  
Acrobat (PDF) file     Save as Default

Preview    Close

Click by Gender

Click by Race

Click by Lunch Program

When finished Click Preview

# Discipline

Under Reports Select School

Click Discipline Report

Report Name	Category
<a href="#">Attendance Letters</a>	Attendance
<a href="#">Attendance Profile</a>	Attendance
<a href="#">Birthday Listing</a>	Student
<a href="#">Bus List</a>	Transportation
<a href="#">Check In/Out Report</a>	Transportation
<a href="#">Class Rank</a>	Attendance
<a href="#">Comprehensive Progress</a>	Grading
<a href="#">Counseling Session</a>	GradeBook
<a href="#">Course Listing</a>	Student
<a href="#">Course Request Errors</a>	Scheduling
<a href="#">Course Request Matrix</a>	Scheduling
<a href="#">Course Request Roster</a>	Scheduling
<a href="#">Course Request Tally</a>	Scheduling
<a href="#">Course Request Verification</a>	Scheduling
<a href="#">Course Roster</a>	Scheduling
<a href="#">Cumulative Absence Report</a>	Attendance
<a href="#">Daily Absence Listing</a>	Attendance
<a href="#">Diploma Requirement Checking</a>	Student
<a href="#">Discipline Letters</a>	Discipline
<a href="#">Discipline Report</a>	Discipline
<a href="#">Discipline Statistics</a>	Discipline
<a href="#">Eligibility</a>	Student
<a href="#">Enrollment History</a>	Student
<a href="#">Failure Listing</a>	Grading

# Discipline

InformationNOW (6.0.16) -- Webpage Dialog

Student Filter: DES 21st Century **Select Student Filter**

Severity:  \*Order By: Occurrence Date

\*ID To Print: Student Number Report Type: Summary

Custom Report Title:

**Infraction Options**

Start Occurrence Date: 08/20/2012

End Occurrence Date: 05/25/2013

\*Infractions:

- Disobedience
- DISOBEDIENCE-PERSISTENT, WILLF
- Disorderly Conduct
- DISORDERLY CONDUCT-OTHER
- Disrespect to Teacher/Administrator
- DISRUPTION IN THE CLASSROOM

**Disposition Options**

Start Disposition Date: 08/20/2012

End Disposition Date: 05/25/2013 **Select the Start and End Date**

\*Dispositions:

- Break or Class Detention
- Bus Suspension
- CALL TO PARENT
- CONF WPARENT
- Conf. W/Parent
- CONFERENCE

**Include**

Demographic Summary  Infraction Summary  Unlisted Information

Withdrawn Students

**Working Filter**

Save to Working Filter  Append to Existing  Overwrite Existing

# Discipline

InformationNOW (6.0.16) -- Webpage Dialog

\*ID To Print: Student Number  
Report Type: Summary

Custom Report Title:

**Infraction Options**

Start Occurrence Date: 08/20/2012  
End Occurrence Date: 05/25/2013

\*Infractions:  
Disobedience  
DISOBEDIENCE-PERSISTENT, WILLF  
Disorderly Conduct  
DISORDERLY CONDUCT-OTHER  
Disrespect to Teacher/Administrator  
DISRUPTION IN THE CLASSROOM

**Disposition Options**

Start Disposition Date: 08/20/2012  
End Disposition Date: 05/25/2013

\*Dispositions:  
Break or Class Detention  
Bus Suspension  
CALL TO PARENT  
CONF WPARENT  
Conf. W/Parent  
CONFERENCE

**Include**

Demographic Summary     Infraction Summary     Unlisted Information  
 Withdrawn Students

**Working Filter**

Save to Working Filter     Append to Existing     Overwrite Existing

Format: Acrobat (PDF) file     Save as Default

Click Preview when finished.

Preview    Close

2:54 PM  
8/13/2012

# Grades

The screenshot shows a web browser window with the URL <https://sms.tallapoosak12.org/InformationNOW/Reporting>. The page title is "InformationNOW - 0015 - D...". On the left is a navigation menu with categories like Discipline, Scheduling, Grades, Staff, Classroom, Census, School/District, Health, Mgmt Console, Reports, Utilities, and System Preferences. The "Reports" category is expanded, showing sub-items: District, INFOCUS, School, and State. A red arrow points to the "School" sub-item. Below the menu, a text box says "Under Reports Click School". The main content area has a "Report Category:" dropdown set to "--- All ---" and a "Refresh" button. A "View" button with a green checkmark icon is also present. Below this is a table of reports:

	Report Name	Category
<input type="radio"/>	<a href="#">ADA/ADM</a>	Attendance
<input type="radio"/>	<a href="#">ADA/ADM by Hours</a>	Attendance
<input type="radio"/>	<a href="#">Attendance Calendar Report</a>	School
<input type="radio"/>	<a href="#">Attendance Letters</a>	Attendance
<input type="radio"/>	<a href="#">Attendance Profile</a>	Attendance
<input type="radio"/>	<a href="#">Birthday Listing</a>	Student
<input type="radio"/>	<a href="#">Bus List</a>	Transportation
<input type="radio"/>	<a href="#">Bus Roster</a>	Transportation
<input type="radio"/>	<a href="#">Check In/Out Report</a>	Attendance
<input type="radio"/>	<a href="#">Class Rank</a>	Grading
<input type="radio"/>	<a href="#">Comprehensive Progress</a>	GradeBook
<input type="radio"/>	<a href="#">Counseling Session</a>	Student
<input type="radio"/>	<a href="#">Course Listing</a>	Scheduling
<input type="radio"/>	<a href="#">Course Request Errors</a>	Scheduling
<input type="radio"/>	<a href="#">Course Request Matrix</a>	Scheduling
<input type="radio"/>	<a href="#">Course Request Roster</a>	Scheduling

The Windows taskbar at the bottom shows the system clock at 5:39 PM and several open applications: InformationNOW, Job Interviews, and Microsoft PowerPoint.

# Grades

Click on Two Column Report Card

<input type="radio"/>	<a href="#">Standards Report Card</a>	Standards
<input type="radio"/>	<a href="#">Student Balance</a>	Fee
<input type="radio"/>	<a href="#">Student Envelopes</a>	Student
<input type="radio"/>	<a href="#">Student Fee Activity Listing</a>	Fee
<input type="radio"/>	<a href="#">Student Fee Statement</a>	Fee
<input type="radio"/>	<a href="#">Student Labels</a>	Student
<input type="radio"/>	<a href="#">Student Letters</a>	Student
<input type="radio"/>	<a href="#">Student Listing</a>	Student
<input type="radio"/>	<a href="#">Student Schedule List</a>	Scheduling
<input type="radio"/>	<a href="#">Student Schedule Matrix</a>	Scheduling
<input type="radio"/>	<a href="#">Student Summary Count</a>	Student
<input type="radio"/>	<a href="#">Student Truancy</a>	Student
<input type="radio"/>	<a href="#">Transcript Report</a>	Transcript
<input type="radio"/>	<a href="#">Transcript Report Landscape</a>	Transcript
<input type="radio"/>	<a href="#">Transport Method</a>	Transportation
<input type="radio"/>	<a href="#">Transport Method History</a>	Transportation
<input checked="" type="radio"/>	<a href="#">Two Column Report Card</a>	Grading
<input type="radio"/>	<a href="#">Unposted Attendance</a>	Attendance
<input type="radio"/>	<a href="#">Unposted Grades</a>	GradeBook

6.0.16

View

InformationNOW - ... Job Interviews Microsoft PowerPoi...

5:42 PM



# Grades

InformationNOW (6.0.16) -- Webpage Dialog  
https://sms.tallapoosak12.org/InformationNOW/Reporting/Grading/Reports.TwoColumnReportCards.aspx?Size=800,600&box=634804766336547435

Student Filter: DES 21st Century

\*Grading Period: 4 9wks

\*Order By: Student Display Name

Distribution Period:

Distribution Date: 08/13/2012

\*Address Report To: Students

Letterhead

**Include**

- Attendance Summary
- Notes
- Parent Signature
- Merit/Demerit Summary
- Grading Scale Legend
- Withdrawn Students
- YTD Info
- Standards Grading Scale Legend
- Promotion Status
- Comment Legend
- Photograph

\*ID to Print: Student Number

Absence Reasons:

<input checked="" type="checkbox"/>	Code	C	Reason
<input checked="" type="checkbox"/>	A	E	Activity
<input checked="" type="checkbox"/>	CI	E	Check In
<input checked="" type="checkbox"/>	CIU	U	Check In Unexcused
<input checked="" type="checkbox"/>	CO	U	Check Out
<input checked="" type="checkbox"/>	COE	E	Check Out Excused
<input checked="" type="checkbox"/>	COU	U	CheckOut Unexcused

# Grades

InformationNOW (6.0.16) -- Webpage Dialog  
https://sms.tallapoosa.k12.org/InformationNOW/Reporting/Grading/Reports.TwoColumnReportCards.aspx?Size=800,600&xxx=634804766336547435

Distribution Date:  
08/13/2012

<input checked="" type="checkbox"/>	CIU	U	Check In Unexcused
<input checked="" type="checkbox"/>	CO	U	Check Out
<input checked="" type="checkbox"/>	COE	E	Check Out Excused
<input checked="" type="checkbox"/>	COU	U	CheckOut Unexcused

\*Address Report To:  
Students  Letterhead

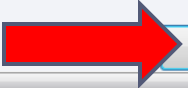
**Include**

<input checked="" type="checkbox"/> Attendance Summary	<input type="checkbox"/> Merit/Demerit Summary	<input checked="" type="checkbox"/> YTD Info	<input type="checkbox"/> Promotion Status
<input type="checkbox"/> Notes	<input checked="" type="checkbox"/> Grading Scale Legend	<input checked="" type="checkbox"/> Standards Grading Scale Legend	<input checked="" type="checkbox"/> Comment Legend
<input type="checkbox"/> Parent Signature	<input type="checkbox"/> Withdrawn Students		<input type="checkbox"/> Photograph
<input type="checkbox"/> Announcements	<input type="checkbox"/> Standards		

**Working Filter**

Save to Working Filter     Append to Existing     Overwrite Existing

Format:  
Acrobat (PDF) file  Save as Default

**When finished Click Preview** 

Windows taskbar: InformationNOW - ... Job Interviews Microsoft PowerPoi... 5:48 PM

# EZReports

**EZReports**

Alabama - Afterschool Program 2013-2014  
Grantee: Elmore County Schools » Site:

Welcome

Activity

Registration

Roster





Program

Upload

Reports

Help

Clicking on **Upload** will provide the drop down Menu

-  Student Demographics
-  Student Demographics (Short)
-  Student Grades
-  Student Test Scores

## Upload Student Demographic Data (Short)

### Download blank Template:

Please click the following link to get the BLANK student demographic upload template. Save the template on your computer.



[Download Blank Template](#)

### Download Updated Student Data Template:

Please use this template if you are doing a mass update of data field(s) for students who are already registered in the program.



[Download Updated Student Data Template](#)

# EZReports - Template for data upload

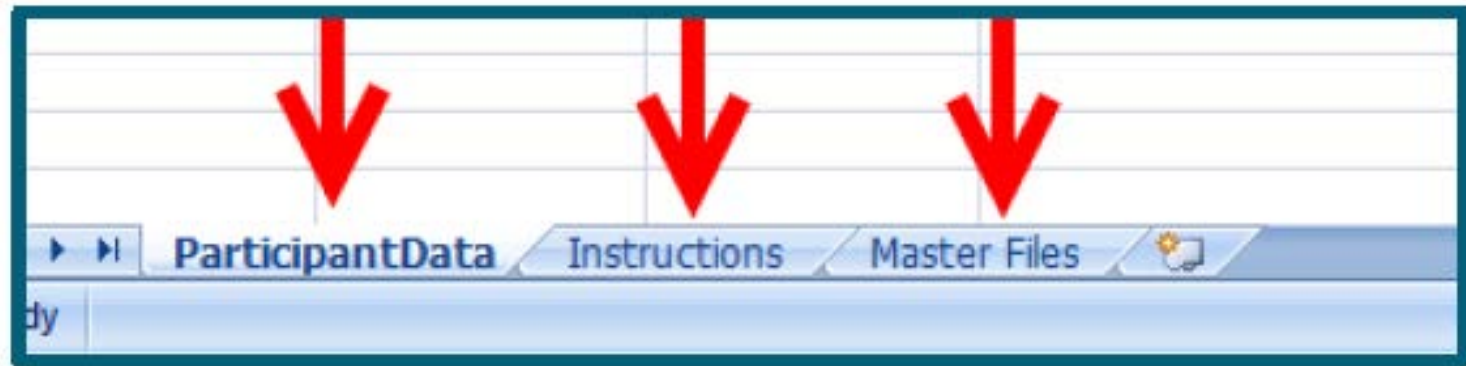
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## 3 TABS in the Template File

1- Participant Data Sheet

2 – Instruction Sheet

3 - Master File – provides the info and codes that must be inserted in order for the import to work



# EZReports - Template for data upload

## TAB I – ParticipantData

	A	B	C	D	E	F	G	H	I
1	State Student ID	District Student ID	Last Name	Middle Name	First Name	DOB	School Code	Start Date	Gender Code
2	<a href="#">Master File</a>	<a href="#">Master File</a>	max 50 chars		max 50 chars	mm/dd/yyyy	<a href="#">Download your List of School Master File</a>	mm/dd/yyyy (Applicable ONLY if School of non-deleted students is changed)	<a href="#">Master File</a>
3									
4									
5									
6									
7									

ROW 1 IS THE LABELS FOR THE PROGRAM

ROW 2 TELLS THE FORMAT OF THE DATA TO BE ENTERED

DO NOTHING TO ROWS 1 & 2 – YOUR DATA WILL START ON ROW 3

# EZReports - Template for data upload

## TAB 2 - Instructions

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	<b>EZReports Data Import</b>												
2	Instructions to prepare data in Excel Template (Short Version)												
3													
4	The ezreports excel upload function allow you to upload the following data for student into the system:												
5	* Student Information												
6	* Parents/Guardians Information												
7													
8	❖ PLEASE PREPARE the student data in the sheet "Participant Data" in the given format.												
9	❖ PLEASE ENTER each student data in one row.												
10	❖ START STUDENT data from row 3.												
11	❖ DO NOT CHANGE the sheet name "ParticipantData".												
12	❖ DO NOT CHANGE the field header (Row 1) of the excel file.												
13	❖ GET SCHOOL CODES by clicking on the link "School Codes" in Upload student data screen.												
14	❖ FIELDS Marked in RED are mandatory for a record to be uploaded.												
15	❖ DO NOT USE merge cells or formulas.												
16	❖ USE the codes as given for various fields in "Master Files" sheet												
17	❖ YOU can use this file itself to prepare the data and you can leave the instruction and master file sheet as it or you may delete them.												
18													

# EZReports - Template for data upload

## TAB 3 – Master Files

A	
1	<b>Index of Master Files</b>  <a href="#">Gender</a> <a href="#">Primary Language</a> <a href="#">GradeLevel</a> <a href="#">Race</a> <a href="#">State Code</a> <a href="#">Education Program</a> <a href="#">State Student ID</a> <a href="#">District Student ID</a> <a href="#">School Code</a>
2	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	

Gender	
Code	Name
M	Male
F	Female
Primary Language	
Code	Name
A	Arabic
E	English
S	Spanish
K	Karen
M	Somali
H	Hmong
[Leave Blank]	Other

Grade Level	
Code	Name
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	
11	
12	
K	
P	

Race	
Code	Name
1	White
2	Black or African American
4	Asian
5	Native Hawaiian or Pacific Islander
6	American Indian or Native Alaskan
9	Some Other Race
U	Declined to State/Unknown

If the data for a student is being re-uploaded then race codes provided in this file in column 'Race Code' will overwrite all existing data for race code for the student.

State Code	
Code	Name
AK	Alaska
AZ	Arizona
AR	Arkansas
CA	California
CO	Colorado
CT	Connecticut
DE	Delaware
DC	District of Columbia
FL	Florida
GA	Georgia
HI	Hawaii
ID	Idaho
IL	Illinois
IN	Indiana
IA	Iowa
KS	Kansas
KY	Kentucky
LA	Louisiana
ME	Maine
MD	Maryland
MA	Massachusetts
MI	Michigan
MN	Minnesota
MS	Mississippi
MT	Montana

**Education Program**

We have columns for 3 standard education programs i.e Limited English Proficiency, Special Education, and Gifted & Talented. Data provided in these column will change only the data for the respective education program.

**District Student ID**

If your District StudentID have any leading '0' like 0123...,00123..., then do any of the following 2 steps while putting the values in the District StudentID column:

Step1... Select District StudentID column and then go to Format->Format cells->select 'text' under the number tab->click ok. Then enter the value with leading '0'.

OR

Step2... Enter a single quote and then put the District StudentID with the leading '0'.

**State Student ID**

If your State StudentID have any leading '0' like 0123...,00123..., then do any of the following 2 steps while putting the values in the State StudentID column:

Step1... Select State StudentID column and then go to Format->Format cells->select 'text' under the number tab->click ok. Then enter the value with leading '0'.

OR

Step2... Enter a single quote and then put the State StudentID with the leading '0'.

# Using Query - Extract Data for EZReports

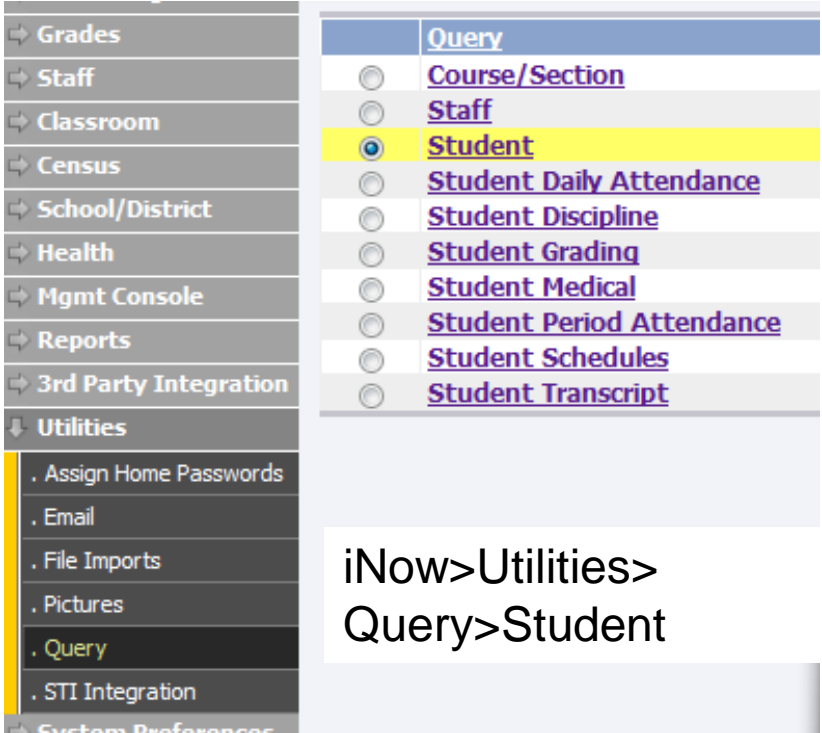
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Use iNOW to gather the data you need

No matter the data needed

The order in which you select is the order it appears in the spreadsheet

You can always rearrange in the excel sheet



The screenshot shows the iNOW interface. On the left is a vertical navigation menu with the following items: Grades, Staff, Classroom, Census, School/District, Health, Mgmt Console, Reports, 3rd Party Integration, Utilities (expanded), Assign Home Passwords, Email, File Imports, Pictures, Query (highlighted), STI Integration, and System Preferences. On the right is a 'Query' selection screen with a list of options, each with a radio button: Course/Section, Staff, Student (selected and highlighted in yellow), Student Daily Attendance, Student Discipline, Student Grading, Student Medical, Student Period Attendance, Student Schedules, and Student Transcript. Below the menu and query list, the navigation path is displayed as 'iNow>Utilities>Query>Student'.





# Entering Data in the Template

State Student ID	District Student ID	Last Name	Middle Name	First Name	DOB
<a href="#">Master File</a>	<a href="#">Master File</a>	max 50 chars		max 50 chars	mm/dd/yyyy

- ▶ **NOTE:** All mandatory fields (marked in **Red**) must remain in the template – **MUST NOT** be deleted.
- ▶ Once you have the columns correct in your iNOW Query then you will be able to copy and paste into the official template starting in Row 3.
- ▶ **DO NOT CHANGE** the sheet name “ParticipantData”.



# EZ Reports-Using Query for the Upload

School Code	Gender Code	Street Address	Apartment #	City	State Code	Zip	Phone
<a href="#">Download your List of School Master File</a>	<a href="#">Master File</a>				<a href="#">Master File</a>	99999-9999	999-999-9999

- ▶ The **school code** is usually the state school number. If you do not know what it is:
  - ▶ Go to **Upload**  select **Student Demographics (Short)** from the drop down menu. And click “List of School Codes” and a pop-up will appear with the school codes.
- ▶ The next fields are about the student;
  - ▶ **Gender code** is a required field and requires M or F
  - ▶ **Street address** is also required, **apartment number** should be entered when applicable, **city, state, zip** and **phone** are all required fields.
  - ▶ Notice that the zip has a specified format that must be used. Zip code in EZReports requires “ZIP +4 Code”
  - ▶ Phone format in iNOW uses (####) for area code this will have to be changed not using ( )



# EZ Reports-Using Query for the Upload

Registration Date	Primary Language Code	Primary Language Other	Grade Level Code	Race Code	Ethnicity Code	Free or Reduced Lunch
mm/dd/yyyy	<a href="#">Master file</a>		<a href="#">Master file</a>	<a href="#">Master File(separate by comma if many)</a>	Enter H for Hispanic, N for Non Hispanic, U for Unknown	Enter 1 for Yes 0 for No

- ▶ **Registration Date** is an optional field - in the format mm/dd/yyyy
  - ▶ **Primary Language Code** field are given in the Master Files. This field can be left blank in case a suitable primary language code is not listed. If it is left blank, then you need to populate the **Primary Language Other** field with a code which is different from the codes provided in the Master Files. It is required to populate at least one of the given two primary language fields.
  - ▶ **Grade Level Code** is a required field
  - ▶ **Race Code** is required and collects student race information
  - ▶ **Free or Reduced Lunch** field is optional and is simply 1 for yes and 0 for no
- \***EZReports** expects primary language and race to be entered in a specific format which is explained on the master sheet of the excel template and see next slide

# EZ Reports-Using Query for the Upload

EZ Reports	iNOW-Race
1	White
2	Black or African American
4	Asian
5	Native Hawaiian or Pacific Islander
6	American Indian or Native Alaskan
9	Some Other Race
10	Decliner to State/Unknown

EZ Reports	Primary Language
A	Arabic
E	English
S	Spanish
K	Korean
M	Somali
H	Hmong
Leave Blank	Other

**Ethnicity code** is required for EZReports and must be entered as **H** for Hispanic, **N** for Non-Hispanic and **U** for unknown. iNOW lists Hispanic as a 1-so it will need to be changed



# EZ Reports-Using Query for the Upload

Parent Last Name	Parent First Name	Parent Cell Phone	Track	Limited English Proficiency	Special Education	Gifted & Talented
max 50 chars	max 50 chars	999-999-9999		Enter 1 for Yes 0 for No U for Unknown	Enter 1 for Yes 0 for No U for Unknown	Enter 1 for Yes 0 for No U for Unknown

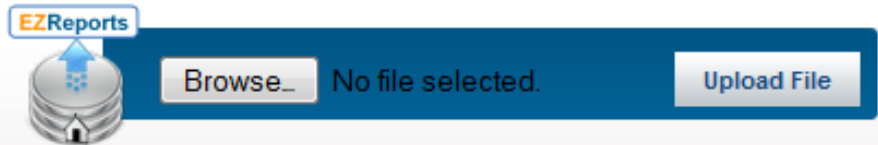
- ▶ If you enter **Parent First Name**, then it is mandatory to enter **Parent Last Name** and vice versa
- ▶ If you enter value for **Parent Cell Phone**, then also it is mandatory to enter the Parent First and Last Names. Alternatively, you can leave all the Parent fields blank. The cell phone must be entered in the format 999-999-9999
- ▶ **Limited English proficiency, special education and gifted and talented** to complete these fields you enter a 1 for yes if the student is a part of the education program a 0 for no they are not and a U if it is unknown

# UPLOAD A COMPLETED TEMPLATE

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- ▶ Completed template will upload directly to EZReports
- ▶ Save the template in a safe location
- ▶ In EZReports go to **Upload**  select **Student Demographics (Short)** from the drop down menu
- ▶ Select **Browse** from the page, and navigate to where you saved the completed template
- ▶ Select the document and click open in the dialog box
- ▶ Excel template name should now appear next to the “browse” option on the upload page; click “upload file”

**Upload Template:**  
Please select the student data file to be uploaded by browsing your computer and click 'Upload File' button.



**Important Note:**

- ▶ [Click Here](#) to view State Student ID AND District Student ID upload instructions.
- ▶ In order to **change the School of Active/Dropped Students**, please download the latest template, put the respective **Start Dates** and then upload.



# UPLOAD A COMPLETED TEMPLATE

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- ▶ Go to your desktop where you saved the template and open the document
- ▶ Make sure you are entering data into the **SAVED** document and save as you go
- ▶ Also, make sure that you know where you are saving the file on your computer so that you can easily find it to send the completed file or edit the file
- ▶ **Do not enter data into a temporary file**, enter it directly into the file you have saved to your computer



# Our Contact Info

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