
Fall 2006

STI *Information*NOW **Reporting Portal**

User Manual

The logo consists of the letters "STI" in a bold, dark red, sans-serif font. The letters are closely spaced and have a slightly distressed or textured appearance.

Information in this document is subject to change without notice. Student and school data used herein are fictitious unless otherwise noted.

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This document was last modified on September 19, 2006. Any subsequent changes made to the STI applications described herein will be discussed in the release notes that accompany each product's update.

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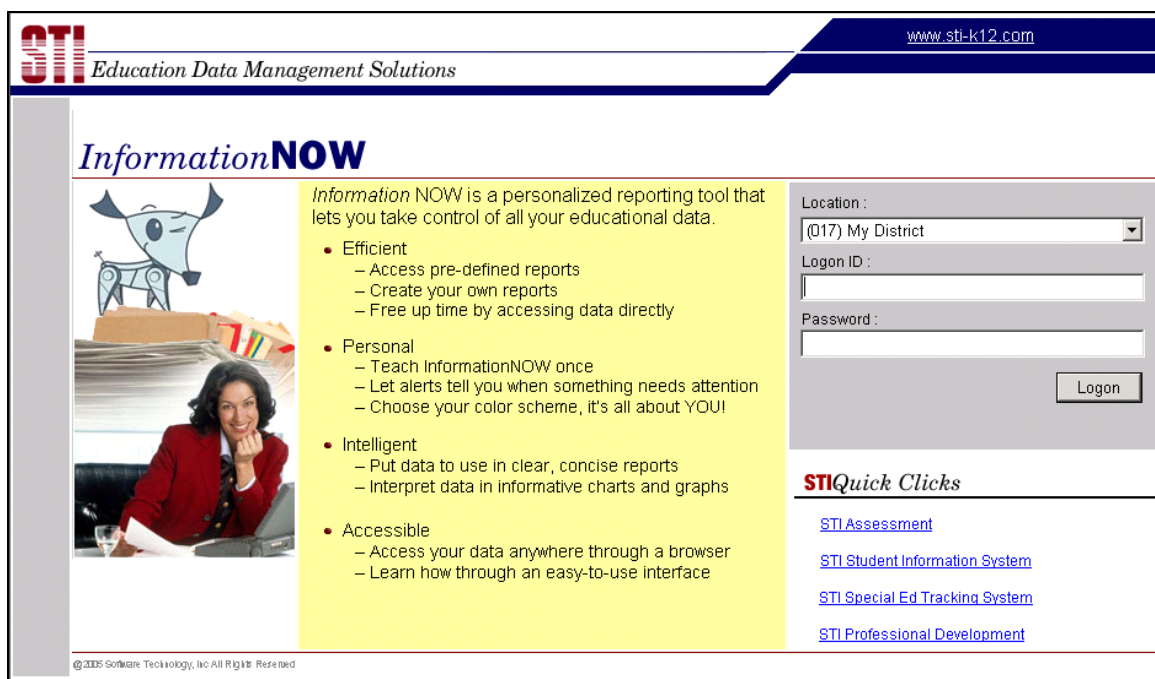
Accessing the Program

Logging On to *InformationNOW* Reporting Portal

To access the features of the *InformationNOW* Reporting Portal system, you must first log on to the program.

Choose your *Location* from the drop-down list and then enter your *Logon ID* and *Password*. This should be the same ID and password you use in STIOffice or STIDistrict. If you are a member of the *Admin Group* in STIDistrict, you will have administrative security access to *InformationNOW*.

Click the **Logon** button when you are ready.



The screenshot shows the InformationNOW Reporting Portal login interface. At the top, there is a header bar with the STI logo and the text "Education Data Management Solutions" on the left, and the URL "www.sti-k12.com" on the right. Below the header, the main content area is divided into three sections. On the left, there is a graphic featuring a cartoon dog and a woman sitting at a desk. In the center, there is a yellow box with the text "Information NOW is a personalized reporting tool that lets you take control of all your educational data." followed by a bulleted list of features: Efficient (Access pre-defined reports, Create your own reports, Free up time by accessing data directly), Personal (Teach InformationNOW once, Let alerts tell you when something needs attention, Choose your color scheme, it's all about YOU!), Intelligent (Put data to use in clear, concise reports, Interpret data in informative charts and graphs), and Accessible (Access your data anywhere through a browser, Learn how through an easy-to-use interface). On the right, there is a login form with fields for "Location:" (a dropdown menu showing "(017) My District"), "Logon ID:", and "Password:". Below these fields is a "Logon" button. At the bottom right, there is a section titled "STI Quick Clicks" with links to "STI Assessment", "STI Student Information System", "STI Special Ed Tracking System", and "STI Professional Development". A small copyright notice "© 2005 Software Technology, Inc. All Rights Reserved" is visible at the bottom left of the page.

Logging Out

You may log out anytime during your session. To log out, simply click the **logout** link located on the menu bar in the upper right corner of the screen.

InformationNOW Reporting Portal Overview

Features

The *InformationNOW* Reporting Portal provides instant access to the information you need when you need it, without requiring multiple applications. Here are a few of the features included with *InformationNOW*:

- The ability to choose the report you need most from a list of pre-configured report templates. *InformationNOW* Reporting Portal includes an easy-to-use report manager that lets you create customized reports from the report templates.
- The ability to monitor activity with the *Alert Manager*. With this tool, you can spot trends, from attendance to grades, before potential problems arise.
- The ability to utilize STI applications automatically to access the information you need.

Graphical User Interface

The *InformationNOW* Reporting Portal operates within the Internet Explorer browser (IE 6.0 or higher) environment. It's as easy as visiting a favorite Web site.

After logging on to *InformationNOW* Reporting Portal, you are presented with the main screen. All report management, alert management, preferences, help features and the system logout is only one click away from this screen.

The screen is divided into three main sections. In the middle is your most used report. This report refreshes each time you launch *InformationNOW* Reporting Portal. On the left is the list of your preferred reports, created from the report templates. The right side of the screen gives you instant access to any alerts you have set up.

The look of the page may be configured to a variety of themes, including seasonal, school colors, mascots and photos.

STI Education Data Management Solutions

main | preferences | help | logout

Monday, November 28, 2005 1:13 PM

Good Afternoon, WILLIAM CLINTON

InformationNOW

Reports

- My report
- Perfect attendance
- Demographics
- Discipline
- Grade Dist Report

Manage Reports...

Overall Attendance

All Schools

11/28/2005 1:13:14 PM

Student # All | Teacher # All | Grade Level: All | Ethnicity: A

School	Group By: Group_Teacher	Type	Date
ALABAMA H.S. TEST SCHOOL 2 (8888)		Records: 218	
ALABAMA H.S. TEST SCHOOL 3 (7777)		Records: 218	
ALABAMA MIDDLETEST SCHOOL (5555)		Records: 24	

Total Records: 460

Alerts Inbox

Manage Alerts...

Version: 9.0.2145.29562

Installation Requirements

Minimum System Requirements

The components required for installation of *InformationNOW* Reporting Portal are:

- Internet Explorer 6.0 or higher
- IIS – Windows 2000 SP4 or higher
- .NET – Framework 1.1
- SQL – server reporting services SP1 or higher
- MS reporting services
- The *InformationNOW* Reporting Portal application
- STI applications

Setting Preferences

Preferences Screen

When you click the **preferences** link from the home page, the preferences page will display, as shown below. From this page you may set up user information, select theme options, assign code groups, set up report and alert preferences or allow and restrict access to reports and alerts. These features are available within the corresponding tabs onscreen.

STI Education Data Management Solutions

main | preferences | help | logout

Tuesday, September 19, 2006
3:57 PM

Good Afternoon, George Washington

InformationNOW

User Information | Theme Options | Code Groups | Report Administration | Alert Administration | Group Administration

User Information

Enter or change the information in the boxes below. Some of the values cannot be changed. Click Apply to save the changes. The currently selected theme will also be saved.

Birth Date :

Email Address :

Main Page Photo :

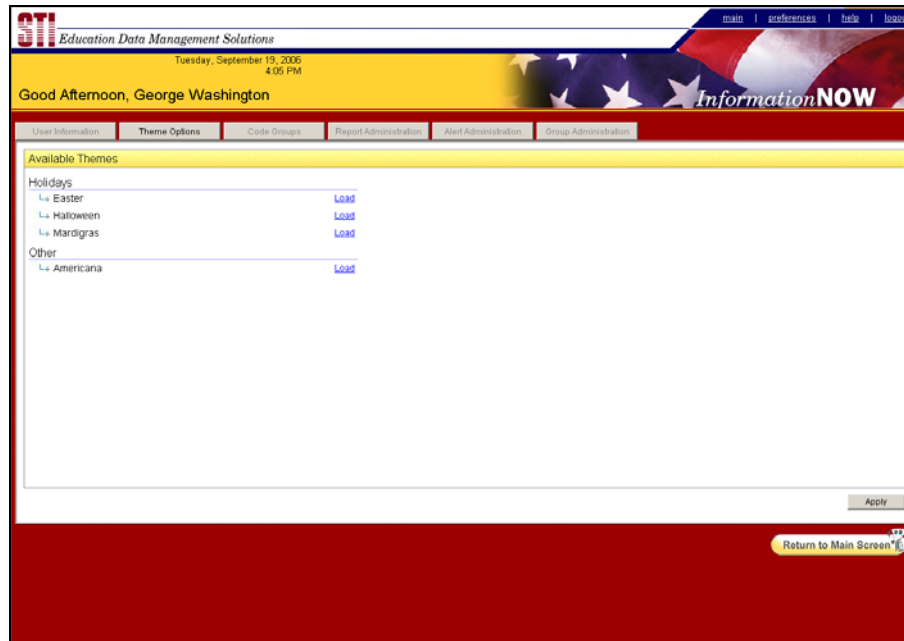
User Information Tab

Here you may personalize your interaction with *InformationNOW* Reporting Portal. You may enter your birth date and your e-mail address, and you may also select the home page photo that appears when you log on. Click the **Browse** button and search your hard drive for the photo you wish to select.

After you've entered the information, click the **Apply** button. The next time you log on, you will see your changes.

Theme Options Tab

Click the *Theme Options* tab on the preferences page. You will be provided with a list of themes to choose from to set up your *InformationNOW* Reporting Portal background. Each theme also features a preview thumbnail that you may look at to help you choose.



Step 1

In the *Theme Options* tab, click the plus (+) sign next to the theme to view the thumbnail.



Step 2

When you find the theme you want, click the **Load** link next to it and your new background theme will appear on your Web pages.



Note: Contact STI Professional Services for information about adding custom themes.

Code Groups Tab

On this tab, you may assign available codes to groups. Groups may be used as selection parameters for report and alert templates. You may also create new groups and assign codes to them. In the example shown below, a new group was created and two codes were added to the group:

STI Education Data Management Solutions

Tuesday, September 19, 2006 4:26 PM

Good Afternoon, George Washington

main | preferences | help | logout

InformationNOW

User Information | Theme Options | **Code Groups** | Report Administration | Alert Administration | Group Administration

Code Type :

Available Codes

- All
- (045) CONNER HIGH SCHOOL
- (020) KENTUCKY ELEMENTARY TEST SCH
- (030) KENTUCKY MIDDLE TEST SCH
- (010) KENTUCKY TEST SCHOOL
- (170) SOUTHERN ELEMENTARY

Schools Groups

☐ Enter group name here and click Save [Save](#)

- 010 [Remove](#)
- 020 [Remove](#)
- 030 [Remove](#)
- 045 [Remove](#)
- 170 [Remove](#)

[Create New Group >](#) [Add to Selected Groups >](#)

[Return to Main Screen](#)

Report Administration Tab

This tab is only available for *InformationNOW* Reporting Portal administrators. Select this tab to load custom reports and to manage rights to access reports. For custom reports, you may use *MS Reporting Services* or you may choose to link to custom URL's. You may also enable or disable the viewing of custom reports as templates.

STI Education Data Management Solutions

Tuesday, September 19, 2006 4:30 PM

Good Afternoon, George Washington

main | preferences | help | logout

User Information | Theme Options | Code Groups | **Report Administration** | Alert Administration | Group Administration

☒ Reporting Services ☐ Custom URL

Report Category : Student
Report Type : Attendance/Membership

Load Reporting Services Report

/

Repr0 M1 Student Course Count

Name
Enter name here

Description

Create >

Available Reports Visible

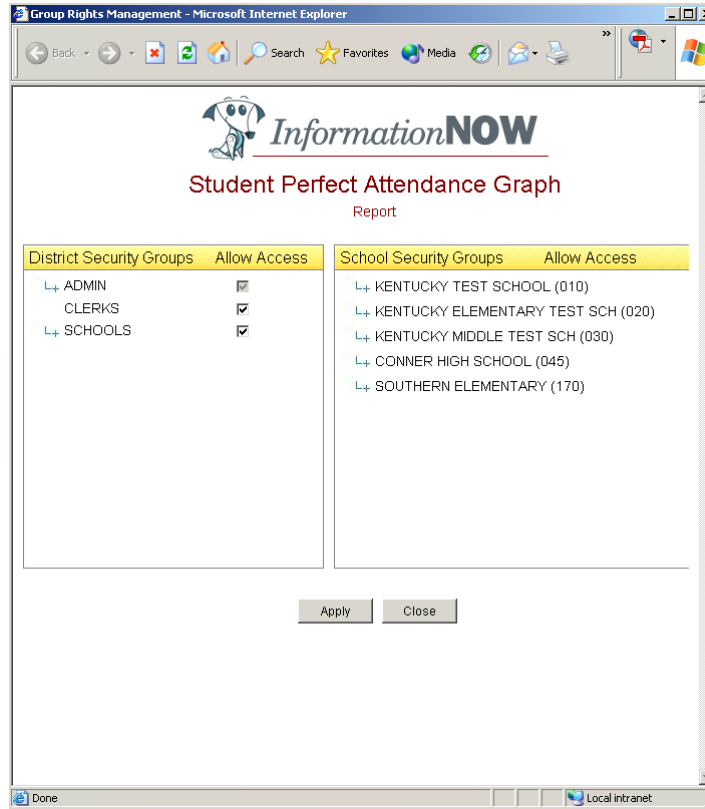
Attendance/Membership

L+ Student Perfect Attendance Graph	<input checked="" type="checkbox"/> Manage Rights...
L+ Attendance Listing	<input checked="" type="checkbox"/> Manage Rights...
L+ Entry/Withdrawal Listing	<input checked="" type="checkbox"/> Manage Rights...
L+ Student ADA/ADM Graph	<input checked="" type="checkbox"/> Manage Rights...

Apply

Return to Main Screen

Clicking on **Manage Rights** on the right side of any available report will cause the *Group Rights Management* popup screen to appear.



The Administrator may allow or deny access to a particular report by checking or unchecking the *Allow Access* box next to the appropriate security group. All users in the district or school security group will be allowed or denied access to this report based on this action.

Alert Administration Tab

This tab is only available for *InformationNOW* Reporting Portal administrators. Select this tab to enable or disable the viewing of alert templates and to manage rights to specific alerts. You may also set up a schedule for running the templates on a system-wide basis.

The screenshot shows the 'Alert Administration' tab in the STI Education Data Management Solutions interface. The header includes the STI logo, the text 'Education Data Management Solutions', and navigation links for 'main', 'preferences', 'help', and 'logout'. The date and time 'Tuesday, September 19, 2006 4:36 PM' are displayed. A personalized greeting 'Good Afternoon, George Washington' is shown. The interface has a red navigation bar with tabs for 'User Information', 'Theme Options', 'Code Groups', 'Report Administration', 'Alert Administration' (selected), and 'Group Administration'. Below the navigation bar, the 'Alert Category' is set to 'Student'. The main content area is divided into two sections: 'Alerts' and 'Scheduling'. The 'Alerts' section lists various alert categories with checkboxes for visibility and links to 'Manage Rights...'. The 'Scheduling' section shows that alerts run every 24 hours and provides a field to set the start time, currently set to 07:00 AM. An 'Apply' button is located at the bottom right of the main content area, and a 'Return to Main Screen' button is at the bottom right of the interface.

Alerts	Visible
Attendance/Membership	
Attendance	<input checked="" type="checkbox"/> Manage Rights...
ADA/ADM	<input checked="" type="checkbox"/> Manage Rights...
Discipline	
Discipline	<input checked="" type="checkbox"/> Manage Rights...
General	
Student Birthdays	<input checked="" type="checkbox"/> Manage Rights...
Eligibility	<input checked="" type="checkbox"/> Manage Rights...
Grades/Marks/Assessment	
Grades	<input checked="" type="checkbox"/> Manage Rights...

Scheduling

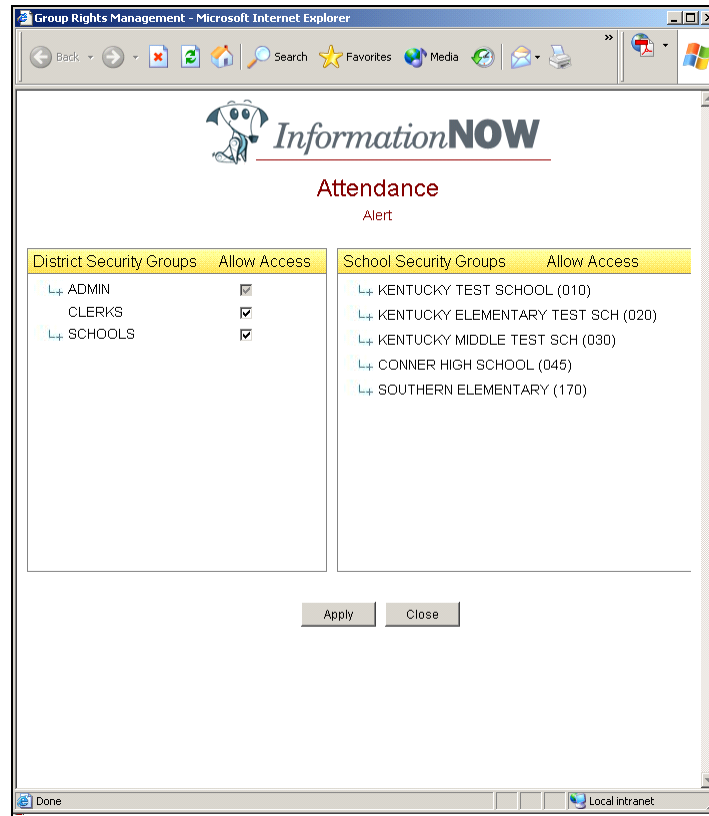
Alerts run every 24 hours.

Start running alerts at:

Apply

[Return to Main Screen](#)

Clicking on **Manage Rights** to the right of any alert will cause the *Group Rights Management* popup screen to appear.



The Administrator may allow or deny access to a particular alert by checking the *Allow Access* box next to the appropriate security group. All users in the district or school security group will be allowed or denied access to this alert based on this action.

Group Administration Tab

This tab is only available for *InformationNOW* Reporting Portal administrators. Select this tab to restrict or allow access to *InformationNOW* Reporting Portal by other security groups. The *Admin District* security group always has access to *InformationNOW*.

STI Education Data Management Solutions

main | preferences | help | logout

Tuesday, September 19, 2006
4:40 PM

Good Afternoon, George Washington

InformationNOW

User Information | Theme Options | Code Groups | Report Administration | Alert Administration | Group Administration

District Security Groups	Allow Access
ADMIN @@@ root	<input checked="" type="checkbox"/> Manage Group...
CLERKS norecord	<input type="checkbox"/> Manage Group...
SCHOOLS WRMORGAN	<input type="checkbox"/> Manage Group...

School Security Groups	Allow Access	Check All
KENTUCKY TEST SCHOOL (010)	<input type="checkbox"/>	<input type="checkbox"/>
KENTUCKY ELEMENTARY TEST SCH (020)	<input type="checkbox"/>	
KENTUCKY MIDDLE TEST SCH (030)	<input type="checkbox"/>	
CONNER HIGH SCHOOL (045)	<input type="checkbox"/>	
SOUTHERN ELEMENTARY (170)	<input type="checkbox"/>	

Apply

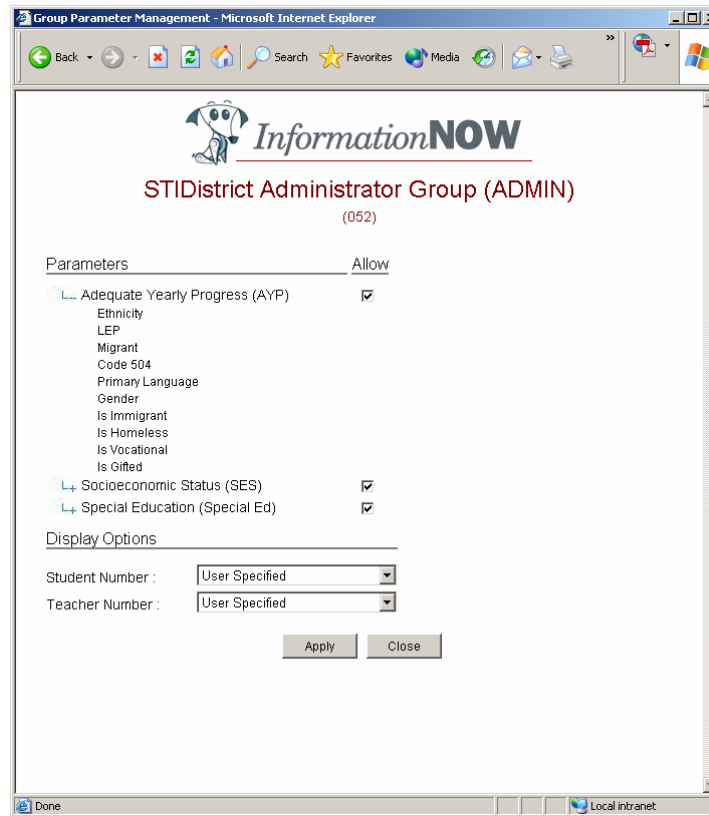
Return to Main Screen

Click the + sign in the *District* security groups to view a drop-down list of users in that security group. Checking the check box next to a group will allow all member of that group to have access to *InformationNOW*.

Click the + sign in the *School* security groups to view a drop-down list of teacher groups for that school. School security groups are established by the teacher types in the *TEA* table. Checking the box next to a group will allow all member of that group to have access to *InformationNOW*. The **Check All** button to the right of the *Allow Access* field will select all school security groups for access privileges.

Click the **Apply** button to save changes.

Clicking on the **Manage Group** link beside any group in either *District* security groups or *School* security groups will cause the *Manage Groups* popup screen to be displayed. *Manage Groups* allows the administrator to define parameters and set display options for users in the selected security group.



Parameters are set in pre-defined *parameter groups*. Click the + sign next to a parameter group to see a drop-down list of parameters belonging to that group. Checking the check box next to a group will allow that group access to that particular parameter.

If *Allow* is not checked, the users in that group will see an *Access Restricted* message next to each parameter on any report or alert that is run using those parameters. That parameter will be unavailable to those users for filtering records.

Display Options set the field(s) a user is allowed to see on a report or alert. The Administrator selects one of the following options from the drop-down list:

- **None**: Prevents that item from displaying in reports or alerts for users in that security group.
- **User Specified**: Allows users to pick any available options when they run an alert or report.
- **Other options**: Allows only the chosen field to be displayed on the report or alert for that security group.

Click the **Apply** button to save changes.

Managing Reports

Manage Reports Screen

From the main screen of *InformationNOW* Reporting Portal, click the **Manage Reports** link. The screen shown below will open.

Available Reports		Loaded Reports	
Group: <input type="text" value="Student"/>		Report Name	Sort Order Remove
Attendance/Membership		Listing	
↳ Attendance Listing	Load...	↳ Overall Attendance	<input type="text" value="None"/> Remove
↳ Entry/Withdrawal Listing	Load...	↳ withdrawn	<input type="text" value="2"/> Remove
↳ Student Perfect Attendance Graph	Load...		
↳ Student ADA/ADM Graph	Load...		
Demographics			
↳ Student Demographics Analysis Matrix	Load...		
Discipline			
↳ Student Discipline Incidents Graph	Load...		
↳ Discipline Listing	Load...		
↳ Student Discipline Summary Count	Load...		
Grades/Marks/Assessment			
↳ Student Grades Distribution Matrix	Load...		
Listing			
↳ Student Birthday Listing	Load...		
↳ Student Listing	Load...		
Scheduling/Courses			
↳ Student Course Count Matrix	Load...		

On the left side you will see the list of *Available Reports* templates. These are standard report templates that have been pre-loaded into *InformationNOW* Reporting Portal. The templates are grouped for student reports or for teacher reports. Select each group from the drop-down list. On the right side of the screen are the *Loaded Reports* instances. After you load one of the *Available Reports* templates, you will then rename the report with an instance name. For example, the Student Attendance Listing report could be given the new instance name of *Overall Attendance*.

Selecting and Creating Report Instances

Follow the steps below to select and create Report Instances.

Step 1

In the *Available Reports* list, select the report you wish to configure.

Step 2

The report window opens. Enter the new *Instance Name* for your new report. The Instance Name has a maximum length of 50 characters. Each report will have a standard set of parameters that you may customize for your report instance. Each report will also have a set of specific parameters that you may select for your new report instance. These parameters are listed below the Instance Name.

Note: Not all parameters shown below are included for every report.

Report Parameters - Microsoft Internet Explorer

Student Discipline Summary Count
This report shows the infraction or disposition summary count information for a particular school (or schools) by code.

Instance Name :

School :

Discipline Type :

Date From :

Date To :

Infraction :

Disposition :

Student :

Homeroom Teacher :

Grade Level :

Ethnicity :

LunchCode :

LEP :

Gender :

Include Special Ed : ☒

Include Withdrawn : ☒

Include Inactive : ☐

Expand All Groups : ☒

Export Type :

Done Local intranet

Step 3

Select the *Export Type* from the drop-down list and click the **Preview** button. From the drop-down list, you may select a variety of formats including:

- Report Viewer
- HTML 3.2 (1996 standard)
- PDF (Adobe Acrobat's Portable Document Format)
- HTML OWC (Microsoft Office Web Components)
- CSV (Comma Separated Value file format)
- HTML 4.0 (1999 standard)
- MHTML (MIME encapsulation of aggregate HTML documents)
- Image
- XML (Extensible Markup Language)

Step 4

After you are satisfied with your report parameters, click the **Save** button and then click **Close**. When you refresh the *Manage Report* screen (by pressing the *F5* key), you should see your new report instance on the loaded reports list.

Selecting the Sort Order of the Report Instances

To select the *Sort Order* of the reports that are listed on the home page of *InformationNOW* Reporting Portal, simply assign the priority of your loaded reports to 1, 2, 3, etc. When you navigate back to the home page, your reports will be listed in the sort order you selected. The report assigned with the *autoload* value will display in the center section of the home page. You may select up to 15 reports for sorting.

Loaded Reports		
Report Name	Sort Order	Remove
Attendance/Membership		
↳ ADA/ADM Report	None	Remove
Listing		
↳ Overall Attendance	None	Remove
↳ withdrawn	2	Remove

Managing Alerts

Alerts Inbox

The *Alerts Inbox* is displayed on the right side of the home page. To set up and manage the alerts that appear, click the **Manage Alerts** link.

The screenshot shows the Information NOW web application running in Microsoft Internet Explorer. The interface includes a navigation bar with links for main, preferences, help, and logout. The main content area is divided into three sections: Reports, Attendance Report, and Alerts Inbox. The Reports section on the left lists options like Drop out report, Demographics Matrix, gun summary, and discipline listing, along with a Manage Reports... link and a waterfall image. The Attendance Report section in the center displays a table of school records. The Alerts Inbox section on the right shows a link for (1) Football and a Manage Alerts... link. A cartoon dog mascot is visible in the bottom right corner.

Attendance Report
All Schools
11/28/2005 3:20:19 PM
Student #: All | Teacher #: All | Grade Level: All | Ethnicity: All

School	Type	Date	Records
ALABAMA H.S. TEST SCHOOL 2 (8888)			218
ALABAMA H.S. TEST SCHOOL 3 (7777)			218
ALABAMA MIDDLETEST SCHOOL (5555)			24
Total Records:			460

Alerts Inbox
(1) Football
Manage Alerts...

Version: 8.0.2145.29582

Manage Alerts Screen

From the main screen of *InformationNOW* Reporting Portal, click the **Manage Alerts** link. The screen shown below will open.

STI Education Data Management Solutions

main | preferences | help | logout

Tuesday, September 19, 2006 5:23 PM

Good Afternoon, George Washington

InformationNOW

Available Alerts	Loaded Alerts
Group : Student	Alert Name Remove Active
Attendance/Membership ↳ Attendance Load... ↳ ADA/ADM Load... The ADA/ADM Alert allows a threshold to be set that will trigger when the Percent Attended drops below a specific percentage. The alert can be set to aggregate the ADA/ADM at different levels such as district, school and student.	General ↳ Enter instance name here asdf Remove <input checked="" type="checkbox"/>
Discipline ↳ Discipline Load...	
General ↳ Student Birthdays Load... ↳ Eligibility Load...	
Grades/Marks/Assessment ↳ Grades Load...	

Return to Main Screen

On the left side, you will see the list of *Available Alerts* templates, grouped by *Student* or by *Teacher* (whichever is selected in the *Group* drop-down list). On the right side of the screen are the alert instances that have been loaded from the alert templates. Here you may either *Remove* the alerts or enable/disable the alerts (by checking or un-checking the *Active* box).

Selecting and Creating Alert Instances

Step 1

In the *Available Alerts* list, select the alert to configure.

Step 2

The alert window will open. From this screen, you may create a new instance of the alert by entering a new *Instance Name*. The Instance Name has a maximum length of 50 characters. You may set up the alert parameters by using the drop-down lists, option buttons and checkboxes available below. When the parameters have been set, test and run the alert.

Note: Not all parameters shown below are included for every Alert.

Alert Parameters - Microsoft Internet Explorer

InformationNOW

Attendance

The Attendance Alert allows users to set thresholds of attendance, consecutive or cumulative, that if met will trigger the alert, with an option to include excused absences.

Instance Name : Is Active : ☒

Expires : ☒ Never ☐ End of School Year ☐ On : 05/25/2006

Notification Methods : ☒ Alerts Panel Message ☐ Email To :

Subject Line : Alert Attendance has been triggered.

School : All Student : All

Date From : 08/13/2004 Date To : 05/25/2006

Query Type : Cumulative

Number of Absences >= : 0

Include Excused Absences : ☐

Gender : All Grade Level : All Ethnicity : All Lunch Code : All LEP : All

Include Special Ed : ☒ Include Withdrawn : ☒ Include Inactive : ☐

Done Local intranet

Step 3

Click the **Save** button and then click **Close**. When you refresh the *Manage Alerts* screen (by pressing the F5 key), you should see your new alert instance on the *Loaded Alerts* list.

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