

INOW WEBSITE

A shortcut to the INow website is located on the school website, www.chcacademy.com. It can be found under the left side-bar menu as an INow icon.

LOGINS

At the beginning of the school year, logins are mailed to each parent/custodian of each student. Each parent/custodian will have their own login. To obtain a login after school begins, contact your student's school. When you have the login information:

- Go to the school website, www.chcacademy.com, and click on the **INow icon** that is located on the home page under the left side bar menu.
- Enter the **User Name** and **Password**. If you forgot your password, click the **Forgot your password?** link and follow instructions provided.
- Click **Login**.

The first time you log in, you will need to reset your password for security purposes. First, you will need to re-enter the old password. Then, you will need to enter the new password twice in the spaces provided. Click **OK** to save the changes.

Password requirements:

- Password must be a minimum of 8 characters.
- Password must contain at least one number and one letter.
- Password must not be the words "password", "pass", "word", "administrator", or "admin".
- Password cannot be the same as the user's username.

STUDENT/ACADEMIC SESSIONS

• Student

If you have more than one student enrolled in the school, click the student drop-list to select a different student. If you don't see all of your students on the list, contact the school.

• School/Academic Session

Each year that a student is enrolled in the school, they are enrolled in an academic session. Click the drop-list to select a different year (academic

session) and view grades, schedules, etc. for that year.

HOME

• Home Page

A list of announcements will display. Some announcements may have a blue link that you may click to view more details.

• School Calendar

A calendar of school events and schedules will display. An event will display as a blue link. Click the link to view more details. Non-attendance days appear in gray. Click the Month drop-list to view a different month or click the >> or << arrows to navigate to a different month. Click **Events** to view only events for that month. Click **Schedule** to view the attendance days/schedule. Click **Both** to view both events and the schedule.

ATTENDANCE

This displays the student's attendance records for the year including the date, term, periods of the day that were missed, reason, category (excused, unexcused) and any notes that were entered by your student's school.

Term: All terms will display by default. Click the drop arrow and select to view the absences by term.

Any **All Day** absences will appear in the middle of the screen. Click the **Date** of the All Day absence to view more details.

Absence Menu:

- **View Period Absences** - Click to view a list of all periods missed.
- **View Check In/Check Out** - Click to view a list of the dates/times that your student checked in or out from school.

GRADES

This displays all of the current running averages (grades) for your student's classes. It also includes additional information including **HOMEWORK**.

• Grading Period

The current grading period will display by default. Click the drop-list to select a different grading period. Q1=Quarter 1

• A (Includes HOMEWORK)

Click the **A** under the **Activities** column to view the individual grades for the student's activities such as daily, quizzes, and tests. Click the + button next to the date to view more details about the activity including any **HOMEWORK** due.

Date - this is the date of the activity

Graded - if Y, this activity is included in the student's average

Drp - if Y, this activity was dropped and is not included in the student's average

Inc - if Y, this activity was incomplete

Late - if Y, this activity was late

Score - This will reflect the numerical and alpha grade for the activity.

Additional scores:

M = Missing - The activity was not turned in by the student.

E = Exempt - The student was exempt from completing the activity.

• D

Click to view more details about your student's grade for this class including Course Information, Report Card Grades, and Report Card Comments.

Click the **Progress Report** button to view/print a report for your student's activities for this class.

SCHEDULE

This displays the schedule that your student has for the selected year (academic session). All terms will display

by default but you may click the Term drop-list and select to view just one term of your student's schedule.

REPORTS

InformationNOW uses Adobe Acrobat Reader to display reports. To view or print these reports, you may need to install the free version of Adobe Acrobat Reader, available at <http://www.adobe.com>.

If a report does not appear in the adobe reader screen when you click on it, check to make sure your Pop-up Blocker is turned off in your internet browser. In the internet browser, click on Tools>Pop-up Blocker>Turn off Pop-up Blocker.

- **Comprehensive Progress**

Click Comprehensive Progress to print a report of all your student's scores for all activities such as homework, tests, or quizzes for each class your student attends. It will include information on your student's Attendance, all activities assigned including your student's Scores, the Categories and Weights to calculate your student's average, and other important information.

SYSTEM PREFERENCES

Settings

- **Alerts**

As a guardian, you may elect to *Go Green* where participants will receive an e-mail from the school announcing when reports such as report cards or progress reports are available for viewing online. A printed report will not be sent to *Go Green* participants. To *Go Green*, enter a primary e-mail address on the Settings page and check the box next to *Go Green*.

- **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. See password requirements above. Click **Save**.

Cottage Hill Christian Academy

Mr. Jim McMillan, Head of School
mcmillanj@chbss.org

Church Campus K2-8

4255 Cottage Hill Road
Mobile, AL 36609
Phone: (251) 660-2427
Fax: (251) 660-0558

Mr. Jim McMillan, Principal
mcmillanj@chbss.org

Mr. Adam Thomas, Dean of Students/Assist. Athletic Director
thomasa@chbss.org

Mrs. Robin Martin, Academic Dean
martinr@chbss.org

West Campus 9-12

7355 Creekwood Drive
Mobile, AL 36695
Phone: (251) 634-2513
Fax: (251) 634-2566

Mr. Tim Anderson, Principal
andersont@chbss.org

Mr. Joe Downey, Dean of Students/Athletic Director
downeyj@chbss.org



*A Ministry of Cottage
Hill Baptist Church*

Cottage Hill Christian Academy



**INow
Home Portal
Quick
Guide**

InformationNOW for Parents

InformationNOW (INow) is a web-based student information application that gives parents/guardians and students on line access to grades, assignments, attendance, schedules, emergency information, and more. Home Portal is an integrated component of *InformationNOW* through which parents can:

- View attendance by period or minute and all check-ins and outs
- View progress reports, report card grades, class averages, and individual activities
- View student schedule by term
- View homework assignments
- View school calendar and announcements
- Have only one login regardless of number of students enrolled in the school
- Have his/her own unique log-in

www.chcacademy.com