

USER GUIDE TO INFORM

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1 How to Log in to Inform?

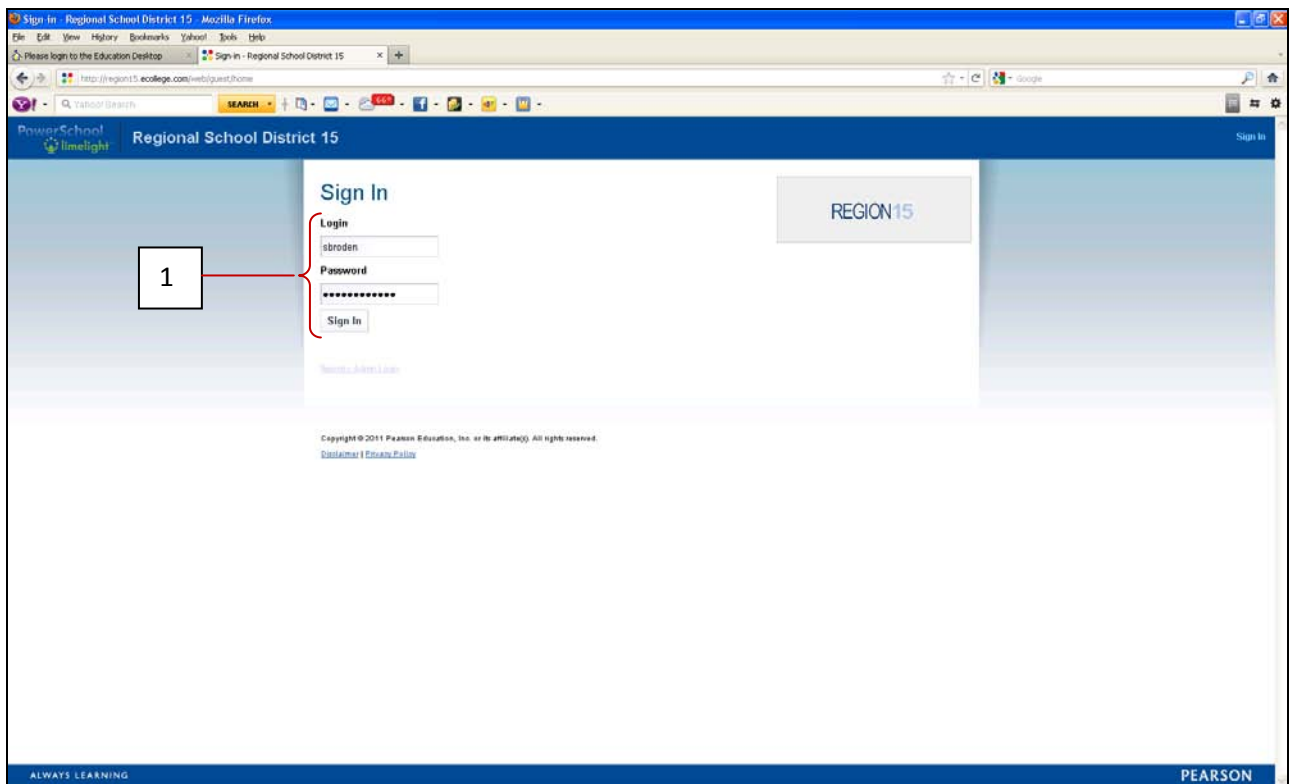
1.1 How to disable Pop-up Blocker

Open Internet Explorer to verify that pop-up blocker is set properly.

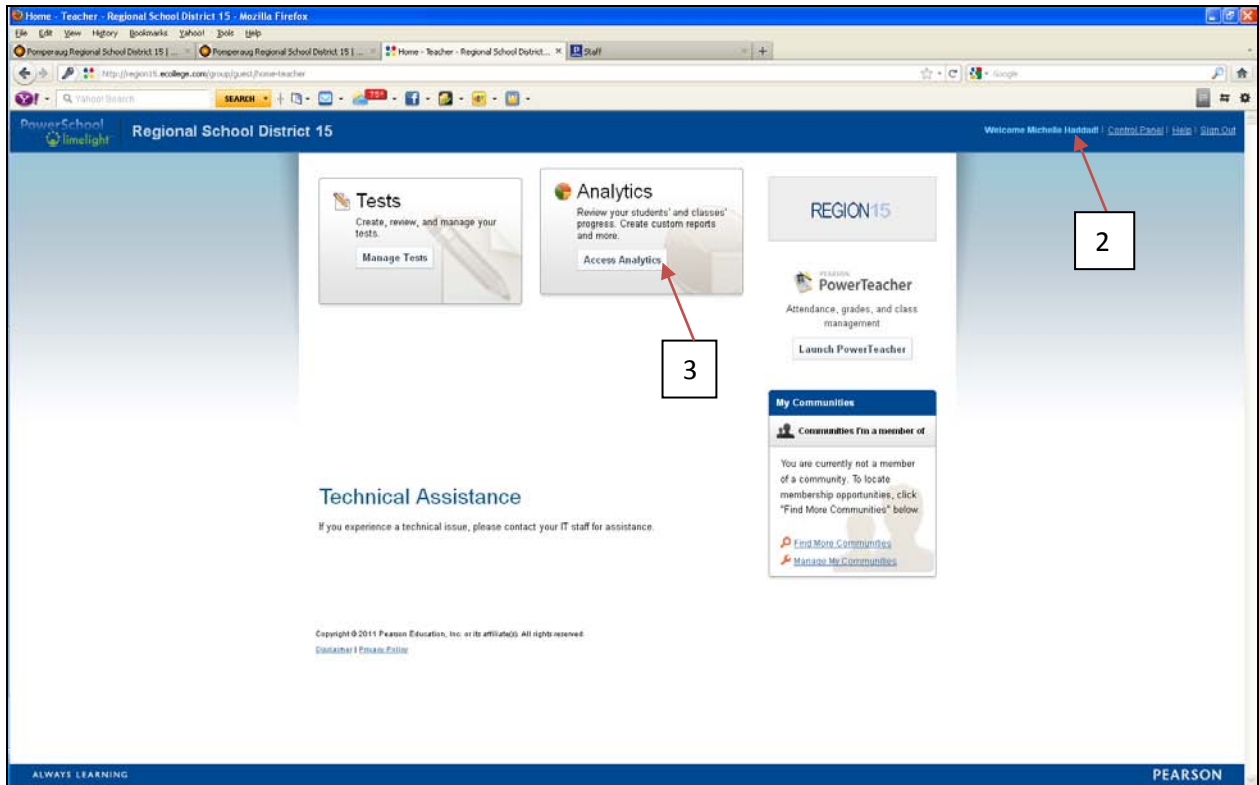
From Internet Explorer, click on Tools, Pop-up Blocker, select Turn off Pop-up Blocker to disable it. Next, from the same menu click on Pop-up Blocker Settings, a new window will open, under Exceptions – Address of website to allow field: type www.region15college.com and the click on the add option (to the right of this field). This will enable Internet Explorer to allow access to the web-site you are trying to enter.

1.2 How to log in to Inform?

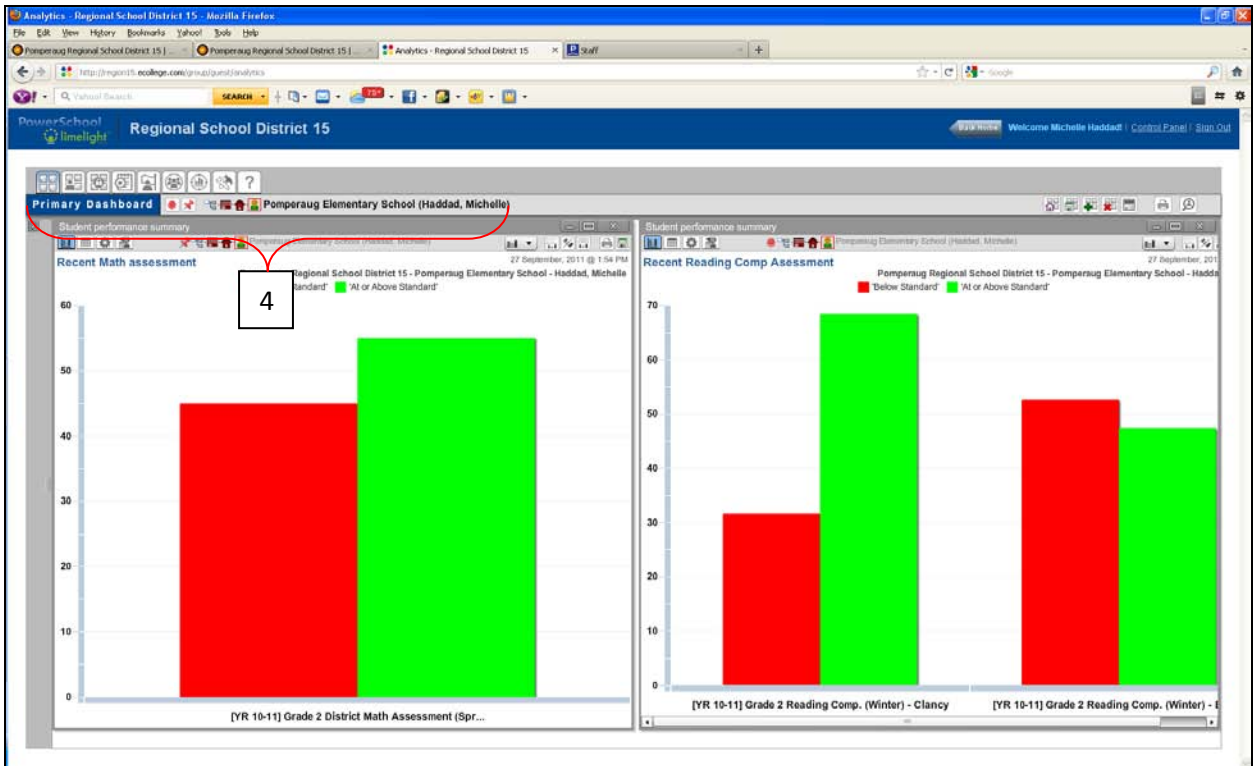
Open Internet Explorer then go to **Region 15** homepage at <http://www.region15.org/>, select **“For Staff”**, subheading **“Curriculum”**, subheading **“[Inform/Limelight Log-in](#)”** you will be taken to this screen.



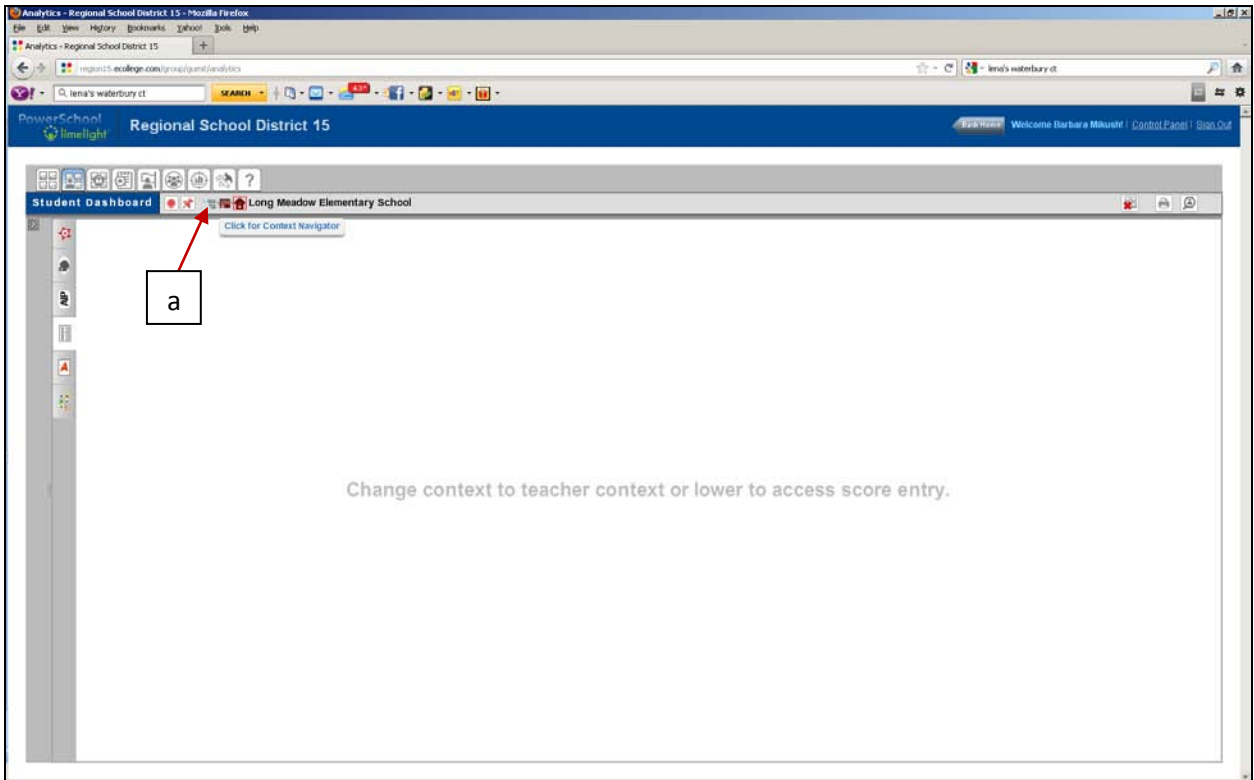
1. Log in using your user name and password as provided by the district. If you don't know your user name and password, contact your local ITL to obtain this information.



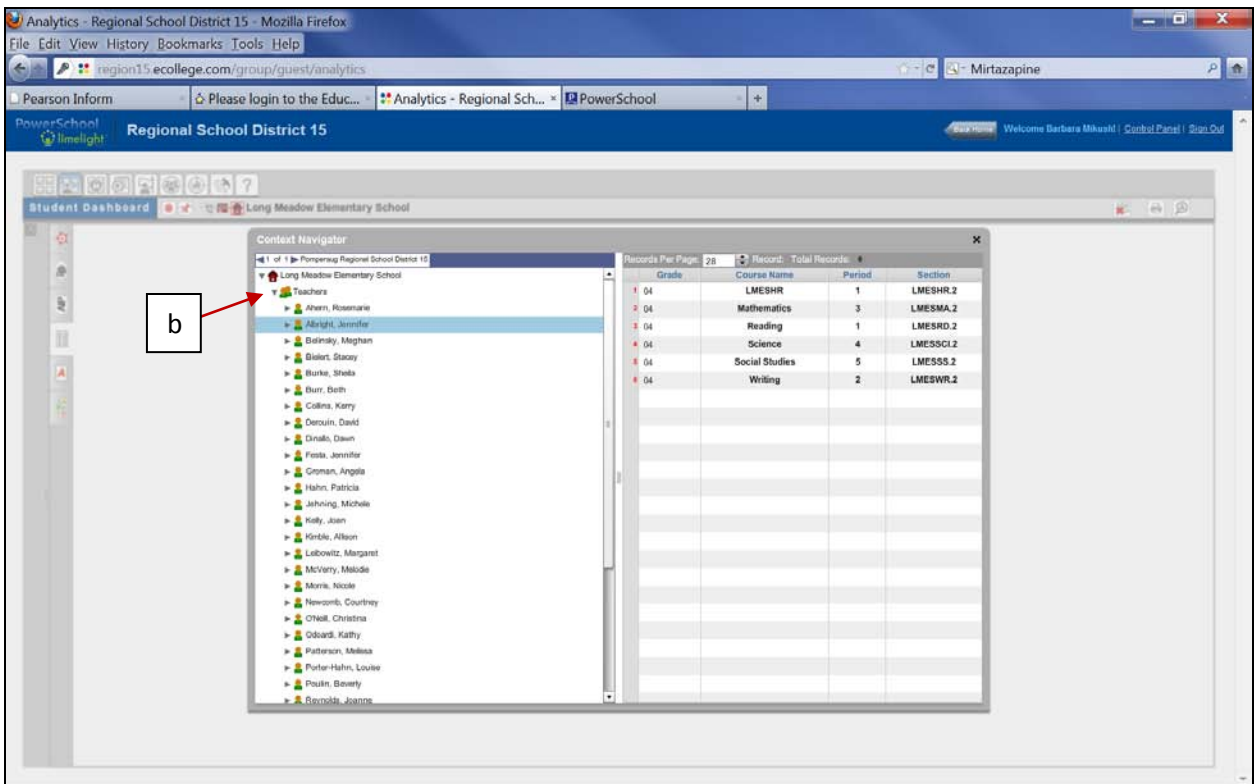
2. The District Portal screen will open. Your name should appear in the welcome field on the window's upper right hand corner.
3. From the block labeled **"Analytics"**, click on **"Access Analytics"** to enter Inform.



4. The Pearson Inform main (default) screen should open, the **Title-bar** (on the upper left corner) will display the **“Primary Dashboard”** icon, **“School Name”** and **“Teacher’s Name”** (in parenthesis).
5. **For District Reading Consultants , ITLs and Administrators ONLY**
 After entering the “Score Entry View”, Reading Consultants and ITLs with school admin privileges, can select one of the teachers in their school to enter or view data for that teacher’s current class. Administrators with district admin privileges can select any teacher in the district to enter or view data for that teacher’s current class.
 - a. Click on the **Context Navigator** icon to change the context to the desired teacher.



b. Click on the arrow next to "Teachers" to expand the list of teachers for your school.



- c. Click on the arrow text to the desired teacher's name to expand the list of classes taught by that teacher.
- d. Double click on the desired course name. **For ELEMENTARY teachers, the HOMEROOM class should ALWAYS be selected.**

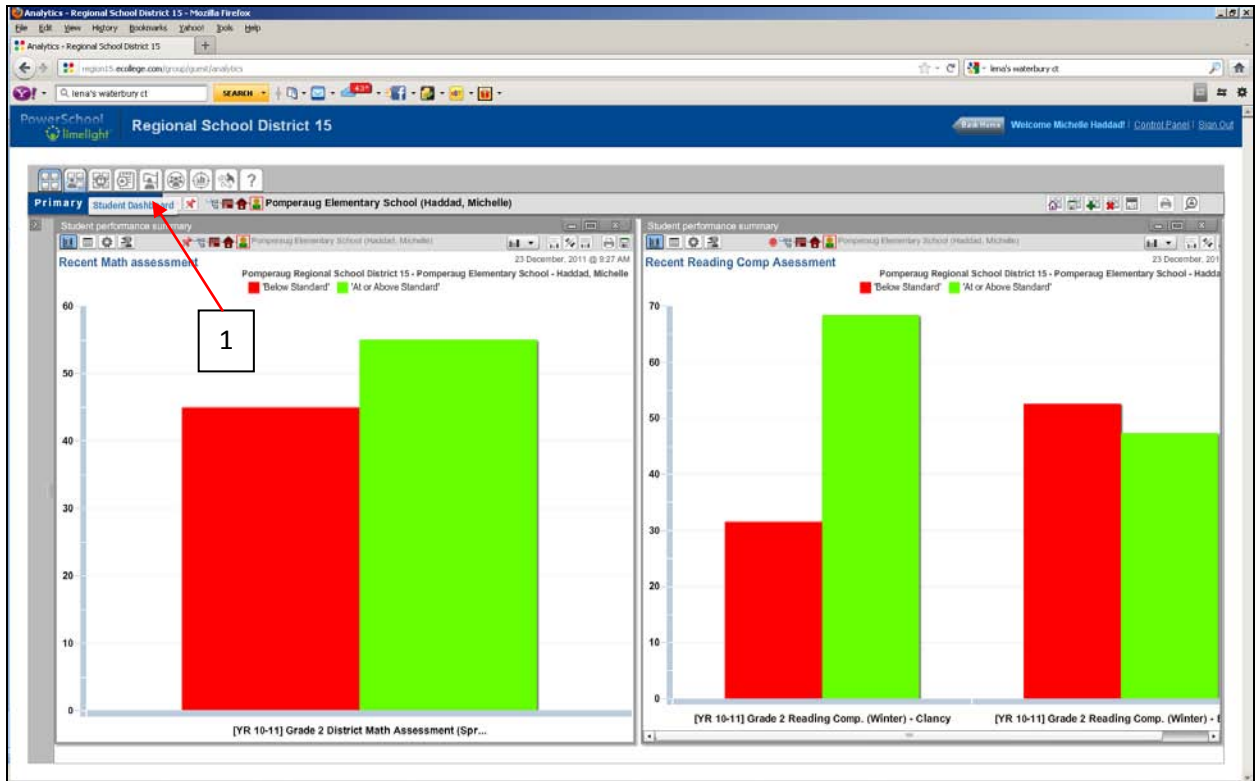
The screenshot shows the PowerSchool analytics interface. The 'Context Navigator' is open, displaying a list of teachers under 'Long Meadow Elementary School'. An arrow labeled 'c' points to the expandable arrow next to 'Abram, Rosemarie'. Another arrow labeled 'd' points to the 'Mathematics' course name in the table. The table lists courses for grade 04, including LMESH.R, Mathematics, Reading, Science, Social Studies, and Writing.

Grade	Course Name	Period	Section
04	LMESH.R	1	LMESH.R.2
04	Mathematics	3	LMESMA.2
04	Reading	1	LMESRD.2
04	Science	4	LMESSGL.2
04	Social Studies	5	LMESSS.2
04	Writing	2	LMESWR.2

6.

2 How to Access the Teacher's Input Screen?

2.1 How to View an Assessment?



1. From the main screen (Primary Dashboard) **Title-bar**, select the **“Student Dashboard”** icon. The **student Dashboard** screen will be displayed.

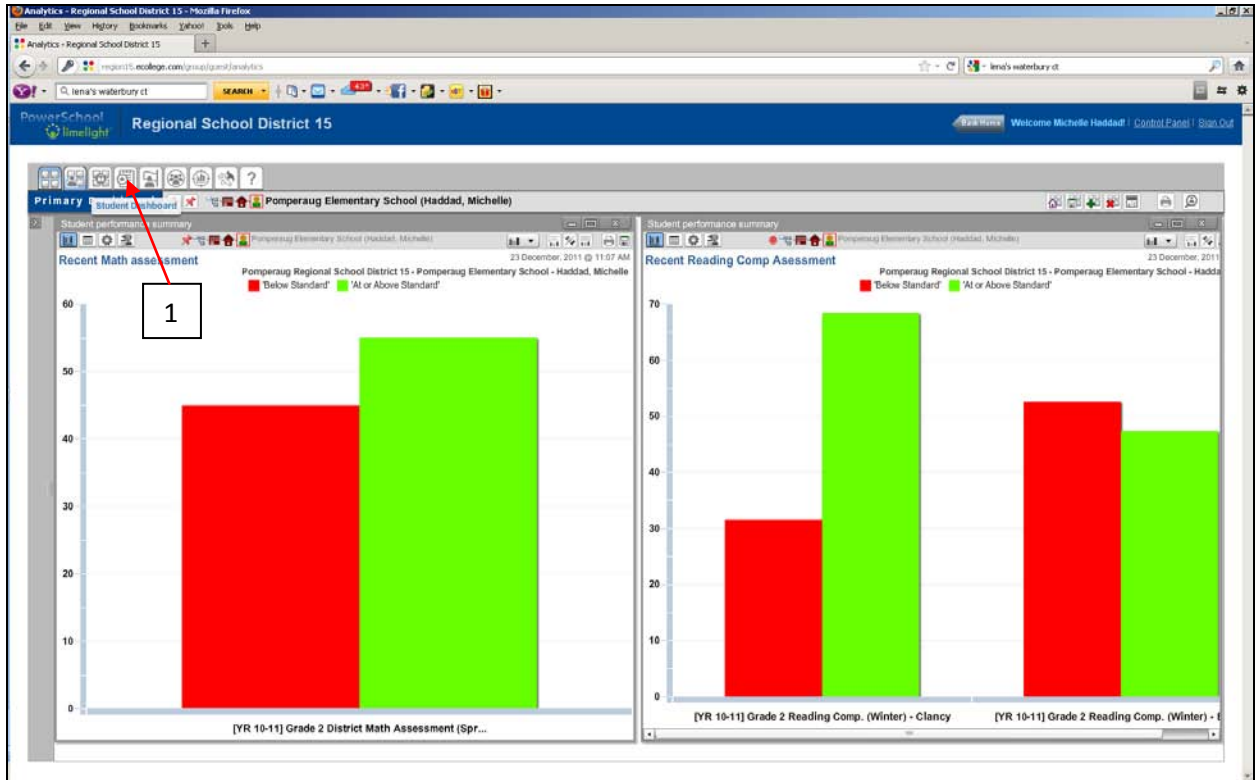
- To search for assessment data from a previous year, use the pull-down tabs to select any previous “Year”, the appropriate “Grade” for the students in that year, and the desired “Test/Session” for that year. It is important that you select the appropriate grade that the students were in during the selected year. If the selected year was 10-11 and the students were in Grade 3 during that year, if anything other than Grade 3 is selected, no data will be displayed.

To search for assessment data in the current year, using the pull-down tabs, select the present “Year”, present “Grade” for the students, the desired “Test/Session”.

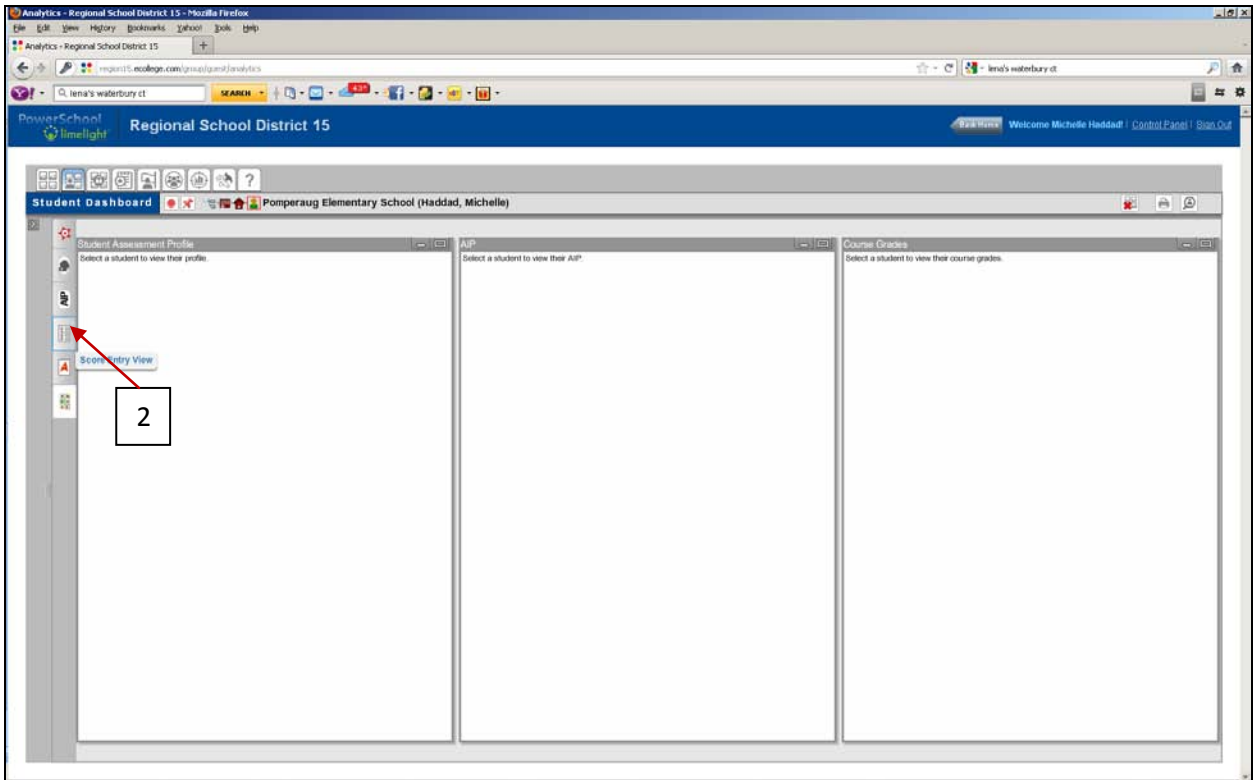
First Name	Last Name	Student ID	Grade	Date	PSI-7-Emerg ...	PSI-7-Emerg ...	PSI-7-Ltr Nam...	PSI-7-Ltr Nam...	PSI-7-Writin ...	PSI-7-Writin ...	PSI-7-Syllab...	Skill Score
Joseph	Antonazzo	2200253	3	03/11/2011	7	7	6	3	4	1		52
Jonathan James	Bucko	2200256	3	03/11/2011	7	7	6	3	4	1		33
Cassandra	Cappiello	2200256	3	03/11/2011	7	7	7	7	6	5	3	61
Winnie	Chen	2200225	3	03/11/2011	7	7	7	7	6	5	3	61
James	Dickson	2200240	3	03/11/2011	7	6	7	6	7	1	3	45
Ethan	Duhamel	2200219	3	03/11/2011	7	7	7	7	5	3	4	61
Eliza	Eaton	2200259	3	03/11/2011	7	7	7	7	5	3	4	63
Ashley	Ellenberg	1223073	3	12/01/2010								
Kyle	Enger	2200260	3	03/11/2011	7	7	6	5	7	1	2	52
Dahlia	Greenberg	2201970	3	12/01/2010								
Avik	Hegde	2200544	3	03/11/2011								76
Brendan	Holbeck	2201996	3	03/11/2011								76
Alaina	Karp	2200231	3	03/11/2011	7	5	7	7	6	7	4	66
Axel	Koppller	2200216	3	03/11/2011	7	7	7	7	6	6	3	61
Ayla	Koevack	2200239	3	03/11/2011	7	7	7	7	6	6	3	71
Emma	Pascone	2200307	3	03/11/2011	7	6	5	7	5	1	2	59
Jack	Royce	2201655	3	03/11/2011	7	7	6	6	6	1	2	45
Amelia	Rosen	2201153	3	03/11/2011								69
Emily	Segal	2201052	3	03/11/2011								77
Hannah	Sims	2200558	3	03/11/2011								70
Joshua	Szep	2200243	3	03/11/2011	7	7	7	7	7	5	6	70
Tyler	Wargo	2200241	3	03/11/2011	7	7	6	7	6	5	1	66

- When the test results are displayed, select the desired test form depending on the level of the student being examined.
- Example: To view data for your current Grade 3 students on a winter “Words Their Way” assessment given in the 10-11 school year, select:
 - Year: 10-11;
 - Grade: 02: Second Grade (the students were in second grade during the 10-11 year)
 - Test: [Dec] Words Their Way
 - Form: **Words Their Way – PSI – Primary Spelling Inventory**, **ESI – Elementary Spelling Inventory** or **USI – Upper-Level Spelling inventory** as appropriate.

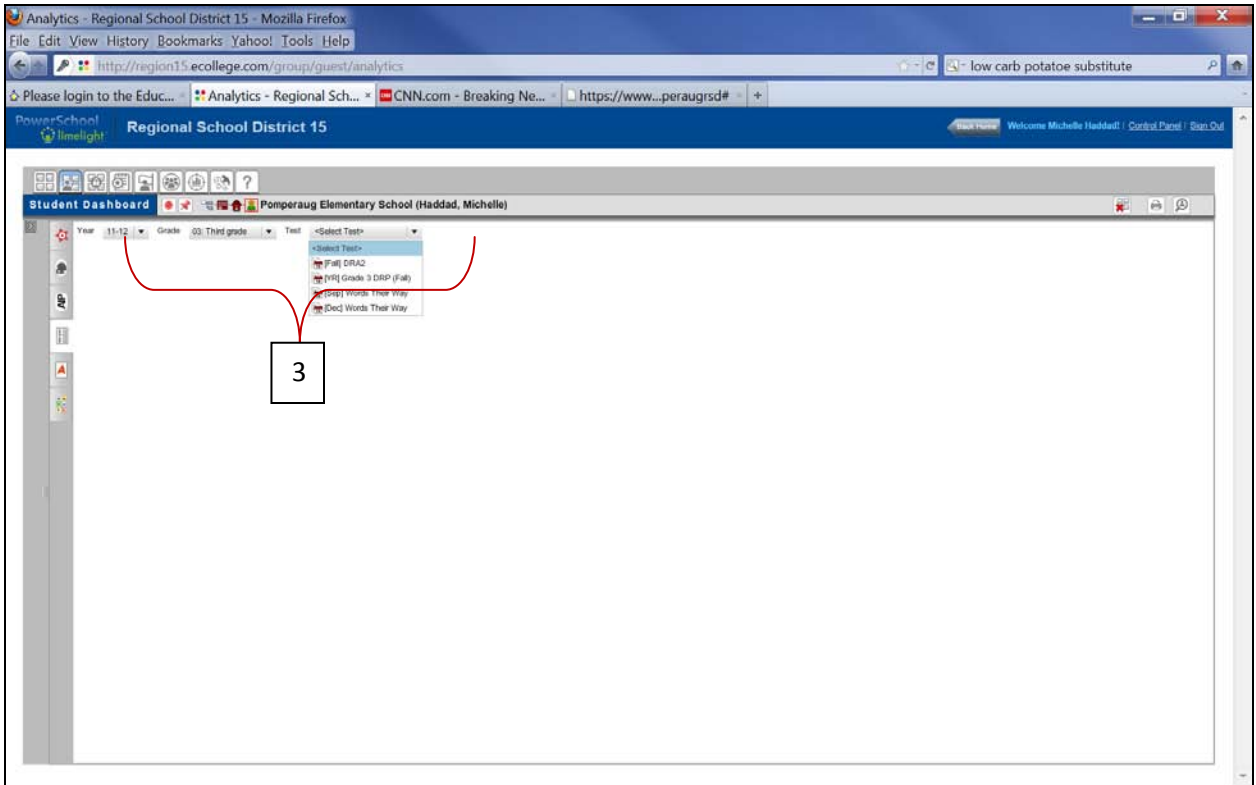
2.2 How to Edit-Modify Assessment Data?



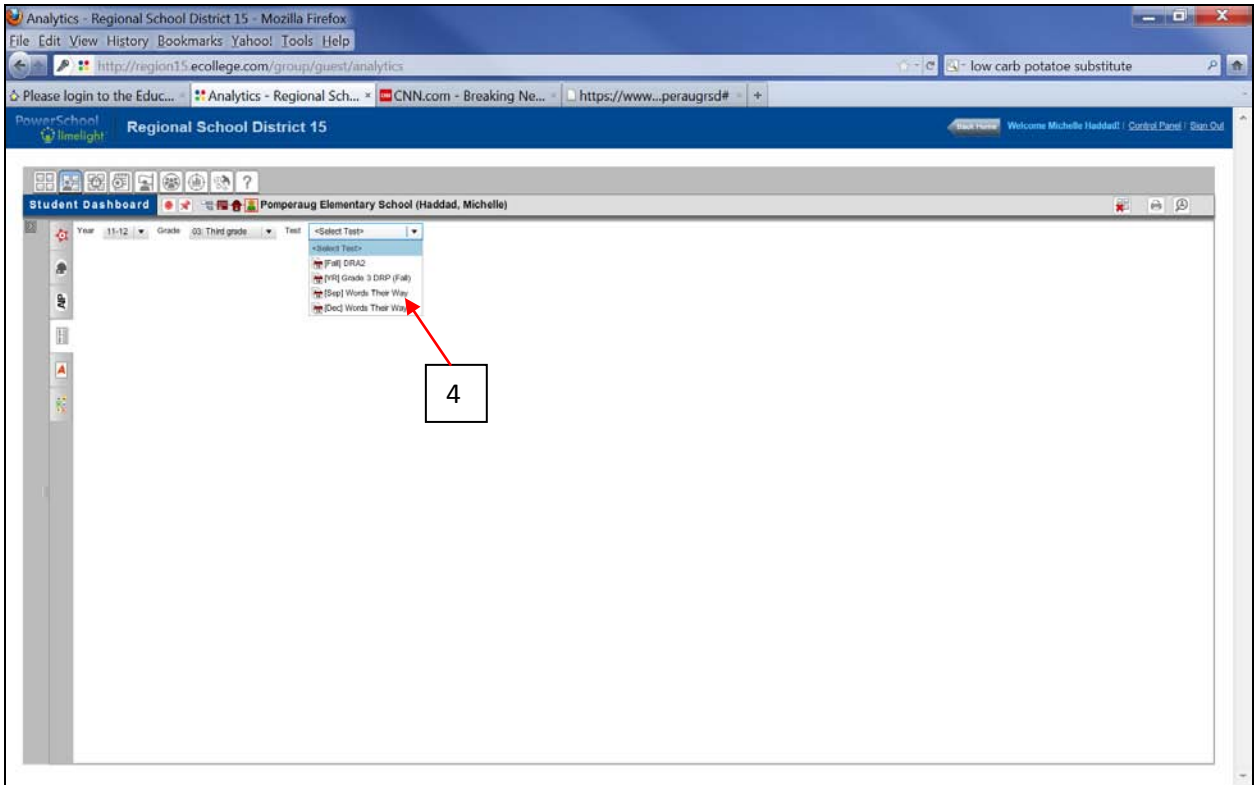
1. To edit, modify or enter data to an assessment, go to the main screen (Primary Dashboard) **Title-bar** and select the **“Student Dashboard”** icon. The Student Dashboard screen will be displayed.



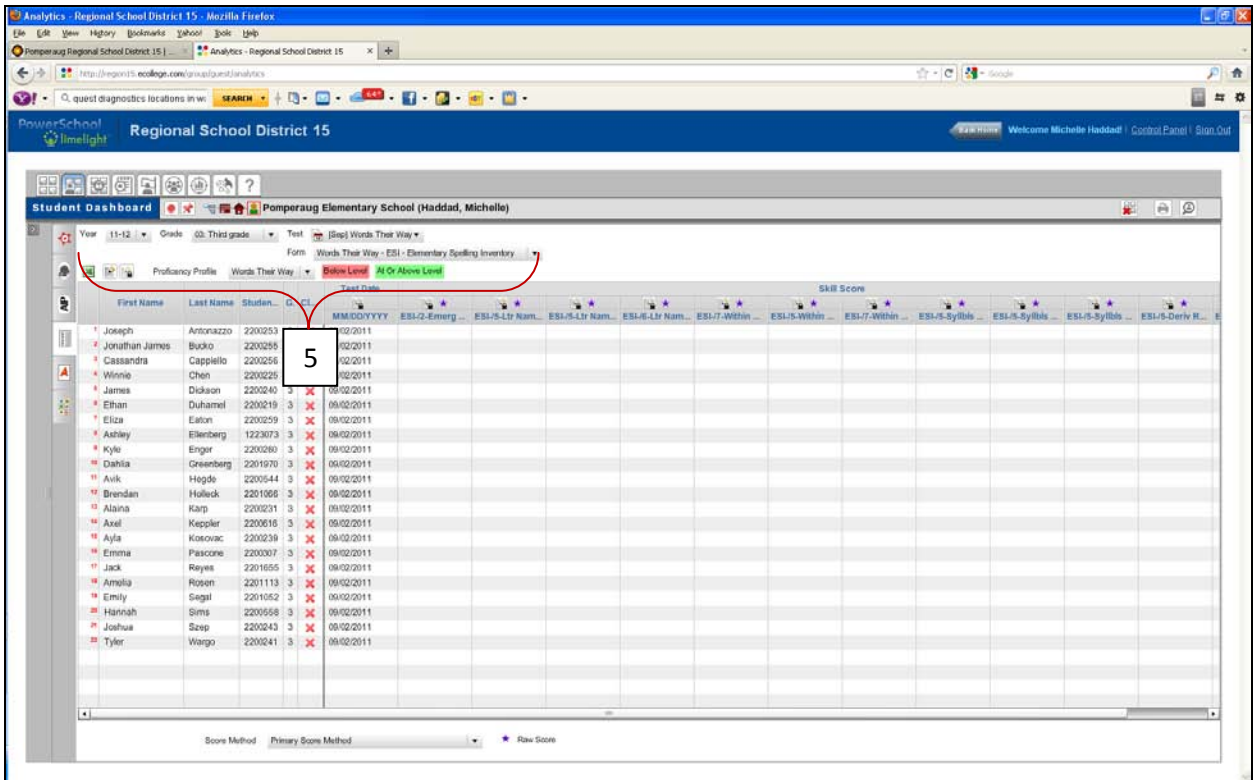
2. Select the **“Score Entry View”** icon to display the search option available to find a particular assessment.



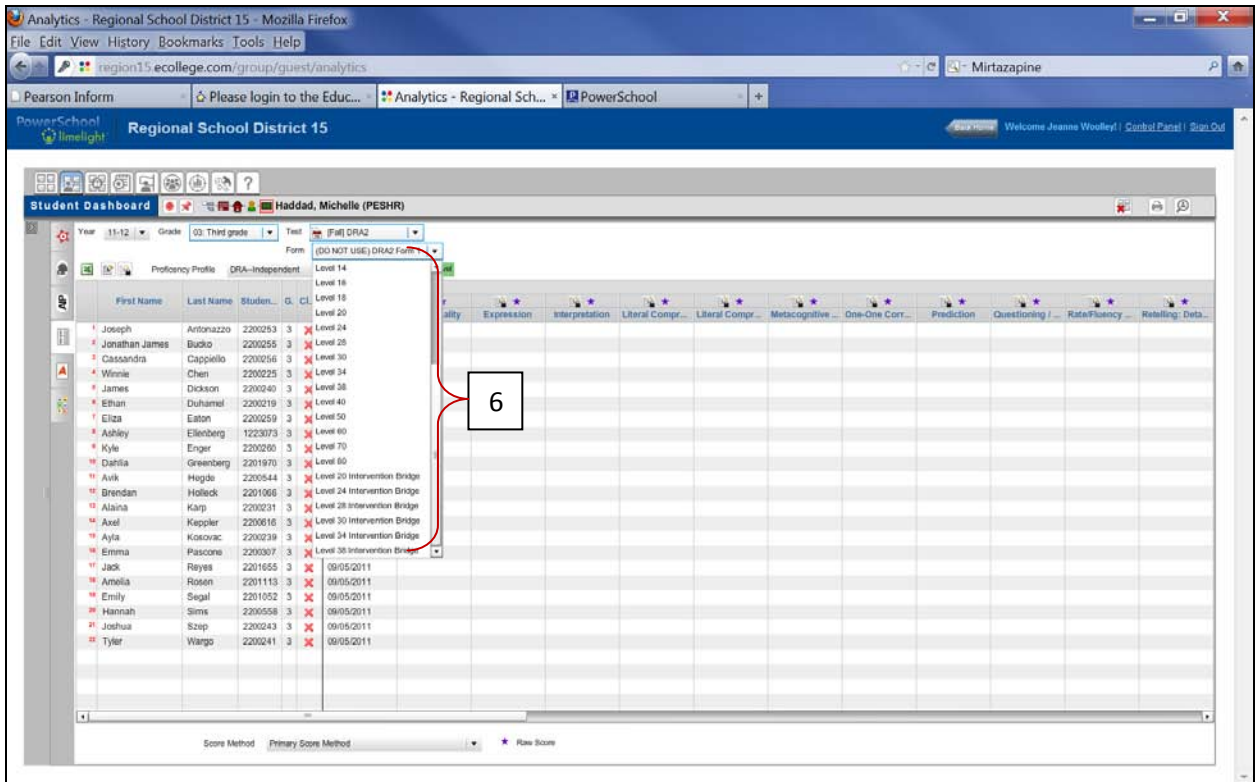
3. To enter data into a new assessment, use the pull-down tabs to search for the assessment, select the present “Year”, present “Grade”, the present “Test/Session”.



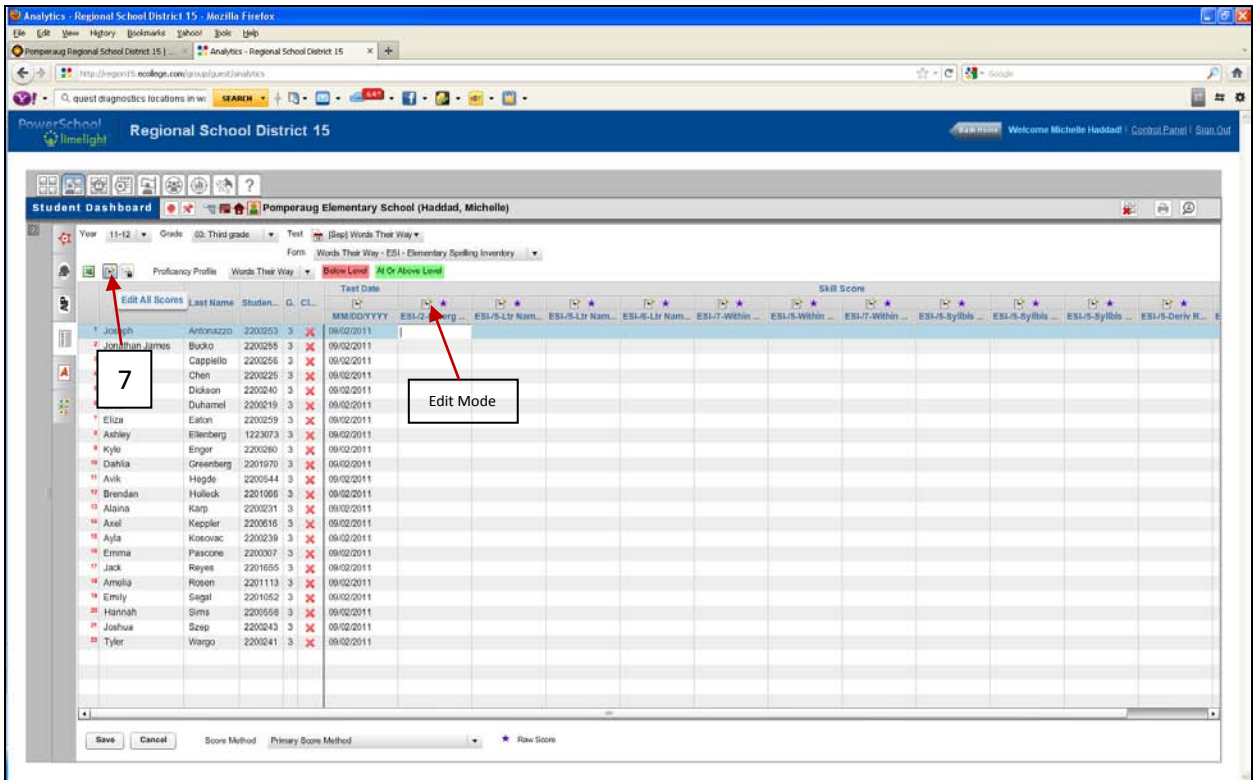
4. When the Assessment and data are displayed, be sure to select the appropriate form for the students being examined. Only data for students in the “Words Their Way – ESI – Elementary Spelling Inventory” level will be display when that is the selected form. To view the data for students in other levels one of the other forms must be selected.



5. Example: To find and enter new data into the 2011-2012 Fall “Words Their Way” assessment for a teacher’s current 3rd grade students in the Elementary Spelling inventory, select:
- Year: 11-12 (Current Year)
 - Grade: 03: Third grade (Current Grade)
 - Test: [Sep] Words Their Way
 - Form: Words Their Way – ESI – Elementary Spelling Inventory



- There is one difference when entering data for a DRA2 assessment. The “**Form**” pull-down tab will contain many more options to select from. Example: the DRA2 Form selections will contain options such as: Level A, Level 01, Level 02, etc. (see pull-down tab on the screen snap-shot above). **If data is being entered for a student that has been given one of the DRA2 BRIDGED tests, be sure to select the appropriate level BRIDGED test in the pull-down selections.**



- To enter data into a new assessment, select the **“Edit All Scores”** (pencil and pad icon) located below the Student Dashboard **Title-bar**. This option will enable the **“Edit mode”** to begin entering the data into the Assessment. The **“Edit mode”** is indicated by the removal of the padlock symbol in the icon at the top of each column.

The screenshot shows the PowerSchool Student Dashboard for Pomperaug Elementary School. The main content is a table titled "Words Their Way - ESI - Elementary Spelling Inventory". The table has columns for student information (First Name, Last Name, Student ID, Grade, CL) and various SKR scores (ESI-2-Emerg, ESI-5-Ltr Nam, ESI-6-Ltr Nam, ESI-7-Wrhn, ESI-5-Wrhn, ESI-5-Syllbs, ESI-6-Syllbs, ESI-7-Syllbs, ESI-5-Deriv R). A red box highlights the "Save" button at the bottom left of the table.

Year	Grade	Test	Form	Proficiency Profile	Words Their Way	ESL Level	At Or Above Level	Test Date	SKR Score
MM/DD/YYYY	ESI-2-Emerg	ESI-5-Ltr Nam	ESI-6-Ltr Nam	ESI-7-Wrhn	ESI-5-Wrhn	ESI-5-Syllbs	ESI-6-Syllbs	ESI-7-Syllbs	ESI-5-Deriv R
09/02/2011	24	4	7						
09/02/2011	25	5	7						
09/02/2011	23	6	6						
09/02/2011	25	7	6	7				6	5
09/02/2011	24	8	5	7				7	6
09/02/2011	22	3	8		9			7	7
09/02/2011	21	4	9					6	7
09/02/2011	27	5	8	6	8			7	9
09/02/2011	26	6	7					6	9
09/02/2011	23	4	6	6	8				
09/02/2011	45	3	6		8			9	
09/02/2011	34	4	6	7	7			8	5
09/02/2011	34	8	7	7	7			7	7
09/02/2011	34	6	6	8	6			6	6
09/02/2011	34	5	7	9				5	8
09/02/2011	44	6	7						7
09/02/2011	55	7			9				6
09/02/2011	34	8			8				8
09/02/2011	34	6	7					6	9
09/02/2011	34	5	7					6	9
09/02/2011	34	4	8					7	4
09/02/2011	56	6							5

- Once all the data has been entered into the assessment, select the **“Save”** option at the bottom of the screen to save all the changes made.