



BETH HAVEN

Christian School

5515 Johnsontown Rd. • Louisville, KY 40272

Parents,

We have implemented a new system to improve communications about school-related information and your child. We are excited to introduce *InformationNOW*. **Beginning with the second grading period, we will no longer use Engrade. All information will be communicated through our new system, *InformationNOW*.**

To get started, please visit our website and click on the *InformationNOW* link. You will need to enter the user name and password that is attached to this letter and click **Login**. You may be asked to reset your password for security purposes. You will then be able to access the following features:

Selecting Students/Years

- **Student:** If you have more than one child enrolled click the student drop-list to select a different student. If you don't see all of your children on the list, please contact the school through an email to jpiercey@bethhaven.com.
- **School/Academic Session:** Each year that a child is enrolled they are enrolled in an academic session. Click the drop-list to select a different year (academic session) and view grades, requests, etc. for that year.

Attendance

Displays the child's attendance records for the year including the date, term, periods of the day that were missed, the level (all, half), reason, category (excused, unexcused) and any notes that were entered by your child's school.

- Click the **Date** of the absence to view more details.
- **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 child checked in or out from school.
- **Term:** All terms will display by default. Click the drop arrow and select to view the absences by term.

Discipline

Click to view a list of any applicable discipline records for your child for this year including the date, infraction, inf. count (how many times the student committed this infraction), demerits, disposition, disp. count (how many times the student received this disposition) and the date on which the student must serve the disposition.

- Click the **Date** to view more details about the discipline record.
- Click the **History** button to view all of your child's discipline records, not just those for the selected year.

"Building Faith; Challenging Minds"

phone: 502.937.3516 • fax: 502.937.3364 • email: info@bethhaven.com

Grades

Displays all of the current running averages (grades) for your child's classes.

- **Grading Period:** The current grading period will display by default. Click the drop-list to select a different grading period.
- **A:** Click to view the individual grades for the child's activities such as homework, quizzes and tests. Click the **+** button to view more details about the activity. Click the **Progress Report** button to view/print a report for your child's activities for this class.
- **D:** Click to view more details about your child's grade for this class.

Schedule

Displays the schedule that your child 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 child'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://get.adobe.com/reader>.

- **Comprehensive Progress:** A list of activity grades like homework, quiz or tests for all classes.
- **Report Card:** A report of the student's report card grades, such as quarter and semester grades and comments.
- **Unofficial Transcript:** A student's unofficial transcript. A watermark will print indicating this is an unofficial copy. Therefore this transcript may not be submitted to colleges for consideration.

System Preferences

• Alerts:

- **Attendance:** Check if you would like to receive an e-mail alert when your child is marked all day absent, half day absent or tardy to school.
- **Discipline:** Check if you would like to receive an e-mail alert when your child has been given a discipline record at their school.

• Grades: Check to receive an e-mail if:

- Child receives a failing report card grade.
- Child's overall average of assignments such as homework, quizzes and tests drops below passing.

• Go Green: If selected, you will receive an e-mail from the school announcing when reports such as report cards or progress reports are available for viewing online. You will not receive a printed report. To *Go Green*, check the box and enter a primary e-mail address. 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, under the **Reports** link on the left, click the desired report.

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

To facilitate our communications with you, we encourage you to subscribe to all alerts and to *Go Green*.

Please closely review all contact information that we have on file for your student and your family including your mailing address, phone numbers and email addresses. If updates or corrections are needed, please communicate this to us through an email to jpiercey@bethhaven.com and we will make the corrections as soon as possible.

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Head of School

Beth Haven Christian School

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www.bethhaven.com