

LSR7 Inform Data Entry



1. Open Internet Explorer
2. Enter the following address:
<http://inform.leesummit.k12.mo.us>
3. Press Enter
4. Login to Inform
 User Name: PowerGrade user name
 Password: first initial capitalized
 last initial capitalized
 last four digits of your Social Security number
 Example: JD1234

Registered User - Log In

Username:

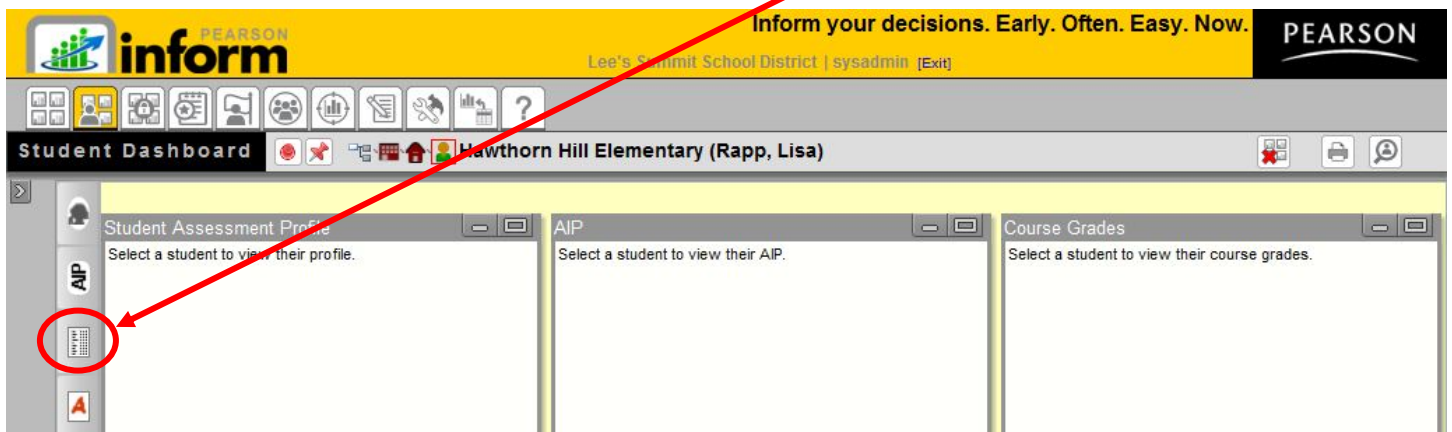
Password:

[Email my password](#)
[Change my password](#)

- Note: the login is case sensitive.*
5. Click > Student Dashboard located in upper left corner, 2nd icon from the left
(Icon looks like a person in front of some squares.)

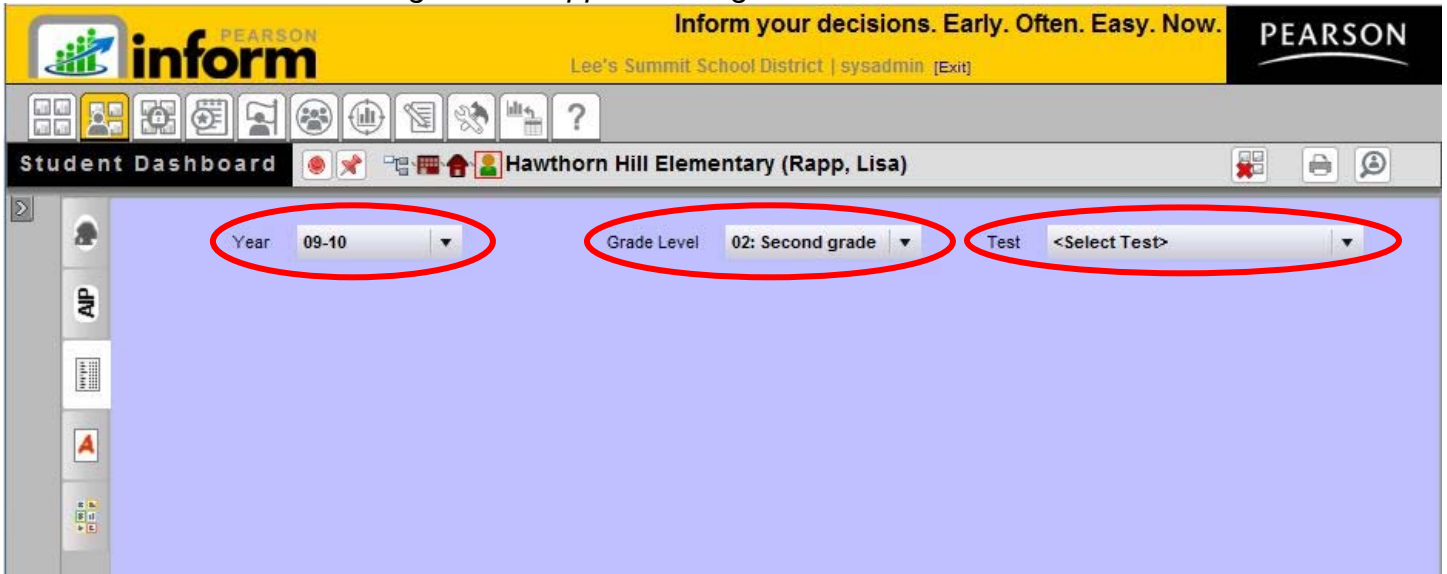


6. **DEPARTMENTALIZED TEACHERS ONLY:** Go to page 4; Numbers 6a. through 6f.
7. Click > Score Entry View
(3rd icon down in the Student Dashboard)

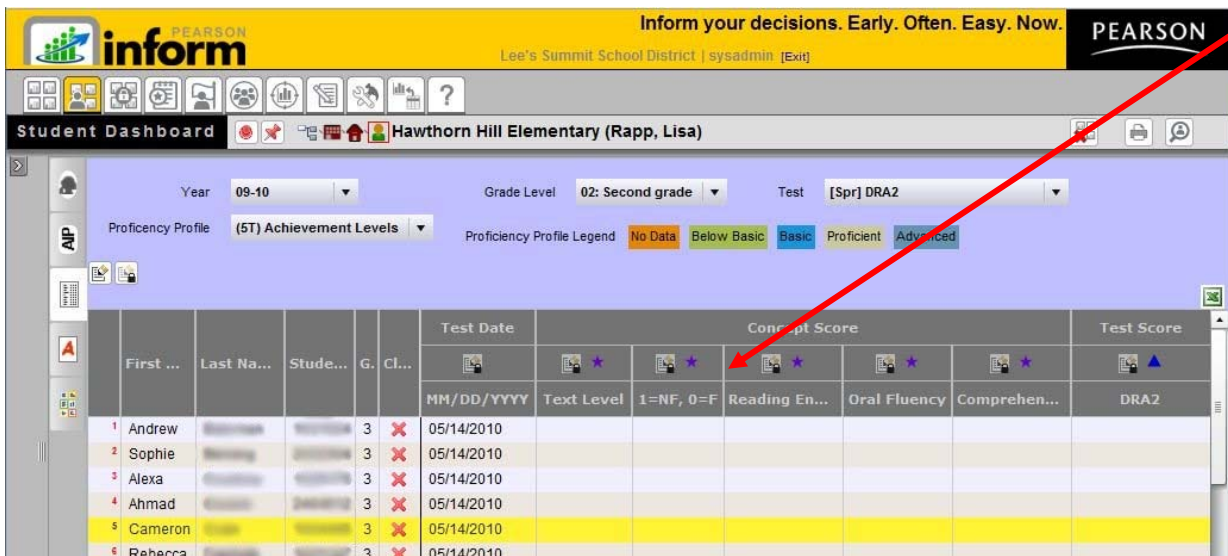


- Select year, grade and assessment to edit

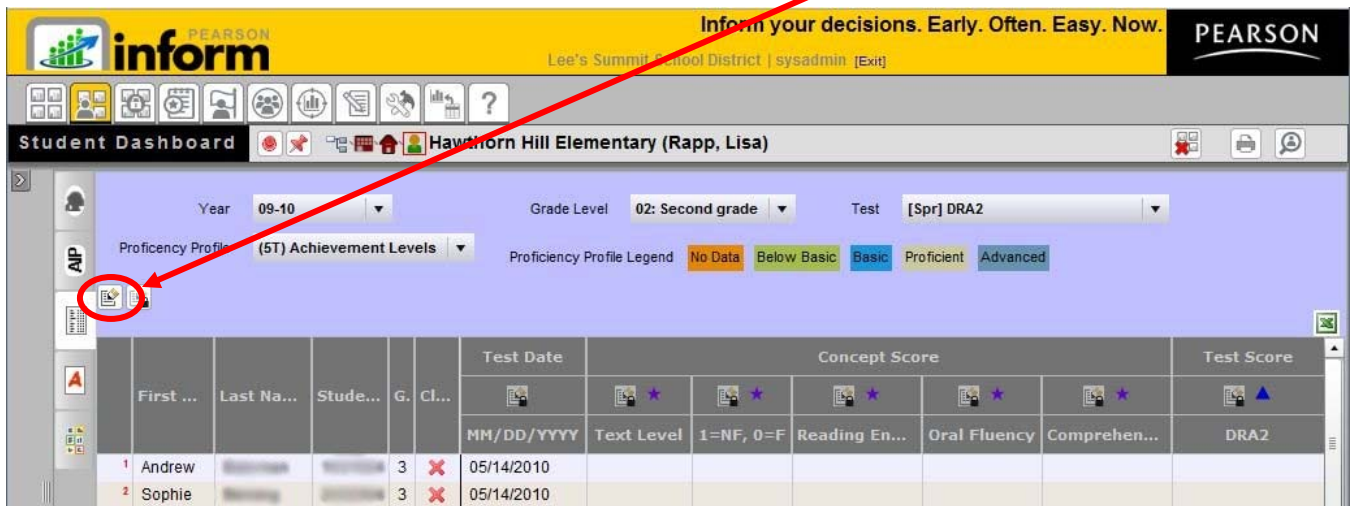
Note: The assessment dialog box will appear after grade level is selected.



- Expand the entry column by placing your cursor on the dividing line between columns. It will change to a double arrow. Click and drag to the right.



- Click > Edit All Scores
(Icon looks like a pencil writing on paper.)



11. Enter raw scores for each student under appropriate concept/GLE
Note: Tab moves cursor horizontally; Enter moves cursor vertically

Year: 09-10 | Grade Level: 02: Second grade | Test: [Spr] DRA2
 Proficiency Profile: (5T) Achievement Levels | Legend: No Data, Below Basic, Basic, Proficient, Advanced

First ...	Last Na...	Stude...	G.	Cl...	Test Date MM/DD/YYYY	Concept Score				Test Score DRA2
						Text Level	1=NF, 0=F	Reading En...	Oral Fluency	
1	Andrew		3	X	05/14/2010					
2	Sophie		3	X	05/14/2010	1				
3	Alexa		3	X	05/14/2010					
4	Ahmad		3	X	05/14/2010					
5	Cameron		3	X	05/14/2010					
6	Rebecca		3	X	05/14/2010					

12. Click > Lock All Scores when score entry is complete
(Icon has a lock on it.)



Year: 09-10 | Grade Level: 02: Second grade | Test: [Q4] 09-10 M2Q4A Summative
 Proficiency Profile: (4T) Mastery Level | Legend: Not Mastered, Near Mastered, Mastered, Above Mastery

First ...	Last Na...	S.	G.	Cl...	Test Date MM/DD/YYYY	Concept Score			Test Score 09-10 M2Q4A Summative
						N1A2 Read/...	N1A2 Place ...	N1A2 Comp...	
1	Andrew	10	3	X	05/01/2010	2/6			
2	Sophie	24	3	X	05/01/2010	5/6			

13. Click > Save

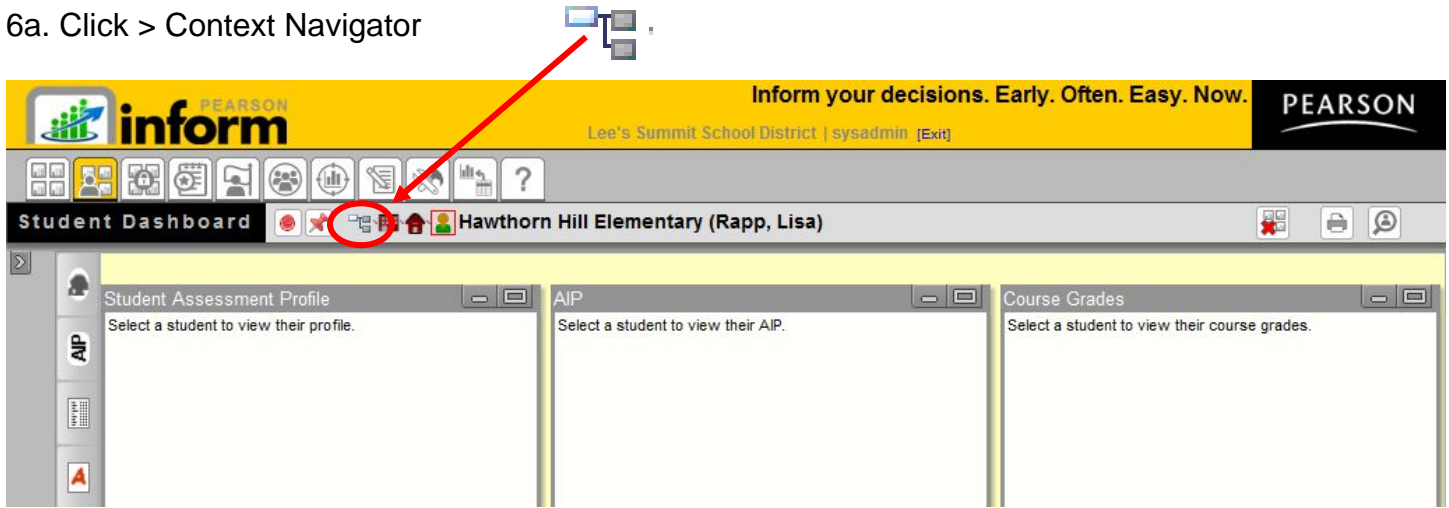
Year: 09-10 | Grade Level: 02: Second grade | Test: [Q4] 09-10 M2Q4A Summative
 Proficiency Profile: (4T) Mastery Level | Legend: Not Mastered, Near Mastered, Mastered, Above Mastery

First ...	Last Na...	S.	G.	Cl...	Test Date MM/DD/YYYY	Concept Score			Test Score 09-10 M2Q4A Summative
						N1A2 Read/...	N1A2 Place ...	N1A2 Comp...	
1	Andrew	10	3	X	05/01/2010	33.33%			
2	Sophie	24	3	X	05/01/2010	83.33%			
3	Alexa	10	3	X	05/01/2010	100%			

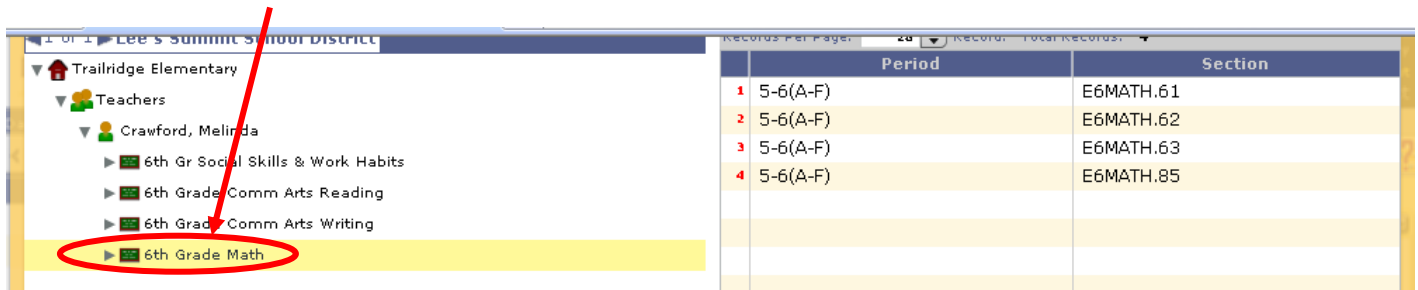
Buttons: Save, Cancel | Score Method: Primary Score Method | Legend: % Correct

DEPARTMENTALIZED TEACHERS ONLY

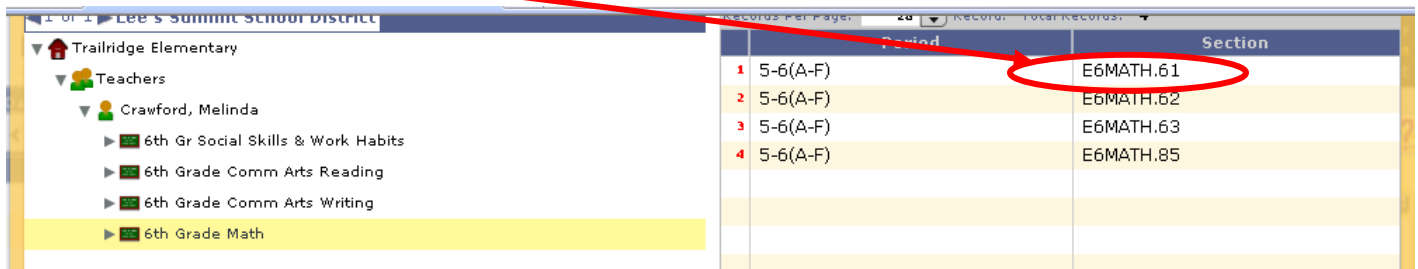
6a. Click > Context Navigator



6b. Click > class name (left pane)



6c. Click > section name for which data is to be entered (right pane)



6d. Continue with number 7

6e. Repeat 6a.-6c. for each section for which data is to be entered

Forgot Password / User Name

1. On login window, click > Email my password
2. Click > Verify
3. Login information will be sent to you.

Registered User - Log In

Username:

Password:

Login

[Email my password](#)

[Change my password](#)

Helpful Hints

Math

- Inform will auto-complete entry after first several keystrokes
- Do **not** enter data into Test Score column

DRA2

- Test Score column **must be** entered
- Refer to DRA2 Quarterly Benchmarks
Blackboard > Curriculum > Elementary > Communication Arts > Desired Grade Level > Reading Assessments > DRA2 Quarterly Benchmarks