

**LSR7**  
**Inform Data Entry**  
SECONDARY



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:

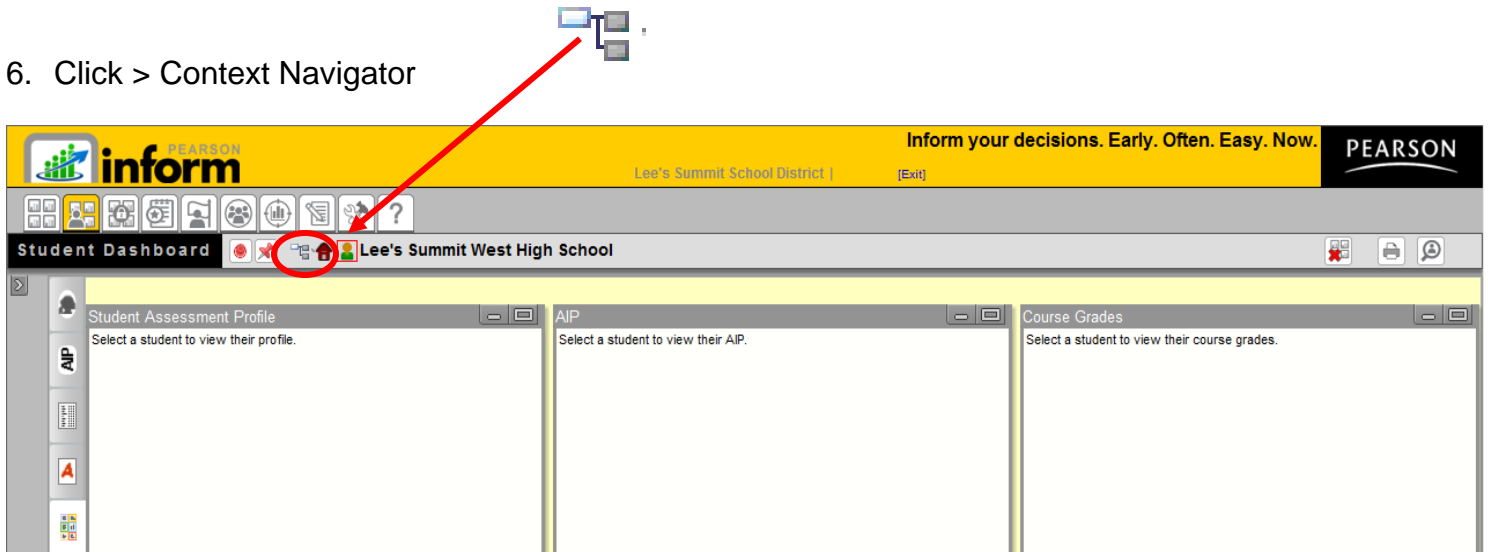
[Email my password](#)  
[Change my password](#)

*Note: the login is case sensitive.*

5. Click > Student Dashboard located in upper left corner, 2<sup>nd</sup> icon from the left  
(Icon looks like a person in front of some squares.)



6. Click > Context Navigator



7. Click > Arrow next to Teacher Name to view class names



8. Click > class name (left pane)

| Grade | Course Name                 | Period  | Section  |
|-------|-----------------------------|---------|----------|
| 1     | Advanced Studies English 10 | 2(A-B)  | 100913.2 |
| 2     | Advanced Studies English 10 | 3(A-B)  | 100913.5 |
| 3     | Advanced Studies English 10 | 4(A-B)  | 100913.3 |
| 4     | Advisory 11                 | 11(A-B) | 955202.7 |
| 5     | English 11                  | 5(A-B)  | 100919.5 |

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

| Period   | Section  |
|----------|----------|
| 1 5(A-B) | 100919.5 |
| 2 6(A-B) | 100919.6 |
| 3 7(A-B) | 100919.7 |

10. Click > Score Entry View  
(3rd icon down in the Student Dashboard)



11. Select year, grade and assessment to edit  
Note: The assessment dialog box will appear after grade level is selected.

Year: 10-11 | Grade Level: 10: Tenth grade | Test: <Select Test>

12. 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.



Student Dashboard (2(A-B)/100913.2)

Year: 10-11 | Grade Level: 10: Tenth grade | Test: [OD1-Fall] Writing Summative

Proficiency Profile: (4T) Achievement Levels

| First Na... | Last Name | Stude... | G... | Cl... | Test Date<br>MM/DD/YYYY | Concept Score  |              |       |             |         | Test Score |             |
|-------------|-----------|----------|------|-------|-------------------------|----------------|--------------|-------|-------------|---------|------------|-------------|
|             |           |          |      |       |                         | Ideas & Con... | Organization | Voice | Word Choice | Fluency |            | Conventions |
| 1 Andrea    |           |          | 10   | ✗     | 09/30/2010              |                |              |       |             |         |            |             |
| 2 Micah     |           |          | 10   | ✗     | 09/30/2010              |                |              |       |             |         |            |             |
| 3 Megan     |           |          | 10   | ✗     | 09/30/2010              |                |              |       |             |         |            |             |
| 4 Raquel    |           |          | 10   | ✗     | 09/30/2010              |                |              |       |             |         |            |             |

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



Student Dashboard (2(A-B)/100913.2)

Year: 10-11 | Grade Level: 10: Tenth grade | Test: [OD1-Fall] Writing Summative

Proficiency Profile: (4T) Achievement Levels

| First Na... | Last Name | Stude... | G... | Cl... | Test Date<br>MM/DD/YYYY | Concept Score  |              |       |             |         | Test Score |             |
|-------------|-----------|----------|------|-------|-------------------------|----------------|--------------|-------|-------------|---------|------------|-------------|
|             |           |          |      |       |                         | Ideas & Con... | Organization | Voice | Word Choice | Fluency |            | Conventions |
| 1 Andrea    |           |          | 10   | ✗     | 09/30/2010              |                |              |       |             |         |            |             |
| 2 Micah     |           |          | 10   | ✗     | 09/30/2010              |                |              |       |             |         |            |             |
| 3 Megan     |           |          | 10   | ✗     | 09/30/2010              |                |              |       |             |         |            |             |
| 4 Raquel    |           |          | 10   | ✗     | 09/30/2010              |                |              |       |             |         |            |             |

Note: Icon above data columns will change from locked (darked out small black padlock in lower right corner) to open (bright icon).

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

Student Dashboard (2(A-B)/100913.2)

Year: 10-11 | Grade Level: 10: Tenth grade | Test: [OD1-Fall] Writing Summative

Proficiency Profile: (4T) Achievement Levels

| First Na... | Last Name | Stude... | G... | Cl... | Test Date<br>MM/DD/YYYY | Concept Score  |              |       |             |         | Test Score |             |
|-------------|-----------|----------|------|-------|-------------------------|----------------|--------------|-------|-------------|---------|------------|-------------|
|             |           |          |      |       |                         | Ideas & Con... | Organization | Voice | Word Choice | Fluency |            | Conventions |
| 1 Andrea    |           |          | 10   | ✗     | 09/30/2010              |                |              |       |             |         |            |             |
| 2 Micah     |           |          | 10   | ✗     | 09/30/2010              |                |              |       |             |         |            |             |
| 3 Megan     |           |          | 10   | ✗     | 09/30/2010              |                |              |       |             |         |            |             |
| 4 Raquel    |           |          | 10   | ✗     | 09/30/2010              |                |              |       |             |         |            |             |

**Do not enter data here.**

15. Click > Lock All Scores when score entry is complete

(Icon has a lock on it.)

The screenshot shows the Pearson Inform Student Dashboard for Lee's Summit School District. The interface includes a top navigation bar with the Pearson logo and the slogan "Inform your decisions. Early. Often. Easy. Now." Below this is a toolbar with various icons. The main content area displays a "Student Dashboard" for class (2(A-B)/100913.2) for the year 10-11, grade level 10: Tenth grade, and test [OD1-Fall] Writing Summative. The proficiency profile is set to (4T) Achievement Levels. A table lists student scores for the test date 09/30/2010. A red circle highlights a lock icon in the top left corner of the table area.

|   | First Na... | Last Name | Stude... | G... | Cl... | Test Date  | Concept Score |                |              |       |             | Test Score |         |             |
|---|-------------|-----------|----------|------|-------|------------|---------------|----------------|--------------|-------|-------------|------------|---------|-------------|
|   |             |           |          |      |       |            | MM/DD/YYYY    | Ideas & Con... | Organization | Voice | Word Choice |            | Fluency | Conventions |
| 1 | Andrea      |           |          | 10   | ✗     | 09/30/2010 |               |                |              |       |             |            |         |             |
| 2 | Micah       |           |          | 10   | ✗     | 09/30/2010 |               |                |              |       |             |            |         |             |
| 3 | Megan       |           |          | 10   | ✗     | 09/30/2010 |               |                |              |       |             |            |         |             |
| 4 | Raquel      |           |          | 10   | ✗     | 09/30/2010 |               |                |              |       |             |            |         |             |

16. Click > Save

The screenshot shows the Pearson Inform Student Dashboard for Lee's Summit School District, displaying the same student scores as the previous screenshot. A red circle highlights the "Save" button at the bottom of the interface. The interface also shows a "Score Method" dropdown menu set to "Primary Score Method" and options for "Scaled Score" and "Standard Score".

17. To enter next class section begin with step 6.

### Forgot Password / User Name

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

The screenshot shows the "Registered User - Log In" window. It features two input fields: "Username:" with the placeholder text "Username" and "Password:" with the placeholder text "Password". Below the input fields are three buttons: "Login", "Email my password", and "Change my password".