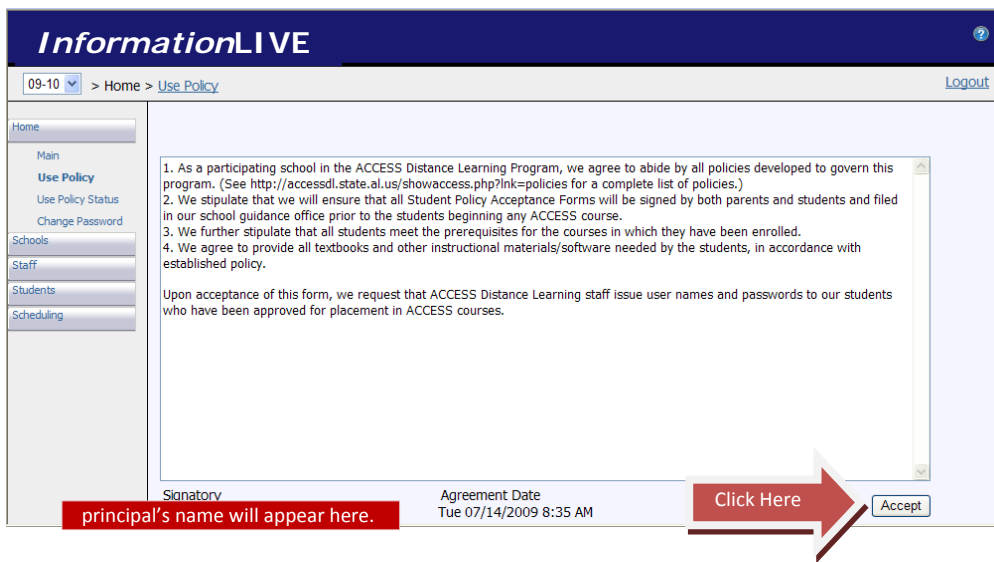


InformationLIVE Guide for Principals

- Home Menu > Use Policy

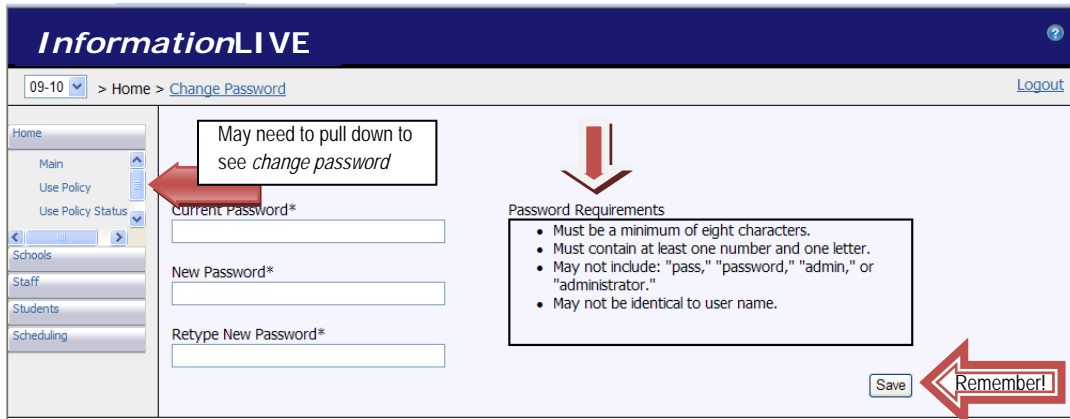


- The principal will accept the ACCESS Distance Learning Program Use Policy.



- Home Menu > Change Password

- *Password should be changed upon initial login.*



InformationLIVE Guide for Principals

Schools > Search (The principal should only have access to the school to which he/she is assigned.)

InformationLIVE

09-10 > Schools > Search Logout

Search Criteria

School Name: _____ School Number: _____

Support Centers & Districts: University of Alabama

Schedule Types: All, Block, Summer, Traditional, Trimester, None

State Board District: _____

Active Only

Search

1 Must click search for your school to appear!

- The principal should ¹search for, and then ²select his/her school to update school information as follows:

InformationLIVE

09-10 > Schools > Search Logout

Search Results

<input type="checkbox"/>	District	School Name	Number	Sch Type	SC	Information	IT	Active
<input type="checkbox"/>	Tarrant City	Tarrant High School	0030	Traditional	UA			Y

Count: 1

2 Select/click your school.

Main Tab

- The principal will choose his/her name in the **Principal** drop-down list on the Main school tab.

Update School: Tarrant High School

Main | Bell Schedule | Terms | IT Services

Identification

School Name*: Tarrant High School

School Short Name*: Tarrant HS

Schedule Type*: Traditional

Principal: Andrew Green

Phone Number: (205) 849-0172 Fax: (205) 849-3724

Grade Level: 09 to 12

Address

Address Line 1: 830 Jefferson Blvd

Address Line 2: _____

City: Tarrant State: AL ZIP Code: 35217-3019

Active

Save Close

Schedule Type*

Traditional

Block

Summer

Traditional

Trimester

None

- The principal will select the **Schedule Type** for the school on the Main school tab.

InformationLIVE Guide for Principals

- The principal will update any necessary information such as address/phone number.
- ***The exception for updates on this tab is the **School Number**. This **School Number** should **never** be changed as this number is state-assigned and is the school identifier in STIState and *InformationLIVE*.

Bell Schedule Tab

- The principal will set the **Bell Schedule** for the school on the **Bell Schedule** tab.

You must click on **Add** to see the pop up on left (see screen shot).
Descriptions may include breaks, lunch, alternate block schedule, etc.

Terms Tab

- The appropriate terms will auto-fill on the **Terms** tab based on the Schedule Type that was previously selected on the Main tab.

Information in notes may include, but is not limited to the following circumstances: summer school sessions held at alternate locations (with name of location), summer school rotations made between system schools, or students bused to alternate locations which differ from registration locations.

Term	Start Date	End Date
Traditional - all_year	Mon 08/10/2009	Mon 05/31/2010
Traditional - 1st Semester Only	Mon 08/10/2009	Thu 12/31/2009
Traditional - 2nd Semester Only	Thu 01/07/2010	Mon 05/31/2010

- The principal will choose “yes” or “no” on the **Terms** tab as appropriate relative to Summer School.

InformationLIVE Guide for Principals

- The principal will select **each** term on this tab and enter **the school specific start and end dates.**

Term	Start Date	End Date
✓ Traditional - all year	Mon 08/10/2009	Mon 05/31/2010
✓ Traditional - 1st Semester Only	Mon 08/10/2009	Thu 12/31/2009
✓ Traditional - 2nd Semester Only	Thu 01/07/2010	Mon 05/31/2010

IT Services Tab

- The principal should choose “yes” for VCI Facility.
- The principal will make a selection in regard to whether or not the SDE may use the videoconferencing equipment for meetings.
- The principal will fill in the remaining information on this tab.

VCI Information

VCI Facility: Yes | SDE Meetings: Yes | Configuration: Send/Receive | ISP Provider: _____

Primary VCI IP Address: _____ | Secondary VCI IP Address: _____

VCI Technical Contact Usually the school level technology contact

Name: _____ | Phone: _____ | Email: _____

VCI General Contact Usually the system Technology Director

Name: _____ | Phone: _____ | Email: _____

Save Close

- **Staff > Search State**

- The principal will use the Primary Classification search criterion to import the school counselors from STIState.

InformationLIVE

09-10 > Staff > Search State Logout

Search Criteria

Last Name: _____ | First Name: _____

Primary Classification: **Counselor** | District: _____

School: Tarrant High School

Active Only

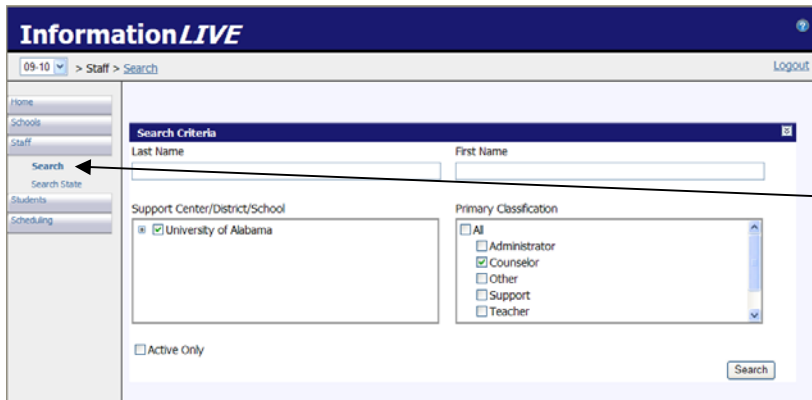
Search

Please note that 'Search State' is a darker color, indicating that you are searching within STIState (to import into InformationLIVE).

InformationLIVE Guide for Principals

- While normally a task of the counselor, the principal *may* also search for and import additional school staff related to ACCESS Distance Learning (facilitators, teachers, or others) using this screen.

***The principal may Search *InformationLIVE* to view staff already imported into *InformationLIVE* from STIState. Previously imported staff will not be available for import from STIState and therefore will not show in *Search State* results.



The screenshot shows the 'InformationLIVE' web application interface. At the top, there is a navigation bar with '09-10' and '> Staff > Search' along with a 'Logout' link. A left-hand menu contains links for 'Home', 'Schools', 'Staff', 'Search', 'Search State', 'Students', and 'Scheduling'. The main content area is titled 'Search Criteria' and includes several search fields: 'Last Name', 'First Name', and 'Support Center/District/School' (with a dropdown menu showing 'University of Alabama' selected). There is also a 'Primary Classification' section with checkboxes for 'All', 'Administrator', 'Counselor', 'Other', 'Support', and 'Teacher'. An 'Active Only' checkbox is located at the bottom left of the search area, and a 'Search' button is at the bottom right.

Please note that 'Search' is in bold type, indicating that you are searching within *InformationLIVE* (those staff already imported from STIState). Once imported, staff will no longer be available from STIState.