

InformationLIVE Guide for Principals

• Home Menu > Use Policy

<i>Information</i> LIVE	9
09-10 V > Home > <u>Main</u>	Logout
Home Hain Use Polcy Use Polcy Study Charge Passinoid Schools Saff Sadonts Schooling	

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

09-10 💙 > Home :	> Use Policy			Logou
Main Use Policy Use Policy Use Policy Status Change Password nools aff udents neduling	program. (See http://accessdl.state 2. We stipulate that we will ensure 1 in our school guidance office prior to 3. We further stipulate that all stude 4. We agree to provide all textbooks established policy.	CCESS Distance Learning Program, we agree to ab .al.us/showaccess.php?Ink=policies for a complete that all Student Policy Acceptance Forms will be sig othe students beginning any ACCESS course. Ints meet the prerequisites for the courses in which and other instructional materials/software needed equest that ACCESS Distance Learning staff issue u nent in ACCESS courses.	list of policies.) ned by both parents and students and filed n they have been enrolled. I by the students, in accordance with	8
	Signatory al's name will appear here	Agreement Date Tue 07/14/2009 8:35 AM	Click Here	ept

- Home Menu > Change Password
 - Password should be changed upon initial login.

Inform	<i>ation</i> LIVE		0
09-10 💌 > Home	> Change Password		Logout
Home Main Use Policy Use Policy Status Schools Staff Students Scheduling	May need to pull down to see <i>change password</i> current Password*	Password Requirements A Must be a minimum of eight characters. Must contain at least one number and one letter. May not include: "pass," "password," "admin," or "administrator." May not be identical to user name. Save	Remember!



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

Infor	<i>mation</i> LIVE		Ø
09-10 🗹 > Scho	pols > <u>Search</u>		Logout
Home Schools Staff Students Scheduling	Search Criteria School Name Support Centers & Districts © □ University of Alabama Your Regional Support Center will appear here. State Board District	School Number Schedule Types Al Block Summer Traditional Trimester None	■ ¹ Must click search for your school to appear!
		•	Search

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

Informa	atic	<i>n</i> LIVE							2
09-10 💙 > School	s > <u>Sea</u>	rch		/					<u>Logout</u>
Home Schools									
Search	Sea	rch Criteria							
Staff	Sea	rch Results							
Students Scheduling				² Select/click you	r school.			Add	View Delete
		District	School Name	Number	<u>Sch Type</u>	<u>SC</u>	Information	п	<u>Active</u>
		Tarrant City	Tarrant High School	0030	Traditional	UA	Щ.	-	Y
	Count	t: 1							
								Add	View Delete

Main Tab

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

					-	The principal will select the
Main Bell Schedule	Terms IT Services		/			Schedule Type for the school or
Identification		<i>.</i>	/			
School Name*		S CTR	/			the Main school tab.
Tarrant High School						
School Short Name*		District				
Tarrant HS		Tarrant City		×		
Schedule Type*		Principal				
Traditional		👱 Smith: Andrew O'neal	ji .	~		
Phone Number	Fax	Grade Level				
(205) 849-0172	(205) 849-3724	09	💙 to 12			
Address					Schedule Type	*
Address Line 1					Traditional	~
830 Jefferson Blvd					Block	
Address Line 2					Summer	
City			State	ZIP Code	Traditional	
Tarrant			AL	 35217-3019 	Trimester	
					None	
Active						



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

Bell Schedule Tab

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

odate Scho	ol: Tarrant High So	chool		
Main Bell Sch	edule Terms IT Services			
			Add	View Delete
Period	Start Time	End Time	Description	
			Add	View Delete
http://ilivetest.a	Isde.edu/?x=30663748544868	7866713654655145353173316C30	596073734	
	Bell Schedule	1000110001000110000110000	(2) (2) (2) (2) (2) (2) (2) (2) (2) (2)	Save
Period*	Start Time*	End Time*		You must click on Add to see the pop
Period 1	12:00 AM	12:00 AM		up on left (see screen shot).
Description				
			A	 Descriptions may include breaks,
			~	lunch, alternate block schedule, etc.
		[Save	

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.

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



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

Main Bell Schedule Terms IT Service	15		http://ilivetest.alsde.edu/?x=2B6F713B642B6579414F666C73
Notes			Traditional - all year
		~	Start Date* End Date*
School Term Dates			Mon 08/10/2009 Mon 05/31/2010
Term	Start Date	End Date	
Traditional - all year	Mon 08/10/2009	Mon 05/31/2010	Save Close
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.

Main Bell Schedule	Terms IT Services			
VCI Information VCI Facility SDE Meet Yes Yes Primary VCI IP Address	ings Configuration Send/Receive	ISP Provider Secondary VCI IP Address		
VCI Technical Contact Name	Usually the school level tech Phone	nnology contact Email		
VCI General Contact Name	Usually the system Techno Phone	Email		
			Save)

• Staff > Search State

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

STIState.		Please note that 'Se	arch State' is a darker		
Informa	ationLIVE	•	you are searching within nto Information		2
09-10 💙 > Staff >	Search State			_	Logout
Home Schools Staff					
	Search Criteria				
Search Search State	Last Name		First Name]
Students	Primary Classification		District		
Scheduling	Counselor	¥		*	
	School				
	Tarrant High School	~			
	Active Only			Searc	



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- 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 *Information*LIVE to view staff already imported into *Information*LIVE from STIState. Previously imported staff will not be available for import from STIState and therefore will not show in *Search State* results.

Inform	ation <i>LIVE</i>		Ø	
09-10 💌 > Staff	> <u>Search</u>		Logout	
Home				
Staff Search Search State Search State Students Scheduling	Search Criteria Last Name Support Center/District/School	First Name Primary Classification AI Counselor Counselor Other Support Teacher	Search	Please note that 'Search' is in bold type, indicating that you are searching within <i>Information</i> LIVE (those staff already imported from STIState). Once imported, staff will no longer be available from STIState.