

Mountain Brook Junior High School iNow Home Portal Directions September 2011

Step 1 MBS Portal

- Click the MBS Portal and Moodle link from the front of the MBJH website, www.mtnbrook.k12.al.us/mbjh.
- Log in using the username and password that was included in the letter mailed home.

Step 2 STI iNow Home Portal

- From the top tabs, click STI and then iNow Home Portal.
- Log in using student's log in and password. Letters were mailed to home addresses in September. A generic password was given to gain access the first time. When you access the software you will be required to enter a new password. The password should contain 8 characters and should be alpha and numeric.
- Once you gain access to the program you may select the area you would like to view.
 - **School Calendar**
 - **Attendance**
 - **Grades**
 - **Requests** – not available at this time. Used for New Year course selection.
 - **Comprehensive Progress** – shows a list of all grades for all classes.
 - **Report Card**
 - **System Preferences** – not active at this time.

*Information***NOW**

Home

Home Page

School Calendar

Student Information

Attendance

Grades

Requests

Reports

Comprehensive Progress

Report Card

System Preferences

GRADES LINK

- When you click on the **GRADES** link you will see a list of courses your student is enrolled in.
- Click the **A** under the Activities column to see a complete list of teacher entered activities/assignments.
- Click the **PROGRESS REPORT** button for a report (.pdf) of student's current progress. This report includes the student Category averages and more.
- Please contact the teacher if you have any questions regarding your student's grade. Our teachers will be happy to assist you.
- **NOTE:** If a teacher uses Category Averages which includes a weighted percentage for each category, the course average may not be accurate until a grade has been entered for EACH category.

REPORTS

- Comprehensive Progress Report will list all courses and all assignments per course in .pdf format. Report Card will list courses and grades at the end of each nine week grading period.

PASSWORD

- Your password is very important to your access to the program. Please write down your new password and keep in a location you can access.
- If you forget your password you will need to contact Suzan Brandt, MBJH Technology Coordinator to reset your password to a generic password. (brandts@mtnbrook.k12.al.us)