

Inform Step by Step Guide #2

How to Change Context to Enter Data

Step 1: Go to the district's Pearson Inform site:

<https://www.pearsoninform.com/login/ct-cantonps>

Step 2: Sign In



Registered User - Log In

Username:

Password:

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

Your Username is your first initial and last name (treichen)

You have already been given your password. If you can't remember it, please click the "e-mail my password" link on the log-in box.

In the log-in box, you will also see a link at the lower right corner that says "change my password". Click here to change your password.

When you first log into Inform, any information that you see is for all of the students you have. So, if you have four different classes of 20 students, you will have data for 80 students on there. There will be times when you don't want to see the data for all 80 students (when you have to enter data, if you want to view reading levels for Language Arts/English, etc.), so you have to "change your context" to see only the students in one specific class.

Step 3: At the very top of the page, you will see a blue box that says "Current Context" with a picture of a flow

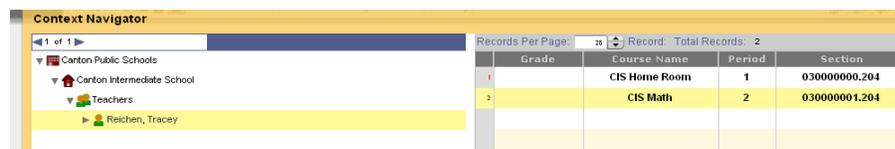
chart:



CURRENT CONTEXT Canton Public Schools

Test Results Reports Students

Click on this box, and the following pop-up will appear. Here, you can select the classroom for which you would like to enter or view scores. Click on the class until the pop-up disappears (sometimes is more than just a double-click). Now you can go to the Students Page and enter data or view scores on the Test Results Page.



Context Navigator

Records Per Page: 20 Record: Total Records: 2

Grade	Course Name	Period	Section
1	CIS Home Room	1	03000000.204
1	CIS Math	2	03000001.204

You have successfully changed your context. Now you can enter data or view results for one specific group of students. Feel free to refer to one of the following Tutorials for instructions, if needed:

Inform Tutorial #1: Entering Student Assessment Data

Inform Tutorial #6: Customizing Reports