

SchoolTool - Parent Portal

Quick Reference Guide

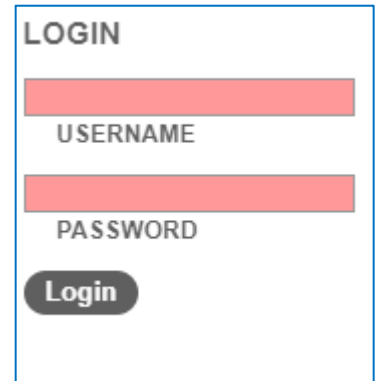
SchoolTool supported internet browsers are Internet Explorer, Chrome, Firefox and Safari.

NOTE: Do **NOT** use the Internet browser's back button while in SchoolTool as this will cause an error message to appear. There is also no double clicking in SchoolTool.

Getting Started: Go to your district's URL to get the link to your district's SchoolTool website.

Logging in:

- Enter your **username** (this is your email address) & **password** (this is contained in the initial email sent to you by your district).



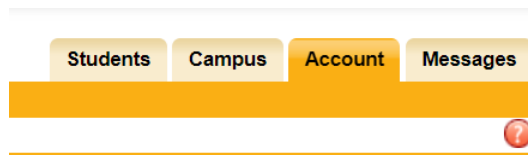
The login form is titled "LOGIN" and contains two red input fields. The first field is labeled "USERNAME" and the second is labeled "PASSWORD". Below the fields is a dark grey button with the text "Login" in white.

Once you are logged in you will see the **Home>My Home** view by default and any of your children that you have Parent Portal access to listed.

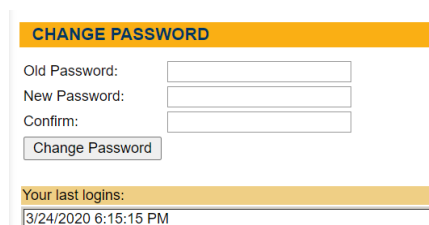


To change your password:

1. Once you are logged in, click on the **Accounts** tab.










2. Enter the **Old Password** – which is the password that was sent to you by the district.




The "CHANGE PASSWORD" form has three input fields: "Old Password:", "New Password:", and "Confirm:". Below the fields is a "Change Password" button. At the bottom, there is a section titled "Your last logins:" with a table containing one entry: "3/24/2020 6:15:15 PM".

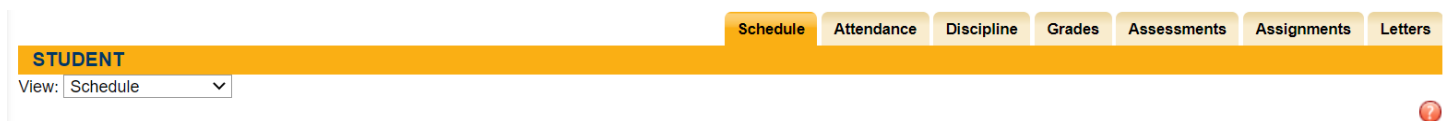
3. Enter a **New Password** and then enter it again in the **Confirm** field.
4. Click on **Change Password** when finished.

Below is a list of common icons you may see throughout the system:

	View Student Record – use this icon to view additional information on your child.
	Email – select this icon to send an email to the person. The email will come from your account email.
	Print or Report
	Medical Alert – if the student has a medical alert, hover the mouse over the icon to view the alert information.
	Help – when you click on this icon it will give you more information about the screen you are currently on.
	Custom Flag – the district can create any color flag for any information they want – hover the mouse over the flag to view information.
	Done – this icon will return you to the previous screen.

Click on the **View Student Record**  icon next to your child to view additional information.

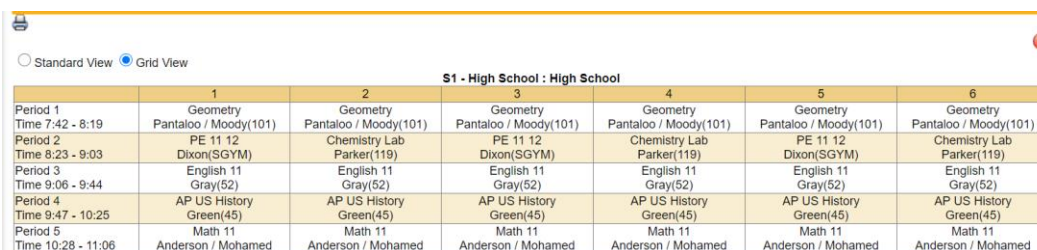
You will see your child’s basic information in the top portion of the screen and a set of tabs across the bottom portion of the screen. The information and tabs available are set by your district. Below is an example of what it may look like.



The screenshot shows a navigation bar with the following tabs: **Schedule**, **Attendance**, **Discipline**, **Grades**, **Assessments**, **Assignments**, and **Letters**. Below the tabs, there is a dropdown menu labeled "View:" with "Schedule" selected. A red help icon is visible in the top right corner.

Click on each tab to view the information:

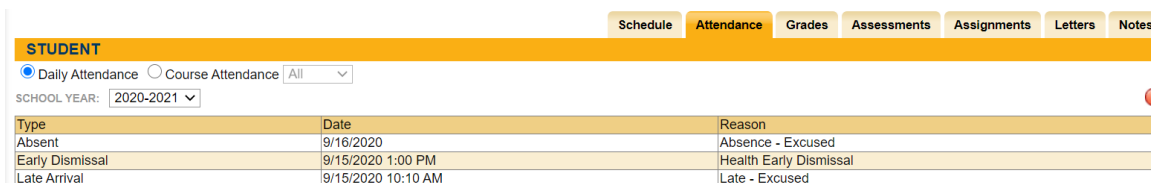
Schedule – displays your child’s schedule. Here you can also print the schedule (the print option is set by the district as to whether it is available or not). Typically there are two view options: standard view or grid view.



The screenshot shows a grid view of a student's schedule for "S1 - High School : High School". The grid has 6 columns representing periods and 5 rows representing different time slots. The schedule is as follows:

	1	2	3	4	5	6
Period 1 Time 7:42 - 8:19	Geometry Pantalo / Moody(101)	Geometry Pantalo / Moody(101)	Geometry Pantalo / Moody(101)	Geometry Pantalo / Moody(101)	Geometry Pantalo / Moody(101)	Geometry Pantalo / Moody(101)
Period 2 Time 8:23 - 9:03	PE 11 12 Dixon(SGYM)	Chemistry Lab Parker(119)	PE 11 12 Dixon(SGYM)	Chemistry Lab Parker(119)	PE 11 12 Dixon(SGYM)	Chemistry Lab Parker(119)
Period 3 Time 9:06 - 9:44	English 11 Gray(52)	English 11 Gray(52)	English 11 Gray(52)	English 11 Gray(52)	English 11 Gray(52)	English 11 Gray(52)
Period 4 Time 9:47 - 10:25	AP US History Green(45)	AP US History Green(45)	AP US History Green(45)	AP US History Green(45)	AP US History Green(45)	AP US History Green(45)
Period 5 Time 10:28 - 11:06	Math 11 Anderson / Mohamed	Math 11 Anderson / Mohamed	Math 11 Anderson / Mohamed	Math 11 Anderson / Mohamed	Math 11 Anderson / Mohamed	Math 11 Anderson / Mohamed

Attendance – shows all Daily and Course attendance.



The screenshot shows the attendance record for a student. It includes a navigation bar with tabs for Schedule, Attendance, Grades, Assessments, Assignments, Letters, and Notes. Below the tabs, there are options for "Daily Attendance" (selected) and "Course Attendance", and a dropdown for "All". The "SCHOOL YEAR" is set to "2020-2021". The attendance record is as follows:

Type	Date	Reason
Absent	9/16/2020	Absence - Excused
Early Dismissal	9/15/2020 1:00 PM	Health Early Dismissal
Late Arrival	9/15/2020 10:10 AM	Late - Excused

Grades – shows all courses and grade information. **Marking Period Grades** will display – no grades will display until the report card grades are available at the end of the marking period.

STUDENT							
Course	Teacher	MP	Days	Period	Section	Grade	Comments
AP US History	Green	S1,S2	1,2,3,4,5,6	4	2		
Chemistry	Parker	S1,S2	1,2,3,4,5,6	6B	2		
Credit Recovery	Thomas	S1,S2	1,2,3,4,5,6	Supplemental Courses	1		
English 11	Gray	S1,S2	1,2,3,4,5,6	3	5		

- Select **Progress Report Grades** from the View drop-down for your student’s progress reports.

STUDENT							
Course	Teacher	MP	Days	Period	Section	Grade	Comments
AP US History	Green	S1,S2	1,2,3,4,5,6	4	2		
Chemistry	Parker	S1,S2	1,2,3,4,5,6	6B	2		
Credit Recovery	Thomas	S1,S2	1,2,3,4,5,6	Supplemental Courses	1		
English 11	Gray	S1,S2	1,2,3,4,5,6	3	5		

- Select **Marking Period Average** from the View drop-down for your student’s current course grades.

Course	Average	Categories									
American History, Section 4 Adams Meets: Sem S1,S2 Days 1,2,3,4,5,6 Period(s) 8	None										
ASC 11, Section 4 Murphy Meets: Sem S1,S2 Days 1,3,5 Period(s) 9	None										
English 11, Section 2 Gonzalez Martin Meets: Sem S1,S2 Days 1,2,3,4,5,6 Period(s) 6B	None										
Gen Chemistry AM, Section 1 Moore Meets: Sem S1,S2 Days 1,2,3,4,5,6 Period(s) 2	None										
Geometry - part 1, Section 1 Brown Meets: Sem S1,S2 Days 1,2,3,4,5,6 Period(s) 1	105.00	<table border="1"> <thead> <tr> <th>Category</th> <th>Weight</th> <th>Average</th> </tr> </thead> <tbody> <tr> <td>Homework</td> <td>40%</td> <td>0.00</td> </tr> <tr> <td>Tests</td> <td>60%</td> <td>105.00</td> </tr> </tbody> </table>	Category	Weight	Average	Homework	40%	0.00	Tests	60%	105.00
Category	Weight	Average									
Homework	40%	0.00									
Tests	60%	105.00									

Assessments – displays a list of 3-8 assessments.

School Year	Assessment	Date	Performance Level	Raw Score	Scale Score
2016-2017	Grade 8 Math	5/1/2017	2	36	315
2016-2017	Grade 8 ELA	3/27/2017	2	30	284

Assignments – displays any assignments the teacher has given view access to for the selected marking period. Choose to view specific courses from the **Courses** drop-down or to sort by course, click the Course heading to group all assignments by course alphabetically.

Course	Category	Assignment Name / Description	Date	Max	Score
Math 11 (Anderson / Mohamed)	Homework	Homework 6	9/17/2020	20	
Math 11 (Anderson / Mohamed)	Homework	Homework 5 Unit 2	9/15/2020	20	
Math 11 (Anderson / Mohamed)	Participation	Participation Unit 1	9/11/2020	100	100
Math 11 (Anderson / Mohamed)	Test	Test 1 Unit 1	9/11/2020	100	

Letters – displays any Attendance letters that were sent home by the district.

Type	Threshold Name	Threshold	As Of	Created On	Detail
Daily	Stage1: 3-13 absences	6	9/11/2020	9/11/2020 10:5 AM	
Daily	Stage 2: 14-21 absences	14	6/30/2020	8/28/2020 10:4 AM	