

# SchoolTool - Student 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 website to get the link to your SchoolTool website.

**Logging in:**

- Enter your **username & password** (this is provided to you by your district).

Once you are logged in you will see the **Home>My Home>Student** view by default with your name, contact information and schedule.

**LOGIN**

USERNAME

PASSWORD

Login

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

	<b>View Student Record</b> – use this icon to view additional information.
	<b>Email</b> – select this icon to send an email to the person. The email will come from your account email.
	<b>Print or Report</b>
	<b>Help</b> – when you click on this icon it will give you more information about the screen you are currently on.
	<b>Done</b> – 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 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.

Schedule Grades Assignments User Defined Hours

**STUDENT**

View: Schedule

Standard View  Grid View

**S1 - High School : High School**

Covid - Mon A	Covid Tu	Covid Thu	Covid Fri
Youth Apprenticeship Moore Pd: Sup	Youth Apprenticeship Moore Pd: Sup	Youth Apprenticeship Moore Pd: Sup	Youth Apprenticeship Moore Pd: Sup
Credit Recovery Thomas(99) Pd: Sup	Credit Recovery Thomas(99) Pd: Sup	Credit Recovery Thomas(99) Pd: Sup	Credit Recovery Thomas(99) Pd: Sup
Geometry Pantaloo / Moody(101) Pd: 1 (9:00 - 10:00)	Geometry Pantaloo / Moody(101) Pd: 1 (8:00 - 8:55)	Geometry Pantaloo / Moody(101) Pd: 1 (8:00 - 8:36)	Geometry Pantaloo / Moody(101) Pd: 1 (8:00 - 8:36)
PE 11 12 Dixon(SGYM) Pd: 2 (10:15 - 11:15)	Math 11 Anderson / Mohamed Pd: 5 (9:00 - 10:00)	PE 11 12 Dixon(SGYM) Pd: 2 (8:39 - 9:15)	Chemistry Lab Parker(119) Pd: 2 (8:39 - 9:15)

Click on each tab to view the information:

**Schedule** – displays your schedule. Typically there are two view options: standard view or grid view.

**Grades** – shows all courses and grade information. From the View dropdown, you can choose which grades you want to display. The Marking Period Grades, Progress Report Grades, and Final Grades are only available upon completion. To view your current grades, choose Marking Period Average.

Contacts Schedule Attendance Grades Assignments

**STUDENT**

View: Marking Period Average for Q1

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									

**Assignments** – displays any assignments the teacher has given view access to for the selected marking period. You can choose to view all courses or individual courses per marking period.

Contacts Schedule Attendance Grades Assignments

**STUDENT**

School Year: 2019-2020 Marking Period: Q1 Courses: Geometry - part 1 Avg: 105.00

Course	Category	Assignment Name / Description	Date	Max	Score
Geometry - part 1 (Brown)	Homework	homework 8	9/5/2019	50	
Geometry - part 1 (Brown)	Tests	test 9	9/5/2019	100	100 (105) [E5]