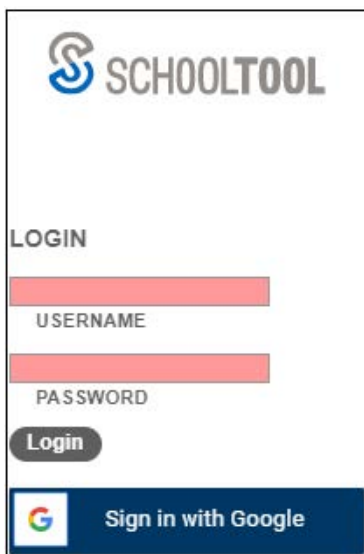


Junior and Senior High School Parents

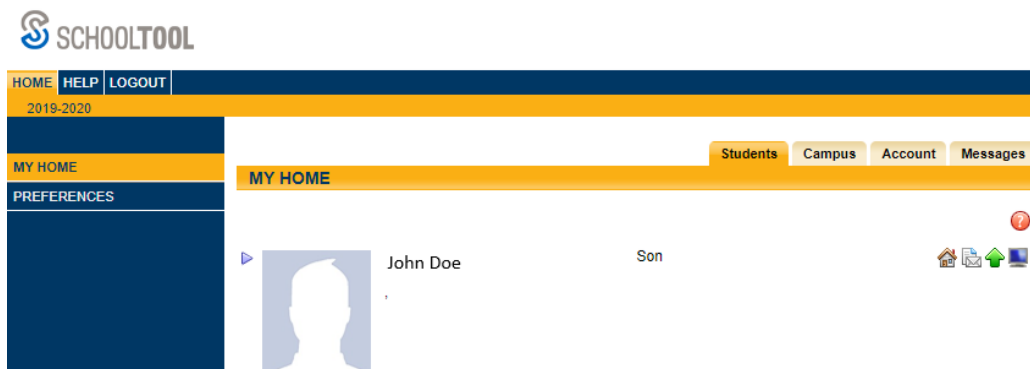
Schooltool Portal Directions

The steps below describe how you can access your child's grades.

1. Schooltool login – in late August an email was sent to the email address we have on file for each parent. This email described how to login to Schooltool
 - a. You can login to schooltool via a web browser or using the App which is available for iPhones or Android phones.
NOTE – since the progress reports contains a great deal of information we suggest you use a computer or tablet which has a larger screen than a phone
 - b. Go to the site <https://st.edutech.org/Victor/>
 - c. Login with your email address and the password that sent home in August. If you do not know your password, call the Junior or Senior High School office and they can resend this email



2. Once logged in you will see the home screen as shown below. Any students you have registered in the district will be displayed. If you want to change your password, click the Account tab.



3. Once logged in you will see the home screen. Your child's name will be displayed in **blue text**. Besides basic demographic information, there is a set of tabs that appear:
 - a. Contacts – a student's mother, father, guardian, and emergency contacts are listed
 - b. Schedule – a list of subjects and teachers
 - c. Attendance – running record of attendance for the current school year
 - d. Grades – this is where you will find marking period grades
 - e. Assessments – state assessment information can be found here
 - f. Assignments – all assignments tied to the selected marking period in any grade book that exist for the selected school year and course will appear in this tab



4. Click the Assignments tab to view your child's grade/assignment information. There are a series of drop down menus in the middle:
 - a. Choose the proper school year
 - b. Choose the proper marking period
 - c. Choose the proper course (or All Courses)