Getting Started

Basic Information

SchoolTool is a historical application that holds all permanent record information on an individual student by school year. SchoolTool also allows you to view past information about every student such as classes, grades, attendance, and discipline information. Historically, SchoolTool also keeps records for state reporting purposes.

SchoolTool is a web-based application. This means it can be accessed from any Internet connection anywhere in the world if you know your URL. This also means that if there is no Internet connection, you cannot access SchoolTool.

Because SchoolTool is a real-time application, users may experience brief pauses while the system updates itself from screen to screen. Be sure to watch your browser's progress bar to see when the refresh is complete.

Navigation

While viewing SchoolTool through a web browser, you should always use the buttons and links *within* the SchoolTool interface, and not those of your browser. If you use the **tool**bar buttons and/or menus of your browser, this may cause errors and impact the data on your screen. As a general rule, do not use the Back button on your browser as this will halt your connection to the database.

Finally, all of the links and navigation buttons are accessed with a *single* click, not a double click. Double clicking may not produce the desired results.

Note: The preferred browser for SchoolTool is Internet Explorer, but you can also use Safari. SchoolTool will work no matter connection you use (e.g., dial up, DSL, cable)

Note: SchoolTool uses several pop-up windows for calendars, alerts, confirmations, and reports. Please make sure to disable your pop-up blocker for the SchoolTool URL.

Navigation Buttons

SchoolTool uses simple navigation buttons that allow you to perform basic functions with a single click of the mouse. The specific tool tips associated with each button may give more descriptive text than shown below, but the basic functionality remains the same.

⬆	Show/Hide	🖨	Print or Report	🚫	Cancel
⬇	Show/Hide	➡	Done or Return	✉	Email
▷	Select or Details	↩	Previous or Done	✓ABC	Check Spelling

Organizing Data Using Column Headings

In many lists, column headings may be used to reorder the list. Click once on a column heading and the list will sort in ascending order, using the data in that column. Click again and the data sorts in descending order. If a column heading can be sorted, your mouse pointer will become a hand when held over the column heading, which indicates that the column can be sorted.

For example, if you clicked the heading for First Name, the information would appear in ascending alphabetical order of first names. Click First Name again, and the list sorts in descending alphabetical order of first names.

Note: SchoolTool often uses a simple sort where numbers are treated as text. For this reason, numeric columns can be sorted, but may display the data in an unexpected order. For example, you may see grades 1, 10, and 11 listed before grade 2, because the list sorts on the first digit then the second.