

Parent/Student Portal - General Overview

Topics

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Preparation:

Accessing your student's on-line schooltool school records is a relatively simple process. There are several things that need to be done to begin this process.

1. The email address you will use to login must match the email on file in schooltool. If at any time you change your email address, you must communicate this new information to us by emailing at parentconnect@bscsd.org. Every time you change your email address, it will be necessary for you to login again as if you were a first time user of the database.
2. The web site of the school database. This can always be access from the "Parents" section of our district website <http://www.bscsd.org/ParentPortal>.
3. Access to your own email

You will be receiving your first schooltool password through your email. It will be necessary to make sure you have access to your email when you first login.

Logging In For the First Time (If you DO NOT know your schooltool Password):

Now that you have completed the basic preparation, it is time to log into schooltool.

1. Use your web browser to access the internet and go to the login page.
2. Where it says “Username”, type in the full email address used to request an account (new accounts) or the email address at which you received notification (migrated ParentCONNECT accounts). **Leave the “Password” field blank and click “Login.”**



A screenshot of a login form. The 'Username:' field contains 'aaaa@aol.com'. The 'Password:' field is empty. A 'Login' button is located below the fields. Red ovals highlight the 'Username:' label, the text 'aaaa@aol.com', the 'Password:' label, and the 'Login' button.

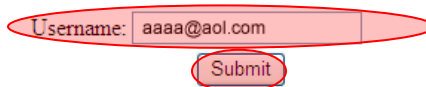
3. You will now be presented with a “New User or Forgot Password” link. Click on this link.



A screenshot of the login form, similar to the previous one. The 'Username:' field contains 'aaa@aol.com'. The 'Password:' field is empty. A 'Login' button is present. Below the 'Login' button is a link that says 'New User or Forgot password?'. A red oval highlights this link. An arrow points from the text in step 3 to this link.

4. Re-type your email address in the window and click “Submit.”

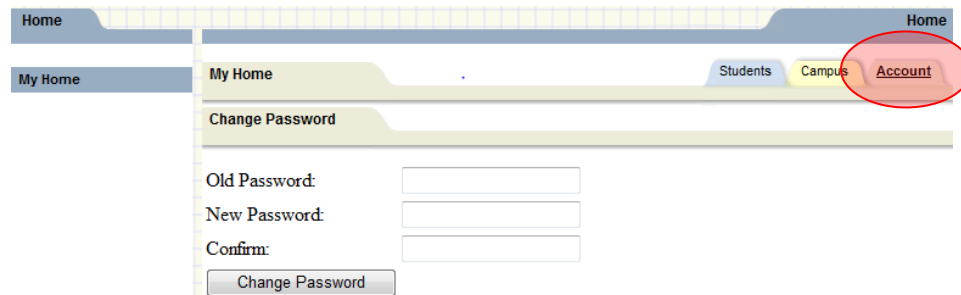
Enter your Username to receive your password by email.



A screenshot of a password recovery form. The 'Username:' field contains 'aaaa@aol.com'. A 'Submit' button is located below the field. Red ovals highlight the 'Username:' label, the text 'aaaa@aol.com', and the 'Submit' button.

5. Go to your email account. An Account Creation Notice will be in your email from “SchoolTool Password Recovery” will be in your Inbox. Check SPAM folders if you do not see it.
6. Your eight (8) digit password, consisting of letters and numbers, will be contained in the email. Highlight the password and copy it.
7. Return to schooltool Login window.
8. Paste the password just copied, from your email, into the password box
9. Click on Login
10. Change the password after logging in. -SUGGESTED

- ✓ Now would be a good time to change the password to a more comfortable one. To change a local password simply click on the **Account** sub tab, enter the existing cryptic password, then the new desired password (twice). Click on the Change Password button to finalize the change.



The screenshot shows a web interface with a navigation bar at the top containing 'Home' and 'My Home' tabs. Below this, there are sub-tabs for 'My Home', 'Students', 'Campus', and 'Account'. The 'Account' sub-tab is circled in red. Below the sub-tabs, there is a 'Change Password' section with three input fields labeled 'Old Password', 'New Password', and 'Confirm'. A 'Change Password' button is located at the bottom of this section.

We recommend creating a new password that has the following characteristics:

- Greater than or equal to eight (8) characters.
- Combination of letters, number and symbols (including upper and lower case letters).
- Something that can be remembered easily.

Good passwords do not have to be hard to remember. “NotLate2School!”, for instance is a good password that has upper and lowercase letters, a number, a symbol, and is greater than 8 characters long but still easy to remember.

Subsequent Logins (or if you already know your schooltool password):

Once you have successfully requested/received your password, you simply need to enter your username (email address) and password, and click on the Login button.

Navigation:










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 can not access schooltool.

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 toolbar 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. Double clicking may not produce the desired results.

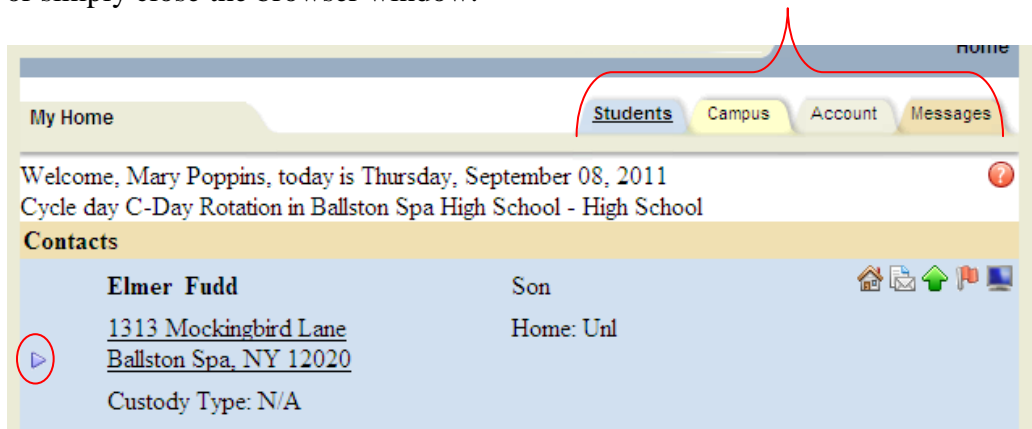
Navigation Buttons

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	 Check Spelling

After successfully logging in you will be presented with a screen containing tabs:



- The Students Tab provides parents with a list of all students that “belong” to the logged-in parent. A parent may have the right to click on a student’s select button, to see all of the student’s details.
- The Campus tab allows parents to see the general school/district information.
- The Account tab allows parents to change passwords.
- The Messages Tab will reflect any relevant announcements and notices.
- When it comes time to end the session, a parent may click on Logout in the module bar, or simply close the browser window.

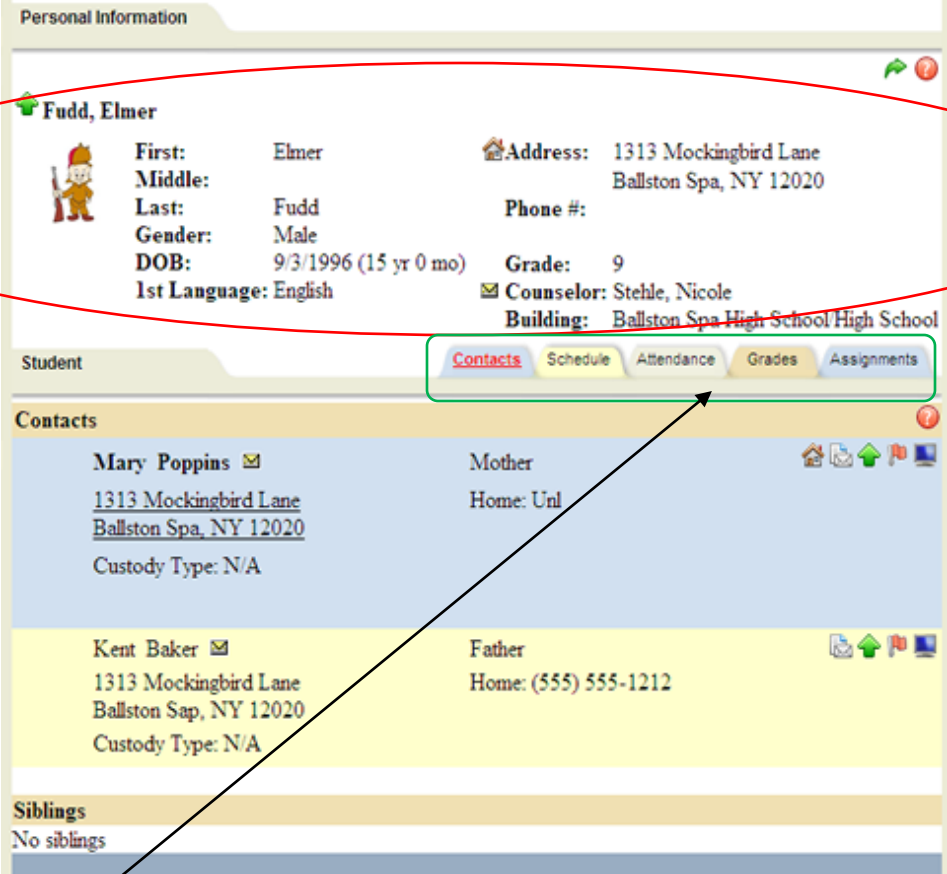


To begin exploring, simply click on the ‘Select’  icon of any student with whom you are associated.


Student Information: Student Record

Once a parent has selected a student, the screen will refresh with that student's Personal Information and several additional tabs.

The top portion of the screen will provide basic information about that student. This includes the student's full name, age, date of birth, grade, building/school level, homeroom, homeroom teacher. Depending on permissions, parents may also see that student's current location. The medical alert icon  indicates a medical condition staff needs to be aware of and the puzzle piece  indicates that the student has an IEP and allows for 'read-only' access to the IEP.



The screenshot displays the 'Personal Information' tab for a student named Elmer Fudd. The student's details are as follows:

	First: Elmer	Address: 1313 Mockingbird Lane Ballston Spa, NY 12020
	Middle:	Phone #:
	Last: Fudd	
	Gender: Male	Grade: 9
	DOB: 9/3/1996 (15 yr 0 mo)	Counselor: Stehle, Nicole
	1st Language: English	Building: Ballston Spa High School/High School

Below the personal information, there are several tabs: **Contacts**, **Schedule**, **Attendance**, **Grades**, and **Assignments**. The **Contacts** tab is currently selected, showing the following contact information:

Name	Relationship	Home Phone
Mary Poppins	Mother	Home: Unl
Kent Baker	Father	Home: (555) 555-1212

The **Siblings** section indicates 'No siblings'.

The middle of this screen will show a number of Student Information tabs. Parents will only have access to the tabs that appear in this area. The bottom portion of the screen will show the Contacts tab by default, but will change when other tabs are selected.

Student Information: Contacts Tab

The Contacts tab provides a list of contacts associated with that student. This will list parents, guardians, and other adult contacts, and any siblings. The specific information that is displayed is based on permissions set by the district.




From the Contacts tab, a user may email any contact who has an email address listed. To send an email to a contact, click the Send Email button. An email form will open, allowing the parent to enter a subject and their desired message.

- Users may add attachments by clicking the Browse button near the bottom of the screen.
- In addition, users may click the Check Spelling button to check the body of the message.
- When the message is ready to be sent, click the Done button in the upper right corner of the screen to return to the Contacts tab without sending.
- To cancel the message, click the **Done** button in the upper right corner of the screen to return to the **Contacts** tab without sending.

Student Information: Schedule Tab

The **Schedule** tab provides a complete list of the student's schedule for the current school year. This list shows which course the student has during each period, which section number the student is in, the days that course meets, the room where the course meets, and the teacher who teaches that course.

Report to print: 

Standard View Grid View

Print button **Email all teachers** **Email individual**

Semester 1

Period	Section	Course	Days	Room	Teacher
1	5	Algebra I	A,B,C,D	313	Ms. Walkanowski
2	11	Global History 9	A,B,C,D	216	Mr. Menzie
3	1	8/9 HS Orchestra	A,B,C,D	116	Ms. Reeves
4	5	Earth Science Regents	A,B,C,D	319	Mr. Noonan
Lunch3	9	Lunch-HS	A	Cafe	
5	14	English 9 Regents	A,B,C,D	203	Ms. Donovan
6	33	Study Hall	A,B,D		
7	12	PE 9-10 Boys - Fall	A,D	Gym 3	Mr. Moseman
7	3	Chemistry Regents Lab	C	344	Ms. Van Wyk
8	1	UHS/PLTW DDP	A,B,C,D	308	Mr. Roberts

- Parents may use the **Send Email** button to email any teacher who has an email address listed. To send an email use the process described under the **Contacts** tab section.
- The schedule may be viewed in **Standard View** or in **Grid View**. Parents may switch between views by clicking the appropriate radio button and waiting for the page to refresh with a new view.
- Clicking on the **Print Schedule** button will allow users to print Student Schedule.

Student Information: Attendance Tab

The **Attendance** tab provides a list of the student's absences for the selected year. The list shows the absence type and the date for each absence record. Parents will have access to both daily attendance and period by period classroom attendance. There is usually a 24 hour delay in posting attendance updates to allow Administrators to clarify the status of each absence.

Student Contacts Schedule **Attendance** Grades

Daily Attendance Missed Course Attendance

2010-2011 ▾

Type	Date
Out	10/27/2010 9:35:00 AM
Out	10/15/2010 9:35:00 AM

Student Information: Grades Tab

The **Grades** tab provides parents with a view of the student's grades for each class for the current year. Grades may be viewed for past years by selecting a different year from the drop-down menu in the top left corner.

Course	Teacher	MP	Days	Period	Section	Grade	Comments
8/9 HS Orchestra	Ms. Reeves	S1,S2	A,B,C,D	3	1	None	
Algebra I	Ms. Walkanowski	S1,S2	A,B,C,D	1	5	None	
Chemistry Regents Lab	Ms. Van Wyk	S1,S2	C	7	3	None	
Earth Science Regents	Mr. Noonan	S1,S2	A,B,C,D	4	5	None	
English 9 Regents	Ms. Donovan	S1,S2	A,B,C,D	5	14	None	
Global History 9	Mr. Menzie	S1,S2	A,B,C,D	2	11	None	
Lunch-HS		S1	A	Lunch3	9	None	
PE 9-10 Boys - Fall	Mr. Moseman	S1	A,D	7	12	None	
UHS/PLTW DDP	Mr. Roberts	S1,S2	A,B,C,D	8	1	None	

Parents may choose to view grades for a specific Marking Period or for a specific Progress Interval. To change the view, use the drop down menu to select the grade type: Marking Period or Progress Report and the desired grading period.

Student Information: Assignments Tab

The **Grades** tab provides parents with a view of the student's grades for each class for the current year. Grades may be viewed for past years by selecting a different year from the drop-down menu in the top left corner.

Course Name	Assignment Name	Assignment Date	Max Score	Student Score	Teacher Name
Algebra I	L1	9/2/2011	4	8	Walkanowski
Algebra I	L2	9/2/2011	4		Walkanowski
8/9 HS Orchestra	Lesson 1	9/2/2011	2	2	Reeves