
SchoolTool for Student Contacts

This document will provide student contacts with an overview of how to use SchoolTool, including logging in, navigating throughout the application, and viewing student information.

For specific details on how your district utilizes SchoolTool, please reach out to your SchoolTool liaison.

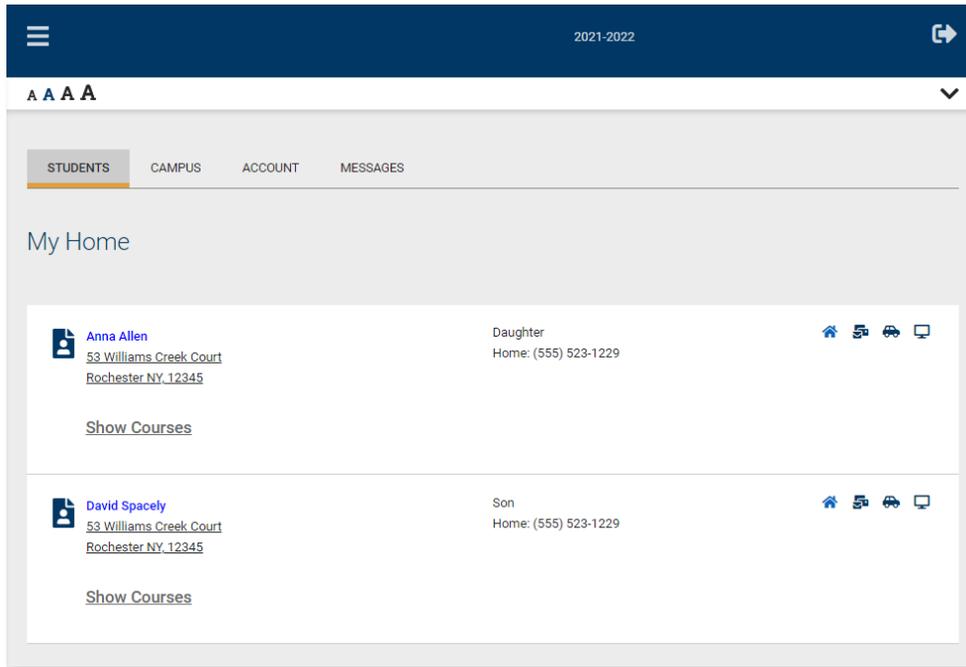
Login



Navigate to your district provided SchoolTool site (example: <https://www.yourdistrictsite.com>):

- Enter in your district provided username and password
- Click Login
 - For any issues with your SchoolTool login credentials, please reach out to your district's SchoolTool liaison.
- Once logged in, the SchoolTool menu will appear to the left of the screen and any students you have access to will appear on the right.

Navigation



Students associated with the contact account logging in will appear on the main screen, along with their address, phone number, and their relationship to the adult contact.

- To the right of each student, the Contact Right icons display, noting which rights a student contact has for each student.

Icon	Contact Right
	Primary contact
	Receives mail
	Pickup
	Parent Portal

- The tabs along the top of the page will provide users with different functionality, based on district settings. These settings will differ for each school district.
- If enabled, contacts may update their password on the Account tab.
- Messages configured by the school district will display on the Messages tab when available.

- Clicking “Show Courses” will display a list of the classes a student is scheduled into for the current school year.

Anna Allen Daughter
 53 Williams Creek Court Home: (555) 523-1229
 Rochester NY, 12345

Hide Courses

AM CTEC (00338) Teacher: N/A	Period: N/A Semester: FA, SP Days: B,G	Section: 1 Room: N/A
TECHNICAL SCIENCE 1 (00424) Teacher: Salty	Period: N/A Semester: FA, SP Days: B,G	Section: 1 Room: N/A
COSMETOLOGY CORE (00380) Teacher: Salty	Period: 1-2 Semester: FA, SP Days: B,G	Section: 1 Room: 166 - Cafe/CTEC
ENGLISH 11R VT (00018) Teacher: Morgan / Powell	Period: 3 Semester: FA, SP Days: B,G	Section: 2 Room: 169
U.S. HISTORY & GOVT. R (00069) Teacher: Walker / Johnson	Period: 4 Semester: FA, SP Days: G	Section: 3 Room: 159

- To access a student record, click their name from the main Students tab.
- From here, contacts will be able to view various pieces of student information, including demographic information, contacts, grades, assignments, and more.
 - Please note that what is visible on the student record will be dependent on your district’s settings.

Personal Information

Allen, Anna 45978

No Photo

First: Anna
 Middle: M
 Last: Allen
 Gender: Female
 DOB: 7/15/2005 (17 yr 1 mo)
 1st Language: English
 Email: student@mdx.com

Address: 53 Williams Creek Court
 Rochester, NY 12345
 Phones: H: (555) 523-1229

Grade: 11
 Locker: 2090
 Counselor: Williams, Melissa
 Type: 0011-Regular School Year Enrollment
 Building: Mindex HS/High School

Cycle day G, Periods 1 to 2 (7:28AM to 10:26AM)
 COSMETOLOGY CORE in Room 166 - Cafe/CTEC Teacher: Marion Salty
 Created by Heather Anderson on 7/29/2019 at 11:05 AM
 Modified by Schooltool ScrambleBase on 12/23/2021 at 10:31 AM

CONTACTS SCHEDULE ATTENDANCE DISCIPLINE GRADES ASSESSMENTS ASSIGNMENTS

Student Schedule

To access the student's current schedule, parents can click the Schedule tab. The student schedule can be viewed in either a Standard or Grid view.

The screenshot shows the 'SCHEDULE' tab selected. Below the navigation tabs, there are radio buttons for 'Standard View' (selected) and 'Grid View'. The title is 'Fall Semester - Mindex HS : High School'. The table below lists the following courses:

Period	Section	Course	Days	Room	Teacher
	1	AM CTEC	B,G		
	1	TECHNICAL SCIENCE 1	B,G		Mr. Salty
1 - 2	1	COSMETOLOGY CORE	B,G	166 - Cafe/CTEC	Mr. Salty
3	2	ENGLISH 11R VT	B,G	169	Ms. Morgan Ms. Powell

Student Grades

Marking period grades, progress report grades (if applicable), and final grades can be viewed by navigating to the Grades tab and using the drop-downs. Please note that grades will not display until teachers have submitted grades at the end of each grading interval and they have been published by the district.

The screenshot shows the 'GRADES' tab selected. At the top, there are filters for 'School Year' (2020-2021) and 'View' (Marking Period Grades). A dropdown menu is open, showing options: 'Marking Period Grades' (selected), 'Progress Report Grades', 'Assessment Grades', and 'Final Grades'. The 'for' filter is set to 'Marking Period 1'. The table below shows the following grades:

Course	Teacher	FA,SP	Days	Period	Section	Grade	Comments
CLAY	Ms. Scott	FA,SP	B	3	3	95	
CONCERT CHOIR	Mr. Lopez	FA,SP	G	4	1	93	<ul style="list-style-type: none"> Continuing to make progress toward goals. Willing to ask for extra help. Continuing to make progress toward goals.
EARTH SCIENCE R	Ms. Richardson	FA,SP	B	1	1	81	

Student Assignments

Course assignments and associated grades can be viewed on the Assignments tab. This page can be viewed by marking period and for all courses, or for any individual course using the Courses drop-down.

CONTACTS	SCHEDULE	ATTENDANCE	DISCIPLINE	GRADES	ASSESSMENTS	ASSIGNMENTS
Student						
School Year	2021-2022	Marking Period	Marking Period 1	Courses	All Courses	
Course	Category	Assignment Name / Description	Date	Max	Score	
PHYSICAL EDUCATION (Rogers / Cook)	Attendance/Participation	Attendance/Participation	11/5/2021	100	100	
PHYSICAL EDUCATION (Rogers / Cook)	Written	Swimming Assignment #2	11/4/2021	100		
PHYSICAL EDUCATION (Rogers / Cook)	Skills	Skills Nitroball	10/20/2021	100		
ENGLISH 11R VT (Morgan / Powell)	Classwork/ Participation	ORR Quiz	10/12/2021	25	20	
ENGLISH 11R VT (Morgan / Powell)	Classwork/ Participation	ORR SGQ's	10/8/2021	15	7	

Student Attendance

As attendance is submitted, the information will become available on the Attendance tab. Users can view Daily Attendance records or individual Course Attendance records by selecting the appropriate radio button. Please note that "Presents" do not display. The Tallys icon can be used to view attendance totals by course, period, faculty, and type. Based on district settings, some attendance information may not display immediately after submission.

CONTACTS	SCHEDULE	ATTENDANCE	DISCIPLINE	GRADES	ASSESSMENTS	ASSIGNMENTS
Student						
<input checked="" type="radio"/> Daily Attendance <input type="radio"/> Course Attendance All						
School Year:	2021-2022					
Type	Date					
Early Dismissal	10/13/2021 11:26 AM					

CONTACTS	SCHEDULE	ATTENDANCE	DISCIPLINE	GRADES	ASSESSMENTS	ASSIGNMENTS
Student						
<input type="radio"/> Daily Attendance <input checked="" type="radio"/> Course Attendance All						
School Year:	2021-2022					
Type	Date	Course	Period	Teacher		
Absent	11/2/2021	TECHNICAL SCIENCE 1 - 00424 - (SN:01)		Salty		
Absent	11/1/2021	TECHNICAL SCIENCE 1 - 00424 - (SN:01)		Salty		