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.

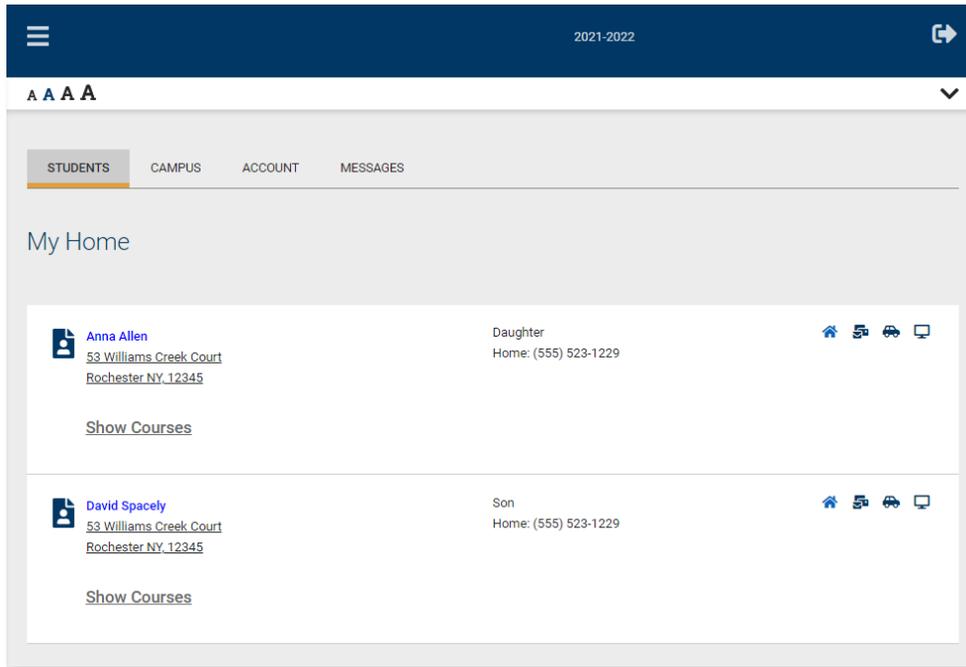> For specific details on how your district utilizes SchoolTool, please reach out to your SchoolTool liaison.

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.

SchoolTool for Student Contacts
Service Delivery

Confidential
© 2022 Mindex

Modified 09/2/2022
Page 1 of 5

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.

SchoolTool for Student Contacts
Service Delivery

Confidential
© 2022 Mindex

Modified 09/2/2022
Page 2 of 5

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

Anna Allen
53 Williams Creek Court
Rochester NY, 12345

Daughter
Home: (555) 523-1229

Hide Courses

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

- 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		**Address:**	53 Williams Creek Court	
Middle: M			Rochester, NY 12345	
Last: Allen		**Phones:** H: (555) 523-1229		
Gender: Female				
DOB: 7/15/2005 (17 yr 1 mo)		**Grade:** 11		
1st Language: English		**Locker:** 2090		
Email: student@mdx.com		**Counselor:** Williams, Melissa		
		Type: 0011-Regular School Year Enrollment		

Cycle day G, Periods 1 to 2 (7:28AM to 10:26AM)
COSMETOLOGY CORE in Room 166 - Cafe/CTEC Teacher: Marion Salty
Building: Mindex HS/High School

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

SchoolTool for Student Contacts
Service Delivery

Confidential
© 2022 Mindex

Modified 09/2/2022
Page 3 of 5

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.

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.

SchoolTool for Student Contacts
Service Delivery

Confidential
© 2022 Mindex

Modified 09/2/2022
Page 4 of 5

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.

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.

SchoolTool for Student Contacts
Service Delivery

Confidential
© 2022 Mindex

Modified 09/2/2022
Page 5 of 5