The SchoolTool Mobile App for Parents

Summary

The SchoolTool mobile application is available for Android and iOS devices. Parents (along with students and faculty) can use the App to log in to see information about current schedules, contacts, marking period grades, assignments, and attendance.

Downloading the App

The SchoolTool mobile app is available in the following online store links below:

From the App Store (for Apple devices):   *From the Play Store (for Android):*


Logging In

The first time you open the SchoolTool mobile app, you'll be prompted to allow notifications from SchoolTool. Click OK to allow push notifications from your district (after logging in, you'll be able to manage which notifications you want to receive through the app's Settings screen). Specific notifications may not be available as they are determined by your school district.

Once you've installed and opened the SchoolTool mobile app, the first thing you'll need to do is enter your district's SchoolTool URL (web-address) and log in with your SchoolTool credentials.

Start by entering the URL provided by your district (similar to: https://schooltool#.neric.org/SchoolTool_DIST/). If you don't know the URL, please contact your school district to obtain it.

Click the Update ⟳ button to save the web address and go to the login screen.
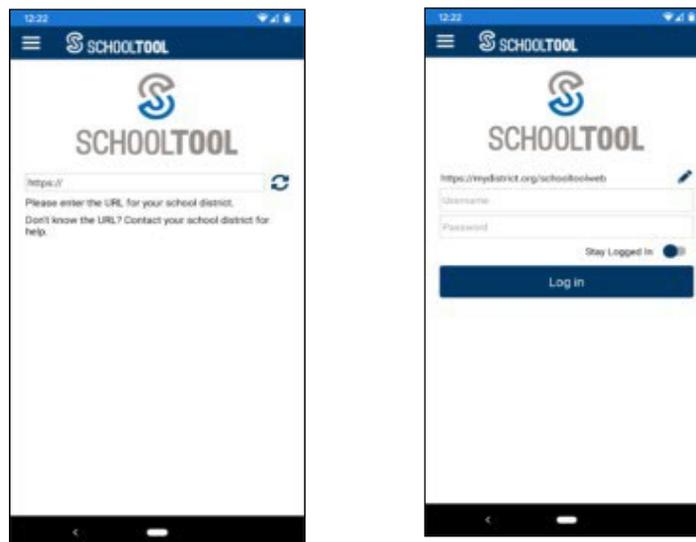
Login: Enter URL and Login Screen

Next, enter your account information. If your district allows Google Sign-in, you'll see a "Sign in with Google" button. Otherwise, enter your SchoolTool username (usually an email address) and password that were provided by your district.

The following fields are required:

- **URL**: This is the site address for your school district:

  https://schooltool5.neric.org/SchoolTool_LANS/

- To change the URL, click the ✏ Edit icon on the login screen.
- **Username**: This is the username assigned to your account in SchoolTool. (This may be your email address.)
- **Password**: This is the password used to log into SchoolTool. Passwords are maintained by SchoolTool and *cannot be changed from within the app*.

To automatically access SchoolTool and not have to enter your username and password every time, check the "Stay logged in" option. Any time you open the app, you will automatically be logged in. If you do not check this option, you will need to enter your credentials each time you open the app. You will continue to receive notifications, however, unless you have opted not to receive notifications or if your district is not using that feature.
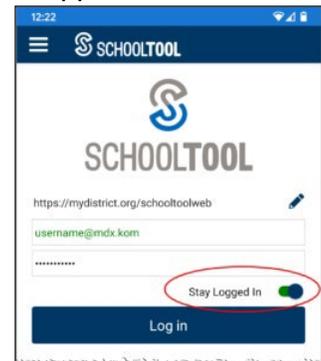

If you have trouble connecting to the mobile app, please contact your school district for assistance.

In some cases you may be able to log in but do not have any data visible. This might happen if your district has not yet enabled mobile access or portal rights. If this occurs, you will see the "SchoolTool Not Available" message, and should contact your district for more information.

Navigation
Side Menu

All users have access to the side menu – simply click the Menu ☰ button in the upper left corner of the screen to expand it. The items available in the side menu are dependent on the type of user you are. The menu will always include your Home screen, Settings, Help, and Log Out. You may also see Discussions, depending on how your district is configured.
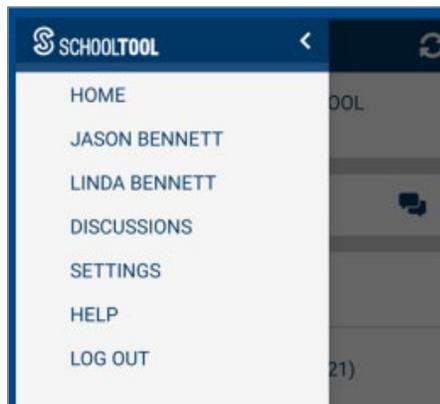
Home Screen

Your Home screen displays your student(s). From here you can click on an individual student to see their information.
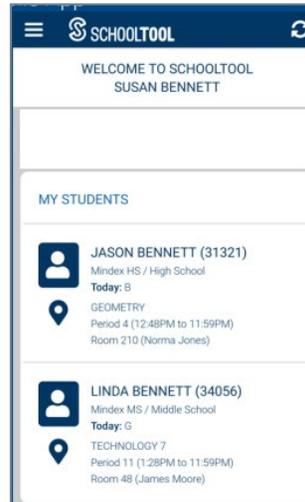
(If your district uses Discussions, you might also see the Discussion Alert 🔔 icon at the top of the Faculty Home screen. This button has a numeric counter to show the number of unread discussions. Click on this button to navigate to your Discussions screen.)

The Student Record

When first accessing a student record, you'll see the Student Home screen. On any screen, you can navigate between the views by clicking on the labels: Activity, Contacts or Call Order at the top.
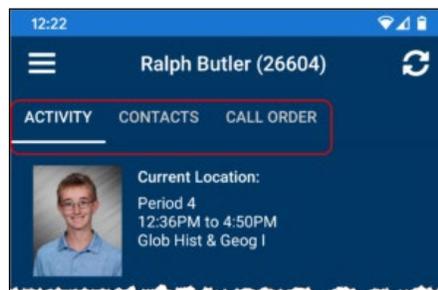

Activity: This view provides a quick snapshot of today's activity (specifically today's attendance records and assignments).

Contacts: This view displays a list of all of the student's contacts. Click on the relationship icons to see a legend of what each icon means.

Call Order: This view shows the student's call order as defined in SchoolTool. Because contacts can have more than one phone number, you might see a contact listed in here multiple times.

Grades

The Grades view shows any available marking period grades for the current school year. You'll see a blue bar for each marking period; scroll down to see a separate section for final grades at the end of the list. Each of these marking period sections will list the courses and any available grades/comments.
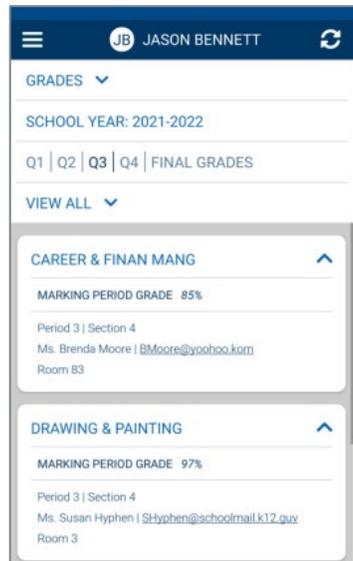
Note: For descriptor-based, elementary, courses, you may see multiple rows of topics and associated scores. Click on any of these values to see more information about that score.

Assignments

The Assignments screen shows all assignments and any assignment scores that have been received. Note that published marking period grades available on the Grades screen may differ from the averages calculated here. This screen provides two views (By Date and By Course):
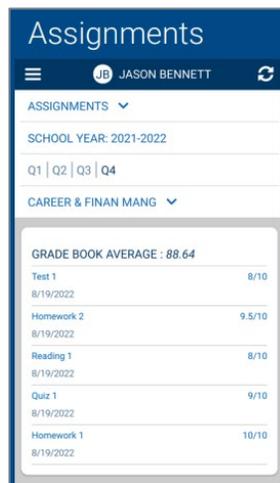

Assignments can be viewed:
- **By Date:** Assignments are broken down by marking period and are listed in order by date (with the most recent at the top.
- **By Course**: Assignments are broken down by marking period and grouped by course. Each course is labeled with a gray bar that can be expanded or collapsed as needed to view assignments/scores. The gray bars display the marking period average based on grade book assignment scores.

Schedule

The Schedule screen shows a quick view of the student's schedule with two views: Today's Schedule or Full Schedule:

Today's Schedule: This view shows the student's courses for the current cycle day, ordered by start period/time.
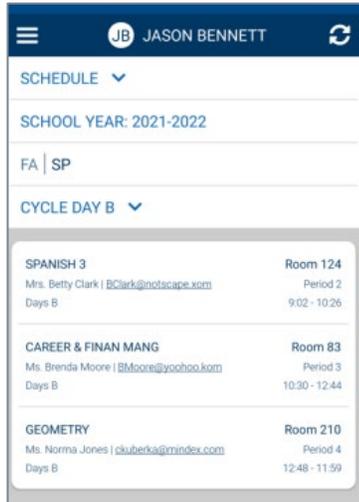
Today's Schedule

Full Schedule: This view shows the student's schedule for all cycle days, grouped by semester. This tab shows the current semester's schedule by default. Each class also includes a link to email the course teacher(s).


Full Schedule

Attendance

The Attendance screen displays daily and period attendance information. Keep in mind that some districts may have a delay to allow the attendance office to process absences, so attendance records may not be immediately visible. Two views are available on this screen (Daily Attendance and Course Absences):

- **Daily Attendance**: This view shows all daily absences, late arrivals/in records, and early dismissals/out records, organized by date.

- **Course Absences**: This view shows all period (course) attendance. By default the Course Absences view shows only course absences that are not attributed to a daily absence; use the option to include all course absences.
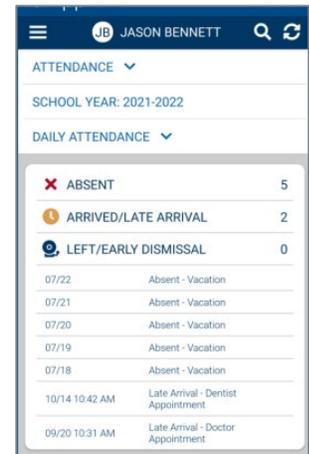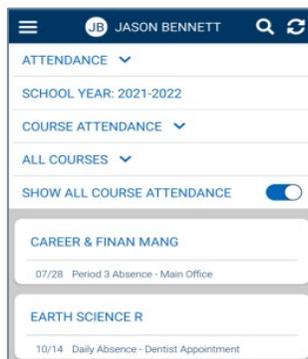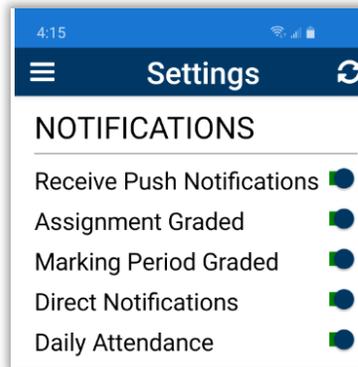
Settings

Please Note: The school district determines whether notifications will be turned on and in some cases, when the notifications will be published (pushed).

Use the Settings screen to choose whether or not to receive notifications. Keep in mind that the options in the Settings screen work in conjunction with the Notifications settings on your device. Notifications must be enabled in both areas to receive notifications.

Current notification options include the following:

- Receive Push Notifications: This is the main option to enable or disable notifications. If this option is turned off, all notification types listed below it will be disabled as well.

- Assignment Graded: This option controls whether or not you can receive notifications when an assignment is given a grade.

- Marking Period Graded: This option controls whether or not you can receive notifications when a marking period grade has been submitted.
  Direct Notifications: This option controls whether or not you can receive direct notifications (messages sent by a staff member to a specific student). Only students can receive direct notifications at this time.

- Daily Attendance: This option controls whether or not you can receive notifications when a daily absence is submitted.

Note: Your district may have additional settings configured that may impact the delivery timeframe for notifications (specifically for marking period grades and daily attendance).

Settings Screen