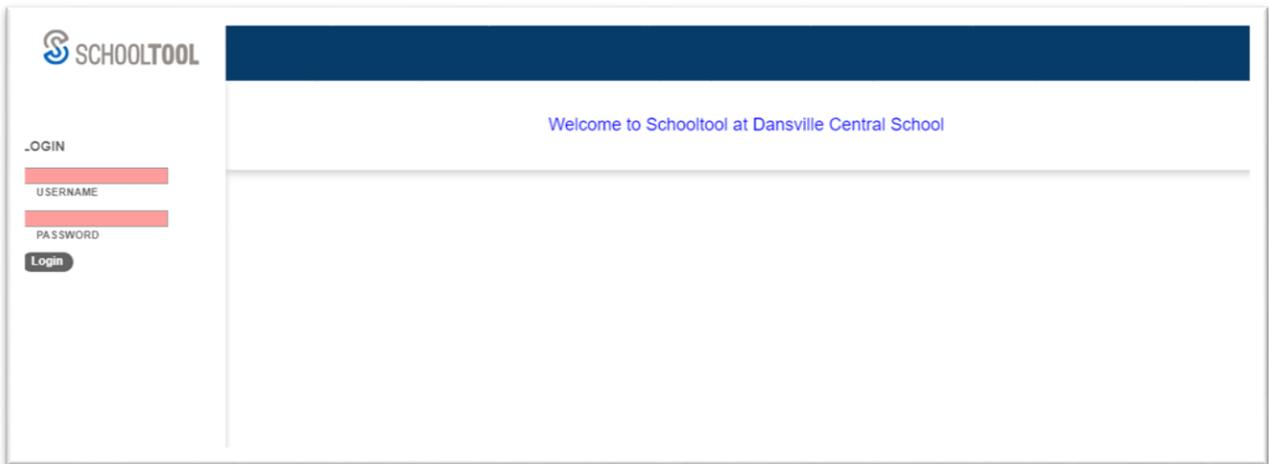


Parent Portal

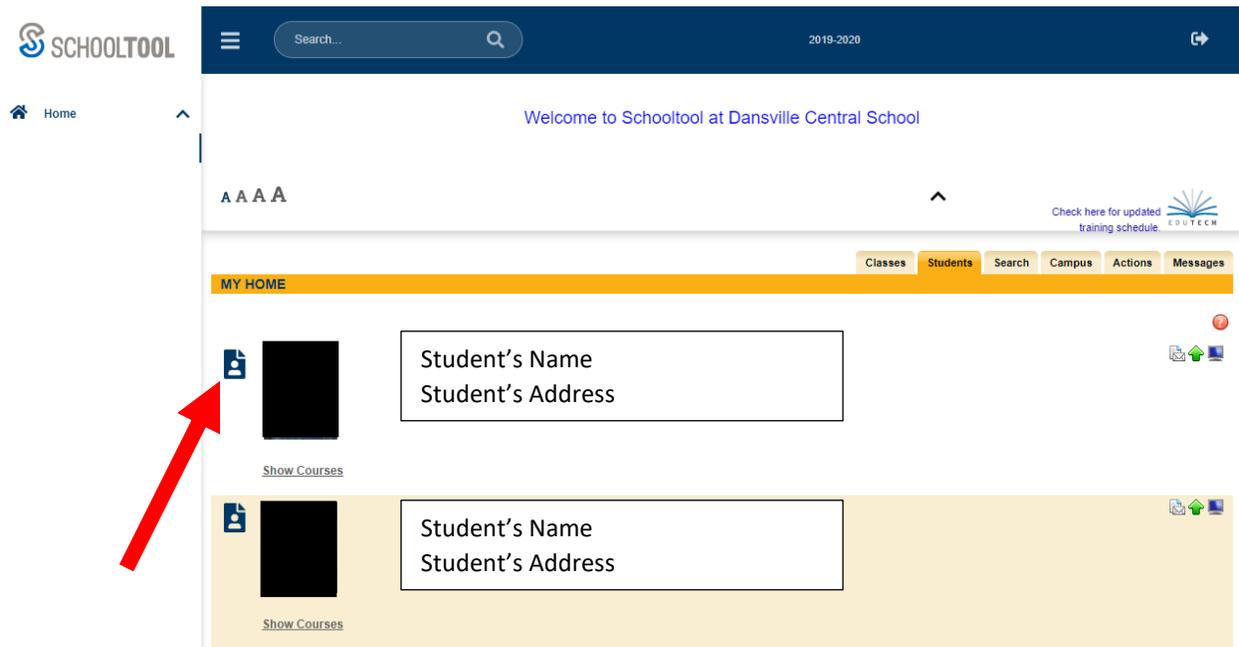
Directions for accessing Grades, Report Cards, and Assignments on Parent Portal

1. Log into Parent Portal

- If you do not have an account, you must first set up an account with Tina Arend or Bevin Lynn in the High School Main Office. Contact information can be found on the final page of this document.



2. Click on the icon next to your child's photo.



3. Click on the “**Grades**” tab. Once you have clicked on the “**Grades**” tab, ensure that you have selected the correct **school year**.

The screenshot shows the Schooltool interface for Dansville Central School. The top navigation bar includes the Schooltool logo, a search bar, and the school year '2019-2020'. Below the navigation bar, there is a 'Welcome to Schooltool at Dansville Central School' message. The main content area is divided into several sections: 'PERSONAL INFORMATION', 'QUICK LINKS', and 'STUDENT'. The 'STUDENT' section is highlighted in yellow and contains a 'View' button, a 'Marking Period Grades' dropdown, and a 'QTR1' dropdown. The 'Grades' tab is selected in the top navigation bar. Two red arrows point to the 'Grades' tab and the '2020-2021' dropdown menu.

4. If you would like to check marking period grades, be sure that:

- the View is **Marking Period Average**
- the correct **Marking Period** is selected

The screenshot shows the Schooltool interface for Dansville Central School. The top navigation bar includes the Schooltool logo, a search bar, and the school year '2019-2020'. Below the navigation bar, there is a 'Welcome to Schooltool at Dansville Central School' message. The main content area is divided into several sections: 'PERSONAL INFORMATION', 'QUICK LINKS', and 'STUDENT'. The 'STUDENT' section is highlighted in yellow and contains a 'View' button, a 'Marking Period Average' dropdown, and a 'QTR1' dropdown. The 'Grades' tab is selected in the top navigation bar. Two red arrows point to the 'Marking Period Average' dropdown menu and the 'QTR1' dropdown menu.

5. If you would like to view your child's Report Card, click on the "Printer" icon.

The screenshot shows the Schooltool interface. At the top, there is a search bar and the year 2019-2020. Below the search bar, it says "Welcome to Schooltool at Dansville Central School". There are four 'A's and a "Check here for updated training schedule" link. The "PERSONAL INFORMATION" section is highlighted in orange. Below it, there are tabs for "MyHome", "Census", "Medical", "Discipline", "Attendance", "Counseling", and "Transportation". The "QUICK LINKS" section is also highlighted in orange. Below that, there are fields for "FIRST:", "MIDDLE:", "LAST:", "GENDER:", "DOB:", "1ST LANGUAGE:", "2ND LANGUAGE:", and "EMAIL:". To the right, there are fields for "ADDRESS:", "PHONES:", "GRADE:", "COUNSELOR:", "TYPE:", "BUILDING:", and "TEAM:". At the bottom, there are tabs for "Accounts", "Contacts", "Schedule", "Attendance", "Discipline", "Grades", "Assessments", "Assignments", "Letters", "User Defined", and "Notes". The "STUDENT" section is highlighted in orange. Below it, there are dropdown menus for "School Year" (2020-2021) and "View" (Marking Period Grades) for "QTR1". A red arrow points to a printer icon in the bottom right corner of the "STUDENT" section.

6. If you would like to check your child's assignments, click on the "Assignments" tab. You can then select "All Courses" or a specific course.

The screenshot shows the Schooltool interface with the "Assignments" tab selected. The "STUDENT" section is highlighted in orange. Below it, there are dropdown menus for "School Year" (2020-2021) and "Marking Period" (QTR1). A dropdown menu for "Courses" is open, showing a list of courses: "All Courses", "AP BIO LAB", "AP BIOLOGY", "AP ENG LANG&COMP 11", "AP STATISTICS", "AP US HISTORY", "CFM", "CHORUS", "COHORT A (M-T)", and "PE 9-12". A red arrow points to the "All Courses" option in the dropdown menu. Below the dropdown menu, there is a table with columns for "Course", "Category", "Assignment", "Date", "Max", and "Score".

If you are having difficulty with Parent Portal or need to set up an account, please contact:

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OR

Bevin Lynn

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