

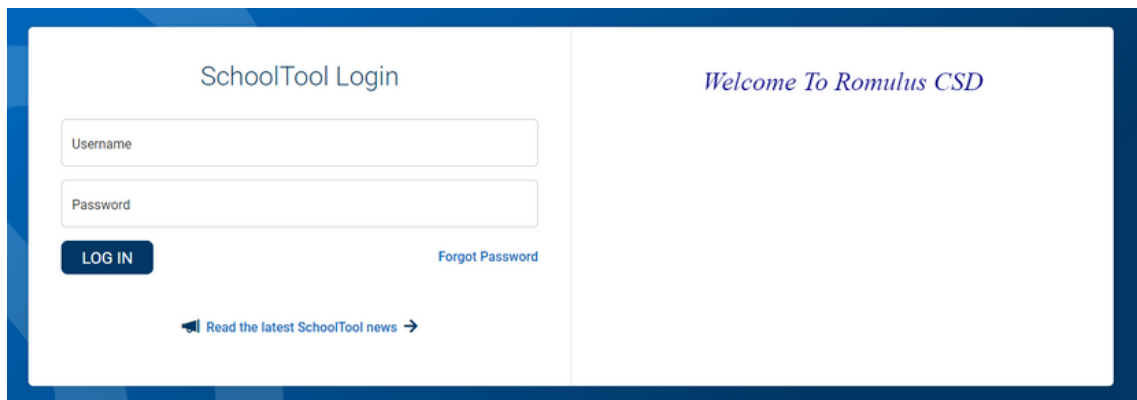


Quick Reference Guide

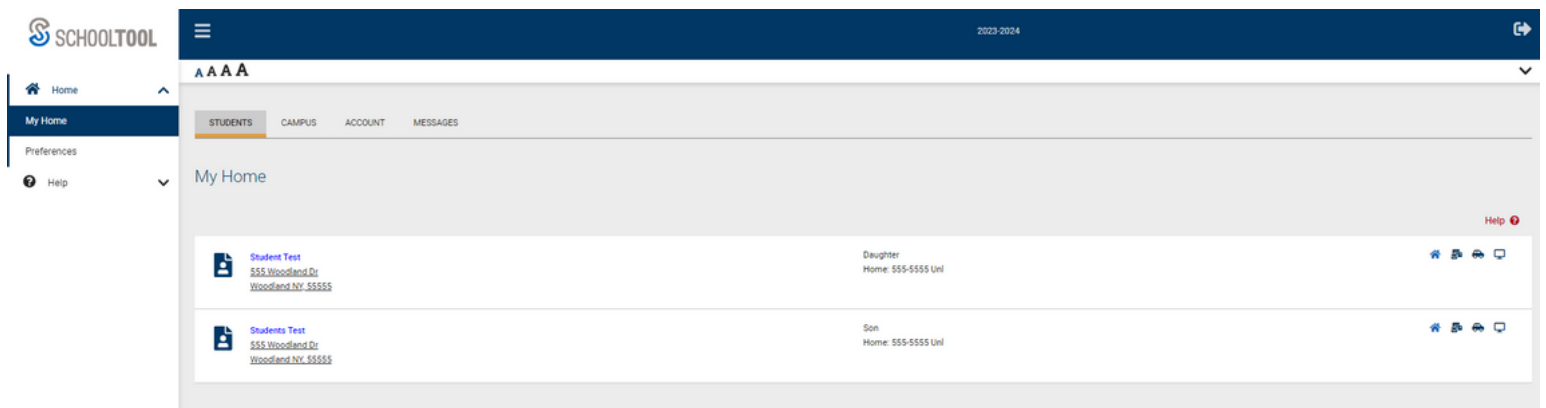
To begin: go to our school website www.romuluscsd.org

- Click on the *Parents and Students* tab.
- Scroll down and click on the *SchoolTool* tab >
SchoolTool Link

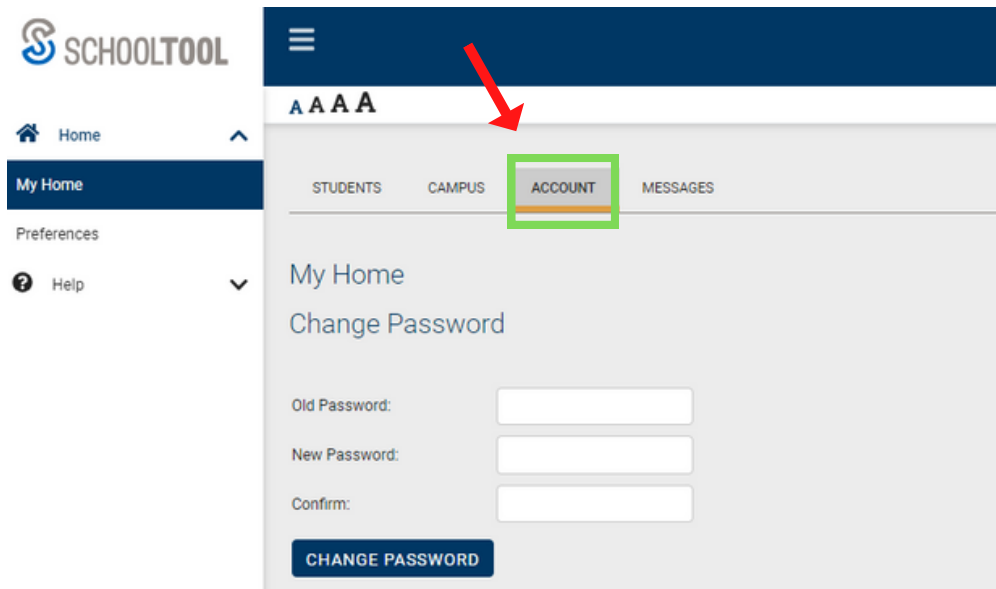
To Login: Enter your **username** (which is the email that you shared with the district) & **password** (if you do not have a password, please contact Mrs. Salmon- psalmon@romuluscsd.org).



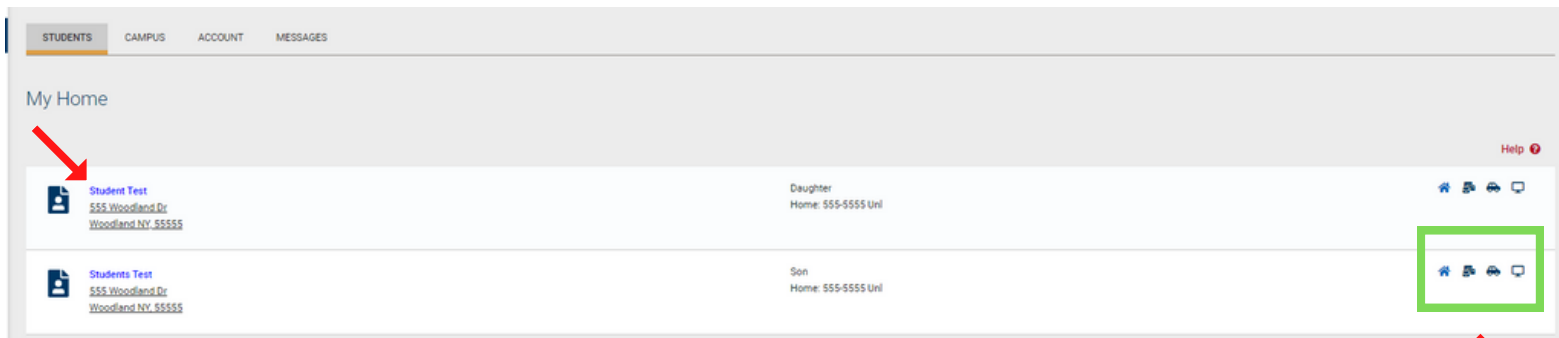
Once Logged In: you will see **Home> My Home** by default, and any of your children that you have Parent Portal access to.



Password Change: After logging in for the first time, you will need to **change your password**. Click on the *Account tab* in the middle of the screen, and change a password to one you prefer and will remember. Enter the old password, in the “Old Password” box. Then you will enter your new password twice, once in the “New Password” box, and once in the “Confirm” box. To save your password, click “Change password”.



Navigating School Tool: Under the *Students* tab is where you will see any students you have Parent Portal access for. From this screen you will be able to choose a student, then view their: *schedule, attendance, grades, and assignments*.



****Note the icons at the far right of each contact's name. Below is a brief description of each one:**

- House Icon indicates the primary contact for the student
- Paper/Envelope means that this contact can receive district mailings
- Car indicates that this contact is allowed to pick up the student
- Computer means that this contact has a Parent Portal account



Viewing student information: Click on your student's name. You will see multiple tabs of information you will be able to view.

Personal Information

← Back Help

67530

↑ Test, Student

First: Student
Middle:
Last: Test
Gender: Female
DOB: 10/20/2008 (15 yr 1 mo)
1st Language: English

Address: 555 Woodland Dr
Woodland, NY 55555
Phones: H: 555-5555 Uni

No Photo

CONTACTS SCHEDULE ATTENDANCE GRADES ASSESSMENTS ASSIGNMENTS LETTERS

Contacts

Parent Test
ttest@romuluscsd.org
555 Woodland Dr
Woodland, NY 55555

Father
Home: 555-5555 Uni

Help

Schedule: This tab will show the student's current class schedule.

Attendance: This will display the student's absences for the current year.

Grades: There are various viewing options to see the student's grades, as show in the drop down menu below.

CONTACTS SCHEDULE ATTENDANCE **GRADES** ASSESSMENTS ASSIGNMENTS LETTERS

Student

School Year [v] View [v] for [v]

Marking Period Grades
Progress Report Grades
Marking Period Average
Assessment Grades
Final Grades



Assignments: This tab allows you to view all assignments that have been entered by the teacher into their grade book for the year, marking period, and course that you have selected from the drop down menu.

**If you do not see a score for a student, this means that the teacher has not yet entered one. Please give the teachers a reasonable amount of time to enter their grades. Keep in mind that assignments such as papers/reports/projects may take longer to grade than others, and the teacher may need a little more time to grade and enter those scores.

CONTACTS SCHEDULE ATTENDANCE GRADES ASSESSMENTS **ASSIGNMENTS** LETTERS

Student

School Year Marking Period Courses All Courses ⓘ

Course	Category	Assignment Name / Description	Date
--------	----------	-------------------------------	------

If at any time you need assistance with the School Tool Parent Portal, please feel free to contact the Main Office, 1-866-810-0345, ext. 315.