

Parent Guide for Accessing SchoolTool

SchoolTool is a web-based program that allows parents to access scheduling, assignments, discipline and grading information.

Logging In

1. Use your web browser to access the Internet and go to the SchoolTool Portal website (<https://st.edutech.org/Dansville>). You can also get to this address by going to the Dansville CSD Home page (www.dansvillecsd.org) and under the Parents tab across the top, choose SchoolTool Parent Portal.
2. Your username will be the email address that you provided to the district. Your password should have been emailed to you. Then click Login.

Using SchoolTool

Once logged in, students will be presented with a screen containing four tabs:

- **Student:** Click on the *purple arrow* next to their name to see all of his/her details.
- **Campus:** This shows the current cycle day.
- **Account:** This allows you to change your password and shows your last logins.
- **Messages:** This will display any messages that are available to you.

Once you have chosen your student, there are tabs below the Personal Information

- **Contacts:** Contact information
- **Schedule:** Shows their schedule
- **Attendance:** Shows their attendance history
- **Discipline:** Shows their discipline history
- **Grades:** Shows grades based on the selected view
 - **Marking Period Grades**
 - **Progress Report Grades**
 - **Marking Period Average**
 - **Assessment Grades**
 - **Final Grades**
- **Assessments:** Displays the 3-8 assessment scores
- **Assignments:** Displays all assignments tied to the selected marking period
- **Letters:** Shows the student's Attendance Letter history