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➤ schooltool.com

schooltool
Parent Access Guide

Parent Portal User Guide
schooltool v11.1

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Getting Started

Basic Information

schooltool is a historical application that holds all permanent record information on an individual student by school year. schooltool also allows you to view past information about every student such as classes, grades, attendance, and discipline information. Historically, schooltool also keeps records for state reporting purposes.

Because schooltool is a real-time application, users may experience brief pauses while the system updates itself from screen to screen. Be sure to watch your browser's progress bar at the bottom of the screen to see when the refresh is complete.
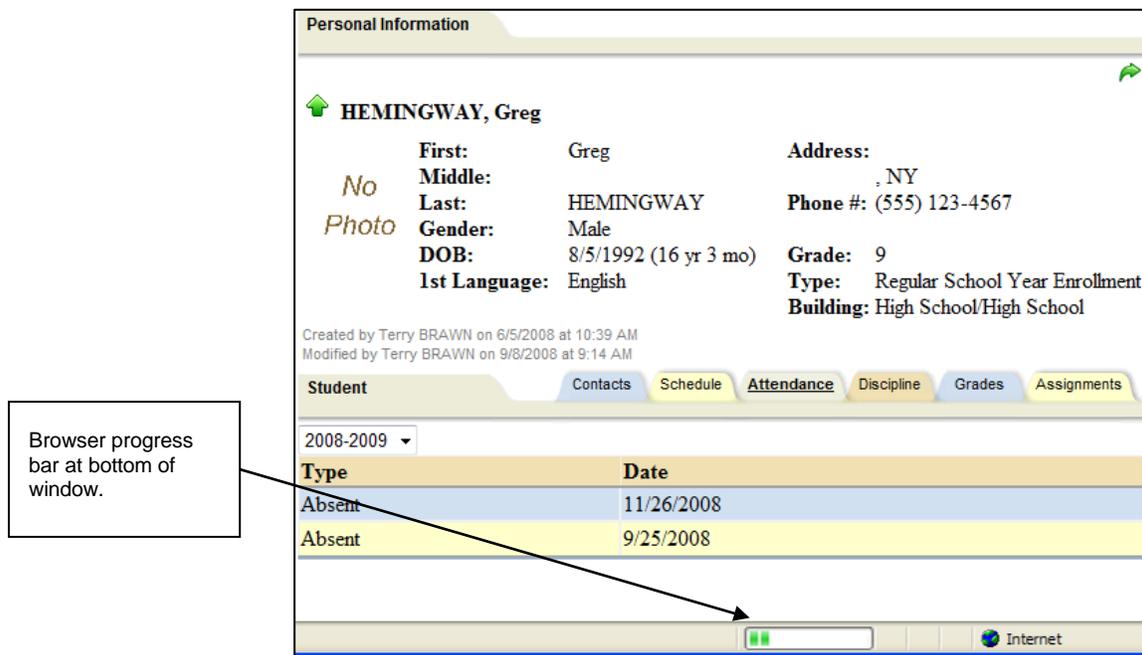
Browser progress bar at bottom of window.

Navigation

schooltool is a web-based application. This means it can be accessed from any Internet connection anywhere in the world if you know your URL. This also means that if there is no Internet connection, you cannot access schooltool.

While viewing schooltool through a web browser, you should always use the buttons and links *within* the schooltool interface, and not those of your browser. If you use the **tool**bar buttons and/or menus of your browser, this may cause errors and impact the data on your screen. As a general rule, do not use the Back button on your browser as this will halt your connection to the database.

Finally, all of the links and navigation buttons are accessed with a *single* click, not a double click. Double clicking may not produce the desired results.

Note: The preferred browser for schooltool is Internet Explorer, but you can also use Safari. schooltool will work no matter connection you use (e.g., dial up, DSL, cable)

Note: schooltool uses several pop-up windows for calendars, alerts, confirmations, and reports. Please make sure to disable your pop-up blocker for the schooltool URL.

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Navigation Buttons

schooltool uses simple navigation buttons that allow you to perform basic functions with a single click of the mouse. The specific tool tips associated with each button may give more descriptive text than shown below, but the basic functionality remains the same.

⬆	Show/Hide	🖨	Print or Report	🚫	Cancel
⬇	Show/Hide	➡	Done or Return	✉	Email
▷	Select or Details	↩	Previous or Done	ABC✓	Check Spelling

Organizing Data Using Column Headings

In many lists, column headings may be used to reorder the list. Click once on a column heading and the list will sort in ascending order, using the data in that column. Click again and the data sorts in descending order. If a column heading can be sorted, your mouse pointer will become a hand when held over the column heading, which indicates that the column can be sorted.

For example, if you clicked the heading for First Name, the information would appear in ascending alphabetical order of first names. Click First Name again, and the list sorts in descending alphabetical order of first names.

Note: schooltool often uses a simple sort where numbers are treated as text. For this reason, numeric columns can be sorted, but may display the data in an unexpected order. For example, you may see grades 1, 10, and 11 listed before grade 2, because the list sorts on the first digit then the second.

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Accessing schooltool

First Login

Preparation

When first logging in, a parent (in this case) will need three things:

1. An email address.

    You current email address may be used to access school**tool**. For this to happen, simply make sure to provide the school with this, and confirm that they have allowed your email address to be used when logging into to school**tool**.

    Write your email address down: _____

2. Go to the Cal-Mum website, www.cal-mum.org. Under the heading Quick Links there is an icon for Schooltool. Click to go to the Schooltool website.

3. Access to your own email.

    You may be receiving your first school**tool** password through your email. It will be necessary to make sure you have access to your email for any passwords resets as well.

Obtaining a New Password

1. Use your web browser (Internet Explorer, for instance) to access the internet and go to the school**tool** web site (from step 2, above).

2. Where it says "Username", type in your full email address (from step 1, above).

LOGIN

aaa@nano.com
USERNAME

PASSWORD

Login

3. Enter the password you were given or leave this field blank if you do not remember your password.

4. Click on the blue **Login** button.

5. If the password you entered is incorrect (or if you left it blank), the words "New User or Forgot Password" will appear on the screen.

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LOGIN

aaa@nano.com
USERNAME

PASSWORD

Login

**NEW USER OR
FORGOT PASSWORD?**
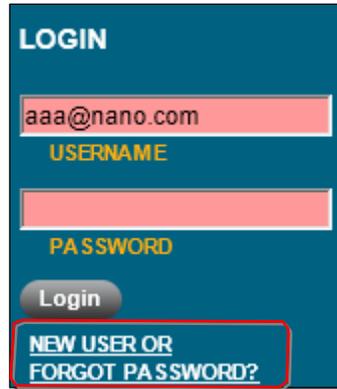
6. Click the "New User" words. You will see the screen refresh (flash), and you will be prompted again to enter your username. Fill in the box, again, with your email address, and click the **Submit** button.

Enter your Username to receive your password by email.

Username:

Submit

A. Clicking **Submit** will cause an email message to be sent to you that will contain your new password.

7. Retrieve new password from email.

A. Log into your email account, as you would normally, and look for an email message from "**SchoolTool**".

B. When this email message arrives, open the message and write down, or print, the password that is displayed. Careful, the password may have a lot of letters, numbers, and symbols. Also note that some letters are uppercase, and some are lower-case. This is important.

SchoolTool Password
SchoolTool Password Recovery [SchoolTool@schooltool.com]
Please login, go to the account tab and change your
password. Your password has been reset to: hIXg*WOH>iX[._

Logging In

1. Log in to **schooltool**

Navigate to the school**tool** web site, keying in your email address and password. Remember, the password may be copy/pasted from your original email message, but be careful to grab each character.

2. Click the Login button to enter school**tool**. Once you have logged in successfully you will see the main Home screen, which generally includes 3 tabs: Students, Campus, and Account. Additional tabs may be available depending on district settings.

3. Click the **Account** tab to change the password.

Now would be a good time to change the password to a more comfortable one. We recommend creating a new password that has the following characteristics, although these requirements may be defined by your district:

1. Greater than or equal to eight (8) characters.

2. Combination of letters, numbers, and symbols (including upper and lower case letters)

3. Something that can be remembered easily

Good passwords do not have to be hard to remember. For instance, "Late2School!" is a good password that has upper and lowercase letters, a number, a symbol, and is greater than 8 characters long but still easy to remember.

To change a local password, simply click on the **Account** sub tab, enter the existing password, then the new desired password (twice). Click on the Change Password button to finalize the change.

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| Students | Search | Campus | Account | Messages |

MY HOME

CHANGE PASSWORD

Old Password:

New Password:

Confirm:

[Change Password]

Your last logins:

10/4/2013 1:04:31 PM
10/4/2013 12:59:15 PM
10/4/2013 12:58:24 PM
10/4/2013 11:22:14 AM
10/4/2013 11:12:15 AM

Logging Out

When it comes time to end the session, click **Logout** in the module bar, or simply close the browser window.

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HOME LOGOUT
2013-2014

Using schooltool

After logging in, a parent will be presented with a screen containing three or more tabs:

Students Tab

This tab provides a listing of all students that "belong" to the logged-in parent, including contact information for each student. A parent may be able to view additional information and student-specific tabs (covered later in this document) by clicking on a student's Select ▷ button.

Note: Depending on district settings, the information available may be different from student to student depending on each student's building/school level.

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Campus Tab

This tab is where a parent will see general campus information, including cycle days, announcements, and other pertinent school information.

Account Tab

This tab is used to change passwords. When a parent logs in for the first time, he/she should immediately access this tab and change his/her password. This tab may also show the date and time of that user's previous logins.

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Messages Tab

This tab displays any available messages. These messages may contain text, links, images, or attachments. If the message has an attachment, an icon and the attachment filename will be displayed at the bottom of the message. To download an attachment, simply click on the Download Attachment 📄 icon beside the filename.

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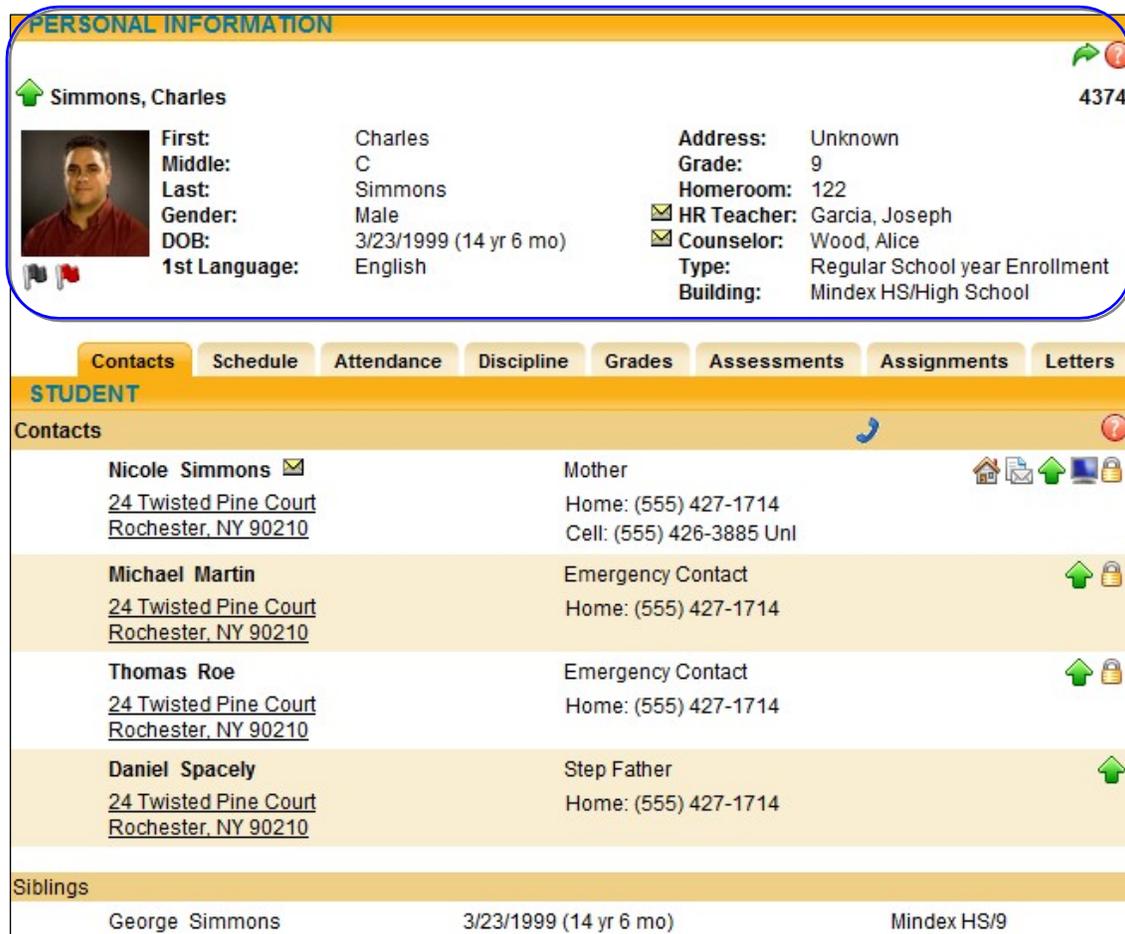© 2013 Mindex Technologies, Inc.

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Parent Portal

Once a parent has selected a student, the screen will refresh with that student's Personal Information and several additional tabs.

Note: The specific tabs available to parents will depend on district settings. This document provides a brief overview of the most common tabs that a parent user might see.

Student Record

The top portion of the screen will provide basic information about that student. This includes the student's full name, age, date of birth, primary language, address, phone number, grade, enrollment type, and building/school level. Depending on permissions, parents may also see that student's current location.

Buttons available on the Personal Information section include the following:

- The Show / Hide information ⬆ button allows the user to show or hide the Personal Information section.
- Done ↪ button will return to the user to the main Home screen

The bottom portion of the screen will show the **Contacts** tab by default, but will change when other tabs are selected. Each of the tabs are described in detail on the following pages,.

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Contacts Tab

The Contacts tab provides a list of contacts associated with that student. This will show parents, guardians, and other adult contacts, and any siblings. The specific information that is displayed is based on permissions set by the district.

From the Contacts tab, a user may email any contact who has an email address listed. To send an email to a contact, click the Send Email ✉ button. An email form will open, allowing the parent to enter a subject and their desired message.

Note: The "From" and "To" fields will be pre-populated with the user's email address in the "From" field and the contact's email address in the "To" field. Parents may enter any additional recipient email addresses in the "BCC" (blind carbon copy) field.

- Users may add attachments by clicking the Browse [Browse...] and Upload [Upload Attachment] buttons near the bottom of the screen.

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- In addition, users may click the Check Spelling 🔲 button to check the body of their message.

- When the message is ready to be sent, click the Send Email ⬜ Send Email ⬜ button at the bottom of the screen.

- To cancel the message, click the Done 🔲 button in the upper right corner of the screen to return to the Contacts tab without sending.

Schedule Tab

The Schedule tab provides a complete list of the student's schedule for the current school year. This list shows which course the student has during each period, which section number the student is in, the days that course meets, the room where the course meets, and the teacher who teaches that course.

Note: Depending on user permissions and settings in Maintenance, student schedules may not be available until after a specified date. When this is the case, a message will appear in place of the schedule to indicate that schedules are not currently available.

Period	Section	Course	Days	Room	✉ Teacher
1	2	Algebra 1	A,B	122	✉ Mr. Garcia
2	3	Study Hall	A,B	129	✉ Ms. Martinez ✉ Ms. Williams
3	7	English 9	A,B	142	✉ Ms. Johnson
4	6	PE Gr 9/10	A	128	✉ Ms. Johnson
4	2	ELA 9/10 AIS	B	144	✉ Ms. Nelson
5	1	Lunch	A,B	Cafe	✉ Ms. Garcia
6	7	Global History & Geo 9	A,B	102	✉ Mr. Johnson
7	3	Studio in Art	A,B	308	✉ Ms. Ward
8	15	Living Environ Lab	A	113	✉ Ms. Martin ✉ Ms. Jones
8	6	Math AIS 2	B	147	✉ Mr. Harris
9	8	Living Environment	A,B	113	✉ Ms. Martin

Tabs: Contacts | **Schedule** | Attendance | Discipline | Grades | Assessments | Assignments | Letters

STUDENT — ○ Standard View ○ Grid View — S1

- Parents may use the Send Email ✉ button to email any teacher who has an email address listed. To send an email use the process described under the **Contacts Tab** section.

- The schedule may be viewed in Standard View, or in Grid View. Parents may switch between views by clicking the appropriate radio button and waiting for the page to refresh with the new view.

- Clicking on the Print Schedule 🖨 button will allow users to print Student Schedule report in a new window. If multiple report formats are available, you will be provided with a drop-down menu where you may select the appropriate report format to be generated.

Note: The specific report formats available in this area are determined by the district. The following are samples of two commonly used reports.

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Standard Grid Report Sample

High School

Student Name: HEMINGWAY, Greg   **Student Number: 902046**   **Grade: 9**   **Homeroom:**

111 Main St.   **Locker:**   **Combo:**   **Counselor:**
Rochester, NY 90210

Semester: Fall

	1	2	3	4	5	6
Period 1 Time 8:00 - 8:45	ALGEBRA II Wilson(359)	ALGEBRA II Wilson(359)	ALGEBRA II Wilson(359)	ALGEBRA II Wilson(359)	ALGEBRA II Wilson(359)	ALGEBRA II Wilson(359)
Period 2 Time 8:50 - 9:35	EARTH SCIENCE Rofriguez(266)	EARTH SCIENCE Rofriguez(266)	EARTH SCIENCE Rofriguez(266)	CONCERT BAND II Bonner(218)	EARTH SCIENCE Rofriguez(266)	EARTH SCIENCE Rofriguez(266)
Period 3 Time 9:40 - 10:25	SOCIAL STUDIES 9 Perry(104)	FRENCH 2 Lee(410)	SOCIAL STUDIES 9 Perry(104)	SOCIAL STUDIES 9 Perry(104)	SOCIAL STUDIES 9 Perry(104)	SOCIAL STUDIES 9 Perry(104)
Period 4 Time 10:30 - 11:15	SKILLS LAB Rollins(315)	SKILLS LAB Rollins(315)	SKILLS LAB Rollins(315)	SKILLS LAB Rollins(315)	SKILLS LAB Rollins(315)	SKILLS LAB Rollins(315)
Period 5 Time 11:20 - 12:05	LRR Walker(352)	LRR Walker(352)	LRR Walker(352)	LRR Walker(352)	LRR Walker(352)	LRR Walker(352)
Period 6 Time 12:10 - 12:55	FRENCH 2 ES Briggs(404)	FRENCH 2 ES Briggs(404)	FRENCH 2 ES Briggs(404)	FRENCH 2 ES Briggs(404)	FRENCH 2 ES Briggs(404)	LAW & GOVERNMENT Fairrow(201)
Period 7 Time 1:00 - 1:45	ART OF COMMUNICATION Yellow(319)	ART OF COMMUNICATION Yellow(319)	ART OF COMMUNICATION Yellow(319)	ART OF COMMUNICATION Yellow(319)	ART OF COMMUNICATION Yellow(319)	ART OF COMMUNICATION Yellow(319)
Period 8 Time 1:50 - 2:35	PE 9-10B Baily(GYM)	PSYCHOLOGY Shear(326)	PE 9-10B Baily(GYM)	PSYCHOLOGY Shear(326)	PE 9-10B Baily(GYM)	PSYCHOLOGY Shear(326)

Standard Schedule Report Sample

Student Schedule

12/02/2008

Changed Date: 12/02/2008

Student ID	Student Name		Gender	Grade	HomeRoom	DOB
			M	9		08/05/1992
902046	HEMINGWAY, Greg					Locker

Course ID	Sect.	Semesters	Course Name	Room	Period	Days Met	Teacher
32200	1	F, S	ALGEBRA II	359	1	1,2,3,4,5,6	Wilson
40000	2	F, S	EARTH SCIENCE	266	2	1,2,3,5,6	Rofriguez
65400	1	F, S	CONCERT BAND II	218	2	4	Bonner
10000	6	F, S	SOCIAL STUDIES 9	104	3	1,3,4,5,6	Perry
20400	1	F, S	FRENCH 2	410	3	2	Lee
82000	4	F, S	SKILLS LAB	315	4	1,2,3,4,5,6	Rollins
81000	9	F, S	LRR	352	5	1,2,3,4,5,6	
20600	2	F, S	FRENCH 2 ES	404	6	1,2,3,4,5	
12300	10	F	LAW & GOVERNMENT	201	6	6	Fairrow
05200	7	F, S	ART OF COMMUNICATION		7	1,2,3,4,5,6	
70100	8	F	PE 9-10B	GYM	8	1,3,5	Baily
12600	2	F	PSYCHOLOGY	326	8	2,4,6	Shear

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Attendance Tab

The Attendance tab shows a summary of the student's total absences for the current year (if any). Users may view a summary of Daily Attendance, All Course Attendance, or Missed Course Attendance by selecting the appropriate radio button. Use the year drop-down to review historical data for a previous year.

- The Daily Attendance view shows users all daily absences. This may also include early dismissals, late arrivals, and in/out records.
- The Missed Course Attendance view shows users all period misses where the student was marked absent by a teacher (this view only includes period misses for times when the student was expected to be in class, and does not include period absences that are tied to daily absences).
- The new All Course Attendance view allows users to see *all* course absences, including those that are tied to daily absences. Any course absence that is tied to a daily absence will display any Reason that has been entered for the daily absence.

Contacts	Schedule	Attendance	Discipline	Grades	Assessments	Assignments	Letters

STUDENT

◉ Daily Attendance ○ All Course Attendance ○ Missed Course Attendance

2012-2013 ▾

Type	Date
Absent	6/7/2013
Absent	4/15/2013
Out	4/2/2013 11:41:00 AM
Absent	4/1/2013
Absent	3/25/2013
Absent	3/18/2013
Absent	3/7/2013
Late Arrival	2/27/2013 9:48:00 AM
Late Arrival	2/11/2013 8:00:00 AM

Note: Each summary view is controlled by its own permission; if you do not have permission to view a specific option, the radio button for that option will not appear. In addition, depending on your school's settings, newly submitted absences may not be visible immediately.

Discipline Tab

On the Discipline tab, parents can view a list of all referrals the student has received for the selected year. The list shows the student's grade, the date seen, the date of the incident, the offense type, the disposition assigned for that referral, and the related disposition points. Users may view referrals from past years by selecting a different year from the drop-down menu at the top left corner. This tab will also show the total points accumulated for that year.

Note: Not all districts use disposition points. If your district does not use points, this information will not be displayed.

Depending on user permissions and district settings, users may be able to see all referrals for that student or only those for which a "Date Seen" has been entered.

	Contacts	Schedule	Attendance	Discipline	Grades	Assessments	Assignments	Letters

STUDENT

2012-2013 ▾

		Grade	Date Seen	Incident Date	Offense	Disposition
▷	✖	8	11/9/2012	11/9/2012	VADIR-Weapons Possession-Only	Out-of-School Suspension(...)
▷	✖	8	10/15/2012	10/12/2012	Failure to comply with a Directive	Main Office Detention
▷	✖	8	10/10/2012	10/10/2012	Unexcused Teacher/MOD/ESD Absence	Main Office Detention
▷	✖	8	10/5/2012	10/3/2012	Failure to comply with a Directive	Main Office Detention

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Grades Tab

The **My Home > Grades** tab shows grades in each class based on the selected view. The Grade column displays the word "None" until grades have been published. To view grades, select the appropriate view from the drop-down menu.

Available views include the following:

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

Marking Period / Progress Report Grades

The Marking Period Grades and Progress Report Grades views allow users to see marking period grades and/or progress report grades for each grading interval. For both views, the screen will show grades for the current grading interval by default. Whenever grades are not available, the Grade column will display "None."

Descriptor-based course grades may be visible on the Marking Period Grades view. Descriptor topics for each course will be listed, with any available grades, grouped alphabetically by course name.

Users with the appropriate permissions also have the option to print report cards and/or progress reports from these views. If more than one report format is available for printing, a drop-down menu will appear and the user must select a report format to print. Any configurable options will default to the values set in Counseling. To print, navigate to the appropriate Marking Period or Progress Report Grades view and click the Print 🖨 icon.

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Marking Period Average

To view the marking period averages for each course, select the appropriate year from the drop-down menu and choose the Marking Period Average option from the View drop-down. This view will display the current grade book average for that course.

| | Contacts | Schedule | Attendance | Discipline | Grades | Assessments | Assignments | Letters |

STUDENT

View [Marking Period Average ▼] for [MP1 ▼]

Course	Teacher	MP	Days	Period	Section	Average
AIS ELA8	✉ Ms. Bennett	S1,S2,S3,S4	B	2	9	0.00
Art 8	✉ Ms. Martinez	S1	A,B	5	7	None
Earth Science 8	✉ Mr. Martinez	S1,S2,S3,S4	A,B	4	2	93.00
English 8	✉ Ms. Torres ✉ Ms. Thomas	S1,S2,S3,S4	A,B	1	1	78.00
Lunch 8	Ms. Martinez	S1,S2,S3,S4	A,B	7	1	None
Math 8	✉ Ms. Castillo ✉ Ms. Bailey	S1,S2,S3,S4	A,B	8	4	76.00
PE 8	✉ Mr. Murray	S1,S2,S3,S4	A	9	4	99.00
Soc St 8	✉ Ms. White	S1,S2,S3,S4	A,B	6	7	83.00
Spanish 1	✉ Ms. Fiasco	S1,S2,S3,S4	A,B	3	2	91.00

Assessment Grades

To view assessment grades, select the appropriate school year and select the "Assessment Grades" option from the View drop-down. The screen will refresh to show all assessments assigned to that student for the selected school year. Any available grades will display in the "Score" column; for exams where scores have not yet been entered, the word "None" will display instead.

| | Contacts | Schedule | Attendance | Discipline | Grades | Assessments | Assignments | Letters |

STUDENT

School Year [2012-2013 ▼] View [Assessment Grades ▼]

Type	Course	Exam	Score	Date
Local Final	Earth Science 8	Local Final	89	
Local Final	English 8	Local Final	85	
Local Final	Spanish 1	Local Final	85	

If a student has received an assessment note for any assessment, the short code of the note may display instead of the score, depending on yearly configuration options.

Final Grades

To view final course grades, select the appropriate school year and select the "Final Grades" option from the View drop-down. This view will display the final grade for all courses for which grades have been submitted. This view is year-specific and is not limited to a specific marking period or progress interval. If grades are not available for any course, the Grade column will display "None" for that course.

| | Contacts | Schedule | Attendance | Discipline | Grades | Assessments | Assignments | Letters |

STUDENT

School Year [2012-2013 ▼] View [Final Grades ▼]

Course	Teacher	MP	Days	Period	Section	Grade
AIS ELA8	✉ Ms. Bennett	S1,S2,S3,S4	B	2	9	P
Art 8	✉ Ms. Martinez	S1	A,B	5	7	86
Earth Science 8	✉ Mr. Martinez	S1,S2,S3,S4	A,B	4	2	86
English 8	✉ Ms. Torres ✉ Ms. Thomas	S1,S2,S3,S4	A,B	1	1	80
H & C 8	✉ Ms. Johnson	S2	A,B	5	8	78
Lunch 8	Ms. Martinez	S1,S2,S3,S4	A,B	7	1	None
Math 8	✉ Ms. Castillo ✉ Ms. Bailey	S1,S2,S3,S4	A,B	8	4	71

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Assignments Tab

The Assignments tab shows a list of all graded assignments for the current year. This list may be filtered by school year, marking period, and/or course. If multiple teachers are assigned to a course, all teachers' last names will be displayed in the "Teacher Name" column, separated by a "/."

Note: Teachers may determine whether or not each assignment may be viewed by parents; if a teacher opts not to show a specific assignment, it will not be displayed even if it has been given a grade.

If the teacher has shared any assignment notes, a Notes column will display for users who have permission to view assignment notes.

Attachments are indicated by an icon in the Assignment Name column. To view an attachment, click the Attachment 📄 icon and download the file.

Assignment Grades

For any assignment with an attribute associated with it, the Student Score column will display the score, if any, as well as the short code for any attributes applied to that assignment and the adjusted score (if appropriate). Multiple attributes are separated by a comma.

Scores, attributes, and adjustments are displayed as follows:

Score (Adjusted Score) [Attribute Short Code]

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For example, a student originally received an 82 on an assignment, but the teacher applied an "EC" attribute to that assignment to designate Extra Credit of 5%. The student's score now shows 82 (86.1) [EC] to indicate the adjustment.

Users can move their mouse over any attribute in the Student Score column. The mouse-over text will show the user the full name of the attribute and any adjustment defined for that attribute. For example, holding the mouse over the "L1" attribute may display "Late 1: -5%" to indicate that the score has been adjusted by -5% based on the application of that attribute.

Other Tabs

Depending on district settings, additional information or tabs may be available. Some parents will see an Assessments tab, which includes data about state assessments for grades 3-8, or a Letters tab, which displays a list of attendance letters that were sent home.

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