



Caledonia-Mumford Central School District

SCHOOLTOOL BASICS FOR PARENTS

SchoolTool is a student management database program. It offers students and parents a portal to access grades, exams, schedules, and contact information. SchoolTool is available by a computer or mobile device such as a tablet, iPad, or phone.

For SchoolTool assistance please call the IT Help Desk at 585-538-3449 or email ssantora@cal-mum.org

Steps for creating a parent/student portal account.

The portal for students and parents points to the same information page within SchoolTool.

SchoolTool is accessible from your computer, and a mobile app is available. For parents who are setting up their SchoolTool account for the first time, we recommend that you do the initial setup on a computer or laptop, but not a phone. On a computer, please go to <https://st.edutech.org/cal-mum/> OR find a link to SchoolTool on the CMCS website at www.cal-mum.org.

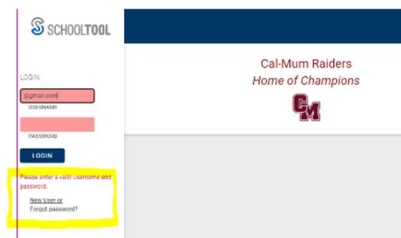
The icon is located on the homepage in the first white square.



After an initial setup of the SchoolTool account is completed on a computer, a mobile app can be used for future access to student information. The app can easily be accessed from the app store. The SchoolTool app can be found on the app store by searching for Cal-Mum CSD SchoolTool. Once downloaded onto your phone, the app will require the name of the school's URL. Please use this URL: CMCS is <https://st.edutech.org/cal-mum/>

****LOGIN**

To login to SchoolTool, please enter your email address into the username field but leave the password field blank for the **first time** login. Click on the **LOGIN** button. A new field should appear below the **LOGIN** button: **"New User or Forgot Password?"** (See below) Please click on that link and complete the steps for creating a new user password.



Once the password is made, your account is complete.

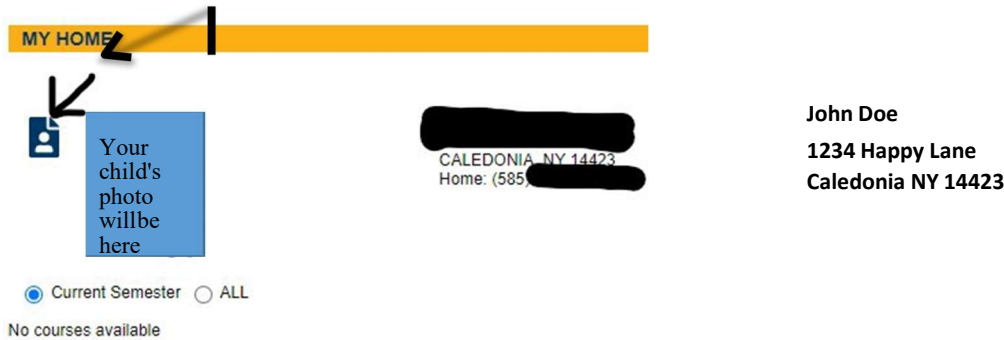
Once the password has been created, return to the login screen of School Tool, enter your email address in the username field, and your password – hit enter. You are now ready to view your child’s progress!

See below how to navigate the different tabs in SchoolTool.

How to Use SchoolTool

Step 1:

Press the blue arrow



Step 2:

Tab options

Grades – Display your child’s current average and previous report cards (Page 2)

Assignments – Display all assignments in your child’s teachers’ entire grade book (Page 3)

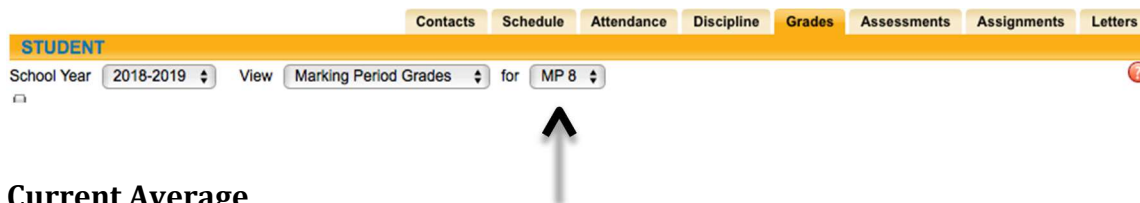


Grades

Display the most recent report card on the first click of this tab.

Report Cards

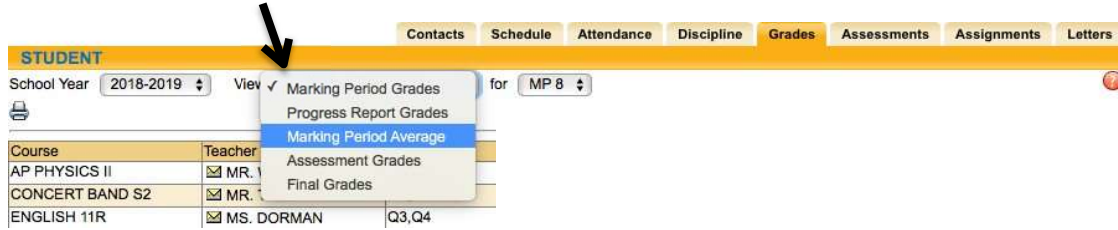
To see additional report cards change the marking period (MP)



Current Average

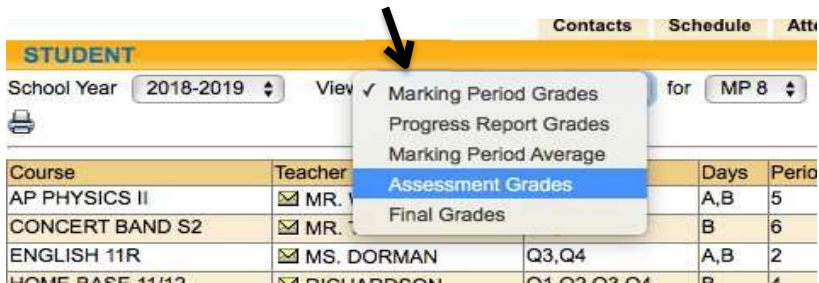
To see the current average for the working marking period, change **Marking Period Grades** to **MarkingPeriod Average** (for example, if the school is currently in marking period 3, grades will show marking period 2 report card until the end of marking period 3.) *Make sure MP is also updated to the current marking period!

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Final Exam Scores & SAT/ACT Scores

To see final exam, regent's, SAT, or ACT scores for your child, change **Marking Period Grades** to **Assessments**

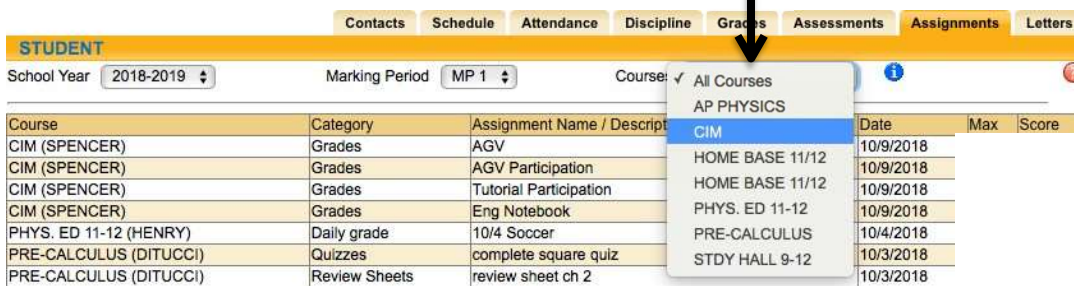


Assignments

Every teacher's assignments will display for the current marking period on the first click.

Specific Class

To see assignments for a specific class, change the course dropdown.



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Assignment Scores

Under assignments, the course name, type of assignment, assignment name, date, max score, and score will display.

School Year 2018-2019

Marking Period MP 1

Courses AP PHYSICS



Course	Category	Assignment Name / Description	Date	Max	Score
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The max score is the maximum amount of points your child could earn on the assignment. The score displays the number of points your child earned on the assignment.

** A letter in the score column can be identified by hovering over the letter(s) with your mouse. In this example, [Ab] represents an absence.

Max	Score
100	99
100	99
100	97
100	98
100	
100	98
100	98
100	95
100	95
100	[Ab]
100	95

