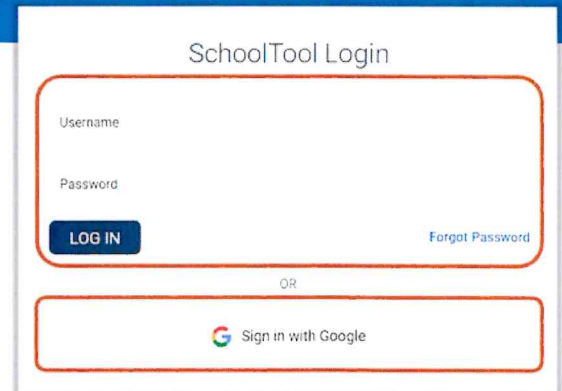


1. LOG IN

Enter your district provided **username** and **password**.

OR

Click to **sign in with Google**.

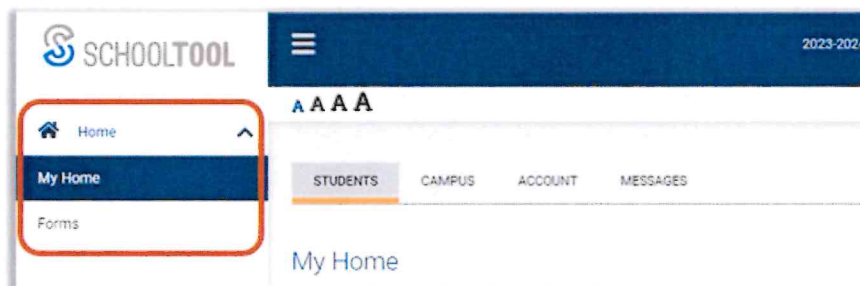


2. THE SCHOOLTOOL MENU

Use the **menu on the left** to navigate between sub-modules, which may include My Home and Forms depending on your district's settings.

My Home will allow you to view your student(s) and their information.

Forms will allow you to complete and review forms that have been shared with you.



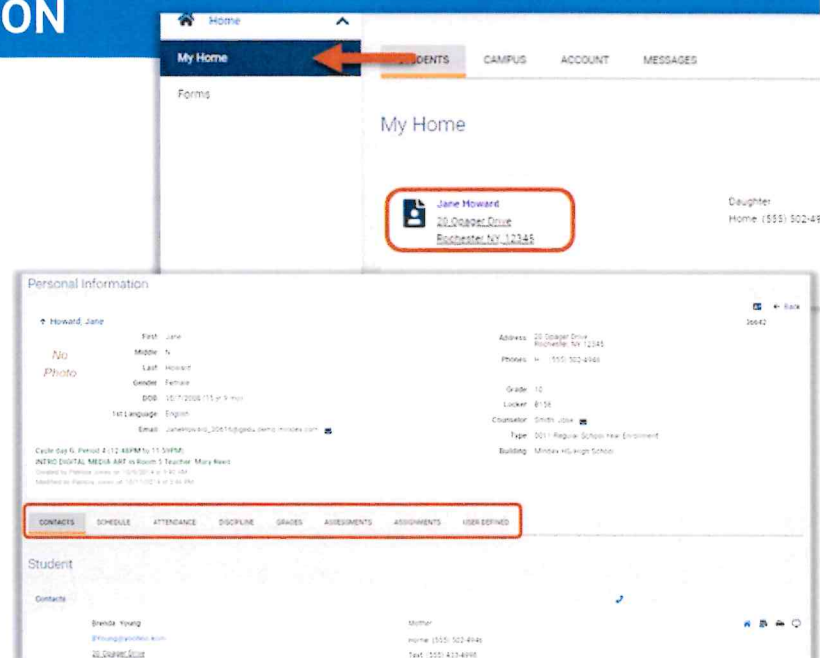
3. VIEWING STUDENT INFORMATION

Click on the **My Home sub-module**. Then click on the photo or name of the student you wish to view. This will bring you to the **student record**.

Here, you can view the **Personal Information** section at the top.

Underneath this area, you may select to view various **tabs for more information**, based on your district's settings.

See the next page for more information on each tab.



PARENT PORTAL TABS

*Note: Tabs vary by district

CONTACTS TAB

This tab displays contacts listed for the selected student.

Icons to the right of each contact will show their contact rights.

Icon	Contact Right
	Primary contact
	Receives mail
	Pickup
	Parent Portal

TIP: Click the button above all contacts to view the call order for contacts.

Click the button at the top right of the personal info section to request contact changes.

Mother
Home: (555) 502-4946
Text: (555) 433-4998

Address: 20 Opager Drive
Rochester, NY 12345
Phones: H: (555) 502-4946

SCHEDULE TAB

View the student schedule in Standard or Grid format. If enabled, click the printer to print the schedule.

Student

Standard View Grid View

Period	Section	Course	Days	Room	Teacher
1		AMCTEC	B/R		
1		COMMUN CORE ELA 2	B/R		M. Tate

ATTENDANCE TAB

View attendance data for Daily or Course Attendance by year. When viewing Course Attendance, click the button, to view attendance tallies.

Student

Daily Attendance Course Attendance All

School Year: 2023-2024

Type	Date	Course	Period	Teacher
Absent	9/21/2023	ECONOMICS & GOVERNMENT - 02781 - (SN 03)	3	Adams
Absent	9/14/2023	ECONOMICS & GOVERNMENT - 02781 - (SN 03)	3	Adams

DISCIPLINE TAB

View Discipline Incidents by year.

Student

2022-2023

Date Seen	Incident Date	Incident Type	Offense	Disposition
1/5/2023	1/4/2023	Referral	Pass Misuse	Detention - Lunch
9/14/2022	9/14/2022	Referral	Inappropriate Display of Affection	In-School Suspension

GRADES TAB

View *published* student grades by year and marking period. If enabled, click the printer to print report cards.

Student

School Year: 2021-2022 View Marking Period Grades for Marking Period 4

Course	Teacher	MP	Days	Period	Section	Grade
CAREER & FINAN MANG	Ms. Parker	F.A.S.P	B	1	1	73

ASSESSMENTS TAB

View 3-8 Testing and User Defined Assessments. Click the printer to print 3-8 Assessment scores.

Student

3-8 Testing User Defined Assessments

School Year	Assessment	Date	Performance Level	Raw Score	Scale Score
2017-2018	Grade 6 Math	5/1/2018	2	19	598
2017-2018	Grade 6 ELA	4/10/2018	3	31	605

ASSIGNMENTS TAB



View course assignments and their grades for selected courses by marking period.

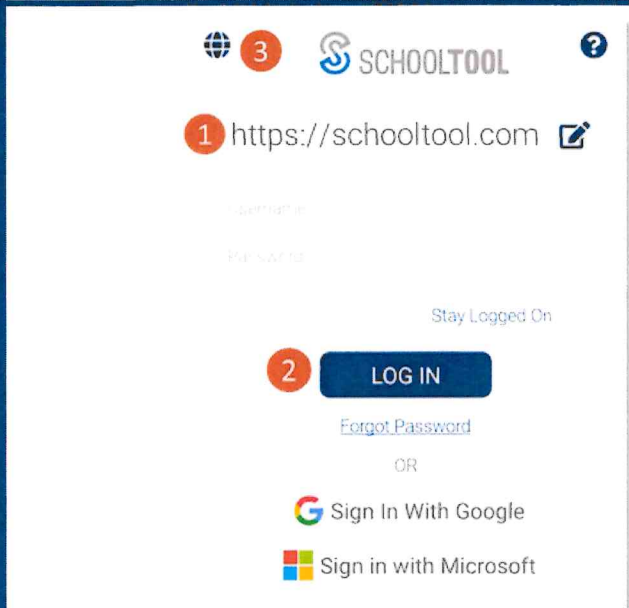
Student

School Year: 2020-2021 Marking Period: Marking Period 1 Courses: All Courses


Course	Category	Assignment Name / Description	Date	Max	Score	Notes
LIVING ENVIRONMENT R (Taylor)	Assessment Test/CAU/quiz	136 UI Ecology 1 Assessment	11/9/2020	44	30	

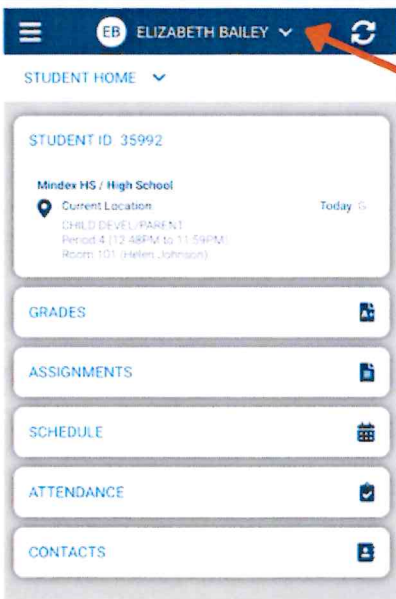
1 LOG IN SCREEN

- 1 Enter your school's SchoolTool Website using the Edit Button 
- 2 Enter your Username and Password and click Log In OR click to sign in with Google or Microsoft
- 3 Select a Language using the  icon




2 STUDENT HOME

- 1 Use the down arrow  to select the student you would like to view
- 2 Select which tab you would like to view: Student Information, Grades, Assignments, Schedule, Attendance, or Contacts



3 SETTINGS & NOTIFICATIONS

- 1 Click the hamburger icon  to go to the Menu
- 2 Click Settings to change your Notification and/or Language preferences
- 3 Click Notifications to review your notifications

