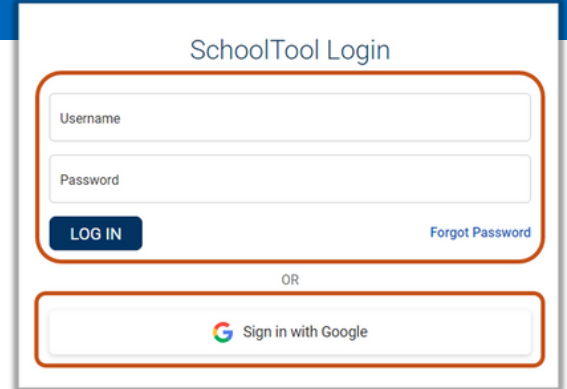


## 1. LOG IN

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

OR

Click to **sign in with Google**.

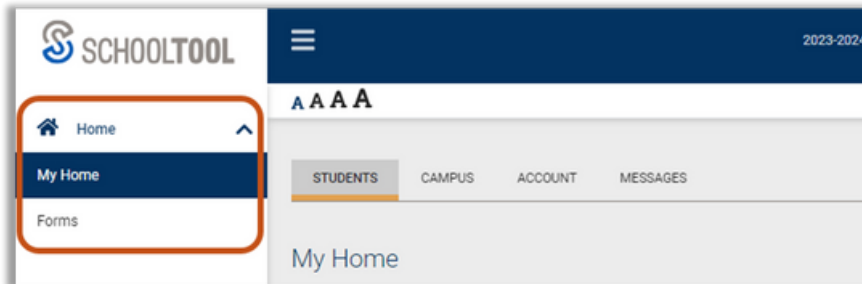


## 2. THE SCHOOLTOOL MENU

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.

