

Time	Saratoga 1	Saratoga 2	Saratoga 3	Alabama	Travers	Broadway 1	Broadway 2	Broadway 3	Broadway 4
7:30am-8:30am	BREAKFAST			 All-District Conference					
8:00am-9:00am	Opening Remarks								
9:00am-9:30am	Vendor Booth Visits								
9:30am-10:20am	SchoolTool: Online Registration			RIC Lead Session <i>*By invite only</i>	MOOV: A Paradigm Shift in Attendance & School Safety	Advanced Analytics: Future of AA	SchoolTool: Attendance Refactor	MTSS Edge: Documenting RTI Meetings	ClearTrack: Demo (101)
10:30am-11:20am	SchoolTool: Custom Exports			Advanced Analytics: RIC Staff: Regional Successes	Ed Vistas: Breaking Language Barriers: Delivering Student Reports to Every Family	SchoolTool: Parent Experience	SchoolTool: Data Integrations	MTSS Edge: Supporting Your Staff	ClearTrack: New Features
11:30am-12:30pm	LUNCH								
12:40pm-1:30pm	Room Transition			SchoolTool: BOCES	Mindex: Ed-Fi <i>*By invite only</i>	SchoolTool: Quality of Life	Advanced Analytics: Organizing Your Data for Authoring	MTSS Edge: Demo (101)	ClearTrack: Word Letters 101
1:40pm-2:30pm	SchoolTool: Security Tips & Tricks		SchoolTool: Standards-Based Grading	Advanced Analytics: Bringing Data into AA	AWS: AWS QuickSuite & Mindex AA: Secure, AI Powered Analytics for Education	Advanced Analytics: 101	SchoolTool: Leveraging SchoolTool for Summer Program Management	MTSS Edge: Class List Maintenance	ClearTrack: Spring/Summer Maintenance
2:40pm-3:30pm	SchoolTool: CCCR/NY Inspires			SchoolTool: Service Delivery Office Hours	ClassLink: Bridging System to Drive Impact: SchoolTool, ClassLink, & the power of APIs	Advanced Analytics: Gen BI & Author Session	Advanced Analytics: Newest Dashboards	MTSS Edge: Leveraging the Review Universal Scores Screen	ClearTrack: Data Warehouse Reporting



Standards-Based Grading



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Overview & Terminology Review

Standards, Descriptors, and Skills

Standards

- Current terminology
- Phasing all areas of SchoolTool to reflect this
- Aligns with NYS Next Generation Standards
- NEW Grade Book functionality!



Descriptors

- Past terminology
- Use of “Descriptor/Standard” in SchoolTool as we begin to phase out the term
- Descriptors = Standards

Skills

- Still available
- Tied to assignments
- No longer needed as Standards-Based Grading functionality covers ALL of this and more!
- Recommend not using

Terminology Review

Standards, Descriptors

- Use place value understanding to round whole numbers to the nearest 10 or 100

Mapping

- Creating a connection between two objects or data points within the application

Course Topic, Course Topic Scheme, Course Topic Tree, Standard Tree

Number Sense

Use place value to read, write, and round to a four-digit number

Add within 1,000 fluently using strategies

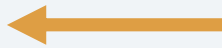
Subtract within 1,000 fluently using strategies

Recognize a unit fraction as one part of a whole

Standards in SchoolTool

Parent / Top-Level Standards

Number Sense



Use place value to read, write, and round to a four-digit number

Add within 1,000 fluently using strategies

Subtract within 1,000 fluently using strategies

Recognize a unit fraction as one part of a whole

Child / Nested Standards

Maintenance > Grading > Course Topic

Once open the screen is titled, "Course Topic Scheme"

Course Topic Scheme

Course Topic Scheme Name: (26-27) Gr. 3: [4] Math Literacy

Topic	Short Name	Grading Type	Rank	Modified Curriculum
☒ ☐ Use place value to read, w		1-4 Alpha	1	☐
☒ ☐ Add within 1,000 fluently		1-4 Alpha	2	☐
☒ ☐ Subtract within 1,000 flue		1-4 Alpha	3	☐
☒ ☐ Recognize a unit fraction		1-4 Alpha	4	☐

Standards-Based Grading Today

Descriptor

Most often utilized in elementary schools using the descriptor report card

Hybrid

Most often utilized in secondary schools using the hybrid report card

The screenshot displays the SCHOOLTOOL interface for a student named Brandon Stewart (ID: 59274). The interface shows a list of students on the left and a detailed view of the student's performance on the right. The student has 11/11 standards graded.

Standard	Trimester 2 Comments	Trimester 2	1/30/26 HW - Place Value 10 Pts	1/27/26 Quiz 50 Pts	1/20/26 Week 1 15 Pts
☐ Math Literacy	1	2	1	3	2
☐ Number Sense		3	1	3	2
☐ Use place value to read, write, and round to a four-digit number		1	2	3	1
☐ Add within 1,000 fluently using strategies		3	1	2	2
☐ Subtract within 1,000 fluently using strategies		4		4	4
☐ Recognize a unit fraction as one part of a whole		4		4	2

Comparing SchoolTool Report Cards

Hybrid Report Card

The following developmental scale is used to describe student progress and student effort.

- 4 - Exceeds current grade level expectations
- 3 - Meets current grade level expectations
- 2 - Approaching current grade level expectations
- 1 - Well below current grade level expectations
- NA - Not assessed at this time

Effort grade is based on the following responsibilities of the learner:

- Strives for personal best
- Demonstrates active listening
- Works cooperatively
- Works independently
- Is organized and prepared
- Asks for help when needed
- Demonstrates self-control and accepts responsibility for own behaviors

Language Arts – Reading Literature

	1	2	3	4
With support, ask and answer questions about key details in a text.	3	3	3	4
With support, retell familiar stories using specific details.	3	3	3	3
With support, identify characters, settings and major events in a story.	3	3	3	4
Ask and answer questions about unknown words in a text.	3	3	3	3
Recognize common types of texts (stories, poems).	3	3	3	4
With support, name the author and illustrator of a story and identify what each does.	2	2	3	3
Explain the illustrations and how they represent the story.	1	1	3	4
With support, compare and contrast experiences of characters in familiar stories.	NA	NA	3	3
Actively participate in group reading activities.	NA	NA	3	4

Language Arts – Reading for Information

	1	2	3	4
With support, ask and answer questions about key details in a text.	3	3	3	3
With support, identify the main topic and retell key details of a text.	3	3	3	4
With support, describe how two pieces of information in a text are the same.	3	3	3	3
Ask and answer questions about unknown words in a text.	3	3	3	4
Recognize the front and back cover and title page of a book.	1	1	3	3
With support, name the author and illustrator of a text and identify what each does.	2	2	3	4
With support, identify how pictures and illustrations relate to the text.	2	2	3	3
With prompting and support, identify similarities and differences between two texts on the same topic.	NA	NA	3	4
With support, explain the reasons an author gives to support points in a text.	NA	NA	3	3
Actively participate in group reading activities involving informational texts.	NA	NA	3	4

Language Arts – Foundational Skills

	1	2	3	4
Follow words left to right on a page.	3	3	3	3
Recognize that spoken words are represented in written language.	1	1	3	4
Understand that words are separated by spaces in print.	2	2	3	3
Recognize and name all upper and lower case letters.	3	3	3	4
Recognize and produce rhyming words.	3	3	3	3
Recognize and count syllables in words.	3	3	3	4
Isolate and pronounce consonants and vowels in three letter words.	2	2	3	3
Substitute sounds in one syllable words to create new words (m-a-t to c-a-t).	2	2	3	4
Pronounce the sound(s) made by each consonant.	2	2	3	4
Pronounce and identify sounds, both long and short.	2	2	3	4
Read common sight words on grade level.	2	2	3	4
Read grade level texts with understanding.	2	2	3	4

Descriptor Report Card

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Setting Your Districts Up For Success

Supporting Districts



**Our district is ready for
Standards-Based Grading!**

We were active in Legacy
Grade Book, now things
have changed - Help!

We are starting from
scratch – How?



Our most successful districts:

1. High Level Admin Discussions

- What is our vision for the report card?
- What grading method are we using to get us there?
- What scales/standards do we want our teachers to use?

2. Configuration: Training Site

- In partnership with the RIC, SchoolTool, and district staff:
 - Configure an example grade level in your training site
 - Test, troubleshoot, edit as needed

3. Configuration: Live Site

- After desired setup is confirmed, create the necessary configurations in your live site for all grade levels

4. Train Teachers & Staff!

- Simply share materials and/or create formal sessions
- Knowledge is power!



How? Start to Finish

Configuring Standards Step by Step

1. Scheduling > Course Catalog

- Configure courses and subjects

2. Maintenance > Grading > Grading Scale

- Create alpha and/or numeric grading scales

3. Maintenance > Grading > Course Topic Grading Type

- Identifying grading scales! Think: input vs. report cards

4. Maintenance > Grading > Course Topic

- Create your course topics (standard trees)

5. Maintenance > Grading > Course Topic Report Card Mapping

- Connect your course topics to a subject or course and grade level

SCHOOLTOOL

standards-based grading: Prep Essentials & Terms

Step-by-Step Configuration Process

For the following steps, please be sure to cross-reference the Best Practices and Terminology Review sections below. It is highly recommended that you maintain consistent naming conventions during the configuration process.

- Scheduling > Course Catalog**
 - Precursor Step: Configure courses and/or subjects**
 - Subjects chosen here will eventually be connected to the standards available for teachers in the grade book.
 - To create new subject options, visit subject names, or multiple subjects, across Maintenance > District > Subject.
 - If choosing to map standards by Course, there is no need to select a subject.
- Maintenance > Grading > Grading Scale**
 - Create Alpha or Numeric Grading Scales**
 - ES Descriptor RC: Recommended use of Alpha scales. Enter a Report Card Group Number of 1 to display on report cards.
 - Secondary Hybrid RC: Chosen scales and grade levels will display. Report Card Group Number can be any number if it is also entered in the hybrid report format Maintenance > Application > Report Format > Traditional Report Card.
 - Note: Alpha scales or numeric scales can be used to grade standards on Elementary/Descriptor or Hybrid report cards.
- Maintenance > Grading > Course Topic Grading Type**
 - Identifying Grading Scales**
 - Assigning grading scales to a single grading type is necessary for both custom and canned report cards.
 - Input Grading Scale - Scale used when teachers are submitting marking period grades.
 - Report Grading Scale - Scale used to display grades on the report card.
 - If using different scale types, additional configuration is required in Maintenance > Grading > Grade Scale Mapping.
- Maintenance > Grading > Course Topic**
 - Create your Course Topic Scheme (Standard Tree)**
 - Configure what will appear on the report card and the standard options presented to teachers in the Grade Book.
 - See Best Practices below for specific guidance on Standard Tree configuration.
- Maintenance > Grading > Course Topic Report Card Mapping**
 - Connect your Course Topic Schemes to a Subject or Course and Grade Level**
 - Create a Mapping Name including the grade level (best practice is to follow consistent naming conventions throughout).
 - Select a Standard Tree (created in Maintenance > Grading > Course Topics).
 - Select Mapping By Subject or Course (dependent on your district configuration).
 - Enter a Rank that matches the Report Card Ranking Number.
 - School Year Mapping - Add the school year to the mapping as desired by selecting from the drop-down.

Best Practices

Use Consistent and Purposeful Naming Conventions

For best results use descriptive, simple, and consistent naming conventions when configuring standards. All the examples shown below are shared as such. The organizational tips shared below are not mandatory. Additionally, Course Topic Schemes can be developed using any standards. It is NOT a SchoolTool requirement to use NYS learning standards.

Maintenance > Grading > Course Topic

Creating your Course Topic Scheme Name

	(23-24): Gr. 3: Mathematics [4]
(23-24):	The school year that the course topic scheme (or standard tree) was created. It is an if you're not the current school year. This label marks the year in which changes to standards are last made.
Gr. 3:	Grade level specific call out. If standards are shared amongst multiple grade levels such as in a special area class (Art, PE) or generalist standards, write this as "Gr. K-5".
Mathematics	Subject
[4]	The section of the report card that information should be displayed in. This will be the same as your report card number.

SBC: Prep Essentials & Terms
Service Delivery

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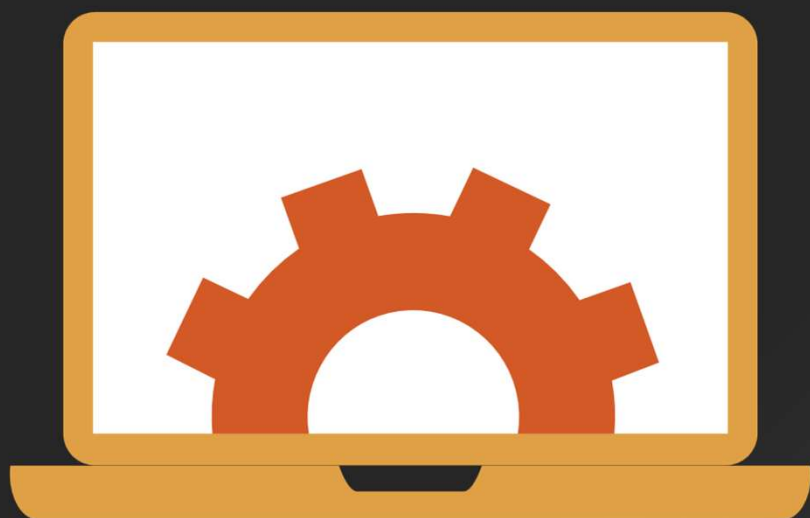
Let's Dive In Together!



Together we will:

- Configure a course that utilizes standards-based grading
- Configure standards and mappings
- Configure a grade book
- Configure a report card
- Experience our results from the teacher perspective!

▶ Let's Dive In Together!



**Log into your SchoolTool
training site!**

Configuring Standards

Configuring Grade Books

Configuring Report Cards

Teacher Workflow

Conclusion

Resources

Standards Preparation *Hand-Out*

SCHOOLTOOL
schooltool.com
800.426.2266
140.437.0000
200 Alexander Street
Baltimore, MD 21202

Standards-Based Grading: Prep Essentials & Terms

Step-by-Step Configuration Process

For the following steps, please be sure to cross-reference the Best Practices and Terminology Review sections below. It is highly recommended that you maintain consistent naming conventions during the configuration process.

- Scheduling > Course Catalog**
Precursor Step: Configure courses and/or subjects
 - Subject cluster trees will eventually be connected to the standards available for teachers in the grade book.
 - To create new subject options, add subject names, or inactive subjects, access **Maintenance > District > Subject**.
 - Choosing to map standards by Course, there is no need to select a subject.
- Maintenance > Grading > Grading Scale**
Create Alpha or Numeric Grading Scales
 - ES Descriptor R/C: Recommended use of Alpha scales. Enter a Report Card Group Number of 1 to display on report cards.
 - Secondary Hybrid R/C: Choose scales and grade rules will display. Report Card Group Number can be any number if it is also entered in the hybrid report format **Maintenance > Application > Report Format > Traditional Report Card**.
 - Note: Alpha scales or numeric scales can be used to grade standards on Elementary/Descriptor or Hybrid report cards.
- Maintenance > Grading > Course Topic Grading Type**
Identifying Grading Scales
 - Assigning grading scales to a single grading type is necessary for both custom and current report cards.
 - Input Grading Scale - Scale used when teachers are submitting marking period grades.
 - Report Grading Scale - Scale used to display grades on the report card.
 - If using different scale types, additional configuration is required in **Maintenance > Grading > Grade Scale Mapping**.
- Maintenance > Grading > Course Topic**
Create your Course Topic Scheme (Standard Tree)
 - Configure what will appear on the report card and the standard options presented to teachers in the Grade Book.
 - See **Best Practices** below for specific guidance on Standard Tree configuration.
- Maintenance > Grading > Course Topic Report Card Mapping**
Connect your Course Topic Schemes to a Subject or Course and Grade Level
 - Create a Mapping Name including the grade level (best practice is to follow consistent naming conventions throughout).
 - Select a Standard Tree (entered in **Maintenance > Grading > Course Topic**).
 - Select Mapping By Subject or Course (dependent on your District configuration).
 - Enter a Rank that matches the Report Card Marking Number.
 - School Year Mapping - Add the school year to the mapping as desired by selecting from the drop-down.

Best Practices
Use Consistent and Purposeful Naming Conventions
For best results use descriptive, simple, and consistent naming conventions when configuring standards. All the examples shown below are shared as such. The organizational tips shared below are not mandatory. Additionally, Course Topic Schemes can be developed using any standards. It is NOT a SchoolTool requirement to use NY's learning standards.

Maintenance > Grading > Course Topic
Creating your Course Topic Scheme Name

(33-34)	Use school year that the course topic scheme or standard level was created. It is an FYI to not the current school year!
Gr. 3	This later marks the year in which changes to standards are first made.
Mathematics	State your specific subject. Standards are shared amongst multiple grade levels such as a special area class (JAC, PE) or behavioral standards, write this as "SA, B, C."
(4)	The section of the report card that information should be displayed in. This will be the same as your report card group number.

SDG: Prep Essentials & Terms
Service Delivery

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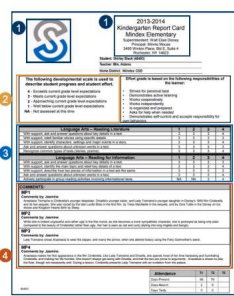
Modified 09/10/2025
Page 1 of 2

Descriptor Report Card *Quick Reference Guide*

SCHOOLTOOL
Configuring the Descriptor Report Card

Descriptor Report Card Overview:

The descriptor report card includes standards-based grading information. Configuration can also include the addition of comments, legends, attendance information, and more!
See below for more information.



- School information and logos are configured in **Maintenance > District > Building School Level Details**.
- Configure the Grading Scale by entering a Report Card Group Number of 1 in **Maintenance > Grading > Grading Scale**.
Note: If using a custom Descriptor Report Card, this number may be different. Contact SchoolTool for more info.
- This area shows standards-based grades. These grades are entered on the **Submit Descriptor/ Standard Marking Period Grades** screen using the drop-downs on the Standards Grid.
Note: Standard Comments are not available on the current Descriptor report card.
- Comments are configured in **Scheduling > Course Catalog** with the "Submit report card comments by course" checkbox that appears when "Include on Descriptor Report Card" is selected.
To manage the number of comments that can be entered and free text comments availability, visit **Maintenance > Grading > Building School Level Grading Options**.

Please see **page 2** for more information on configuring descriptor report cards in **Maintenance > Application > Report Format**.

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Hybrid Report Card *Quick Reference Guide*

SCHOOLTOOL
Configuring the Hybrid Report Card

Hybrid Report Card Overview:

The hybrid report card includes grading information that can be seen on both the traditional and descriptor/standard report cards. The report will only display the needed information for each course determined by the Grading Type configured in **Scheduling > Course Catalog > Yearly Information**. Configuration can also include the addition of comments, attendance information, rating scales, and more. See below for more information!



- School information and logos are configured in **Maintenance > District > Building School Level Details**.
- Areas labeled with #2 show traditional grading. The grading scale displayed here is configured in the Course Catalog. These are entered on the **Submit Descriptor/ Standard Marking Period Grades** screen using the Grading Type.
- Areas labeled with #3 show standards-based grading. These grades are entered on the **Submit Descriptor/ Standard Marking Period Grades** screen using the drop-downs on the Standards Grid.
- Attendance information, Rating Scales, Assessments, Honor Roll, and more can be added to the bottom or top of the hybrid report card based on your configuration.

Please see **page 2** for more information on configuring hybrid report cards in **Maintenance > Application > Report Format**.

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Resources

Standard Configuration *Quick Reference Guide*

SCHOOLTOOL
Configuring & Mapping the Standards Tree

1. Create Alpha or Numeric Grading Scales

Maintenance > Grading > Grading Scale

- Select Alpha or Numeric from the drop-down and then click **+Add**
- Name your Grading Scale
- Add a **Report Card Group Number**:
 - Elementary/Descriptor Report Card = 1
 - Hybrid Report Card = value must match Report Format value
- Configure your Grading Scale by using **+Add** to add a new Symbol

Note: Alpha or numeric scales can be used to grade standards on Elementary/Descriptor or Hybrid Report Cards.

2. Choose Grading Scales Used for Standards

Maintenance > Grading > Course Topic Grading Type

- Click **+Add** to create a new Course Topic Grading Type
- Add a **Course Topic Grading Type Name**
- Select an **Input Grading Scale** (used to enter grades on the submit screen)
- Select a **Report Grading Scale** (used to display grades on the report card)

Note: If the Input Grading Scale and Report Grading Scale are different, a mapping is required in Maintenance > Grading > Grading Scale Mapping.

Grade Book Resources *Quick Reference Guide*

SCHOOLTOOL
A TEACHER'S GUIDE TO: Grade Book Resources

Need Help with your Grade Book?
Check out the resources below for PDFs and videos to walk you through using the SchoolTool Grade Book Step-by-Step!

Quick Reference Guides
Download the PDFs below for easy-to-follow guides with more information!

- A Teacher's Guide to All Things Grade Book**
Use this Guide to help you set-up and navigate the Grade Book. This guide includes instructions for creating a Grade Book, using Submit screens, and more!
- Syncing with Google Classroom**
Want to Import Assignments and Grades from Google Classroom? Use this Guide to learn how!
- Syncing with Schoology**
Want to Import Assignments and Grades from Schoology? Use this Guide to learn how!

Videos
Visit our **Grade Book Video Showcase** for helpful videos on using the Grade Book!

Online Help
For more information and related videos, please visit **Online Help** in SchoolTool! To access **Online Help**, click the red **Help** icon. **Online Help** will open with information about the page you are currently viewing. Click **?** in the **Online Help** window to view the **Online Help** menu! Here, you can Select **Teacher Help Resources** for more helpful guides, videos, and more!

Need more help? Reach out to your district or SchoolTool Liaison for additional assistance!

Marking Period Grades *Quick Reference Guide*

SCHOOLTOOL
A TEACHER'S GUIDE TO: Submitting Marking Period Grades Resources

Need help submitting your marking period grades in SchoolTool?
Check out the resources below for PDFs and videos to walk you through using the SchoolTool Grade Book Step-by-Step!

Quick Reference Guide
A Teacher's Guide to All Things Grade Book Use this Guide to help you set-up and navigate the Grade Book. This guide includes instructions for creating a Grade Book, using Submit screens, and more!

Videos
Visit our **Submitting Marking Period Grades Video Showcase** for helpful videos!

Online Help
For more information and related videos, please visit **Online Help** in SchoolTool! To access **Online Help**, click the red **Help** icon. **Online Help** will open with information about the page you are currently viewing. Click **?** in the **Online Help** window to view the **Online Help** menu! Here, you can Select **Teacher Help Resources** for more helpful guides, videos, and more!

Submit Traditional Marking Period Grades: WITH & WITHOUT the Grade Book Editor (page 10)

Submit Descriptor/Standard Marking Period Grades: WITHOUT the Grade Book Editor (pages 14 & 17)

Submit Descriptor/Standard Marking Period Grades: WITH the Grade Book Editor (pages 13 & 16)

Need more help? Reach out to your district or SchoolTool Liaison for additional assistance!

Resources Continued

Searching Online Help!

Quick Reference Guide



SCHOOLTOOL 130% Elizabeth Adams

Grading > Submit Descriptor/Standard Marking Period Grades > Math Grade 3 Days M,T,W,R,F (Section 3)

Marking Period: Trimester 1

Compare With

Students (10) ACTIONS

Search

First Last

Student	ID	Trimester 1 Comments	Trimester 1	1/8/26 Test 50 Pts	1/8/26 Quiz 25 Pts
BR Brenda Rodriguez	ID: 50720 (8/11)				
DR Dennis Rivera	ID: 51723 (3/11)				
IH Irene Hernandez	ID: 53293 (0/11)				
IJ Irene Jenkins	ID: 52629 (0/11)				
LE Linda Evans	ID: 47099 (0/11)				
LS Lois Spacely	ID: 57633 (0/11)				
ME Michael Evans	ID: 52416 (0/11)				
NH Nicholas Hyphen	ID: 55703 (0/11)				
RR Ruth Rogers	ID: 53455 (0/11)				
WP William Patterson	ID: 52342 (0/11)				

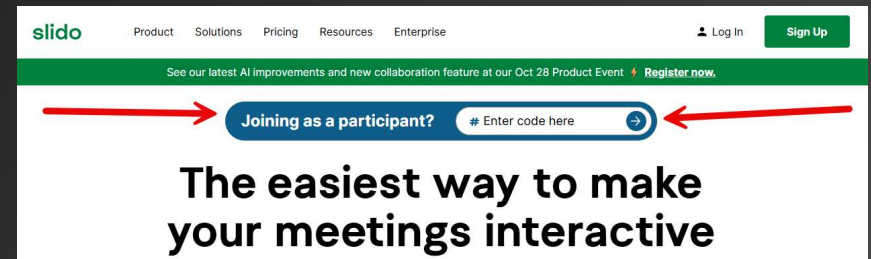
0 selected Actions

Standard	Trimester 1 Comments	Trimester 1	1/8/26 Test 50 Pts	1/8/26 Quiz 25 Pts
Math Literacy	No Comment	Select One	4 - Exceeding Star	2 - Approaching S
Number Sense		Select One	3 - Meeting Stand	2 - Approaching S
Use place value to read, write, and round to a four-digit number		4 - Exceeding ...	3	3
Add within 1,000 fluently using strategies		3 - Meeting St...	2	3
Subtract within 1,000 fluently using strategies		3 - Meeting St...	3	1
Recognize a unit fraction as one part of a whole		3 - Meeting St...	4	1
Problem Solving		Select One	4 - Exceeding Star	2 - Approaching S
Tell and write time to the nearest				

Interactive Survey – Please Participate!



Join at [**slido.com**](https://slido.com)



Enter Code:
260 7576





ST: Standards-Based Grading

① The Slido app must be installed on every computer you're presenting from

slido



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A Mindex Product

mindex.com/schooltool



SCHOOLTOOL



CLEARTRACK



MTSSEGE



ADVANCED
ANALYTICS