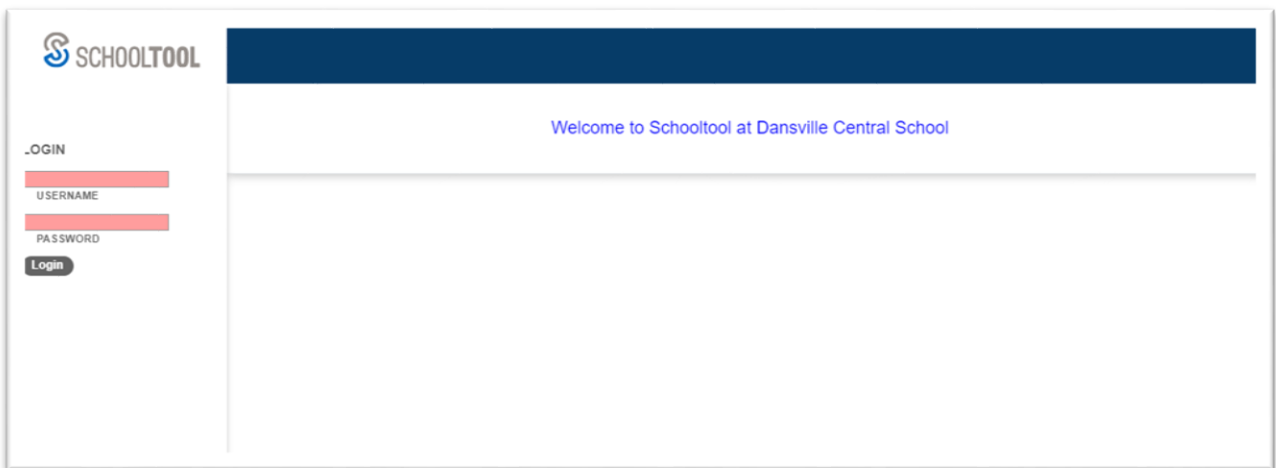


Parent Portal

Directions for accessing Grades, Report Cards, and Assignments on Parent Portal

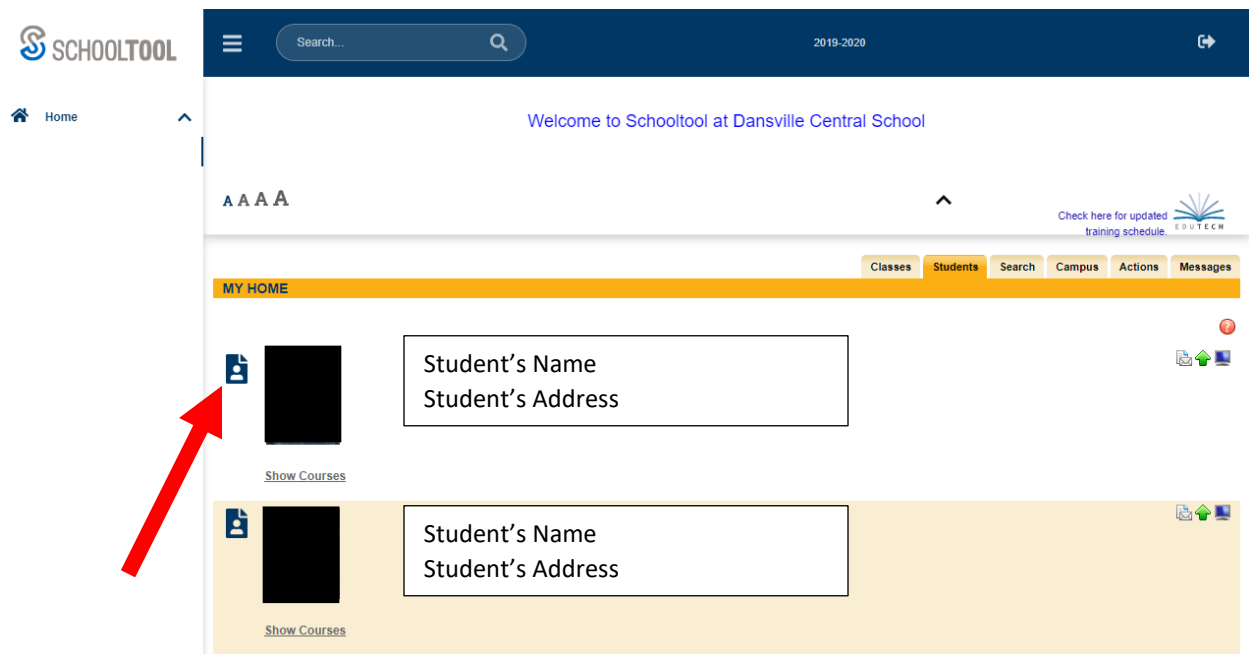
1. Log into Parent Portal

- If you do not have an account, you must first set up an account with Tina Arend or Bevin Lynn in the High School Main Office. Contact information can be found on the final page of this document.



The screenshot shows the Schooltool login interface. On the left, there is a login form with the Schooltool logo at the top. The form includes fields for 'USERNAME' and 'PASSWORD', each with a red underline, and a 'Login' button below them. To the right of the login form, a blue banner reads 'Welcome to Schooltool at Dansville Central School'. Below the banner is a large white rectangular area.

2. Click on the **icon** next to your child's photo.



The screenshot displays the Schooltool parent portal home page. At the top, there is a dark blue header with the Schooltool logo, a search bar, and the school year '2019-2020'. Below the header, a blue banner reads 'Welcome to Schooltool at Dansville Central School'. A navigation bar with tabs for 'Classes', 'Students', 'Search', 'Campus', 'Actions', and 'Messages' is visible. The main content area is titled 'MY HOME' and features a list of student profiles. Each profile includes a small icon of a person, a black square representing a photo, and a box containing 'Student's Name' and 'Student's Address'. A red arrow points to the first student's icon. Below each profile is a 'Show Courses' link. On the right side of the page, there are links for 'Check here for updated training schedule' and 'EDUTECH'.

3. Click on the “**Grades**” tab. Once you have clicked on the “**Grades**” tab, ensure that you have selected the correct **school year**.

The screenshot shows the Schooltool web application interface. At the top, there is a dark blue header with the Schooltool logo, a search bar, and the school year '2019-2020'. Below the header, a navigation bar contains tabs for 'MyHome', 'Census', 'Medical', 'Discipline', 'Attendance', 'Counseling', and 'Transportation'. The 'Grades' tab is highlighted in orange. Below this, a 'STUDENT' section shows a dropdown menu for 'School Year' set to '2020-2021' and a 'View' dropdown set to 'Marking Period Grades'. A red arrow points to the 'School Year' dropdown, and another red arrow points to the 'Grades' tab.

4. If you would like to check marking period grades, be sure that:

- the View is **Marking Period Average**
- the correct **Marking Period** is selected

This screenshot shows the same Schooltool interface as the previous one, but with the 'View' dropdown in the 'STUDENT' section set to 'Marking Period Average'. A red arrow points to the 'View' dropdown, and another red arrow points to the 'QTR1' dropdown. The 'Grades' tab remains selected.

5. If you would like to view your child's Report Card, click on the **"Printer"** icon.

The screenshot shows the Schooltool interface for Dansville Central School. The top navigation bar includes a search bar and the school year 2019-2020. The left sidebar has a 'Home' link. The main content area displays a welcome message and a 'PERSONAL INFORMATION' section. Below this is a 'QUICK LINKS' section with a grid of links for various school functions. At the bottom, there is a 'STUDENT' section with a red arrow pointing to a printer icon. The 'STUDENT' section also includes dropdown menus for 'School Year' (2020-2021) and 'View' (Marking Period Grades) for 'QTR1'.

6. If you would like to check your child's assignments, click on the **"Assignments"** tab. You can then select **"All Courses"** or a specific course.

The screenshot shows the Schooltool interface for Dansville Central School, specifically the 'Assignments' section. The top navigation bar and left sidebar are visible. The main content area displays a welcome message and a 'QUICK LINKS' section. Below this is a 'STUDENT' section with a red arrow pointing to a dropdown menu labeled 'Courses'. The dropdown menu is open, showing a list of courses including 'All Courses', 'AP BIO LAB', 'AP BIOLOGY', 'AP ENG LANG&COMP 11', 'AP STATISTICS', 'AP US HISTORY', 'CFM', 'CHORUS', 'COHORT A (M-T)', and 'PE 9-12'. The 'Assignments' tab is selected in the top navigation bar.

If you are having difficulty with Parent Portal or need to set up an account, please contact:

Carrie Gallagher

Email: gallagherc@dansvillecsd.org

Phone: (585) 335-4010 (ext. 1002)