How to Complete Digital Equity Survey in SchoolTool

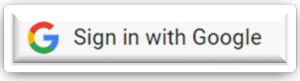
To complete a Digital Equity Survey for each student in the household, begin by logging into SchoolTool.

1. Login to SchoolTool website

Parents/Guardians can log into SchoolTool and access student information. You will need a SchoolTool account. If you don't have an account, contact the student's school.

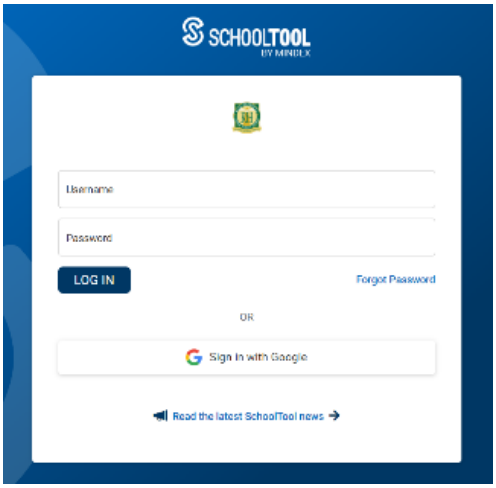
Logging In:

URL: https://monroeoneric01.schooltool.com/RHCSD/Default.aspx

If your e-mail address is a **Gmail account** use 

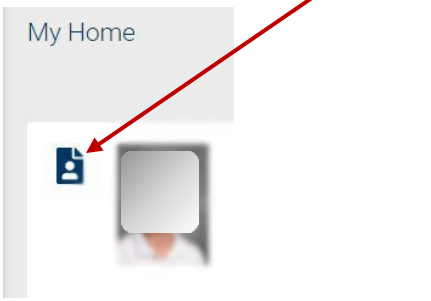
For all other e-mail accounts

Username: This is your e-mail address
Password: This is case sensitive

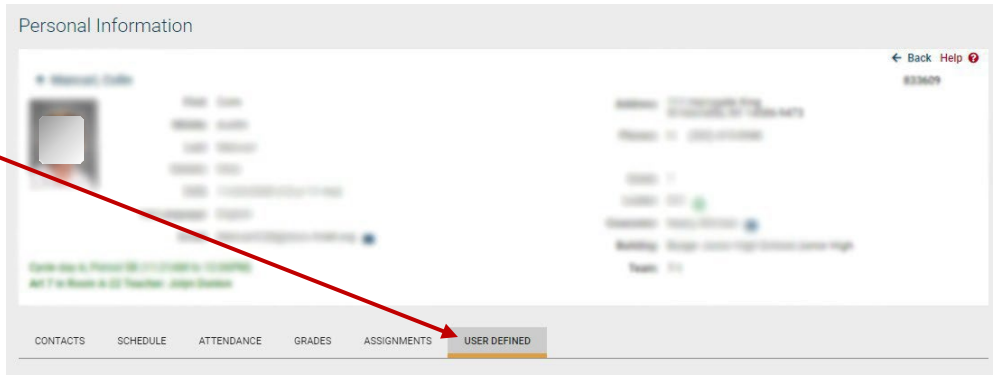


2. Locate the student for whom you wish to complete a Digital Equity Survey

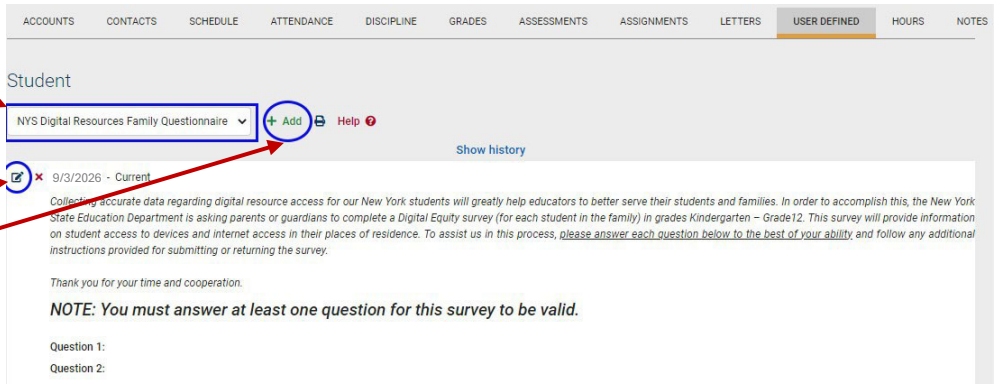
To access the student record, click the View Student Record button, or click on the student's photo or name.



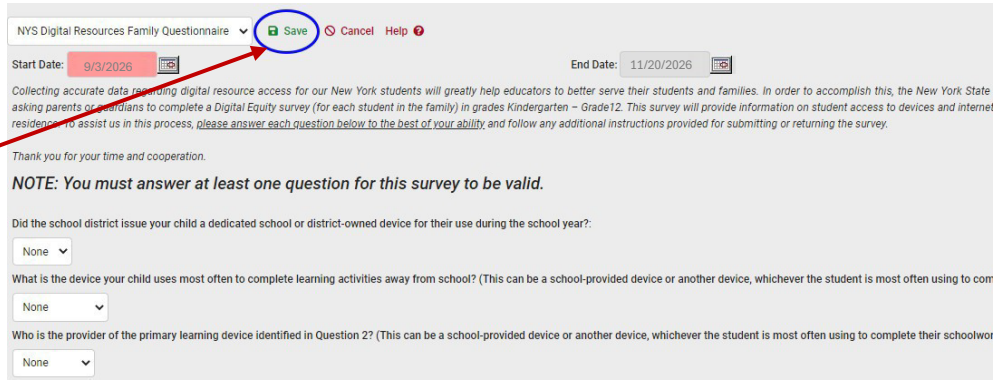
3. Click on the User Defined tab (it's available from any module).



4. Use the dropdown to choose the NYS Digital Resources Family Questionnaire. Click the Edit button if a survey exists or the Add button + Add if no survey exists.



5. Leave the Start Date and End Date as shown. Answer each question using the dropdown and click the Save Save button when you're done to submit the survey.



6. After saving, a copy of your responses will be displayed.

7. To make changes to the saved survey, click Edit to update your response. Then click Save. Save

