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school**tool**
Parent/Student Access Guide

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Getting Started

Basic Information

school**tool** is a historical application that holds all permanent record information on an individual student by school year. school**tool** also allows you to view past information about every student such as classes, grades, attendance, and discipline information. Historically, school**tool** also keeps records for state reporting purposes.

Navigation

school**tool** is a web-based application. This means it can be accessed from any Internet connection anywhere in the world if you know your URL. This also means that if there is no Internet connection, you cannot access school**tool**.

While viewing school**tool** through a web browser, you should always use the buttons and links *within* the school**tool** interface, and not those of your browser. If you use the **tool**bar buttons and/or menus of your browser, this may cause errors and impact the data on your screen. As a general rule, do not use the Back button on your browser as this will halt your connection to the database.

Finally, all of the links and navigation buttons are accessed with a *single* click, not a double click. Double clicking may not produce the desired results.

Note: The preferred browser for school**tool** is Internet Explorer, but you can also use Safari. school**tool** will work no matter connection you use (e.g., dial up, DSL, cable)

Note: school**tool** uses several pop-up windows for calendars, alerts, confirmations, and reports. Please make sure to disable your pop-up blocker for the school**tool** URL.

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Navigation Buttons

school**tool** uses simple navigation buttons that allow you to perform basic functions with a single click of the mouse. The specific tool tips associated with each button may give more descriptive text than shown below, but the basic functionality remains the same.

⬆	Show/Hide	🖨	Print or Report	🚫	Cancel
⬇	Show/Hide	➥	Done or Return	✉	Email
▷	Select or Details	↩	Previous or Done	✔	Check Spelling

Organizing Data Using Column Headings

In many lists, column headings may be used to reorder the list. Click once on a column heading and the list will sort in ascending order, using the data in that column. Click again and the data sorts in descending order. If a column heading can be sorted, your mouse pointer will become a hand when held over the column heading, which indicates that the column can be sorted.

For example, if you clicked the heading for First Name, the information would appear in ascending alphabetical order of first names. Click First Name again, and the list sorts in descending alphabetical order of first names.

Note: school**tool** often uses a simple sort where numbers are treated as text. For this reason, numeric columns can be sorted, but may display the data in an unexpected order. For example, you may see grades 1, 10, and 11 listed before grade 2, because the list sorts on the first digit then the second.

Using schooltool

After logging in, a user will be presented with a screen containing three or more tabs:

Students Tab

This tab provides a listing of all students that "belong" to the logged-in parent, including contact information for each student. A parent may be able to view additional information and student-specific tabs (covered later in this document) by clicking on a student's Select ▷ button.

If the person logging in is a student, the screen will only show the logged-in student's information.
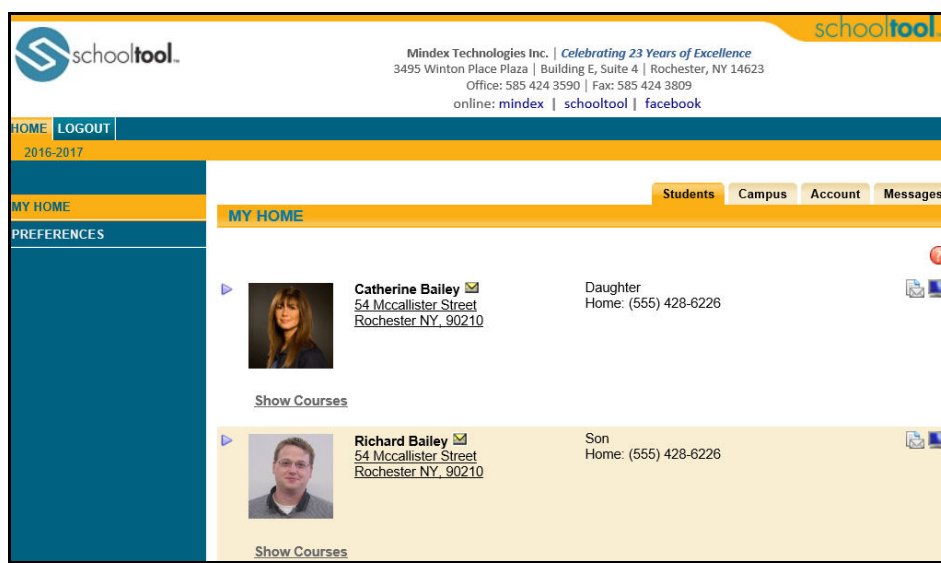
Note: Depending on district settings, the information available may be different from student to student depending on each student's building/school level.

Campus Tab

This tab is where a parent will see general campus information, including cycle days, announcements, and other pertinent school information.

Messages Tab

This tab displays any available messages. These messages may contain text, links, images, or attachments. If the message has an attachment, an icon and the attachment filename will be displayed at the bottom of the message. To download an attachment, simply click on the Download Attachment ▤ icon beside the filename.
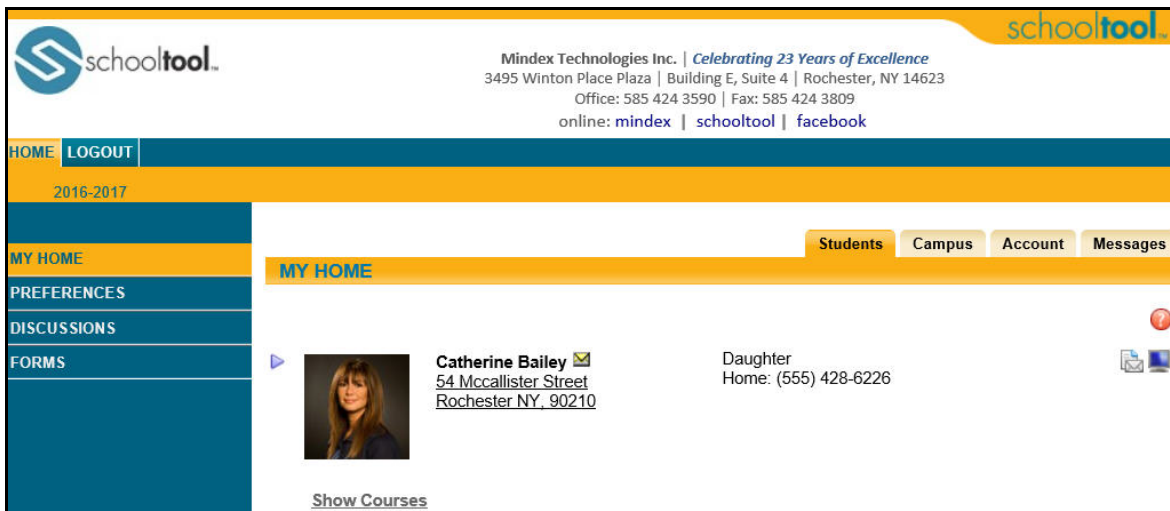
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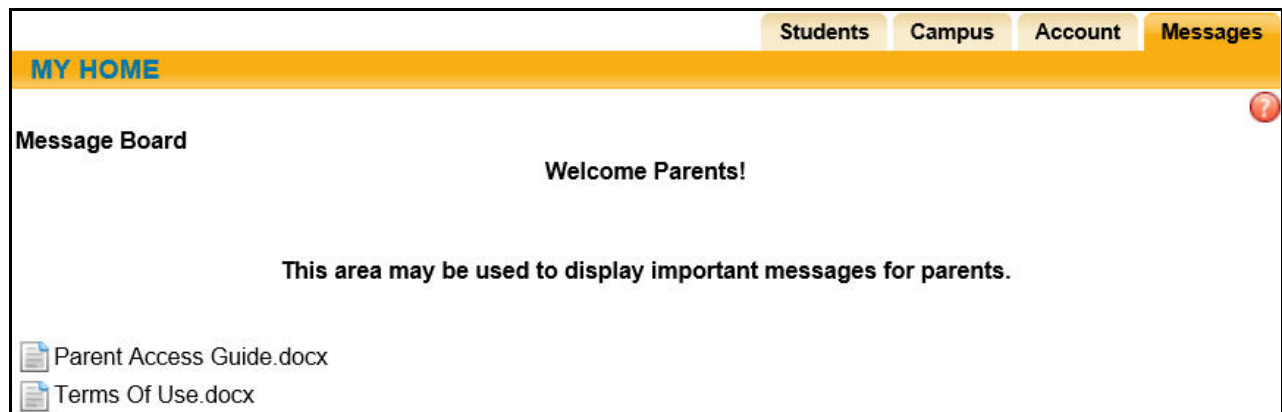
Parent/Student Portal

Once a user has selected a student, the screen will refresh with that student's Personal Information and several additional tabs.

Note: The specific tabs available to parents will depend on district settings. This document provides a brief overview of the most common tabs that a parent user might see.

Student Record

The top portion of the screen will provide basic information about that student. This includes the student's full name, age, date of birth, primary language, address, phone number, grade, enrollment type, and building/school level. Depending on district settings, users may also see that student's current location.

Buttons available on the Personal Information section include the following:

- The Show / Hide information 🔼 button allows the user to show or hide the Personal Information section.

- Done ➦ button will return to the user to the main Home screen

The bottom portion of the screen will show the **Contacts** tab by default, but will change when other tabs are selected. Each of the tabs are described in detail on the following pages.

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## Contacts Tab

The Contacts tab provides a list of contacts associated with that student. This will show parents, guardians, and other adult contacts, and any siblings. The specific information that is displayed is based on permissions set by the district.

From the Contacts tab, a user may email any contact who has an email address listed. To send an email to a contact, click the Send Email ✉ button. An email form will open, allowing the parent to enter a subject and their desired message.
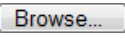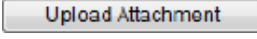
Note: The "From" and "To" fields will be pre-populated with the user's email address in the "From" field and the contact's email address in the "To" field. Parents may enter any additional recipient email addresses in the "BCC" (blind carbon copy) field.

- Users may add attachments by clicking the Browse [Browse...] and Upload [Upload Attachment] buttons near the bottom of the screen.

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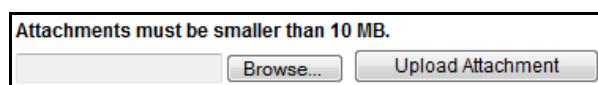
- In addition, users may click the Check Spelling ✓ button to check the body of their message.

- When the message is ready to be sent, click the Send Email [Send Email] button at the bottom of the screen.

- You may also change a message's importance with the drop down at the bottom of your message.

- To cancel the message, click the Done ↩ button in the upper right corner of the screen to return to the Contacts tab without sending.

Schedule Tab

The Schedule tab provides a complete list of the student's schedule for the current school year. This list shows which course the student has during each period, which section number the student is in, the days that course meets, the room where the course meets, and the teacher who teaches that course.

Note: Depending on user permissions and settings in Maintenance, student schedules may not be available until after a specified date. When this is the case, a message will appear in place of the schedule to indicate that schedules are not currently available.

- Parents may use the Send Email ✉ button to email any teacher who has an email address listed. To send an email use the process described under the **Contacts Tab** section.

- The schedule may be viewed in Standard View, or in Grid View. Parents may switch between views by clicking the appropriate radio button and waiting for the page to refresh with the new view.

- Clicking the dropdown beside View will allow you to toggle between your student's schedule and their course selections, while the dropdown beside Report to print will allow you to choose from Standard Student Schedule, (grid style, or missing courses (based on course selections).

- Clicking on the Print Schedule 🖨 button will allow users to print Student Schedule report in a new window. If multiple report formats are available, you will be provided with a drop-down menu where you may select the appropriate report format to be generated.

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- The Course Selections view provides a read-only summary of a student's course selections for a given school year. Use the School Year drop-down to select the appropriate year (only school years for which the student has course selections will appear in the list). The Course Selections view will show the total number of credits selected, as well as the Course (including Course ID and Course Name), the Priority, if applicable, and the number of credits associated with that course.

| Contacts | Schedule | Attendance | Discipline | Grades | Assignments |

STUDENT

View: Course Selections ▾
School Year: 2016-2017 ▾

Credits Selected: 7.75

Course	Priority	Credit
00083 Pre-Calculus		1
00084 College Calc 4		1
00100 Physics		1.25
00101 Physics Lab		0
00164 PE Gr 11/12		0.5
00232 New Ventures - AM		2
00235 English 12		1
00236 Economics/Government		1

Note: The specific report formats available in this area are determined by the district. The following are samples of two commonly used reports.

Standard Grid Report Sample

High School

Student Name: HEMINGWAY, Greg **Student Number: 902046** **Grade: 9** **Homeroom:**

111 Main St. **Locker:** **Combo:** **Counselor:**
Rochester, NY 90210

Semester: Fall

	1	2	3	4	5	6
Period 1 Time 8:00 - 8:45	ALGEBRA II Wilson(359)	ALGEBRA II Wilson(359)	ALGEBRA II Wilson(359)	ALGEBRA II Wilson(359)	ALGEBRA II Wilson(359)	ALGEBRA II Wilson(359)
Period 2 Time 8:50 - 9:35	EARTH SCIENCE Rofriguez(266)	EARTH SCIENCE Rofriguez(266)	EARTH SCIENCE Rofriguez(266)	CONCERT BAND II Bonner(218)	EARTH SCIENCE Rofriguez(266)	EARTH SCIENCE Rofriguez(266)
Period 3 Time 9:40 - 10:25	SOCIAL STUDIES 9 Perry(104)	FRENCH 2 Lee(410)	SOCIAL STUDIES 9 Perry(104)	SOCIAL STUDIES 9 Perry(104)	SOCIAL STUDIES 9 Perry(104)	SOCIAL STUDIES 9 Perry(104)
Period 4 Time 10:30 - 11:15	SKILLS LAB Rollins(315)	SKILLS LAB Rollins(315)	SKILLS LAB Rollins(315)	SKILLS LAB Rollins(315)	SKILLS LAB Rollins(315)	SKILLS LAB Rollins(315)
Period 5 Time 11:20 - 12:05	LRR Walker(352)	LRR Walker(352)	LRR Walker(352)	LRR Walker(352)	LRR Walker(352)	LRR Walker(352)
Period 6 Time 12:10 - 12:55	FRENCH 2 ES Briggs(404)	FRENCH 2 ES Briggs(404)	FRENCH 2 ES Briggs(404)	FRENCH 2 ES Briggs(404)	FRENCH 2 ES Briggs(404)	LAW & GOVERNMENT Fairrow(201)
Period 7 Time 1:00 - 1:45	ART OF COMMUNICATION Yellow(319)	ART OF COMMUNICATION Yellow(319)	ART OF COMMUNICATION Yellow(319)	ART OF COMMUNICATION Yellow(319)	ART OF COMMUNICATION Yellow(319)	ART OF COMMUNICATION Yellow(319)
Period 8 Time 1:50 - 2:35	PE 9-10B Baily(GYM)	PSYCHOLOGY Shean(326)	PE 9-10B Baily(GYM)	PSYCHOLOGY Shean(326)	PE 9-10B Baily(GYM)	PSYCHOLOGY Shean(326)

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Standard Schedule Report Sample

Student Schedule

12/02/2008

Changed Date: 12/02/2008

Student ID	Student Name		Gender	Grade	HomeRoom	DOB
			M	9		08/05/1992
902046	HEMINGWAY, Greg					Locker

Course ID	Sect.	Semesters	Course Name	Room	Period	Days Met	Teacher
32200	1	F, S	ALGEBRA II	359	1	1,2,3,4,5,6	Wilson
40000	2	F, S	EARTH SCIENCE	266	2	1,2,3,5,6	Rodriguez
65400	1	F, S	CONCERT BAND II	218	2	4	Bonner
10000	6	F, S	SOCIAL STUDIES 9	104	3	1,3,4,5,6	Perry
20400	1	F, S	FRENCH 2	410	3	2	Lee
82000	4	F, S	SKILLS LAB	315	4	1,2,3,4,5,6	Rollins
81000	9	F, S	LRR	352	5	1,2,3,4,5,6	
20600	2	F, S	FRENCH 2 ES	404	6	1,2,3,4,5	
12300	10	F	LAW & GOVERNMENT	201	6	6	Fairow
05200	7	F, S	ART OF COMMUNICATION		7	1,2,3,4,5,6	
70100	8	F	PE 9-10B	GYM	8	1,3,5	Baily
12600	2	F	PSYCHOLOGY	326	8	2,4,6	Shear

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Attendance Tab

The Attendance tab shows a summary of the student's total absences for the current year (if any). Users may view a summary of Daily Attendance, All Course Attendance, or Missed Course Attendance by selecting the appropriate radio button. Use the year drop-down to review historical data for a previous year.

- The Daily Attendance view shows users all daily absences. This may also include early dismissals, late arrivals, and in/out records. All attendance records will be displayed with Type, Location, Date, and Reason when known.
- The Missed Course Attendance view shows users all period misses where the student was marked absent by a teacher (this view only includes period misses for times when the student was expected to be in class, and does not include period absences that are tied to daily absences).
- The All Course Attendance view allows users to see *all* course absences, including those that are tied to daily absences. Any course absence that is tied to a daily absence will display any Reason that has been entered for the daily absence.

- Missed Classes: shows users all period misses where the student was marked absent by a teacher (this view only includes period misses for times when the student was expected to be in class, and does not include period absences that are tied to daily absences).

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- Attendance Letter: shows users a list of period attendance that may contribute to attendance policy letters (the specific types of attendance entries shown is dependent on how course attendance policy is configured).

- A list of attendance tallies will display in a pop-up. Use the drop-down to tally by reason, type, course, period, teacher, or date. Click the Print 🖶 icon to send a printer-friendly version of the tallies to your printer.

Note: Each summary view is controlled by its own permission; if you do not have permission to view a specific option, the radio button for that option will not appear. In addition, depending on your school's settings, newly submitted absences may not be visible immediately.

Grades Tab

The **My Home > Grades** tab shows grades in each class based on the selected view. The Grade column displays the word "None" until grades have been published. To view grades, select the appropriate view from the drop-down menu.

Available views include the following:

- Marking Period Grades
- Progress Report Grades
- Marking Period Average
- Assessment Grades
- Final Grades

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Marking Period / Progress Report Grades

The Marking Period Grades and Progress Report Grades views allow users to see marking period grades and/or progress report grades for each grading interval. For both views, the screen will show grades for the current grading interval by default. Whenever grades are not available, the Grade column will display "None."

Descriptor-based course grades may be visible on the Marking Period Grades view. Descriptor topics for each course will be listed, with any available grades, grouped alphabetically by course name.

Users with the appropriate permissions also have the option to print report cards and/or progress reports from these views. If more than one report format is available for printing, a drop-down menu will appear and the user must select a report format to print. Any configurable options will default to the values set in Counseling. To print, navigate to the appropriate Marking Period or Progress Report Grades view and click the Print 🖨 icon.

			Contacts	Schedule	Attendance	Discipline	**Grades**	Assignments

STUDENT

School Year `2015-2016 ▾`   View `Marking Period Grades ▾` for `MP6 ▾`

Report to print: `6 MP - Secondary Report Card (Landscape) ▾` 🖨

Course	Teacher	MP	Days	Period	Section	Grade	Comments
Adv Draw/Design/Product	✉ Mr. Hall	S1,S2	A,B	6	1	97	• More studying at home can only help.
Algebra 2	✉ Mr. Taylor	S1,S2	A,B	7	3	92	• Continuing to make progress toward goals.
Basic Electricity	✉ Mr. Jackson	S2	A,B	9	1	93	• Vey bright and cooperative.
Chemistry	✉ Mr. Roberts	S1,S2	A,B	4	2	91	• Continuing to make progress toward goals.
ELA 11/12 AIS	✉ Ms. Moore	S1,S2	A	8	5	Satisfactory	• Vey bright and cooperative. • Hard worker.
English 11	✉ Ms. Adams	S1,S2	A,B	1	1	75	• Show amazing progress
PE Gr 11/12	✉ Mr. Johnson	S1,S2	B	3	4	100	
US History & Govt 11	✉ Ms. Walker	S1,S2	A,B	2	2	78	• Willing to ask for extra help.

Marking Period Average

To view the marking period averages for each course, select the appropriate year from the drop-down menu and choose the Marking Period Average option from the View drop-down. This view will display the current grade book average for that course. If teachers are using Category Weightings, those will also be seen here.

			Contacts	Schedule	Attendance	Discipline	**Grades**	Assignments

STUDENT

View `Marking Period Average ▾` for `MP3 ▾`

Course	Average	Categories		
Adv Draw/Design/Product, Section 1 ✉ Mr. Hall Meets: Sem S1,S2 Days A,B Period(s) 6	98.08	**Category** Performance: Quizes,Tests,Activities,Notebook:	**Weight** 75% 25%	**Average** 98.00 98.33
Algebra 2, Section 3 ✉ Mr. Taylor Meets: Sem S1,S2 Days A,B Period(s) 7	70.50	**Category** quiz: test:	**Weight** 40% 60%	**Average** 78.00 65.50
Chemistry , Section 2 ✉ Mr. Roberts Meets: Sem S1,S2 Days A,B Period(s) 4	87.07	**Category** Lab Reports: Homework: Quizzes, Class Activities: Test:	**Weight** 20% 5% 25% 50%	**Average** 91.76 96.47 94.44 80.57
ELA 11/12 AIS, Section 5 ✉ Ms. Moore Meets: Sem S1,S2 Days A Period(s) 8	None			
Energy Systems , Section 1 ✉ Mr. Brown Meets: Sem S1 Days A,B Period(s) 3	95.00	**Category** activities:	**Weight**	**Average** 95.00
English 11 , Section 1 ✉ Ms. Adams Meets: Sem S1,S2 Days A,B Period(s) 1	None			
PE Gr 11/12 , Section 4 ✉ Mr. Johnson Meets: Sem S1,S2 Days B Period(s) 3	100.00	**Category** PE Score:	**Weight**	**Average** 100.00
US History & Govt 11 , Section 2 ✉ Ms. Walker Meets: Sem S1,S2 Days A,B Period(s) 2	91.46	**Category** :	**Weight**	**Average** 91.46

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Assessment Grades

To view assessment grades, select the appropriate school year and select the "Assessment Grades" option from the View drop-down. The screen will refresh to show all assessments assigned to that student for the selected school year. Any available grades will display in the "Score" column; for exams where scores have not yet been entered, the word "None" will display instead.

	Contacts	Schedule	Attendance	Discipline	Grades	Assignments

STUDENT

School Year 2015-2016 ▾ View Assessment Grades ▾

Type	Course	Exam	Score	Date
Local Final	Adv Draw/Design/Product	Local Final	95	
State Final	Algebra 2	Algebra II CC Regents	76	6/1/2016
Local Final	Basic Electricity	Local Final	90	
State Final	Chemistry	Chemistry Regents	85	6/21/2016
Local Final	Energy Systems	Local Final	93	
State Final	English 11	English Language Arts CC Regents	88	6/14/2016
State Final	US History & Govt 11	U.S. History & Govt Regents	91	6/15/2016
State		Algebra 2/Trigonometry Regents	46	6/17/2016
State		SAT I Critical Reading	480	5/7/2016
State		SAT I Mathematics	550	5/7/2016

If a student has received an assessment note for any assessment, the short code of the note may display instead of the score, depending on yearly configuration options.

Final Grades

To view final course grades, select the appropriate school year and select the "Final Grades" option from the View drop-down. This view will display the final grade for all courses for which grades have been submitted. This view is year-specific and is not limited to a specific marking period or progress interval. If grades are not available for any course, the Grade column will display "None" for that course.

	Contacts	Schedule	Attendance	Discipline	Grades	Assignments

STUDENT

School Year 2015-2016 ▾ View Final Grades ▾

Course	Teacher	MP	Days	Period	Section	Grade
Adv Draw/Design/Product	✉ Mr. Hall	S1,S2	A,B	6	1	97
Algebra 2	✉ Mr. Taylor	S1,S2	A,B	7	3	82
Am. Sign Language 1						94
Am. Sign Language 2						95
American Sign 3						95
Basic Electricity	✉ Mr. Jackson	S2	A,B	9	1	95
Chemistry	✉ Mr. Roberts	S1,S2	A,B	4	2	89
Chemistry Lab	✉ Mr. Roberts	S1,S2	B	8	8	P
ELA 11/12 AIS	✉ Ms. Moore	S1,S2	A	8	5	None
Energy Systems	✉ Mr. Brown	S1	A,B	3	1	96
English 11	✉ Ms. Adams	S1,S2	A,B	1	1	80
PE Gr 11/12	✉ Mr. Johnson	S1,S2	B	3	4	98
US History & Govt 11	✉ Ms. Walker	S1,S2	A,B	2	2	84

Assignments Tab

The Assignments tab shows a list of all graded assignments for the current year. This list may be filtered by school year, marking period, and/or course. If multiple teachers are assigned to a course, all teachers' last names will be displayed in the "Teacher Name" column, separated by a "/."

Note: Teachers may determine whether or not each assignment may be viewed by parents; if a teacher opts not to show a specific assignment, it will not be displayed even if it has been given a grade.

If the teacher has shared any assignment notes, a Notes column will display for users who have permission to view assignment notes.

Attachments are indicated by an icon in the Assignment Name column. To view an attachment, click the Attachment 📄 icon and download the file.

The Assignments tab displays all assignments tied to the selected marking period in any grade book that exists for the selected school year and course. By default, the Assignments tab shows a list of all courses. Click on the Show Average button to see a list of all course averages for that marking period.

If you have chosen an individual course, clicking on this icon will display category weightings and averages for the selected course.

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Assignment Grades

For any assignment with an attribute associated with it, the Student Score column will display the score, if any, as well as the short code for any attributes applied to that assignment and the adjusted score (if appropriate). Multiple attributes are separated by a comma.

Scores, attributes, and adjustments are displayed as follows:

Score (Adjusted Score) [Attribute Short Code]

For example, a student originally received an 82 on an assignment, but the teacher applied an "EC" attribute to that assignment to designate Extra Credit of 5%. The student's score now shows 82 (86.1) [EC] to indicate the adjustment.

Accounts	Contacts	Schedule	Attendance	Discipline	Grades	Assessments	Assignments	Letters	User Defined	Notes

STUDENT

School Year 2012-2013 ▾   Marking Period MP1 ▾   Courses All Courses ▾   ❓

Course	Assignment Name	Date	Max	Score
English 10 (Patterson / Evans / Johnson / Woolton)	3x each 📄	9/13/2012	100	82 (86.1) [EC]
English 10 (Patterson / Evans / Johnson / Woolton)	Peer edit CPC practice	9/13/2012	100	87 (82.65) [L1]
English 10 (Patterson / Evans / Johnson / Woolton)	Seuss Draft	9/13/2012	100	79 (85.05) [BP, EC]
English 10 (Patterson / Evans / Johnson / Woolton)	Literary Term Quiz 9-14	9/17/2012	100	100

Users can move their mouse over any attribute in the Student Score column. The mouse-over text will show the user the full name of the attribute and any adjustment defined for that attribute. For example, holding the mouse over the "L1" attribute may display "Late 1: -5%" to indicate that the score has been adjusted by -5% based on the application of that attribute.

Score
82 (86.1) [EC]
87 (82.65) [L1]
79 (85.05) [B Late 1: -5%
100