

# CITY SCHOOL DISTRICT of ALBANY

Office of Assessment, Accountability and Technology Innovation

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#### **BOARD of EDUCATION**

Anne Savage, President • Vickie Smith, Vice President • Jennifer Lange, Secretary Damarise Alexander-Mann • Sridar Chittur, Ph.D. • Ellen Roach • Tabetha Wilson

# schooltooltm Student & Parent Portal Navigation

# **Accessing the Portal:**

- Use your Web browser to access the Internet and go to the schooltool portal: https://schooltool.albany.k12.ny.us/schooltoolweb or use the Parent & Student Portal link on the district homepage.
- Your "Username" is your district computer network user ID. (Example: 123456)
- Your "Password" is your district computer network password.

# Navigation:

MY HOME

All information described above is categorized into "tabs" in the portal. To begin navigation, click the triangle (select) button next to your name.



1301 PENNSYLVANIA AVE Albany, NY 12206 Home2: (518) 555-1234

#### Your Demographic Information:

General information about you is displayed in the top part of the window. This information includes your full name, DOB, address, grade level, homeroom (academy for HS), locker info, counselor and school building.



#### Contacts:

Information about your parent(s) or guardian, including emergency contacts.

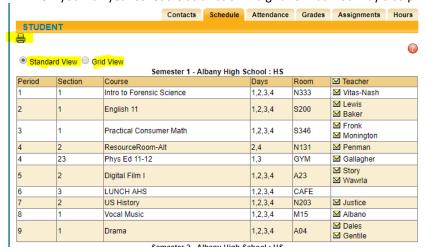


## VISION STATEMENT

The City School District of Albany will be a district of excellence with caring relationships and engaging learning experiences that provide equitable opportunities for all students to reach their potential.

## Schedule:

• View your full year schedule as a list or in a grid format. You may also print a copy.



## Attendance:

• View daily and/or course attendance for this year or prior years.

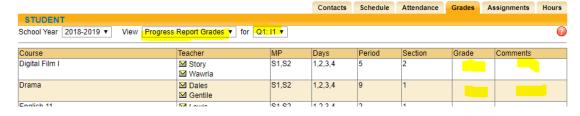


# **Grades**:

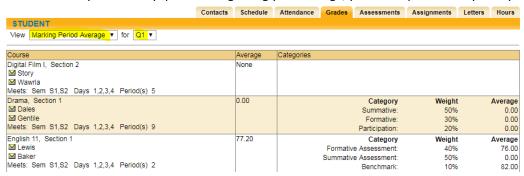
• Marking Period is the same as "Report Card" grades and will not be viewable until report cards have been sent home. These are quarterly course grades and teacher comments, and may be viewed by quarter.



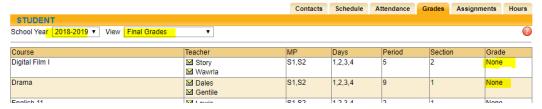
• **Progress Report** is the same as "Interim" grades and will not be viewable until Interim reports have been sent home. This is quarterly course progress and teacher comments, and may be viewed by quarter.



- Marking Period Average displays the current course average based on all graded assignments at the time of viewing.
   Please note the following:
  - You may not have an "average" for every class, depending on how many assignments exist with grades.
  - The average displayed is in no way to be considered final or official for many reasons.
  - o If you have any questions regarding your average, you must speak directly with your teacher.

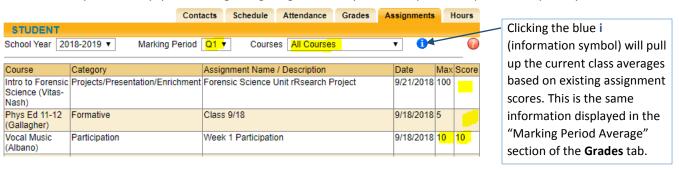


• **Final Grades** are you end of the year (or quarter/semester if it is less than a yearlong class) course average. This will not be displayed until the course has finished and all averages have been calculated. You will be able to view these for prior years as we move forward with schooltool.



# Assignments:

- View assignment information that your teachers have made public. You may view assignments that are open and
  without a grade yet, as well as assignments that have been graded. You will be able to see the value of the
  assignment as well as the score you earned. Please note the following:
  - You may not see every assignment that takes place in class or as homework.
  - Scores may not be immediately available even though you have turned the assignment in.
  - o If you have any questions regarding assignments or your score, you must speak directly with your teacher.



# Hours (high school only):

View hours associated with your work-based or Career and Technical coursework.

